

**STATED MEETING OF THE SESSION**

The Stated Meeting of the Session of the James Island Presbyterian Church was called to order by Reverend Laurey Harrell, appointed moderator, at 6:01 pm. She invited those present to share joys and concerns with the body, then opened the meeting with prayer. A special joy for the ordination of Reverend Terri Wetherell was noted. Elder Peg Russell presented a devotion.

Quorum was confirmed by the Clerk.

Special guest David Yandle representing the Commission on Ministry, was welcomed.

**It was moved (McCloud), seconded and approved: To give voice to guests and staff.**

Reverend Terri Wetherell, having been ordained and installed as interim Associate Pastor for James Island Presbyterian Church was recognized as a full, voting member of the Session.

**It was moved (Spann), seconded, and approved to accept the agenda as presented including as the Order of the Day with Session going into an Executive Session with David Yandle wherein all non-active elders would be excused from the meeting and no minutes would be kept. It was then moved (Mitchum), seconded, and approved to accept the Minutes of the 12/14/21 Regular Session meeting and the December 19, 2021 Congregational Meeting as presented.**

Elders in attendance: Chris Anderson, Nancy Brownell, Jane Crawford, Jon Frye, Lynn Anne Gillen, Elisha Clyburn (clerk), Drew Evans, Ed Gilstrap, Anne Hall, Barbara Hornig, Jason Hughes, Charles (Chad) Jones, Catherine (Cam) McCloud, Mark Mitchum, Emily Oswald, John Pritchett, Margaret (Peg) Russell, Heather Spann, Miles Stalvey, Julianne Stokes, Susan (Sue) Urie, and Terri Wetherell.

Elders absent: none

Staff in attendance: Allison Hubbard, Elizabeth Parler, Louise Conway

Also present was Resting Elder Stephanie Pritchett, Treasurer.

**Special Reports received as information:**

FOUNDATION: Conway

BOARD OF DEACONS: Reverend Terri Wetherell

EARTH CARE: no report

**Order of the Day: (Executive Session)**

Cap Commission on Ministry Chairman, David Yandle

**The Session began an Executive Session and all other staff, guests, and non-active elders left.**

**It was moved (Stokes), seconded, and approved to exit Executive Session and resume reports and recommendations.**

The following reports were received as information:

Worship & Music, Congregational Care, Children & Youth Discipleship, Mission & Outreach, Fellowship, Personnel, Child Protection Commission

**Clerk of Session (Clyburn):** It was moved (Frye), seconded and approved to appoint a commission of ruling and teaching elders for the purpose of examining incoming elder and deacons on Saturday, January 29, 2022, at 10:00am.

**Moderator:** Reverend Laurey Harrell invited Reverend Terri Wetherell to serve as moderator for the ordination and installation of elders and deacons on Sunday 1/30/22 during worship services.

**Finance (Frye, Gillen): The following recommendations were presented and approved:**

1. For Session members to contact members of JIPC's congregation who had not renewed their 2021 pledges for 2022, according to the lists distributed at this session meeting or as duly traded with other session members.
2. In accordance with the PC(USA) Book of Order D.10.01.06, to join with the Personnel Committee to request that the Charleston Atlantic Presbytery share in the cost of Pastor Sam F. Martin, III's administrative leave:  
*Excerpted from PC(USA) Book of Order D-10.0106: When a written statement of an alleged offense...against a minister of the Word and Sacrament...the accused shall be placed on a paid administrative leave during the resolution of the matter. The cost of such shall be borne by the employing entity whenever possible or be shared by the presbytery as necessary.*

**Adult Discipleship (Pritchett, Oswald): The following recommendations were presented and approved:**

1. To authorize a Men's Retreat canoe trip on the Black River April 2-3, 2022
2. To authorize the following Sunday School class study: Faith Builders class to study Kyle Idleman on Right Now Media, *One at a Time*.

**Membership (Mitchum, Russell):** Elder Mark Mitchum presented a 2018-2021 report on worship attendance. **The following recommendations were presented and approved:**

1. To remove the following 3 members from the Active Roll at their own request:
  - a. Sidney & Patricia Daughtrey
  - b. Melissa Garvan
2. To transfer the membership of Jessica Hardesty Norris and Brian Norris (Jo, Virginia, Tabitha) to Trinity Presbyterian Church in Columbia, Missouri.

**Building and Grounds (Hughes, Jones): The following recommendation was presented and approved:** Authorize Stiles Point Elementary School PTO to use the JIPC gymnasium for a student dance on a **date and time that does not conflict with the church calendar**, providing the SPES PTO signs a contract agreeing to abide by JIPC's Child Protection Policy and applicable building use policies, and provides proof of insurance; user fee to be waived except for any sexton fees incurred.

## **UNFINISHED BUSINESS**

**Nominating Committee:** Reverend Terri Wetherell reported that Jason Kempton had submitted a letter that he could not accept his call to serve on session at this time due to familial obligations. She noted that the Nominating Committee would be charged with developing a slate of two elders (Mission & Outreach and Adult Discipleship) as well as several deacons, and that she planned to call a meeting of this committee in the near future.

**NEW BUSINESS**

Having agreed to continue in service, the annual re-appointment of Elisha Clyburn as Clerk of Session and Stephanie Pritchett as Treasurer was approved by common consent.

Outgoing elders Gilstrap, Urie, and Oswald were recognized. Appreciation for their service was expressed.

After Pastor Terri Wetherell closed the meeting in prayer, Session was adjourned by common consent at 8:18 pm.

Elisha Clyburn, Clerk of Session

Date Approved:

James Island Presbyterian Church  
A Called Special Meeting of Session  
February 10, 2022, 7:00pm

Charleston, SC

Minutes

Elders in attendance: Chris Anderson, Nancy Brownell, Elisha Clyburn (clerk), Drew Evans, Anne Hall, Jason Hughes, Charles (Chad) Jones, Catherine (Cam) McLoud, Mark Mitchum, John Pritchett, Margaret (Peg) Russell, Heather Spann, Miles Stalvey

Excused: Cheryl Stepka-Tracey, Jane Crawford, Lynn Anne Gillen, Barbara Hornig, Julianne Stokes

Recused: Jon Frye

Staff: Reverend Terri Wetherell, Interim Associate Pastor JIPC

The meeting was called to order by Reverend Laurey Harrell, appointed moderator of JIPC, at 7:00 pm. Quorum was established by the clerk.

A guest, Bo Wilson, has been invited by the clerk – A motion was made (McCloud) to give him voice, seconded and approved.

Reverend Harrell opened in prayer.

All present agreed to the Covenant for Executive Meetings as outlined in the agenda.

Stated Purpose

1. to respond to a legal letter addressed to the Clerk in regard to the church and take any necessary actions

A motion was made (Anderson), seconded and approved: to appoint a representative for JIPC in this matter.

2. to discuss and act upon the following motion from elder, Jason Hughes, and seconded by Miles Stalvey:

"I would like to motion to Session that we rescind the restriction of eating and drinking indoors."

Elders Hughes and Stalvey dropped this motion.

A motion was made (Hughes), seconded and approved: To be able to meet for the purpose of eating and/or drinking either indoors, outdoors or both as feasible for committees and staff holding these events.

Further discussion: Remove the masking signs on the doors of the sanctuary and announce during worship that masks are available.

A motion to adjourn was made (Mitchum), seconded and approved at 8:40 pm.

Reverend Terri Wetherell offered the closing prayer.

**James Island Presbyterian Church**

**Charleston, February 15, 2022**

### **STATED MEETING OF THE SESSION**

The Stated Meeting of the Session of the James Island Presbyterian Church was called to order by Reverend Laurey Harrell, appointed moderator, at 6:01 pm. She invited those present to share joys and concerns with the body, then opened the meeting with prayer. Elder Cam McCloud presented a devotion.

Quorum was confirmed by the Clerk.

