

SESSION PACKET

Stated Session Meeting

March 15, 2022

Approved
 Approved with Amendment



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SESSION AGENDA
TRINITY PRESBYTERIAN CHURCH
March 15, 2022

CALL TO ORDER / DECLARATION OF QUORUM (*Start Time 6:15 pm*) Kim Clayton

EXAMINATION OF CONFIRMANDS and DINNER Andrew Esqueda

DEVOTION (*5 minutes*) Lasley Gober

OMNIBUS MOTION to approve: (*3 minutes*) Kim Clayton

- Agenda
- Stated Session Meeting Minutes from February 15 2022 (pp 4)
- Called Session Meeting Minutes for New Members - February 20 and March 6, 2022 (pp 7-8)
- Statistical Report (see handout)

CLERK'S REPORT (*4 minutes*) Amy Krause

MOTION: The Trinity Preschool Program Board with support from the Personnel and Property Committees bring the 2022 Trinity Preschool Program Covenant, as revised in the March Session Packet clarifying the ongoing relationship of the preschool as a mission of the church, for Session approval.

MOTION: The Session moves to approve Procedure 7.1 Church Staff as revised and presented in the March Session packet to be added to *The Way Trinity Works*.

SPECIAL ORDERS & REPORTS

TRINITY EARLY LEARNING CENTER (TELC) (*5 minutes*) Tim Allen
Joe Dixon

COMMUNICATION UPDATE (*5 minutes*) Mary Kelly Speed

INFRASTRUCTURE UPDATE (*20 minutes*) David Merritt

COMMITMENT (*5 minutes*) Bonnie Holiday

FINANCE (*8 minutes*) Doug Benn

PNC UPDATE (*15 minutes*) Jim Blitch

MOTION: The Pastor Nominating Committee (PNC) moves that the Session call a congregational meeting for the purpose of hearing the PNC's report and recommendation regarding the call of a new senior pastor to Trinity Presbyterian Church. The meeting will take place immediately following the 11:00 a.m. worship service on April 3, 2022.

MOTION: As of March 15, 2022, the Session of Trinity Presbyterian Church (Trinity) hereby gives written notice to the Rev. Dr. Kimberly L. Clayton (Kim) that the Session does not intend to renew the Interim Pastor Covenant-Contract between Trinity and Kim because of Trinity's desire to call a new senior pastor. Trinity will provide Kim with full salary and benefits for 60 days from the date of this notice through May 15, 2022, or until the time of her next call, whichever is earliest.

MODERATOR'S REPORT

Kim Clayton

OPEN FORUM (5 minutes)

PRAYER AND DEPARTING BLESSINGS

Kim Clayton

MARK YOUR CALENDARS

UPCOMING DATES		
Called Congregational Meeting	March 20	Following 11 AM Worship
Spring Music Festival	March 27	11 AM Worship
Communion	April 3	9 AM and 11 AM Worship
Palm Sunday	April 10	9 AM and 11 AM Worship
Maundy Thursday	April 14	7:00 PM Sanctuary
Good Friday	April 15	12:00 PM Dobbs Chapel
Easter	April 17	7 AM, 9 AM, and 11 AM
Session	April 19	7:00 PM
Communion	May 1	9 AM and 11 AM
Baptism	May 8	
Session	May 17	7:00 PM
Session	June 21	Typically, no meeting in July

**STATED SESSION MEETING MINUTES
TRINITY PRESBYTERIAN CHURCH
February 15, 2022**

CALL TO ORDER

Kim Clayton

The stated Session meeting for Trinity Presbyterian Church on February 15, 2022, was called to order at 7:00PM by the moderator, Kim Clayton. The clerk, Amy Krause, confirmed the presence of a quorum. Kim welcomed guests joining the meeting from the PNC, Trinity Preschool and Infrastructure Task Force (subcommittee of Property Committee).

Kim acknowledged Adair White as the giver of the evening's devotion.

DEVOTION

Adair White

Adair White spoke about darkness. She reflected on the concept through the writings of Barbara Brown Taylor. Adair reminded the group to remember how much light there is in the dark. Adair closed with a prayer by Thomas Merton.

OMNIBUS MOTION to approve Consent Agenda

Kim Clayton

Kim Clayton directed Session members to the omnibus motion in the meeting packet. Kim asked if any items needed to be pulled from the omnibus motion. There was no discussion. The motion carried without opposition.

CLERK'S REPORT

Amy Krause

Amy Krause gave Valentine's Day wishes and treats to Session members. Amy called attention to the monthly statistical report as well as important dates in the church's meeting calendar. Amy is collecting written materials from committees for the 2021 annual report.

Amy also continues to work on Trinity's procedural manual and referenced last meeting's first read of proposed edits. After pulling procedure 7.1 related to Church Staff for additional editing, Amy stated the following motion for consideration:

MOTION: The Session moves to approve the committee description for Membership, the committee description for Communication, procedure 9.2 related to trust funds, and procedure 6.1 related to types of committees and to authorize the addition of these updated documents to Trinity's operational manual.

The motion was moved by Shirley Davis and was seconded. There was no discussion. The motion carried without opposition.

SPECIAL ORDERS & REPORTS

TRINITY PRESCHOOL PROGRAM

Paige Keller & Jessica Heberton

Paige Keller gave a brief history of Trinity's preschool and shared a video. Jessica Heberton presented a revised Covenant of Understanding to the Session (as a first read scenario for March action) and answered questions from the group. The report ended with applause for Paige's work and Trinity Preschool's success while operating during the COVID-19 pandemic despite many challenges.

INFRASTRUCTURE UPDATE

Margaret Reiser, David Caldwell & David Merritt

The Infrastructure Task Force is comprised of Margaret Reiser, David Caldwell, Hank Hall, David Merritt, Esther Stokes, Mark Stancil, David Gracey and Caroline Brown. The Infrastructure Task Force is a subcommittee of the Property Committee. The Infrastructure Task Force has been formed to determine scope of work for several initiatives, research and select vendors, stay within budget range (pg. 23 in session packet), coordinate timing and completion of the initiatives, and communicate regularly with Session on progress and important updates.

Margaret Reiser began the report and stated it would be the first of many for Session. Margaret reminded the group that \$2.197M was raised through the members of the congregation and that the total infrastructure campaign raised

just over \$3M (combination of operating funds, trust funds, raised member funds). Tonight's report primarily focused on Audio Visual plans/work.

David Caldwell shared comments about the state of inflation and the rising costs for construction materials and labor. There may be a need to raise additional funds (approx. \$300-500k) to cover the desired scope of work with rising costs in play. Despite the increasing cost of work, the plan is to close the Sanctuary on July 18 for renovation projects and upgrades to begin in that space. David reported that the Infrastructure Task Force was working hard to share project plans with many committees, groups and members of Trinity while collecting feedback and building consensus on the need for, and value of, the work.

David Merritt presented a report to Session on the plans in conversation for Audio/Visual work in Williams Hall, new A/V Production Rooms, Sanctuary, Old Fellowship Hall (hybrid cart solution), Chapel, and Loft.

Margaret, David and David encouraged questions and answered the many that were raised.

Margaret Reiser (Trustee) stated the following motions for consideration.

MOTION: The Session grants responsibility to the Infrastructure Task Force for approving vendor contracts after steps 1.A through 1.F in the stated infrastructure contract process (pg. 23 in session packet) have been completed. The contracts will then be submitted to Trinity's Treasurer for final approval and signature and to pass along to the Church's Finance office.

The motion was moved by Esther Stokes (Property) and seconded. The motion carried without opposition.

MOTION: The Session approves closing Williams Hall in the coming days to allow for repairs and upgrades to commence in anticipation of the space being utilized for worship and other activities while the Sanctuary is closed from July 18 through the end of October.

The motion was moved by Velma Tilley and seconded. The motion carried without opposition.

COMMITMENT

Bonnie Holiday

Bonnie Holliday shared an update on the commitment campaign. The campaign is currently 98% to its goal. \$3,326,627 has been pledged to date. 422 pledges have been received to date (46 fewer pledges than in previous year). There are two more weeks of the formal commitment campaign. As a reminder, the 2021 campaign's goal is \$3.4M with a secondary goal of increasing participation in the 30–50-year-old member demographic.

FINANCE

David Beasley

David Beasley (Treasurer) presented a final 2021 financial statement summary and a summary analysis of operations and answered questions from the group.

UPCOMING LENTEN BOOK STUDY AND KITRELL LECTURE 2022

Richard Floyd

Richard Floyd promoted the upcoming Lenten study of *Love Mercy* and reminded the elders of the many ways to participate. Richard announced that the 2022 Kittrell Lecture will be given by Brian Stevenson (author of *Just Mercy*), and noted the event is planned for November 10.

INTERIM OBSERVATIONS AND SMALL GROUP DISCUSSION FOLLOW UP

Kim Clayton

Kim Clayton offered thoughtful comments to Session about several "loose end" topics she continues to work on as interim senior pastor:

- The need to complete the review of the existing 9:00AM worship service and report study findings to Session in May. Further, Trinity needs to fully own all of its worship expressions including the 9:00AM worship service.
- The need to continue integrating the children of Trinity and their parents into worship.

Amy Krause handed out the combined minutes from all tables in last month's small group/breakout discussion related to pastoral transition topics. The document contained responses from all small groups to important questions about Trinity's most recent pastoral transition (Pam Driesell's resignation).

Kim Clayton then offered her thoughtful reflections and observations on the contributing factors that led to the resignation of Trinity's last senior pastor and noted the lessons Trinity should learn from that experience. After concluding her comments, Kim moderated a lengthy question and answer session. Finally, Kim shared her plans to present a more general set of comments on this topic at an upcoming town hall event with church members (date TBD).

OPEN FORUM

Kim Clayton offered the opportunity to discuss other business of the church. Shirley Davis commented on the recent new member classes and the excitement she is observing.

PRAYER AND DEPARTING BLESSINGS

Lucy Strong

Lucy Strong closed the meeting with prayer. The meeting was adjourned at 9:24PM by the moderator.

