

**Covenant Presbyterian Church
Meeting of Session
Monday, December 14, 2020
6:30 P.M.
CONSENT AGENDA**

ACTION ITEMS

1. Approval of November 9, 2020 Session Meeting Minutes (pp. 2-4). Deana Cooper, Clerk of Session, moves that the minutes of this meeting be approved as written.
2. Approval of Called Session Meetings Minutes from November to receive new members (p. 5). Deana Cooper, Clerk of Session, moves that the minutes of these meetings be approved as written.
3. Approval of request for changes to active roll (p. 6)
4. Approval of baptisms (p. 7)

INFORMATION ITEMS

1. November 2020 Treasurer's Report (pp. 8-9)
2. Clerk's Communications (p. 10)

FUTURE EVENTS

- | | | |
|---------------|--|------------------------|
| • December 16 | Wholeness & Healing livestream worship | 7:00 P.M. |
| • December 21 | Mid-day Advent worship | 12:00 P.M. Sanctuary |
| • December 24 | Christmas Eve/Home for Christmas | 9:00 A.M. – 4:00 P.M. |
| • December 24 | Livestream worship | 5:00 P.M. & 8:00 P.M. |
| • January 10 | Elder Ordination/Installation Sunday | 9:30 A.M. & 11:00 A.M. |
| • January 20 | Session Meeting via Zoom | 7:30 P.M. |
| • January 24 | Congregational Meeting | 10:30 A.M. |

**COVENANT PRESBYTERIAN CHURCH
MINUTES OF THE SESSION MEETING ON
NOVEMBER 9, 2020**

Call to Order and Opening Prayer – Bob Henderson, Moderator

The moderator called the meeting to order at 7:01 PM via Zoom web meetings and opened with prayer.

Determination of Quorum and Adoption of Agenda

The moderator declared that a quorum was present. The Agenda was adopted as written.

Adoption of Consent Agenda

The Consent Agenda was adopted with one change: On page 22, 2021 Scheduled Meetings, the date for September Session Agenda meeting was changed from the 6th to the 7th.

Order of the Day – Lucy Crain

Lucy made a formal request for endorsement as a candidate for the ministry. She shared with the Session some of her seminary experiences and her faith journey. She also answered questions posed by the group.

A motion for the Session to endorse Lucy's candidacy for the ministry was approved.

Administration - Bill McNairy, Treasurer

October results reflect a loss of (\$106,612), favorable to the budgeted loss for the month by (\$11,765), due primarily to lower Personnel and Administration costs outweighing net loss from CDC and the absence of league basketball fees for the Rec Wing. Year-to-date net income, of \$85,814, remained favorable to budget, by \$291,531, primarily due to strong pledge receipts and lower Personnel costs.

Katie Cornwell (Stewardship Co-chair) reminded everyone that Commitment Sunday is November 22; and urged everyone to make their pledge for 2021 as soon as possible.

Personnel - Katie Stewart, Chair

Personnel continues to evaluate open positions and the needs of our ministries and administrative teams.

- **Preschool Director:** This position is actively open at the moment. Lecia Shockley is chairing the search committee that includes Luke Askins, Lauren Scarboro, Amy Capitano, and Jackie Pharr. They are meeting weekly and have a couple of strong applicants already. They are in the early stages of reviewing resumes and working on interview questions.
- **PT Children's Ministry:** This position will remain on hold until we are able to return to campus and begin offering in-person Sunday School for children on the 1st floor.
- **Operations Director:** A subset of the Personnel Committee is meeting this week to review this role holistically to further clarify the needs of this position in light of the current pandemic environment and the need for more online/video worship. A recommendation to the full Personnel Committee is expected in December with the plan of sharing it at the December Session meeting. Timing for this hire is thought to be mid-year 2021.

- **Congregational Ministry Coordinator:** Due to a generous one-time gift to Covenant specifically for the purpose of expanding our Congregational Ministry Coordinator position, the position will be modified to be a two- or three-year residency similar to the residencies in Education and Mission and Outreach.
- **Resident Hiring:** The rhythm for these positions is typically to complete recruiting and interviewing in February or early March, with the residents officially beginning their time with Covenant in June of 2021.
- **Parrish Nurse:** The plan is to fill this position in early 2021.

