

**SESSION PACKET**

**for**

**Stated Meeting of Session**

**February 24, 2019**

**SESSION AGENDA**  
**First Presbyterian Church, Texarkana, Arkansas**  
**Sunday, February 24, 2019, 12:30PM**

**Call to Order** Judy Fletcher

**Opening Devotional and Prayer** Judy Fletcher

**Adoption of Minutes**

1. January 19, 2019—Stated Meeting
2. January 27, 2019—Called Meeting

**Diaconate Report** Beth McHenry-Pope

**Treasurer's Report** Dan Boyles

**Clerk's Report** Gene Cogbill

1. Updated request by Sarah Propps  
for her wedding on June 29, 2019
2. Ratification of terms of use for wedding of  
Kelly Brian Andrews on July 6, 2019
3. Requests by Miller County Extension Service  
for use of the Fellowship Hall

**Pastors' Report** Judy Fletcher

**Committee Reports:**

Worship Committee—Cordell Klein, Moderator

Evangelism Committee – Aimee Gilliland, Moderator

Stewardship Committee—Dan Boyles, Moderator

Christian Education Committee –Ruth Penney Bell, Moderator

Property Committee—Kurt Andrews, Moderator  
List of items to be discussed attached

Designated Pastor Nominating Committee—Kurt Andrews

MIF has been delivered to the CPCC and Presbytery of the Pines for review and feedback. Once feedback is received, Joe Hill will come to Texarkana to review next steps and give us the access codes to enter the MIF into the database.

Personnel Committee—Martha Nell Richards, Moderator

Nominating Committee – Dan Boyles, Moderator

1. Nomination of Nancy Jackson to be elected to the Elder Class of 2019
2. Election of Nancy Jackson as Clerk of Session pending the election of Mrs. Jackson as a member of the Elder Class of 2019 by the Congregation

**Miscellaneous items**

1. Proposal for the use of the sanctuary for the wedding of Sarah Hughes (granddaughter of Larry and Peggy Davis) and Brooks Langdon on October 25-26, 2019
2. Report on meeting of Presbytery of the Pines on February 9, 2019 by Stephanie Jackson

**Old Business**

**New Business**

Proposal to approve the Eagle Scout project of Ethan Jackson

**Reflections on Congregation and Session**

Judy Fletcher

**Prayer of Dedication and Benediction**

Judy Fletcher

**IMPORTANT DATES:**

**March 3 or 10, 2019**--Congregational Meeting for the election of Nancy Jackson to the Elder Class of 2019

**March 24, 2019**--Service of Ordination and/or Installation for:

Elders: Sallie Dill, Jane Davitt, Ruth Penney Bell, Nancy Jackson

Deacons: Brian Jackson and Erin McCasland

**March 24, 2019**—Stated Meeting of Session for March 2019

**STATED MEETING OF SESSION**  
**MINUTES**

**January 19, 2019**

**First Presbyterian Church**  
**Texarkana, Arkansas**  
**Stated Session Meeting Minutes**  
**Saturday, January 19, 2019, 11:00AM**

Attending: Reverends Judy and David Fletcher.

Active Elders: Remica Gray, Dan Boyles, Martha Nell Richards, Kurt Andrews, Sarah Propps, and Gene Cogbill

New, Uninstalled Elders: Aimee Gilliland, Ruth Penny Bell, Cordell Klein, Sallie Dill, Gay Thompson, Stephanie Jackson

Others: Nancy Jackson

**Call to Order**—Moderator Reverend David Fletcher

**Opening Prayer**--Reverend David Fletcher

**Examination of New Officers**

The following newly elected officers attended the meeting and were duly examined:

Sallie Dill

Brian Jackson

Erin McCasland

Ruth Penney Bell

**Motion:** Made by Remica Gray and seconded by Dan Boyles to sustain the examination of Sallie Dill, Brian Jackson, Erin McCasland, and Ruth Penney Bell. Motion passed unanimously.

**Minutes**

The minutes of the November 18, 2018, Stated Meeting of Session; the minutes of the January 6, 2019, Stated Meeting of Session to Examine Officer Candidates; and the minutes of January 16, 2019, Annual Meeting of the Congregation were reviewed by Session.

**Motion:** Made by Remica Gray and seconded by Martha Nell Richards to approve the November 18, 2018, minutes, the January 6, 2019, minutes, and the January 16, 2019, minutes. Motion passed.

Session also reviewed the December 16, 2018, notes of the Informal Meeting of Session regarding hiring a part-time custodian.

**Motion:** Made by Remica Gray and seconded by Martha Nell Richards to ratify and approve the notes of the December 16, 2018, informal meeting of Session regarding hiring a part-time custodian. Motion passed.

**Diaconate Report**

No report.

### **Treasurer's Report--Dan Boyles**

Mr. Boyles reported on the financial information for the year ended December 31, 2018, that was included in the Session packet.

Mr. Boyles noted that a 2019 budget would probably not be finalized until March 2019.

Mr. Boyles reported that there was approximately \$75,000 in "Due To" funds included in the bank balances that were included in the Treasurer's information presented to Session.

The financial information was received as information.

**Motion:** Kurt Andrews moved and Martha Nell Richards seconded that the moderator of each Session committee be given a copy of his or her committee's complete income and expenditures on a monthly basis. Motion passed.

### **Clerk's Report—Gene Cogbill**

Mr. Cogbill noted that included in the Session packet was a request from Carla Lacy requesting that James Robert Lacy and Laura Lee Lacy had moved from Texarkana and that their names should be removed from the rolls of the church. Also included in the Session packet was a request from Dianne Knight that she be removed from the rolls of the church for health reasons.

**Motion:** Made by Remica Gray and seconded by Martha Nell Richards to remove the names of James Robert Lacy, Laura Lee Lacy, and Dianne Knight from the rolls of First Presbyterian Church. Motion passed.

Mr. Cogbill read an e-mail from Sarah Propps requesting the use of the sanctuary for her wedding in June or July 2019. She requested that Patrick Evan, pastor of Hardy Memorial Methodist Church, be allowed to preside at the wedding.