Respectfully submitted,

Assistant Clerk

Clerk

Trinity Presbyterian Church Session In-person Attendance (In Bold), February 15, 2022:

Name	Name	Name
Balloun, Jim	Adams Jr., Tom	Roxanna Erwin
Benn, Doug	Bynum, Laura	Ginny Hobbs
Davis, Shirley	Carr, David – Asst. CLERK	Bonnie Holiday
Gober, Lasley	George, Bess	Richard O'Donnell
Karasick, Steve	Guerry, Bill	Trey Reese
Krause, Amy - CLERK	Hope, Julie	Lane Rhoden
Pendergrast, Craig	Jackson, Mary Elizabeth	Allen Spetnagel
Powers, Richard	Lewis, Dale	Cindy Stancil
Shoup, Sarah	Portik, Courtney	Adair White
Stokes, Esther	Tilley, Velma	Neal Williams
		Miranda Borland (Youth)
		Cate Thompson (Youth)
Staff Attendees:	Other Attendees Names:	
Kim Clayton - Moderator		
Elizabeth Davis	David Caldwell-Infrastructure	
Andrew Esqueda	Margaret Reiser - Trustee	
Molly Faircloth	David Merritt - Infrastructure	
Tom Farmer	David Beasley – Treasurer	
Richard Floyd	Jessica Heberton – Preschool	
Norman Mackenzie	Paige Keller - Preschool	
Lucy Strong	Cindy Ferguson - PNC	
Cindy Semmes	Jon McRae - PNC	

CALLED SESSION MEETING AGENDA & MINUTES
TRINITY PRESBYTERIAN CHURCH
Sunday February 20, 2022

CALL TO ORDER/DECLARATION OF QUORUM

Kim Clayton

Kim Clayton, Moderator, opened the Called Session meeting to receive new members with prayer at 10:15AM in the Chapel and welcomed Donna Doughon, David and Paige Todd (and daughter Frances), and Joes Shodieru ("show-dee-air- roo"). Amy Krause (Clerk of Session) declared a quorum for receiving new members. Elders present were Doug Benn, Bonnie Holiday, Shirley Davis, Esther Stokes and Amy Krause.

RECEIVING NEW MEMBERS

Lucy Strong

Lucy Strong introduced Donna Doughon, David and Paige Todd (and daughter Frances), and Joes Shodieru ("show-dee-air- roo"). A motion (below) was made by elders in attendance to receive Donna, David, Paige, and Joes as new members. The motion was seconded and approved with enthusiasm.

MOTION: We, as representatives of the Session of Trinity Presbyterian Church, move that the Session receive into active membership Donna Doughon, David and Paige Todd (and daughter Frances), and Joes Shodieru ("show-dee-air- roo") by reaffirmation of their faith and be presented for reception by the congregation.

The invitation for new members to re-affirm their faith was presented by Amy Krause:

- Trusting the grace of God, do you turn from the ways of sin and renounce evil and its power in the world?
- Do you turn to Jesus Christ and accept him as Lord and Savior?
- Will you participate actively and responsibly in the worship and mission of the church?

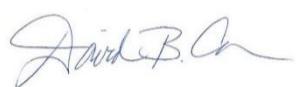
The new members responded in the affirmative for all questions.

PRAYER AND DEPARTING BLESSINGS

Kim Clayton

A few brief welcome comments were made by Kim Clayton, and the meeting concluded at 10:30AM with prayer.

Respectfully submitted,



David Carr
Assistant Clerk



Amy Krause
Clerk

Note: In attendance on February 20, 2022, were Session members Doug Benn, Bonnie Holiday, Shirley Davis, Esther Stokes, Amy Krause and clergy members Rev. Lucy Strong and Rev. Kim Clayton.

CALLED SESSION MEETING AGENDA & MINUTES
TRINITY PRESBYTERIAN CHURCH
Sunday March 6, 2022

CALL TO ORDER/DECLARATION OF QUORUM

Richard Floyd

Richard Floyd, Moderator, opened the Called Session meeting to receive new members with prayer at 10:15AM in the Chapel and welcomed Caroline Pitts, Mike Jarrell, Narra and Dominic DeMichina (daughters Asa & Gemma), and Gina Nana. David Carr (Assistant Clerk of Session) declared a quorum for receiving new members. Elders present were Adair White, Allen Spetnagel, Bonnie Holiday, Mary Elizabeth Jackson and David Carr.

RECEIVING NEW MEMBERS

Lucy Strong

Lucy Strong introduced Caroline Pitts, Mike Jarrell, Narra and Dominic DeMichina (daughters Asa & Gemma), and Gina Nana. Elder David Carr made a motion (below) to receive Caroline, Mike, Narra, Dominic, and Gina as new members of Trinity Presbyterian Church. The motion was seconded and approved with enthusiasm.

MOTION: We, as representatives of the Session of Trinity Presbyterian Church, move that the Session receive into active membership Caroline Pitts, Mike Jarrell, Narra and Dominic DeMichina, and Gina Nana by reaffirmation of their faith and be presented for reception by the congregation.

The invitation for new members to re-affirm their faith was presented by David Carr:

- Trusting the grace of God, do you turn from the ways of sin and renounce evil and its power in the world? Do you?
- Do you turn to Jesus Christ and accept him as Lord and Savior? Do you?
- Will you participate actively and responsibly in the worship and mission of the church? Will you?

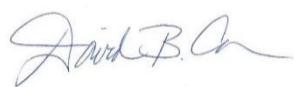
The new members responded in the affirmative for all questions.

PRAYER AND DEPARTING BLESSINGS

Richard Floyd

A few brief welcome comments were made by Richard and Lucy, and the meeting concluded at 10:30AM with prayer.

Respectfully submitted,



David Carr
Assistant Clerk



Amy Krause
Clerk

Note: In attendance on March 6, 2022, were the following Session members and clergy members: Adair White, Allen Spetnagel, Bonnie Holiday, Mary Elizabeth Jackson, David Carr, Rev. Lucy Strong and Rev. Richard Floyd.

Trinity New Members – February 20, 2022



Donna Draughon

Donna Draughon was a member of Trinity in the past. She joined by letter of transfer and we joyfully received her back into this community of faith. She has jumped right into mission work by assisting with Trinity's Afghan Refugee Resettlement project. Donna has enjoyed reconnecting with Trinity friends.



Joes Shodieru

Joes (pronounced like "Joyce") Shodieru is a childcare provider and loves her work. She loves to sing, and she is an avid reader of the Bible and enjoys writing. Joes joined Trinity by reaffirmation of faith.

Trinity New Members – February 20, 2022



David and Paige Todd Frances, daughter

David is the Director of Analytics at Children's Healthcare of Atlanta. As a founding member of Flock Safety, Paige works as the VP of People Operations. Frances attends Trinity Presbyterian Preschool in the Twos Class.

David enjoys golf, Paige loves to walk, and Frances loves school and all things princess. Mostly, the Todds enjoy family time and they are expecting their second child in May. David joined Trinity by letter of transfer and Paige joined by reaffirmation of faith.

Trinity New Members – March 13, 2022



Dominic and Narra DeMichina Asa, son Gemma, daughter

Dominic is Director of Cowen and Company, and Narra is an architect at Rule Joy Trammell + Rubio. Dominic enjoys rock climbing and Narra is an avid reader and collaborates on art projects with the kids. Asa is in Pre-K this year and Gemma is a 1st Grader. The DeMichina family loves their Welsh Springer Spaniel, Captain. The DeMichinas have been active in a variety of CFM activities at Trinity. Dominic and Narra joined Trinity by reaffirmation of faith.



Michael Jarrell and Caroline Pitts

Michael is a Project Manager with the ad agency, Scout Health. Caroline is a Senior Engineering Manager at Autodesk. Both enjoy working out, spending time together with their dog, and trying new restaurants around Atlanta. Michael and Caroline are engaged to be married at Trinity later this year. Both joined Trinity by reaffirmation of faith.

Trinity New Member – March 13, 2022



Gina Nana

Gina is an electrical engineer and enjoys collaborating on construction drawings and specifications. She loves to visit her sister and their family in Charlotte, North Carolina. She also gets outside to ride her bike, go for a jog, or hike in the woods. Gina joined Trinity by letter of transfer.

Strategic Communications Committee Report

Session - March 15, 2022

- Follow Trinity on Facebook, Instagram, and Twitter!
- Current subcommittee status:

	Status	Funding Source	ETA
Branding/Logo/ Signage	Session approved		1 st quarter of 2022
Website	Contracted with Sherpa. Meeting to begin site building process. Green Gate has been retained to assist with content development under a separate contract.	Infrastructure Campaign	Easter (April 17, 2022)
A/V/L/B	Selected SES as vendor. Finalizing pricing and equipment. Evaluating Personnel needs.	Infrastructure Campaign	Classrooms – 1 st quarter, Sanctuary – July. All contracted work completed by 11/1/2022
Security	Awaiting quotes	Property/Infrastructure Campaign	9/1/2022
Internal Communications	Evaluating database vendor options – Touchpoint and Realm. Also, committee is reviewing licenses and expenses allocated to “communications/IT” to determine redundancies and possibility of website replacing the need/expense.	Annual budget for annual expense.	Summer of 2022.
Social Media	Outsourced - Year retainer with Green Gate Marketing, effective 2/1/2022. Discussing creative ways to reach potential new members through posts and ads.	\$50k anonymous gift, plus infrastructure campaign.	2/1/2022

- Session Committee Chairs Communications Request Process:
 - Complete Jotform <https://form.jotform.com/220555131982151> (bookmark, also housed under “Session” on website).
 - Email completed form to communications@trinityatlanta.org.
 - Social media is planned out 2 weeks in advance. Please plan accordingly.
 - Communications Liaisons: Mary Kelly Speed mkspeed@bellsouth.net and Elizabeth Borland eborland@sgrlaw.com
 - Assign committee member to photograph/video event. Share via communications@trinityatlanta.org!

TPC/Green Gate Promotion Request Form

The promotion request form is a helpful tool that collects the information Green Gate will need in order to best promote events and other activities happening at TPC, either on the website or on social media or both. Whether there is a church-wide event, a class, or simply an announcement, we've made it easy to spread the word. Please follow the instructions below when filling out the form.

Select the submission type:

- Church-wide event
- Class
- Small Group
- Ministry Event
- Retreat
- Concert
- News/Announcements
- Other

Depending on your selection, the form's questions/criteria will alter slightly.

