



Annual Joint Session-Diaconate

28 February 2011

The Annual Joint Meeting of the Session and Diaconate of Northwood Presbyterian Church, a member congregation of the Presbytery of Tampa Bay of the Presbyterian Church (U.S.A.) and was held in room 7 of the church education building at 7:00 P.M., February 28, 2011. The Moderator, the Rev. Chris Curvin, called the meeting to order with the opening prayer by Elder Janet George.

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 (E)
Jon Mills (E)
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
Bill Martin
Dan Jeffre
Mark Schneider
Doug Winder

Roll Called and Quorum Declared by the Clerk of Session.

Approval of the Minutes: The following minutes were adopted:

- Stated Session Meeting on January 24, 2011
- Called Session Meeting for Membership on January 23, 2011

Consent Agenda: The following motions were APPROVED:

- Motion:** The Christian Education Ministry team moved to RECOMMEND the approval of the "Son Surf Beach Bash" as the theme and curriculum for VBS.
- Motion:** The Session moved to SUSTAIN the examination of the newly elected elders and deacons after completing the three-day training forum with the Pastors and proceed with the sharing of faith statements.
- Motions:** The Session moved to APPROVE the examination and elections of the new elders and deacons and to install/ordain them on March 13, 2011.

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 _____.

NORTHWOOD PRESBYTERIAN CHURCH
2875 State Road 580, Clearwater, FL 33761-3231
A Stephen Ministry Congregation
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REPORT OF THE DIACONATE

No Report

A. MOTIONS FOR SESSION APPROVAL

None

B. ACTIONS TAKEN

None

C. ITEMS FOR INFORMATION

Members Present:

Members Absent:

Opening Prayer:

Closing Prayer:

Reports of Session Standing Ministry Teams and Committees

REPORT OF THE MEMBERSHIP AND EVANGELISM MINISTRY TEAM

February 21, 2011

A. MOTIONS FOR SESSION APPROVAL

None

B. ACTIONS TAKEN

The next Discovering Northwood class will be held March 20th and 27th at 9:30 a.m. Several visitors have already expressed interest in attending the class. The team will continue reaching out to regular visitors and invite them to the class.

The team welcomed Katie Kopp as the new Membership Coordinator. Katie is tracking new visitors using Power Church. Each week Katie will provide the team with visitor names to contact. Team members should follow-up with Katie after contacting new visitors. Katie is exploring how visitor information and notes can be printed using Power Church.

Four couples have agreed to serve as new member sponsors. Team members are continuing to ask individuals/families if they are interested in becoming new member sponsors. Anyone interested in becoming a new member sponsor should contact Andy or Darrough.

Advertisements will be placed in the St. Pete Times for Easter and Christmas. The team will also be purchasing several real estate signs to place on church grounds. The signs will be used to inform church attendees about upcoming Discovering Northwood Classes. The team also will be purchasing a banner to advertise upcoming Easter services. Estimates for signs ranged from \$18-\$40 and estimates for banners ranged from \$140-\$160. Katie, Darrough, and Andy will work on the design and wording for the banner.

The team discussed asking new members how they heard about Northwood. This will help determine the most effective forms of advertising and whether it is cost effective to continue advertising in the Yellow Pages.

The team briefly reviewed the 2011 budget. The budget was reduced by \$1,000 (New Member Materials = \$250; Advertising = \$1,800; Food = \$1,500; Paper Supplies = \$2,600). The Kitchen Krew indicated that more money may be needed for food due to increasing food prices. The team agreed to maintain the existing budget for food, but the budget will be reviewed periodically throughout the year to ensure it is sufficient

The team ending the meeting by thanking Bill Bilka for his numerous years of service to the church and team. Bill has decided to retire from the team. His help and assistance was greatly appreciated and will be missed.

