

SESSION PACKET

Stated Session Meeting
April 19, 2022

_____ Approved
_____ Approved with Amendment



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**SESSION AGENDA
TRINITY PRESBYTERIAN CHURCH
April 19, 2022**

CALL TO ORDER / DECLARATION OF QUORUM Kim Clayton

DEVOTION *(5 minutes)* Dale Lewis

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

- Agenda
- Stated Session Meeting Minutes from March 15 (pp 4)
- Congregational Meeting Minutes for New Elders – March 20 (pp 9)
- Congregational Meeting Minutes for Calling New Senior Pastor – April 3 (pp 10)

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

SPECIAL ORDERS & REPORTS

TRUSTEE report *(5 minutes)* Margaret Reiser

- Statement of Intent for newly named Anne H. & James B. Carson, Jr. Trust Fund
- Statement of Intent for re-named Love Ministry Impact Fund and Love Resolution

INFRASTRUCTURE UPDATE *(10 minutes)* David Caldwell
Margaret Reiser

COMMITTEE UPDATE: CONGREGATIONAL CARE *(8 minutes)* Adair White

FINANCE *(8 minutes)* Neal Williams

PRESBYTERY MEETING REPORT Trey Reese
Richard Powers

MODERATOR’S REPORT Kim Clayton

Recognition of Outgoing Elders

MOTION: The Session moves to invite Paul King and David Carr to present their experiences to the congregation as part of the sermon during worship on May 8, 2022.

OPEN FORUM *(5 minutes)*

PRAYER AND DEPARTING BLESSINGS Andrew Esqueda

MARK YOUR CALENDARS

UPCOMING DATES		
Called Session Meeting	April 24	10:30 AM (Receive New Members; Chapel)
Communion	May 1	9 AM and 11 AM Worship
Kim Clayton Celebration	May 1	Noon, Williams Hall
Baptism	May 8	11 AM Worship
Rebekah LeMon Celebration	May 15	Noon, Fellowship Hall/Courtyard
Session	May 17	7:00 PM (Examination of New Elders; Fellowship Hall)
Installation / Ordination/Celebration of New Elders	May 22	11:00 AM Sanctuary Noon, Fellowship Hall/Courtyard
Patti Heinz Celebration	June 5	Noon, Fellowship Hall/Courtyard
Session	June 21	Typically, no meeting in July

STATED SESSION MEETING MINUTES
TRINITY PRESBYTERIAN CHURCH
March 15, 2022

CALL TO ORDER

Kim Clayton

The stated Session meeting for Trinity Presbyterian Church on March 15, 2022, was called to order at 6:20PM by the moderator, Kim Clayton. The clerk, Amy Krause, confirmed the presence of a quorum. Kim welcomed confirmands and their parents, guests joining the meeting from the PNC, TELC, and Communications committee, and members of the Infrastructure Task Force (subcommittee of Property Committee).

Kim invited the attendees to enjoy dinner and conversation while examining the confirmands in small table groups.

EXAMINATION OF CONFIRMANDS & DINNER

Andrew Esqueda

Table talk and examinations of confirmands occurred over dinner with elders. Lively conversation, ringing endorsements of the confirmands, and general excitement filled Williams Hall. The Clerk made a motion to approve the confirmands successful examination (see below).

MOTION: With enthusiasm, to approve the Confirmand Class of 2022 into membership at Trinity.

The motion was seconded. The motion carried without opposition.

Kim Clayton concluded the confirmand examination process with thoughtful prayer. Kim then acknowledged Lasley Gober as the giver of the evening's devotion.

DEVOTION

Lasley Gober

Lasley Gober spoke on Matthew 16:18. She also quoted the movie *Field of Dreams*. With MLB's opening day approaching, Lasley asked the group to think about baseball metaphors this time of year. We, the people of Trinity Church, are the team of heavy hitters. What can our team and our church do to grow and build our faith community into a bigger, stronger, better version with the Holy Spirit as our guide? Lasley reminded us that if we build it, people will most definitely come!

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. David Carr (Assistant Clerk) noted that he needed to correct minor administrative notes in the Called Session Meeting Minutes for New Members and pledged to do so. There was no further discussion. The motion carried without opposition (and includes the planned administrative corrections).

CLERK'S REPORT

Amy Krause

Amy Krause called attention to the monthly statistical report in the supplemental packet as well as important dates in the church's meeting calendar. After a first read opportunity last month, Amy brought two motions for Session approval this month.

MOTION: The Trinity Preschool Program Board with support from the Personnel and Property Committees brings 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.

The motion was moved by Cindy Stancil and seconded. The motion carried without opposition.

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*.

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

Amy also shared the good news that Bonnie Holliday has agreed to serve as Assistant Clerk of Session starting in June 2022.

SPECIAL ORDERS & REPORTS

TRINITY EARLY LEARNING CENTER (TELC)

Tim Allen & Joe Dixon

Tim Allen, Executive Director of the TELC, shared the celebrations and challenges of the center in its 35th year of operation.

COMMUNICATIONS COMMITTEE

Mary Kelly Speed

Mary Kelly Speed gave the Session a progress report on the Communications efforts of the church staff and its partner, Green Gate Marketing. Mary Kelly also outlined how committee chairs can make requests of the Communications team, specifically for social media posts.

INFRASTRUCTURE UPDATE

Esther Stokes & 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, coordinate timing and completion of the initiatives, and communicate regularly with Session on progress and important updates.

Esther and David gave a report on the specific projects of focus at this time:

- 2nd Floor offices and hallway – new paint and carpet
- Williams Hall and 1st floor hallways – new paint and carpet with updated technology
- HVAC replacements (approx. 29 units)
- Sanctuary – new plaster, paint, and flooring; old speaker set removed and updated technology added
- Perimeter signage replacement
- Internal campus signage replacement (a.k.a. directions for campus)
- Interior signage replacement

David gave a quick update that SES Integration (vendor out of North Carolina) has been selected to handle the scope of work for audio, video, lighting and broadcasting projects. The contract amount with SES Integration totals \$693,000 (with some scope of work reduction required to reach that sum).

David also spoke in detail about the possibility of adding retractable screens in the Sanctuary while the space is closed for other work mentioned above. David also shared a detailed mock-up of the possible installation and answered many questions.

MOTION: Add left and right retractable, acoustically transparent screens and their associated balcony projectors to the Sanctuary. The retracted screens will be enclosed in crown molding enclosures above the lattice work and existing columns to maintain the aesthetics of our Sanctuary.

The motion was made by Velma Tilley and seconded. After a lengthy and informative question and answer exercise, the motion carried without opposition.

COMMITMENT

Bonnie Holiday

Bonnie Holliday shared an update on the commitment campaign. The campaign is roughly \$50,000 over its goal! \$3,448,957 has been pledged to date. 453 pledges have been received to date (25 fewer pledges than in previous year). 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. Bonnie thanked Kim, Richard, Molly, Cindy, and Esther in the church office for their assistance with this year's successful campaign.

FINANCE

Doug Benn

Doug Benn presented a February 2022 financial statement summary and a summary analysis of operations and answered questions from the group. Doug also presented a draft of the 2022 Operating Budget for the church printed in the supplemental packet. Doug commented that almost all of the expense recommendations from the recent Church and Budget work group (CBW) are reflected in the 2022 budget. However, he noted three expense exceptions (engagement is new, communications increased substantially, and personnel is higher than projected/recommended by the CBW). Despite the noted expense exceptions, Doug detailed the balanced budget for 2022. Doug also answered questions which led the group to proceed with approval for the budget. MOTION: The Finance Committee requests Session approval on the 2022 Operating Budget as presented in the March Session packet.

Coming from a committee, the motion did not require to be seconded. The motion carried without opposition.

PNC UPDATE

Jim Blitch

Jim Blitch gave a detailed and passionate overview of the PNC's process to date that included their election date (May 2), a study of what Trinity needed, creation and approval of the Ministry Information Form (August 16), conversations with candidates, reviews of sermons and candidates, a narrowing of the candidate list, and ultimately full consensus on the committee's choice for Trinity's next Senior Pastor.

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.

The motion was moved by Jim Blitch on behalf of the Pastor Nominating Committee and was seconded with enthusiasm. The motion carried without opposition and with great excitement.

PERSONNEL COMMITTEE

Jim Balloun

Based on the action of the PNC, Jim Balloun brought a personnel motion to Session (see below).

MOTION: As of March 15, 2022, the Session of Trinity Presbyterian Church 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.

Coming from a committee, the motion did not require to be seconded. The motion carried without opposition.

MODERATOR’S REPORT

Kim Clayton

Kim Clayton talked about the great news of the night – the 2022 confirmand class, the PNC’s excellent work, and the progress with the infrastructure projects. Kim reminded the group that Trinity has done substantial and important work over the last two years.

OPEN FORUM

Kim Clayton offered the opportunity to discuss other business of the church. Esther Stokes mentioned that she had pictures and samples of carpet and paint available tonight for anyone wanting to take a look.

PRAYER AND DEPARTING BLESSINGS

Kim Clayton

Kim Clayton closed the meeting with prayer. The meeting was adjourned at 9:05PM by the moderator.

Respectfully submitted,



Kim Clayton
Moderator of Session



David Carr
Assistant Clerk of Session



Amy Krause
Clerk of Session

Trinity Presbyterian Church Session In-person Attendance (In Bold), March 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:	Confirmands:
Kim Clayton - Moderator	Joe Dixon – TELC	Thomas Burch
Elizabeth Davis	Tim Allen - TELC	Lanier Byars
Andrew Esqueda	Jim Blitch - PNC	Harris Farr
Molly Faircloth	Bill Jordan - PNC	Amelia Friedman
Tom Farmer	Mary Kelly Speed – Communications	Bradley George
Richard Floyd	David Merritt - Infrastructure	John Henry Jamieson
Norman Mackenzie		Clark Jordan
Lucy Strong		Brent Karasick
Cindy Semmes		Leighton Maynard
		Anna Mefford
		Maddie Murray
		Ben Reese
		Margaret Reynolds
		Kate Saxon
		Tommy Smith
		Robert Suh
		Ella Anne Williams

CONGREGATIONAL MEETING MINUTES
TRINITY PRESBYTERIAN CHURCH
Sunday March 20, 2022

CALL TO ORDER/DECLARATION OF QUORUM

Kim Clayton

After the closing hymn in the 11:00AM worship service, Moderator Kim Clayton called to order the Congregational Meeting for the purpose of receiving the church's annual report and a slate of names to serve as the Elder Class of 2025. Amy Krause (Clerk of Session) declared a quorum of in-person and online congregants for conducting this business.

NOMINEES FOR THE ELDER CLASS OF 2025

Jennifer Kahn

Jennifer Kahn, chair of the Nominating Committee, shared the slate of names for the elder class of 2025. Notes: The Nominating Committee is a standing committee of nine members charged with preparing elder slates for the Session every year but may also prepare slates for other congregational committees. The Nominating Committee is given the task of nominating members to serve as ruling elders. The book of order states: "Ruling elders should be persons of wisdom and maturity of faith, having demonstrated skills in leadership and being compassionate in spirit. (G-2.0301). As a group, church officers should be broadly representative and inclusive of the entire congregation (F-1.0403), G-3.0103).

MOTION FROM NOMINATING COMMITTEE

Jennifer Kahn

MOTION: I am proud to make the motion on behalf of the Nominating Committee, that the congregation of Trinity Presbyterian Church elect the following members for the Elder Class of 2025, each to serve a three-year term:

Martha Craft, Meredith Daniel, Lindsey Green, Kristin Hunter, Kenny Kraft, Allen Moseley, Tom Owens, Chris Suh, Drew Timmons, and Reid Willingham;

And that we elect Tanner Adams, Duskin Balch, and John Shepard to serve one-year terms. John Shepherd is filling a vacancy from the class of 2023.

Moderator Kim Clayton reminded the congregation that the motion comes from committee with direct input from the Session, Congregation, and pastoral staff. Kim asked if there were any nominations from the floor. None were given. By voice vote from those in the sanctuary and by an electronic poll from those joining via Zoom, the motion was approved without objection.

ANNUAL REPORT

Amy Krause

After ushers distributed printed copies of the 2021 annual report to congregants, Amy Krause (Clerk) shared brief highlights for consideration and thanked Kim Clayton for her many contributions to the successful year as Interim Senior Pastor.

CHARGE AND BENEDICTION

Kim Clayton

After adjourning the Congregational Meeting at 12:08PM, Kim and Andrew Esqueda completed the worship service with a charge and benediction.

Respectfully submitted,



David Carr
Assistant Clerk of Session



Amy Krause
Clerk of Session



Kimberly Clayton
Moderator of Session

CONGREGATIONAL MEETING MINUTES
TRINITY PRESBYTERIAN CHURCH
Sunday April 3, 2022

CALL TO ORDER/DECLARATION OF QUORUM

Kim Clayton

After the closing hymn in the 11:00AM worship service, Moderator Kim Clayton called to order the Congregational Meeting for the purpose of hearing the Pastor Nominating Committee's report and recommendation regarding the call of a new senior pastor to Trinity Presbyterian Church. Note: the online Zoom option to attend the meeting was opened at 11:50AM during the closing hymn. Amy Krause (Clerk of Session) declared a quorum of in-person and online congregants for conducting this business. Attendance was strong in total!

