

**Brown County Presbyterian Fellowship**  
**Session Meeting Minutes**  
May 12, 2022

I. Call to Order

Moderator Rev. Dr. Scott Seay called the meeting to order at 6:38 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 Diane Burnett, Jane Gore, Tim Sparks, and Bob Young

Absent: Ruling Elder Bill Boyle. Note: Attempts to include Elder Boyle by Zoom videoconference were not successful.

Guests: Leona Tilton; and Rev. Mac Bellner (Assistant Pastor)

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 (Sparks, Young) to approve the minutes from the March 24, 2022. **Carried unanimously.**

B. 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 reported that

1. David Wall passed away on Tuesday, April 12. Visitation with family and a service of worship was held at BCPF on April 16, with a potluck lunch

following. Sharlene expresses her deep appreciation to her church family for their support.

2. Dr. A. Paul Johnson is willing to continue with us indefinitely as the church organist, though he continues to look for a permanent position. Session affirmed that it will be wise to enter a formal employment contract with him, and Pastor Scott will follow-up.
3. Susie Russell has expressed interest in joining BCPF as an active member. A prior e-conversation among Session members determined that a public profession of faith is appropriate in her case. Pastor Scott will arrange such a profession with Susie in a regular worship service in the near future.
4. Drs. Mark DeZwaan and Ji Hyun Kim will visit BCPF on May 28 with their son, Daniel. A potluck lunch is planned following the service.
5. A reminder: Pastor Scott will be on vacation from May 17-27, 2022, travelling in Scotland with a group from Second Presbyterian Church in Indianapolis. Pastor Mac will cover in his absence.

- B. Pastor Mac briefly reported on her recent visitation with some of our home-bound members, including Maurice and Geneva Wright, and her sister, Charlotte; Dave and Sharlene Wall; and Bill Boyle.

#### VII. Trustee Report

Elder Junken reported that the proposed review of lighting, sound system, and technology in the sanctuary has not yet been conducted. Session agreed to table the matter until the next meeting. Pastor Scott will follow-up with colleague Ray Mills.

#### VIII. Old Business

- A. Pastor Scott continues to work on getting the required signatures on the Appropriate Sexual Conduct Policy from all church employees, officers, and leaders.
- B. Treasurer Gore and Pastor Scott agreed to follow-up before the next meeting on adding an electronic payment option on the church website.

#### IX. New Business

- A. Elder Young reported that BCPF will host the first concert of the week-long music festival supported by Chamberfest Brown County. The concert will be held on Sunday, August 14, beginning at 7:00 p.m. It will be a guitar duet. The church may be asked to provide refreshments for a reception following the concert.

#### X. Next Meeting

The next regular meeting of the Session will be held on **August 4, 2022 beginning at 6:30 p.m.** in-person in Fellowship Hall and by Zoom videoconference. Dinner

beforehand at 5:00 p.m. at a location TBD.

XI. Adjournment

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

XII. Closing Prayer

Pastor Mac closed the meeting with prayer. The meeting adjourned at 7:43 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 Budget vs. Actual