**Motion:** Made by Remica Gray and seconded by Dan Boyles that Sarah Propps be allowed to use the sanctuary for her wedding in June or July 2019 following the guidelines and wedding policy of First Presbyterian Church. Motion passed.

### **Pastors' Report--Judy and David Fletcher**

Rev. Judy Fletcher announced that Nancy Jackson had agreed to accept the position of Clerk of Session assuming details of her qualification for the Clerk's position could be worked out with Presbytery of the Pines. Specifically, the office of Clerk of Session is required to be or have been an active or inactive elder before assuming the position.

A list of the 2019 moderators of Session committees was distributed to all Session members.

## Committee Reports:

### **Worship Committee – Remica Gray, Moderator**

Mrs. Gray presented a schedule of pulpit supply from January through May 2019 and requested that Session members assist with finding ministers to fill the pulpit for a few Sundays that are currently not filled.

Mrs. Gray reported that the Boy Scouts would like to use the fellowship hall on Saturday, February 9, 2019, for their Pinewood Derby and again on Sunday, February 10, 2019, to serve lunch after Sunday morning worship to the congregation to show their appreciation to the church for all that the church does for them.

**Motion:** Made by Remica Gray and seconded by Dan Boyles that the Boy Scouts be allowed to use the fellowship hall on Saturday, February 9, 2019, for their Pinewood Derby and again on Sunday, February 10, 2019, to serve lunch to the congregation after Sunday morning worship service. Motion passed.

Mrs. Gray noted that Ash Wednesday will be on Wednesday, March 6, 2019, and that the church usually held an Ash Wednesday service on that day.

**Motion:** Made by Remica Gray and seconded by Dan Boyles that an Ash Wednesday worship service be held on Wednesday, March 6, 2019. Motion passed.

Mrs. Gray noted that if there is enough interest then Taize services could be held on March 24, March 31, April 7, and April 14, 2019.

**Motion:** Made by Remica Gray and seconded by Dan Boyles that the following dates be reserved for Taize services should there be enough interest in having such services: March 24, March 31, April 7, and April 14, 2019. Motion passed.

Mrs. Gray noted that Session needed to approve the following 2019 communion schedule:

First Sunday of every month

Maundy Thursday, April 18, 2019

Christmas Eve (if there is a late service), December 24, 2019

**Motion:** Made by Remica Gray and seconded by Dan Boyles that the following 2019 communion schedule be approved: The first Sunday of every month, Maundy Thursday—April 18, 2019, and Christmas Eve (if there is a late worship service)—December 24, 2019. Motion passed.

**Evangelism Committee** – Dan Boyles, Moderator

Committee did not meet. No report.

**Stewardship Committee** – Mona Fomby, Moderator

Committee did not meet. No report.

**Christian Education Committee** – Chris Walraven, Moderator

In the absence of the moderator, Sarah Propps reported that the Christian Education Committee had Wednesday Family Night Supper programs planned through February 2019.

**Property Committee** – Kurt Andrews, Moderator

ECHO Building—Mr. Andrews discussed various options regarding the ECHO building including estimated costs to renovate it, to lease it out, and/or to sell it since currently most of it is not being used by the church.

**Motion:** Made by Dan Boyles and seconded by Sarah Propps that the Property Committee obtain additional information on the ECHO building and obtain an appraisal on the property with the possibility of selling it. Motion passed.

Sunday morning duty rotation of responsibilities—Mr. Andrews discussed the activities necessary to prepare, facilitate, and carry out the Sunday morning worship service duties. He recommended that Worship Committee volunteers set up for Sunday morning worship and that Property Committee volunteers handle all other issues.

Mr. Andrews volunteered to prepare a signup sheet for volunteers to sign up for Sunday morning worship duties.

Stephanie Jackson agreed to take care of maintaining the plants in the sanctuary and collecting the attendance pads after Sunday morning worship service.

Facility maintenance strategy—Mr. Andrews reviewed the “Facility Maintenance Strategy” handout that was included in the Session packet of repair, maintenance, and replacement projects. Some will need immediate attention and some will need to be completed over a five to ten year period. Mr. Andrews’s report was received as information.

**Personnel Committee** – Marilyn McCulloch, Moderator

Committee did not meet. No report.

**Nominating Committee** – Dan Boyles, Moderator

Committee did not meet. No report.



**Designated Pastor Nominating Committee**—Kurt Andrews, Moderator

Mr. Andrews indicated that the DPNC will have a draft MIF (Ministry Information Form) for Session to review on Sunday, January 27, 2019, immediately after worship service. Mr. Andrews asked the Clerk to distribute the draft MIF to members of the Session prior to the meeting.

## **New Business**

**Presbytery Meeting**—The Clerk announced that the next meeting of Presbytery of the Pines would be February 9, 2019, in Ruston, LA. Stephanie Jackson graciously agreed to represent FPC at the Presbytery meeting.

**Motion:** Gene Cogbill moved and Sarah Propps second that Stephanie Jackson be appointed to represent First Presbyterian Church Texarkana at the meeting of Presbytery of the Pines on February 9, 2019, in Ruston, LA. Motion passed.

**Stated Meeting of Session, Sunday, February 24, 2019, at 12:15PM**—The Clerk reminded the “new” 2019 Session that the next Stated Meeting of Session will be on Sunday, February 24, 2019, immediately following Sunday morning worship service.

## **Prayer of Dedication and Benediction**

Reverend Judy Fletcher closed the meeting with prayer.

Rev. David Fletcher  
Moderator

Gene Cogbill  
Acting Clerk of Session

**CALLED MEETING OF SESSION  
MINUTES**

**January 27, 2019**

**FIRST PRESBYTERIAN CHURCH  
TEXARKANA, ARKANSAS  
MINUTES OF CALLED SESSION MEETING**

**January 27, 2019**

Attending: Rev. Lance Jones. Acting Clerk of Session: Gene Cogbill. Active Elders: Cordell Klein, Martha Nell Richards, Kurt Andrews, Dan Boyles, Sarah Propps, Aimee Gilliland, and Stephanie Jackson. Others: Nancy Jackson, Bob Veon, and Margo Strickland.

