

**Brown County Presbyterian Fellowship**  
**Session Meeting Minutes**  
March 24, 2022

I. Call to Order

Moderator Rev. Dr. Scott Seay called the meeting to order at 6:40 p.m. in-person at the church. He provided an agenda and it was adopted by acclamation. This was a **regular meeting** of Session.

II. Roll

Present: Rev. Dr. Scott Seay (Moderator); Ruling Elders Bill Boyle, Jane Gore, Tim Sparks, and Bob Young; and Rev. Mac Bellner (Assistant Pastor)

Absent: Diane Burnett. Note: Attempts to include Elder Burnett by Zoom videoconference were not successful because of technical difficulties.

Clerk of Session Dr. Steve Junken confirmed that a quorum was present.

III. Opening Prayer

Pastor Scott opened the meeting with prayer.

IV. Minutes and Clerk's Report

A. Moved and seconded (Young, Gore) to approve the minutes from the January 13, 2022 special meeting. **Carried unanimously.**

B. Moved and seconded (Junken, Sparks) to approve the minutes from the annual congregational and corporate meetings, held on January 16, 2022. **Carried unanimously.** The minutes will be forwarded to the congregation for their information.

C. Clerk of Session Dr. Steve Junken reported no additional communications or matters requiring Session action.

V. Financial Report

Treasurer Jane Gore commented briefly on the financial report distributed in advance of the meeting. Session asked no questions and expressed appreciation for her continued good work. A copy of her report is included with these minutes.

VI. Pastors' Reports

A. Pastor Scott asked for feedback concerning the recent addition of Dr. A. Paul

Johnson as organist at the church. Some discussion followed, and all generally approve of his work. It was noted that Dr. Johnson may not continue long, as he is currently seeking a position as a full-time music director. Pastor Scott further thanked the Session for approving his recent vacation, including one Sunday.

- B. Pastor Mac briefly reported on her recent visitation with some of our home-bound members, including Dave and Sharlene Wall, Romilda Hamontre, and John Wolfarth and Paulette Hughes. She will offer a fuller report at the next Session meeting.

## VII. Trustee Report

Elder Junken reported that the trustees investigated a recent complaint about the kitchen stove. It appears to be working. If problems again arise, a replacement may be necessary.

## VIII. Old Business

- A. Pastor Scott distributed print copies of the Appropriate Sexual Conduct Policy and secured the signatures of those present. The signed self-certification forms were deposited with the Clerk of Session. Pastor Scott will distribute the policy to others and secure their signatures as required.
- B. Treasurer Gore reported that she and Dick Peck followed up on a request raised at the congregational meeting to examine the financials of Mother's Cupboard prior to releasing further contributions to them from the church. All was found to be in order. Moved and seconded (Young, Boyle) that budgeted contributions be released to Mother's Cupboard as budgeted. **Carried unanimously.**
- C. Session considered a recent recommendation that the church website include the option of making online contributions through a web-based payment system. Moved and seconded (Sparks, Young) that an option to donate by the web-based payment system PayPal be added to the church website. **Carried unanimously.** Pastor Scott and Treasurer Gore will follow-up.
- D. Session resumed an earlier discussion of upgrading the lights and sound equipment in the sanctuary. The matter was previously referred to the trustees. However, additional matters arose, including the possibility of equipment for high-quality livestreaming of the Sunday worship to replace the current asynchronous worship service. Some discussion followed. Moved and seconded (Sparks, Young) that a site surveys be done by at least two qualified professionals, and their recommendations be considered by the Session for possible action. **Carried unanimously.** Pastor Scott will engage the services of Ray Mills or his designee; Pastor Mac will contact the Indianapolis Center for Congregations for their recommendation of a qualified professional. Report back is required at the next Session meeting.

