

SESSION PACKET

Stated Session Meeting

August 20, 2024



TRINITY

PRESBYTERIAN
CHURCH

_____ Approved

_____ Approved with Amendment

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STATED SESSION MEETING AGENDA
TRINITY PRESBYTERIAN CHURCH
August 20, 2024
6:00 p.m. New Member Dinner and Reception
7:00 p.m. Stated Meeting
Old Fellowship Hall

CALL TO ORDER Rebekah LeMon

DINNER AND RECEPTION OF NEW MEMBERS Lucy Strong & Rebekah LeMon

DEVOTION Drew Timmons

MOTION to approve Consent Agenda Rebekah LeMon

- Agenda
- Session Minutes
 - Stated Session Meeting Minutes – June 18, 2024
 - Called Session Meeting – June 30, 2024
- Financial Reports for June, July 2024
- Statistical Report for June, July 2024

MODERATOR’S REPORT Rebekah LeMon

CLERK’S REPORT Drew Timmons

SPECIAL ORDERS & REPORTS:

LAUNCH OF 2025 CONFIRMATION PROCESS Emily Beaver

AUGUST 6 PRESBYTERY MEETING REPORT Nick Leet

MISSION COUNCIL TASK FORCE PLAN FOR RESERVES Paige Keller

FINANCE & BUDGET Heather Edmiston & Dave Higgins

MOTION: Of the unspent funds from the 2023 fiscal year budget (\$728,628), allocate 60% to the Property Reserve Fund, 20% to the Mission Reserve Fund and 20% to the Technology Replacement Reserve Fund.

ADULT EDUCATION PLAN FOR 2024-2025 Nick Leet

OPEN FORUM

PRAYER AND DEPARTING BLESSINGS Rebekah LeMon

UPCOMING DATES		
Communion Sundays	Sept. 1 st , Oct. 6 th	
Trinity Fun Fest	August 18 th	4-6 pm
Hymn Sing & All-Church Potluck	August 25 th	11 am – 1:30 pm
BBQ & Bluegrass (one worship service at 11:00 a.m.)	Sept. 8 th	12 -3 pm
Two morning worship services and Adult Education restart	Sept. 15 th	
All-Church Financial Town Hall and Commitment Launch Brunch	Sept. 29 th	10:00 a.m.
Kittrell Lecture	Oct. 24 th	7:00 p.m.
Baptism of Ellen Childs Sanders, daughter of Amanda and Daniel Sanders	Nov. 10	11:00 a.m.

STATED SESSION MEETING MINUTES
TRINITY PRESBYTERIAN CHURCH
June 18, 2024
7:00 p.m.
Williams Hall

CALL TO ORDER & DECLARATION OF QUORUM

Rebekah LeMon

The stated Session meeting for Trinity Presbyterian Church on **June 18, 2024** was called to order at **7:00 pm** in Williams Hall by the moderator, Rebekah LeMon. The clerk, Drew Timmons, confirmed the presence of a quorum.

Emily Beaver was welcomed to Session, and she will be ordained on August 10, 2024 at Black Mountain Presbyterian Church.

DEVOTION

Emily Beaver

Emily discussed the upcoming Europe trip the youth will be leaving for on Sunday June 23, 2024, and they will be in Northern Ireland until Sunday and then they go to Edinburgh until July 3, 2024. She shared the prayers the youth will be praying every day in morning, midday, and evening. She opened us in prayer from the midday prayer.

OMNIBUS MOTION TO APPROVE CONSENT AGENDA

Rebekah LeMon

Rebekah had three amendments to the consent agenda. Rebekah LeMon directed session members to the omnibus motion in the meeting packet which included tonight's meeting Agenda, Stated Session Meeting Minutes from May 17, 2024, Called Congregational Meeting Minutes from June 16, 2024, the Financial Reports for May 2024, and the Statistical Report for May 2024. The Consent Agenda was unanimously approved without discussion.

MODERATOR'S REPORT

Rebekah LeMon

Rebekah began her report with gratitude as always. She gave a big chunk of gratitude to the APNC and to Emily Beaver answering the call. Rebekah lifted up Janet Martin. Janet has been tirelessly in the weeds to migrate from one database platform to another.

Rebekah lifted up the Property committee. Renovations to the Five Point bathrooms are happening. The Manse has been updated. Jane Harrison and Jennifer Kahn have done work in the Manse.