**CALL TO ORDER**—Rev. Lance Jones, Moderator

**OPENING PRAYER**—Rev. Lance Jones

**QUORUM**—Gene Cogbill, Acting Clerk of Session

Mr. Cogbill announced that a quorum was present.

**The following item which had previously been communicated to all members of Session in the notice of call for this Called Meeting of Session was discussed:**

**DESIGNATED PASTOR NOMINATING COMMITTEE**—Kurt Andrews, Moderator

Mr. Andrews reviewed the Ministry Information Form (MIF) that had been prepared by the Designated Pastor Nominating Committee (DPNC) with the Session. Members of Session made suggestions for changes to the committee's report.

**MOTION:** Made by Kurt Andrews on behalf of the Designated Pastor Nominating Committee that the Ministry Information Form as revised by the Session be approved for submission to the Committee on Congregational Pastor Care and to the Presbytery of the Pines. Motion passed. Copy of approved Ministry Information Form attached.

**CLOSING PRAYER**—Rev. Lance Jones

Rev. Lance Jones  
Moderator

Gene Cogbill  
Acting Clerk of Session

PRESBYTERIAN CHURCH (U.S.A.) SEP CHURCH LEADERSHIP CONNECTION  
100 WITHERSPOON STREET  
LOUISVILLE, KY 40202-1396  
Toll Free 1-888-728-7228 ext. 8550  
Fax # (502) 569-5870  
www.pcusa.org/clc

## MINISTRY INFORMATION FORM

Ministry ID 21913  
Ministry Name First Presbyterian Church of Texarkana  
Mailing Address 516 Pecan  
City \_\_\_ Texarkana \_\_\_ State \_ Arkansas \_ Zip Code \_\_\_ 71854 \_\_\_  
Telephone Number \_\_\_ 870-774-6453 \_\_\_ Fax Number  
Email office@firstprestexarkana.org  
Web site www.firstprestexarkana.org

### Congregation or Organization Size(Select one)

- \_\_\_ Under 100 members  
\_\_\_  101 - 250 members  
\_\_\_ 251 - 400 members  
\_\_\_ 401 - 650 members  
\_\_\_ 651 - 1000 members  
\_\_\_ 1001 - 1500 members  
\_\_\_ More than 1500 members  
\_\_\_ N/A

Average Worship Attendance \_\_\_ 50-60 \_\_\_

Church School Attendance \_\_\_ 40 \_\_\_

Church School Curriculum \_\_\_ Varied \_\_\_

Check if certified as eligible for participation in the Seminary Debt Assistance Program

### Ethnic Composition of Congregation (in whole %):

Enter the percentage of each racial ethnic component of your congregation.

- \_\_\_ American Indian or Alaska Native  
\_\_\_ Asian  
\_\_\_ 1 Black or African American (African Native, Caribbean)

Hispanic Latino/Latina, Spanish  
 Middle Eastern  
 Native Hawaiian or Other Pacific Islander  
 99 White  
 Other \_\_\_\_\_

Presbytery Pines Synod Sun

**Community Type (select one)**

College       Rural       Suburban  
 Small City       Town       Urban  
 Village       Recreation       Retirement  
 N/A

**Clerk of Session Contact Information:**

Name Gene Cogbill  
 Address 6804 Wuthering Heights Lane  
 City Texarkana State AR Zip Code 71854  
 Preferred Phone 903-319-3831 Alternate Phone \_\_\_\_\_  
 E-mail genecogbill@cableone.net FAX \_\_\_\_\_

**=\*Select below the position to be filled and the minimal number of years of experience required (e.g. no experience, first ordained call, up to 2 years, 2-5 years, 5-10 years, or above 10 years)**

<u>Years of Experience</u>	<u>Position Type</u>	<u>Years of Experience</u>	<u>Position Type</u>
	Solo Pastor		General Assembly Staff
	Head of Staff (Multi-staff Pastor, who supervised two teaching elders and other staff)		Church Business Administrator
	Head of Staff (supervised one teaching elder and other staff)		Executive Director
	Associate Pastor (Christian Education)		Director of Music (non-ordained)
	Associate Pastor (Youth)		Minister of Music (ordained)
	Associate Pastor (Other)		Mission Co-worker (International)
	Pastor (Church Planter, New Worshipping Community)		Christian Educator (Certified)
	Pastor (Transformation/Redevelopment)		Christian Educator (non-certified)
	Pastor Interim		Administrator
<b>2-5 yrs</b>	Pastor (for a designated term)		Funds Developer
	Pastor (Other Temporary i.e., Supply, Student)		Finance Manager
	Pastor, yoked/parish		Media Specialist
	Co-pastor		Communicator
	Executive Pastor		Coordinator

	Evangelist or Mission Pastor		Youth Director (non-ordained)
	Bi-vocational/Tentmaker		Other
	Chaplain		
	Pastoral Counselor		
	College/Seminary Faculty		
	Seminary Staff		
	Campus Ministry		
	General Presbyter/Executive Presbyter Presbytery Leader		
	Stated Clerk (Presbytery)		
	Synod Executive		
	Mid-Council Program Staff		

You may also specify the position title (if appropriate) \_\_\_\_\_

**Employment Status**

X \_\_\_ Full Time                      \_\_\_ Part Time                      \_\_\_ Open to Either  
 \_\_\_ Bi-vocational (able to provide employment through outside partnership)

**Is this a yoked congregation?** X \_\_\_ No                      \_\_\_ Yes  
 (If yes, please complete the Yoked Congregation Detail Form.)

