



Stated Session Meeting

24 January 2011

The January 2011 Stated Session Meeting of Northwood Presbyterian Church constituted the annual joint meeting of the Session and Diaconate, a member congregation of the Presbytery of Tampa Bay of the Presbyterian Church (U.S.A.) and was held in room 5 of the church education building at 7:00 P.M., January 24, 2011. The Moderator, the Rev. Chris Curvin, called the meeting to order with the opening prayer by Elder Jim Youngblood.

Moderator: The Rev. E. Chris Curvin (Pastor and Head of Staff)

Pastors: The Rev. Paul Means (Associate Pastor for Congregational Care and Mission) (E)

Clerk of Session: Jim Youngblood

Elders of Session:

Class of 2010

Ron Duffey
Suzanne Hamilton
Jon Mills
JoAnne Spigarelli
Andy Strelcheck
Steve Winder

Class of 2011

Susan Black
Janet George
Troy Harris
Vacant
Martha Tobiassen
Jim Warren

Class of 2012

Loisanne Bilka
Darrough Diamond (E)
Bill Martin
Dan Jeffre
Mark Schneider
Doug Winder (E)

Guest: Christ Hurst, Church Business Manager

Roll Called and Quorum Declared by the Clerk of Session.

ELECTION OF PRESBYTERY COMMISSIONERS

- Martha Tobiassen, Janet George, Susan Black, Loisanne Bilka, and Jim Black

Approval of the Minutes: The following minutes were adopted:

- o Stated Session Meeting on December 20, 2010

Consent Agenda: The following motion was APPROVED:

- Motion:** The Mission & Outreach Ministry Team, through the Stewardship, Finance, and Property Ministry Team, requested to hold a fund raising event as soon as possible in 2011 to benefit capital Projects for three of NPC's benevolences:
 - o Foundation for International Missions will be starting construction a housing/multi-use building on the New Hope Clinic site in Honduras in honor of Sam Englehart.
 - o Bay Area Pregnancy Center needs financial assistance to purchase a building.
 - o Suncoast Haven of Rest also needs a new building, or an addition to the existing building. They are still formulating a plan.Our goal is \$15,000, to be split equally among the three agencies.

Adjournment: There being no further business to come before the Session, this meeting was adjourned with prayer by the Rev. Paul Means at 8:00 P.M.

The Rev. Chris Curvin, Moderator

Elder Jim Youngblood, Clerk of Session

These minutes approved by Session on _____.

REPORT OF THE DIACONATE

Monday January 3, 2011

A. MOTIONS FOR SESSION APPROVAL

None

B. ACTIONS TAKEN

None

C. ITEMS FOR INFORMATION

Moderator-David Nelson-Short review of minutes, David handed out a summary of what was prepared for the annual report. Reminded us to email him our volunteer list so they will get an invitation to the Deacon's Brunch. Handed out sample of the Invitation for us to look over. We will go over final plans in February for Brunch... Brunch has been moved to Mar 5th 9am-11am. Deacons will meet February 28th for March meeting to finish preparing for Brunch.

Co-Moderator-Shawn Wolf-Shepherds Christmas cards sent

Prayer Chain-Judy Peterson -11 Prayer requests and 1 praise

Meals-Mimi Judd-No meals this month

Parish Nurses/Care Notes-Tammy Shierling-No news.

Hospital Visitation-Sue Miskiewicz- No visits

Homebound/Flower Ministry – Per email report, working with Paul on who needs visitors, update the list, assign or reassign homebound members, discuss a volunteer training class, discuss a description for Homebound ministry when new Deacon takes over.

Greeting Cards –Carol Rathmell- 10 cards-6 get well, 4 sympathy

Greeters-Billie NeSmith-No report

Transportation-Cookie Roffrey-Van for Christmas Eve service a huge success, Transportation covered.

College/Military-Diane Bolton- Christmas cards sent to lambs @ college and military. Will follow up for clarification of which circle is doing what and how often.