Rebekah thanked all the volunteers who helped with VBS last week. There were 25 youth volunteers. The youth trips are very full this summer. 27 youth went to Montreat, and 11 are going to Europe.

Thanks to all the presenters in the Speakers of Faith series this summer.

Sometime between July 7 – 21 we will worship elsewhere as the new HVAC system is installed.

If committee rotations did not happen as expected, please talk to Rebekah.

Rebekah has begun her review of our work at the retreat in May, and in the fall we will start turning some of the brainstorming into action items.

CLERK'S REPORT

Drew Timmons

Thank you to Emily Beaver for her patience. We are so happy she is here.

Upcoming Presbytery meeting on August 6, 2024. Drew will be sending out the commissioners for the meeting.

Devotion sign-up will be forthcoming.

Communion is the first Sunday of every month, and Drew will send the sign up to everyone.

SPECIAL ORDERS & REPORTS:

RECOMMENDATION FROM TRUSTEES

RE: WEST PACES ADVISORS

ENGAGEMENT

Margaret Reiser, John Shepard, & Frank Fuerst

The Trinity Trust has been growing over the past several years, as a result of both member gifts and bequests (creation of the Kittrell Lecture Fund, the Carson Major Maintenance Fund and the Kahn Family Fund for Employee Development and Well Being); and an average 9% return over the past five years. The amount in the fund has increased to close to \$10 million. The Trustees have also recently approved an updated Investment Policy Statement, at the recommendation of the members of the Investment Committee, who work with the Trustees.

The new policy clarifies the responsibilities of the Trustees, Director of Finance and the Investment Committee and updates our Asset Allocation Guidelines to begin including a target allocation to Private Equity under Market Risk, and Private Debt under Defensive Risk. There will be a cap on investing in these alternatives at 20%. WPA and investment committee do due diligence. The Investment Committee members are John Shepard, Richard O'Donnell, and Mark Stancil.

Given the Trust's growing size and greater complexity, the trustees feel it is time to create more uniform processes and procedures and reduce time-consuming and error-prone manual workflows. For a number of years, West Paces Advisors ("WPA") has held the assets and provided the reporting for the trust fund, at no cost for many years and recently at a cost of 5 basis points. This is a very low cost.

The Investment Committee and Heather have met with WPA and discussed several new services WPA can provide, and John Shepard reported on the following potential services from WPA:

servicing alternative assets, TPC's new benchmarking, streamlined reporting, trading, assistance with TPC's gifting account, all process improvements related to being an actual WPA client.

The trustees also wanted to raise this to Session's attention because John Oglesby is currently an owner of WPA, and a Trinity Trustee, and the trustees wanted to inform Session of the Investment Committee's recommendation that they work with a Trinity member's firm. The fee is in line with competitors. The cost would be 25 basis points.

The proposed services WPA will be performing are worthwhile because they will ease Heather's workload and streamline processes. Heather discussed the ease of working with Schwab through WPA instead of individually.

Investment committee still makes the decisions.

Mary Kelly Speed asked about the 25 basis points and what that means the actual fee would be. It would probably be about \$20-25k.

Allen Moseley commented that 25 basis points is low, and WPA is a great firm.

Margaret Rieser commented about the conflict of interest of Trinity hiring John's firm. When there's a member involved firm, there is a vetting process. John is not directly profiting from this engagement.

REALM ROLLOUT PRESENTATION

Heather Edmiston & Janet Martin

On June 3, Trinity made the transition from ACS to Realm. All data has ported over to the new software. All accounting records are accurate. Audit started on June 8, and it has gone smoothly. There will be kinks in learning to use the new system. Slowly rolling out. As summer winds down, will roll it out in full to the congregation and take advantage of this robust product.

Realm is less costly than the previous product.

Janet walked Session through Realm. When you login, there is a newsfeed related to all the groups you are a part of. You can access the information in your groups. There are items for

groups, events, communications, giving, serving (volunteering), etc. The directory is now housed here. You can change your privacy settings.

Some session members reported difficulty in using either the online platform and/or the application.

If you see issues in any Realm, let Heather and Janet know so they can fix it now ahead of the rollout to the congregation.

Please check your contact details in Realm to ensure they are correct.