For all submission types, you will be required to enter contact information (name, email, phone number) for the submission. This will be the information we use to contact you if we have any questions about your submission. If you are not the POC for the submission, please include the correct person's information in the "Details" portion of the form.

For the following types of submissions:

- Church-wide event
- Class
- Small Group
- Ministry Event
- Retreat
- Concert

you will need to complete the below information.

*The following fields are not required, but we recommend that you fill the form out with as much detail as possible to limit any confusion or prevent loss of pertinent information.

1. Name - what is the event/class/etc titled?

2. Event Start Date - If this is a multi-day event, put the first day that the event begins on. If this is a one-day only event, please put that date.
3. Event Start Time - be mindful of the AM/PM
4. Event End Date - If this is a multi-day event, put the last day that event ends on. If this is a one-day event, please put that date.
5. Event End Time - be mindful of AM/PM
6. Is this a recurring event? - Select 'yes' if this happens more than once and select 'no' if this is a one-time only event.
7. If 'yes' please list out the details - Please explain when/how often the event/class/etc is taking place.
8. Location - Even if this is taking place at TPC, we need to know which classroom or area of the church the event is located in. Please use **Street Address Line 2** to specify that.
9. If this is a virtual event, please provide instructions about how to access the event. - Provide Zoom link or instructions on how to view content/attend event.
10. Event Details - Please include all information about your event here. Green Gate will then take this information and use it when adding this event to the TPC website and/or when adding this to social media channels. If it's easier to upload a document that contains the information, you can do that in the next step.
11. Event Image - This is not a mandatory field; if you do not have an image, that's okay. Only .png or .jpg files are accepted. Recommended/preferred dimensions: 1080 x 1080.
12. Event Cost - please put pricing for event.
13. Registration Details - If advance registration is required, please select 'yes' and fill out the registration information (including any deadlines) accordingly.
14. There is a box for additional information if you feel you need to add anything!

When selecting the submission type News/Announcements:

Please include all information about your News or Announcement here. You can either write in all information or you can upload a .doc. If your news or announcement has an accompanying photo you'd like to include, you can also upload that if you wish.

When selecting the submission type Other:

'Other' is defined as anything that does not fall in the other submission type categories. Please include all information about your Other submission here. You can either write in all information or you can upload a .doc. If this has an accompanying photo you'd like to include, you can also upload that if you wish.

MINUTES OF THE ADULT EDUCATION MEETING 3/8/22

We began the meeting with an opening prayer.

Brian Reed made a presentation about the creation of a shared Adult Education folder on Google Drive, in which we can create a common calendar of committee meetings and events; invite members to meetings; share documents with meeting agenda and minutes, development and planning of classes, standard convener practices, honorarium W9 forms and recording waivers, etc.; archive content, speaker contact information, promotional titles and class description, Power Points and other materials relevant to each course.

Adult Education is launching a new series, “The Inner View,” offering stand-alone presentations on various topics of interest, led by Trinity members and guest speakers. For the time being, these events will be featured on Thursday evenings at 7 via Zoom only, but we hope to build in-person programs in the future, bring more Trinity members and guests together at the church.

Upcoming:

“THE INNER VIEW” – Where Knowledge Meets the Life of the Spirit

- 3/10 Halsey Knapp and Richard Griffith on Voting Rights
- 3/17 Ann Colloton and Brian Kite on Restorative Justice
- 4/21 Brennan Breed on Justice and Mercy in the Old Testament (Kittrell)
- 5/5 Madeleine Jubilee Saito – artist (graphic storytelling)
- 5/12 Chris Schweizer – history of comics (graphic storytelling)

Our SPEAKING OF FAITH series will be offered again during the four Sundays in June, in hybrid format.

The committee began discussing ways to support the November Kittrell Lecture Series event with Bryan Stevenson with Prelude and Postlude classes, reading and discussion groups of Stevenson’s book JUST MERCY, and a series of dinner and a movie with the JUST MERCY film telling the story of Stevenson’s life and work for Equal Justice. We’ll also explore ways to use “The Inner View” format for presentations featuring the Georgia Justice Project and possibly guest speakers who worked with Stevenson when he lived here in Atlanta. Brennan Breed’s April “Inner View” event will also tie in with the Equal Justice Initiative, using Scripture as a foundational basis for Stevenson’s work.

Conveners of the current classes made brief reports about content and attendance, while those developing classes for Session V reported on their progress lining up speakers.

In the coming weeks, members of the committee will be recruiting new members to step in the big shoes of our “retiring” colleagues who have served with Adult Education for a number of years: Bert Broadfoot, Tom Jones, and Terri Pendergrast.

Velma Tilley closed the meeting with a blessing. Our next meeting will be April 12.

Children and Family Ministries (“CFM”)

COMMITTEE REPORT for February 16, 2022 – In Person

VISION STATEMENT: Making God’s Love Visible

With the Spirit’s guidance, we seek to provide opportunities for the children of TPC to play, learn, grow, and serve. Programs/activities of CFM seek to nurture:

- Faith in Christ, Wonder in God, Curiosity for God’s Word, Hearts for Mission

CFM prays that our children, with the help of their families and the family of God, will integrate faith throughout their lives so that they may become mature, committed, and joyful disciples.

COMMITTEE MEMBERSHIP: **Bonnie Holliday (Chair), Zach Wall, Melanie d’Amecourt, Tom Owens, Dean Cleaveland, Tom Adams, Jr. (Elder), Jim Groover, John Morris, Lauren Hitchens, Mary Ellen Poindexter, Elizabeth Davis, Andrew Esqueda, Karen Bain, Kenny Kraft, Louise Timmons, and Erin Kendall**

I. **Welcome & Opening Prayer**

- a. Bonnie called the meeting to order.

II. **Monthly Programming**

a. February

- i. Messy Church on February 20th so no Foundations Class
- ii. Children’s Sunday (February 27th) – Roles have been assigned and instructions have been given to the 54 children who will be leading worship between the 9 and 11 worship services.

b. March

- i. Shrove Tuesday on March 1st. The plans remains that we will eat inside and then move outside for the race(s). Will try to have multiple races based on age groups. Since the meal has to be catered, Elizabeth reiterated how important it is to have people sign up!
- ii. Bingo! After much discussion, Bingo night is finally happening on Friday, March 18th. Tom Owens agreed to be the caller. A smaller group will work on logistics such as number of games and prizes. Committee members were encouraged to think of prizes and bring them to the next CFM meeting.

c. April

- i. Egg Hunts. There was no real discussion about these as they have been discussed already and are a little way off.

d. May

- i. The committee discussed the idea of having a parents of babies “event” during the Sunday School hour. Mother’s Day was proposed as a possible date. This led to a larger discussion about being more intentional about welcoming new families into the church and what role CFM could play in that in a more structured way.

e. June

- i. VBS (June 13-16) – No real discussion about VBS at this meeting.

- III. 2022 Commitment Campaign – CFM Pledges
 - a. Bonnie gave the committee an update on the commitment campaign sharing that we were 98% of goal and finally ahead of where we were last year at this time during the campaign. She shared that all but one CFM member has pledged at this point and that the pledges of CFM members have increased by 25% year over year! She thanked the committee for this, and the committee thanked her for her tireless work on the campaign.
- IV. Nominations
 - a. Bonnie and Elizabeth shared that CFM Committee members Tom Owens and Kenny Kraft along with Drew Timmons, husband of CFM member Louise Timmons, have been nominated to be elders!
 - b. Elizabeth shared that she had two people in mind to nominate to serve on the CFM committee and asked the committee to suggest others.
- V. Session Update
 - a. Tom Adams and Bonnie Holliday gave the committee an update on the recent Session meetings. Emphasis was given to the new logo and the renovation work to be done to Williams Hall and the Sanctuary.
- VI. Other Business
 - a. Andrew moderated a discussion about current trends in church attendance among families and asked CFM committee members what the obstacles were in their lives to more regular worship attendance. Andrew shared studies that showed that churches can now expect to only get 1 hour a week from families. This led to a discussion about the future of Sunday School for Youth and possibly children and what worship for families might look like. This is a huge topic for the church and Andrew encouraged the committee to think about these things as current and future leaders of Trinity.
- VII. Closing Prayer
 - a. Andrew closed the meeting in prayer.
- VIII. Next meeting is March 16th over Zoom.

MOTIONS FOR SESSION VOTE

- None

Strategic Communications Committee Report

Personnel - March 1, 2022

- The Strategic Communications Committee met Tuesday, February 8, 2022, and unanimously passed a motion to take to the March Session meeting that stated:

"The Communications Committee requests \$250,000 of the 2021 surplus be used to establish a reserve for Communications and related IT expenses, and to continue annually, at 25% of additional annual surpluses for a period of 5 years. At the end of the 5-year period (2026) the reserve limits will be evaluated, and a determination made if the sharing of the surplus with Communications is to continue."

- On Monday, February 21, David Merritt presented an update on the A/V/L/B work and contract with SES to Personnel. Personnel agreed to provide the funding for contract Digital Media and Postproduction Editing as it would fall within the remaining salary amount previously allocated to Kevin Lacson when serving in the Digital Media Specialist position. Paul King to present to Personnel his proposal for the hours and responsibilities of this position. David further shared the need for an overall all "Technical Director" with an expected salary of \$100k. Personnel was clear that it does not have the budget to fund such a position. The Communications Committee continues to work to clarify the specific skills and responsibilities for the strategic leadership around communications for Trinity. It will likely include those outlined by David, as well as other. The hope is to have a proposed job description and salary recommendation by August 2022 and asks that Personnel begin to consider ways to allocate the necessary funds in its budget to support this important new position.
- Mary Kelly Speed attended the Finance Committee on February 23, to share the proposed motion. After much discussion, it was agreed by all that the allocation of the 2021 budget surplus would be deferred until the arrival of the new Senior Pastor to allow for his/her input. Further it was agreed that because the surplus was "extraordinary income", the standard allocation for ordinary income surplus does not apply so a request for an exception is not needed. Further, Finance provided a commitment that Communications will be included in the conversation of surplus distribution and a Communications reserve allocation considered.
- Finance did agree to increase the Communications operating budget in 2022 from \$5k to \$75k, recognizing the woefully underfunding of this area for years. Communications will use these funds to defer potential costs around database migration, social media ads, and other costs not yet identified through the strategy and implementation work underway.
- IT has agreed to purchase 2 new PCs to assist in the postproduction work for Adult Ed and Worship, as well as other video editing needs. David Merritt is securing specs from SES to be submitted to IT for purchase.