**Clergy Couple** (Are you open to a clergy couple?) Yes \_\_\_ No X \_\_\_

**Certification/Training** (check below the desired certification or training needed for the position):

Interim/Transitional Ministry Training \_\_\_                      Interim Executive Presbyter Training \_\_\_  
 Certified Christian Educator \_\_\_                      Certified Business Administrator \_\_\_  
 Certified Conflict Mediator \_\_\_                      Clinical Pastoral Education Training \_\_\_  
 Other \_\_\_\_\_

**Language Requirements**

\_\_\_ X \_\_\_ English                      \_\_\_ Spanish                      \_\_\_ Korean                      \_\_\_ French  
 \_\_\_ Arabic                      \_\_\_ Armenian                      \_\_\_ Creole                      \_\_\_ Portuguese  
 \_\_\_ Japanese                      \_\_\_ Russian                      \_\_\_ Swahili                      \_\_\_ Burmese  
 \_\_\_ Cambodian                      \_\_\_ Indonesian                      \_\_\_ Laotian                      \_\_\_ Thai  
 \_\_\_ Vietnamese                      \_\_\_ Taiwanese                      \_\_\_ Cantonese                      \_\_\_ Mandarin Chinese  
 \_\_\_ Twi                      \_\_\_ Sign Language                      \_\_\_\_\_ Other

**Statement of Faith Required** \_\_\_ X \_\_\_ Yes                      \_\_\_ No

**Mission Statement**

What is your congregation's or organization's Mission Statement?

To reflect God's love and grace in Jesus Christ to all.

## NARRATIVE QUESTIONS

*(For each narrative question, please limit your responses to no more than 1500 characters including spaces and punctuation.)*

1. What is the congregation's or organization's vision for ministry? Additionally, describe how this vision is lived out.

### Vision

**Proclaim the good news to all of God's creations.**

**Mark 16:15**

**Glorify God by using our gifts to love and participate in the Spirit.**

**Philippians 2: 1-5**

**Intentionally build up the body of Christ and create relationships with God.**

**Ephesians 4: 1-16**

**Equip disciples to respond to God's call throughout the world.**

**Ephesians 4: 1-16**

**Hold open our doors as a welcome refuge to all that are weary and need rest.**

**Matthew 11: 28-30**

**We envision First Presbyterian Church, Texarkana, AR, as a community of faith which proclaims the good news, glorifies God, builds up the body of Christ, equips disciples, and welcomes all. Grounded in the reformed tradition, we see ourselves as a community glorifying God through worship, study, fellowship, service, and music.**

2. How do you feel called to reach out to address the emerging needs of your community or constituency?

**For over 100 years, First Presbyterian Church of Texarkana has sought out ways to serve God in the community. We support existing ministries which successfully address and advocate for the homeless and the impoverished. We currently supply buckets of needed household cleaning materials for those transitioning from homelessness into homes, distribute Thanksgiving baskets, and make Angel Quilts for chemo patients, and create mats out of plastic grocery bags for the homeless. A group from Evergreen Ministries, homes for adults with intellectual and developmental disabilities, attends our weekly family night supper and participates in Godly Play. We welcome new guests, friends and people in need to our family night supper. Many church members volunteer and assume leadership roles on numerous boards.**

3. How will this position help you to reach your vision and mission goals?

**The designated pastor should inspire us to seek to understand our faith, use our unique gifts to respond to God's call, and to help us to be a place where grace can happen.**

4. Provide a description of the characteristics needed by the person who is open to being called to this congregation and/or organization.

**Our church seeks a dynamic shepherd who can inspire from the pulpit and lead with spiritual maturity and integrity. This pastor should be capable of building effective connections with**

people of all ages and backgrounds. The pastor should develop trust and respect inside and outside the congregation while having a natural orientation to encourage people to work together. We seek a pastor who possesses a compassionate demeanor and the skills to reach and engage a wide variety of learners while providing direction, guidance, and a faith which inspires hope. This person would possess emotional maturity, maintain a non-anxious presence and have a healthy appreciation of self without being egotistical. We seek a pastor who can identify and lead where change is necessary.

5. For what specific tasks, assignments, and programs areas will this person have responsibility?

The pastor shall be responsible for those duties and responsibilities as called out in point G-2.0504 of the Book of Order. The pastoral duties will also include those identified in the local Staff Handbook and Policy Handbook and the Church Operating Manual which is maintained and can be viewed on the church website.

## LEADERSHIP COMPETENCIES

(Select 10 leadership competencies from the list below that are required for the position.)

<b>THEOLOGICAL/SPIRITUAL INTERPRETER</b>	
5 <b>Compassionate</b> – having the ability to suffer with others; being motivated by others pain and is called into action as advocate; is motivated by caring for others while concurrently keeping the organizational goals clearly in focus.	8 <b>Hopeful</b> – maintains stability in the moment and hope for the future; provides direction, guidance, and faith when describing basic needs; and helps followers to see a way through chaos and complexity.
1 <b>Preaching and Worship Leadership:</b> Is a consistently effective preacher and worship leader; is able to inspire from the pulpit; communicates a clear and consistent message through sermons that are carefully prepared and artfully delivered; projects the identity and character of the congregation through worship leadership presence.	2 <b>Spiritual Maturity:</b> Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk and by responding with faithfulness of purpose; is seen by others as trustworthy and authentic; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; is able to articulate a clear and consistent theology.
<b>Lifelong Learner</b> – individuals who use every experience in life as a potential tool for growth; one who pursues continuing education; and those who build on strengths and seek assistance to improve weaknesses.	7 <b>Teacher</b> – creates learning environments where students are active participants as individuals and as members of collaborative groups; designs lesson plans that teach concepts, facts, and theology; effectively uses multiple learning tools to reach a wide variety of learners; revises instructional strategies based upon ministry/organization context.
<b>COMMUNICATION</b>	
3 <b>Communicator</b> - Advances the abilities of individuals and the organizations through active listening supported with meaningful oral and written presentation of information.	<b>Bilingual</b> – having the ability to use two languages, especially with equal or nearly equal fluency; able to use multiple languages in communication.
<b>Public Communicator</b> - Demonstrates a comfortable ease when speaking in a variety of settings (both small and large groups); is effective at addressing a variety of topics; can get messages across with the desired effect.	<b>Media Communicator:</b> Has experience developing materials for a variety of written or multimedia forms of communications (print, Internet-based, social media, etc.)
<b>Technologically Savvy</b> - the ability to navigate successfully the world of technology using software, blogging, multi-media, and websites as tools for	



ministry.

