

MONDAY, AUGUST 17, 2020
REGULAR MEETING OF SESSION

On Monday, August 17, 2020, the 620th regular meeting of Session was held at Westminster Presbyterian Church. The meeting was set up as a Zoom video meeting due to recent developments with the corona virous pandemic. Dr. Lancaster opened the meeting with prayer at 7:02 p.m.

Session members attending were Dr. Lancaster, Rev. Rogers, Rev. Freyer and Elders Bacik, Burgess, Castelli, Conley, Davis, Dilly, Fraser, Galbreath, Heilman, Jenkins, LeBeau, Lee, McClintock-Comeaux, Myers, Null, O'Brien, Paul, Rex, Sheap, Singleton, Wagner, Walker, Watson, Weber and Williams, constituting a quorum.

Also present: Donald Baumann, Chair of Finance Commission's Internal Audit Committee

REPORT OF THE CLERK – Motion to approve the minutes from the 619th (June 15, 2020) regular meeting and June 24, 2020, July 8, 2020 and July 27, 2020 special meetings (as reviewed and corrected) and to take action with respect to the members set forth below were approved.

DEATHS

John Carroll, June 23
 Jean Stockdale, July 7
 Robert Davis, July 19
 Rennay Simmons, July 30
 William R. Kramer, Sr., August 6

DELETE BY REQUEST

Sarah Fetterman
 Tracy & Dave Kunca
 Leslie Runco

WEDDINGS

Kevin McGuire & Sarah Coblentz, August 1

BAPTISMS

June 20

Zachary Robert
 Bradley William
 Samantha Michelle
 Parents: Erica & Jeffrey Baldasare

Kennedy Maria
 Parents: Brittany & Luke Coady

Vayda Bette
 Parents: John Kramer & Lauren Smith

June 27

Brody Richard
Parents: Jennifer & Richard Bono

Elizabeth Hope
Parents: Laura & John DeSimone

Jensen Ray
Parents: Samantha & Glenn Stewart

July 18

Palmer Brooks
Parents: Lauren & Kevin Cunningham

Maria Lynn
Parents: Courtney & Kristopher Grant

Camryn Rae
Parents: Krista & Stephen Sharps

Lucas Alexander
Vincent Michael
Parents: Amanda & Michael Spinella

SERVICE OF THE LORD'S SUPPER

On Sunday, July 5 and August 2, the sacrament of the Lord's Supper was administered at worship services.

BUSINESS ITEMS

Internal Audit Committee Report. Donald Baumann, Chair of the Finance Commission's Internal Audit Committee (IAC) provided Session with a review of IAC's actions since March 23, 2020. The IAC sought insight from Pittsburgh Presbytery on financial auditing requirements and interpretation of the requirements of Section G-3.0113 "Finances" of the Book of Order. Presbytery advised that Section G-3.0113's provision for full financial review of all financial books and records does not specifically prescribe annual audits, and provided Westminster with its published "Local Church Financial Review Guide" for guidance in preparing annual financial reviews. On June 10, the IAC submitted a proposal to the Finance Commission, providing that in 2020 IAC will conduct an internal financial review of Westminster Presbyterian Church's 2019 financial books and records utilizing Pittsburgh Presbytery's Financial Review Guide. The IAC proposed to exclude from the review certain groups that function under Westminster Church's EIN number, including the Endowment Fund, WECEP, Presbyterian Women - Rummage Sale and Westminster Publishing, LLC. The Finance Commission supported the proposal, but specified that the Endowment should be included in the 2019 internal audit. The audit commenced on June 16. The IAC also independently confirmed the balances of

Westminster Church's PNC bank accounts, and completed an initial review of the church's multi-peril insurance policy. The IAC's goal is to issue the internal audit report by the end of September. The Endowment review will follow in October.