- On February 24, a “Discovery Call” was had with Green Gate and members of the congregation and staff, as a step to Green Gate’s development of the Strategic Marketing and Implementation Plan for Trinity. Green Gate will make their first site visit to Trinity on March 2. Additionally, weekly meetings with Green Gate are ongoing with Kim, Lucy, and Mary Kelly in regular attendance.
- Follow Trinity on Facebook, Instagram, and Twitter!
- Current subcommittee status:

	Status	Funding Source	ETA
Branding/Logo/ Signage	Session approved		1 st quarter of 2022
Website	Contracted with Sherpa. Meeting to begin site building process. Green Gate has been retained to assist with content development under a separate contract.	Infrastructure Campaign	Easter (April 17, 2022)
A/V/L/B	Selected SES as vendor. Finalizing pricing and equipment. Evaluating Personnel needs.	Infrastructure Campaign	Classrooms – 1 st quarter, Sanctuary – July. All contracted work completed by 11/1/2022
Security	Awaiting quotes	Property/Infrastructure Campaign	9/1/2022
Internal Communications	Evaluating database vendor options – Touchpoint and Realm. Also, committee is reviewing licenses and expenses allocated to “communications/IT” to determine redundancies and possibility of website replacing the need/expense.	Annual budget for annual expense. (Estimated \$4800 based on 1600 active records) Additional costs (data conversion, consulting) TBD	Summer of 2022.
Social Media	Outsourced - Year retainer with Green Gate Marketing, effective 2/1/2022. Discussing creative ways to reach potential new members through posts and ads.	\$50k anonymous gift, plus infrastructure campaign.	2/1/2022

Mission Council report to Session – March 2022

Vision Statement: Making God's Love Visible

Committee Purpose:

Mission Council serves as the formal body of representatives for TPC's Mission Ministries and, through regular review of all activities determines the vision and course for this ministry. Its goal is to strengthen and support local, global, and denominational communities in the areas of human services, education, justice, and sustainability. As a church, we believe in serving the common good by reaching out beyond ourselves, caring for God's creation, and boldly addressing human needs through social action and advocacy. We serve wholeheartedly as an expression of our faith, remembering that Jesus "came not to be served but to serve."

Committee Chair(s): Barbara Robertson, Chair
Julie Hope, Vice-Chair

Committee Membership:

Class of 2022: **Jim Stokes**, Scott Wolle, Victoria Wolle

Class of 2023: Margaret Bond, **Sally Montgomery**, Craig Pendergrast, **Barbara Robertson**

Class of 2024: Julie Hope, John Fenton, Chip Thompson, Catherine Warren

(Names of those attending 3/8/2022 Mission Council meeting in bold.)

I. Current Activity Report:

Updates from Trinity's primary mission partners:

Agape Family and Youth Center: Agape highlighted Black History Month throughout February with activities that included art projects, a character parade with elementary students dressed as historical black figures, music, dance, motivational speakers and a final celebration on Friday, the 25th.

One of the Agape NAHS seniors, Gabriela has been accepted to 14 colleges and has received scholarship offers totaling more than \$1 million!

Agape alum Maxima Galeana (NAHS class of 2017) has joined the staff as an Education Specialist for HS students.

Agape is in need of more volunteers for tutoring and meals.

Agape is in need of more volunteers for tutoring and meals. Agape has submitted a request for funds to Mission Council in support of the current capital campaign marking Agape's 25th Anniversary. Trinity member and current Agape Board Chair Peter Barratt joined the meeting to share news about the campaign projects. Since there was not a quorum at the meeting, the group agreed to gather additional information in the coming month and to revisit the request and vote on it at the April Mission Council meeting. The Agape Spring Benefit is scheduled for Thursday, April 28th at the Coca-Cola Roxy. Trinity member Melissa Adams is chairing the event.

Afghan Refugee Resettlement:

On February 16th, a group from Trinity led by Laurie Buchmiller set up an apartment in Clarkston for the second Afghan family Trinity is sponsoring, the Faizi family – parents and their four young children. Their mentor team (Shirley Davis, Dave Higgins, Ruth and Paul Marston, Ginny Hobbs, Donna Draughon, John Shepard, Ann Speer) are fully engaged with the family and helping them adjust to their new home and life here.

II. Upcoming & New Project Report:

From the Presbytery of Greater Atlanta New Church Development Commission (NCDC), Executive Director Lindsay Armstrong and Development Director Christina Toney-Schmitt gave a presentation on current NCDC activities supporting 31 new worshipping communities, three of which are expected to charter as new churches this year. The NCDC has presented a request for funding from one of the Trinity trusts which was established to support new church plants. Mission Council will gather additional information and will discuss further and make a formal recommendation at the April Mission Council meeting.

Red Cross blood drive scheduled for Sunday, March 20th, 12-5 pm: approximately half of the available spaces have been filled. Please consider donating in response to the national blood shortage.

The “Give 40 Things in 40 Days” Lenten practice to collect non-perishable food items for the Meals on Wheels pantry is ongoing.

The book drive (for books featuring main characters of color) for the Agape library being led by Trinity member George Williams as his Eagle Scout project is going well. To date, approximately 250 books toward George’s goal of collecting 300 books have been donated by Trinity members.

III. Motions for Session Vote:

N/A

Pastors' Aid March 2022 Report

Vision Statement: Making God's Love Visible

Committee Purpose:

The Pastor's Aid Committee is a subcommittee of Congregational Care and provides support to the families of Trinity, especially when they are ill, homebound, bereaved or marking life's milestones.

Committee Chair(s):

Meredith Daniel

Committee Membership:

There are currently forty members on the committee, with varying degrees of participation. The Pastor who leads Congregational Care participates in the meetings.

I. Current Activity Report:

Pastors' Aid hosted a reception following the memorial service for Lee Patterson.

15 get well/encouragement notes were sent on behalf of Pastors' Aid.

18 birthday cards were sent to members 80 and older.

8 bereavement notes were sent.

Flowers were taken to Marie Stafford on the death of her father, Pat Brown, to Bess George on the death of her mother Lynne Jenkins, to Elsie Jester who has been in the hospital, to Lenbrook in memory of Cynthia Grinnell, to Dirk Robinson, to the families whose babies were baptized (the babies were Addison Blake Roller and Henry Cheyney Abels) to Frances Almand, to Judith Bobo, to Gene Harley whose wife Connie died one year ago, to new Grandparents Mark & Cindy Stancil, to Sue Williams on the death of her brother, and to Elizabeth Davis in gratitude for her work with Trinity's children.

II. Upcoming & New Project Report:

III. Motions for Session Vote:

Pastors' Aid Meeting Minutes – February 23, 2022

Attendance: Meredith Daniel, Anne Snyder, Elsie Henderson, Betty Layng, B.J. Dickensheets, Teed Poe, Nancy Broadfoot, Nancy Spetnagel, Berney Bridges, Cindy Ferguson, Lori Austin, Cathy Yarborough, Jennifer Kahn, Judy Maner, Sarah Killough

Welcome: Meredith welcomed everyone and introduced new members: Cathy Yarborough and Judy Maner

Devotional: Elsie Henderson provided a very timely devotional from Ephesians.

Thanks to Hostesses: Betty Layng and Anne Snyder

Approval of January Minutes: approved

Pastoral Concerns: Sue Williams brother died, Paige Creasman's mother died

Session Minute/Church News: The new logo has been unveiled

Financial Report: \$22,131.59

Notes received: Note from Pat Wildman thanking for the love shown after the death of her brother.

Committee reports for February:

Memorial Receptions: There was a reception following the memorial service for Lee Patterson. Berney Bridges, Teed Poe, Meredith Daniel, Sally Sinkler and Nancy Broadfoot hosted.

Flowers: Thanks to Anne Snyder and Nancy Broadfoot for coordinating flower delivery for month of February. 1/30 – Meredith delivered to Marie Stafford on the death of her father, Pat Brown. Cindy Ferguson delivered to Bess George on the death of her mother Lynne Jenkins.

2/6 – Nancy Broadfoot delivered to Elsie Jester, Sarah Killough to Lenbrook, Sally Sinkler to Dirk Robinson.

2/13 – The two arrangements were given to the families whose babies were baptized. The babies were Addison Blake Roller and Henry Cheyney Abels.

2/20 – Anne Snyder delivered to Frances Almand, Pat Wildman delivered to Judith Bobo, and flowers were sent to Gene Harley whose wife Connie died one year ago.

2/27 – Pat Wildman delivered to Lenbrook , Cindy Stancil (who was at church) received flowers as well as Elizabeth Davis for a wonderful children's worship service.

Bereavement: Nancy Spetnagel wrote notes to: Nan Schotanus Boyd on the death of her father. Bill Schotanus; Jerome Holt on death of cousin, Jeshai Jordan; Dale Lewis and family on death of their mother, Louise Lewis; Julie Sawyer, Laura Balch, Betsy Daugherty, and Paige Creasman and Sue Williams.

Births: Pat Wildman. There were no births.

Get Well/Encouragement: Betty Layng wrote to Jane Pinkston, Fran Orowski, John Clark, Tom Barrow, Dick Phillips, Jim Greenlee, Nancy Sobelman, Martha Framer, Buddy and Jane Enniss, and Hutton Dhue. Meredith

wrote to Christie Woodfin, Frances Almand, Nell Higgins, Sally Cole & Jim Stokes, Judith Bobo, Cecilia Garner, Nancy Hubbard, Odueni Kalu and Christie Woodfin. Meredith Daniel wrote to Sally Cole and Jim Stokes, Judith Bobo, Cecilia Garner, and Nancy Hubbard.

Birthdays: Elsie Henderson and Jennifer Kahn sent 18 cards to those listed in the January 2022 minutes.

Old Business:

New Business: There will be 6 Memorial Receptions upcoming.

Our next meeting will be on Wednesday, March 23, 2022 at 10:00 am.