IX. New Business

- A. Moved and seconded (Sparks, Young) that use of the church without cost be approved for the wedding of Dr. Sean Cavanaugh and Kait Lee on September 2-3, 2022. **Carried unanimously.**
- B. Pastor Scott requested a change to the policy concerning the saving of funds for his travel fund. Currently the fund is populated by a monthly contribution of \$800 from his salary and any additional contributions from others. He requested that the monthly contribution be reduced to \$400 and the balance paid as taxable income. Some discussion followed. Moved and seconded (Sparks, Boyle) that the proposal be approved as outlined. **Carried unanimously.**
- C. Elder Young reported that, as previously discussed and approved, BCPF is now a sponsor of Chamberfest Brown County at a cost of \$2,000. The church will host a guitar concert in August 2022. Pastor Scott asked that the funds from his mother's memorial fund be used to underwrite this sponsorship since the expense is unbudgeted. More details will follow.

X. Next Meeting

The next regular meeting of the Session will be held on **May 12, 2022 beginning at 6:30 p.m.** in-person in Fellowship Hall and by Zoom videoconference.

XI. Adjournment

Moved and seconded (Sparks, Gore) that Session adjourn following prayer. **Carried unanimously.**

XII. Closing Prayer

Elder Junken closed the meeting with prayer. The meeting adjourned at 7:53 p.m.

Respectfully submitted,



Elder Steve Junken  
Clerk of Session

Gratefully approved,



Rev. Dr. Scott D. Seay  
Pastor and Moderator of Session

**Brown County Presbyterian Fellowship**  
**Profit & Loss Prev Year Comparison**  
January 1 through March 24, 2022

	<b>Jan 1 - Mar 24, 22</b>	<b>Jan 1 - Mar 24, 21</b>	<b>\$ Change</b>	<b>% Change</b>	<b>Jan 1 - Mar 24, 22</b>	<b>% YTD</b>
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
<b>Contributions Income</b>	19,652.00	18,460.00	1,192.00	6.46%	19,652.00	100.0%
<b>Downstairs Apartment Rental</b>	900.00	800.00	100.00	12.5%	900.00	100.0%
<b>Missions Income</b>	541.50	222.00	319.50	143.92%	541.50	100.0%
<b>Other Income</b>	0.00	20.50	-20.50	-100.0%	0.00	0.0%
<b>Per Capita collection</b>	744.00	805.00	-61.00	-7.58%	744.00	100.0%
<b>Restricted</b>	50.00	0.00	50.00	100.0%	50.00	100.0%
<b>Total Income</b>	<b>21,887.50</b>	<b>20,307.50</b>	<b>1,580.00</b>	<b>7.78%</b>	<b>21,887.50</b>	<b>100.0%</b>
<b>Expense</b>						
<b>Buildings &amp; Grounds</b>	4,653.10	4,796.21	-143.11	-2.98%	4,653.10	100.0%
<b>Fellowship &amp; Membership</b>	221.24	29.25	191.99	656.38%	221.24	100.0%
<b>Finance &amp; Budget</b>	0.00	0.00	0.00	0.0%	0.00	0.0%
<b>God's Grace From Donations Exp</b>	0.00	5,000.00	-5,000.00	-100.0%	0.00	0.0%
<b>Missions</b>	1,000.00	1,426.50	-426.50	-29.9%	1,000.00	100.0%
<b>Per capita payment</b>	1,932.00	1,848.00	84.00	4.55%	1,932.00	100.0%
<b>Personnel/Administration</b>	20,719.68	17,119.93	3,599.75	21.03%	20,719.68	100.0%
<b>Worship</b>	342.00	137.00	205.00	149.64%	342.00	100.0%
<b>Total Expense</b>	<b>28,868.02</b>	<b>30,356.89</b>	<b>-1,488.87</b>	<b>-4.91%</b>	<b>28,868.02</b>	<b>100.0%</b>
<b>Net Ordinary Income</b>	<b>-6,980.52</b>	<b>-10,049.39</b>	<b>3,068.87</b>	<b>-30.54%</b>	<b>-6,980.52</b>	<b>100.0%</b>
<b>Net Income</b>	<b>-6,980.52</b>	<b>-10,049.39</b>	<b>3,068.87</b>	<b>-30.54%</b>	<b>-6,980.52</b>	<b>100.0%</b>