God's Toolbox- Sue Dye- No report

Hurricane/Secretary – Georgianna Winder- No Hurricanes...Christmas cards sent to Shepherds'. Had a correction in last month minutes. Corrected date for end of February meeting.

Pastor Paul gave an update on hospitalizations. He also discussed the 11pm Christmas Eve service a possibility of a couple deacons willing to usher for Christmas Eve services in the coming years. He also, discussed the Honduras mission trip. If anyone is interested plan to attend the information meeting.

Members Present: David Nelson, Shawn Wolf, Tammy Shierling, Judy Peterson, Carol Rathmell, Mimi Judd, Cookie Roffrey, Diane Bolton, Sue Miskiewicz, Pastor Paul & Georgianna Winder

Members Absent: Billie NeSmith, Barbara Finn, Vickie Mills, Sue Dye (Hope all of u feel better soon) you are in our thoughts and prayers.

Opening Prayer: Sue Miskiewicz

Closing Prayer: David Nelson

Reports of Session Standing Ministry Teams and Committees

REPORT OF THE WORSHIP & MUSIC MINISTRY TEAM

Monday January 10, 2011

A. MOTIONS FOR SESSION APPROVAL

None

B. ACTIONS TAKEN

At the request of guest Barbara Yonteck, a motion was made and passed that the Home Communion Teams have the option to select the method used to serve the Elements to shut ins.

C. ITEMS FOR INFORMATION

A. Opening Prayer & Devotions – Susan Black

B. Pastor's Report – None

C. Committee Reports

1. Music – Stephanie Carson

- a. More than 300 guests attended "Amahl and the Night Visitors". There were high praises from many in attendance.
- b. All four Christmas Eve services were well attended.
- c. Practices have begun for all handbell groups & all slots are filled.
- d. Retreat options are being discussed as alternatives to Montreat. Money has to be raised to cover cost of all retreats. Money not raised will be paid by participants.
- e. The Fall Silent Auction date will be October 15. It will involve all music groups & possibly a dinner or only dessert.

2. Communion Servers - Dan Jeffre

All has been arranged for the next Communion Sunday.

3. Communion Prep – Melanie Brown

The schedule has been prepared for the coming year.

4. Discovering Northwood – Susan Gajentan

New member classes will be held on January 16 and January 23, 2011.

5. Flowers - Linda Diamond

Only three accounts remain unpaid from 2010. The flower fund remains in the black.

6. Sanctuary Paraments – Donna Elwood and Joan Baker

All went well on Christmas Eve.

7. Ushers - Joan Baker for Tom Baker

Tom will contact Katie Kopp in reference to lining up youth ushers for Jan. 30, the fifth Sunday.

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D. Old Business

1. A thank you note was sent to Donna for beautifying the sanctuary.
2. A thank you note was sent to Stephanie for the cantata and Christmas.
3. A thank you note was sent to the Gajentans for the Amahl dinner.

E. New Business

1. The budget will stay the same as 2010 until after the January pledges are added.
2. The Annual Garage Sale will be Jan. 22. There was an organizational meeting and Joe Stevens and Martha Tobiasson will be co-chairs. Section leaders were also chosen.
3. The Worship Ministry Team Annual Report for 2010 was distributed to all committee members.