**It was moved (McCloud), seconded and approved: To give voice to guests and staff.**

**It was moved (Frye), seconded and approved to accept the agenda as presented and to accept the Minutes of the 1/25/22 Regular Session meeting. The minutes from the Special Called Session Meeting of 2/10/22 were to be sent via email for approval.**

Elders in attendance: Gillen, Pritchett, Clyburn (clerk), Brownell, McCloud, Anderson, Crawford, Stepka-Tracy, Russell, Hall, Stokes, Frye, Hughes

Absent: Spann, Hornig, Evans, Mitchum, Jones, Stalvey

Staff in attendance: Terri Wetherell, Beth Parler, Louise Conway

Also present was Resting Elder Stephanie Pritchett, Treasurer.

**Special Reports received as information:**

BOARD OF DEACONS –Bo Baxter; the next meeting is in April and members of the Session were invited to attend. The Board has instituted a Deacon of the Week to assist with congregational outreach during services.

EARTH CARE

**Special Report with discussion:**

Foundation- Conway

It was noted that the Foundation has approved the building of a new childcare center. They plan to meet with Buildings and Grounds to discuss. The Session asked that the Foundation outline a list of items/decisions that should come before the Session. They also noted that the Board of Trustees needs to be involved in the planning of the new center.

**The following reports were received as information:**

Congregational Care, Fellowship, Buildings and Grounds, Child Protection Commission

**Clerk**

Communion was served at both worship services on Sunday 2/6/22

**Covid-19 Reopening Task Force**

The minutes from the 2/22/22 task force were received.

**Associate Pastor**

1. The minutes from the special meeting to examine and approve incoming officers were received.
2. Their business having been concluded, it was **moved (Russell), seconded and approved** that the elder commission formed to examine and approved incoming officers be dissolved, with gratitude for their service.

**FINANCE**

**The following recommendations were approved :**

1. To approve a balanced budget of \$917,528.

**WORSHIP AND MUSIC**

**The following recommendations were approved:**

1. To approve the following baptisms in JIPC's sanctuary:
  - a. Everett (Rhett) Carlisle Guyton, born May 3, 2021, son of Casey Everett Guyton and Margaret Evans Guyton, on March 13, 2022, during the 11:00am worship service. (NEED ELDER TO ASSIST)
  - b. Levi Gervais Howington, born August 26, 2019; Aliyah Laura Howington, born July 27, 2021; and Janna Lynn Howington, born July 27, 2021; children of Michael George Howington and Kathleen Cook Hollowell Howington, on April 10, 2022, during the 11:00am worship service. (NEED ELDER TO ASSIST)
  - c. Everett McKinney Aspinwall, born September 21, 2020, son of Jonathan Chad Aspinwall and Emily Hammond Aspinwall, on May 16, 2021 (Elder Mark Mitchum to assist).
  - d. Jonathan Chad Aspinwall, adult, on May 16, 2021 (Elder Mark Mitchum to assist).

- e. William Robert MacLaren, born September 13, 2021, son of Steven MacLaren and Amy MacLaren, on June 12, 2022 (NEED ELDER TO ASSIST).
2. To approve the following communion schedule for 2022: the first Sunday of each month, except May, and on Maundy Thursday.

### **CHILDREN AND YOUTH DISCIPLESHIP**

#### **The following recommendations were approved:**

1. To authorize the "Learning To Use Your Bible" curriculum for the middle school Sunday School.
2. To endorse the following mask guidelines recommended by this committee:
  - a. Children 5 and under follow mask guidelines recommended by DHEC
  - b. Children greater than 5 follow mask guidelines recommended by CCSD

### **ADULT DISCIPLESHIP (Pritchett, Oswald)**

#### **The following recommendations were approved:**

1. To authorize the following Sunday School class study: En Gedi class to participate in a four-week study of the book of Proverbs, developed and led by Beth Mitchum.

### **MISSION AND OUTREACH**

#### **The following recommendations were approved:**

1. To authorize the following Special Offerings for 2022:
  - a. Souper Bowl of Caring on 02/13/22 to benefit James Island Outreach.
  - b. One Great Hour of Sharing September 11, 18, & 25 to benefit Presbyterian Disaster Assistance, Presbyterian Hunger Program, and Self-Development of People.
  - c. Walk for Water on 03/26/22 to benefit Water Mission.
  - d. Spring Mission Offering from 04/10/22 - 05/01/22 to benefit the 2022 Spring Mission Project.
  - e. Mother's Day Offering on 05/08/22 to benefit Presbyterian Communities of South Carolina,
  - f. Thanksgiving Offering on 11/27/22 to benefit Thornwell Home and School for Children.
  - g. The authorization of special offerings following natural disasters to benefit Presbyterian Disaster Assistance and Water Mission for calendar year 2022.

### **MEMBERSHIP**

#### **The following recommendations were approved:**

1. To authorize the following persons for membership in James Island Presbyterian Church once they participate in a joining service at worship.
  - a. By Transfer of Certificate: Charles Guy Castles (Centennial Church, Columbia, SC)
  - b. By Reaffirmation of Faith (6):
    - i. Robert Sterling Jenkins and Ashley Hamlett Jenkins
    - ii. Herbert Andrew Foster and Sammye Bragg Foster
    - iii. Emily Hammond Aspinwall
    - iv. Kristy Richelle Castles
  - c. By Affirmation of Faith with baptism (May 15, 2022):
    - i. Jonathan Chad Aspinwall

## **PERSONNEL**

### **The following recommendation was approved:**

1. That Marc Coker be offered the position of bridge interim senior pastor commencing March 1, 2022, with compensation at a rate to be determined in conjunction with Presbytery guidelines. Rev. Coker's position would include two office days weekly, preaching or assisting on Sundays, and assistance with funerals and weddings as needed.
2. The committee members and Session recognized and thanked Reverend Laurey Harrell for her service as appointed moderator.

## **UNFINISHED BUSINESS**

Candidate for Ministry Update: Cat Parler will be meeting with the Committee on Ministry on 3/1/22 for examination.

Nominating Committee Update: Elders for Adult Discipleship and Mission and Outreach are being recruited; Deacon candidates have also been identified

## **NEW BUSINESS**

The role of interim pastor, once appointed was discussed. It was recognized that the interim should help to develop a Manual of Operations and lead the updating of By-Laws. Reverend Harrell also asked how the Session plans to communicate its work to the congregation going forward.

After Pastor Laurey Harrell closed the meeting in prayer, Session was adjourned by common consent at 7:15pm.

Elisha Clyburn, Clerk of Session Date Approved:

**James Island Presbyterian Church**

**Charleston, March 15, 2022**

## **STATED MEETING OF THE SESSION**

The Stated Meeting of the Session of the James Island Presbyterian Church was called to order by Reverend Marc Coker appointed moderator, at 6:02 pm. He invited those present to share joys and concerns with the body, then opened the meeting with prayer. Elder Jon Frye presented a devotion.

Quorum was confirmed by the Clerk.

**It was moved (Frye), seconded and approved: To give voice to guests and staff.**

**It was moved (McCloud), seconded and approved to accept the agenda as presented and to accept the Minutes of the 2/15/22 Regular Session meeting.**

Elders in attendance: Gillen, Pritchett, Clyburn (clerk), Brownell, McCloud, Anderson, Crawford, Stepka-Tracey, Russell, Hall, Stokes, Frye, Hughes, Evans, Mitchum, Spann, Stalvey

Excused: Anderson, Hornig, Jones

Staff in attendance: Beth Parler, Louise Conway

**Special Reports received as information:**

BOARD OF DEACONS –Chris Nolan substituting for Bo Baxter

EARTH CARE

FOUNDATION

**The following reports were received as information:**

Treasurer and Finance, Congregational Care, Mission and Outreach, Fellowship, Buildings and Grounds, Child Protection Commission

**Clerk**

- Communion was served at both worship services on Sunday 3/6/22
- The minutes of the special meeting of Session on 2-10-2022 were distributed via email by the Clerk of Session; **Acceptance of these minutes was moved (Gillen), seconded and approved**
- **A motion was made (Mitchum), seconded and approved:** To authorize a Service of Ordination & Installation for Catherine Parler as Minister of the Word and Sacrament be held at James Island Presbyterian Church on Saturday, April 9, 2022, with Reverend Cameron Smith to serve as preacher.