REPORT FROM THE PASTOR NOMINATING COMMITTEE (PNC)

Jim Blitch

The PNC is a committee of nine persons nominated from the congregation and selected by the Nominating Committee. Jim Blitch (Chair) introduced the members of the committee: Jim Blitch, Laura Bynum, Ben Curran, Cindy Ferguson, Sarah French, Bill Jordan, Catherine Kraft, Jon McRae, and Reid Willingham.

Jim thanked the many individuals and many groups/committees whose contributions paved the way for the successful work of the PNC. Jim also shared summary comments about the work of the PNC, the teamwork and process of the PNC, and the ultimate unanimous decision by the PNC to recommend the candidate to the congregation of Trinity Presbyterian Church.

After Jim's comments concluded, ushers handed out brochures about Rev. Rebekah Close LeMon and paper voting ballots to those in the sanctuary. Slides with information about Rev. LeMon were shared on-screen with those gathered on Zoom.

All other members of the PNC then spoke from the lectern about the following topics:

Jon McRae: Search process for candidates

Laura Bynum: Comments about Rev. LeMon's experience

Bill Jordan: Comments about Rev. LeMon's education

Reid Willingham: Comments about Rev. LeMon's family

Ben Curran: Comments about Rev. LeMon's faith

Cindy Ferguson: Comments about Rev. LeMon's fit

Catherine Kraft: Terms of call + summary quote about Rev. LeMon

MOTION FROM PASTOR NOMINATING COMMITTEE

Jim Blitch

MOTION: The Pastor Nominating Committee (PNC) moves that the congregation approves the nomination to call Rev. Rebekah Close LeMon as the next Senior Pastor of Trinity Presbyterian Church.

Moderator Kim Clayton asked if there was a second for the motion...and there were many! Kim asked if there was any discussion or questions surrounding the motion. A few comments of gratitude and appreciation for the PNC and Rev. Kim Clayton's good work were made. Several questions from the congregation were fielded by the Moderator and the PNC chair.

Kim called for a vote and explained that the Presbytery of Greater Atlanta prefers a ballot vote rather than a voice vote. Kim reminded the congregation that each member of Trinity Presbyterian Church may vote. Kim then explained the process for voting on the motion. In the sanctuary, the ballots are for individual votes and are not to be completed by couples. The online Zoom participants are to vote electronically through a Zoom poll

and their count will be brought to the narthex by the Assistant Clerk and added to the in-person congregation votes.

With the help of the ushers and the Assistant Clerk to collect all ballots/votes, the Clerk tallied the in-person ballots and online votes and delivered the combined results to the Moderator.

Moderator Kim Clayton announced that the motion passed in overwhelming and near-unanimous fashion! 398 YES votes. 1 NO vote. The excitement in the building and online was clear!

After thanking the PNC for their dedicated work, Kim invited the congregation to Williams Hall immediately following the congregational meeting for refreshments and to see a short video with a message from the new Senior Pastor and the PNC.

CHARGE AND BENEDICTION

Kim Clayton

Kim Clayton adjourned the Congregational Meeting with prayer at 12:53PM, and the worship service finished with a triumphant postlude.

Respectfully submitted,



David Carr
Assistant Clerk of Session



Amy Krause
Clerk of Session



Kimberly Clayton
Moderator of Session

**Presbytery of Greater Atlanta
Giving Statement**

Page : 1
Date : 01/31/2022

Presbytery Of Greater Atlanta, Inc.
1024 Ponce De Leon Ave., NE
Atlanta, GA 30306

PIN: 22091

Trinity Atlanta
3003 Howell Mill Road NW
Atlanta, GA 30327

Amount received from 02/01/2021 to 01/31/2022

Fund Code	Fund Description	Post Date	Gift Description	Amount	Reference #
1	Unified Benevolences	07/21/2021		\$46,435.08	15846
		08/24/2021		\$6,633.58	15915
		09/28/2021		\$6,633.58	15993
		10/21/2021		\$6,633.58	16074
		11/30/2021		\$6,633.58	16165
		12/31/2021		\$6,633.60	16243
			Subtotal Received:		\$79,603.00
2	Per Capita Assessmen	07/21/2021		\$27,872.83	15846
		08/24/2021		\$3,981.83	15915
		09/28/2021		\$3,981.83	15993
		10/21/2021		\$3,981.83	16074
		11/30/2021		\$3,981.83	16165
		12/31/2021		\$3,981.43	16243
		12/31/2021		\$0.42	16243
	Subtotal Received:		\$47,782.00		
			\$127,385.00		

Fund Summary

Pledge Information

Fund Description	Fund Amount	Total Pledge	Pledge Gifts This Period	Pledge Gifts Prior Period	Pledge Balance
Per Capita Assessmen	\$47,782.00	\$47,781.58	\$47,781.58	\$0.00	\$0.00
Unified Benevolences	\$79,603.00	\$79,603.00	\$79,603.00	\$0.00	\$0.00

**THE PRESBYTERY OF GREATER ATLANTA
2021 BENEVOLENCE GIVING RECORDS
1/31/2022**

*See explanation on final report page regarding each column.

CHURCH	COLUMN 1 OPERATIONAL SUPPORT PLEDGE	COLUMN 2 OPERATIONAL SUPPORT RECEIVED	COLUMN 3 PER CAPITA ASSESSMENT \$26.98	COLUMN 4 PER CAPITA RECEIVED	COLUMN 5 TOTAL RECEIPTS TO PRESBYTERY BUDGET <small>(Column 2 + Column 4)</small>	COLUMN 6 SPECIAL DESIGNATIONS	COLUMN 7 NON-BUDGETED DESIGNATIONS	COLUMN 8 TOTAL OF ALL RECEIPTS <small>(Column 5+Column 6+7)</small>	MEMBERSHIP 12/31/2020	MEMBERSHIP 12/31/2019
PEACHTREE			\$189,129.80		\$0.00			\$0.00	6959	7010
ROSWELL	\$45,000.00	\$45,000.00	\$63,429.98	\$63,429.99	\$108,429.99			\$108,429.99	2381	2351
First PRES-ATLANTA		\$50,000.00	\$50,074.88	\$50,075.00	\$100,075.00	\$2,500.00	\$4,520.00	\$107,095.00	1907	1856
KOREAN COMMUNITY			\$49,535.28		\$0.00			\$0.00	1808	1836
TRINITY ATLANTA	\$79,603.00	\$79,603.00	\$47,781.58	\$47,782.00	\$127,385.00			\$127,385.00	1670	1771
SHALLOWFORD	\$4,401.00	\$4,401.00	\$26,548.32	\$26,549.00	\$30,950.00	\$977.00		\$31,927.00	1007	984
ALPHARETTA	\$15,000.00	\$15,000.00	\$22,474.34	\$22,474.00	\$37,474.00	\$4,019.00	\$3,418.00	\$44,911.00	830	833
DECATUR	\$19,306.00	\$9,652.49	\$21,584.00	\$21,584.00	\$31,236.49	\$18,250.00	\$6,175.00	\$55,661.49	791	800
ST LUKES	\$42,640.00	\$42,640.00	\$19,614.46	\$19,506.54	\$62,146.54	\$800.00		\$62,946.54	735	727
NORTH AVENUE		\$20,012.04	\$25,010.46	\$16,713.81	\$36,725.85	\$5,490.04	\$2,210.00	\$44,425.89	719	927
JOHNS CREEK	\$0.00		\$18,481.30	\$18,375.00	\$18,375.00			\$18,375.00	668	685
MCDONOUGH		\$9,946.00	\$14,353.36	\$14,353.36	\$24,299.36	\$3,326.00	\$3,411.50	\$31,036.86	533	532
First PRES-LAGRANGE	\$5,000.00	\$5,000.00	\$14,056.58	\$14,257.00	\$19,257.00	\$3,630.00	\$1,883.20	\$24,770.20	517	521
CENTRAL	\$21,700.00	\$23,479.16	\$13,894.70	\$16,670.00	\$40,149.16			\$40,149.16	509	515
First AFRICAN			\$18,670.16		\$0.00			\$0.00	480	692
BUFORD			\$13,813.76	\$12,300.49	\$12,300.49		\$832.74	\$13,133.23	398	512
NEWMAN			\$10,630.12	\$10,699.95	\$10,699.95			\$10,699.95	398	394
MCOUNT VERNON	\$15,000.00	\$15,000.00	\$10,684.08	\$10,700.00	\$25,700.00	\$884.50	\$201.25	\$26,785.75	393	396
MORNINGSIDE			\$9,847.70	\$9,847.70	\$9,847.70	\$1,819.50	\$2,500.00	\$14,167.20	387	365
NORTHMINSTER	\$26,000.00	\$23,833.37	\$10,549.18	\$9,670.10	\$33,503.47			\$33,503.47	384	391
PLEASANT HILL		\$14,000.00	\$10,117.50	\$10,117.50	\$24,117.50	\$2,512.98		\$26,630.48	380	375
NORTH DECATUR		\$19,624.00	\$9,550.92	\$9,550.92	\$29,174.92	\$11,759.25	\$3,415.00	\$44,349.17	333	354
CLAIRMONT	\$0.00		\$8,687.56	\$8,687.52	\$8,687.52			\$8,687.52	322	322
OAKHURST		\$2,000.00	\$8,660.58	\$5,772.60	\$7,772.60	\$1,038.00	\$735.75	\$9,546.35	321	321
WESTMINSTER	\$0.00		\$8,471.72	\$8,462.30	\$8,462.30	\$1,097.00		\$9,559.30	312	314
NEW LIFE			\$8,471.72	\$3,600.00	\$3,600.00			\$3,600.00	310	314
FAYETTE			\$7,230.64	\$7,230.64	\$7,230.64			\$7,230.64	271	268
EASTMINSTER	\$0.00		\$6,960.84	\$6,960.90	\$6,960.90			\$6,960.90	253	258
GOOD SHEPHERD			\$6,879.90	\$6,852.92	\$6,852.92			\$6,852.92	244	255
COVINGTON FIRST PRESBYTERIAN	\$10,000.00	\$9,999.96	\$6,421.24	\$6,420.96	\$16,420.92			\$16,420.92	233	238
CARROLTON		\$1,000.00	\$6,205.40	\$6,186.00	\$7,186.00	\$725.00	\$6,013.75	\$13,924.75	229	230
NORTHWEST	\$10,000.00	\$10,000.00	\$6,232.38	\$6,232.38	\$16,232.38			\$16,232.38	228	231
RADCLIFFE			\$6,151.44	\$6,151.44	\$6,151.44	\$14,152.91	\$3,595.21	\$23,899.56	215	228
LOYD	\$4,000.00	\$2,664.00	\$5,962.58	\$5,962.58	\$8,626.58		\$235.00	\$8,861.58	213	221
ST ANDREWS		\$2,500.00	\$6,259.36	\$6,259.36	\$8,759.36	\$2,672.50	\$403.75	\$11,835.61	212	232
First PRES-PEACHTREE CITY		\$2,000.00	\$5,557.88	\$5,557.88	\$7,557.88	\$1,310.00	\$2,000.00	\$10,867.88	202	206
CONYERS			\$5,396.00	\$5,396.00	\$5,396.00	\$1,121.58	\$50.00	\$6,567.58	193	200
MORROW			\$5,369.02	\$5,369.00	\$5,369.00	\$1,568.32	\$1,650.00	\$8,587.32	193	199
COVENANT	\$12,000.00	\$12,000.00	\$5,288.08	\$5,072.28	\$17,072.28			\$17,072.28	188	196
LAWRENCEVILLE	\$3,000.00	\$4,500.00	\$5,234.12	\$5,234.00	\$9,734.00	\$1,110.67	\$1,000.33	\$11,845.00	186	194
KOREAN CENTRAL		\$1,000.00	\$4,856.40	\$4,856.40	\$5,856.40			\$5,856.40	180	180
CROSSROADS	\$1,000.00	\$1,250.00	\$4,370.76	\$4,366.00	\$5,616.00	\$1,500.00		\$7,116.00	157	162
KAIROS		\$4,289.61	\$4,100.96	\$4,100.96	\$8,390.57			\$8,390.57	152	152
STOCKBRIDGE		\$5,000.00	\$3,669.28	\$3,907.75	\$8,907.75	\$47.35	\$1,010.00	\$9,965.10	135	136
DRUID HILLS		\$4,500.00	\$3,480.42	\$3,480.42	\$7,980.42	\$875.00	\$9,706.50	\$18,561.92	125	129
HAMILTON MILL	\$10,000.00	\$4,999.98	\$3,723.24	\$3,723.24	\$8,723.22			\$8,723.22	121	138
HILLSIDE		\$2,500.00	\$3,075.72	\$3,076.00	\$5,576.00	\$5,835.08	\$458.63	\$11,869.71	121	114
EMORY	\$1,500.00	\$1,500.00	\$3,291.56	\$3,291.56	\$4,791.56	\$2,451.00	\$125.00	\$7,367.56	119	122
AUSTELL	\$12,504.27	\$5,224.11	\$3,129.68	\$577.34	\$5,801.45	\$7,809.09	\$10.00	\$13,620.54	112	116
RICE MEMORIAL	\$2,500.00	\$2,500.00	\$3,183.64	\$3,180.10	\$5,680.10	\$440.00	\$32.50	\$6,152.60	105	118
SMYRNA			\$3,183.64	\$3,183.64	\$3,183.64			\$3,183.64	102	118
DGLETHORPE		\$4,000.00	\$2,805.92	\$2,805.00	\$6,805.00			\$6,805.00	102	104
MEMORIAL DRIVE			\$2,751.96		\$0.00	\$810.00	\$30.00	\$840.00	102	102
CHURCH OF THE MASTER			\$2,859.88	\$2,724.98	\$2,724.98			\$2,724.98	101	105
COLUMBIA			\$2,455.18	\$2,700.00	\$2,700.00	\$771.50	\$62.50	\$3,534.00	95	91
FAIRVIEW			\$2,590.08	\$2,590.08	\$2,590.08	\$839.50	\$36.25	\$3,465.83	92	96
PHILADELPHIA		\$500.00	\$2,509.14	\$3,803.60	\$4,303.60	\$2,573.34	\$266.66	\$7,143.60	89	93
GOOD NEWS GARDEN			\$2,401.22		\$0.00			\$0.00	89	89
First PRES-MONROE			\$2,347.26	\$2,347.26	\$2,347.26			\$2,347.26	82	87
First PRES-JONESBORO	\$7,000.00	\$7,000.00	\$2,320.28	\$2,131.42	\$9,131.42			\$9,131.42	77	86
BETHANY			\$2,158.40	\$2,200.00	\$2,200.00	\$634.50		\$2,834.50	77	80
TRINITY DECATUR			\$2,158.40		\$0.00	\$1,011.05	\$680.00	\$1,691.05	74	80
TIMBERRIDGE			\$2,104.44	\$2,104.44	\$2,104.44			\$2,104.44	73	78
PRESBY CHURCH OF THE RESURRECT'N		\$503.48	\$1,996.52	\$1,996.52	\$2,500.00			\$2,500.00	73	74
GUM CREEK			\$1,996.52	\$1,996.52	\$1,996.52	\$150.00		\$2,146.52	69	74
NORCROSS			\$1,726.72	\$1,726.72	\$1,726.72	\$786.65	\$2,333.35	\$4,846.72	64	64
ATLANTA TAIWANESE			\$1,672.76	\$1,805.65	\$1,805.65			\$1,805.65	62	62
HANBIT			\$1,564.84	\$1,564.84	\$1,564.84			\$1,564.84	50	58
CRISTO PARA TODAS LAS NACIONES			\$1,349.00		\$0.00			\$0.00	50	50
JACKSON	\$2,000.00	\$2,000.00	\$1,456.92	\$1,456.92	\$3,456.92	\$500.00		\$3,956.92	48	54
GRACE KOREAN			\$1,402.96	\$901.40	\$901.40			\$901.40	41	52
KELLEY	\$1,000.00	\$1,000.00	\$1,187.12	\$1,187.12	\$2,187.12			\$2,187.12	41	44