## ORGANIZATIONAL LEADERSHIP

**Advisor** – an individual others turn to for counsel and guidance; provides coaching; expertise for congregations or other organizations.

**9 Change Agent** – having the ability to lead the change process successfully; anchoring the change in the congregation's/organization's vision and mission.

**Contextualization** – the ability to assess accurately the context, environment, history, relationships and uniqueness of a congregation or organization.

**Culturally Proficient** – having solid understanding of the norms, values and common behaviors of various peoples, including direct experience working in multiple cultural and cross-cultural settings.

**Externally Aware** - identifies and keeps informed of the polity of the church and/or the organization; maintains current with laws, regulations, policies, procedures, trends, and developments both internally and in the larger society.

**Entrepreneurial** - leaders that are creative in using resources; identifies opportunities to develop; is willing to take risks, initiates actions that involve a deliberate risk to achieve a recognized benefit or advantage.

**Risk Taker** – persons with the ability to take appropriate risk to accomplish needed goals; one who thinks outside the box and who is not afraid of challenging the status-quo.

**Task Manager** - Assures that effective controls are developed and maintained to ensure the integrity of the organization; holds self and others accountable for rules and responsibilities; can be relied upon to ensure that projects within areas of specific responsibility are completed in a timely manner and within budget; and monitors and evaluates plans, focuses on results and measuring attainment of outcomes.

**Willingness to Engage Conflict:** Steps up to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; can identify common ground and elicit cooperation from others in crafting mutual solutions.

**Decision Making:** Makes effective decisions, balancing analysis, wisdom, experience, and judgment; is aware of the long term implications of choices made; is generally regarded as offering solutions and suggestions that are correct and effective.

**Organizational Agility:** Is astute about how congregations and/or organizations work; knows how to get things done through formal and informal channels; understands the importance of supporting good policy, practice, and procedure; appreciates the power in the culture of a congregation; is politically savvy.

**Strategy and Vision:** Sees ahead clearly, keeping focused on the larger picture; can anticipate future consequences and trends accurately; is future oriented; casts a compelling and inspired vision for a preferred future; sees possibility; crafts breakthrough strategies.

**Financial Manager** – deliver results by maximizing organizational effectiveness and sustainability through the best use of available financial resources; allocates and manages finances transparently; implements strategies to achieve operational efficiencies and value for money; puts in place rigorous and comprehensive financial accountability systems.

**Funds Developer** – maintains the ability to solicit donations used to fund the budget of the organization; effectively expresses the needs for funds to potential donors; responsible for adding new potential donors to the organization's contact list; prepares statement of planned activities and enlists support for mission initiatives.

**6 Collaboration:** Has a natural orientation toward getting people to work together; shares wins and successes; fosters open dialogue; lets people finish and be responsible for their work; creates strong feelings of belonging among group members; is a good judge of talent and can accurately assess the strengths and limitations of others.

## INTERPERSONAL ENGAGEMENT

**4 Interpersonal Engagement** - Displays a consistent ability to build solid relationships of trust and respect inside and outside of the organization; engage people, organizations, and partners in developing goals, executing

**Bridge Builder** – possessing a certain responsibility for the unity of the congregation and or organization; works to connect people of different cultures, worldviews, and theological positions.

plans, and delivering results; use negotiation skills and adaptability to encourage recognition of joint concerns, collaboration, and to influence the success of outcomes.	
<b>Motivator</b> - Creates and sustains an organizational culture which permits others to provide the quality of service essential to high performance. Enables others to acquire the tools and support they need to perform well; and influences others toward a spirit of service and meaningful contributions to mission accomplishment.	<b>Personal Resilience:</b> Learns from adversity and failure; picks up on the need to change personal, interpersonal, and leadership behaviors; deals well with ambiguity; copes effectively with change; can decide and act without having the total picture; comfortably handles risk and uncertainty; seeks feedback; expresses personal regret when appropriate
<b>Initiative:</b> Demonstrates ambition is highly motivated; is action oriented and full of energy for things seen as challenging; seizes opportunity; pushes self and others to achieve desired results.	<b>Flexibility</b> - Adapts behavior and work methods in response to new information, changing conditions, unexpected obstacles, or ambiguity; remains open to new ideas and approaches; and works concurrently on related and conflicting priorities without losing focus or attention.
1 0 <b>Self Differentiation:</b> Demonstrates strong and appropriate personal boundaries in relationships; has a healthy appreciation of self, without being egotistical; is emotionally mature; can maintain a less- anxious presence in the midst of turmoil; is not overly dependent upon outside affirmation; works to build a strong personal support system.	

**\*The traits chosen are a result of documented feedback from the congregation. Traits have been ranked from 1 to 10 with 1 being most desired.**

**\*COMPENSATION AND HOUSING:** *A range is needed for matching purposes. The maximum salary is not published anywhere.* Effective salary is cash salary plus housing allowance or manse value and other compensation considered "effective salary" by the Board of Pensions of the PC (U.S.A.)

See Effective Salary Definition at Board of Pensions.

Minimum *Effective* Salary \$ 44,000                      Maximum *Effective* Salary 59,000

Housing Type                             Manse

   X        Housing Allowance

       Open to Either (Manse or Housing Allowance)

       Not Applicable (*For Non-pastoral Positions Only*)

## EQUAL EMPLOYMENT OPPORTUNITY

The unity of believers in Christ is reflected in the rich diversity of the Church's membership. In Christ, by the power of the Spirit, God unites persons through baptism regardless of race, ethnicity, age, sex, disability, geography, or theological conviction. There is, therefore, no place in the life of the Church for discrimination against any person. The Presbyterian Church (U.S.A.) shall guarantee full participation and representation in its worship, governance, and emerging life to all persons or groups within its membership. No member shall be denied participation or representation for any reason other than stated in this Constitution. (F-1.0403)

Each Pastor Nominating committee and Search committee is expected to undertake its search for a Teaching Elder in a manner consistent with the good news that in the church "...as many of you as were baptized into Christ have put on Christ. There is neither Jew nor Greek, there is neither slave nor free, there is neither male nor female; for you are all one in Christ Jesus."