**WORSHIP AND MUSIC**

**The following recommendations were approved:**

1. To resume serving communion by intinction in stages, starting with inviting congregants to process forward to serving stations to receive the elements. For the first time with this, we would serve the premade elements. We will discuss next month how to move forward and be prepared to be flexible as the Covid-19 virus stages vary. Baskets with elements will remain available at the door for those who choose to take those, and as in pre-Covid days, elders will serve those who are unable to move forward. NOTE: As several elders have never served communion, by intinction or otherwise, we would like to hold a brief training session after the April 19 session meeting. Please mark your calendars now.
2. To authorize the baptism of Francis “Frank” Garrison, son of Patrick and Kaitlyn Garrison, born February 17, 2022, on a date tbd that is not in conflict with anything already scheduled (elder to assist: \_\_\_\_\_).

**CHILDREN AND YOUTH DISCIPLESHIP**

**Discussion: The need for more adult volunteers and leaders for our children and youth programs**

**The following recommendation was approved:**

1. To call a meeting of Session on Saturday, May 7, 2022 at 9:30am for the purpose of examining the 2022 class of confirmation students and receiving them into full membership at JIPC.

**ADULT DISCIPLESHIP (Pritchett, Oswald)**

**The following recommendations were approved:**

1. To authorize En Gedi class to study *The 23rd Psalm* by Matt Chandler on Right Now Media.



2. To authorize the serving of communion during the Women's Quiet Day retreat on March 25. There will be at least one elder participating in this retreat.

## **MEMBERSHIP**

### **The following recommendations were approved:**

1. To transfer the memberships of Paul and Marilyn Stark to Yeamans Park Presbyterian Church at their own request.
2. To change the status of Jason Smith from Active to Affiliate member. He will also be associated with Yeaman's Park Presbyterian Church.
3. To remove Katherine O'Neill from the Active Roll. She has moved out of state and is no longer affiliated with JIPC.

## **PERSONNEL**

### **The following recommendation was approved:**

1. To form an interim search committee consisting of the following individuals, who have also agreed to serve: On behalf of the personnel committee: Julianne Stokes and Erin Watson; on behalf of session: Chris Anderson and Heather Spann; On behalf of the congregation: James Weatherholtz.

## **NEW BUSINESS**

**It was moved (Russell), seconded and approved to move the April Session meeting from 4/19/22 to 4/26/22.**

After Pastor Marc Coker closed the meeting in prayer, Session was adjourned by common consent at 7:41pm.

Elisha Clyburn, Clerk of Session Date Approved:

Annual Meeting James Island Presbyterian Church                      Charleston 3.27.22

The meeting was called to order at 9:40 am by Reverend Marc Coker, appointed moderator.

Elisha Clyburn, clerk of Session, called a quorum.

Reverend Coker recognized Sue Urie representing the nominating committee, who recommended candidates for Session and Board of Deacons.

- A slate of nominees for Session was introduced:  
Kelly Browder and Betty Anne Wilson  
No nominations were made from the floor.

**It was moved (Muckenfuss), seconded and approved that these nominees serve as ruling elders.**

- A slate of nominees for Board of Deacons was introduced:  
Lucia Oswald, Julie Radabaugh and Claire Steed

No nominations were made from the floor.

**It was moved (Frye, J), seconded and approved that these nominees serve as deacons.**

Reverend Coker recognized Lynn Anne Gillen from the Finance Committee. The 2022 budget was presented and 2021 finances recapped. Time was made available for questions.

**Motion to adjourn was made (Clyburn, B), seconded and approved.**

Worship resumed with the closing hymn and benediction.

**James Island Presbyterian Church**

**Charleston, April 26, 2022**

### **STATED MEETING OF THE SESSION**

The Stated Meeting of the Session of the James Island Presbyterian Church was called to order by Reverend Marc Coker appointed moderator, at 6:02 pm. He invited those present to share joys and concerns with the body, then opened the meeting with prayer. Elder Nancy Brownell presented a devotion.

Quorum was confirmed by the Clerk. New elders were welcomed to their first Session meeting.

**It was moved (Frye), seconded and approved: To give voice to guests and staff.**

**It was moved (Fillen), seconded and approved to accept the agenda as presented and to accept the Minutes of the 3/15/22 Regular Session meeting and the 3/27/22 Annual Meeting of the Congregation.**

Elders in attendance: Gillen, Pritchett, Clyburn (clerk), Brownell, Anderson (by speaker phone), Crawford, Stepka-Tracey, Russell, Hall, Stokes, Frye, Hughes, Evans, Mitchum, Stalvey, Browder, Wilson, Jones

Excused: Spann, McCloud, Hornig, Evans

Staff in attendance: Beth Parler, Allison Hubbard, Elizabeth Souter, Louise Conway

### **Special Reports received as information:**

April Charleston Atlantic Presbytery Meeting – Elders Hughes and Jones

BOARD OF DEACONS –Bo Baxter; the nominating committee will be gathering a slate of 6 additional deacons in the coming months

FOUNDATION – Louise Hatton-Conway; Discussion regarding the new childcare center. The Foundation plans to schedule meetings with committees and church officers in preparation for the new center.

### **Confirmation Review and Recommendation (Children and youth Discipleship)**

Davis Woods was unable to attend the confirmation examination scheduled for May 7<sup>th</sup> and presented to the Session meeting accompanied by his mother. Elders Julianne Stokes presented Davis who was examined by the Session members.

**Recommended and Approved:** To receive Davis Woods into membership of the James Island Presbyterian Church upon his completion of a statement of faith and participation in the joining service during worship on May 8<sup>th</sup>.

### **The following reports were received as information:**

Treasurer and Finance, Congregational Care, Fellowship, Buildings and Grounds, Personnel

### **Treasurer and Finance- discussion:**

The bequest has not yet been disbursed. Receipts have been greater than expected – in June, the budget will be adjusted such that budgeted money from the expected bequest will be adjusted down as receipts from pledges and giving rises, as has been the case in recent months. It was stated that the goal is to use funds from the bequest to balance the annual budget only as needed, reserving the bequest funds for other uses as determined later by Session.

#### **Clerk**

- Communion was served at both worship services on Sunday 3/6/22 and April 24, 2022.
- The following **RECOMMENDATIONS** have been submitted by email:
  - 4-2-22: To appoint a commission to meet on Sunday, April 24, 2022, at 9:45am, for the purpose of hearing the faith statements and examining the elders-elect and deacons-elect scheduled to be ordained and installed during the 11:00am worship service that day. This motion was made by Jane Crawford, and 17 elders responded in the affirmative.
    - 4-13-22: On behalf of the membership committee, to receive into membership the following people, who had participated in JIPC'S new members' process, upon their participation in a joining service during worship. 11 elders responded, all in the affirmative.
    - By Transfer of Certificate: Lewis Edwin Dodson from Briarwood Presbyterian Church, Jackson, MS.
    - By Reaffirmation of Faith: Jessica Helene Dodson, Matthew Paul Hooper, Jessica Ann Hooper, and Darryl Wilson.
- Elders are needed to attend the next meeting of the Presbytery on May 21<sup>st</sup> at Presbyterian College in Clinton.

#### **Associate Pastor**

The minutes from a special meeting to examine and approve incoming officers are below.