C. ITEMS FOR INFORMATION

Members Present: Darrough Diamond, Bill Bilka, Katie Kopp, Chris Curvin, and Andy Strelcheck

REPORT OF THE WORSHIP & MUSIC MINISTRY TEAM

February 14, 2011

A. MOTIONS FOR SESSION APPROVAL

None

B. ACTIONS TAKEN

1. A motion was passed to give \$200 from the garage sale profit to the Chair Fund and the balance will be divided as originally designed: 75% to Music Workshops and 25% to Pierced.
2. It was agreed that the Silent Auction would be held on Sunday, September 25. (Silent Auction has been approved by Finance and Property but was waiting for confirmation on date.
3. A request will be made to the Property Team for the following action to be taken prior to the outdoor Easter Service: spray for ants and turn off sprinklers midweek.
4. A request will be made to the Membership and Evangelism Team to provide a banner advertising the outdoor Contemporary Easter Service.

C. ITEMS FOR INFORMATION

1. Music: Stephanie Carson

Garage Sale

- Great turnout and net profit at this date is \$6,338.11. There may be a few more items sold at auction which will happen at a later date.

Chancel Choir

- Has gained 3 new members this past month and possibly 2 more in the next week or two.
- Started a rehearsal seating chart - helping with balance of voices
- Starting "Sing for the Cantata only" again. Beginning March 2nd, the first 1/2 hour of choir practice will be the cantata for those who want to sing and then leave. Already have 3 interested.

VIP and Technical

- Dan announced Cheryl Isler's decision to leave VIP and Janet Winder is stepping in as her replacement.
- Plan to advertise for auditions for subbing positions in VIP and HIP.
- Learning new songs nearly every week.
- As a result of our advertising, Susan Gajentan and Lyn Probst stepped up to learn how to input songs and run the powerpoint during Thursday rehearsals and Sunday mornings. Mark and Debby Johnston did the training. • Mark has written out lighting cues every week for Dorian LaTorre who volunteered to run lights.
- Still waiting on light quote.
- Using more videos during worship.

Hand bells

- Both Celebration and Jubilation Ringing learning pieces for the Lenten season and Jubilation Ringers are playing for Easter Sunday during traditional worship.

Children

- Because of large numbers we are splitting up the Cherub Choir (3-4 yr olds) and Seraph Choir (K-2nd) for rehearsal purposes. Angela Sanders has volunteered to teach the 3's and K's to my lesson plan while I teach the 4's and 1st/2nd. Angel Choir (3rd-5th) learning hand bells. All groups singing every month in worship.
- No spring musical per some parent's request, but there will be a summer music camp August 15-19.

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Youth

- Tom working on the musical with Babs Bailey. Performance scheduled for Sunday, 2/27 at 4:00 followed by a dinner.

2. Communion Servers: Dan Jeffre – No report

3. Communion Prep: Melanie Brown

Difficult to find helpers for Communion preparation and cleanup particularly for the 11 am service. It was suggested that Pastor Chris make an announcement at 11:00 worship service requesting volunteers.

4. Discovering Northwood: Susan Gajentan

Next new members classes will be held on March 20 and 27, 2011. Susan will pass on the need for help in communion prep/clean up and Paraments.

5. Flowers: Linda Diamond

Collections are proceeding for the first quarter.

6. Sanctuary Paraments: Donna Elwood

A replacement is needed for Joan Baker (elected Elder starting in April). It was suggested an appeal for helpers be put in the “Window” and “The Monitor”. Tom Baker and Melanie Brown will help with clean up on Easter.

7. Ushers: Tom Baker

All is proceeding well. He will obtain the 4 ushers needed for the 7 pm Maundy Thursday service on April 21

8. Old Business:

Scout Sunday went very well.