Members Present: Susan Black, Dan Jeffre, Joan Baker, Linda Diamond, Donna Elwood, Susan Gajentan, Jackie Koski, and Stephanie Carson

Absent Members: Tom Baker, Melanie Brown and Rev. Chris Curvin

Guest: Rev. Barbara Yonteck

Opening Prayer: Susan Black

Closing Prayer: Susan Black

REPORT OF THE YOUTH & YOUNG ADULT MINISTRY TEAM
Monday January 10, 2011

A. MOTIONS FOR SESSION APPROVAL

NONE

B. ACTIONS TAKEN

NONE

C. ITEMS FOR INFORMATION

1. H.I.M.:
 - Christmas Eve service went VERY well and was enjoyed by all.
 - H.I.M. will be working with Janice Wisinski on something possibly for Easter.
2. Pierced:
 - Are geared up and working on some new material for 2011. Gary would like for the band to record a couple of songs. Relay for Life coming up April 29 – 30.
3. Paint Ball Team:
 - On Break until 2011 at which time they will regroup and see where the interest lies.
4. Scouts:
 - February 5th is Scout Sunday. They will be having a pancake breakfast.
 - Upcoming Eagle Ceremony – possibly 2/19.
 - Adventure Group – Meeting off campus and getting organized planning camping and kayaking trips.
5. Director's Report:
 - Small Group Ministries: MS going very well and HS girls possibly starting up again in Feb. HS boys need a leader.
 - Youth Group: A small turnout provided an info and feedback opportunity for Katie with some of the youth. They discussed Game Night and approached some of the youth to step up into more of a leadership role.
 - Budget: No changes from last year. We used \$2,100 last year "budgeted amount" \$24,000 but we are good stewards of the money and raise the funds that are needed for events.
 - Eric Gajentan's Eagle Ceremony 2/13 possibly and it will be the Youth Group activity for the day. There will be a Ceremony and reception afterward.
 - Pre Super Bowl gathering either 2/4 or 2/5; picnic, football and other activities.
 - Confirmation: 13 potential invites. Informational meeting 1/23 at 9:30am with a start date of 2/20; 6 weeks plus a retreat weekend and 2 weeks for any make-ups.
 - Sunday School: Struggling to get teachers MS / HS has been together; Curkan's on schedule to teach in March.

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- Conyers Committee: Fundraising possibilities; date night, discount cards, pancake breakfast. Possible discussion of certain requirements to attend; participation in fundraising, attending youth activities, etc.
- Parent participation issues need to be addressed.

6. Old Business:

7. New Business:

- Annual reports were discussed.
- Conyers committee forming with a possible meeting on 2/6.

Members Present: Katie Kopp; Elders: Troy Harris, Doug Winder, Susan Gajentan, Christine Wolf

Opening Prayer: Troy Harris

Closing Prayer: Katie Kopp

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REPORT OF THE SCHOOL'S MINISTRY TEAM
Monday January 10, 2011

A. MOTIONS FOR SESSION APPROVAL

NONE

B. ACTIONS TAKEN

NONE

C. ITEMS FOR INFORMATION

1. Budget Review: Income/Expense was for 2010 was 106% expensed, 100% income. Budget was reduced to account for raises.
2. Enrollment: 1 VPK opening, 1 T/Th 3 year old opening, 1 2 year old T/Th opening.
3. Staffing: Debbie is retiring. Stephanie Strelcheck will take her place. Susan Gannon will be the assistant director. Will look for a replacement for Kao. Coach Stohl still planning to take Liz's maternity leave.
4. Program: NAECY must be filed by January 30. License renewal was turned in today.
5. Facilities/Equipment: With fundraising money, Vicki is purchasing one laptop and a circle cycle for the playground.

Next meeting February 14, 2011 7:00 p.m. Room 11 – will discuss secretary and replacement for Jody Mistal

Members Present: Loisanne Bilka, Vicki Conolly, Suzanne Hamilton, Dave Tobiassen, Brittany Dayes, Melissa Patel, Tracey Birch.