Has the Pastor Nominating Committee and Search Committee affirmed its intention to follow the Form of Government in this regard?

Yes

No

### REFERENCES (Limit 3)

Below, please list three persons who know your congregation. You might list your Presbytery leadership, a neighboring pastor, or other persons whom you believe can give a clear and accurate reference for your congregation.

Name      The Reverend Judy and The Reverend David Fletcher      **CONTACTED**  
Address    1519 Sugar Creek Drive, Carrolton, Texas 75005-3925  
Phone Numbers Judy: 940-206-8656      David: 972-365-0294  
Relation    Current Temporary Pastors  
E-mail      Judy: [jrfletcher44@gmail.com](mailto:jrfletcher44@gmail.com)      David: [dfletcherjdf@aol.com](mailto:dfletcherjdf@aol.com)

Name      The Reverend Diane Brown      **CONTACTED**  
Address    5130 McNatt Lane, Texarkana, Arkansas 71854  
Phone Numbers    903-826-0926  
Relation    Previous Pastor / Friend of the congregation  
E-mail      [gregbrown@cableone.com](mailto:gregbrown@cableone.com)

Name      Stacy Cogbill      **CONTACTED**  
Address    6131 Windy Hill Drive, Texarkana, AR 71854  
Phone Numbers  
Relation    member of congregation  
E-mail

**All references need to be contacted about willingness to be a reference before being included in final draft.**

**Pastor Nominating Committee/Search Committee Chairperson/Mid-council Search Committee Chairperson:**




Name Kurt Andrews  
Address 5805 Tennessee Road  
City Texarkana State Arkansas Zip Code 71854  
Preferred Phone 903-559-7416  
Alternate Phone 903-826-9004  
E-mail Address for PNC Communications (required): kurtandrews18@gmail.com

**ENDORSEMENTS**

Pastor Nominating Committee/  
Search Committee \_\_\_\_\_ Date \_\_\_\_\_  
*Signature*

Clerk of Session \_\_\_\_\_ Date \_\_\_\_\_  
*Signature*

Presbytery \_\_\_\_\_ Date \_\_\_\_\_  
*Signature*

 Accounts	Account Type	Balance
Cash in Bank - Money Market Account	Asset	185,165.28 
Cash in Bank - Operating Funds	Asset	103,769.37 
<b>Total:</b>		<b>288,934.65</b>

 Create a New Account

Learn the difference between Accounts, Categories and Funds, and how to set up your Accounting screen features. [Click here for our help guide. \(https://www.churchtrac.com/support/using-the-accounting-screen\)](https://www.churchtrac.com/support/using-the-accounting-screen)

Fund Summary	Balance
Checking-General Fund	102,501.20
Checking-DUE TO FUNDS	11,548.99
MMA-General Fund	113,536.65
MMA-DUE TO FUNDS	61,347.81
<b>Total:</b>	<b>288,934.65</b>

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**2019 Budget**

Between 01/01/2019 and 01/31/2019

## INCOME CATEGORIES

Category	YTD Budget	Received	YTD Difference	Annual Budget	Difference
<b>2019 Pledges</b>	14,388	10,635	-3,753	172,650	-162,015
<b>Plate</b>	0	2,058	2,058	0	2,058
<b>Other Income</b>	0	160	160	0	160
<b>Income Categories Total</b>	14,388	12,853	-1,535	172,650	-159,797

## EXPENSE CATEGORIES

Category	YTD Budget	Spent	YTD Difference	Annual Budget	Difference
<b>Clergy - 403(b) deferred compensation</b>	0	0	0	0	0
<b>Clergy - Wages</b>	3,667	2,250	-1,417	44,000	-41,750
<b>Clergy - Housing &amp; Utilities</b>	1,250	0	-1,250	15,000	-15,000
<b>Clergy - Continuing Education Expense</b>	0	0	0	0	0
<b>Clergy - Health Insurance</b>	1,333	0	-1,333	16,000	-16,000
<b>Clergy - Death/Disability</b>	0	0	0	0	0
<b>Clergy - Dental Insurance</b>	0	0	0	0	0
<b>Clergy - Reimb Self Emp Tax</b>	407	0	-407	4,878	-4,878
<b>Clergy - Professional Expense</b>	0	0	0	0	0
<b>Clergy - Mileage Reimbursement</b>	208	815	607	2,500	-1,685
<b>Clergy - Annuity</b>	583	0	-583	7,000	-7,000
<b>Organist/Choir Director - Salary</b>	2,500	800	-1,700	30,000	-29,200
<b>Music Director/Music Ministry-salary</b>	0	0	0	0	0
<b>Admin Asst - annuity</b>	229	229	0	2,746	-2,517
<b>Admin Asst - death/disability insurance</b>	62	21	-41	746	-725
<b>Admin Asst - health insurance</b>	659	1,022	363	7,905	-6,883
<b>Admin Asst - salary</b>	2,208	1,910	-298	26,500	-24,590
<b>Custodian - annuity</b>	0	0	0	0	0
<b>Custodian - death/disability insurance</b>	0	0	0	0	0
<b>Custodian - dental insurance</b>	0	0	0	0	0
<b>Custodian - health insurance</b>	0	0	0	0	0
<b>Custodian - mileage reimbursement</b>	0	0	0	0	0
<b>Custodian - salary</b>	0	1,440	1,440	0	1,440
<b>Nursery - coordinator stipend</b>	104	104	0	1,248	-1,144
<b>Nursery - salary</b>	347	141	-206	4,168	-4,027
<b>Consultant Wages - CE</b>	867	800	-67	10,400	-9,600

Category	YTD Budget	Spent	YTD Difference	Annual Budget	Difference
<b>Consultant Wages - Web</b>	217	0	-217	2,600	-2,600
<b>Other Benefit - Miscellaneous employee benefits (bonus)</b>	167	0	-167	2,000	-2,000
<b>Other Benefit - Workers Compensation Insurance</b>	130	0	-130	1,555	-1,555
<b>Payroll Taxes - Medicare (employer share)</b>	474	0	-474	5,687	-5,687
<b>Payroll Taxes - Social Security (employer share)</b>	0	398	398	0	398
<b>Benevolence - other missions</b>	0	0	0	0	0
<b>Benevolence - pastor</b>	0	0	0	0	0
<b>Benevolence - Presbytery Unified Missions</b>	200	0	-200	2,400	-2,400
<b>Benevolence - Local</b>	83	0	-83	1,000	-1,000
<b>Benevolence - theological</b>	0	0	0	0	0
<b>Presbytery Dues</b>	200	0	-200	2,400	-2,400
<b>Office Expense</b>	333	315	-18	4,000	-3,685
<b>Witness and Service</b>	42	0	-42	500	-500
<b>Worship - Music</b>	42	0	-42	500	-500
<b>Worship - Music Equipment/Instrument Maintenance</b>	333	0	-333	4,000	-4,000
<b>Worship - Worship Supplies</b>	42	74	32	500	-426
<b>Building &amp; Grounds - Food &amp; Kitchen &amp; Custodial Supp</b>	333	204	-129	4,000	-3,796
<b>Building &amp; Grounds - Maintenance</b>	1,167	1,026	-141	14,000	-12,974
<b>Building &amp; Grounds - Property Insurance</b>	1,583	1,564	-19	19,000	-17,436
<b>Building &amp; Grounds - Utilities</b>	2,833	3,178	345	34,000	-30,822
<b>Contract Custodial Services</b>	1,583	0	-1,583	19,000	-19,000
<b>Contract Lawn Maintenance</b>	500	0	-500	6,000	-6,000
<b>Christian Education - Adult/Whole Church programs</b>	67	75	8	800	-725
<b>Christian Education - Childrens programs</b>	42	0	-42	500	-500
<b>Christian Education - Nursery</b>	0	0	0	0	0
<b>Christian Education - Vacation Bible School</b>	50	0	-50	600	-600
<b>Christian Education - Background Checks</b>	17	0	-17	200	-200
<b>Youth Ministry - Youth programs</b>	125	201	76	1,500	-1,299
<b>Youth Ministry - Camps, rallies, and retreats</b>	50	0	-50	600	-600
<b>Evangelism - Evangelism programs</b>	83	0	-83	1,000	-1,000

Category	YTD Budget	Spent	YTD Difference	Annual Budget	Difference
<b>Evangelism - Children's Ministries</b>	42	0	-42	500	-500
<b>Congregational Care and Nurture</b>	0	0	0	0	0
<b>Bell Tower Expense</b>	0	0	0	0	0
<b>Nominating/Training</b>	42	126	84	500	-374
<b>Stewardship Expense</b>	0	0	0	0	0
<b>Expense Categories Total</b>	25,204	16,693	-8,511	302,433	-285,740

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## Gene Cogbill

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**From:** Gene Cogbill [genecogbill@cableone.net]  
**Sent:** Thursday, February 7, 2019 8:46 AM  
**To:** 'Sarah Propps'  
**Cc:** 'Spencer Roberts'; 'Rebecca Johnson'; 'Martha Nell Richards'; 'Rev. David Fletcher'; 'Judy Fletcher'  
**Subject:** Wedding Date of June 29, 2019 for Approval

Sarah,

I'll see that this very special date of June 29, 2019, for your wedding is on the Session's agenda for approval at our next stated meeting which will be Sunday, February 24, 2019.

*Gene*

Acting Clerk of Session

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**From:** Sarah Propps [mailto:spropps123@yahoo.com]  
**Sent:** Monday, February 4, 2019 8:13 AM  
**To:** Rebecca Johnson; Martha Nell Richards; Rev. David Fletcher; Judy Fletcher; Gene Cogbill  
**Cc:** Spencer Roberts  
**Subject:** Wedding Date for Approval

Good morning,

Spencer and I have finally decided on a date for our quaint little ceremony: Saturday, June 29 at 1:00 pm. I have checked the church calendar, and as far as I can tell, nothing is scheduled for that date and time.

Spencer and I have read the Wedding Policies packet and have filled out our church's Application for Wedding Date Approval (Appendix B) and Wedding Policy for Florist, Decorations, Candles, and Flowers (Appendix C). I will return it to the church office as soon as I am able.

I request this date and time be presented to Session during the next meeting if required.

Thank you all for your willingness to accommodate our request and for the congratulatory blessings you have expressed,  
Sarah Propps

January 27, 2019

I know session cannot vote on this request today, but as wedding coordinator, I would like to discuss the application Kurt Andrews has submitted for his brother, Kelly Brian Andrews and fiancé, Dianne Paradeis, who live in Sioux Falls, SD, to marry July 6, 2018, in our sanctuary. By getting temporary permission now, the couple can proceed with wedding plans. All the paper work has been completed and the calendar is clear for July 6. I would like to ask session to waive all fees required of non members since Kurt is a very active member of the church and the wedding is a very small family-only wedding. Dianne Brown has agreed to officiate; no organist. All this has been discussed and approved with Judy and David Fletcher. At Session's pleasure, I ask that this request be submitted to the Acting Clerk of Session to present at the next Stated Meeting of Session on February 24, 2019, for ratification.