Planning and Evaluation

No Report

Ministry Reports:

Congregational Life

No Report

Education

No Report

Engagement

No Report

Mission and Outreach – Derek Thomas, Chair

Covenant Impacts Charlotte (CIC) was modified this year in light of the pandemic restrictions. Rather than completing multiple service projects in a single day as in the past, the projects were spread out over the month of October, with at least one project completed each day of the month. Betty Graybeal and Tyler Bacon each shared their CIC experiences.

The Alternate Gift Market will be held virtually this year November 11-25.

Worship – Sarah Crowder, Chair

Advent activities this year will be modified to help ensure the safety of all:

- Each Monday, there will be a socially distant Advent vespers service in the sanctuary for those who chose to participate.
- The traditional Advent Wreath Lighting will continue, but from home. On November 11, there will be an Advent class for children and they will make their own wreaths.
- Advent Devotionals will be published and distributed as normal.

A team is working on a plan for a safe Christmas Eve experience. This will likely include outside activities followed by a brief time in the church. Families will leave with the traditional Christmas ornament, candles and elements for communion at home.

Committee on Assignments – Phil Koonce, Assistant Clerk

Session members were asked to review the report from the Committee on Assignments in the Consent Agenda and report any mistakes/discrepancies.

Clerk's Report – Deana Cooper, Clerk of Session

The Reopening Task Force (Katie Stewart, Bill McNairy, Deana Cooper, Sarah Crowder, Bob Henderson and Bill Keith) will continue into 2021 with the addition of Phil Koonce.

The Session is reminded that the December 14 meeting will include examination of the new elder class and begin at 6:30pm.

The latest version of the Operations Manual (December 9, 2019) is available on the Covenant website.

The new class of elders will be ordained/installed during the January 10 service. This will be pre-recorded earlier in the week.

The 2021 elder retreat will likely be held in July or August rather than in January.

The Clerk read a note from Claudia Oldenburg thanking the Session for the book of memories that was presented to her after Doug's death. The book was assembled by Sally Graves and it commemorates the Oldenburg's ministry at Covenant, along with online participants and messages to the family the day of Doug's service.

Elder Emeritus Jim Morton, who died October 1, was remembered for his faithful service to Covenant.

Old Business/New Business

Staff Announcements/Pastoral Concerns

Grace reminded everyone that in December, Princeton Seminary Professor Nate Stucky will be leading a discussion on his book "Wrestling with Rest" at 9:30am.

Katherine reminded everyone of the November 11 & 18 Open Table series entitled "Leaning into the Discomfort – How to Have Difficult Conversations" with Katherine and Juliet Kuehnle, Covenant member and Licensed Mental Health Counselor leading the discussion.

Pastoral concerns were shared.

Closing Prayer

Katherine Kerr closed the meeting with prayer and the meeting was adjourned at 8:11 pm.

Respectfully submitted,



Deana Cooper, Clerk



Robert W. Henderson, Moderator

**Covenant Presbyterian Church
Called Session Meetings
Sundays, November 22, and 29, 2020**

Covenant held two Called Session Meetings each on a Sunday morning for the purpose of receiving new members. Lora Borrelli introduced the following new members and information:

November 22, 2020

Ralph Bostian Transfer Letter--First Presbyterian Church, Charlotte, NC

Marinell Bostian Transfer Letter--First Presbyterian Church, Charlotte, NC

November 29, 2020

Micheau Ngobaro Transfer Letter – Grace Presbyterian, Plano, TX

Active (confirmed) members as of 11/30/20: 2442

2020 new members as of 11/30/20: 83

2020 new affiliate members as of 11/30/20: 4

New members since last report: 3

2020 transfers as of 11/30/20: 7

2020 deaths as of 11/30/20: 31

Motions of acceptance were made, seconded and approved. Each meeting adjourned with prayer.

Respectfully submitted,



Deana Cooper, Clerk



Robert W. Henderson, Moderator

**Covenant Presbyterian Church
Session Meeting
Request for Changes in the Active Roll**

Removed from Active Roll Per Request

<u>Name</u>	<u>Transferred to</u>
Wendy Joyner	Remove from roll per request – moved out of town
Kurt Schoenhoff	Remove from roll per request – moved out of town

**Covenant Presbyterian Church
Session Action Item
Summary**

SUBJECT: November and December 2020 Baptisms

DATE: December 14, 2020

Report From: Baptism Committee

Chair: Casey Unger

Background: Baptisms must be approved by the Session.

Process to Date: Parents requested that their children be baptized in November and December 2020 and in January 2021.