STATEMENT OF INTENT
OF
TRINITY PRESBYTERIAN CHURCH OF ATLANTA, INC.
AND OF
THE TRUSTEES OF THE TRINITY PRESBYTERIAN TRUST FUND
REGARDING THE ANNE H. AND JAMES B. CARSON, JR. TRUST FUND FOR
MAJOR MAINTENANCE OF TRINITY PRESBYTERIAN CHURCH

This Amended and Restated Statement of Intent is made, effective _____, 2022, by Trinity Presbyterian Church of Atlanta Inc. (hereinafter sometimes “Trinity”, “Trinity Church” or the “Church”), acting by and through its Session and by the Trustees of the Trinity Presbyterian Trust Fund (hereinafter referred to respectively as the “Trustees” and the “Trust Fund.”) “Trustees” as hereinafter used refers to those persons elected by the Session as provided in the bylaws of the Trust Fund and at the relevant times then holding such positions. On the date of this Statement of Intent, the bylaws governing the Trust Fund are the Amended and Restated Bylaws adopted June 13, 1996. “Session” as hereinafter used refers to the Board of Directors of Trinity Church, which, in accordance with the requirements of the bylaws, consists of the Elders, including Youth Elders, in active service.

Pursuant to that certain Statement of Intent (the “Original Statement of Intent”) effective _____, 2019, The Trust Fund for Major Maintenance of Property of Trinity Presbyterian Church (the “Original Fund”) was created at the request of the Session and certain long-time members of Trinity Church (the “Donors”) desiring to provide funds to supplement those available from Trinity’s existing Trust Fund for Building and Grounds (the “B&G Fund”). The Donors made a generous initial gift in the amount of \$250,000 in 2019 which was received by the Trustees and invested as part of the Trust Fund. The Donors requested to remain anonymous, except for disclosure of the Donors’ identity to one or more of the Trustees, and also reserved the right to “name” the Original Fund at a later date. They have now requested that the Original Fund be named in memory of James B. Carson and in honor of his wife, Anne H. Carson, subject to the Session’s and Trustees’ reasonable approval. Subject to such approval as evidenced below, the Original Statement of Intent is hereby amended and restated as set forth in this Amended and Restated Statement of Intent to effect and reflect the change of the name of the Original Fund.

The Original Fund shall hereafter be known and referred to as “The Anne H. and James B. Carson, Jr. Trust Fund for Major Maintenance of Trinity Presbyterian Church” (the “Carson Fund”). The purpose of the Carson Fund is to establish a permanent trust fund for major building and grounds repair and maintenance needs of Trinity Church. It is the intent of the Session, Trustees and Donors that the principal and income from the

Carson Fund be used to pay for maintenance, repair and/or replacement beyond what is intended to be provided through the normal operating budget. No amounts may be distributed to cover in whole or in part the annual operating expenses of Trinity's buildings and grounds. Potential uses might include, but are not limited to, repairs or refurbishing of existing buildings and hardscapes, replacement of HVAC, electrical and plumbing systems, and any enhancement of church facilities to improve security or operating efficiency.

It is the Donors' desire and vision that the fund will grow in size and impact over time through appreciation as well as subsequent contributions from the Donors and other faithful Trinity members. In 2021, there commenced an annual distribution (the "Annual Distribution") of that percentage of the Carson Fund as shall from time to time be used by the Trustees in determining distributions from the undesignated assets of the Trust Fund. Such Annual Distributions shall be made from the Trust Fund to the Church's Property Operating Reserve Fund, maintained as a balance sheet reserve fund for accounting purposes, or in such other form of distribution as the Trustees deem to be best and consistent with the purposes of the fund.

Should the Session and the Trustees conclude that the purposes for which the principal and income of the Carson Fund are to be used are obsolete, inappropriate or impracticable, then all amounts remaining in the fund shall be added to the undesignated assets of the Trust Fund, and the Carson Fund shall cease to exist.

Should Trinity cease to exist, all amounts in the Carson Fund shall be distributed by the Trustees in accordance with Article Seven of the bylaws of the Trust Fund, as the same may be amended from time to time.

This Statement of Intent is subject in all respects to the bylaws of the Trust Fund, as they exist on the date hereof and as they may hereafter be amended from time to time.

Subsequent additions to the Carson Fund shall be held, invested and disbursed in accordance with this Statement of Intent and the bylaws of the Trust Fund.

Nothing contained herein shall prohibit amounts credited to the Carson Fund from being commingled with other funds within the Trust Fund for investment purposes.

It is the understanding and intent of the Session that this and all other funds held as part of the Trust Fund are subject to and governed by the Uniform Prudent Management of Institutional Funds act as adopted in the State of Georgia; provided, however, that the principal of the Carson Fund may be used and distributed as provided in this Statement of Intent.

Adopted by the Session: _____, 2022

Adopted by the Trustees: _____, 2022

STATEMENT OF INTENT OF
TRINITY PRESBYTERIAN CHURCH OF ATLANTA, INC.
AND OF
THE TRUSTEES OF THE TRINITY PRESBYTERIAN TRUST FUND
REGARDING THE LOVE MINISTRY IMPACT FUND
for TRINITY PRESBYTERIAN CHURCH

This Statement of Intent is made, effective _____, 2022, by Trinity Presbyterian Church of Atlanta, Inc. (hereinafter sometimes “Trinity”, “Trinity Church” or the “Church”), acting by and through its Session and by the Trustees of the Trinity Presbyterian Trust Fund (hereinafter referred to respectively as the “Trustees” and the “Trust Fund”.) “Trustees” as hereinafter used refers to those persons elected by the Session as provided in the Bylaws of the Trust Fund and at the relevant times then holding such positions. On the date of this Statement of Intent, the Bylaws governing the Trust Fund are the Amended and Restated Bylaws adopted June 13, 1996. “Session” as hereinafter used refers to the Board of Directors of Trinity Church, which, in accordance with the requirements of the Bylaws, consists of the Elders, including Youth Elders, in active service.

The Love Ministry Impact Fund (“Love Fund”, initially named the J. Erskine Love, Jr. Memorial Fund) was established in 1987 with gifts of \$8,685 contributed in memory of J. Erskine Love, Jr. The purpose of the Love Fund is to support a major project(s) each year that will impact one or more of Trinity’s ministry areas, conceived broadly to include projects deemed of critical importance to Trinity. The Love Fund shall not be used in support of the annual operating budget of the Church. Potential uses may vary from year to year and might include, but are not limited to, one time programmatic or capital needs in the areas of Mission, Family Ministries, Education, Communications, Worship & Music, and Congregational Life.

Requests will represent an important priority of the Church during that year as identified by the Senior Pastor and the Session, in conversation with the Fund Distribution Committee (the “Committee”). The Committee shall be comprised of Two Trustees and a representative of the family of J. Erskine Love, Jr. as designated by the Trustees.

The Trustees shall approve requests of the Session for a distribution under Article Six of the bylaws of the Trust Fund. The Trustees must deem the request to be consistent with the purposes of the Love Ministry Impact Fund as reflected in this Statement of Intent and the bylaws of the Trust Fund. If no such request is made during

a particular year, there shall be no requirement that all or any part of the income or principal of the Fund shall be distributed or allocated during that year.

Any individual, foundation, or other entity may make contributions to the Love Fund at any time, and such additions shall be made subject to the provisions of this Statement of Intent. Annual distributions from the Fund will typically be limited to the percent utilized by the Trustees in making distributions from the undesignated assets of the Trust Fund. However, a larger distribution may be made in any year if recommended by the Senior Pastor and the Fund Distribution Committee and approved by the Session and Trustees.

Should the Session and the Trustees conclude that the purposes for which the principal and income of the Love Ministry Impact Fund are to be used are obsolete, inappropriate or impracticable, then all amounts remaining in the fund shall be added to the Trinity Church General Trust Fund, and the Love Ministry Impact Fund shall cease to exist.

Should Trinity cease to exist, all amounts in the Love Ministry Impact Fund shall be distributed by the Trustees in accordance with Article Seven of the bylaws of the Trust Fund, as the same may be amended from time to time.

This Statement of Intent is subject in all respects to the bylaws of the Trust Fund, as they exist on the date hereof and as they may hereafter be amended from time to time.

Subsequent additions to the Love Ministry Impact Fund shall be held, invested and disbursed in accordance with this Statement of Intent and the bylaws of the Trust Fund.

Nothing contained herein shall prohibit amounts credited to the Love Ministry Impact Fund from being commingled with other funds within the Trust Fund for investment purposes.

It is the understanding and intent of the Session that this and all other funds held as part of the Trust Fund are subject to and governed by the Uniform Prudent Management of Institutional Funds act as adopted in the State of Georgia; provided, however, that the principal of the Love Ministry Impact Fund may be used and distributed as provided in this Statement of Intent.

Adopted by the Session: _____, 2022

Adopted by the Trustees: _____, 2022

NOTE: Deletions are in []
Additions are underlined

(EXHIBIT # b.)

RESOLUTION OF THE SESSION OF
TRINITY PRESBYTERIAN CHURCH CONCERNING
LOVE MEMORIAL FUND

RESOLVED, that the sum of \$8,685.00 presently being held as part of the restricted funds of Trinity Presbyterian Church of Atlanta (the "Church") be and it is hereby transferred to the Trustees of Trinity Presbyterian Trust Fund to create the J. Erskine Love, Jr. Memorial Fund (the "Fund"), subject to the following terms and conditions:

1. The Fund shall be invested as part of the general investment assets of Trinity Presbyterian Trust Fund and merged with such assets for investment purposes, but the Fund shall be reflected on the books and records of the Church as the J. Erskine Love, Jr. Memorial Fund and shall always be so designated, unless changed as provided in Paragraph 3 or 6 below.