PASTORS AID COMMITTEES FOR March 2022

Devotional: Nancy Broadfoot

Hostesses: B.J. Dickensheets and Judy Maner

Minutes: Anne Snyder

Memorial Receptions: 3/4 - Nancy Broadfoot, Nancy Spetnagel, Berney Bridges, Sally Sinkler, Cindy Ferguson, BJ Dickensheets. 3/10 – Teed Poe, BJ Dickensheets, Jennifer Kahn, Nancy Spetnagel, Harriet Moran, Lori Austin. 3/13 – Sarah Killough, Betty Layng, Sally Sinkler.

Flowers: Cindy Ferguson will coordinate March deliveries

Notes and Cards:

Bereavement: Cathy Yarborough

Births: B.J. Dickensheets

Get Well/Encouragement: Nancy Spetnagel

Birthdays: Jennifer Kahn and Lori Austin

March Birthdays:

Fuller, Mrs. Betty	03/01/1926	2769 Peachtree Rd NE Apt 7	Atlanta	GA	30305-2946
Pidgeon, Mrs. Doris	03/02/1928	830 Edgewater Dr NW	Atlanta	GA	30328-3508
Garrett, Dr. John	03/08/1942	1805 River Forest Rd NW	Atlanta	GA	30327-2519
Newsome, Mrs. Sis	03/10/1935	2827 Wendland Dr NE	Atlanta	GA	30345-4031
Alford, Mrs. Peggy	03/11/1936	2581 Woodward Way NW	Atlanta	GA	30305-3563
Jackson, Mrs. Sue	03/12/1928	5425 Glenridge Dr NE Unit 6 Willow Glen	Atlanta	GA	30342-1341
Toole, Dr. Nisbet	03/18/1931	2840 Careygate NW	Atlanta	GA	30305-2821
Eaton Jr., Dr. S. Boyd	03/18/1938	229 Peachtree Hills Ave NE Unit 28	Atlanta	GA	30305
Frink, Ms. Nola	03/24/1936	1017 Druid Oaks NE	Atlanta	GA	30329-3281
Woodham, Mrs. Deanna	03/24/1938	4850 Ivy Ridge #203	Atlanta	GA	30339
Johnston, Ms. Mary Kay	03/29/1939	5714 Oak Lndg NW	Atlanta	GA	30327-4203
Pinkston, Mrs. Jane	03/30/1935	2000 East West Connector	Austell	GA	30106

Respectfully submitted, Anne Snyder and Meredith Daniel

Personnel Committee Session Report

February 2022

Vision Statement Making God's love visible

Committee Purpose:

The personnel Committee is charged with stewardship of the human resources of Trinity presbyterian church. It is responsible for maintain a non-discriminatory work environment where the Clergy and Staff called to Trinity can do their jobs in a way that glorifies God and meets the needs of a vibrant and growing faith community. The committee reviews and assures, annually, in consultation with the Head of Staff and finance committee, that the organization and staffing model is consistent with the balance of the church's missions, fully cost effective, and within the financial capacity of the church.

Committee Chairs: Jim Balloun, Chair; Brian Williams, chair-Elect

Committee Members: Jim Balloun, Mickey Benn, Elizabeth Borland, David Carr, Alex Erwin, Amy Krause, Janet Reed, Mary Kelly Speed, Ann Speer, Brian Williams

I. Current Activity Report:

Annual performance reviews are continuing throughout the organization; all senior staff but one has been completed. The remainder of the staffing reviews should be completed by the end of March.

Session members are now engaged in completing training as required by the Child Protection Polcy.

The 2022 Personnel budget is being finalized, reflecting several changes from the normalized annual budget as prescribed by the Church and Budget Workgroup and approved by Session in early 2021. Several factors are contributing to the increase including

- Inability to limit closure of our campus on Mondays and Saturdays has increased hospitality staffing required
- Need for part time Receptionist to welcome guests and members
- Need for specific technology skills to enhance our ability to communicate effectively to members and the community through improved audio and video services, improved web site, and expanded broadcasting capabilities
- Timing of clergy staff reduction from four to three full-time clergy

Paul King gave a comprehensive presentation of staffing needed to support Communications.

Personnel reviewed and approved the job description for the new Senior Pastor in collaboration with the PNC.

II. Upcoming and New Projects Report:

III. Motions for Session Vote:

None

Property Committee

March 2, 2022

Vision Statement: Making God's Love Visible

Purpose/Mission: Property works closely with Trinity staff to oversee the operation and maintenance of all physical aspects of the Trinity property—its buildings, campus landscapes, and playgrounds. The goal of excellent property management exists to ensure the church property is well-maintained, well-planned, and operated efficiently in order to support the work of all the other committees at Trinity.

Committee Chair: **Esther Stokes**

Committee Membership: **David Caldwell, Anne Carson, Hank Hall, Lea Holliday, David Quillian, Dale Lewis, Paul Marston, George Parson, Trey Reese, Anne Weaver, Christie Woodfin.** Also in attendance: special guest Margaret Reiser. Staff in attendance: **Molly Faircloth, Karen Simmons, TreVarius Worthy, and Rev. Dr. Kim Clayton.**

Esther opened the meeting with prayer.

The minutes of the February meeting were approved.

Margaret Reiser, co-chair of the Infrastructure Committee, joined members of the Property Committee to give an update on fundraising for the infrastructure campaign. The good news: we started with a \$3M campaign, we raised that to \$3.3M. Projected costs for our planned projects have pushed the total to approximately \$4M. As of this week, we are now within \$100K of that projected total of \$4M. Two significant and much appreciated gifts have been received to bring us to that total. The committee expressed gratitude to Margaret for all her hard work on the campaign.

David Caldwell, chair of the Infrastructure Committee, reported he has pricing for painting and carpet in the second-floor offices and halls and common areas on the first floor (not the classrooms). Anne Weaver's design review team has given approval of the public area carpet spaces; other carpet locations are under discussion. There is pressure to make decisions because Williams Hall will be closed April 4 for renovation so that it can be ready for use July 18 when the sanctuary will be closed for renovation.

Molly reported for David Merritt on the A/V Lighting and Broadcasting portion of the infrastructure work. We have signed a contract with SES Integrations from North Carolina. Equipment is being ordered now for both Williams Hall and the sanctuary. Molly reported from the Personnel Committee that they have made a strategic decision to defer a full-time manager level hire but have committed to hiring the additional 2 part-time hires to run livestream/production for worship services and Sunday morning adult education. Another item under consideration is whether it is best to consolidate the existing IT room and cabling with the new A/V equipment and centralize that in a location to be determined. David Merritt has contacted David Gracey who is providing someone from his team to provide a professional opinion.

George said that David Merritt's presentation to men's breakfast last Friday resulted in questions about solutions to help people hear better and whether screens in the sanctuary are what we want. Proposals for sound solutions and help for the hearing impaired will be presented to Session in March, and the

possibility of retractable screens in the sanctuary will also be presented. David Caldwell said that screens help us maximize our use of the sanctuary--the largest gathering space Trinity has--for lectures and speakers and other events, and there is no intent or desire to incorporate screens during worship. He also reminded the committee that this is our once-in-ten-year opportunity to address these things when we are renovating the sanctuary, the pews will be removed, the flooring and carpet will be redone, etc.

Margaret reported that a town hall for the congregation is in the planning stage, to take place sometime after the March Session meeting. This would be an opportunity to answer questions or concerns about plans, celebrate a successful campaign, and celebrate these planned improvements in our church.

Hank Hall reported that we will have a special meeting of Property Committee next week on March 10 to hear security proposals. Integrators from two companies will both present to the committee, and we will be asked to pick a system and pick an integrator. Both integrators will present both systems—the Avigilon system employed at Northside Methodist, which is more expensive up front, and the S2 system employed at the Ronald McDonald House, which is less expensive up front but which has higher recurring charges. Hank said there may be an opportunity to save money when we pull cable for security and other technology installations at the same time.

Esther reported that the Signage Committee met with DeNyse, the sign company we are working with, and there was general approval of perimeter signs they were proposing and sign locations. These will be submitted to the city for permitting. We will be meeting with DeNyse soon to discuss internal campus signage and interior signage.

David Caldwell reported that our sanctuary renovation starts July 18 and must be complete by the end of October to be ready for the Kittrell Lecture. The plan is to install a hearing loop, update technology, install new speakers for better sound, install new retractable acoustically invisible screens, install new carpet, replace the travertine with porcelain tile, increase the depth of steps to the chancel by 11/2" per step. We are also planning to remove the front pew and extend the hard surface flooring, which will provide more room for music and other events.

David also reported he has one firm HVAC bid and is awaiting another.

Molly pointed out that we will need interior room signage soon when the upper-level offices are painted and re-carpeted. We will have a new senior pastor who will need support of the signs. Molly asked if we should provide plastic tubs for each person to fill when they move out of their offices temporarily and what budget this should come out of. The answer was yes, get the tubs, and we will figure out later what budget they need to be charged to. Office renovations will begin this month.

Molly reported on financials for February and said things appeared to be pretty much as usual. She reported on last week's Finance Committee where there was much discussion about the end of year results. We have a \$100K ordinary surplus from our operating budget and a \$436K extraordinary surplus from the loan forgiveness from the federal PPP program. It was decided to follow the standing rules we have always followed on the ordinary surplus. A decision on the PPP funds will be decided later.

Molly reported that the 2022 budget will keep ministries flat except for Property and Personnel. She reported that we have met our commitment goal for 2022. Finance set a new Communications budget

of \$75K, reflecting a large increase in its operating budget. GreenGate will help us get our new online communications structure built, and we should have a lower spend with them after the structure is built. GreenGate has taken over our social media work, and we should “like” Trinity on Facebook, YouTube, Twitter, and Instagram and then share their postings. We should provide feedback to Lucy Strong. The budget for 2022 will go to Session this month.

Molly said Property was flat with the 2021 budget, but she pointed out that we absorbed a lot of capital costs in that budget—two HVAC units, bills from Perkins & Will for signage and logo work, and some other charges.

Trey Reese reported on the Buildings Use Handbook revision. He looked at many churches online to see how they are handling this area. He said the hard part is trying to incorporate what we have had already, be community- and member-facing, try to simplify the language, and set the right tone not only to allow use of the buildings but encourage use. He is still working on that.