Budget Impact: None

Actions Taken or Recommendation: The Baptism Committee, with the support of the Ministry of Worship, recommends approval of the following baptisms at Covenant in November and December 2020 and January 2021:

Tuesday, November 24, 2020 in the Covenant Sanctuary
Bennett Reams Lipsey
Parents – Sarah and John Lipsey

Monday, December 7, 2020
Veronica Avery Martin
Parents – Kate and Patrick Martin

Thursday, December 10, 2020 in the Covenant Sanctuary (date changed from previously approved date of December 3, 2020)
Virginia Isabelle Lanik
Parents – Teresa and Joel Lanik

Thursday, December 17, 2020 in the Covenant Sanctuary
Banks Rhyne Utz
Parents – Allie and Bradley Utz

Wednesday, December 30, 2020 in the Covenant Sanctuary
Noah William Collins
Parents – Christie and Ryan Collins

Thursday, January 14, 2021
Dean Francis McNichol
Parents Suzanne and Matt McNichol

Motion: Motion to approve the baptisms of Bennett Reams Lipsey, Veronica Avery Martin, Banks Rhyne Utz, Virginia Isabelle Lanik, Noah William Collins, and Dean Francis McNichol.

**Covenant Presbyterian Church
Monthly Financial Comments
November 2020**

Income Statement Comments

Income: Receipts for November were under budget by nearly (\$130,000), resulting in year-to-date total receipts being under budget by (\$756,293). The shortfall related to the Preschool and campus being closed and the CDC not being at full enrollment, all consistent with recent months, and pledge receipts also came in about (\$33,000) lower than budgeted for the month.

Year-to-date pledge receipts remain favorable to budget, reflecting 85% of the full-year budget amount, which remains slightly above historic trends. The CDC budget reflects a full enrollment assumption on each of the income and expenses side.

Expenses: CDC expenses year-to-date were lower than budget by (\$326,388), due to not being at full staff or full enrollment (see above). Personnel expense was favorable to budget, by (\$284,332) year-to-date, due to open positions and due to funding certain salaries for staff not working while the campus has been closed with the employee relief fund. Like with the CDC, Personnel expense is budgeted as if all roles are filled, but most open positions are not being filled at this time in an effort to partly offset income shortfalls.

Expenses for Ministries were below budget for the month, generally due to the campus being closed, and Preschool expenses were significantly below budget due to being closed.

The Bottom Line: The November bottom line reflected a loss of (\$63,876), unfavorable to the budgeted loss for the month by (\$34,666), due primarily to lower-than-budgeted pledge receipts and a net loss from the CDC. Year-to-date net income, of \$21,938, remained favorable to budget, by \$256,873, primarily due to strong pledge receipts and lower Personnel costs.

Balance Sheet Comments

Significant changes in the Balance Sheet as of November 30, as compared with October 31, were as follows:

Lines 22: Reflects Capital Campaign receipts and pre-paid 2021 pledges as well as the net loss for October.

Line 30: Reflects planned boiler replacement.

Line 26 and 32: Reflects market depreciation of endowment funds in October.

Line 28: Reflects prepaid 2021 pledges.

Line 33: Reflects Capital Campaign receipts.

Lines 36: Reflects net operating loss for October.

