

**MONDAY, October 16, 2023**  
**REGULAR MEETING OF SESSION**

On Monday, October 16, 2023, the 650th regular meeting of Session of Westminster Presbyterian Church was held in Galbreath Memorial Chapel. Dr. Forrest was the Moderator and opened the meeting with prayer at 7:00 p.m.

Attending were Dr. Forrest, and Elders Baculik, Berrott, Davis, Eccher, Exley, Galbreath, Heilman, Locke, Ludwig, Malarkey, Marsh, McGee, Null, Ralston, Rost, Waller, and Williams, constituting a quorum.

**REPORT OF THE CLERK**

A motion to approve the minutes of the 649th (September 18, 2023) regular meeting of Session was made, seconded, and approved. The Baptisms and Deaths were reported as indicated below. A motion made, seconded, and carried to approve the membership changes indicated below.

**BAPTISMS**

**October 15**

Joel Gaines Hoffman; Parents: Sara and Paul Hoffman  
Blair Morgan Hoffman; Parents: Sara and Paul Hoffman  
Sophie Eloise Wishart: Emily and Kyle Wishart

**DEATHS**

Virginia “Ginger” Parmalee, September 21, 2023  
Florence “Flo” Lawrence, September 22, 2023

**MEMBERSHIP**

**Mark as Inactive**

Robert and Gwen Fraser: moved, letter of transfer  
Alexis Scott: Inactive by request

**SERVICE OF THE LORD’S SUPPER**

During worship services on Sunday, October 1, 2023, the sacrament of the Lord’s Supper was administered to communicants.

## **BUSINESS ITEMS**

### **Introduction and Approval of Transitional Associate Pastor**

Elder Marsh reviewed the selection and interview process of the Transitional Associate Pastor Search Committee and reported that the Search Committee, after consulting with the Personnel Commission, is recommending Reverend Susan Rothenberg, currently the Interim Pastor at Community Presbyterian Church of Ben Avon, to fill the position of Transitional Associate Pastor at Westminster. He reminded Session that the call is for a one-year contract position.

Elder Marsh reported the contract terms that the Search Committee and the Personnel Commission have offered, and Rev. Rothenberg has accepted, subject to the approval of Session. Elders Davis and Malarkey, who served on the Search Committee and participated in numerous interviews of candidates discussed strengths of Rev. Rothenberg in pastoral care and in communication skills.

Elder Marsh then introduced Susan Rothenberg to the members of Session. Rev. Rothenberg provided a history of her professional background as a marketing consultant and of her call to a career of Christian ministry. She spoke of her employment with the Pittsburgh Presbytery as well as her current call as Interim Pastor at Ben Avon and her desire to begin the role of providing pastoral care at Westminster.

Following Rev. Rothenberg's remarks, she was excused briefly from the meeting. A motion was made and seconded to approve the call of Susan Rothenberg to the position of Transitional Associate Pastor. Following discussion, Session approved the motion. An announcement of this action will be made to the congregation after Rev. Rothenberg has informed her congregation at Ben Avon that she has accepted the position at Westminster. Her beginning date at Westminster will be January 16, 2024.

### **Authorization to Sell OkioCredit Shares**

Elder Brian Eccher informed Session that Westminster owns shares of OkioCredit that have a value of approximately \$13,000.00. The Finance Commission recommends that the Church sell those shares. After discussion, a motion was made to approve the following resolution:

Resolved: The Session of Westminster Presbyterian Church of Upper St. Clair, a not-for-profit Pennsylvania Corporation, directs that the Church sell all shares of OkioCredit that it currently owns and remit the proceeds to the Church.

The motion to approve the Resolution was seconded and passed unanimously.

## COMMISSION REPORTS AND ACTIONS

The following Commissions submitted written reports prior to the meeting:

Adult Spiritual Development  
Bridge  
Children's and Family Ministries/WECEP  
Finance  
Outreach  
Property  
Stewardship  
Worship  
Youth Ministry

## SENIOR PASTOR'S REPORT

Dr. Forrest reported that the Nominating Committee has been nominated candidates for Deacon, Elder, and Endowment Committee positions for the coming year, to be approved by the Congregation at the Annual Meeting. She reminded Session that the Congregational Meeting to approve Deacons and Elders will be held on October 29, 2023. The format of the meeting has been revised to permit members at all services to participate. The meeting will commence after the 8:30 AM service. At the conclusion, the meeting will go into recess and will reconvene for each of the Bridge and 11:00 AM services. It will adjourn at the conclusion of the segment that follows the 11:00 AM service.

In addition to the approval of officers for the coming year, the Congregation will be presented with a proposal, previously approved by Session, to amend Westminster's by-laws to provide a reduction in the minimum required number of Elders and Deacons, while retaining the ability to appoint the current number.

Following each segment of the Congregational Meeting, Elders Eccher and Heilman will conduct a Town Hall Forum to present the results of the annual independent audit, the current financials, the 2024 budget, and the details of the 2024 Stewardship Campaign.

Dr. Forrest reported that she and members of the Stewardship Commission recently visited with members who reside at Friendship Village and Providence Point. They presented financial information and answered questions about Westminster programs and ministries. Dr. Forest also reported that members who reside at Chartiers Bend, a new retirement community in Bridgeville, have begun a Sunday Worship Service in which about 15 Westminster members participate as a group in Westminster worship services by streaming services on a large screen at the facility.

**OTHER NEW BUSINESS**

Several members of Session offered ideas to fill the void that will exist due to the recent resignation of Ed Sutter, Senior Director of Christian Education. Session recognized that Ed filled many vital roles at Westminster, including leadership of youth ministry and family counseling, preaching at the Bridge service and occasionally at the 8:30 and 11:00 o'clock services, and conducting the youth confirmation classes. Dr. Forrest observed that the Church has a gifted staff who are willing to expand their responsibilities, as well as strong leadership from the Congregation, to continue the work that Ed has done during his many years of ministry at Westminster. Although Ed will not be replaceable, several members have expressed interest in becoming involved in the search for someone who can fill many of the roles that he played and who can build on his accomplishments.

**JOYS AND CONCERNS**

Meeting participants shared individual joys and concerns for the Church, its members and their families, and for the community.

**ADJOURNMENT WITH PRAYER**

There being no further business, the meeting was adjourned at 8:15 p.m. with prayer led by Dr. Forrest. The next regular meeting of Session will be held on December 4, 2023 in Galbreath Chapel.

Respectfully submitted,

William C. Ludwig  
Clerk of Session

Approved:

