

# SESSION AGENDA

**First Presbyterian Church, Texarkana, Arkansas**  
**Thursday – July 20, 2017 – 5:00 p.m.**

**CALL TO ORDER**

Rev. Dr. Susan M. Arnold

**OPENING PRAYER**

**ADOPTION OF MINUTES**

**DIACONATE REPORT**

Val Buster

**TREASURER'S REPORT**

Maggie Morgan

**CLERK'S REPORT**

Sheila Moore

**PASTOR'S REPORT**

Susan M. Arnold

**COMMITTEE REPORTS:**

Evangelism Committee – Susan Morehead, Moderator

Christian Education Committee – Maggie Morgan, Moderator

Property Committee - Reg Jackson, Moderator

Stewardship Committee - Mona Fomby, Moderator

- 1) Budget requests should be turned into the Church Treasurer By August 31, 2017, as the 2016 Budget will be submitted to the Session at its September meeting.
- 2) Quarterly Report from our TPF *Generation to Generation* (Endowment) Fund

Worship Committee – Remica Gray, Moderator

Nominating Committee – Randy Lacy, Moderator

Personnel Committee – Charles Morgan, Moderator

**MISCELLANEOUS ITEMS**

**OLD BUSINESS**

- 1) Audit – Date to be determined
- 2) Contracting with Michael Vinson for Congregational Long-Range Planning

- a. Report from those reaching out to nominees for constitution of the working committee.
- 3) Medical Clinic – thoughts on last month’s presentation

**NEW BUSINESS**

**PRAYER OF DEDICATION AND BENEDICTION**

**SESSION MINUTES  
STATED MEETING JUNE 22, 2017**

The Session of the First Presbyterian Church, Texarkana, Arkansas, met in a Stated Meeting on Thursday, June 22, 2017, at 5:00 p.m. in the Library.

Elders present were Charles Morgan, Marshall Moore, Susan Morehead, Reg Jackson, Marilyn McCullough, Taylor Sexton, Maggie Morgan, Remica Gray, and Martha Nell Richards, and Moderator Reverend Susan Arnold. Also present were Diaconate Moderator Val Buster, Treasurer Maggie Morgan, Stephanie Jackson, Gene Cogbill, Dee Diaz, and Clerk Sheila Moore.

Reverend Susan Arnold called the meeting to order, welcomed guests, declared a quorum present, and gave the opening prayer and devotional.

**MOTION** - was made by Reg Jackson and seconded by Remica Gray to add Mr. Ed Bertels, Regional Director of Practice Management at Christus St. Michael's Hospital, to the agenda. The motion passed.

**MOTION** - was made by Susan Morehead and seconded by Charles Morgan to give voice to the visitors. The motion passed.

Presentation by Mr. Ed Bertels, Regional Director of Practice Management at Christus St. Michael's Hospital, regarding the possibility of a faith-based free clinic to be housed in the former law office attached to the ECHO Center. Mr. Bertels explained the requirements necessary to begin a conversation regarding a clinic housed in our space. After Mr. Bertels presentation, there was discussion of the possibility of such a clinic. It was agreed that this is simply the beginning of a conversation to explore the need and feasibility of such a clinic.

**MINUTES**

The Session reviewed minutes from the Stated Meeting of May 18, 2017.

**MOTION** - was made by Charles Morgan and seconded by Marilyn McCullough to approve the minutes as corrected. The motion passed.

**DIACONATE REPORT** - Val Buster

Ms. Buster reported that the fan drive is closing and the Diaconate will be working with VBS to collect money and clothing for the Sharing Place. It was requested by the Board of Deacons that the two vacancies on the Board be filled with the incoming Class of 2020.

**TREASURER'S REPORT** - Treasurer Maggie Morgan

Maggie Morgan reviewed the financial reports for the month ending May 31, 2017.

**MOTION** - was made by Remica Gray and seconded by Taylor Sexton to approve the financial reports. The motion passed.

**CLERK'S REPORT - Clerk Sheila Moore**

1. The Clerk reported that the Lord's Supper was served on June 4, 2017. Ten home communions were served.
2. The Clerk reported the death of member and Elder LaWanda West on June 8, 2017.

**PASTORS' REPORT - Reverend Dr. Susan Arnold**

Reverend Susan Arnold gave the Session a written report of her activities during the months of May-June. These included ten home communions, member visitations at the hospitals and in homes, regular church activities and duties, and various community activities.

**EVANGELISM COMMITTEE - Susan Morehead, Moderator**

Ms. Morehead reported that the Committee is working towards VBS.

**CHRISTIAN EDUCATION COMMITTEE - Maggie Morgan, Moderator**

Ms. Morgan reported the following:

1. VBS teachers are in place with a remaining need for snack and games volunteers.
2. Request from the Committee to move Family Night Supper to Friday, July 21, at 6:00 p.m. the week of VBS for the VBS program.

**MOTION -** was made from the Committee to move Family Night Supper to Friday, July 21, at 6:00 p.m. the week of VBS for the VBS program. The motion passed.

3. The children's Sunday School classes will be restructured for the summer.

**PROPERTY COMMITTEE - Reg Jackson, Moderator**

Mr. Jackson reported that work day went well. There is still a light bulb slightly blinking in the sanctuary and this is being addressed.

**STEWARDSHIP COMMITTEE - Mona Fomby, Moderator**

No report.

**WORSHIP COMMITTEE - Remica Gray, Moderator**

Mrs. Gray presented the Musical Instruments Sub-Committee of the Worship Committee job description for review. It will be discussed again at next month's meeting.

Mrs. Gray requested approval for the Gideon's International presentation on July 9, 2017. Dr. Richard Gibson will conduct the presentation which will last approximately five minutes during Worship. An offering will be collected for the Gideon's International.

**MOTION** - was made from the committee to allow the Gideon's International presentation on July 9, 2017. Dr. Richard Gibson will conduct the presentation which will last approximately five minutes during Worship. An offering will be collected for the Gideon's International. The motion passed.

**NOMINATING COMMITTEE** - Randy Lacy - Moderator

Martha Nell Richards reported that the committee is seeking one Elder and one Trustee to fill unexpired terms. At the request of the Board of Deacons, the vacancies on the Diaconate will be filled with the incoming Class of 2020.

**PERSONNEL COMMITTEE** – Charles Morgan

Mr. Morgan requested on behalf of the Committee that the Session authorize an initial meeting with Rev. Michael Vinson to assist in conflict resolution and long-range planning for the congregation of First Presbyterian Church.

**MOTION** - was made by Charles Morgan and seconded by Maggie Morgan to amend the Committee's motion as follows: "That the Session authorize an initial meeting with Rev. Michael Vinson, which will be paid for by Presbytery of the Pines, to assist in conflict resolution and long-range planning for the congregation of First Presbyterian Church." The motion passed.

**MOTION** - from the Committee as amended that the Session authorize an initial meeting with Rev. Michael Vinson, which will be paid for by Presbytery of the Pines, to assist in conflict resolution and long-range planning for the congregation of First Presbyterian Church. The motion passed with Susan Morehead voting no and Reg Jackson abstaining.

**MOTION** - was made by Susan Morehead and seconded by Maggie Morgan that the Session at a specially called meeting on July 6, 2017, nominate the members of the congregation to participate in the initial meeting with the Rev. Michael Vinson for "conflict resolution" and "long-range planning" for the congregation of the First Presbyterian Church, with a report and recommendation to be given to Session following the initial meeting. The motion passed.

There was discussion of the structure of the committee. Reverend Arnold will send a form to Elders to make recommendations, who will then "reply to all" with their recommendations. A specially called meeting will be held on July 6, 2017, at 5:00 p.m. to make nominations for and form the initial committee who will meet with Rev. Michael Vinson.

## MISCELLANEOUS ITEMS

Susan Morehead requested the use of the Fellowship Hall for a baby shower for Dee Diaz on July 9, 2017, following worship.

**MOTION** - was made by Susan Morehead and seconded by Charles Morgan to approve the above request. The motion passed.

## OLD BUSINESS

1. A date for the audit is to be determined.
2. Discussion of contracting with Rev. Michael Vinson for Congregational Long-Range Planning.
  - A. Initial "listening" session (i.e. fact finding) with a designated representative committee - \$1,000 to be paid by Presbytery.
  - B. Subsequent full process - should we and Rev. Vinson choose to move forward - \$9,000
    - I. \$1,500 to be paid by Presbytery
    - II. \$2,500 from an anonymous donor
    - III. \$5,000 paid by FPC
  - C. Reverend Arnold reported that a second anonymous donor had agreed on June 21 to contribute \$2,500 leaving only \$2,500 to be paid by the Church.

## NEW BUSINESS

1. Maggie Morgan gave a report from the Stated Presbytery Meeting held on Saturday, June 10, 2017, at First Presbyterian Church, Homer, Louisiana.
2. Request for our church to host the Presbytery meeting in February 2018.

**MOTION** - was made by Maggie Morgan and seconded by Marshall Moore to host the Stated Presbytery Meeting in February 2018. The motion passed.

3. Request from Reverend Arnold to participate in the sacred wedding ceremony of Kathy Hickerson Bullen and John Bullen which will be held in Little Rock on Sunday, July 16, 2017. Charles Morgan agreed to preach that Sunday and Marshall Moore will be liturgist.

**MOTION** - was made by Marshall Moore and seconded by Reg Jackson to

allow Reverend Arnold to labor outside the church on July 16, 2017, by participating in the sacred wedding ceremony of Kathy Hickerson Bullen and John Bullen in Little Rock, Arkansas. The motion passed.

**PRAYER OF DEDICATION AND BENEDICTION.**

Taylor Sexton closed the meeting with prayer.

Reverend Susan Arnold, Moderator

Sheila Moore, Clerk of Session

**SESSION MINUTES  
SPECIAL MEETING JULY 6, 2017**

With proper notice being given, the Session of the First Presbyterian Church, Texarkana, Arkansas, met in a Special Meeting on Thursday, July 6, 2017, at 5:00 p.m. in the Library.

Those present were Charles Morgan, Marshall Moore, Reg Jackson, Marilyn McCulloch, Maggie Morgan, Remica Gray, and Martha Nell Richards, and Moderator Reverend Susan Arnold, and Clerk Sheila Moore.

**CALL TO ORDER AND STATEMENT OF PURPOSE**

Reverend Susan Arnold called the meeting to order, declared a quorum present, and gave the opening prayer. Reverend Susan Arnold stated that the purpose of the meeting was to form an sponsorship committee to meet with Reverend Michael Vinson.

Elders were asked to submit suggestions of persons to serve on the committee and those suggestions were compiled into list of possible members of the committee. After lengthy discussion,

**MOTION -** was made by Charles Morgan and seconded by Marilyn McCulloch that the persons on the initial committee slate be contacted and a report be made to Session at the regular called July meeting. The motion passed.

**ADJOURNMENT**

There being no other business that could properly be conducted, Reverend Susan Arnold closed the meeting with prayer.

Reverend Susan Arnold, Moderator

Sheila Moore, Clerk of Session



## **JULY 2017 PASTOR'S REPORT**

### **VISITATION**

Hospital	- 6
Home/Nursing Home	- 7
Restaurant	-
Funeral Home	-
Business	-
Counseling	
Office	- 1
Restaurant	-
Home	-
Funeral Prep.	- 2
Home Communion	-

### **REGULAR FIRST CHURCH ACTIVITIES**

Prepare & Preach for Sunday Morning - 5; Sunday morning Prayer Group; Prep & facilitate Staff mtgs.; Prep and Facilitate FNS-2; Prep Announcement Slides for FNS; Send Congregation Announcement emails; Process Attendance Sheets & maintain records; Debrief Staff of Session Highlights; Prep & Send Session Highlights; Write Thank You notes for pertinent events/assistance; Put Session Agenda & Minutes on Bulletin Board; Upload Session Agenda & Minutes to Website; Update Visitors List & send 1<sup>st</sup> time visitor notes; Update Congregational Care List; Update Homebound List; Write Newsletter article; Prep study/preaching calendar for the 3<sup>rd</sup> Quarter; Remind Diaconate Moderator to send Agenda a week early; Prep & Send Session Agenda & Pastor's Report to Clerk 1 week early; Prep & Facilitate Sunday Night Adult Bible Study – 2; Session mtg.; Worship mtgs.-2; Diaconate mtg.; Stewardship mtg.; Evangelism mtg.; Personnel mtg. – re: staff performance; Nominating mtg.: Prep a Journey Through Grief booklet set;

### **IRREGULAR FIRST CHURCH ACTIVITIES**

Prep & Facilitate Inquirer's Class – 3; Attend Memorial Service for Dee Diaz 7/7/17 in Temple, TX; Special Called Session mtg.; Facilitate Memorial Service for Dee Diaz 7/12/17; Assist w/ Vacation Bible School

### **PRESBYTERIAN COMMUNITY & PRESBYTERY ACTIVITIES**

#### **COMMUNITY ACTIVITIES**

Clergy Women's Lunch; Gateway Farmers' Mkt. delivery to feeding programs - 2;

#### **CONTINUING EDUCATION**

#### **VACATION**

2 Sundays & 1 Monday

**First Presbyterian Church  
Musical Instruments Sub-Committee of the Worship Committee**

The Musical Instruments Sub-Committee is responsible for the care and maintenance of the pipe organ, the handbells, the pianos, and other musical instruments. This sub-committee is composed of the Director of Music, a Handbell Choir member, a Chancel Choir member, and members at large.

The Music Director will chair the sub-committee which will meet at least twice a year.

The Musical Instruments sub-committee reports to the Worship Committee.

**Duties:**

1. Keep informed about the musical instrument resources available at the church and the funds needed for routine maintenance.
2. Serve as counsel to the Music Director when determining the necessity of any major repair or alteration to the church's musical instruments. **Any work outside routine maintenance must have approval from the sub-committee, the Worship Committee, and the Session of the church.**
3. Alert the Worship Committee to any significant instrument maintenance, repair, or purchase requiring expense outside the regular maintenance budget.
4. Give prior approval before any printed music is discarded from the music library.
5. Prepare an Annual Report detailing the current condition of instruments and specifying any necessary maintenance required.

**FIRST PRESBYTERIAN CHURCH  
LIST OF MUSICAL INSTRUMENTS**

One (1) Casavant Frères Pipe Organ  
#3791 installed 2000  
III manual, 38 ranks, 2279 pipes

Five (5) pianos owned by church:  
K. Kawai Grand Piano (sanctuary)  
Schulz baby grand piano (fellowship hall)  
Everett upright piano (choir room)  
Baldwin upright piano (handbell room)  
Wurlitzer upright piano (Arthur's office)

One (1) piano stored at the church:  
Steinway & Sons grand piano belonging to Missy Parks (fellowship hall)

Ring of eight (8) change ringing bells in the bell tower (Taylor Foundry; installed in 1984)

Five (5) octaves of Schulmerich handbells

Three (3) octaves of Malmark handchimes

Five (5) hand drums

Four (4) Wooden Xylophones and Metallaphones

Assorted rhythm instruments (such as tambourines, maracas, triangles, rhythm sticks, etc.)

**FIRST PRESBYTERIAN CHURCH  
SECURITY POLICY FOR THE CASAVANT PIPE ORGAN**

The keys to the organ will be removed from the organ after each use. One set of keys will be in the possession of the Organist/Director of Music, and another set of keys will be kept near the organ in a secure location to be determined by the Director of Music, who will make certain that the church office staff and the Worship Committee Moderator are informed of the location of the extra organ keys. The Director of Music will determine the schedule for access to the organ by others musicians who may wish to use it for practice.

**PIPE ORGAN MAINTENANCE LOG**

A log describing the tuning, repair, and general maintenance of the Casavant pipe organ should be maintained by the Music Director/Musical Instruments Sub-Committee. This log should include the dates, costs, and person/company providing service.

**GENERAL GUIDELINES FOR THE CASAVANT PIPE ORGAN**

No major problems should be anticipated if temperature and humidity are kept within the recommended limits. The ambient temperature in the room should be brought back to approximately that level before the instrument is used in service or concert, otherwise it will be out of tune. Usually, a ten-hour period is long enough for all components of the organ to reach a good equilibrium of temperature. However, when the instrument has to be tuned, we recommend lengthening this period, especially if the temperature was maintained to the minimum indicated below.

These minima and maxima are given in consideration of North American climates. It is understood that they will never be reached in many areas of the United States, thus shortening the warming period accordingly.

**TEMPERATURE**

Ideal: 68°F (20°C)  
Max: 105°F (40°C)  
Min: 45°F (10°C)

**HUMIDITY**

Ideal: 50% to 60%  
Max: 80%  
Min: 30%

Too sudden temperature changes must be avoided, otherwise permanent damage might be caused to the organ. Raising and lowering of the temperature should be done gradually at a maximum rate of + or - 2°F/hr + or - 1.5°C/hr).

The basic reason for increasing and lowering the temperature of the ambient air very slowly is to make sure that the dew point will never be reached. Excess of humidity and excessive dryness can be dangerous to a pipe organ.

**FIRST PRESBYTERIAN CHURCH  
SECURITY POLICY FOR THE CHUCH PIANOS**

The church pianos should not be moved out of the room to another location without the approval of the Director of Music. It is also understood that a piano, with limitations, can be moved around the room if needed. The Director of Music will determine the schedule for access to the pianos by other musicians who may wish to use it for practice.

**PIANO MAINTENANCE LOG**

A log describing the tuning, repair, and general maintenance of each piano should be maintained by the Music Director and/or the Musical Instruments Sub-Committee. This log should include the dates, costs, repairs/services, and person/company providing service.

**GENERAL GUIDELINES FOR THE PIANOS**

No major problems should be anticipated if temperature and humidity are kept within the recommended limits. The ambient temperature in the room should be brought back to approximately that level before the instrument is used in service or concert, otherwise it will be out of tune. Usually, a ten-hour period is long enough for all components of the piano to reach a good equilibrium of temperature.

It is suggested that each piano be tuned or serviced twice a year or every 6 months. Each piano must be maintained at 440 Hz or concert pitch a1.

The church will maintain only the pianos owned by the church or a piano that is used on a regular basis that is stored in the church.

<b>TEMPERATURE</b>	<b>HUMIDITY</b>
Ideal: 68°F (20°C)	Ideal: 45% to 70%
Max: 105°F (40°C)	Max: 80%
Min: 45°F (10°C)	Min: 30%

Too sudden temperature changes must be avoided, otherwise permanent damage might be caused to the piano. Raising and lowering of the temperature should be done gradually at a maximum rate of + or - 2°F/hr + or - 1.5°C/hr.

The basic reason for increasing and lowering the temperature of the ambient air very slowly is to make sure that the dew point will never be reached. Excess of humidity and excessive dryness can be dangerous to a piano.

**FIRST PRESBYTERIAN CHURCH  
SECURITY POLICY FOR THE CHURCH HANDBELLS AND HANDCHIMES**

The Director of Music or the Director of the Handbell Choir will determine the schedule for access to the handbells/handchimes and the handbell room. The Director of Music or the Director of the Handbell Choir will determine if the handbells/handchimes can be loaned for use outside the church and for what occasion(s).

**HANDBELL/HANDCHIME MAINTENANCE LOG**

The Director of Music or the Director of the Handbell Choir will maintain a log of any maintenance that is performed on the handbells/handchimes. The log should include the date of service, cost, repairs/services, person/company providing the service, and which handbell/handchime was serviced.

The Director of Music or the Director of the Handbell Choir is responsible for maintenance work that needs to be performed on the handbells/handchimes. The Director may train other church members to perform maintenance tasks.

**GENERAL GUIDELINES OF THE HANDBELLS/HANDCHIMES**

No major problems should be expected if the handbells/handchimes are stored in the designated cases. Each handbell/handchime has a designated case and a designated location in the case. While transporting from one location to another, the handbells/handchimes should be carefully moved in the appropriate cases.

Each handbell player must wear appropriate gloves while playing. Touching the bell casting with the bare hands will cause stains and tarnish due to the acids and salts from the skin. Although tarnish will not affect the tone of the bell, the removal of the tarnish, if not done properly can affect the turning. Any fingerprints or stains should be removed promptly. The longer they are allowed to remain, the more difficult they will be to remove. After each use of the handbells it is recommended that the handbell choir members wipe each bell used with an appropriate cloth. Handbells should be thoroughly polished before putting them away for the summer.

Handbells should not be allowed to come into contact with any rough or hard surface that will scratch or mark them. When in use, bells should only be placed on a level table with 4" foam padding covered with a cloth. Avoid striking bells together.

**STORAGE**

Handbells/handchimes should be stored in an environment that is not hot or humid. Heat and humidity promote tarnishing. If the cases get damp, open them up and dry them out in a heated or air conditioned environment. Do not let the cases sit where the sun can shine through a window on them. Occasionally, vacuum out the cases.

## **FIRST PRESBYTERIAN CHURCH BELL TOWER SAFETY GUIDELINES**

The entrance to the ringing room should be kept locked at all times to ensure that ropes are not accessible to unauthorized people.

Non-ringers in a tower must always be supervised and accompanied by a competent ringer.

Only appointed, experienced ringers may be responsible for teaching.

Always check that bells are down before making coils.

Between ringing sessions, bell ropes should always be pulled up out of normal reach, even when the bells are down.

Bells should always be kept mouth downwards when the tower is vacated unless they can be safely left inverted, or "up". If left up, warning notices should be placed at the point of access to the bells and ropes.

Entry to the bells and bell frame should not be permitted when the bells are ringing or are set mouth upwards. Never work on bells which are up.

Ensure that someone knows if you are working on the bells or, even better, have someone with you.

If it is necessary to observe a bell in motion, there must be a safe means of doing so. In this circumstance, two people should be present of whom at least one should be a competent ringer. If the bell is in motion without its clapper being tied, ear protection should be worn.

### **BELL TOWER MAINTENANCE**

A detailed maintenance manual is available in the bell tower ringing chamber.

Regular inspection should include:

- Visual overlook of the entire structure (bell tower/steeple, wooden/steel supports etc.) Any signs of cracks, aging, or wear and tear should be noted and looked into.
- Bolts should be examined. Loose bolts should be tightened and rusting bolts should be replaced.
- Examine all pulley structures. If there is any sign of wear, stress, or obstructed rotation, they may need replacement or adjustment.
- Check ropes for wear. Any ropes that are fraying or damaged should be replaced.
- Check out the clapper joints. These should be adequately lubricated. Adjustments may also be needed.

Be familiar with these signs of potential problems with bells:

- Hard to ring the bells. This might be a sign that the pulley blocks or wheel are loose, poorly aligned or damaged. Also look for signs of rope wear.
- Muffled or stuttering bell. This could be a sign that the clapper return springs are loose or broken.
- Shock comes down when ringing bell. This may be a sign that the bell is loose from its yoke connection. Immediately desist use, clear the area and call for repair. The bell is at severe risk of tumbling.

## **FIRST PRESBYTERIAN CHURCH MUSIC LIBRARIES**

First Presbyterian Church has an extensive print music collection that contains choral, handbell, and instrumental music. The Director of Music will determine which music may be loaned outside the church and to whom.

### **CHORAL MUSIC LIBRARY**

The choral library is catalogued into three different sections:

1. Collections of multiple choral anthems or cantatas.
2. Choral music responses (smallest section).
3. Individual choral anthems (largest section).

All anthems are catalogued into an excel sheet containing title, composer/arranger, voicing, and publisher.

All choral music is stored in the Director of Music's office on shelves or in file cabinets.

### **HANDBELL MUSIC LIBRARY**

This collection contains:

- Educational materials for training beginner and intermediate handbell choirs.
- 2-5 octave music for handbell choirs.
- Music for smaller handbell ensembles
- Solo handbell music.

The handbell music is currently stored in file cabinets in the handbell rehearsal room in alphabetical order by title.

### **INSTRUMENTAL OR OTHER MUSIC**

The following is currently stored in the Director of Music's office:

- Instrumental music including instrumental solos and duets.
- Vocal solos and duets.
- Hymnals.
- Children's music.
- Miscellaneous scores.

### **POLICIES OF PRINT MUSIC MAINTENANCE**

The Director of Music is responsible for maintaining an inventory of all print music owned by the church - music to be distributed, collected, shelved, and cataloged into the computer.

Volunteers may be trained to assist with music library maintenance.

If music needs to be discarded out of the church's collection, prior permission needs to be received from the Musical Instrument Sub-Committee and the Worship Committee.