9. New Business:

- a. The Presbytery Annual Gathering Women will be held at Northwood Presbyterian Church on February 19, 2011, from 9 am to 1 pm. Communion will be served by intinction. The Presbytery will supply the chalice, juice, and ushers. NPC will provide bread for Communion and backup supplies as needed.
- b. Maundy Thursday services will be held at NPC on Thursday, February 21, 2011, at 7 pm.
- c. Outdoor Contemporary Easter Service:
 - April 24, 2011, at 9:30 am in the same location as last year’s service. Hopefully, the new pavers will be installed by that date.
 - Donna Elwood will stage the Cross with a black drape and place the lilies. She will also order the chairs and direct the delivery company in placement. Donna will handle balloons, signage for Sunday School classes, baskets for ushers, and carpet for confirmands.
 - Tom will instruct ushers to ask people to move in.
 - Deacons need to instruct greeters to direct people to outside area
 - Requesting Praise Band with help from Pierced to handle set up and removal of stage, sound system, acrylic pulpit and large cross.
 - Require point person for weather decision—need to contact pastors, Stephanie and Donna
 - Melanie will check with Michael Cromwell on size of his portable awning. No final decision can be made until after pavers are installed.
 - No communion table or candles required.

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Members Present: Susan Black, Tom Baker, Melanie Brown, Linda Diamond, Donna Elwood, Susan Gajentan, Jackie Koski and Stephanie Carson.

Members Absent:

Opening Prayer: Melanie Brown

Closing Prayer: Susan Black

REPORT OF THE CHRISTIAN EDUCATION MINISTRY TEAM

February 14, 2011

A. MOTIONS FOR SESSION APPROVAL

Recommend approval of the "Son Surf Beach Bash" as the theme and curriculum for VBS.

B. ACTIONS TAKEN

None

C. ITEMS FOR INFORMATION

- PW--hosting Presbytery Women on Feb. 19.
- hosting Presbytery retirement group on Feb. 24.
- Men of NPC--considering some possible programs
- Women's Retreat--has been slow with registrations. Janice is getting some requests for info.
- Library--Jane Sutton has requested additional funding for library. She feels she needs at least \$750 for a budget.

Children's Ministry: Avg. attendance in Jan. was 32. Janice will compile a list of attending members whose children do not attend SS and try to encourage them.

King's Kids children have so far collected \$158.49 in their "Penny contest" and funds will be used for personal care kits for the Honduras mission trip. Contest will end Feb. 23.

All nursery staff have had CPR/ first aid certification except for Michele White and she will take the training as soon as she has time.

Worship Preparation class will begin Feb. 20 for 1st graders.

A total of 26 people attended the "Start Your Heart for Jesus" event.

Members Present: Janice Wisinski, Sandy Gibson, Bill Martin, and Martha Tobiassen

Opening Prayer:

Closing Prayer:

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REPORT OF THE MISSION & OUTREACH MINISTRY TEAM

No Report

A. MOTIONS FOR SESSION APPROVAL

None

B. ACTIONS TAKEN

None

C. ITEMS FOR INFORMATION

Members Present:

Members Absent:

Opening Prayer:

Closing Prayer:

REPORT OF THE STEWARDSHIP, FINANCE, & PROPERTY MINISTRY TEAM
February 14, 2011

A. MOTIONS FOR SESSION APPROVAL

None

B. ACTIONS TAKEN

- The Committee approved the rewiring of rooms 9, 11, 13 and 15 to prevent overloads.
- The Committee approved the proposed Silent Auction on October 15th to benefit the Music Ministry.
- The Committee approved the Conyers Georgia Trip fundraisers (pancake breakfast, bake sale and Conyers ladder).

C. ITEMS FOR INFORMATION

- The Committee reviewed income, balance sheet, and endowment information.
- Ed Bunch and Ron Duffey will review the proposed patio plans.
- Quotes will be obtained for non-duplicating keys for all outside doors.
- The All-Church Work Day will be March 12th from 8:00 to 12:00

Members Present: Ron Duffey, Janet George, Marcj Schneider, Ray Spigarelli, and Lou Weislogell

Opening Prayer: Janet George

Closing Prayer: Ron Duffey

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REPORT OF THE YOUTH & YOUNG ADULTS MINISTRY TEAM

February 7, 2011

A. MOTIONS FOR SESSION APPROVAL

None

B. ACTIONS TAKEN

None

C. ITEMS FOR INFORMATION

1. H.I.M.:

- H.I.M. will be working with Janice Wisinski on something for Easter.

2. Pierced:

- Working on new material for 2011.
- Relay for Life coming up April 29 – 30. They would like to put on a concert for a fundraiser; need to look at dates.

3. Paint Ball Team:

- Participated in one last tournament and they are done. Katie will be asking Steve Roesch to send a note of thanks to the Session.

4. Scouts:

- Scout Sunday was very successful; \$600+ for their trip.
- Eric Gajentan's Eagle Ceremony is Sunday, 2/13.

5. Director's Report:

- Youth / Parent Super Bowl was successful and fun. 42 people attended and the youth are already asking about doing it again next year.
- Middle School small group is going well.
- High School girls small group will be starting again 2/16.
- Katie was the guest speaker at the TCI class Sunday 2/6. She was able to explain where the Youth and Young Adults have needs for volunteer helpers, etc. It was a great opportunity and she was approached by a couple of people.
- Youth Group and Game Night are scheduled out for Feb., March, April & May.
- Conyers Committee met 2/6 and set dates for turning in registration and down payment, etc. and also dates for fundraisers.
- We reviewed the calendar of events for the next 5 months. In May we will re-visit the summer calendar and activities.
- Had a discussion about the Vision Committee mtg. that Katie will be attending on Tuesday 3/1. She has notes and ideas to take with her and asked that we forward anything we think of between now and then to her.

6. New Business:

- Discussion about recruiting new members for the YAYAMT. We discussed potential candidates, term years and possible Youth Delegates. We each have a list of people to talk to and Katie is going to put together a "Job Description". These adults and youth are welcome to attend our March meeting to see if our team is something they would like to be a part of.
- Katie is going to discuss a "Volunteer Coordinator" position with a parent.

Members Present: Katie Kopp, Troy Harris, Christine Wolf

Opening Prayer: Troy Harris

Closing Prayer: Katie Kopp

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REPORT OF THE SCHOOLS MINISTRY TEAM
Did Not Meet this Month

A. MOTIONS FOR SESSION APPROVAL

None

B. ACTIONS TAKEN

None

C. ITEMS FOR INFORMATION

Members Present:

Members Absent:

Opening Prayer:

Closing Prayer:

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REPORT OF THE HUMAN RESOURCES COMMITTEE
Did Not Meet this Month

A. MOTIONS FOR SESSION APPROVAL

None

B. ACTIONS TAKEN

None

C. ITEMS FOR INFORMATION

Members Present:

Members Absent:

Opening Prayer:

Closing Prayer:

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REPORT OF THE HOME COMMUNION COMMITTEE

February 8, 2011

The following visits have been reported by six HC teams for the period of Nov, Dec, and Jan

Month	Home Visits	Celebrants	Total Communion served
Nov 2010	9	8	15 (1 nonNPC)
Dec 2010	9	9	15 (1 non NPC)
Jan 2011	5	5	6 (2 non NPC)
Jan 2011	ACLF	Palm Garden ACLF	

19 residents and NPC *Hosts celebrating Communion on more than one visit are counted each time.

Celebration Cup: Barbara Schlerf reports that there have been no complaints, which suggests hosts and communicants seem to be happy. One correction on last month's report. Except on occasions when the bread has gotten stale, toward the end of the month, teams are using our bread.

"Let's Celebrate" at 12:00pm, Sunday April 10, 2011, Home Communion hosts will gather in #Room 4 to celebrate two years of service since the first training class.. The purpose of the gathering is to praise God for what has been accomplished and flag concerns for the future and enjoy each other.

Barbara Yonteck, Home Communion Pastor

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REPORT OF THE LONG RANGE PLANNING & VISION COMMITTEE

February 15, 2011

A. MOTIONS FOR SESSION APPROVAL

None

B. ACTIONS TAKEN

The Committee received a facility tour and presentation on the current and future needs of the NPC School Programs by Vicki Conolly. Items addressed included renovation ideas, space needs, new technology and potential future growth.

NEXT MEETING: Tuesday March 1, 2011 at 6:30pm

Members Present: Ann Briggs, Patti Martin, Sam Musgrave and Ray Spigarelli

Guest: Vicki Conolly

Opening Prayer: Sam Musgrave

Closing Prayer: Patti martin