2. The income and principal of the Fund, as and to the extent authorized by the Fund Distribution Committee (the "Committee"), shall be used for special benevolences [associated with] projects of the Church as designated by the Committee in its sole discretion. Special benevolences projects of the Church shall be selected by the Committee from projects which have been approved for support by the Christian Action Committee of the Church (or by the committee which succeeds to the function of the ~~Christian Action Committee~~) or by the Session of the Church. The Fund shall not be used in support of the operating budget of the Church, and there shall be no requirement that all or any part of the income or principal of the Fund shall be distributed or allocated during any particular year.

3. At such time as all income and principal of the Fund shall have been distributed or expended, the Fund shall cease to be separately designated on the books and records of the Church. In addition, if at any time the corpus of Trinity Presbyterian Trust Fund should be liquidated or distributed as provided in the trust instrument establishing Trinity Presbyterian Trust Fund, the Fund shall be similarly liquidated or distributed.

MINISTRY TO
COMMUNITY

4. The Committee referred to in Paragraph 2 shall be comprised of two Trustees of Trinity Presbyterian Trust Fund, as designated by the Trustees, and a representative of the family of J. Erskine Love, Jr. as designated by the Trustees, provided that Mrs. Gay M. Love shall be the designated representative of the family of J. Erskine Love, Jr. during her life unless she indicates a desire not to serve as a member of the Committee. All references in this resolution to the Trustees of Trinity Presbyterian Trust Fund shall mean the Trustees in office from time to time.

5. Any individual, foundation, or other entity may make [additions] additional contributions to the Fund at any time, and such additions shall be made subject to the provisions of this resolution.

6. In the event total contributions to the Fund shall not have reached the amount of at least \$50,000.00 by January 1, 1990, the Fund shall be in all respects merged into Trinity Presbyterian Trust Fund and thereafter managed and distributed as part of such Trust Fund.

RESOLVED FURTHER, that this resolution is adopted with profound gratitude for the life of J. Erskine Love, Jr. and his extraordinary contributions to the life and work of Trinity Presbyterian Church and as a means of facilitating a continuing memorial to one whose selfless dedication to the welfare of others is a lasting inspiration to all who knew him.

TRINITY INFRASTRUCTURE IMPLEMENTATION
Report to Session
April 2022

STREAMING-MULTI-MEDIA-A/V-ACOUSTICS –David Merritt is the leader of this task force which has been meeting and planning the work for almost a year, including engaging the Property, Worship & Music, Communications and Adult Education committees. Here is what is included:

- New audio, video and lighting equipment for the Sanctuary, campus-wide audio, hearing impaired solution, and display screens in the Sanctuary for the choir and congregation.
- Infrastructure wiring to support our A/V network and a video production room
- Upgrades to Trinity’s bandwidth to support broadcasts and addition of new Wi-Fi access points
- Digital monitors in the Sanctuary parlor, wiring for future information monitors on the first floor hallways
- Resource requirements and annual operating budget to run the A/V equipment for our worship services, weddings, funerals, guest speakers, classrooms, etc.

Current Status: With recommendation of the Infrastructure Committee, Session approved a contract of \$693,000 with SES Integrations out of North Carolina. In March Session approved the installation of drop down screens in the Sanctuary and we are working with a local architect to develop drawings to ensure alignment with Sanctuary aesthetics. The cost of the screens and projectors with installations will be \$114,664 plus carpentry. In March, the Infrastructure Committee approved spending no more than \$20,000 to purchase three hybrid zoom carts for Adult Education, and up to five Zoom Room Licenses to support hybrid meetings. Infrastructure also approved engaging Active Life Hearing Loops LLC as our vendor for purchase and installation of hearing induction loops in the Sanctuary, choir pews, and Williams Hall, at a cost of \$22,000. We will be installing new Wi-Fi access points in the Sanctuary and Williams Hall to support our Bring Your Own Device (BYOD) hearing aid solution.

Timeline: Begin work in early May for Williams Hall, continuing to the Sanctuary in coordination with the painting and re-carpeting to be done.

WEBSITE – Lucy Strong and a group of Trinity members requested and reviewed several proposals, and recommended we proceed with Sherpa Global to build the website and Green Gate for website strategy and copywriting. Infrastructure voted to approve both contracts, totaling just under \$30,000, and work is underway.

Timeline: The new website will be up during April 2022.

SECURITY – A committee led by Hank Hall has evaluated Trinity’s security needs through work with vendors as well as conversations with other churches and nonprofits. The Infrastructure Committee voted in March to approve their choice of Convirgint as our vendor with a contract of \$186,350. Invictus will coordinate the work for us at a cost of \$8,000.

Timeline: Work will be coordinated with A/V, carpet and painting being done this spring and summer.

HVAC & ENERGY MANAGEMENT SYSTEMS – David Caldwell is in the process of getting multiple bids to make needed replacements to the church’s 90 HVAC units, as well as the cost of an ongoing maintenance agreement.

Timeline: David will bring a recommendation to Infrastructure once the bids are evaluated. Installation can move forward once the vendor is selected.

CARPET & PAINT OF SELECTED INTERIOR SPACES – Infrastructure has agreed to work with Segar’s, at a maximum cost of \$700,000. Segar’s is coordinating the work with designer Peacock Partnership, recommended by Segar’s, to select the color scheme working with a subcommittee chaired by Anne Weaver, who are reviewing all interior options. The decision has been made to use the same Loft carpet and paint for all the 2nd floor staff offices in Buildings A & B. Decisions for paint and carpet on the 1st floor of Buildings A & B are being finalized.

Timeline: Painting and re-carpeting of staff offices on 2nd floor is underway. The other work will begin shortly.

SANCTUARY (PAINTING, CARPET, PEWS, ETC.) - David Caldwell is chairing this part of the work. We have agreed to work with Segar’s which has bid \$751,499 – we expect to reduce this somewhat by not re-staining the pews (but re-painting the white parts of the pews). We are evaluating options for replacing the residential grade travertine at the front of the Sanctuary – initial estimates for a commercial grade are very expensive.

In addition, carpentry work for the A/V area in the balcony, lighting improvements for speakers in the pulpits, audio induction loop for hearing aids, and display screens for choir, speakers and congregation will be installed during this period (budgeted as part of the Streaming project described above).

Timeline: Work is slated to begin July 19th, and be completed by the end of October, 2022. Williams Hall work is being done in advance of this, and our 11 a.m. service will move to Williams Hall during this time.

SIGNAGE & LOGO – After evaluating several options, the Signage/Logo task force worked with Perkins & Will over the past year to help Trinity with design of a new logo and new signage. Our new logo was approved by Session in January.

The Signage Committee is now working with De’Nyse, an outstanding signage company recommended by Perkins & Will, to finalize signage designs, secure pricing and bring to Infrastructure. Signage met 4/11 with De’Nyse to review interior and campus directional sign choices and relevant pricing. De’Nyse presented a budget document that contains a bottom line of \$187,248.29, a figure which will change as we make specific choices.

Perkins & Will was retained to create a Style Guide, which will provide guidance for Trinity for as long as we utilize this new logo. A “95%” draft of the Style Guide was received this past week (first week in April) and is now under review by Signage and also the Website and Communications Committees.

An application for the sign at the Moores Mill entrance has been filed. We learned that we need a variance for the large monument sign proposed for the Howell Mill entrance in order to make it more visible from the street, and also a variance for the banner signs we envision along Moores Mill. Currently we are working on the variance application to take to the city

next week. The variance application will go to NPU-C on May 3 and then to the Board of Zoning Adjustment on June 9.

So we are resolving issues in the Style Guide at the same time we are applying for a variance from the city for signage. Lots of moving parts.

Interior signs and campus directional signs do not require either permits or variances, so once we make the final decisions related to them and the overall signage budget we can begin the manufacturing process.

Timeline: interior and campus directional signs could begin to happen in the next month or so. The perimeter signs will follow once we hear from the variance application.

ORGAN TUNING & MAINTENANCE – This will be done after all work in the Sanctuary is completed.

COMMUNICATIONS – The Communications Committee recommended hiring an outside digital marketing firm to assist Trinity in coordinating the work to be done on the website redesign and AV/Streaming, and Green Gate Marketing was selected with an initial one year contract. Green Gate is taking the lead in our digital marketing, developing content for the website, and helping to clarify the needs in this area as we hire staff going forward. They are rolling out a marketing plan as our new Senior Pastor begins and are assisting our Director of Communications in copywriting and editing for all communications, including emails, Trinity Times, etc.

Timeline: Work is ongoing.

Trinity Presbyterian Church

Infrastructure Campaign Sources and Uses of Funds (REV 4-13-2022)

<u>USES OF FUNDS</u>	<u>Budget (Original)</u>	<u>Budget (Revised)</u>	<u>Notes</u>
Multi-Media	330,000	693,457	approved contract w SES w approved changes
Adult Education		20,000	mobile hybrid Zoom carts
Screens in Sanctuary		114,664	approved contract
Induction Loops		22,000	approved contract w Active Life Hearing
Wiring, electric, security, wifi, HVAC		100,000	estimate is \$75,000 - \$100,000
Website	<u>20,000</u>	<u>30,000</u>	Approved contracts - creation & content.
	350,000	30,000	
Security	250,000	250,000	Contract w Convirgint \$186,350+ Invictus \$8K
Signage	238,000		leaving balance for contingency
Logo/Style Guide	12,000	250,000	current estimate is \$187,248, may change
HVAC	750,000	880,000	Have recd several bids, finalizing choice
Carpet & Paint	500,000	700,000	agreed to work w Segar's, spend max of \$700K
Designer	<u>0</u>	<u>3,800</u>	Agreement w Peacock Partnership- max price
	1,250,000	1,583,800	
Sanctuary	750,000	751,499	Segar's bid, finalizing contract details
Subtotal	<u>\$2,850,000</u>	<u>\$3,815,420</u>	
Pipe Organs Maintenance	0	60,000	Guess (designated gift of \$50,000)
Communications	0	97,800	Contract w Green Gate approved by Session
Contingency	<u>150,000</u>	<u>100,000</u>	\$100,000 contingency
Grand Total	<u>\$3,000,000</u>	<u>\$4,073,220</u>	
<u>SOURCES OF FUNDS</u>			
Trinity Trust Funds	800,000	800,000	In-place
Trinity Operating Reserve	450,000	450,000	In-place

Infrastructure Campaign	1,750,000	2,588,885	Gifts and Pledges
Restricted Gift		50,000	designated for Organ Maintenance
Restricted Gift		50,000	designated for Communications
Grand Total	<u>\$3,000,000</u>	<u>\$3,938,885</u>	

**2021-2022 Commissioner Assignments
Presbytery of Greater Atlanta**

**Saturday, August 14th
9 am – 11 am, Virtual on ZOOM**

Jim Balloun
Dale Lewis
Courtney Portik

Bonnie Holiday
Craig Pendergrast
Cindy Stancil

**Tuesday, November 9
9 am – 12:45 pm, TBD Hybrid**

Doug Benn
Lasley Gober
Julie Hope

David Carr
Roxanna Erwin
Adair White

**Called Meeting on April 5, 2022
10:00 am, Hybrid**

Bess George
Steve Karasick
Trey Reese

Mary-Elizabeth Jackson
Richard Powers
Neal Williams

**Tuesday, May 3, 2022
10:00 AM, Hybrid**

(7 commissioners approved by Presbytery)

Bill Guerry
Amy Krause
Allen Spetnagel

Ginny Hobbs
Lane Rhoden
Esther Stokes

Shirley Davis

Meeting Resources: <https://www.atlpcusa.org/smresources>

If you can't attend as assigned, it's your duty to find a replacement from any active or inactive (College of Elders) Elder or switch with someone already assigned. Please inform Clerk of Session Amy Krause ahkrause2020@gmail.com and Cindy Semmes csemmes@trinityatlanta.org of any changes. A reminder and a digital copy of the Commissioners Handbook will be sent approximately 1 week before the meeting.

Adult Education Committee Report – April 12, 2022

Vision Statement: Making God’s Love Visible

Committee Purpose:

Trinity’s Adult Education Committee believes that lifelong learning is at the very heart of the Christian life; to be a disciple is to be a student. To promote individual growth in community, we encourage intellectual inquiry and spiritual curiosity at every age, knowing that Christian unity does not require uniformity. Understanding that learning is holistic, the committee promotes engagement with the world all around us and active development of spiritual practices that connect us to God and one another, so we may more faithfully follow in the way of Jesus.