Martha Nell Richards  
Wedding Coordinator

FIRST PRESBYTERIAN CHURCH  
CHRISTIAN EDUCATION MINUTES  
2/3/2019

Members present: Chris Walraven—guest moderator, Ruth Penney Bell, Sue Ellen Hall, and Sarah Propps

Youth Group Representative: Leah Doughty

- I. Called to order at 12:22 pm with prayer
- II. Minutes from the 12/2/2018 approved
- III. Youth Ministry Report
  - a. Triennium
    - i. Youth members interested in going to Triennium will need to pay the \$200 deposit
    - ii. Presbytery will pay \$200 for each youth member going
    - iii. Internal fundraiser proposed: church members would pay youth members to do chores to help pay for camps
      1. Leah and/or Sue Ellen will inform congregation
- IV. Old Business
  - a. Family Night Supper Bible Study programming
    - i. February 6: Sue Ellen will tell about a conference she attended in Norman, Oklahoma entitled “Imagine Moving into the Neighborhood”
    - ii. February 14: a study on love or a Valentine’s Day themed discussion
    - iii. February 27: Sue Ellen’s friend Leslie Foster may give lecture on her work with the Summer Institute of Linguistics, which trains people how to translate the Bible into different languages
    - iv. March 6: no program for this evening because of Ash Wednesday service
    - v. Lent: Chuck Morgan’s C.S. Lewis study or Sue Ellen’s Lenten study
  - b. Report on Bob Veon’s Young Adult Class
    - i. Will begin after Special Studies class finishes its current study
  - c. Strategic Discipleship Class
    - i. “Healing our Broken Humanity” study will start 2/3/2019
- V. New Business
  - a. Easter Sunday Confirmation
    - i. Sue Ellen and Chris Walraven will work to get the confirmation candidates engraved Bibles
  - b. Vacation Bible School
    - i. Ruth will talk with the pastor and youth director at First Methodist Church about possibility of working together on a combined program
      1. If First Methodist Church is not interested, she will contact Central Christian Church
  - c. Youth Camps
    - i. Youthquake: March 29-31

- ii. Triennium: July 16-20
  - d. Senior Sunday
    - i. Danny Gray will make pendant for Griffin Johnson (high school senior)
    - ii. Date in May to be announced
    - iii. Breakfast and picture board
- VI. Adjourned with prayer

## Building and Grounds

### Feb 2019 Update

#### 1. ECHO building

Met with Curt Green representative, Pinson Razaq, concerning the potential sell of the building. His initial assessment is that the building would potentially sell for \$100,000 to \$115,000. He also mentioned that he anticipates getting inquiries about lease options. Contract will have a 6% commission to Curt Green Co. We will need to do the following in order to prepare to sell the building.

- a. Relocate the youth to the Annex building library / \$5,000 to \$10,000
- b. Move all items in building to new locations
- c. Clean up inside of building

#### 2. Recent building repairs

- a. Clean up and organize supplies and cleaning tools / Roy Thomas
- b. HVAC in Sanctuary / lost all 8 heating elements
- c. Roof membrane repairs completed / rotten wood replaced
- d. Door and lock installed to secure South end of Annex from North end
- e. Door key schedule completed / Simplification of key schedule / Have sponsor for cost
- f. Elevator system failure due to power outage / covered by service contract

#### 3. Work Planned

- a. Youth work day to clean up garage and basement
- b. Floor scratches in Sanctuary scheduled to be repaired
- c. HVAC systems review / age and condition concerns
- d. Clean up and organize sound system room

#### 4. Work Needed (Funding for work?)

- a. Clean external of buildings / Sanctuary - \$13,000 / All Primary Buildings - \$27,000
- b. Garage repairs / Replace rotten wood / paint external – est. \$14,000
- c. Paint Gutters, Slat Openings, Windows – est. \$20,000
- d. Slate Roof Repairs - ??
- e. Tuck-Point Motor on Sanctuary - ??
- f. 1950s Roof membrane replaced – (2-4 years life remains)

#### 5. Department of Arkansas Heritage

- a. Representative will be coming to review church on March 19<sup>th</sup>. The purpose of this visit is to determine if our church is a candidate to be included in the register which would open up the possibilities of grant money to support the renovation and upkeep needs of our building.

#### 6. Soft Drinks in Refrigerator

- a. Was the original intent that the soft drinks would be self-funded?
- b. I am caught in the middle about whether soft drinks should be in refrigerator or not and need an official decision from session

APPENDIX B

Application for Wedding Date Approval  
First Presbyterian Church  
516 Pecan Street  
Texarkana, Arkansas 71854  
(870) 774-6453

Date and Time Requested for Wedding Ceremony: (Oct. 26, 2019) 5:30 to 6:30 P.M. Starting time

Date and Time Requested for Rehearsal: Oct. 25, 2019 5:00 P.M.

Name of the Bride: Sarah Hughes

Address: 3705 Water Oak Drive Texarkana, AR 71854

Telephone Number: 903-490-5614

Place of Church Membership: First Baptist Church - Moores Lane - Texarkana

Name of the Groom: Brooks Langdon

Address: Camden, AR.

Telephone Number: 903-277-1502

Place of Church Membership: Williams Memorial Methodist - Texarkana

We desire to have our wedding ceremony officiated by the teaching elder(s) of First Presbyterian Church, Texarkana, Arkansas.

We are requesting permission to have the following Pastor conduct our wedding ceremony.

Name of Pastor: Dianne Brown

Church and Denomination Affiliation: First Presbyterian

This Pastor can be contacted at: \_\_\_\_\_

We will be requesting the services of an outside organist.

Organist's Name and Contact Information: Andrew Clark if Possible

APPENDIX B

We understand that NO taped music is to be used for the ceremony.

There will be 4 attendants in our wedding.

We will be using Kendal Doekery as our photographer.

We will be using Not Sure yet as our florist.

We are requesting the use of the Fellowship Hall for the reception and understand that NO alcoholic beverages are allowed on the Church premises.

Our reception will be held at another location.

We have read and understand all policies included in the *Wedding Guidelines for Use of Facilities at First Presbyterian Church*.

We understand that the requirement of marriage counseling as stated in the Wedding Policies must be reported to the Wedding Hostess one (1) month prior to the wedding ceremony.

Date: 2-17-19

Bride's Signature: Sarah Hughes

Groom's Signature: Brooks Longdon

\*\* Application should be mailed to the attention of the Clerk of Session, First Presbyterian Church, at the address above.