The rollout will be in late August/early September with multiple opportunities to assist people with getting it working for everyone.

Session can be ambassadors to the congregation.

FINANCE & BUDGET

Heather Edmiston & Dave Higgins

Dave Higgins provided a report on finance and the budget. The Year-To-Date budget – income is 9.3% above forecast versus budget. This is the slow time of the year, so hopefully the trend will continue. Other income is way ahead because of interest rates staying higher. There have been expenditures on capital improvements (HVAC). Youth and Family Ministries is under budget, but it will catch up with upcoming trips. Mission is underspending, but impact grants have not been given out. Personnel is ahead of budget due to the delay in bringing Emily Beaver onboard. By yearend there will not be any unspent funds.

Audit began in early June, and it is nearly complete. The report will be ready in August.

OPEN FORUM

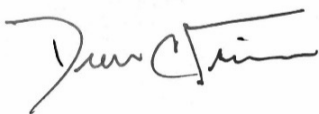
No one had anything to lift up in Open Forum.

PRAYER AND DEPARTING BLESSINGS

Rebekah LeMon

Session conducted a Circle prayer with all members stating a word or phrase to lift up. The meeting adjourned at 8:24pm.

Respectfully submitted,



Drew Timmons
Clerk



Karen Bain
Assistant Clerk

UPCOMING DATES		
Communion Sundays	Aug. 4	
Speaking of Faith	Sundays in June (9am in Williams Hall)	June 23 Tony Breuer
Baptism	July 14	John Patterson Pulliam, son of Sara and John Pulliam
Churchwide Potluck	August 25	

Trinity Presbyterian Church Session In-person Attendance (In Bold), June 18, 2024:

Name	Name	Name
Reid Willingham	Karen Bain – Asst Clerk	Anne Blicht
Kenny Kraft	Jon Balch	Scott Calhoun
Kristin Hunter	Dean Cleaveland	Brooke Chaplain
Tom Owens	Rebekah Groover	Dave Higgins
Martha Craft	Jay Harris	Mike Hobbs
Drew Timmons – Clerk	Paige Keller	Reese Jackson
Meredith Daniel	Nick Leet	Gina Nana
Allen Moseley	Jon McRae	Anne-Marie Spalinger
Chris Suh	Mary Kelly Speed	Michele Stancil
Lindsey Greene	Catherine Warren	Benjamin Walls
		Libby Gray Hall (youth)
		Connor Willingham (youth)
Staff Attendees:	Other Attendees:	Guests
Rebekah LeMon-Moderator		Margaret Reiser
Emily Beaver		John Shepard
Heather Edmiston		Frank Fuerst
Lucy Strong		
Janet Martin		

**CALLED SPECIAL SESSION MEETING MINUTES
TRINITY PRESBYTERIAN CHURCH**

June 30, 2024

9:20 a.m.

CALL TO ORDER & DECLARATION OF QUORUM

Rebekah LeMon

The special session meeting for Trinity Presbyterian Church on **June 30, 2024** was called to order in The Sanctuary at **9:20 a.m.** by the moderator, Rebekah LeMon. The assistant clerk, Karen Bain, confirmed the presence of a quorum.

RECEIPT OF NEW MEMBERS

Rebekah LeMon

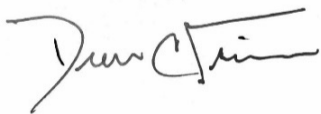
After informal introductions, Rebekah called for the session to receive the following new members of Trinity Presbyterian Church:

**Gene Godbold
Kristy Godbold**

In response to questions by Rebekah LeMon, the new members affirmed their faith. Rebekah invited a motion to receive the new members. Martha Craft made the motion, and it was seconded by many. The motion was unanimously approved.

Scott Calhoun moved to adjourn the meeting, and the motion was seconded by many. The special session meeting adjourned at 9:27 a.m.