Committee Membership: Members: **Bert Broadfoot ’22, Lucy Crosswell ’23, Lasley Gober (chair) ’23, Jim Henderson ’24, Mike Hobbs, ’24, Tom Jones ’22, Terri Pendergrast ’22, Brian Reed ’24, Allen Spetnagel ’24, Velma Tilley ’23, Richard Floyd (pastoral advisor, ad infinitum)** *Velma notes with apology that in some prior minutes, some valuable committee members may have been left off in this section.*

Committee Chair(s): Lasley Gober; Chair Elect: Velma Tilley

Guests in Attendance: **Lucy Strong, Paulette Slawson**

I. Current Activity Report:

- Lucy Strong gave us an excellent update on Communications. Social media is live, and we are encouraged to both “like” what is placed there and to provide material through our committee chair for promotion. The new website should be live by the end of April, and we are encouraged to provide constructive feedback.
- Paulette Slawson, co-chair of the Counseling and Enrichment Committee, presented on a possible series on Suicide. The Committee agreed that this is a timely and needed presentation and we’ll look at it for the Fall Series. Paulette will ask Stuart Smith from Link Counseling, who has given presentations to the Stephen Ministers, about how many slots he would need, etc. Counseling and Enrichment has trust fund dollars that it could use to support this presentation. Allen informed us that Mental Health of America also has information on this topic that we could explore.
- We discussed the continuing need to build coalitions with our other Committee partners as well: Faith in Action, Mission, Engagement, in order to support our Adult Ed offerings. We agreed for the need to re-think the timing of our “special presentations” in order to provide maximum attendance. Lasley will take on The Inner View, in whatever iteration it becomes, as we go forward.

II. Upcoming & New Project Report:

- The Session V classes are coming together, and each convener is encouraged to not only use Trinity’s normal channels of publication, but to advertise to their own groups in the church (or out) about the offerings.

Revised: 2/16/21

Adopted: February 20, 2017

- Our Speaking of Faith speakers for June are June 5 – Jack Graham; June 12, Allen Spetnagel; June 19, Ginny and Mike Hobbs; June 26, Mary Kate McAlister Sykes. These speakers will be IN PERSON in Old Fellowship Hall. We will be having two services throughout June to give our new senior pastor an opportunity to know us better.
- We will continue to have Adult Education offerings in the lead up to our second Kittrell Series lecturer, Bryan Stevenson.

III. Motions for Session Vote: None

Children and Family Ministries (“CFM”)

COMMITTEE REPORT for March 16, 2022 – Via Zoom

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

- a. Elizabeth welcomed everyone and called the meeting to order.

II. Monthly Programming

- a. February
 - i. Elizabeth gave a recap of Children’s Sunday (2/20) which was a huge success. The 9:00 service had 132 attendees including 22 child worship leaders. 5th grade preachers were Ellie Bond, James Sale and Henry Weaver. The 11:00 service had attendance of 163 including 41 child leaders and choir members. 5th grade preachers were Julia Holladay, James Justice and Josh Karasick (who was sick and had his sermon read by Andrew). The in-person attendance figures at both services are above our current average. There were an additional 249 views online between the two services and Elizabeth reported she received a lot of positive feedback.
 - ii. Andrew presented a document the outlines the church milestones for a child from baptism through confirmation and the staffing and logistics for each.
- b. III - Session Report: We deviated from the agenda for Tom Adams to give a report from the March Session meeting the night before. Tom shared all the good news that came out of that meeting including Bonnie’s announcement that we exceeded our commitment goal by almost \$50k, that Bonnie had been selected to serve as assistant clerk next year, that we voted to put screens in the sanctuary and that the PNC is ready to call a new Senior Pastor! Elizabeth and Tom encouraged everyone on the committee to attend worship on April 3rd and to reach out and invite others. Tom took a moment of personal privilege to thank Elizabeth and Andrew for there steadfast devotion to their jobs during an iterum period like no other.
- c. March – everything is set for the long-awaited Bingo night on Friday, March 18th in the Loft.

- d. April – Planning continues for the Egg Hunts on Friday night April 8th for the 2 – 5th graders and Saturday morning, April 9th for the 1st grade and younger. Elizabeth reminded the committee that this is a great event to invite friends and relatives to.
 - e. May – Elizabeth is ordering Bibles for the 5th grade bible presentation on May 1st. This is something Veronica used to do. She is targeting May 15th as a possible date for a brunch for new members and parents of babies.
 - f. June – VBS – Elizabeth shared that sign ups were lagging a bit this year. There was a discussion on why this might be. Still need volunteers.
- III. Nominations
- a. So far, we have 5 nominations for new CFM members but could use a few more. Parents of 3rd -5th grade would be ideal as they are underrepresented on the committee.
- IV. Elizabeth concluded the meeting with prayer. Next meeting is April 20th in person.

MOTIONS FOR SESSION VOTE

- None

YFM Committee Report – April 13, 2022

Vision Statement: Making God’s Love Visible

Committee Purpose:

The Youth and Family Ministry of Trinity Presbyterian Church seeks to be a relevant, relational, missional, and accessible ministry to youth and families from all walks of life.

Committee Chair(s): Lane Rhoden (elder)

Committee Membership:

Youth elders: Miranda Borland, Cate Thompson

Class of 2024: Walter Hall, Laura Balch, Helen Stewart,

Class of 2023: Andrew Von Kleydorff, Susan Grubb, Melissa Moseley

Class of 2022: Lindsey Greene, Steve Karasick (elder)

I. Current Activity Report:

- a. Youth group – High School – Recently had a great evening of discussion with Morgan DiOrio, our affiliate counselor. Conversation was about anxiety, depression, and stress.
- b. Youth group – Middle School – Jean has been meeting MS students for dinner and Devotion at Willy’s on West Paces on Wednesday nights. Small but enthusiastic attendance so far.
- c. **Youth and Confirmation Sunday** - was a great success! Seniors did a beautiful job sharing their experiences, attendance was strong, and energy was positive for upcoming changes at Trinity.
- d. **Launch Night** – for rising 5th graders and parents to attend youth group – May 1st

II. Upcoming & New Project Report:

- a. Seminary Intern Update
 - i. Moving forward with the process to bring a seminary candidate on board for the summer.
 - ii. Potential candidate has lots of experience working with youth in a camp environment
- b. Working on recruiting new committee members
- c. Laura Balch has agreed to be Co-chair of the YFM Committee
- d. YFM Summer Plans –
 - i. Weekdays - Top Golf Tuesdays (1-3pm), Wonderful Wednesdays (6-8pm), Thinking Thursdays (9-10am), Summer Serve (Fridays at 9:30am)
 - ii. Trips - HS Montreat (June 5-11), HS Missions (June 17-29), MS Missions (June 26-July 1), MS Cabin retreat (July 17-21)
 - iii. Party – July 10th – All the Holidays
- e. **Esqueda Family Getaway – Thanks to Steve Karasick** for providing the Esqueda family with a weekend at Lake Oconee in May! Other Trinity members are also pitching in to make it a great weekend.

III. Motion for Session Vote: None

Revised: 2/16/21

Adopted: February 20, 2017

Communications – April 2022 Report

Vision Statement: Making God’s Love Visible

Committee Purpose:

By improving the methods and means of communication, the Communications Committee’s work supports and allows Trinity to live into its 8 Core Values - Welcome Intentionally, Worship Creatively, Care Compassionately, Learn Purposefully, Gather Joyfully, Serve Wholeheartedly, Lead Humbly, or Give Generously.

Follow Trinity on Facebook, Instagram, and Twitter!

Committee Chair(s):

Elizabeth Borland and Mary Kelly Speed

Committee Membership:

Cathie Bailey, Martha Craft, Hanna Hope, David Merritt, Richard Powers

Paul King, Esther Patrick and Lucy Strong - staff

I. Current Activity Report:

	Status	Funding Source	ETA
Branding/ Logo/ Signage	Session approved		Executing along with other Infrastructure work through 2022
Website	Site building process well underway. Green Gate assisting with content development.	Infrastructure Campaign	New website launch – Mid-May to coincide with the arrival of Rev. Rebekah LeMon
A/V/L/B	SES contract signed. Initial work to begin in early May. Possible delays with some equipment due to supply chain issues. Continue to evaluate Personnel needs.	Infrastructure Campaign	Williams Hall and Sanctuary work to begin 2 nd Q. Classroom carts should be available by the start of the new church school year (end of August).
Security	Finalizing contract and coordinating installation with A/V/L/B and Infrastructure work during 2 nd Q.	Property/ Infrastructure Campaign	9/1/2022

Internal Communications	Paused further discussions with database vendors – Touchpoint and Realm until Rev. LeMon can provide feedback/experience. New vendor identified for IT outsourcing, who will also help with 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	Entered into 2 nd month with Green Gate. Lucy Strong is the main contact for Trinity. The Green Gate Strategic Marketing and Implementation Report should be available by the end of May.	\$50k anonymous gift, plus infrastructure campaign.	2/1/2022

II. Upcoming & New Project Report:

The Committee hopes to have a new database vendor selected by early June and assist with the migration with a goal completion by the new church year. This will include a new app!

The Committee is looking into potential vendors to assist with the digitalization of the Heritage Room collection, per the request of Congregational Life.

REMINDER:

- Session Committee Chairs Communications Request Process:
 - Complete Jotform <https://form.jotform.com/220555131982151> (bookmark, also housed under “Session” on website).
 - Email ideas/questions 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!

III. Motions for Session Vote: None

CONGREGATIONAL LIFE - COMMITTEE REPORT for April 2022

VISION STATEMENT: Making God's Love Visible

COMMITTEE PURPOSE: We are engaged in a concerted effort to identify, implement, and support activities and events involving a broad range of the church membership by encouraging their full participation in the life of Trinity Church.

COMMITTEE CHAIR: Bess George

COMMITTEE MEMBERSHIP: Susan Adams, Logan Brown, Mary-Elizabeth Jackson, Molly Jamieson, Jennifer Kahn, Ellie Sullivan, Miranda Emery, Seale Lindsay, Margaret Smith, and MJ Thorne. Lucy Strong is the committee's pastoral liaison.

I. ACTIVITY REPORT:

*Recruitment for writers for Advent Devotional is underway with 10 writers confirmed to date. The goal is to have all writers confirmed in June- with the Pastoral staff providing the theme for the Devotional in June as well.

Submissions from writers will then be due the Saturday after Labor Day for editing and layout. CL committee decided to proceed with book in print this year.

*In process of getting 3-4 new members for the CL committee for the upcoming year as well- reaching out to some members to see if interested. Will also be getting a new Elder assigned to our committee. They will be joining in August as we typically do not meet in July.

*Heritage Room- CL is in charge of maintaining this room. Jennifer Kahn reached out to Mary Kelly Speed who is in charge of church communications project- she is consulting the Atlanta History Center on how TPC could take the information in the Heritage room digital. Will update as that info is obtained.

I. UPCOMING ACTIVITY REPORT:

May 1- with Pastoral Care- reception for Kim Clayton

May 22- Trinity Tailgate-lunch with Holy Smokers- visit with new pastor

Mission Council report to Session – April 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 4/6/2022 Mission Council meeting in bold.)

I. Current Activity Report:

Updates from Trinity's primary mission partners:

Agape Family and Youth Center:

Agape offered special Spring Break activities and trips for the Agape children during the week of April 4th, including: 26 4th/5th Graders participated in a 2-night trip to GA 4-H at Camp Jekyll and 12 7th/8th graders participated in a 3-night trip to Gulf Shores, Alabama. Both were sponsored by Julie's Dream. In addition, 28 high school students visited Clayton College and State University, and Agape offered two Academic Intervention Days during the week as well as a field trip to Fun Spot in Fayetteville, GA.

Agape continues to address learning loss as a result of the pandemic. The middle and high school teams are supporting students who are falling into academic risk by implementing weekly interventions called "Breakfast Club" and "Ready Day". Students agree to attend additional program hours outside of afterschool time to focus on homework completion, preparation for testing, and turning in missing assignments. "Breakfast Club" occurs three times during the last week of each month and is for middle school students looking for additional assistance with homework completion. Students receive academic support, have breakfast, and are driven to Sutton Middle School in time for the start of the school day. "Ready Day" occurs every other Saturday from 9:30a-12:30p at Agape. Currently 15-30 students are participating every Saturday. Agape provides lunch for every child before sending them back home.

Jim Stokes presented a motion to Mission Council in support of a requested \$100,000 contribution* to the current capital campaign marking Agape's 25th Anniversary. It was recommended that funds would come from the following sources:

- \$12,550 from earmarked donations that have been received for various Agape collections (school backpacks, Christmas gifts, etc.)
- \$87,450 from the Mission Reserve Fund (62% of the total amount currently in this fund)

Several questions were raised including whether we might consider a donation of a reduced amount and whether a donation could be paid over two years. Chip Thompson who is on the Agape board confirmed donations to the campaign could be paid through December 2023.

After discussion and deliberation, a vote was taken with the group split 50/50 on support of the request. It was agreed that a group would meet to discuss and evaluate current and anticipated Mission priorities to better determine if this capital request aligns with overall priorities. Mission Council will defer consideration of the request until the May meeting when we receive the 2022 budget and can consider it in the context of other needs and priorities, long-standing mission partner funding, and impact grant requests.

[* Note: this requested support would be in addition to Trinity's annual operating support of Agape from the Mission budget of approximately \$211,786 (43% of the total Mission budget)].

Haiti:

Some of the funds raised through the 2021 Christmas Market were used to make a \$5,000 donation to La Gonave Haiti Partners (LGHP) earmarked for the purchase of an all-terrain motorcycle for use by Bill Rice Clinic medical staff. The vehicle will make it possible for doctors and nurses to better deliver healthcare to rural communities, offer general and maternal health mobile clinics, and to serve students at all 10 schools supported by LGHP including regular immunizations and deworming medicines. Trinity's donation encouraged other gifts resulting in the necessary funds being raised from other LGHP partner churches to purchase the vehicle.