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REPORT OF THE SCHOOL'S MINISTRY TEAM
Monday January 10, 2011

A. MOTIONS FOR SESSION APPROVAL

NONE

B. ACTIONS TAKEN

NONE

C. ITEMS FOR INFORMATION

1. Budget Review: Income/Expense was for 2010 was 106% expensed, 100% income. Budget was reduced to account for raises.
2. Enrollment: 1 VPK opening, 1 T/Th 3 year old opening, 1 2 year old T/Th opening.
3. Staffing: Debbie is retiring. Stephanie Strelcheck will take her place. Susan Gannon will be the assistant director. Will look for a replacement for Kao. Coach Stohl still planning to take Liz's maternity leave.
4. Program: NAECY must be filed by January 30. License renewal was turned in today.
5. Facilities/Equipment: With fundraising money, Vicki is purchasing one laptop and a circle cycle for the playground.

Next meeting February 14, 2011 7:00 p.m. Room 11 – will discuss secretary and replacement for Jody Mistal

Members Present: Loisanne Bilka, Vicki Conolly, Suzanne Hamilton, Dave Tobiassen, Brittany Dayes, Melissa Patel, Tracey Birch.

REPORT OF THE MISSION & OUTREACH MINISTRY TEAM
Monday January 10, 2011

A. MOTIONS FOR SESSION APPROVAL

NONE

B. ACTIONS TAKEN

1. Minutes from the December 13, 2010 meeting of the M&O team were read and approved.
2. Pastor Paul gave the team an update on the Honduras Mission trip scheduled for this summer. Total participant cost will be \$1000 with approximately \$500 contributed by Faith Presbyterian fundraisers. After much discussion motion was made and passed to have NPC members participate financially on the same basis as Faith Presbyterian members and to contribute \$1000 of Mission and Outreach funds (undesignated memorials) for supplies.
3. Motion made and passed to authorize \$25.00 for purchase Valentine Day flowers for Palm Garden residents.
4. Motion made and passed to request total revenues and expenses for the food pantry account for 2010.

C. ITEMS FOR INFORMATION

1. RCS is holding breakfast meetings with member congregations to explore ways to meet new social service problems in the Pinellas community. Paul, Jon and Jim will attend on February 1.
2. Correspondence was reviewed.
3. Jon reported that Session had set 2011 budget at \$600,000. M&O budget is expected to remain at 2010 level.
4. M&O budget report for 2010 was reviewed. Paul Means will meet with Chris Hurst to obtain clarification.

Members Present: Pastor Paul Means, Chair Jon Mills, Vice-Chair Jim Warren, Pat Rabenstine, Jean DeFilippo, Evelyn Towns, Ethel Cargill and Barbara Roller.

Opening Prayer by: Jean DeFilippo

Closing Prayer by: Pastor Paul Means

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REPORT OF THE HOME COMMUNION COMMITTEE

Monday, January 10, 2011

The following visits have been reported by seven HC teams—October, November, and December 2010

<u>Month</u>	<u># Visits</u>	<u>Celebrants</u>	<u>Communion serving</u>
October	2	2	15 (8 Hosts 1 non-NPC)
November	5	2	15
December	9	9 (1 friend)	13 (8 hosts 2 non NPC)

Hosts celebrating Communion on more than one visit are counted each time

Celebration Cup: Celebration Cup is a single serving of juice and wafer in communion cups. When ready to use, the sealed lid is broken and elements are served. The Worship Committee has directed teams to use the cup and wafer until the Worship Committee's Dec.13th meeting to determine if we should make CCup a regular option for the year 2011.

Four hosts (two teams) reported— the lid can be a little difficult to remove but with use hosts say it becomes easier. Two hosts are very enthusiastic for the cups and two people equally prefer the traditional intinction (dip the bread in the juice). Others did not comment but spoke with the use of CCups for their visits.

There was a question of how will we consecrate the CCups. Pastors Chris Curvin and Paul Means said the boxes of CCups can be put on the cart with the juice and bread so they can be set aside with the bread and juice for Sunday services.

Our recommendation: provide CCups and bread and juice so teams can use the method they are comfortable with. (Teams preferring the traditional intinction mode of serving the elements will prepare their own bread and juice.)

In addition to visiting residents hosts regularly take Communion to residents at Palm Garden Of Pinellas. Palm Garden will continue to use the intinction method of distribution.