Molly said the staff wants an operating manual that talks about how the buildings operate, that Karen Simmons needs guidance. Molly said we are talking about two different things, and Trey agrees. He said we need an outward-facing document on the website and a set of guidelines for internal staff use.

David Caldwell said carpenters are coming probably next week to work on the trash enclosure.

Esther announced Jane Harrison, who has been serving on both Signage and Logo Committees, will be joining the Property Committee. Esther said she will send out the list of rotating classes on Property. The sentiment was that Jane should begin a new class.

David Caldwell reported that the parking lot striping people are interested in purchasing our old van. **It was moved, seconded, and passed unanimously that we should accept the highest bidder offer to buy the van.** We have not been using it.

The meeting was adjourned at 9:20am.

STEPHEN MINISTRY

COMMITTEE REPORT for March 2022

VISION STATEMENT: Making God's Love Visible

Stephen Ministry seeks to follow Christ by preparing lay ministers who commit to one-on-one relationships with members of our congregation who have asked for help during a difficult time.

COMMITTEE CHAIRS

Scott Calhoun, Paul Marston, Cindy Stancil, Carlton Segrest, Miranda Segrest

COMMITTEE MEMBERSHIP:

There are **27** active Stephen Ministers with several Stephen Ministers on Sabbatical or designated as being inactive.

I. CURRENT ACTIVITY REPORT

At our March meetings, we welcomed the Rev. Katie Sundermeier as our guest speaker. Katie is the Director of the Samaritan Counseling Center in Atlanta. The Center focuses its mission on providing faith-centered counseling as appropriate and requested, as well as serving individuals with limited resources. The Center maintains a panel of about 14 counselors and has implemented a sliding scale fee structure to meet the needs of its clientele. Many of the Center's clients are Georgia Tech students facing issues of anxiety and depression due to the stress of their educational environment. Katie, who herself is a Stephen Leader at First Presbyterian Church, also talked about the relationship between Stephen Ministry and effective faith-integrated counseling. The group had many questions, and we discussed the many ways in which the Samaritan Center can serve as a resource for Trinity's Stephen Ministry.

Nine Stephen Ministers now have confidential care receivers, with several relationships recently having reached closure and others on the verge of closing. Other Stephen Ministers remain active in the Visitation Ministry.

II. UPCOMING ACTIVITIES

The training sessions for our new class of Stephen Ministers continues weekly. Our five new trainees have shown both sincere interest and strong acumen as they explore the training curriculum, and we look forward to having them completing the training in May and becoming commissioned as Stephen Ministers. Their commissioning service is tentatively scheduled for May 15.

Our biggest challenge remains finding enough appropriate care receivers to match up with our talented Stephen Ministers so that we can provide the kind of one-on-one, confidential, Christian caregiving we have been trained to share. Occasional pulpit announcements are still being made, and printed announcements are being placed in congregational emails about the resources available through Stephen Ministry. Congregation members can reach out through a separate email address to contact and request a Stephen Minister, and some members have taken advantage of this resource recently. While these efforts have brought several new referrals in the past few months, Trinity's Stephen Ministry would benefit from broader encouragement to the congregation to take advantage of the care available. The ministry continues to receive outstanding support and guidance from Tom Farmer and Kim Clayton.

III. MOTIONS FOR SESSION VOTE - None

March 2022 VISITATION MINISTRY SESSION REPORT

The goals of the Visitation Ministry in “Making God’s Love Visible” are:

1. To support the ministerial Staff in expanding the outreach to Trinity’s congregation. A visitation partner is provided to those identified by staff and/or the visitation team as being unable to regularly attend worship and fellowship with our congregation.
2. To assist with extending the Communion Table to those at home and in retirement homes.

Committee Co-chairs: Lynn Bradley and Nancy Spetnagel

Committee Membership: Rev. Tom Farmer, Suzanne Addicks, Eleanor Baughman, Lynn Bradley, Berney Bridges, Nancy Broadfoot, Meredith Daniel, Paul Marston, Sally Sinkler, Nancy Spetnagel, Cindy Stancil and Adair White plus other volunteer callers who do not attend meetings. The committee welcomes new members and volunteers.

Current Activity:

Our committee members are assisted by 18 visitation partners, primarily recruited from Stephen Ministers, Pastors’ Aid and Men’s Breakfast participants. They regularly contact some 38 people on our Concerns List (people with health issues or immediate concerns), our Watch list (people basically doing well under current circumstances, but are isolated) and Cards Only list. All Visitation partners report monthly to Nancy Spetnagel and/or Lynn Bradley so their reports can be reviewed and assessed by Tom Farmer, Lynn and Nancy prior to our monthly meeting. At our monthly meeting the committee members make their reports and update everyone for those only contacted in the last few days.

Upcoming and New Project Report

No new committee projects are planned.

Meeting Schedule:

Our February meeting was in person on Tuesday, February 22, at 12:30. Our next meeting is scheduled for March 22. Our usual meeting place is at the church in room B-112. We usually meet 10 times a year on the fourth Tuesday of the month and skip July and December.

Submitted by Lynn Bradley, co-chair

2/23/2022

Worship and Music Committee Report – March 2022

Worship and Music Ministry Mission Statement

The Worship and Music Ministry assists the Session and staff in providing and supporting worship which glorifies God by challenging the mind, nourishing the spirit, honoring tradition, demonstrating liturgical depth, exercising creativity in its use of music and the arts, and addressing the needs of individuals and families. (2016)

Committee Chair(s):

Martha Craft

Committee Membership:

Caroline Brown

Kim Clayton (staff liaison)

Martha Craft

Roxanna Erwin

Dorsey Farr

Patti Heinz (staff liaison)

Jim Hinkle

Jan Irvin

Norman Mackenzie (staff liaison)

Mary Fleming Riley

Frances Swensson

In lieu of meeting, the following items are offered as a summary of activity that has occurred since the February meeting.

I. Current Activity Report:

- a. **Ushers** – Patti’s retirement has brought forward several responsibilities that need to be addressed. One is Sunday morning ushers. We need more of them, and they need to be firm in their commitment, lay leadership, and organization. We may need to bring them together at some point for orientation or a brief meeting to discuss what’s expected.
- b. **Heinz Memorial Service** – Norman and Patti thanked the 44 Chancel Choir members for singing at Charles Heinz’ memorial service Friday, March 4. It was a moving and very well-attended tribute, which was live-streamed.
- c. **Children’s Choirs** – Norman thanked Scott Morris and Nelda Greene for their great work with the recently returned Primary and Junior Choirs for Children’s Sunday February 27.
- d. **Celtic Lenten Service** – The first Celtic Lenten Service held Sunday, March 6, received very positive comments. Norman thanked the Trinity Women’s Chorus, Kate Murray, Patty Smitherman, Scott Morris, Judy Garland, and Richard Floyd for their participation and leadership.
- e. **Sanctuary Screens** – The Worship & Music Committee met with David Merritt February 20 to discuss and rank six options for sanctuary screens (listed below). Three members were not able to attend, and two of them submitted their rankings after the meeting.

- Option A: Two fixed monitors on far chancel wall
- Option B: Two projected images on far chancel wall
- Option C: Two drop-down screens on either side of the chancel
- Option D: One center screen the two side screens over organ pipes
- Option E: Center Screen and two retractable side monitors
- Option F: No screens

The final rankings for 11 of the 12 committee members were as follows:

	First Choice	Second Choice	Top Rankings	Third Choice	Fourth Choice	Fifth Choice	Sixth Choice	Total Votes
Option A	0	0	0	2	5	1	3	11
Option B	1	7	8	2	1	0	0	11
Option C	8	0	8	3	0	0	0	11
Option D	0	2	2	1	1	1	6	11
Option E	0	0	0	2	1	7	1	11
Option F (no screens)								
	2	2	4	1	3	2	1	11

II. Upcoming & New Project Report:

- a. **Faure Requiem** – After a disappointing but necessary pandemic postponement of two years, we're thrilled to finally present the originally planned 2020 Spring Music Festival on Sunday, March 27 at the 11 a.m. service. The Trinity Chancel Choir and members of the Atlanta Symphony Orchestra, under the direction of Norman MacKenzie, will reprise the original program featuring the beloved and powerful Requiem, op. 48, of Gabriel Faure. Please help spread the word of this exciting and long overdue worship opportunity.
- b. **Communion Preparation** – The end of mandatory masking means we can return to a more normal Communion experience, and we have discovered an opportunity to streamline the process to prepare the Communion elements. The recent budget cuts have reduced weekly work days and the hours that Trinity buildings are open and staffed. The current process requires that the elements are prepared on Saturdays when the campus is no longer open or staffed. Martha and Roxanna will form a small group to review and streamline the existing process. They will report back to the larger committee in the April 6 meeting.
- c. **Patti Heinz' Retirement** – Martha has spoken with members of the personnel committee, Norman, and others to begin planning for Patti Heinz' retirement celebration. The tentative date for a reception is Sunday, June 5. A small group will develop a plan and report back to the larger committee in the April 6 meeting.

Upcoming Events:

- March 13 – Baptism
- March 20 – Youth Sunday, Congregational meeting to approve Elder slate
- March 26 – Spring Music dress rehearsal
- March 27 – Spring Music Festival @ 11:00 a.m.
- April 3 – Communion
- April 6 – W&M Ex. Comm. meeting @ 6:00 p.m.
- April 10 – Palm Sunday
- April 14 – Maundy Thursday service 7:30 p.m. sanctuary
- April 15 – Good Friday service noon, chapel
- April 17 – Easter Services 7 a.m. (outdoor sunrise service), 9 & 11 a.m. with Chancel Choir and brass, baptism @ 9 & 11/One Great Hour of Sharing
- April 24 – Choir Festival Day: Children & Youth Choirs sing @ 11 a.m.
- May 1 – Communion
- May 4 – W&M Ex. Comm. meeting @ 6:00 p.m.
- May 8 – Baptism/Mother's Day Offering
- May 22 – Ordination and Installation of Elders
- May 29 – Memorial Day, 10:00 a.m. services begin?
- June 5 – Patti Heinz retirement reception

III. Motions for Session Vote: None

Trinity Preschool Update

Vision Statement: Making God's Love Visible

Committee Purpose: *To provide leadership, guidance and resources that will ensure the mission of the Preschool is accomplished and appropriate goals are strategically set and achieved. Each Board of Director ("Board") member is expected to promote the mission and embody the program's values.*

For more information about the Board, schedules, or initiatives, please review the [TPP Board of Directors Handbook](#).