#### **James Island Presbyterian Church**

**Charleston, April 23, 2022**

Having been commissioned by session on April 2, 2022, the following met on April 24, 2022 in the Library of JIPC. Elders present: Julianne Stokes Cheryl Stepka-Tracy John Pritchett, Rev. Marc Coker, Rev. Terri Wetherell, Heather Spann – Appointed Clerk for this Commission meeting

The following new elders and deacons were examined by sharing of their faith journeys:

Kelly Browder, Elder for Adult Discipleship  
Betty Ann Wilson, Elder for Mission and Outreach  
Julie Radabaugh, Deacon

Lucia Oswald, Deacon  
Claire Steed, Deacon

John Pritchett moved to approve these 5 for ordination and installation on April 24, 2022 at the 11 o'clock worship service. This was seconded and unanimously approved.

Heather Spann, Appointed Clerk

**Recommendation:** To dissolve the special commission appointed for the purpose of examining new elders and deacons on 4/24/22 – Moved by Stepka-Tracy, seconded and approved.

## **WORSHIP AND MUSIC**

**The following recommendation was approved:** To authorize member Sarah Smith Shayban to hold a piano recital for her students in JIPC's sanctuary on Sunday, May 15, at 5:00pm; further to waive any fee for the use of JIPC's sanctuary for this event. Ms. Shayban is very familiar with JIPC's sanctuary and music program, as well as the facility overall. No staff assistance is needed. This recital will be after the Manaker music recitals have ended that day (previously approved).

## **CHILDREN AND YOUTH DISCIPLESHIP**

**The following recommendation was approved:**

To give Children and Youth Sunday School a break after May 22<sup>nd</sup> until August 14, 2022. If there is a need for programming for children and youth of Adult Sunday School classes, a multi-age program will be provided.

## **ADULT DISCIPLESHIP (Pritchett, Oswald)**

**The following recommendations were approved:**

3. To authorize En Gedi class to study *The 23rd Psalm* by Matt Chandler on Right Now Media.
4. To authorize the serving of communion during the Women's Quiet Day retreat on March 25. There will be at least one elder participating in this retreat.

## **MISSION AND OUTREACH**

**The following recommendation was approved:**

To use the Hunter House as housing for another Afghan family for up to eight months. This family already has a Circle of Welcome team from Circular Congregational Church downtown, so we would only be providing housing. The lease would be for eight months with the option for either party to end the lease with 30 days written notice. After eight months, they would be required through Lutheran Services Carolinas to secure their own housing. We would charge a service fee of \$800/month and they would pay the utilities – sewage, water, and electric.

## **MEMBERSHIP**

**The following recommendation was approved:** To authorize the membership of Avery Holst at JIPC through Reaffirmation of Faith.

## **INTERIM PASTOR NOMINATING COMMITTEE**

**The following recommendation was approved:** To approve the presented MIF document with amendments as discussed.

After Pastor Marc Coker closed the meeting in prayer, Session was adjourned by common consent at 8:07 pm.

Elisha Clyburn, Clerk of Session Date Approved:

**STATED MEETING OF THE SESSION**

The Stated Meeting of the Session of the James Island Presbyterian Church was called to order by Reverend Marc Coker appointed moderator, at 6:02 pm. He invited those present to share joys and concerns with the body, then opened the meeting with prayer. Elder Jason Hughes presented a devotion.

Quorum was confirmed by the Clerk.

**It was moved (Frye), seconded to approve the May 17<sup>th</sup> agenda.**

**The minutes of the April 26<sup>th</sup> regular session meeting and those of the May 7<sup>th</sup> Special meeting of the Session, as well as “to give voice to guests and staff” were approve by common consent.**

Elders in attendance: Gillen, Pritchett, Clyburn (clerk), Brownell, Anderson (by speaker Crawford, Russell, Hall, Stokes, Frye, Hughes, Evans, Mitchum, Browder, Spann, Hornig

Excused: McCloud, Stepka-Tracey, Wilson, Jones, Stalvey

Staff in attendance: Beth Parler, Allison Hubbard, Elizabeth Souter

**Special Reports received as information:**

**May Charleston Atlantic Presbytery Meeting** – Elders Crawford and Clyburn

**BOARD OF DEACONS** –Bo Baxter

**FOUNDATION** – Stephanie Pritchett for Louise Hatton-Conway

**Confirmation Review and Recommendation (Children and youth Discipleship)**

Ryan Frye and Ryan Long were unable to attend the confirmation examination scheduled for May 7<sup>th</sup> and were presented to the Session accompanied by their parents. Ryan and Ryan were examined by the Session members.

**Recommended and Approved: To receive Ryan Frye and Ryan Long into membership of the James Island Presbyterian Church upon their participation in the joining service during worship on a date to be determined.**

**The following reports were received as information:**

Treasurer and Finance, Congregational Care, Adult Discipleship, Mission and Outreach, Fellowship, Buildings and Grounds, Personnel

**Clerk**

Communion was served at both worship services on Sunday

**The following motions were made, seconded and approved:**

- **To move the scheduled regular session meeting from June 21<sup>st</sup> to June 14<sup>th</sup> (Frye)**
- **To cancel the scheduled regular session meeting in July (Crawford)**

**Associate Pastor**

Reverend Terri Wetherell will send out a list of deacons with these minutes

**WORSHIP AND MUSIC**

**The following recommendations were approved:**

1. To hold a single worship service during the summer months, at 9:00am, from May 29 – August 14, 2022, with Sunday School for adults following.
2. To authorize the following baptisms in JIPC's sanctuary:
  - a. William Robert MacLaren, son of Amy Felluca MacLaren and Steven MacLaren, born 9-13-2021, on June 12, 2022; Reverend Terri Wetherell, officiant; Elder Browder assisting.
  - b. Marley Greer Maxwell, daughter of Danny Bray and Jennifer Arnold Maxwell, born 12-8-2021, on June 26, 2022; Reverend Parler or Wetherell, officiant; Elder Gillen assisting.
  - c. Finley Ann Hooper, born 6-23-2017; and Harrison Paul Hooper, born 4-24-2020; children of Matthew Paul Hooper and Jessie Anne Hooper, on June 26, 2022; Reverend Parler or Wetherell, officiant; Elder \_\_\_\_\_ assisting.
3. To approve a fundraiser concert for Ukraine on July 22. Driq Graves (a teacher at Porter-Gaud and with Barbara Manaker's music studio) will oversee this with vocalists from CofC and in coordination with Hugh Knight. There will be a free-will offering, to benefit the American Red Cross.
4. To authorize charging fees for nonmember recitals in the JIPC sanctuary to \$100, and for CSO use of the sanctuary for practice space to \$150; CSO could offset this fee through service participation.
5. To authorize Reverend Randy Boone to serve as guest preacher on Sunday, June 19, and Reverend Catherine Parler to serve as guest preacher on Sunday, June 26, 2022.

## **MEMBERSHIP**

### **The following recommendations was approved:**

1. To authorize the membership of Avery Holst at JIPC through Reaffirmation of Faith.

### **The following recommendations were approved:**

1. To remove Reverend Catherine E. Parler from JIPC's Active Roll. Since her ordination as a Minister of the Word & Sacrament, she is a member of the Charleston Atlantic Presbytery.
2. To remove Lawrence (Bubba) and Elizabeth (Betty) Segrest from JIPC's Active Roll at their own request.

## **INTERIM PASTOR NOMINATING COMMITTEE**

1. COM requested revisions to the MIF, which we incorporated and Session approved. The MIF data has been uploaded into the Church Leadership Connection website, and we hope to have several candidates for consideration in the coming weeks. One candidate reached out directly by email, and we intend to interview her, as well.
2. We hope to receive word from the Presbytery of another proposed bridge interim. In the meantime, Terri Wetherell has arranged for two guest preachers in June: Randy Boone and Cat Parler. We are thankful for their willingness to join us.

Words of affirmation and thanks were given to Reverend Marc Coker, celebrating his dedication to JIPC as bridge Interim Pastor.

After Pastor Terri Wetherell closed the meeting in prayer, Session was adjourned by common consent at 7:25 pm.

