

**MONDAY, NOVEMBER 16, 2020
REGULAR MEETING OF SESSION**

On Monday, November 16, 2020, Session held its 623rd regular meeting by Zoom video due to ongoing developments with the Corona virus pandemic. Dr. Lancaster opened the meeting with prayer at 7:01 p.m.

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

Also present: Ed Sutter

REPORT OF THE CLERK -- Motion to approve the minutes from the 622nd (October 19, 2020) regular meeting and November 1, 2020 Congregational Meeting (as reviewed and corrected) and to take action with respect to the members set forth below were approved.

DEATHS

Mary Frances Smith, September 18

Louis H. Farmer, Jr., October 8

Doris Wells, October 24

Doris Turner, November 3

DELETE BY REQUEST

Victoria Bringol

Living in Texas

Mary Lynn & Edgar Cheely

Living in South Carolina

Susan Haddad

Living in Kentucky

Charlotte McDaniel

Gary Smith

Jodee & Graham Stevens

SERVICE OF THE LORD'S SUPPER

On Sunday, November 1, 2020, the sacrament of the Lord's Supper was administered during worship services.

Attendance at December 20, 2020 Pittsburgh Presbytery Meeting. Elder Paul volunteered to attend the December 20 Presbytery meeting via live stream.

BUSINESS ITEMS

Call of meeting of Congregation. The Moderator asked for and received a motion to schedule a meeting of the congregation via live stream for Sunday, January 31, 2021,

following the 11:00 a.m. service. Business of the meeting will include approval of the Church's 2020 Annual Report, review of an itemized proposed budget adopted by Session for 2021, and action by the congregation on each pastor's terms of call. Upon receipt of a second to the motion and a short discussion, Session voted to schedule and provide notice of a meeting of the congregation via live stream for Sunday, January 31, 2021, following the 11:00 a.m. service.

Finance Commission. Restricted Accounts Prioritization. For several months, Elder Lee, Chairman of the Commission has advised Session that the Church does not have available funds to fully cover current and future mission-related restricted financial accounts, due primarily to the theft of funds by the Church's former business administrator. The theft was discovered in November of 2018. After establishing new process controls and guidelines and an internal audit committee within the Commission, the Commission initiated a review and validation of the Church's liabilities on its balance sheet. This review and validation process is complete and Elder Lee presented the Commission's findings in a written report that was circulated the members of Session prior to the meeting. The Commission developed a methodology to prioritize or rank current mission-related accounts to remove unrecoverable obligations from the Church's financial records. Elder Lee reviewed the report and the Commission's methodology for Session and then asked for Session approval of the Commission's actions.

A motion to approve the Finance Commission's methodology outlined in the report to prioritize or rank current mission-related accounts was received and seconded. At the conclusion of ensuing discussion on the motion, Session voted unanimously to approve the motion.

A motion to approve the Finance Commission's proposal to remove obligations deemed unrecoverable from the Church's financial records on or by December 8, 2020 was received and seconded. At the conclusion of ensuing discussion on the motion, Session voted unanimously to approve the motion.

Elder Lee reviewed a Finance Commission Report for the period ending October 2020 and a Summary Analysis of Revenues & Expenses, also for the period ending September 2020, copies of which had been circulated to Session members prior to the meeting. These reports were received without question or comment.

Elder Lee informed Session that with the assistance of its internal audit committee, the Commission continues to prepare for a formal audit of Westminster's financial books and records in 2021.

COMMISSION & COMMITTEE REPORTS AND ACTIONS

Stewardship. Elder Heilman informed Session that approximately 60% of the pledges received last year have been received to date. A second letter to the congregation is being prepared to be mailed next week.

Personnel. Elder McClintock-Comeaux advised that the Commission will meet November 17, 2020 to finish revision of the Church's Personnel Manual and to consider establishment of a transition team to assist Dr. Forrest in her arrival as Senior Pastor and Head of Staff.

PASTORS' REPORTS

Citing recent significant increases in local pandemic infections and positivity rates, Dr. Lancaster sought Session's input on determinations to terminate current in-person worship practices. Session approved metrics to be followed for in-person worship earlier this year, specifically less than 100 cases per day for a period of four weeks with a published positivity rate of no more than 5%. After substantial discussion of alternatives, Session determined by motion duly and made and seconded to suspend weekly in-person worship activities until the aforesaid metrics have been met.

Rev. Rogers reported on new plans for this year's Christmas Eve services. A contemporary service will be streamlined at 7:00 p.m. A traditional Christmas Eve service will be streamlined at 8:00 p.m. At 5:00 p.m., a live service with readings and carols and a live nativity will take place in front of the Church subject to all local requirements relating to masking and social distancing.

CONCERNS AND JOYS

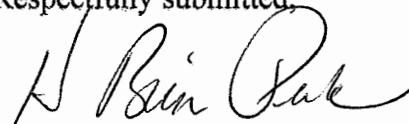
Session members joined Rev. Rogers in expressing their sincere appreciation for Dr. Lancaster's leadership and service as Westminster's Interim Pastor. The pastors and Session members shared several fond memories of events and experiences over the past two years. All expressed agreement and confidence that Westminster Church has not only survived but thrived through a period and under circumstances that have challenged and validated Westminster's faith journey.

Rev. Rogers asked that Session include Elders Watson and Sheap in their daily prayers.

ADJOURNMENT WITH PRAYER

There being no further business, the meeting was adjourned with prayer at 9:20 p.m. Session will not meet in December 2020. The next regular meeting of Session will be held on January 18, 2021.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "H. Brian Peck".

H. Brian Peck
Clerk of Session

Date Approved: January 18, 2021