Committee Chair(s):

Jessica Heberton, Chair

Laura Diamond, Finance Chair

Grace Powers, Upcoming Finance Chair

Committee Membership by Class:

2022 - Jessica Heberton, Laura Diamond, Alice Strachan, Catherine Stewart, and Laura Martin **2023**

- Tom Owens and Grace Powers

2024 - Ashley Cotey, Cindy Stancil (Elder Representative), Betsy Oliver, and Kristina Maynard. Non

Voting Members: Paige Keller and Andrew Esqueda

I. Current Activity Report:

- a. Updated the Covenant of Understanding Document (Attached) to strengthen the process and procedures between TPP and the Church.
- b. Seek aid with defining structure and managing the LLC.
- c. Determine and set a use of space fee for the 2022-2023 school year.

II. Upcoming & New Project Report:

- a. Continuing to improve the school's current offerings more to increase competitiveness and stronger student experience.
- b. Planning to update the website and marketing materials.

III. Motion for Session Vote:

- a. Approve the Covenant of Understanding with the assumption that it will be updated annually.

COVENANT OF UNDERSTANDING BETWEEN TRINITY PRESBYTERIAN CHURCH AND TRINITY PRESBYTERIAN PRESCHOOL

Background

Trinity Presbyterian Preschool (TPP) is a ministry of Trinity Presbyterian Church (TPC or the Church) that provides half-day early childhood education for children one to five years of age. TPP's origins begin in 1997 as a parent-run cooperative called Trinity Parents Morning Out (TPMO) for church members. In 2007, the program transitioned to a Parents Morning Out (PMO) program available to church members and the public. Lastly, in 2013 the program became a formal preschool open to the public. Since 2013, TPP has strived to maintain enrollment and improve offerings. All TPP teachers have degrees or formal certifications in early childhood education.

For current information about the TPP Board of Directors, please review the [TPP Board of Directors Handbook](#).

Mission

The mission of Trinity Presbyterian Preschool (TPP) is to provide a faith based education in a safe family-like environment. By encouraging curiosity, exploration, and learning we seek to nurture each child's head, hands, and heart. We work cooperatively with parents to understand the uniqueness of each child and provide an environment where rules are consistent but also adaptable to the needs of the individual.

Facility Usage

The Church will permit TPP to use designated building and ground space as set forth on **Exhibit A** for classrooms, office space, activity areas, and shared spaces. The Church may determine what and when such areas may be utilized. TPP will not limit or restrict the Church's usage of the space.

The Church will provide the necessary maintenance to keep the buildings and grounds used by TPP in good condition. TPP will take good and reasonable care of the utilized space and will make no physical improvements, alterations, or additions to the building or grounds without consent of Trinity's Property Committee.

The Director of TPP will attend at least one Trinity's Property Committee Meetings a year. If TPP intends to expand into undesignated space not defined in Exhibit A, such requests for permanent expansion will be made to and approved by Trinity's Property Committee. For changing the use of the designated space set forth in Exhibit A, no approval is required. TPP will continue to work closely with CFM to ensure the space is used in a thoughtful and intentional manner.

**All Exhibits will be updated and amended annually.*

Operations and Property

The Church and TPP understand that there are certain costs and expenses that will be incurred by each party.

- **Exhibit B:** Outlines the current TPP allocation of expenses.
- **Exhibit C:** Contains a list of items that TPP will provide and maintain. Regardless of whether the Church or TPP pays for an item, both parties understand and agree that both may use these items.

**All Exhibits will be updated and amended annually.*

Financial Contribution and Personnel

TPP has no right or expectation of monetary support from the Church, beyond space utilization, payroll and administrative services, and liability insurance coverage. TPP will pay an annual fee to cover use of space and an administrative and payroll costs incurred on TPP's behalf.

The TPP Board will vote annually to approve tuition for the upcoming year, salaries for teachers and staff for the upcoming year, bonuses for the upcoming year, and approve an annual budget. If the TPP Board is approving a pay increase for teachers or staff that exceeds **3%** or a bonus amount that exceeds **5%** of the base salary amount, the increase or bonus must be approved by the Personnel Committee. TPP will take all financial responsibility for raises, bonuses, and increases in tuition or fees. The TPP Chair and TPP Finance Chair will meet with Trinity's Personnel Committee once a year.

Enrollment

TPP will operate within state and local guidelines to ensure the teacher to student ratio aligns to educational standards. TPP's goal is to provide a smaller ratio to promote an individualized, personal education for preschoolers.

TPP operates on three programming schedule options: MTuWThF, MWF, and TuTh. Under this schedule, students can attend 5, 3, or 2 days a week. Enrollment is the total number of students that attend TPP. Because there are different offerings, there will be a different number of students attending each day. Typically, maximum enrollment for the school is 120 students and 75 students in attendance per day. For the 2021 - 2022 school year there are 70 students enrolled with an average of 53 students in attendance each day. *With COVID, we dropped a class and intend on adding it back for the 2022-2023 school year.

There is no desire to grow TPP beyond the present enrollment because the small size of the program is one of its desirable and defining features among parents and staff. This small faith-based environment serves as a positive differentiator among other competitive preschools.

Licensing

TPP is exempt from mandatory state licensing due to the hours of operation. However, TPP voluntarily meets all state licensing requirements and has a certificate on file. Additionally, TPP has earned accreditation from the Southern Association of Colleges and Schools (SACS), which is a huge undertaking.

Finances and Reports

TPP understands its responsibility to function as a financially viable operating entity and is committed to solid financial management procedures. TPP agrees to maintain an operating reserve of six month's average expenses to ensure adequate cash flow in the event of unforeseen circumstances. The Board will also present an annual report to the Session detailing the current enrollment and professional staff, the accomplishments, the occurrence of any fundraising efforts, and the overall financial status. The TPP Chair and TPP Finance Chair will report to the finance committee at least once a year. Copies of all financial statements, Board minutes, and committee minutes will be furnished, upon request, to the Executive Director of Finance and Administration and Trinity's Finance Committee. TPP Board minutes will be provided to Session prior to Session meetings.

Board of Directors

The Board will continue to recruit and elect an appropriate number of church members and others particularly qualified to serve on the TPP Board of Directors. An active Session member will serve on the TPP Board. The Associate Pastor for Children and Family Ministries serves as pastoral liaison to the Board.

Amendments. The TPP Board and the Church will annually review this covenant agreement and update it as needed to accurately reflect policies, practices, and processes. The review should be presented to Session in September, shortly after the new TPP Chair is in place.

Exhibit A: Use of Facilities and Properties

Designated Classrooms:

D-100 Specials Room-Creative Learning Hub
D-102 Toddlers
D-104 Twos
D-106 Threes
D-110 Pre K 5
D-119 Pre K 4
D-123g 3s
D-110 Pre-K 5
D-109 Library

Contents of classrooms including tables, chairs, toys, bulletin boards, and all other materials.

Office Space:

D-111 Administrative Assistant office
D-127 Assistant Director's office
D-121 Teacher Workroom
D-109 Director's Office

**Note: This is a temporary office solution. Office space in the preschool should be reevaluated. The Director needs a private office to make phone calls, attend meetings, and have confidential meetings with parents and teachers.*

Activity Areas:

Courtyard / Love Patio between the Chapel and Gym: This area is used for specials like language arts, class photos, parent meetings, and opportunities to do class outside as needed. With COVID this space has been most helpful for mask break and programs like mystery reader.

Children's Learning Garden in the Glen: This wonderful outdoor space in the Glenn serves as an outdoor natural play place, outdoor classroom, opportunity to teach hands-on science and nature, and serves as an excursion event for classes.

Gym: The gym is used for play during the preschool day.

Shared Space:

Playground: This playground is shared with TELC. The Director of TPP and the Director of TELC coordinate using this space. (TELC has two separate playgrounds that they share with TPP)

Play Place: This little gym is best suited for ages 3 and under. This gym is shared with TELC. The Director of TPP and the Director of TELC coordinate using this space.

Exhibit B: Expense Allocation

TPP will be responsible for the following expenses:

- Books
- School, art, and office supplies
- Manipulative toys
- Additional furniture or other physical needs

The Church will be responsible for the following expenses:

- Paper products for cleaning and restrooms
- Utilities
- General maintenance expenses such as light bulbs
- General liability and Directors & Officers insurance coverage (as part of the Church's overall liability coverage)
- Janitorial

Exhibit C: Physical Materials to Purchase and Maintain

- Books
- Toys
- Art and craft materials
- Library free-standing bookshelves
- iPads
- Laptops (8) Purchased by Parents Council
- Printer (3)
- Laptops (2) for Director and Assistant
 - To be purchased periodically by the Preschool for use by the Director, in accordance with the Church's computer policy.
 - To be installed and maintained by the Church, in accordance with the Church's computer policy.
- Desktop (1)
 - To be purchased periodically by the Preschool for use by the Admin Assistant Director, in accordance with the Church's computer policy.
 - To be installed and maintained by the Church, in accordance with the Church's computer policy.

7.1 Church Staff

Book of Order: G-3.0106, G-3.0110

Core Value(s): Lead Humbly, Care Compassionately

Not all of the work of the church can be accomplished by the church officers and other volunteers. Therefore, the church employs a variety of paid staff members to assist with its programs and operations.

A. Ordained and Program Staff

Although ordained teaching elders are members of Presbytery and the Session, they are also part of the church's paid staff. Each teaching elder has specific responsibilities, which are outlined in the terms of the call s/he received from this church, as well as the more general responsibilities set forth in the *Book of Order*. In addition, the church employs non-ordained professionals to administer programs in their areas of expertise, such as education and music. Together, the church's ordained and program staff exercise significant leadership in accomplishing the church's mission, as well as providing assistance to the Session and the congregation.

B. Support Staff

The church employs support staff to assist in the day-to-day operation of the church and its programs. They serve in a wide variety of capacities – as managers, administrators, directors, coordinators, administrative assistants, musicians, bookkeepers, secretaries, receptionists, and custodians / hospitality staff. The church could not function without their dedicated service.