Afghan Refugee Resettlement:

The two Trinity mentor teams continue to regularly visit and work closely with the Houssaini and Faizi families and are assessing and responding to each family's specific needs on an ongoing basis.

Faith in Action:

The Faith in Action committee has adopted the following mission statement:

The Faith in Action Committee responds to the call in Micah to "do justice, love mercy and walk humbly with your God," and Jesus' directions to care for the stranger, the poor, the excluded, the imprisoned, and indeed, all of God's creation. We strive to provide education about the pressing needs of our time and effective ways to address them. We seek through advocacy, reformation of public policy, and pursuit of justice, to impact the longstanding societal, legal and ecological issues that perpetuate suffering.

The committee has also adopted Criminal Justice Reform as its theme for this year in preparation for Bryan Stevenson's visit to Trinity in November as the Rosemary Kittrell Lecturer.

Other Updates:

Lucy Strong made a recommendation that the approximately \$2,000 remaining from the PATH Offering collected Oct 3rd, 2021 be donated to Meals and Wheels. A vote was taken and approved.

The Red Cross blood drive held on Sunday, March 20th was very successful with 47 pints of blood donated. It was noted that the Choir was the most significantly represented group to participate in the drive.

The "Give 40 Things in 40 Days" Lenten practice to collect non-perishable food items for the Meals on Wheels pantry is ongoing through April 17th. Drop-offs will be April 17th – April 20th.

The book drive (for books featuring main characters of color) for the Agape library led by Trinity member George Williams as his Eagle Scout project was a great success. More than 400 books were purchased and donated, far exceeding George's goal of collecting 300 books.

On April 8th, there will be a Mission Project held at the Elementary Easter Egg Hunt. We will pack snack bags for guests of the Central Outreach and Advocacy Center.

Lucy recently met with the Executive Director of Memorial Drive Ministries in Clarkston. They discussed ways Trinity might continue to build on their work with IRC and refugee resettlement. Conversations will continue.

II. Upcoming & New Project Report:

Mission Council members are in the process of reviewing and evaluating impact grant applications received from 12 organizations. Funding decisions will be made at the May 4th meeting.

III. Motions for Session Vote:

N/A

Pastors' Aid April 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 receptions following the memorial services for Charles Heinz, Suzanne Brown, and after the interment of Bill Schotanus.

4 get well/encouragement notes were sent on behalf of Pastors' Aid.
12 birthday cards were sent to members 80 and older.
3 bereavement notes were sent.

Flowers were delivered to Mark & Cindy Stancil, to Sue Williams on the death of her brother, to Elizabeth Davis, to Betsy Daugherty on the death of her brother, Jim Smith, to Dale Lewis on the death of his mother, Louise Lewis, to Jerome Holt on the death of his cousin, to Kim Clayton in gratitude of her 2 years of leadership at Trinity as our Interim and to Laura Balch on the death of her mother.

II. Upcoming & New Project Report:

III. Motions for Session Vote:

Revised: 2/16/21

Adopted: February 20, 2017

Pastors' Aid Meeting Minutes –March 23, 2022

Attendance : Meredith Daniel, Anne Snyder, Cynthia Brooke, Nancy Spetnagel, Elsie Henderson, Pat Wilder, Nancy Broadfoot, Judy Maner, B.J. Dickensheets, Nancy Calhoun, Cindy Ferguson, Jennifer Kahn, and Teed Poe

Devotional: Nancy Broadfoot provided positive words of encouragement for the beginning of spring.

Thanks to Hostesses: B.J. Dickensheets and Judy Maner

Approval of February Minutes: Approved

Pastoral Concerns: Christie Woodfin, Barbara Byerly, Patti Gambrel, Doris Pidgeon, Billy Daniel, Kirk Willingham and Sarah French (undergoing bone marrow transplant). Cards would be appreciated and may be mailed to her home address: 2552 Habersham Road, NW, Atlanta, GA, 30305. Christopher Rex passed away.

Session Minute/Church News: There will be a congregational meeting on Sunday, April 3, to accept the recommendation of the Pastor's Nominating Committee for our new senior pastor.

Financial Report: \$21,760.80 (expenses outstanding)

Notes received: Note from Nan Schotanus Boyd thanking for the reception after Bill's interment.

Committee reports for February:

Memorial Receptions: There was a reception following the memorial service for Charles Heinz. Nancy Broadfoot, Nancy Spetnagel, Berney Bridges, Sally Sinkler, Cindy Ferguson and BJ Dickensheets hosted. Reception after Suzanne Brown's service was hosted by Teed Poe, BJ Dickensheets, Jennifer Kahn, Nancy Spetnagel and Lori Austin. Reception following interment of Bill Schotanus was hosted by Sarah Killough, Sally Sinkler, Betty Layng, Nancy Spetnagel and Meredith Daniel.

Flowers: Thanks to Cindy Ferguson for coordinating flower delivery for month of February.

2/27 – Mark & Cindy Stancil, Pat Wildman delivered to Sue Williams on the death of her brother. Flowers given to Elizabeth Davis.

3/6 – Nancy Spetnagel delivered to Betsy Daugherty on the death of her brother, Jim Smith; Sally Sinkler delivered to Dale Lewis on the death of his mother, Louise Lewis; Cindy Ferguson

delivered to Jerome Holt on the death of his cousin; Cindy Ferguson delivered to Kim Clayton in gratitude of her 2 years of leadership at Trinity as our Interim.

3/13 – The flowers were used for the reception following the interment of Bill Schotanus.

3/20 – Clare O’Shaughnessey delivered flowers to Laura Balch on the death of her mother.

Bereavement: Cathy Yarborough sent a card to Ann Evans on the death of her niece.

Births: BJ Dickensheets – no births

Get Well/Encouragement: Nancy Spetnagel – Jayne Phillips, Sally Cole/Jim Stokes, Nisbet Toole, and Christie Woodfin (by email).

Birthdays: Lori Austin and Jennifer Kahn sent 12 cards to those listed in the February 2022 minutes.

Old Business: Betty Layng provided the new Pastors’ Aid cards which have been packed in groups of ten.

New Business: There will be a reception for Kim Clayton on Sunday, May 1, to honor Kim for her dedication, guidance, and leadership as our interim minister. A vote was approved to provide funds to assist with the reception.

Our next meeting will be on Wednesday, April 27, 2022, at 10:00 am.

PASTORS AID COMMITTEES FOR April 2022

Devotional: Meredith Daniel

Hostesses: Elsie Henderson and Pat Wildman

Minutes: Meredith Daniel

Memorial Receptions: Meredith Daniel will continue to coordinate by sending emails for volunteer for specific memorial receptions.

Flowers: Cindy Ferguson will coordinate by soliciting help for each Sunday in April

Notes and Cards:

Bereavement: Anne Snyder

Births: Nancy Broadfoot

Get Well/Encouragement: Nancy Spetnagel

Birthdays: Elsie Henderson and Meredith Daniel

April Birthdays:

Garrett, Mrs. Joy	04/02/1942	1805 River Forest Rd NW	Atlanta	GA	30327-2519
Lynch Jr., Mr. Ken	04/07/1942	3320 Ridge Pt SE	Atlanta	GA	30339-4338
Hansen, Mr. Lew	04/08/1930	3747 Peachtree Rd NE Apt 1518	Brookhaven	GA	30319
Jenkins, Mr. Terry	04/09/1934	3590 Vinings Ridge Ct SE	Atlanta	GA	30339-5706
Deer, Mr. Dana	04/12/1936	6326 Ferry Dr NE	Sandy Springs	GA	30328-3016
Land Jr., Mr. Aaron J. (A. J.)	04/13/1938	4195 Farmington Place, SE	Atlanta	GA	30339
Harley, Dr. Eugene L. (Gene)	04/15/1930	2000 East West Connector #121	Austell	GA	30106
McIlvaine Jr., Mr. John	04/15/1933	11450 Morris Rd	Alpharetta	GA	30005
York, Mrs. Marguerite	04/20/1933	3750 Peachtree Road NE #610	Atlanta	GA	30319
Stokes, Mr. Jim	04/25/1942	3165 Dallas Hwy SW #4066	Marietta	GA	30064
Welch, Mrs. Jinny	04/26/1929	25 Glenlake Pkwy Apt 2404	Sandy Springs	GA	30328
Curtis, Mr. Dan	04/26/1933	3659 Cochise Dr SE	Atlanta	GA	30339-4330
Allison, Mrs. Judith (Judy)	04/28/1935	3101 Howell Mill Road, Unit 301	Atlanta	GA	30327
Bath, Mr. Bill	04/29/1932	424 Manor Ridge Dr NW	Atlanta	GA	30305-3510
Prickett, Mr. Ernie	04/30/1942	2 W Wesley Rd NW Apt 10	Atlanta	GA	30305-3500

**Respectfully submitted,
Anne Snyder and Meredith Daniel**

Personnel Committee Session Report

April 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:

The Committee is significantly engaged in several ongoing projects including:

- Planning celebration of Kim Clayton after worship May 1. Her last Sunday leading worship is May 1.
- Developing resource plan for administrative support given two current staff vacancies, and planned retirement of Patti Heinz effective May 31. A celebration of Patti is planned after worship June 5.
- Facilitating permanent solution for reception area staffing.
- Preparing for arrival of new Senior Pastor May 11, including initial meeting with Jim Balloun and Brian Williams to discuss the role of the Committee and current projects.
- Finalizing plan to extend Lucy Strong's contract call beyond September 2022 for short term to allow for all parties including new Senior Pastor to determine future direction.
- Continuing development of staffing requirements for current and future Communications needs, in conjunction with ongoing infrastructure improvements currently underway

II. Upcoming and New Projects Report:

III. Motions for Session Vote: None.

Property Committee

April 6, 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, Jane Harrison, Lea Holliday, David Quillian, Dale Lewis, Paul Marston, George Parson, Trey Reese, Anne Weaver, Christie Woodfin.** Also in attendance: special guest David Merritt. Staff in attendance: **Molly Faircloth, Karen Simmons, TreVarius Worthy, and Rev. Dr. Kim Clayton.**

Esther called the meeting to order at 8:03am. Kim opened the meeting with prayer and the group prayed for our fellow member Christie Woodfin who is facing a cancer challenge.

It was noted that we need to add Jane Harrison to the Property Committee list. Esther welcomed Jane, and members introduced themselves.

The minutes of the March meeting were approved.

David Caldwell reported on Infrastructure work. He said that our general contractor Segars started yesterday, April 5, working first on staff offices on the second floor which will be refreshed with painting and carpet. He shared samples of the carpet choice for the upstairs offices and for the first floor hallways.

David said we need to consider 5 things with regard to the sanctuary carpet:

1. Preserve the design integrity as we have a formal space
2. Maintain the acoustical properties for the organ, so low pile is optimal
3. Accommodate the hearing loop that is being installed this summer
4. Achieve flexibility for changes in future technology
5. Select a durable material as the current carpet was installed over 25 years ago.

He added that we have not yet identified the carpet to be proposed for the sanctuary.

Molly reported that Karen Simmons has organized the staff so that Segars' crew knows exactly where they will be working and when. Kudos!

Esther added that we are removing the door numbers that are now on the doors; the numbers will instead be placed on new signage installed outside each room. David C. said that Williams Hall will be closed from May 2-June 10. On July 18 the sanctuary renovation will begin and it will be complete by Halloween.

Esther said it appears we will need to move many existing pieces of art when we renovate. It was moved and seconded, and **voted unanimously to ask Lacey Jordan, chair of the Art Committee, to activate that committee for work since we are renovating so many areas and will need to move some of the existing art.**

David Caldwell reported the Property and Infrastructure committees have determined that the current library space and A-116 classroom opposite will need to be painted and carpeted due to their immediate adjacency to the repainted and recarpeted hallway. Since the library will need to be dismantled for paint and carpet, discussion arose about the idea of taking this opportunity to create a badly needed first floor gathering space in proximity to 5 Points and the welcome center. Molly Faircloth reported that the Library is part of the Adult Education ministry. After extensive discussion about the benefits of a new gathering space and ideas about alternative space for the library, David Caldwell moved **the Property Committee recommend to the Adult Education Committee that the Library be relocated to provide an intergenerational, multi-purpose gathering space on the first floor, and jointly work to find a new space for the library.** George Parson seconded. The motion carried unanimously.

George Parson volunteered to be the library liaison and to work with Karen Simmons on helping arrange for the packing of the library in time for painting and carpeting.

A this point the Committee adjourned to the parking lot, where David Caldwell invited everyone to the ribbon-cutting for the new Rev. Dr. Kim Clayton Trash Enclosure! Kim cut the ribbon herself, with gusto, and David asked her to read three Bible verses he had identified as being germane, since they dealt with garbage and trash. A great time was had by all, with much laughter!