Covenant Presbyterian Church				Period ending: 11/30/20						
INCOME STATEMENT	YTD Budget	YTD Actual	YTD Variance	Annual Budget	Y-T-D Actual as % of Annual Budget					
					2020	2019	2018	2017	2016	2015
Income:										
1 Pledge Receipts	\$ 2,426,000	\$ 2,572,857	\$ 146,857	\$ 3,010,000	85%	79%	79%	81%	82%	82%
2 Misc Contributions	\$ 226,000	\$ 239,326	\$ 13,326	\$ 395,700						
3 Investment Income	\$ 283,000	\$ 279,029	\$ (3,971)	\$ 286,000						
4 Other Receipts	\$ 49,700	\$ 24,576	\$ (25,124)	\$ 55,000						
5 Food Service	\$ 98,000	\$ 36,185	\$ (61,815)	\$ 110,000						
6 Recreation Wing Re	\$ 136,600	\$ 21,743	\$ (114,857)	\$ 145,000						
7 Child Development	\$ 1,213,300	\$ 653,502	\$ (559,798)	\$ 1,323,600						
8 Preschool Receipts	\$ 275,700	\$ 160,204	\$ (115,496)	\$ 310,000						
9 Youth Trips	\$ 23,675	\$ 9,910	\$ (13,765)	\$ 70,700						
10 Adult Trips	\$ 23,150	\$ 1,500	\$ (21,650)	\$ 67,400						
Total Income	\$4,755,125	\$ 3,998,832	\$ (756,293)	\$5,773,400	69%	77%	79%	82%	84%	83%
Expenses:										
11 Worship	\$ 98,237	\$ 54,942	\$ (43,295)	\$ 112,650						
12 Congregational Life	\$ 31,600	\$ 13,566	\$ (18,034)	\$ 34,850						
13 Engagement	\$ 6,375	\$ 4,087	\$ (2,288)	\$ 7,500						
14 Mission & Outreach	\$ 421,533	\$ 364,751	\$ (56,782)	\$ 618,000						
15 Education	\$ 92,942	\$ 38,473	\$ (54,469)	\$ 156,400						
16 Administration	\$ 562,755	\$ 468,519	\$ (94,236)	\$ 621,750						
17 Food Service	\$ 59,500	\$ 33,480	\$ (26,020)	\$ 69,500						
18 Recreation Ministri	\$ 29,950	\$ 28,072	\$ (1,878)	\$ 32,650						
19 Child Development	\$ 1,134,027	\$ 807,639	\$ (326,388)	\$ 1,240,248						
20 Preschool	\$ 284,650	\$ 179,207	\$ (105,443)	\$ 318,900						
21 Personnel	\$ 2,268,490	\$ 1,984,158	\$ (284,332)	\$ 2,477,600						
Total Expenses	\$4,990,060	\$ 3,976,894	\$ (1,013,167)	\$5,690,048	70%	85%	87%	88%	89%	85%
Net Income	\$ (234,935)	\$ 21,938	\$ 256,873	\$ 83,352						
BALANCE SHEET										
		November	October	Change						
Assets:										
22 Truist (BB&T) Checking/Savings	\$ 3,837,791	\$ 3,396,479	\$ 441,312							
23 M&F, Towne, WF Holding & Rosebr	\$ 864,627	\$ 864,561	\$ 65							
24 Petty Cash	\$ 350	\$ 350	\$ -							
25 Accounts Receivable and Advances	\$ 22,922	\$ 15,734	\$ 7,188							
26 Endowment Fund Mkt Value	\$ 14,534,727	\$ 14,720,382	\$ (185,655)							
27 Real Estate Funds	\$ 2,025,000	\$ 2,025,000	\$ -							
Total Assets	\$21,285,417	\$21,022,507	\$ 262,910							
Liabilities:										
28 Accounts Payable and Misc. Accrua	\$ 606,764	\$ 518,942	\$ 87,822							
Total Liabilities	\$ 606,764	\$ 518,942	\$ 87,822							
Fund Balances:										
29 Donor Advised	\$ 175,896	\$ 179,563	\$ (3,667)							
30 Infrastructure Fund/Cornerstone I	\$ 175,903	\$ 225,891	\$ (49,987)							
31 Payable to Endowment Corpus	\$ 12,080	\$ 1,830	\$ 10,250							
32 Restricted End/Cornerst & Real Est	\$ 16,559,727	\$ 16,745,382	\$ (185,655)							
33 Restricted Funds	\$ 2,964,608	\$ 2,516,475	\$ 448,133							
34 Non-Budgeted Benevolences	\$ 166,808	\$ 158,537	\$ 8,271							
35 Section 125 Plan	\$ 3,046	\$ 10,631	\$ (7,585)							
36 Genl Fund Balance	\$ 484,856	\$ 548,732	\$ (63,876)							
37 Columbarium	\$ 47,208	\$ 48,032	\$ (824)							
38 Reserve Fund Balances	\$ 88,521	\$ 68,493	\$ 20,028							
Total Fund Balances	\$20,678,652	\$20,503,565	\$ 175,088							
Total Liab. & Fund Balances	\$21,285,417	\$21,022,507	\$ 262,910							

**Covenant Presbyterian Church
Session Information Item
Summary**

Subject: Clerk Communications

From: Deana Cooper, Clerk

Communication has been received from the following organizations in acknowledgement of donations:

- Bright Stars of Bethlehem
- Selwyn Avenue Presbyterian Church
- Faith Ministries
- MeckMin