Elisha Clyburn, Clerk of Session Date Approved:

**STATED MEETING OF THE SESSION**

The Stated Meeting of the Session of the James Island Presbyterian Church was called to order by Reverend Terri Wetherell at 6:00 pm. She invited those present to share joys and concerns with the body, then opened the meeting with prayer. Elder John Pritchett presented a devotion.

Quorum was confirmed by the Clerk.

**It was moved (Frye), seconded and approved: To give voice to staff and guests.**

**It was moved (McCloud) and seconded to approve the June 14 agenda.**

**It was moved (Stalvey) and seconded to approve the minutes of the May 17, 2022 regular meeting of session and the June 8, 2022 Special Executive Session meeting of Session.**

Ruling Elders in attendance: Gillen (virtual), Pritchett, Clyburn (clerk), Brownell, Anderson, Hall, Stokes, Frye, Hughes, Evans, Browder, Spann, McCloud, Stepka-Tracey, Wilson, Stalvey

Teaching Elder in attendance: Terri Wetherell

Excused: Russell, Stokes, Hornig, Jones, Crawford, Mitchum

Staff in attendance: Beth Parler

**Special Reports received as information:**

Board of Deacons – Bo Baxter

James Island Presbyterian Foundation – Louise Conway

**The following reports were received as information:**

Worship and Music, Children and Youth Discipleship, Treasurer and Finance, Congregational Care, Mission and Outreach, Fellowship, Membership, Buildings and Grounds, Personnel

**Clerk (E. Clyburn)**

Communion was served on June 2, 2022.

A letter from a member wishing to remain anonymous concerning a transfer in ownership of the property at 1260 Folly Road (aka Mission House) to the church was shared with the elders.

**It was moved (McCloud), seconded and approved: To empower the JIPC Trustees to receive ownership of the Mission House on behalf of James Island Presbyterian church.**

**Associate Pastor**

Reverend Terri Wetherell agreed to send out a list of deacons with these minutes (see p. 3).

**ADULT DISCIPLESHIP (Pritchett, Browder)**

**The following recommendations were approved:**

1. To sponsor a pizza dinner for parents of three-, four- and five-year-old children on 7/24/22 at 5 p.m. with a talk on Parenting from Breanne Stevens, a child therapist with Life Resources. This would be followed by a focus group discussion about the group's needs and interest in having an ongoing class in the fall.
2. To authorize the En Gedi Class to study *Jesus in Our Generation* by Ben Stuart.

**CHILD PROTECTION COMMISSION (Clyburn)**

**The following recommendation was approved:** To allow Mahlon Newlin to serve as JIPC's sole male chaperone for the CROSS youth trip. He would not be the only male chaperone present as additional male chaperones from other churches would also be sharing one large room with all participating male youth and adults.

**INTERIM PASTOR NOMINATING COMMITTEE (Anderson, Spann)**

The IPNC members present updated the session on the team's progress, noting that there had been several matches via the Church Leadership Connection and four candidates who had contacted the committee the directly. They said the IPNC hoped to begin scheduling interviews by June 20 (via Zoom). They asked the session to 'spread the word' that the team was working hard to secure an interim senior pastor, and they planned to update the congregation via a dedicated e-newsletter (and a traditional U.S. mail letter to those without email) within the next week.

**NEW BUSINESS**

Reverend Wetherell noted that the Nominating Committee would be convened soon to consider nominations for 2023 officers. She also reported that the Board of Trustees was scheduled to meet on June 29, when they would elect a chair and discuss real estate issues.

After Reverend Wetherell closed the meeting in prayer, Session was adjourned by common consent at 6:43 pm.

Elisha Clyburn, Clerk of Session

Date Approved:

James Island Presbyterian Church  
 Special Called Meeting of Session  
 July 14, 2022

Charleston, SC

Minutes

Elders in attendance: Anderson, Browder, Brownell, Clyburn (Clerk), Evans, Hall, Hughes, McLoud, Mitchum, Pritchett, Spann, Stalvey, Stokes, Stepka-Tracey, Wilson, Frye

Excused: Jones, Russell, Gillen, Hornig

Also attending: Treasurer/Resting Elder Stephanie Pritchett, Reverend Tricia Petraven, Elizabeth Parler



The meeting was called to order by Reverend Daniel Smoak, appointed moderator of JIPC, at 6:01 pm. Quorum was established by the clerk. Reverend Smoak opened in prayer.

Elders voted by common consent to give voice to all present.

**Stated Purpose**

1. For the Interim Candidate and Session to have an opportunity to discern together the possibility of establishing a temporary pastoral relationship.

The Interim Pastor Nominating Committee presented Reverend Tricia Petraven as their candidate of choice. After introductions, the Session and Reverend Petraven discussed her call and qualifications.

A motion was made (Stalvey) and seconded (Mitchum): **To empower the IPNC to negotiate terms of call with Reverend Petraven and to bring a recommended draft of these terms to the Session for a vote. The motion was approved unanimously.**

Reverend Smoak closed the meeting in prayer at 7:26 pm.

James Island Presbyterian Church  
Special Called Meeting of Session  
July 25, 2022

Charleston, SC

Minutes

Elders in attendance: Anderson, Browder, Brownell, Clyburn (Clerk), Evans, Hall, Hornig, Hughes, Gillen, Jones, McCloud, Pritchett, Spann, Stalvey, Stokes, Tracey, Wilson, Frye

Excused: Russell, Mitchum

Also attending: Reverend Terri Wetherell, Elizabeth Parler

The meeting was called to order by Reverend Laurey Harrell, appointed moderator of JIPC, at 6:00 pm. Quorum was established by the clerk. Reverend Wetherell opened in prayer.

Elders voted by common consent to give voice to all present.

**Stated Purpose**

2. To hear a recommendation from the Worship and Music committee regarding the Sunday schedule beginning August 14, 2022

**Recommendation from the Worship and Music committee (McCloud):**

1. Beginning August 14, 2022 and until further notice, the Sunday schedule would be:
  - a. Fellowship Gathering 8:30-9am
  - b. Sunday School 9-9:45 am
  - c. Worship Service 10-11 am

**After discussion, a motion was made (Anderson), and seconded (Frye) to amend the recommendation to the following:**

**Sunday School 9-9:45 am**

**Fellowship Gathering 9:45-10:15 am**

**Worship Service 10:15-11:15 am**

**The proposed amendment to the schedule passed unanimously.**

**The amended motion then passed unanimously.** Official communication to the congregation on this change in schedule was set to begin this week.

After Reverend Harrell prayed, the meeting was adjourned at 6:42 pm.

**James Island Presbyterian Church**

**Charleston, August 16, 2022**

### **STATED MEETING OF THE SESSION**

The Stated Meeting of the Session of the James Island Presbyterian Church was called to order by Reverend Tricia Petraven at 6:00 pm. She invited those present to share joys and concerns with the body, then opened the meeting with prayer. Elder Lynn Anne Gillen presented a devotion.

Quorum was confirmed by the Clerk.