**Brown County Presbyterian Fellowship**  
**Profit & Loss Budget vs. Actual**  
January 1 through March 24, 2022

	Jan 1 - Mar 24, 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Contributions Income</b>				
Unrestricted	19,652.00	22,193.55	-2,541.55	88.55%
<b>Total Contributions Income</b>	<b>19,652.00</b>	<b>22,193.55</b>	<b>-2,541.55</b>	<b>88.55%</b>
Downstairs Apartment Rental	900.00	832.26	67.74	108.14%
<b>Missions Income</b>				
B-Day Fund-Income	131.50	180.32	-48.82	72.93%
Joy Offering	330.00	400.00	-70.00	82.5%
Peas collection	80.00	100.00	-20.00	80.0%
<b>Total Missions Income</b>	<b>541.50</b>	<b>680.32</b>	<b>-138.82</b>	<b>79.6%</b>
Per Capita collection	744.00	600.00	144.00	124.0%
<b>Restricted</b>				
Delores Memorial	50.00	0.00	50.00	100.0%
<b>Total Restricted</b>	<b>50.00</b>	<b>0.00</b>	<b>50.00</b>	<b>100.0%</b>
<b>Total Income</b>	<b>21,887.50</b>	<b>24,306.13</b>	<b>-2,418.63</b>	<b>90.05%</b>
<b>Expense</b>				
<b>Buildings &amp; Grounds</b>				
<b>Capital Improvements</b>				
<b>Major Building Repairs</b>				
bridge materials	46.66	0.00	46.66	100.0%
<b>Total Major Building Repairs</b>	<b>46.66</b>	<b>0.00</b>	<b>46.66</b>	<b>100.0%</b>
Capital Improvements - Other	0.00	1,000.00	-1,000.00	0.0%
<b>Total Capital Improvements</b>	<b>46.66</b>	<b>1,000.00</b>	<b>-953.34</b>	<b>4.67%</b>
Equipment	0.00	500.00	-500.00	0.0%
Insurance	0.00	1,759.00	-1,759.00	0.0%
<b>Maintenance/Repair</b>				
Furnace Repairs	1,495.00	0.00	1,495.00	100.0%
piano tuning	0.00	92.90	-92.90	0.0%
Maintenance/Repair - Other	0.00	277.42	-277.42	0.0%
<b>Total Maintenance/Repair</b>	<b>1,495.00</b>	<b>370.32</b>	<b>1,124.68</b>	<b>403.71%</b>
<b>Services</b>				
Cleaning service	300.00	208.06	91.94	144.19%
Pest Control	0.00	75.00	-75.00	0.0%
Snow removal	250.00	416.13	-166.13	60.08%
Trash	51.00	47.16	3.84	108.14%
<b>Total Services</b>	<b>601.00</b>	<b>746.35</b>	<b>-145.35</b>	<b>80.53%</b>

**Brown County Presbyterian Fellowship**  
**Profit & Loss Budget vs. Actual**  
January 1 through March 24, 2022

	<u>Jan 1 - Mar 24, 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Supplies</b>	55.00	88.71	-33.71	62.0%
<b>Utilities</b>				
<b>Electric</b>	939.80	970.97	-31.17	96.79%
<b>Gas</b>	702.91	499.35	203.56	140.77%
<b>Telephone</b>	583.26	416.13	167.13	140.16%
<b>Water &amp; Sewer</b>	229.47	277.42	-47.95	82.72%
<b>Total Utilities</b>	<u>2,455.44</u>	<u>2,163.87</u>	<u>291.57</u>	<u>113.47%</u>
<b>Total Buildings &amp; Grounds</b>	4,653.10	6,628.25	-1,975.15	70.2%
<b>Fellowship &amp; Membership</b>				
<b>Advertising</b>	152.25	41.61	110.64	365.9%
<b>Fellowship Supplies</b>	68.99	44.35	24.64	155.56%
<b>Total Fellowship &amp; Membership</b>	<u>221.24</u>	<u>85.96</u>	<u>135.28</u>	<u>257.38%</u>
<b>Missions</b>				
<b>Joy Offering</b>	900.00	400.00	500.00	225.0%
<b>Local Projects</b>				
<b>Deacon Fund</b>	0.00	208.06	-208.06	0.0%
<b>Glass Slippers</b>	100.00	0.00	100.00	100.0%
<b>God's Grace</b>	0.00	5,000.00	-5,000.00	0.0%
<b>Total Local Projects</b>	<u>100.00</u>	<u>5,208.06</u>	<u>-5,108.06</u>	<u>1.92%</u>
<b>Total Missions</b>	1,000.00	5,608.06	-4,608.06	17.83%
<b>Per capita payment</b>	1,932.00	1,932.00	0.00	100.0%
<b>Personnel/Administration</b>				
<b>Associate Pastor Salary</b>	0.00	3,120.97	-3,120.97	0.0%
<b>Cost of Pastor</b>				
<b>Pastor's mileage reimbursment</b>	0.00	2,219.35	-2,219.35	0.0%
<b>Salary net pay</b>	3,106.25	3,728.52	-622.27	83.31%
<b>Total Cost of Pastor</b>	<u>3,106.25</u>	<u>5,947.87</u>	<u>-2,841.62</u>	<u>52.23%</u>
<b>Organist net pay</b>	400.00	0.00	400.00	100.0%
<b>Pastor's leave fund payout</b>	10,048.00	1,387.10	8,660.90	724.39%
<b>Payroll Taxes</b>	3,665.39	2,663.23	1,002.16	137.63%
<b>Pianist net pay</b>				
<b>mileage reimbursement</b>	648.44	701.87	-53.43	92.39%
<b>Pianist net pay - Other</b>	1,684.41	1,844.84	-160.43	91.3%
<b>Total Pianist net pay</b>	<u>2,332.85</u>	<u>2,546.71</u>	<u>-213.86</u>	<u>91.6%</u>
<b>Pulpit Supply</b>	1,167.19	0.00	1,167.19	100.0%
<b>Total Personnel/Administration</b>	<u>20,719.68</u>	<u>15,665.88</u>	<u>5,053.80</u>	<u>132.26%</u>

**Brown County Presbyterian Fellowship**  
**Profit & Loss Budget vs. Actual**  
 January 1 through March 24, 2022

	<b>Jan 1 - Mar 24, 22</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Worship</b>				
<b>Communion Supplies</b>	0.00	50.00	-50.00	0.0%
<b>Music</b>				
<b>Guest Musicians</b>	0.00	277.42	-277.42	0.0%
<b>Music License</b>	142.00	150.00	-8.00	94.67%
<b>Total Music</b>	<u>142.00</u>	<u>427.42</u>	<u>-285.42</u>	<u>33.22%</u>
<b>Sanctuary &amp; Worship Supplies</b>	0.00	50.00	-50.00	0.0%
<b>Special Music</b>	200.00	0.00	200.00	100.0%
<b>Total Worship</b>	<u>342.00</u>	<u>527.42</u>	<u>-185.42</u>	<u>64.84%</u>
<b>Total Expense</b>	<u>28,868.02</u>	<u>30,447.57</u>	<u>-1,579.55</u>	<u>94.81%</u>
<b>Net Ordinary Income</b>	<u>-6,980.52</u>	<u>-6,141.44</u>	<u>-839.08</u>	<u>113.66%</u>
<b>Net Income</b>	<u><u>-6,980.52</u></u>	<u><u>-6,141.44</u></u>	<u><u>-839.08</u></u>	<u><u>113.66%</u></u>