We resumed the meeting indoors where we were introduced to Michael Ellis, the superintendent from Segars who will be on site at Trinity for 24 weeks working on our renovations. Michael and his crew will be here five days a week, from approximately 6am to 2pm. Karen and Michael have worked out the logistics. The receptionist has Michael's cell number, which is 470-389-5504. His email is mellis@segarsgroup.com.

In Hank's absence Esther reported that the security contract with Convergent is in hand and Hank would like to have it signed by week's end. George agreed to review the boilerplate fine print at the end of the contract, and Trey looked at it as well. There were several questions, but only one that still needs to be resolved: what triggers completion? **The Committee recommended signing the Convergent contract of \$186,350 with the caveat that there be "mutually agreeable completion" incorporated in some way.**

Molly said that Invictus, our security consultant who brought Convergent to Trinity, is finished now that the bid process is complete. She said that we could contract with Invictus to be project manager for the installation of the security contract for \$5K. **The Property Committee voted to recommend that Invictus be retained to be the project manager for the security installation on behalf of Trinity for \$5K.** It passed unanimously. This would come out of the Infrastructure security budget.

Esther reported that our signage work has encountered unexpected delays. We need a variance for the Howell Mill monument sign and our banner signs exceed the city's sign ordinance size for banner signs. DeNyse, our sign company, is looking at alternatives that may enable us to adapt our existing hanging signs to be banner signs. Signage Committee meets next week to look at internal campus sign designs and interior sign designs and discuss budget.

David Caldwell reported on our HVAC work. He has received four bids. One bidder, United Maintenance, recommended engaging an engineer to give us specs for what we need, for right sizing the units and for dealing with the oddities in our systems, to be our strategy consultant. **David moved Trinity hire an engineer to create specs for us for \$10K. We voted to engage a recommended engineer.** This motion will be taken to Session. Molly said she would prefer to pay for it out of the annual Property budget, rather than the Property reserve.

David Caldwell reported that he has received an \$8K proposal from John Noel, who has previously provided us with lighting fixtures and bulbs, for a lighting upgrade in several places: the hallway to Play Place, in the 5 Points area, in the senior pastor's hallway, and in the sanctuary where we need additional emergency lights. **The committee voted unanimously to allocate \$8K to purchase this lighting upgrade.** Molly recommended the expense come out of the Property reserve.

David Caldwell asked about furniture in the senior pastor's office. What is there now is a bit of a hodge-podge. What will our newly called senior pastor want? To be determined.

Molly pointed out that in the future we may need to consider upgrading staff offices as well.

David Merritt asked if we wanted to consider possible change orders to provide wiring for future monitors in the current library space, at the coffee station, at the bulletin board? He said his next big effort is electrical. The committee agreed that we would like to install this wiring, that it may or may not be feasible. David will price the wiring to these spaces that were removed from the SES contract for budget reasons.

It was pointed out that these refreshes of church spaces will encourage people to return.

David Merritt reported that screens in the sanctuary were approved by the Session.

Re financials: Molly reported that utilities for C & D buildings were higher than expected; there has been more use. She said everyone wants to use D building. She also reported that she had assigned the trash enclosure expense to carpentry.

Trey Reese asked for help with the Buildings Use Handbook revision. Karen Simmons quickly volunteered to work with him on this project.

The committee adjourned at 9:55am.

STEPHEN MINISTRY

COMMITTEE REPORT for April 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 April meetings, we welcomed Stuart Smith from The Link Counseling Center in Atlanta. Stuart spoke about issues related to suicide – he led the training session for our training class and all Stephen Ministers were invited to attend. Stuart's primary message to the Stephen Ministers was that in situations in which a care receiver expresses suicidal thoughts or tendencies, the Stephen Minister must understand that he or she cannot feel responsible. In many cases, merely by being present and listening to the care receiver, a Stephen Minister helps in suicide prevention. Stuart discussed when a Stephen Minister should seek emergency or professional help for their care receiver, and he emphasized that as volunteer caregivers, Stephen Ministers should not be expected to take on too much responsibility in situations in which a care receiver expresses suicidal thoughts. The Stephen Leaders believe the entire congregation could benefit from a presentation by Stuart on suicide-related issues and have had some discussions with Counseling and Enrichment about the possibility.

Ten Stephen Ministers now have confidential care receivers, including a new relationship that was only recently established. Several relationships recently have reached closure and others are on the verge of closing. A number of Stephen Ministers remain active in the Visitation Ministry as well.

II. UPCOMING ACTIVITIES

The training sessions for our new class of Stephen Ministers are ongoing weekly. Our five new trainees continue to demonstrate sincere interest and strong acumen as they explore the training curriculum,

and we look forward to them completing the training in May and becoming commissioned as Stephen Ministers. Their commissioning service is 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, and we are looking forward to working with Rebekah LeMon.

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 March meeting was in person on Tuesday, March 22, at 12:30. Our next meeting is scheduled for April 26. 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
3/23/2022

Worship and Music Committee Report – April 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

Frances Swensson

Patti Heinz (staff liaison)

Jim Hinkle

Jan Irvin

Norman Mackenzie (staff liaison)

Mary Fleming Riley

I. Current Activity Report:

- **Kim Clayton** - On behalf of the Worship & Music Committee, Martha Craft expressed immense gratitude to Kim for her clarity, fortitude, humor, and faith in leading Trinity Presbyterian Church for the past two years as Interim Senior Pastor. Kim has truly been a godsend during a challenging and uncertain time in the world at large and in Trinity's immediate world.
 - Kim shared that she has truly enjoyed serving as Interim Senior Pastor at TPC even with all the unexpected challenges. She expressed her gratitude to Patti and Norman for their work and partnership during the last two years. She has also enjoyed getting to know members of the W&M Committee and is appreciative of each member's service.
 - Norman expressed his thanks to Kim for her leadership during this interim time and how much he enjoyed partnering with her.
 - Kim's last day in the office will be May 11th. Her last day preaching will be May 1st.
 - Kim is working on the May 8th service. Her idea is to have the service led by a combination of the Atlanta Presbytery, David Carr, and Paul King.
 - Kim is actively seeking another interim pastor call and is currently in conversation with two churches, both outside of Atlanta.
- **Rebekah Close LeMon** – TPC's new Senior Pastor, Rebekah Close LeMon, will preach her first sermon on May 15th and then again on May 22nd. Rebekah will then be out May 29th – June 4th as she is scheduled to attend/present at a seminar in Montreat.
- **Gabriel Faure Requiem** - Norman was pleased to report, that after a two-year delay, that the Chancel Choir was able to perform Gabriel Faure Requiem, op. 48 in worship on March 27th. Attendance was large – both congregation members and visitors to TPC. Norman has received many positive comments about this special Spring Music Festival Sunday.
- **Celtic Lenten Services** - Norman reported that the March Celtic Lenten services, held on Sunday evenings at 6:30 p.m. in the Chapel, have been well received. Attendance has been good – between 20 to 40 each service.
- **Memorial Services** - The Chancel Choir has participated recently in two memorial services – one for Charles Heinz (Patti's husband) and another for Lucinda Gibson (long-time choir member). Norman is currently planning music for Chris Rex's memorial service which will be held on April 23rd at 11:00 a.m. Joanna Adams will be leading the service. Mary Fleming

Riley added that the Memorial Service Committee is prepared for large attendance at the service with many visitors.

- **Ushers** – Martha and Patti have reached out to David Beasley to see if he needs help to recruit more ushers and in organizing an orientation/retraining session.
- **Communion Preparation** –
 - Martha and Roxanna met with Karen McRea to discuss returning to a post-pandemic communion process. Karen will contact committee members to see who will continue to serve and who will not. We discussed some possible names to fill in any vacancies, and the opportunity to serve was presented in the 3/27 New Member class. (There were no takers.)
 - The April 3 communion went smoothly, but Patti was very involved in the planning and logistics. Upon her retirement, these tasks must be reassigned. Of course, Rebekah will have ideas and provide ultimate direction.
- **Informal Service Review** – Martha reached out to Bill Borland to confirm a presentation of findings in May Worship & Music meeting.
- **AVLB Update** –
 - Session approved two drop-down sanctuary screens on either side of pulpit. An architect will design crown molding to hide the 11-foot screens when retracted. (Our voting Option C with 8 of 12 first choice votes.) The budget is \$115,000.
 - Session approved inductive loops hearing impaired solutions for Sanctuary (including choir loft) and Williams Hall. It also approved improving WiFi throughout Trinity campus for Bring Your Own Device (BYOD) hearing impaired options.
 - Session approved one monitor on each side of choir loft either above or below the convex mirror, which will remain. The monitors will be angled so they don't distract the congregation. They will not be used during music.
 - Kim clarified that equipment for livestreaming in Williams Hall is being repurposed from the Sanctuary as the permanent solution will cost approximately \$50,000. Also, sound improvements and livestreaming equipment for the Chapel will not occur as cost is approximately \$250,000. Both these items are being deferred for consideration in a future capital campaign.
 - AVLB group will work with Worship & Music on guidelines on how monitors, screens, and cameras will be used. Before November 1, AVLB will make guideline recommendations based on other churches' use. W&M will review, revise, and present as a motion to Session. W&M will own these guidelines.
 - It was suggested that a good use of drop-down screens would have been at the Sunday, April 1st congregational meeting.

II. Upcoming & New Project Report:

- **Worship Logistics and Livestream Schedule** –
 - We had originally wanted to wait for the new senior pastor to be named; however, with Rebekah's first day being May 15, staff and W&M chair recommended we develop a plan to present to her for input and/or approval.
 - The Trinity staff recommended a three-part schedule to cover worship services Memorial Day through November construction.
 - **Memorial Day (May 29th) – July 17** – Continue two services, so Rebekah can see both for enough time to get an idea of each service.
Locations: 9 a.m. in Loft; 11 a.m. in Sanctuary (livestream both)

- **July 24 – Labor Day (Sept. 4th)** – Return to one service at 10 a.m. to accommodate the sanctuary construction.
Location: Williams Hall (livestream)
 - **September 5th – November** – Return to two services. Location: 9 a.m. in Loft; 11 a.m. in Williams Hall (livestream both)
- The W&M Committee reviewed the recommended schedule (above) and suggested that we only have one service Memorial Day and July 4th holiday weekends. The committee felt that having two services during the month of June would be sufficient to allow Rebekah to see both services. It would also be less confusing for the congregation not to switch back to two services after July 4th for such a short period of time. After the meeting Patti confirmed with Kim and Norman the following worship schedule which will be proposed to Rebekah:
 - **May 29 (Memorial Day):** One service at 11a.m. (Sanctuary)
 - **June 5 – June 26:** 9 a.m. (Loft) & 11 a.m. (Sanctuary)
 - **July 3 – 17:** One service in the Sanctuary at 10 a.m.
 - **July 24 – September 4 (Labor Day):** One service in Williams Hall at 10 a.m.
 - **September 11 – October 30:** Return to two services, 9 a.m. (Loft) and 11a.m. (Williams Hall)
 - **November 6:** 9 a.m. (Loft) and 11a.m. returns to the Sanctuary
- **Upcoming Events –**
 - April 6 – W&M Executive Committee 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, Reception for Kim
 - May 4 – W&M Executive Committee meeting @ 6:00 p.m.
 - May 15 – First Sunday Rebekah preaches; Welcome Reception following 11:00 a.m. worship
 - June 5 – Reception for Patti Heinz Retirement – following 11:00 a.m. worship

III. Motions for Session Vote: None

Trinity Presbyterian Preschool
Committee Report April 2022

Vision Statement: Making God's Love Visible

Committee Purpose: *The mission of Trinity Presbyterian Preschool ("TPP" or the "Preschool") 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.*

Committee Chair(s): Jessica Heberton

Committee Membership: Ashley Cotley, Laura Diamond, Laura Martin, Kristina Maynard, Betsy Oliver, Tom Owens, Grace Powers, Cindy Stancil, Catherine Stewart, and Alice Strachan

- I. Current Activity Report: The TPP Board has been completing usual business. TPP is continuing to strive for a high-quality education for preschoolers. Our short- and long-term goals are all driven to offer a more diverse curriculum for our current school size. We recently began enrollment for the 2022-2023 school year and we are off to a strong start. We added a two's class in response to high demand.
- II. Teacher Staffing Update: TPP will have at least 4 teaching positions open for next year. The Director is has finalized contracts for teachers next year and we are actively recruiting teachers now.
- III. Summer Camp registration is as expected. Camps will be held the weeks of June 20, June 27, August 1, and August 8.
- IV. Marketing Update: TPP is currently creating a new video for the preschool. Interviews of parents and teacher began last week. A photographer came and took wonderful photos of the school. Once the video in complete, TPP will update the website.
- V. Upcoming & New Project Report: Over the upcoming months we are looking into strategies to diversify offerings, increase marketability of TPP, and fine-tune current policies.
- VI. Lastly, we will begin board recruitment after the new year. Our exiting class is rather larger, so we will need additional members for the 2022-2023 class.
- VII. Motions for Session Vote: None.