**It was moved (Hughes), seconded and approved: To give voice to staff and guests.**

**It was moved (Frye) and seconded to approve the August 16<sup>th</sup> agenda.**

**It was moved (Gillen) and seconded to approve the minutes of the June 14, 2022 regular meeting of session, the July 14, 2022 Special Called meeting of the Session and the July 25, 2022 Special Called meeting of the Session.**

Ruling Elders in attendance: Russell (virtual), Gillen, Pritchett, Clyburn (clerk), Crawford, Hornig, Anderson, Hall, Stokes, Frye, Hughes, Spann, McCloud, Stepka-Tracey, Wilson, Stalvey

Teaching Elders in attendance: Tricia Petraven, Terri Wetherell

Excused: Brownell, Browder, Evans, Jones

Staff in attendance: Beth Parler

### **Special Reports received as information:**

- Commission on Ministry request – Skip Norris
  - Skip shared information regarding the new Mackay Presbyterian Mission, part of Dorchester County Community Outreach. David Yandle, moderator of the Commission on Ministry for the Charleston Atlantic Presbytery, is seeking volunteers to serve on the board which will lead the Mackay Presbyterian Mission. Session and the Mission Committees are encouraged to recruit this volunteer and contact Skip or David.
- Board of Deacons – Bo Baxter
- James Island Presbyterian Foundation – Louise Conway

**The following reports were received as information:**

Congregational Care, Mission and Outreach, Fellowship, Membership, Buildings and Grounds, Personnel

**Clerk (E. Clyburn)**

1. Communion was served by intinction on July 10<sup>th</sup> and August 7<sup>th</sup>.
2. The following RECOMMENDATION was submitted by email via Reverend Daniel Smoak, JIPC's Appointed Moderator at the time, on July 19, 2022: To authorize the Transitional Pastor Contract and Covenant between James Island Presbyterian Church and Reverend Tricia Petraven, including Terms of Call and subsequently forwarded to CoM for its approval. The motion included the conditions that the personnel budget would have to be increased by \$13,076 for 2022, to be offset in the income line by unpledged giving (including a portion of Sutton bequest).
  - a) Reverend Smoak requested that all replies and requests for clarification be sent to him within 24 hours.
  - b) Reverend Smoak subsequently reported that a majority of elders had replied in the affirmative, and the RECOMMENDATION was APPROVED.
3. Elder Julianne Stokes submitted a letter of resignation from the Session on 7/28/22 due to her candidacy for the judiciary of the ninth circuit.

**It was moved (Frye), seconded and approved that Julianne Stokes be immediately released from her service on Session.**

**TREASURER & FINANCE**

1. After the presentation from this committee, the elders discussed the fact that not enough money had been allocated for general operations once insurance and utilities were transferred to another line item.
2. **The following recommendation from the committee was approved: To add an additional \$20,000 to the budget for the remainder of the calendar year with the anticipation that this amount will come from unpledged giving, to be completed by the Sutton bequest, if necessary.**
3. **It was moved (Mitchum), seconded and approved: That Session set aside 50% of the Sutton bequest, once received by JIPC, and appoint a Task Force to make recommendations regarding the use of the estate funds, taking into account the previously received letter from Elder Sue Urie outlining the wishes of the donor.**

**WORSHIP & MUSIC**

**The following recommendations were approved:**

- 1) To authorize Terri Wetherell to baptize cousins Rhys Boswell Evans and John Forest Limehouse on 10/16/22 with Anne Hall as Elder to Assist. Background on this request to be shared by Terri Wetherell.
- 2) To authorize a guest minister Stephanie Dion of Eastminster Presbyterian Church to assist Tricia Petraven in the baptism of Francis Patrick Garrison III (baptism approved by session in March, 2022).

**CHILDREN & YOUTH DISCIPLESHIP**

**The following recommendation was approved:**

1. To authorize the following curricula:
  - a. Middle School Sunday School, *Feasting on the Word* (PCUSA)
  - b. High School Sunday School: *Faith in an Anxious World*, published by Fuller Youth Institute

## **ADULT DISCIPLESHIP (Pritchett, Browder)**

### **The following recommendations were approved:**

1. To authorize the following Sunday School class curricula:
  - a. Faithbuilders Class (2): *Redeeming Your Time* by Jordan Raynor on Right Now Media; and The Present Word curriculum, a Bible study from PCUSA.
  - b. EnGedi Class: *How to Get What You Really Want* by Andy Stanley on Right Now Media

## **NEW BUSINESS**

Reverend Wetherell noted that the Nominating Committee is meeting to prepare a slate of nominations for 2023 officers. One candidate for Session will be asked to begin service as soon as possible, upon congregational approval, ordination/installation, in order to fulfill Julianne Stokes term.

After Reverend Petraven closed the meeting in prayer, Session was adjourned by common consent at 7:53 pm.

Elisha Clyburn, Clerk of Session

Date Approved:

**James Island Presbyterian Church**

**Charleston, September 20, 2022**

## **STATED MEETING OF THE SESSION**

The Stated Meeting of the Session of the James Island Presbyterian Church was called to order by Reverend Tricia Petraven at 6:00 pm. She invited those present to share joys and concerns with the body, then opened the meeting with prayer. Elder Anne Hall presented a devotion.

Quorum was confirmed by the Clerk.

**It was moved (Mitchum), seconded and approved: To give voice to staff and guests.**

**It was moved (Clyburn), seconded and approved to move the Buildings and Grounds report to the first committee report after Treasurer and Finance on the September 20<sup>th</sup> agenda. Acceptance of the amended agenda was moved (McCloud), seconded and approved.**

**It was moved (McCloud) and seconded to approve the minutes of the August 16th, 2022 regular meeting of session.**

Ruling Elders in attendance: Russell (virtual), Gillen, Pritchett, Clyburn (clerk), Brownell, Crawford, Browder, Evans, Hall, Frye, Jones, McCloud, Wilson, Stalvey

Teaching Elders in attendance: Tricia Petraven, Terri Wetherell

Excused: Stepka-Tracey, Spann, Hornig, Anderson, Hughes

## **Special Reports received as information:**

- Board of Deacons – Bo Baxter
- James Island Presbyterian Foundation – Stephanie Pritchett for Louise Conway

**The following reports were received as information:**

Congregational Care, Child & Youth Discipleship, Mission and Outreach, Fellowship, Membership

**TREASURER & FINANCE**

**The following recommendation was approved:**

1. The Buildings & Grounds Committee, in conjunction with the Finance Committee, approves the proposal of James Island Presbyterian Foundation to build a new Child Care Center on the lot at 1240 Pauline St. This recommendation would include the church borrowing up to \$700,000 to be repaid over a period not to exceed 10 years. The costs associated with the build out and the loan are to be paid by the James Island Presbyterian Foundation. The completed project will be owned by James Island Presbyterian Church. This would also require Trustee approval, then Congregational approval at the congregational meeting scheduled for October 23, 2022.

**Clerk (E. Clyburn)**

4. Communion was served by intinction on September 4<sup>th</sup>.
5. Mark Mitchum and Cam McLoud served as commissioners representing JIPC at the Summer stated meeting of Presbytery on Saturday, September 17. They shared a report on this meeting.
6. The Congregational Assistance Commission has authorized the following gifts for member families: a) \$400 for medical transport
  - a) \$450 for counseling services
  - b) Up to \$2,000 in medical transport services
7. An email was distributed on behalf of the Personnel and Buildings & Grounds Committee on September 7, 2022 concerning the position of Facilities Manager/Sexton: it was recommended that the position be eliminated and former employee Ricky Willis brought back as a part-time sexton to fulfill the duties within his capabilities. Other duties will need to be filled by members, contractors, and volunteers. The two committees will reconfigure the needs of this position and report back to session when appropriate. A majority of elders replied in support of this recommendation.
8. An email was distributed on behalf of the Worship & Music Committee on September 12, 2022 requesting authorization for the baptism of William Scott Gardner, son of Jeffrey Scott Gardner and Ashley Lynne Bridges Gardner, born 3-4-22, on September 18, 2022; Reverend Tricia Petraven to assist. Thirteen elders replied, all in the affirmative, and elder Mark Mitchum offered to assist.

**WORSHIP & MUSIC**

**The following recommendations were approved:**

1. (Amended by Mitchum and seconded): Include confirmed youth as service participants in our communion services.
2. To approve hosting the Yale Ally Cats for a concert in January; date tbd not to conflict with the church calendar. There would be a suggested donation of \$20 per person to help with their expenses.

**BUILDINGS & GROUNDS**

**The following recommendation was approved:**

To provide use of the JIPC gymnasium to the Stiles Point Elementary Basketball Teams at times that do not conflict with the church calendar and previous commitments of the space, between mid-October 2022 and February 2023. The recommended fee is \$35/hour.