100 CCups cost \$25.99 for 100 plus 7% shipping. NPC has a tax exemption number. \$59.99 for 250 units. It is estimated that 100 cups will last 6 months

Barbara Yonteck, Home Communion Pastor

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REPORT OF THE HUMAN RESOURCES COMMITTEE
Monday January 17, 2011

A. MOTIONS FOR SESSION APPROVAL

NONE

B. ACTIONS TAKEN

NONE

C. ITEMS FOR INFORMATION

The HR Committee approved the additional responsibilities of Membership Coordinator for Katie Kopp, current staff member for Youth and Young Adult Ministries. There is no increase to the 2011 budget with this change.

Members Present: JoAnne Spigarelli, Doug Winder, Debbie Ebersold, Eric Kemmerer, Chris Hurst
Members Absent: Pastor Curvin.

Opening Prayer: JoAnne Spigarelli
Closing Prayer: Eric Kemmerer

2010 Ministry Team Assignments

Mission and Outreach			Youth and Young Adults		
Jon Mills	Chair	3rd Year	Troy Harris	Chair	2nd Year
Jim Warren	Vice Chair	2nd Year	Doug Winder	Vice Chair	1st Year
Jean DeFillipo	Member	3rd Year	Katie Kopp	Staff Director	
Evelyn Towns	Member	3rd Year	Renee Smith	Member	4th Year
Ellen Cornillaud	Member	3rd Year	Miriam Pena	Member	4th Year
Vacant			Jayme Rothberg	Member	3rd Year
Vacant			Chris Sanders	Member	3rd Year
Vacant			Vacant		
			Vacant		
			Vacant		
Membership and Evangelism			Christian Education		
Andy Strelcheck	Chair	3rd Year	Martha Tobiassen	Chair	2nd Year
Darrough Diamond	Vice Chair	1st Year	Bill Martin	Vice Chair	1st Year
Donna Simcoe	Member	4th Year	Janice Wisinski	Staff Director	
Vacant			Lyn Booth	Member	3rd Year
Vacant			Sandy Gibson	Member	3rd Year
Vacant			Alice Beck	Member	3rd Year
Vacant			Vacant		
Vacant			Vacant		
Vacant			Vacant		
Worship			Stewardship, Finance, and Property		
Susan Black	Chair	2nd Year	Stever Winder	Finance Chair	3rd Year
Dan Jeffre	Vice Chair	1st Year	Janet George	Finance Vice Chair	2nd Year
Stephanie Carson	Staff Director		Ed Bunch	Treasurer	2nd Year
Jill Towell	Member	3rd Year	Chris Hurst	Staff Resource	
Linda Feller	Member	3rd Year	Ron Duffey	Property Chair	3rd Year
Bob Thygerson	Member	3rd Year	Mark Schneider	Property Vice Chair	1st Year
Donna Elwood	Member	3rd Year	Bill Sutton	Member	3rd Year
George Thiers	Member	3rd Year	Ray Spigarelli	Member	3rd Year
Schools			Human Resources Committee		
Suzanne Hamilton	Chair	3rd Year	JoAnne Spigarelli	Chair	3rd Year
Loisanne Bilka	Vice Chair	1st Year	Vacant	Vice Chair	
Vicky Conolly	Staff Director		Doug Winder	Elder Member	1st Year
Kristi Lemon	Member	4th Year	Debbie Ebersold	Member	4th Year
Melissa Patel	Member	2nd Year	Eric Kemerer	Member	5th Year
Jody Mistal	Parent (non-member)	3rd Year	Nominating Committee		
Mindy Klehm	Parent (non-member)	3rd Year	JoAnne Spigarelli	Chair	3rd Year
Brittany Dayes	Parent (non-member)	2nd Year	Loisanne Bilka	Vice Chair	1st Year
Vacant					
Vacant					