TRINITY PRESBYTERIAN PRESCHOOL BOARD MEETING MINUTES

September 20, 2021 at 7:45am

Attendance: Paige Keller, Jessica Heberton, Ashley Cotey, Alice Strachan, Catherine Stewart, Cindy Stancil, Grace Powers, Laura Diamond, and Betsy Oliver.

Absent: Jessica Heberton, Alice Strachan, Catherine Stewart, and Betsy Oliver.

**Spring break impacted attendance.*

Grace Powers led the meeting.

Announcements:

- The Covenant of Understanding was passed.
- No finance update really needed since everything is straightforward, and no unforeseen expenditures have been made.

Only new item is to update the salary ranges for positions. We want to make sure that these are set since Paige will be hiring more teachers next year. We want to ensure starting salaries are not more than newly hired teachers.

- Kristina, Laura Diamond, and Ashley all voted in favor of the salary band adjustment for newly hired teachers.

Paige's Directors Report

- School wide mask optional is going really well and has been a good adjustment. One student and a few teachers have continued to wear masks.
- Resumed tours.
- Began recording marketing videos with parent and teacher interviews.
- Spring Break camp is happening. Low numbers, but will still be profitable.
- Summer Camp is going as expected and should be very full.
- We will need a Pre-K 5 assistant and four Two's teachers. So please spread the word!

Should we start meeting in person for the April or May meeting? It would be nice to meet in person at 8am with a laptop for a Zoom option.

Trinity Presbyterian Church

Monthly Financial Statement Summary

YTD Actuals to Budget Analysis

As of March 31, 2022

A	B	C	D	E	F	G
YTD - 3.31.2022	2022 Actual	2022 YTD Budget	Relative To BUDGET			Comments
			Favorable	+	Unfavorable	= Net F/(U)
1	Income					
2	Pledged Income	\$ 1,528,217.44	\$ 1,486,544.01	\$ 41,673.43		
3	Non-Pledged Income	17,810.00	9,161.00	8,649.00		
4	Trust Fund Income	-	34,622.00		(34,622.00)	
5	Other Income	3,572.78	1,599.85	1,972.93		
6	Activities and Recreation	27,211.43	25,718.00	1,493.43		
7	Stock Gain/Loss	(2,401.80)	(249.99)		(2,151.81)	
8	Total Income	\$ 1,574,409.85	\$ 1,557,394.87	\$ 53,788.79	\$ (36,773.81)	\$ 17,014.98
9						
10						
11	Expenses					
12	Congregation	\$ 18,960.83	\$ 8,614.98		\$ (10,345.85)	
13	Children & Families	971.10	2,975.01	2,003.91		
14	Youth & Families	1,729.40	14,130.30	12,400.90		
15	Adults	9,180.67	7,033.77		(2,146.90)	
16	Worship and Music	13,448.67	17,962.47	4,513.80		
17	Mission	329.77	122,397.45	122,067.68		
18	Commitment	-	1,249.98	1,249.98		
19	Finance & Administration	116,036.28	127,466.49	11,430.21		
20	Property	138,394.00	114,729.71		(23,664.29)	
21	Personnel	420,649.56	459,851.00	39,201.44		
22	Childcare	2,697.56	3,596.49	898.93		
23						
24						
25	Total Expenses	\$ 722,397.84	\$ 880,007.65	\$ 193,766.85	\$ (36,157.04)	\$ 157,609.81
26						
27	Extraordinary Items					
28						
29						
30	Net Y-T-D Total	\$ 852,012.01	\$ 677,387.22			\$ 174,624.79
31						
32						
33	Prior Month	\$ 639,997.43	\$ 0.00			\$ 639,997.43

"- " = Under Budget; "+ " = Over Budget

2022 Prepaid Pledges \$560,366; 2021 Prepaid Pledges \$303,225; 2020 Prepaid Pledges \$467,882
Prior Year Pledges (+\$41,107)

Will be caught up in April
Loose Plate (+\$2,414)

Activities & Rec (+\$11,557)
Curriculum (-\$1,225); Supplies (-\$500)
Relational Min (-\$2,118); Trips and Retreats (-\$3,750); Transportation (-\$4,250)
Adult Education (-\$1,663); Spiritual Formation (\$5,185); Young Adults (-\$1,206)
Worship (-\$2,691); Music (-\$1,873)
Partner Funding (-\$78,704); Mission Support (-\$34,570); Grants (-\$8,795)
No activity to date
Administration (+\$29,434); Communication (-\$18,494); Technology (-\$15,102); Food Svc (-\$7,468)
Cleaning (-\$5,441); Bldg Maint (+16,531); HVAC (-\$8,699); Security (+\$3,733); Utilities (+\$4,274);
Grounds Maint (+\$2,049); Vehicles (+\$8,965)
primarily timing differences coupled with unanticipated staff vacancies

Trinity Presbyterian Church
Summary Analysis - Operations
General Fund
March 2022

Accounts	MTD Actual	MTD Budget	MTD Budget Variance	YTD Actual	YTD Budget	YTD Budget Variance	Annual Budget	Annual Budget Remaining
Revenues								
Pledged Income								
11.40000 - Current Year Pledges	\$454,921.51	\$454,921.00	\$0.51	\$1,421,277.10	\$1,421,276.00	\$1.10	\$3,310,999.00	\$1,889,721.90
11.40010 - Pledges - Prior Years	\$18,602.10	\$11,014.00	\$7,588.10	\$108,125.00	\$67,018.00	\$41,107.00	\$95,000.00	(\$13,125.00)
11.40025 - Online Gift Processing Fees	(\$372.97)	(\$583.33)	\$210.36	(\$1,184.66)	(\$1,749.99)	\$565.33	(\$7,000.00)	(\$5,815.34)
Total Pledged Income	\$473,150.64	\$465,351.67	\$7,798.97	\$1,528,217.44	\$1,486,544.01	\$41,673.43	\$3,398,999.00	\$1,870,781.56
Non-Pledged Income								
11.41000 - Non-pledged Contributions	\$8,840.00	\$2,645.00	\$6,195.00	\$17,810.00	\$9,161.00	\$8,649.00	\$60,000.00	\$42,190.00
Total Non-Pledged Income	\$8,840.00	\$2,645.00	\$6,195.00	\$17,810.00	\$9,161.00	\$8,649.00	\$60,000.00	\$42,190.00
Trust Fund Income	\$0.00	\$34,622.00	(\$34,622.00)	\$0.00	\$34,622.00	(\$34,622.00)	\$138,485.00	\$138,485.00
Other Income	\$1,648.50	\$988.44	\$660.06	\$3,572.78	\$1,599.85	\$1,972.93	\$20,500.00	\$16,927.22
Activities & Recreation	\$2,600.00	\$433.00	\$2,167.00	\$27,211.43	\$25,718.00	\$1,493.43	\$25,718.00	(\$1,493.43)
Stock Gain/Loss	(\$50.13)	(\$83.33)	\$33.20	(\$2,401.80)	(\$249.99)	(\$2,151.81)	(\$1,000.00)	\$1,401.80
Total Revenues	\$486,189.01	\$503,956.78	(\$17,767.77)	\$1,574,409.85	\$1,557,394.87	\$17,014.98	\$3,642,702.00	\$2,068,292.15
Expenses								
Ministry to the Congregation	\$5,921.69	\$2,871.66	\$3,050.03	\$18,960.83	\$8,614.98	\$10,345.85	\$34,460.00	\$15,499.17
Ministry - Children & Families	\$1,448.17	\$991.67	\$456.50	\$971.10	\$2,975.01	(\$2,003.91)	\$23,400.00	\$22,428.90
Ministry - Youth & Families	\$1,457.18	\$4,710.10	(\$3,252.92)	\$1,729.40	\$14,130.30	(\$12,400.90)	\$56,521.00	\$54,791.60
Ministry to Adults	\$2,601.14	\$2,344.59	\$256.55	\$9,180.67	\$7,033.77	\$2,146.90	\$28,135.00	\$18,954.33
Worship & Music	\$4,770.66	\$5,987.49	(\$1,216.83)	\$13,448.67	\$17,962.47	(\$4,513.80)	\$71,850.00	\$58,401.33
Mission	\$39.72	\$40,799.15	(\$40,759.43)	\$329.77	\$122,397.45	(\$122,067.68)	\$489,590.00	\$489,260.23
Commitment	\$0.00	\$416.66	(\$416.66)	\$0.00	\$1,249.98	(\$1,249.98)	\$5,000.00	\$5,000.00
Finance & Administration	\$24,511.20	\$42,188.83	(\$17,677.63)	\$116,036.28	\$127,466.49	(\$11,430.21)	\$507,366.00	\$391,329.72
Property	\$82,766.76	\$44,399.57	\$38,367.19	\$138,394.00	\$114,729.71	\$23,664.29	\$550,380.00	\$411,986.00
Personnel	\$149,900.67	\$156,617.00	(\$6,716.33)	\$420,649.56	\$459,851.00	(\$39,201.44)	\$1,861,614.00	\$1,440,964.44
Childcare	\$1,053.36	\$1,198.83	(\$145.47)	\$2,697.56	\$3,596.49	(\$898.93)	\$14,386.00	\$11,688.44
Total Expenses	\$274,470.55	\$302,525.55	(\$28,055.00)	\$722,397.84	\$880,007.65	(\$157,609.81)	\$3,642,702.00	\$2,920,304.16
Net Operating Total	\$211,718.46	\$201,431.23	\$10,287.23	\$852,012.01	\$677,387.22	\$174,624.79	\$0.00	(\$852,012.01)

TELC Minutes

Online Meeting April 6, 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	Amanda Hage

Joe Dixon called the meeting to order at 6:34 pm.

March 2022 Minutes were approved unanimously.

Center Update: Tim Allen

- Enrollment
 - o March 111 (lower than budget of 116)
 - o New teacher will enable April/May increase to 120 and transition
- Faculty
 - o One new hire (2-year old), two open positions
 - o Staff development day planned
- Families and Events
 - o PreK registration currently open. Deadline is April 11th.
 - o Week of the Young Child- April 2-8 (ice cream truck on Thursday)
 - o TELC Egg Hunt- April 14- families welcome
 - o Miles for Smiles-April 22-families welcome
 - o Parent/ Teacher conferences: April 25-29- in person
 - o Muffins for Mom- May 6
 - o PreK Celebration- May 18
 - o Memorial Day Holiday- May 30
 - o Donuts for Dad- June 17
- Health and Safety
 - o No Covid cases or updates, mask optional

Finance: Blake Head, Chris Fellows, Richard O'Donnell, Joe Dixon

- February Financials
 - o Jan – Feb budget to actual – a little under on revenue (short on students), expect it to pick up. Cash up \$27k compared to 12/31.
- Employee Retention Credit – amended payroll tax returns filed in March, expect to receive ~\$730,000 in refunds in about 8 months (November) depending on IRS processing time
- **Finalized Budget and Vote on Cost of Living Adjustment (2%)**
 - o **Courtney motion, Righton 2nd, all voted in favor (11)**
- **Referral Bonus – hired, and retained – 90 day probationary period - \$500 Righton motion, second, all in favor**

Development/Financial Aid: Ashley Hooper

- No update, mid-year scholarship resolved.

- **Governance:** Amanda Hager, Andrew Belisle, Liza Farley, Annie Cecil
- 8 rolling off, Amy is looking for an elder to join (won't determine for a few weeks). Would like to add 7-8 new members
 - o 1- Financial Aid/Development
 - o 1- Events
 - o 1- Finance
 - o 2 - Governance - we will need to add at least one here that is a church member
 - o 0 – Personnel
 - o 0 - Public Relations
 - o 1 or 2- Strategic Projects

Personnel: Courtney Deveau, Wyatt Kendall, Amy Krause, Elizabeth Thompson

- Received Teacher, Board, and Parent feedback – received more feedback, lots of positive feedback
- Conducted Tim's mid-year review – lots of positives, challenges driven by hiring challenges. Want to partner with PR committee to review website to provide more clarity on Admission, waitlist, Miles for Smiles, the Center

Strategic Projects: Righton Lewis, Bobby Norwood, Steven Smith

- Need to connect with Tim, he is checking with teachers. Teachers to provide Tim an update at staff development update.

Public Relations: Sarah Heller, Jen Tessoroff, Jacob Jordan

- Meet the Families Event – April 30th? 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, Bob Cooney

- Website is live and donations are coming in by Special Friends/Family
 - o Letters went out (\$5,000 from families)
- Corporate Sponsors came in at \$11,500 which is +10% LY
- Gift Card donations secured from Toy Stores for Top Fundraisers
- T-Shirts for Classrooms have arrived and will be distributed to students the week of the Event
- We will seek volunteers for Set Up, Each Event & Tear Down – communication to go out next week for this
- Day Of:
 - o Balloon Artist Booked
 - o Potential Sand Art Station (Tim looking into)
 - o Ice Cream Truck & Juice/Smoothie Truck On Site
 - o Event will last about an hour, beginning at 4pm
- In works: Day of event flow & Banners to hang up featuring sponsors

Next Meeting

- We will send out RSVP's and plan catering for sendoff and welcome

Meeting adjourned at 7:30 p.m.

Respectfully submitted,
Joe Dixon, Chairperson