## **ADULT DISCIPLESHIP**

### **The following recommendations were approved:**

To authorize the following Sunday School class curricula: EnGedi Class: *If Money Talked* by Andy Stanley on Right Now Media.

## **PERSONNEL**

### **The following recommendation was approved:**

To renew the annual contract for Reverend Terri Wetherell based on the current terms.

## **UNFINISHED BUSINESS**

Reverend Tricia Petraven requested volunteers to lead the previously approved task force for the Sutton Bequest. Elder Mark Mitchum agreed to lead the task force on behalf of session and received suggested the names of suggested task force members.

Reverend Wetherell noted that the Nominating Committee continues to prepare a slate of nominations for 2023 officers to be presented at the October 23, 2022 congregational meeting.

## **NEW BUSINESS**

Reverend Tricia Petraven announced the formation of a Stewardship Committee to be chaired by Elder Betty Ann Wilson.

After Reverend Petraven closed the meeting in prayer, Session was adjourned by common consent at 8:18 pm.

Elisha Clyburn, Clerk of Session

Date Approved:

**James Island Presbyterian Church**

**Charleston, October 18, 2022**

## **STATED MEETING OF THE SESSION**

The Stated Meeting of the Session of the James Island Presbyterian Church was called to order by Reverend Tricia Petraven at 6:15 pm. She invited those present to share joys and concerns with the body, then opened the meeting with prayer. Elder Mark Mitchum presented a devotion.

Quorum was confirmed by the Clerk.

**It was moved (Frye), seconded and approved: To give voice to staff and guests.**

**It was moved (Gillen), seconded and approved: To accept the agenda and add recommendations from Congregational Care and Membership.**

**It was moved (Wilson) and seconded to approve the minutes of the September 20, 2022 regular meeting of session.**

Ruling Elders in attendance: Russell (virtual), Gillen, Pritchett, Clyburn (clerk), Crawford, Browder, Evans, Hall, Frye, Jones, McCloud, Wilson, Stalvey, Hornig, Anderson, Hughes

Teaching Elders in attendance: Tricia Petraven

Excused: Stepka-Tracey, Spann, Brownell

**Special Reports received as information:**

- Board of Deacons – Bo Baxter
- James Island Presbyterian Foundation – Stephanie Pritchett for Louise Conway

**The following reports were received as information:**

Treasurer & Finance, Mission and Outreach, Fellowship, Buildings & Grounds, Personnel

**Clerk (E. Clyburn)**

9. Communion was served by intinction on October 2nd.

10. Elder Lynn Anne Gillen agreed to serve as the Clerk substitute on Sunday October 23<sup>rd</sup> for the called Congregational Meeting.

**WORSHIP & MUSIC**

**The following recommendation was approved:**

After communion is served to the congregation and the servers have returned to the communion table, the elders would serve each other and then place the bread and cups on the table, providing an opportunity to extend the elements to each other and also eliminating the need for the pastor to individually gather the bread and cups.

**CONGREGATIONAL CARE**

**The following recommendation was approved:**

All members of Session will receive training on the rules, regulation and use of our kitchen facilities.

**CHILDREN & YOUTH DISCIPLESHIP**

**The following recommendations were approved:**

1. To authorize the Middle School Retreat to Betherwoods Nov 11-13.
2. To authorize students, and a male chaperone, from Yeamans Park PC to travel on JIPC's bus to Bethelwoods for the Middle School Retreat Nov 11-13.

**ADULT DISCIPLESHIP**

**The following recommendations were approved:**

1. To authorize the following curricula:
  - a. Faith Builders class to study *The Cost of Control* by Sharon Hodde Miller on and *Advent* by Derwin Gray, both on Right Now Media.
  - b. Discover class to study *The World of the End Times* by David Jeremiah.
  - c. En Gedi class to study *More to Your Story* by Max Lucado on Right Now Media.
2. To authorize a plan for a Men's Retreat December 3-4 at Charlie Tyrrell's property on Yonge's Island.

## MEMBERSHIP

### Discussion:

All elders were urged to respond to Membership elders on the following subject:

1. how to attract new members, what works and what is not working and what we might do differently.

### The following recommendations were approved:

1. To receive Joyce Merrill and Marcia Jones into membership, contingent up on their participation in the joining service at worship.
2. To remove Martin Tiller and Kathryn Tiller from JIPC's Active Roll at their own request; they are attending and plan to join Epworth UMC.
3. To remove Julie Frye from the active role at her own request

## UNFINISHED BUSINESS

Nominating committee: A full slate of elders, deacons, and trustees will be presented at the called Congregational Meeting 10/23

Sutton Bequest Task force: the first meeting was to be held this week.

Stewardship Committee: updated plans for worship were shared

After Reverend Petraven closed the meeting in prayer, Session was adjourned by common consent at 7:00 pm.

Elisha Clyburn, Clerk of Session

Date Approved:

## James Island Presbyterian Church CONGREGATIONAL MEETING

Charleston, October 23, 2022

Pursuant to a call of the Session on October 9 and October 16, 2022, a meeting of the James Island Presbyterian Church Congregation was held on Sunday, October 23, 2021 at the end of the 11:00am worship service. The purpose of the meeting was to elect officers and to consider a property issue. The meeting was called to order at 11:15 am by Reverend Tricia Petraven, moderator.

Lynn Anne Gillen, ruling elder and acting clerk of Session, called a quorum.

Following prayer, Reverend Petraven recognized elder Heather Anderson, representing the nominating committee, who candidates for Session, the Board of Deacons, Trustee and the Nominating Committee.

Mrs. Anderson first introduced the slate of nominees to serve on Session, with terms scheduled to end at the end of 2025:

- **Peg Russell**, Membership ministry (renewed term)
- **Miles Stalvey**, Personnel Committee (renewed term)
- **Karie Ann Crowther**, Adult Discipleship ministry
- **Eric Radabaugh**, Fellowship ministry
- **Louie Steed**, Worship & Music ministry
- **Mike Terelak**, Buildings & Grounds ministry

The slate of nominees for Session included two positions for unexpired terms:

- **Herb Foster**, Buildings & Grounds ministry, term to expire 2023
- **Pam Terelak**, Personnel Committee, term to expire 2023



Reverend Petraven opened the floor for nominations; hearing none, the slate was accepted by acclimation.

A slate of nominees for the Board of Deacons was introduced: **Kari Messer and Tom Putney** (renewed term), both terms to end at the end of 2025.

Reverend Petraven opened the floor for nominations; hearing none, the slate was accepted by acclimation.

A nominee for Board of Trustees was introduced: **David Parler**.

Reverend Petraven opened the floor for nominations; hearing none, the slate was accepted by acclimation.

A nominee for the 2023 Nominating Committee was introduced:

- **Cam McCloud**

Reverend Petraven opened the floor for nominations; hearing none, the slate was accepted by acclimation.

Reverend Petraven thanked the members of this year's nominating committee for their service: Heather Anderson, Bo Baxter, Ben Clyburn, and John Pritchett.

Reverend Petraven recognized elder Lynn Anne Gillen and Trustee Greg Sanders to speak regarding the property issue with James Island Presbyterian Foundation and 1240 Pauline Street.

**The following recommendation from the Session was presented:**

The Session, with endorsements from the Buildings & Grounds Committee and the Finance Committee, recommended the proposal of James Island Presbyterian Foundation to build a new Child Care Center on the lot at 1240 Pauline St.

This recommendation included the church borrowing up to \$700,000 to be repaid over a period not to exceed 10 years. The costs associated with the build-out and the loan would be paid entirely by the James Island Presbyterian Foundation. The completed project would be owned by James Island Presbyterian Church. This also required the approval of the JIPC Board of Trustees, and now Congregational approval.

**The following statement from the Board of Trustees was presented by Greg Sanders, Chair of the JIPC Board of Trustees:**

The Trustees met on Oct 18, 2022 to review, discuss and vote on the new Child Care Center. The trustees voted unanimously to approve the new Child Care Center as stated here.