January through December 2022

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Contributions Income</b>				
Special Donations	0.00	20,000.00	-20,000.00	0.0%
Unrestricted	31,607.00	96,000.00	-64,393.00	32.92%
<b>Total Contributions Income</b>	<b>31,607.00</b>	<b>116,000.00</b>	<b>-84,393.00</b>	<b>27.25%</b>
Downstairs Apartment Rental	1,500.00	3,300.00	-1,800.00	45.46%
<b>Misc Income</b>				
Funds From Savings Account	0.00	25,739.86	-25,739.86	0.0%
<b>Total Misc Income</b>	<b>0.00</b>	<b>25,739.86</b>	<b>-25,739.86</b>	<b>0.0%</b>
<b>Missions Income</b>				
B-Day Fund-Income	272.50	780.00	-507.50	34.94%
Joy Offering	330.00	400.00	-70.00	82.5%
One Great Hour of Sharing Donat	765.00	400.00	365.00	191.25%
Peacemaking Collection	0.00	400.00	-400.00	0.0%
Peas collection	166.00	400.00	-234.00	41.5%
Pentecost	0.00	400.00	-400.00	0.0%
<b>Total Missions Income</b>	<b>1,533.50</b>	<b>2,780.00</b>	<b>-1,246.50</b>	<b>55.16%</b>
Per Capita collection	1,028.00	600.00	428.00	171.33%
<b>Total Income</b>	<b>35,668.50</b>	<b>148,419.86</b>	<b>-112,751.36</b>	<b>24.03%</b>
<b>Expense</b>				
<b>Buildings &amp; Grounds</b>				
Capital Improvements	46.66	4,000.00	-3,953.34	1.17%
Equipment	0.00	2,000.00	-2,000.00	0.0%
Insurance	1,759.00	7,036.00	-5,277.00	25.0%
<b>Maintenance/Repair</b>				
piano tuning	0.00	240.00	-240.00	0.0%
Maintenance/Repair - Other	0.00	1,200.00	-1,200.00	0.0%
<b>Total Maintenance/Repair</b>	<b>0.00</b>	<b>1,440.00</b>	<b>-1,440.00</b>	<b>0.0%</b>
<b>Services</b>				
Cleaning service	450.00	900.00	-450.00	50.0%
Pest Control	0.00	300.00	-300.00	0.0%
Snow removal	250.00	600.00	-350.00	41.67%
Trash	72.29	204.00	-131.71	35.44%
<b>Total Services</b>	<b>772.29</b>	<b>2,004.00</b>	<b>-1,231.71</b>	<b>38.54%</b>
Supplies	55.00	300.00	-245.00	18.33%
<b>Utilities</b>				
Electric	1,193.23	4,200.00	-3,006.77	28.41%

## Brown County Presbyterian Fellowship

### Profit & Loss Budget vs. Actual

January through December 2022

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
Gas	936.75	2,160.00	-1,223.25	43.37%
Telephone	868.69	1,800.00	-931.31	48.26%
Water & Sewer	301.96	1,200.00	-898.04	25.16%
<b>Total Utilities</b>	<b>3,300.63</b>	<b>9,360.00</b>	<b>-6,059.37</b>	<b>35.26%</b>
<b>Total Buildings &amp; Grounds</b>	<b>5,933.58</b>	<b>26,140.00</b>	<b>-20,206.42</b>	<b>22.7%</b>
Discretionary Fund	0.00	3,000.00	-3,000.00	0.0%
<b>Fellowship &amp; Membership</b>				
Advertising	168.50	450.00	-281.50	37.44%
Collection envelopes	0.00	235.00	-235.00	0.0%
Fellowship Supplies	68.99	150.00	-81.01	45.99%
<b>Total Fellowship &amp; Membership</b>	<b>237.49</b>	<b>835.00</b>	<b>-597.51</b>	<b>28.44%</b>
<b>Finance &amp; Budget</b>				
Filing Fee	0.00	25.00	-25.00	0.0%
Mailing/Postage	0.00	55.00	-55.00	0.0%
new checks	0.00	100.00	-100.00	0.0%
<b>Total Finance &amp; Budget</b>	<b>0.00</b>	<b>180.00</b>	<b>-180.00</b>	<b>0.0%</b>
<b>Missions</b>				
Bethany Christian Services	0.00	5,000.00	-5,000.00	0.0%
Joy Offering	900.00	400.00	500.00	225.0%
<b>Local Projects</b>				
5 Brown County Fire Depts.	0.00	5,000.00	-5,000.00	0.0%
Deacon Fund	0.00	900.00	-900.00	0.0%
God's Grace	0.00	5,000.00	-5,000.00	0.0%
Mother's Cupboard local	0.00	5,000.00	-5,000.00	0.0%
Peas expense payout	0.00	1,100.00	-1,100.00	0.0%
Salvation Army Food Pantry	0.00	5,000.00	-5,000.00	0.0%
Shoe Box	0.00	1,000.00	-1,000.00	0.0%
St. Vincent DePaul	0.00	5,000.00	-5,000.00	0.0%
<b>Total Local Projects</b>	<b>0.00</b>	<b>28,000.00</b>	<b>-28,000.00</b>	<b>0.0%</b>
One Great Hour of Sharing	0.00	400.00	-400.00	0.0%
Peacemaking offering	0.00	400.00	-400.00	0.0%
Pentecost offering	0.00	400.00	-400.00	0.0%
Presbytery Sharing Donation	0.00	5,000.00	-5,000.00	0.0%
<b>Total Missions</b>	<b>900.00</b>	<b>39,600.00</b>	<b>-38,700.00</b>	<b>2.27%</b>
Per capita payment	1,932.00	1,932.00	0.00	100.0%
<b>Personnel/Administration</b>				
Associate Pastor Salary	0.00	13,500.00	-13,500.00	0.0%
Cost of Pastor				

**Brown County Presbyterian Fellowship**  
**Profit & Loss Budget vs. Actual**  
 January through December 2022

	<u>Jan - Dec 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Continuing Education	0.00	6,000.00	-6,000.00	0.0%
Pastor's mileage reimbursment	0.00	9,600.00	-9,600.00	0.0%
Salary net pay	6,043.89	16,128.00	-10,084.11	37.48%
<b>Total Cost of Pastor</b>	<b>6,043.89</b>	<b>31,728.00</b>	<b>-25,684.11</b>	<b>19.05%</b>
Pastor's leave fund payout	10,048.00	6,000.00	4,048.00	167.47%
Payroll Taxes	6,057.37	11,520.00	-5,462.63	52.58%
Pianist net pay				
mileage reimbursement	1,074.32	3,036.00	-1,961.68	35.39%
Pianist net pay - Other	3,062.78	8,323.86	-5,261.08	36.8%
<b>Total Pianist net pay</b>	<b>4,137.10</b>	<b>11,359.86</b>	<b>-7,222.76</b>	<b>36.42%</b>
Pulpit Supply	0.00	300.00	-300.00	0.0%
Workmens compensation insurance	0.00	375.00	-375.00	0.0%
<b>Total Personnel/Administration</b>	<b>26,286.36</b>	<b>74,782.86</b>	<b>-48,496.50</b>	<b>35.15%</b>
<b>Worship</b>				
Bulletins	0.00	200.00	-200.00	0.0%
Communion Supplies	0.00	200.00	-200.00	0.0%
Music				
Guest Musicians	0.00	1,200.00	-1,200.00	0.0%
Music License	142.00	150.00	-8.00	94.67%
<b>Total Music</b>	<b>142.00</b>	<b>1,350.00</b>	<b>-1,208.00</b>	<b>10.52%</b>
Sanctuary & Worship Supplies	0.00	200.00	-200.00	0.0%
<b>Total Worship</b>	<b>142.00</b>	<b>1,950.00</b>	<b>-1,808.00</b>	<b>7.28%</b>
<b>Total Expense</b>	<b>35,431.43</b>	<b>148,419.86</b>	<b>-112,988.43</b>	<b>23.87%</b>
<b>Net Ordinary Income</b>	<b>237.07</b>	<b>0.00</b>	<b>237.07</b>	<b>100.0%</b>
<b>Net Income</b>	<b>237.07</b>	<b>0.00</b>	<b>237.07</b>	<b>100.0%</b>

**Brown County Presbyterian Fellowship**  
**Profit & Loss Prev Year Comparison**  
January 1 through May 12, 2022

	<b>Jan 1 - May 12, 22</b>	<b>Jan 1 - May 12, 21</b>	<b>\$ Change</b>	<b>% Change</b>	<b>Jan 1 - May 12, 22</b>	<b>% YTD</b>
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
<b>Contributions Income</b>	33,207.00	30,163.75	3,043.25	10.09%	33,207.00	100.0%
<b>Downstairs Apartment Rental</b>	1,500.00	1,400.00	100.00	7.14%	1,500.00	100.0%
<b>Missions Income</b>	1,533.50	1,042.00	491.50	47.17%	1,533.50	100.0%
<b>Other Income</b>	120.00	160.50	-40.50	-25.23%	120.00	100.0%
<b>Per Capita collection</b>	1,028.00	1,043.00	-15.00	-1.44%	1,028.00	100.0%
<b>Restricted</b>	50.00	0.00	50.00	100.0%	50.00	100.0%
<b>Total Income</b>	<b>37,438.50</b>	<b>33,809.25</b>	<b>3,629.25</b>	<b>10.73%</b>	<b>37,438.50</b>	<b>100.0%</b>
<b>Expense</b>						
<b>Buildings &amp; Grounds</b>	7,624.08	7,587.28	36.80	0.49%	7,624.08	100.0%
<b>Fellowship &amp; Membership</b>	582.47	288.37	294.10	101.99%	582.47	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 Expe</b>	0.00	5,000.00	-5,000.00	-100.0%	0.00	0.0%
<b>Missions</b>	3,000.00	1,991.50	1,008.50	50.64%	3,000.00	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>	30,786.91	22,719.87	8,067.04	35.51%	30,786.91	100.0%
<b>Worship</b>	542.00	237.00	305.00	128.69%	542.00	100.0%
<b>Total Expense</b>	<b>44,467.46</b>	<b>39,672.02</b>	<b>4,795.44</b>	<b>12.09%</b>	<b>44,467.46</b>	<b>100.0%</b>
<b>Net Ordinary Income</b>	<b>-7,028.96</b>	<b>-5,862.77</b>	<b>-1,166.19</b>	<b>19.89%</b>	<b>-7,028.96</b>	<b>100.0%</b>
<b>Net Income</b>	<b>-7,028.96</b>	<b>-5,862.77</b>	<b>-1,166.19</b>	<b>19.89%</b>	<b>-7,028.96</b>	<b>100.0%</b>

# Brown County Presbyterian Fellowship

## Profit & Loss

March 25 through May 12, 2022

Ordinary Income/Expense

Income

Contributions Income

Organ fund supplement 1,600.00

Unrestricted 11,955.00

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Total Contributions Income 13,555.00

Downstairs Apartment Rental 600.00

Missions Income

B-Day Fund-Income 141.00

One Great Hour of Sharing Donat 765.00

Peas collection 86.00

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Total Missions Income 992.00

Other Income

Easter Flowers 120.00

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Total Other Income 120.00

Per Capita collection 284.00

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Total Income 15,551.00

Expense

Buildings & Grounds

Insurance 1,759.00

Maintenance/Repair

plumbing repairs 195.50

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Total Maintenance/Repair 195.50

Services

Cleaning service 150.00

Trash 21.29

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Total Services 171.29

Utilities

Electric 253.43

Gas 233.84

Telephone 285.43

Water & Sewer 72.49

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Total Utilities 845.19

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Total Buildings & Grounds 2,970.98

Fellowship & Membership

Advertising 16.25

Easter flower expense 150.00



# Brown County Presbyterian Fellowship

## Profit & Loss

March 25 through May 12, 2022

	<u>TOTAL</u>
Funeral Expense	100.00
Supplies for Fellowship	94.98
<b>Total Fellowship &amp; Membership</b>	<b>361.23</b>
<b>Missions</b>	
Local Projects	
Chamberfest	1,130.00
Delores Memorial payout	870.00
<b>Total Local Projects</b>	<b>2,000.00</b>
<b>Total Missions</b>	<b>2,000.00</b>
<b>Personnel/Administration</b>	
Associate Pastor net pay	1,075.20
Cost of Pastor	
Salary net pay	2,316.39
<b>Total Cost of Pastor</b>	<b>2,316.39</b>
Organist net pay	800.00
Payroll Taxes	2,391.98
Pianist net pay	
mileage reimbursement	425.88
reimburse for overnight	178.08
Pianist net pay - Other	1,072.33
<b>Total Pianist net pay</b>	<b>1,676.29</b>
<b>Total Personnel/Administration</b>	<b>8,259.86</b>
<b>Worship</b>	
Special Music	200.00
<b>Total Worship</b>	<b>200.00</b>
<b>Total Expense</b>	<b>13,792.07</b>
<b>Net Ordinary Income</b>	<b>1,758.93</b>
<b>Net Income</b>	<b>1,758.93</b>