In-person Worship Reopening Plan. At its July 27, 2020 special meeting, Session asked the Vision Task Force to reconvene and re-evaluate the conditions and means under which the church can safely reopen for in-person worship, and to present Session with a recommendation at its August 2020 regular meeting. The Vision Task Force presented the following recommendation:

1. Metric Recommendations for In Person Worship
 - a. Four weeks of trending less than 8 per 100,000 new cases in Allegheny County
 - b. Four weeks of trending less than 3% positivity rate for cases
 - c. Thorough cleaning and preparation for in person worship
2. Outside Groups
 - a. No outside groups at the present time

A thorough and exhaustive discussion ensued on the Vision Task Force's recommendation, after which Session unanimously approved and adopted the following revised conditions under which the church can safely reopen for in-person worship:

1. Metric Recommendations for In Person Worship
 - a. Four weeks of trending less than 100 new cases in Allegheny County per day
 - b. Four weeks of trending less than 5% positivity rate for cases
 - c. Thorough cleaning and preparation for in person worship
2. Outside Groups
 - a. No outside groups at the present time

Outreach Commission Recommendation for "Peace and Justice Focus on Racism: Fall 2020". Elder Conley reviewed a written proposal prepared by the Outreach Commission which had been circulated to Session members prior to the meeting. The proposal contemplates a one-hour outdoor gathering in the afternoon of October 4, 2020, in conjunction with the PC(USA)'s Peace and Global Witness Offering and World Communion planned for the same day. The ceremony will include a remembrance of Reverend John Galbreath's involvement in the struggle for racial justice, signing a banner as a means to demonstrate a commitment to anti-racism action, singing and prayerful silence. The Commission will coordinate with Upper St. Clair police on signage to be displayed along Washington Road during the ceremony and traffic matters. Upon a motion received and seconded to approve the Outreach Commission's proposal, Session voted unanimously to approve the proposal.

WECEP Reopening. Elder Williams commented on a draft of WECEP's "Health and Safety Plan, Policy and Procedures for the 2020-2021 School Year" which had been circulated to members of Session prior to the meeting. The Plan is being prepared by a task force of parents, teachers and staff to support WECEP's reopening to welcome students and their families in September, and addresses health and safety procedures, outdoor play, classroom structure, drop-off and pick-up procedures, general cleaning and sanitation practices, an infected person or outbreak plan, virtual learning, the school calendar and refund policy. This draft Plan was presented to Session for information purposes. The task force continues to work on the Plan.

COMMISSION & COMMITTEE REPORTS AND ACTIONS

Finance. Elder Lee reviewed a Summary Analysis of Revenues and Expenses for July 2020 and Finance Commission Report for the period ending July 2020, both documents having been circulated to Session members prior to the meeting. Current cash position is steadily declining due, in part, to a drop off in both general and special contributions in July. The Commission estimates a shortfall of \$364,875 in receipts from the Forward in Faith campaign. These reports were received without question or comment.

Membership. Elder LeBeau reported that an inquirer's gathering is being planned for September 26, 2020.

Property. Elder Galbreath provided an update on restoration of the Spire. He also advised Session that particulate ionization filters are being installed in the church HVAC system to remove airborne particulates in the Sanctuary, the Chapel, Fellowship Hall, Memorial Hall and the WROC.

Stewardship. Elder Heilman reported on Commission planning to launch the annual stewardship campaign on the last Sunday of October. The campaign being planned will seek to emphasize mission over maintenance.

PASTORS' REPORTS

Dr. Lancaster expressed his appreciation in spending the month of July on vacation with his family in Georgia. He also asked commission chairs to review their respective budgets for the next four to five months in support of an upcoming general budget review. Dr. Lancaster also noted that the Pastor Nominating Committee continues to move forward in its search for Westminster's next head of staff.

Rev. Rogers noted that she will perform four more baptisms on August 22, 2020, and that JAM will be starting for 5th and 6th graders soon.

CONCERNS AND JOYS

Rev. Rogers asked that members of Session keep the Kramer and Twigg families in their prayers during this time of loss of beloved family members.

ADJOURNMENT WITH PRAYER

There being no further business, the meeting was adjourned with prayer at 8:50 p.m. The next regular meeting of Session will be held on September 21, 2020.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "H. Brian Peck". The signature is written in a cursive style with a large, looping initial "H".

H. Brian Peck
Clerk of Session

Date approved: September 21, 2020