"The Trustees agree with Session's recommendation, subject to joint and final approval by Finance, Buildings and Grounds, Session and the Trustees of all the necessary legal documents concerning the mortgaging of the property."

Motion to adjourn was made by common consent.

Worship resumed with the closing prayer and benediction.

Lynne Anne Gillen, Acting Clerk

Tricia Petraven, Moderator

Date Approved:

**STATED MEETING OF THE SESSION**

The Stated Meeting of the Session of the James Island Presbyterian Church was called to order by Reverend Tricia Petraven at 6:00 pm. She invited those present to share joys and concerns with the body, then opened the meeting with prayer. Elder Miles Stalvey presented a devotion. In Elder Elisha Clyburn's absence, Elder Barbara Hornig was presented as acting Clerk of Session, and the Session concurred by common consent.

A quorum was confirmed by the Clerk.

**It was MOVED (Mitchum), SECONDED, and APPROVED to give voice to staff and guests.**

**It was MOVED (Frye), SECONDED, and APPROVED to accept the agenda as presented.**

**It was MOVED (Mitchum), SECONDED, and APPROVED to accept the minutes of the October 18, 2022 regular meeting of session as presented.**

**It was MOVED (Anderson), SECONDED, and APPROVED to accept the minutes of the October 23, 2022 called meeting of the Congregation as presented.**

Ruling Elders in attendance: Anderson, Browder, Brownell, Crawford, Frye, Hall, Hornig, Hughes, Pritchett, Russell, Stalvey, Stepka-Tracey, and Wilson

Teaching Elders in attendance: Tricia Petraven, Terri Wetherell

Excused: Clyburn, Evans, Gillen, McCloud, and Spann

Also in attendance: Stephanie Pritchett, Treasurer; Elizabeth Parler, Administrator; Bo Baxter, Co-Moderator, Board of Deacons; Louise Conway, Executive Director, James Island Presbyterian Foundation; and Elders-Elect Herb Foster and Pam Terelak

**Special Reports received as information:**

- Board of Deacons – Bo Baxter
- James Island Presbyterian Foundation – Louise Conway

**The following reports were received as information:**

Congregational Care, Adult Discipleship, Fellowship, Buildings & Grounds, Personnel, Child Protection Commission, Moderator.

**Clerk (B. Hornig, acting for E. Clyburn)**

11. Communion was served by intinction on November 6, 2022 and had also been served to four JIPC members at Indigo Place, where they lived.
12. Elder Charles "Chad" Jones had resigned from the Session, effective immediately. With Elder Julianne Stokes having had to resign earlier in the year, the Session was down by two members. The Session concurred with having elders-elect Foster and Terelak be ordained and installed as soon as possible so they could begin serving in these unexpired terms. The Session welcomed them and thanked them for their willingness to serve.
13. The following RECOMMENDATIONS had been distributed by email and were APPROVED by a majority of elders on 10-28-22:
  - a) On behalf of Buildings & Grounds Committee, to authorize member Joshua Stokes to use JIPC's gymnasium on Tuesday, 11-8-22, 6pm – 7:45pm, for his son's Cub Scout pack meeting.
  - b) On behalf of Personnel Committee, to grant JIPC program and office staff paid leave for the weeks of Thanksgiving (November 21 – 25, 2022) and Christmas-New Year's (December 26 – 30, 2022), in acknowledgement of their hard work while cognizant of JIPC's financial constraints. It was added that this leave would be in addition to any regular vacation the staff had available and chose to use.

14. The next meeting of the Charleston Atlantic Presbytery was scheduled for December 13, 2022 at First Presbyterian Church of Hilton Head, and Elder Mark Mitchum volunteered to serve as JIPC's second commissioner along with Elder Cam McLoud.
15. The Session discussed the date of its December stated meeting and agreed to a combined meeting for December 2022 and January 2023. It was MOVED (Browder), SECONDED, & APPROVED to meet on Tuesday, January 3, 2023, at 6:00pm; further, this meeting would be an opportunity to examine incoming elders as well as acknowledge those whose terms were ending. Elders were reminded to get their committee/ministry reports into the office and Clerk as soon as possible since they had just agreed to grant staff time off the week before this meeting.

**TREASURER & FINANCE (Pritchett,S and Frye): The following RECOMMENDATIONS were presented and APPROVED:**

1. To authorize the following JIPC members to serve as additional counters of JIPC's weekly offering, including the Sunday offering: Debbie Berry, Lynne Dillehay, Chris Hoffman, and Beth Tyrrell; further that these members become/remain compliant with JIPC's child protection and background check policies.
2. JIPC had received \$316,333.57 from the Sutton Estate; \$130,118 of this had been approved by Session to augment the 2022 budget; any of this not used by December 31, 2022 would be moved to the Sutton Memorial designated account.

**WORSHIP & MUSIC (Brownell): The following RECOMMENDATIONS were presented and APPROVED:**

1. To authorize the following music recitals in JIPC's sanctuary:
  - a. Barbara Manaker Music Studio, on Sunday, December 4, 2022, at 3:00pm, 4:00pm, and 5:00pm.
  - b. Sarah Smith Shayban's piano students, on Saturday afternoon, December 10, 2022, after JIPC's Christmas Pageant rehearsal.
2. To authorize the use of JIPC's sanctuary by the Palmetto Youth Choir for a concert on Saturday, December 17, 2022; the use would be 4 hours to allow for setup, rehearsal, concert, and cleanup; at a rate of \$100/hour.

**CHILDREN & YOUTH DISCIPLESHIP (Hornig): The following RECOMMENDATIONS were presented and APPROVED:**

3. To have 2023-24 Confirmation Class include the classes of 2027 and 2028 due to the low level of participation in the class of 2028.
4. To have all committees invite 1-2 youth to serve on their committee by April 2023.

**MISSION & OUTREACH (Anderson, Wilson): The following RECOMMENDATION was presented and APPROVED:** To extend the refugee family's lease to August 15, 2023 (Notes: The service/user fee would continue to be \$800/month. Currently over \$4,000 is in the refugee assistance account. It was discussed that at the end of the lease, remaining funds in that account might be transferred to pay down the mortgage on the house at Finance's discretion.).

**MEMBERSHIP (Mitchum, Russell): The following RECOMMENDATION was presented and APPROVED:** To remove the following 4 members from JIPC's Active Roll at their own request; they had reported that they were attending other churches: Tim Cobaugh, Linda Pannebaker Cobaugh, Ed Gilstrap, and Victoria Gilstrap. Session was advised that the 2023 roll review was being planned.

**PERSONNEL COMMITTEE (Stalvey):** Session was advised that the committee was working to update job descriptions.

### **UNFINISHED BUSINESS**

**Sutton Bequest Task force:** Mark Mitchum presented a report from this task force with several recommendations and items for discussion. He advised Session that the members of the task force were Harold Noland, Chair; Betty Anne Wilson, Marilyn Muckenfuss, Brandon Dodson, and Sue Urie. It was MOVED (Stepka-Tracey), SECONDED, & APPROVED to authorize the task force to move forward on the first two items on its lists, with a combined estimated cost of \$25,000: Painting and floor covering in the gym & café, gym hallway, and McAllister Hall hallway; and replacement of 240 chairs for use in the gym, café, and sanctuary overflow, including racks and rack covers. Other items this task force was considering/exploring included 1) reconstruction/retrofitting of one side of JIPC's Narthex to provide for more accessible entry and egress, including an enclosed lift, wheelchair-accessible restroom, access provisions to the parking lot and landscaping around that part of the Narthex; 2) Gym bathroom upgrades; 3) adult activity bus; 4) steeple repair; and 5) A/V upgrades.

Reverend Petraven closed the meeting in prayer, and it was MOVED (Mitchum), SECONDED, & APPROVED to adjourn at 7:23 pm. Elders were reminded to sign up and participate in the upcoming Advent activities.

Barbara Hornig, Acting Clerk of Session

Date Approved: