



GASHLAND EVANGELICAL PRESBYTERIAN CHURCH  
SESSION MEETING  
JANUARY 11, 2024  
MINUTES

<b><u>Ruling Elders Present:</u></b>	<u>Class of 2024</u>	<u>Class of 2025</u>	<u>Class of 2026</u>
	Tom Crossett	Mike Brink	Mark Blakley
	Jim Langford	Tom Clapham	Ethan Funk
	Dave Wiersma	Bob Williams	Mark Johnson

**Guests:** Phil Josephson

**Teaching Elders Present:** Pastor Michael Morefield

- I. **Opening prayer:** A quorum was determined present; Pastor Morefield called the meeting to order and opened the meeting with prayer at 6:31 p.m.
- II. **Adoption of Agenda:** A motion was made to adopt the agenda as written. Motion passed.
- III. **Moderator:** Official appointment. There are different interpretations of the Book of Order as it relates to the Moderator of the Session in the absence of a senior pastor. For procedural purposes, Mike Brink made a motion to elect Michael Morefield as session moderator. Seconded by Ethan Funk. A voice votes was held and the motion passed.
- IV. **Minutes of Previous Meeting:** A motion was made, seconded and approved to accept the session meeting minutes as written from the December 2023 meeting.
- V. **Pastor's Reports:**
  - A. Associate Pastor:
    1. Weather issues: Pastor Morefield requested assistance in determining when weather-related cancellations are needed. Mark Blakely, Bob Williams and Ethan Funk volunteered to coordinate and help make those decisions as needed.
    2. Tech Team (establishment): There is need for technical support for operations of the church. Coordinating team will be developing and setting up a reporting structure, for the development of team to manage technical requirements and issues.
    3. Undershepherding: Updated lists will be posted soon. Group e-mail distribution lists will be updated Jan. 12. Letters to congregants with undershepherding information will be sent out this month.
    4. Pastor Morefield provided an update on when he expects to be out of the office due the birth of there baby.



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5. Honorariums: Pastor Morefield initiated a discussion on the need to pay honorariums to guest pastors who preach on a given Sunday morning. Dave Wiersma made a motion to pay \$300 to the two recent guest pastors, with the funds to come from the HR-miscellaneous account. Mike Brink seconded the motion. A voice vote was held and the motion passed.

**VI. Calendar Items:**

- A. Annual Operating Budget: Phil Josephson, of the Finance team, gave a presentation of the proposed 2024 Annual Operating Budget. After the presentation and discussion, Mark Blakely made a motion to approve the proposed budget. Tom Crossett seconded the motion. A voice vote was held and the motion passed. The approved budget will be presented at the annual meeting on Jan. 28.
- B. Election of Officers
  1. President: Bob Williams made motion, seconded by Ethan Funk, to elect Mike Brink as President of the corporation. Motion passed.
  2. Vice President: Jim Langford made a motion, to elect himself as Vice President of the corporation, seconded by Bob Williams. Motion passed.
  3. Secretary: Ethan Funk made a motion, seconded by Tom Crossett, to elect Tom Clapham as Secretary of the corporation. Motion passed.
- C. Annual Meeting, Jan. 28. Michael Morefield will moderate, handing over to Mike Brink as needed. Charlie Deis will present on behalf of Finance team. Elders will sit near the front to help field questions as needed.

**VII. Business Reports and Discussion:**

- A. Old Business
  1. Audit Report – Follow up items: Coordinating team will address these issues.
    - Document credit card purchases with the purpose for the charge. Add the purpose for the charge to the documentation (and not just the name of the expense category, if it is confidential, use initials)
    - Add purpose for the meeting, hospitality or event
  2. Payroll – Add approval by Personnel team rather than a staff member for all payrolls. Add a documentation system to track sick leave and vacation days.
  3. Policies and Procedures: Consider publishing the GEPC policies and procedures.



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B. New Business:

1. Session meeting schedule/frequency. Ethan Funk proposed that session meet more frequently than monthly. There was limited discussion. No motion was made. No action taken.
2. Conquer Series study. Mike Brink brought forth the "Conquer Series" study, representing it for a staff member who would like to provide this study. Bob Williams volunteered to review the study with regard to appropriateness and theological background, and report at the February meeting.
3. Ministry team creation/staff authority / responsibility. Mark Blakely discussed this idea and how it needs to be better defined process. This relates to how Beautification team was created or commissioned and there is no clear process or record. Discussion ensued. No action taken.
4. Pastoral Mentoring (for pastors). Dave Wiersma made a motion to extend Pastor Serve mentoring sessions for Pastor Morefield for another six months with 12 sessions at the cost of \$1800. Seconded by Tom Crossett. Motion passed.
5. Questions from a member. Tom Clapham shared some questions received from a member, mainly around financial and procedural issues. Mark Blakely and Tom Crossett volunteered to speak with this member.

C. Team Reports: Brief reports were given by elders on or leading ministry teams.

1. Worship team.
2. Outreach Team.
3. Relationships Team.
4. Discipleship Team.
5. Coordinating Team.

D. Clerk's Report

1. Review and approval of the December Session meeting minutes. Accepted as written.
2. Next Session Meeting: February 14, at 6:30 p.m.
3. In March there will be Joint Session Meeting w/ Deacons.

E. Consent Reports

1. Deacon's Report: Received.
2. Financial Report: Not yet received.



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**VIII. Adjournment and Closing Prayer:**

Tom Crossett made a motion to adjourn, seconded by Mike Brink. A voice vote was held, and the motion passed. The meeting was closed with prayer by Pastor Morefield at 10:43 p.m.