C. Division of Responsibilities Between Church Officers and Staff

The relationship between church officers (elders) and staff is one of shared responsibility. Although all church employees report directly or indirectly to the senior pastor in his or her role as head of staff, they are ultimately responsible to the Session. The staff plays a crucial role in carrying out the mission of the church, but it generally does not make policy and must defer to the guidance of church elders acting within their areas of responsibility. It is often necessary for staff to work closely with church officers, as, for example, when serving as staff liaison to a committee. Conversely, church officers normally have neither the time nor the specialized expertise to provide detailed direction and supervision to the staff. Staff are normally accorded a high degree of trust, respect, and autonomy within their fields. Church officers regularly look to staff for guidance and defer to their leadership.

The cooperative relationship between church officers and staff has its roots in our Presbyterian polity. The *Book of Order* specifies that church governance and ministry are joint obligations of – teaching elders and ruling elders – working together in a relationship of parity. This is the model we seek to follow wherever the duties of church officers and staff intersect. Nevertheless, we also

believe that this level of cooperation is best achieved within a framework of clearly defined responsibilities and lines of authority. We have therefore attempted to set these forth with precision throughout this manual and also in the employee manual, trusting in the ability of church officers and staff to apply them with discretion.

D. Hiring Process

Ordained and certain program and support staff positions are filled through the search process described in *TPC Procedure 6.2 Section F*. All other previously approved and budgeted support staff positions are filled by the acting head of staff after consultation with the senior pastor, subject to approval by the Personnel Committee. New positions must first be approved by the Session upon recommendation of the Personnel Committee, after consultation with the Finance and Budget Committee and, if appropriate, with the committee having jurisdiction over the program area in question. The Session should be informed of personnel changes.

Currently serving ruling elders may not be employed by the church, and if hired for paid staff positions, they must resign their church office before beginning employment. Family members or others with close personal relationships with church officers or employees may not be hired in positions that would create a conflict of interest or the appearance of a conflict of interest, particularly where one would supervise the other or have influence over the other's performance evaluations or compensation.

E. Supervision, Evaluation and Termination

The reporting and supervisory relationships among the staff are set forth in the staff organization chart. Each person is responsible for supervising the work of those below her or him on the organization chart and for providing each direct report with an annual performance review, in a format and on a schedule determined by the Personnel Committee. Each performance review shall be reviewed and approved by the head of staff and/or the senior pastor and made available to the Personnel Committee.

Support and program staff may be terminated by the head of staff after consultation with the senior pastor and with the advice and consent of the Personnel Committee. The pastoral relationship between the church and its ordained staff cannot be terminated by the Session. It may only be dissolved by Presbytery in the manner specified in the *Book of Order*(G-2.0901).

F. Pastoral Relations

The Personnel Committee shall serve as the Session's liaison with the pastoral staff. The Personnel Committee (minus the senior pastor) is responsible for assisting the senior pastor with performance reviews of the associate pastors and conducting the annual performance review of the senior pastor (following consultation with other officers and staff as the committee deems appropriate).

The Personnel Committee is also responsible for fielding complaints and suggestions from the congregation concerning the performance of teaching elders, hearing complaints from teaching elders about other teaching elders or the church, counseling with the teaching elders as appropriate, providing them with feedback and advice between annual performance reviews, and making recommendations for such action as may be necessary to respond to any emerging problems. In performing this task, the committee may seek the assistance of such other officers and staff as it deems appropriate.

The Personnel Committee shall endeavor to maintain a good working relationship with the Presbytery's Committee on Ministry, which serves as teaching elder and counselor to the Presbytery's teaching elders and is charged with facilitating good relations, and settling differences, between teaching elders and their congregations.

G. Sabbatical Policy

Trinity Presbyterian Church ("TPC") recognizes that just as God rested on the Sabbath day after creating the world in six (6) days (Genesis 2:2-3) and Christ regularly took time apart for refreshment, renewal and connection with God (e.g. Mark 1: 35), TPC's full-time ordained staff should periodically be allowed to take a carefully planned sabbatical leave for the purposes of study, reflection and spiritual renewal. TPC views such sabbatical leave as both: (i) an act of faith that God will sustain such ordained staff member through a period of reflection and changed activity, and (ii) an occasion to help improve such ordained staff member's quality of service to TPC through the renewal of skills, enthusiasm, and energy.

Unless otherwise set forth in an ordained staff member's Call, sabbatical leave is a benefit offered, at the discretion of the Session, to ordained clergy and Certified Christian Educators (CCE) serving a full-time, permanent call, after (7) years of service to Trinity Presbyterian Church. Details on eligibility, duration, funding, formation of a discernment team, the approval process, and post-sabbatical requirements are held within a policy of the Personnel Committee.

H. Employee Handbook

The church's policies relating to terms and conditions of employment, benefits, compensation, and expense reimbursement are set out in an Employee Handbook.

I. Positions and Job Descriptions

The organization of the church staff parallels that of the Session. Both are intended to align with the church's mission statement. The Senior Pastor functions as head of staff in a capacity similar to that of the Session; the emphasis is on vision and long-term strategy. The Associate Pastor(s) oversee the programs and resources of the church with an emphasis on day-to-day management of TPC. The Theologian in Residence functions as a theological resource and friend in ministry to

the Senior Pastor and pastoral staff and serves as one of the key teaching fellows to the congregation.

At the next level are ordained and program staff with responsibilities for:

- worship
- education, mission, and spiritual formation
- family ministries,
- missions
- resources
- governance

They in turn supervise support staff, and in some cases additional program staff, in their areas of responsibility.

The current list of positions and job descriptions including all directors and managers in supportive ministries and the support staff are held by the Personnel Committee and the HR lead. This list is revised and maintained by the staff and provided to the Personnel Committee.

TELC Minutes

Online Meeting March 2, 2022

Board Attendees (names in bold were present via Zoom at the meeting):

Tim Allen	Richard Floyd	Geoff Lander
Andrew Belisle	Blake Head	Righton Lewis
Annie Cecil	Sarah Heller	Bobby Norwood
Bob Cooney	Ashley Hooper	Richard O'Donnell
Courtney Deveau	Jacob Jordan	Steven Smith
Joe Dixon	Wyatt Kendall	Jen Tessendorf
Liza Farley	Sarah Kirkpatrick	Elizabeth Thompson
Chris Fellows	Amy Krause	

Joe Dixon called the meeting to order at 6:33 pm.

February 2022 Minutes were approved unanimously.

Center Update: Tim Allen

- Enrollment
 - o Feb 116
 - o March 116
 - o April increase will happen
 - o Transition plan delayed due to staffing but taking place next week
- Faculty
 - o Continuing to interview, 2 full time positions still open, as well as a part time option (Center support)
 - o Will find out tomorrow if 2's program hire
 - o Employee surveys went out, due next Wednesday
 - o Closed 3/4/22 for teacher GA Preschool Association annual conference (first one in person in a while)
- Health and Safety
 - o Licensing study complete on 2/19, went well, was virtual (expect next to be in person)
 - o Covid guidelines
 - Based on CDC, aligned with Church – moving to mask optional starting on 3/7/22, communication went out this week
 - Will continue to clean and cohort classrooms, continuing other protocols
 - Look to welcome parents back into classrooms by mid/late March
 - Annual playground inspection (mulch depth, climbers/capacity) – coming up so we have it before accreditation tests
 - 3/4/22 – mulch being added
 - o Upcoming Events:
 - Next Thurs/Fri – school pictures
 - Pre-K registration for those eligible 3/28-4/1

- You receive a letter that notifies parents, provides form and fee for field trips. Parents can decide if they want to reserve a spot at TELC
- Ask for them to be turned in a week later
- Week of Young Child – 4/2-4/8
 - Week to celebrate young children, teachers, guardians
 - Each day of the week has a theme (art/music)
- Annual TELC Egg Hunt – in person with families 4/14
- Miles for Smiles 4/22

Finance: Blake Head and Joe Dixon

January Financials

- In line with budget
- Enrollment count driving profitability

Employee Retention Credit:

- The fee the payroll company charges per amendment and calculation is \$1,000 and a onetime setup fee of \$1,000 for a total of \$7,000.
- The credit will be equal to 70% of the first \$10,000 of wages earned per employee per quarter for 2021, and 50% of the first \$10,000 of wages earned per employee per quarter for 2020.
- Depending on the employees' earnings, the center could receive up to \$5,000 per quarter per employee in 2020 and \$7,000 per in 2021. If quarterly expenses for an employee were less than \$10,000, we will see a smaller benefit, but I think we will recoup much more than the \$1,000 filing fee for these quarters.
- Plan to file for six quarters (Q3-Q4 2020, all 2021)

Development/Financial Aid: Ashley Hooper

No update, mid-year scholarship resolved.

Governance: Joe Dixon

8 rolling off, Amy is looking for an elder to join. Would like to add 7-8 new members

1- Financial Aid/Development

1- Events

1- Finance

2 - Governance - we will need to add at least one here that is a church member

0 - Personnel

0 - Public Relations

1 or 2- Strategic Projects

Personnel: Wyatt/Courtney

- Tim sent out teacher surveys
- Parent surveys went out Monday/target deadline Friday – received 28 parent responses (prior year we received 10), 10 board members – please complete
- Room parents sent note to click submit

Strategic Projects: Righton Lewis

Need to connect with Tim, he is checking with teachers.

Public Relations: Sarah Heller

Meet the Families Event – email going out soon to lock in a date, gather materials we can bring, parents/name tags, areas for classrooms. Next 2 weeks.

Events: Sarah Kirkpatrick

- \$11,750 – corporate sponsors so far (ahead of prior year)
- Bob build friends and family website (collected \$14k prior year), that will roll out soon
- Need to coordinate day of events, have schedule and need to identify volunteer needs

Next Meeting

- Connected with Tim and we can meet in person for April
- April 6th is Atlanta Public Schools spring break so may not have people in town
- Tim to check on video/screen capabilities – planning to go in person for the few that can and welcome those to dial in remotely as well to increase attendance
- May 4th meeting – will send out RSVP's and plan catering for sendoff and welcome

Meeting adjourned at 6:56 p.m.

Respectfully submitted,
Joe Dixon, Chairperson