Respectfully submitted,



Drew Timmons
Clerk



Karen Bain
Assistant Clerk

Trinity Presbyterian Church Special Session In-person Attendance (In Bold), June 30, 2024:

Name	Name	Name
Reid Willingham	Karen Bain – Asst Clerk	Anne Blitch
Kenny Kraft	Jon Balch	Scott Calhoun
Kristin Hunter	Dean Cleaveland	Brooke Chaplain
Tom Owens	Rebekah Groover	Dave Higgins
Martha Craft	Jay Harris	Mike Hobbs
Drew Timmons - Clerk	Paige Keller	Reese Jackson
Meredith Daniel	Nick Leet	Gina Nana
Allen Moseley	Jon McRae	Anne-Marie Spalinger
Chris Suh	Mary Kelly Speed	Michele Stancil
Lindsey Greene	Catherine Warren	Benjamin Walls
		Libby Gray Hall (youth)
		Connor Willingham (youth)
Staff Attendees:	Other Attendees:	Guests
Rebekah LeMon-Moderator		Gene Godbold
Lucy Strong		Kristy Godbold

Trinity Presbyterian Church
 Monthly Financial Statement Summary
YTD Actuals to Budget Analysis
 As of July 31, 2024

	A YTD - 07.31.2024	B 2024 Actual	C 2024 YTD Budget	D Favorable +	E Unfavorable =	F Net F/(U)	G Comments
1	Income						
2	Pledged Income	\$ 2,070,963.43	\$ 1,947,790.00	\$ 123,173.43			
3	Non-Pledged Income	43,233.28	52,500.00		(9,266.72)		2024 Prepaid Pledges \$429,529; 2023 Prepaid Pledges \$428,069; 2022 Prepaid Pledges \$560,366 \$1,996,297 = Current Year Pledge\$; \$79,229 = Prior Year Pledges.
4	Trust Fund Income	79,071.75	79,071.50	0.25			
5	Other Income	130,955.36	75,533.31	55,422.05			\$15,332 = Loose Plate Offering; \$91,306 = interest; \$15,587=Building Usage Fees; Wedding = \$8,730
6	Activities and Recreation	0.00	0.00	-			
7	Stock Gain/Loss	301.01	(583.31)	884.32			
8	Total Income	\$ 2,324,524.83	\$ 2,154,311.50	\$ 179,480.05	\$ (9,266.72)	\$ 170,213.33	
9							
10							
11	Expenses						
12	Congregation	\$ 17,669.36	\$ 19,566.62	\$ 1,897.26			
13	Children & Families	13,763.53	19,483.31	5,719.78			VBS overage reflects purchase of items that are used on ongoing basis and could go toward New Programs and Technology.
14	Youth & Families	44,059.24	51,250.00	7,190.76			Summer trips have been closed from restricted accounts. Some expenses related to trips may come in during August.
15	Adults	8,341.81	22,079.26	13,737.45			Adult Ed - Honoraria to date is 14% of budgeted amount. Engagement and Fellowship Groups below budget
16	Worship and Music	45,827.74	52,325.00	6,497.26			Budgetarily on track. Flower guild difference is timing of collection of payments.
17	Mission	125,593.31	317,926.93	192,333.62			Variance due to timing of partner support
18	Commitment	1,075.70	4,666.62	3,590.92			Primary expenses will be August through October
19	Finance & Administration	303,180.28	385,799.19	82,618.91			Technology Exp are \$37k below budget through July. Communications is \$21k below budget. Office supplies, Telecommunications, and Insurance are under budget - these are expected to catch up by year end.
20	Property	434,377.11	447,585.95	13,208.84			Anticipated overages for year: Equipment Repair, Pest Control, Manse Maintenance, Light Bulbs, Tree Removal
21	Personnel	1,009,671.23	1,166,846.38	157,175.15			Variance = Timing of new staff members
22	Childcare	9,977.44	12,278.00	2,300.56			expected to even out by year end
23							
24							
25	Total Expenses	\$ 2,013,536.75	\$ 2,499,807.26	\$ 486,270.51	\$ -	\$ 486,270.51	
26							
29							
30	Net Y-TD Total	\$ 310,988.08	\$ (345,495.76)			\$ 656,483.84	
31							
32	Prior Month	\$ 606,968.23	\$9,610.05			\$ 9,610.05	
33							

Trinity Presbyterian Church

Monthly Financial Statement Summary

YTD Actuals to Prior Year Analysis

As of July 31, 2024

	A YTD - 07.31.2024	B 2023 Actual	C 2024 Actual	D Increase	E + Decrease	F Relative To PRIOR YEAR	G Comments
1	Income						
2	Pledged Income	\$ 2,140,457.35	\$ 2,070,963.43		\$ (69,493.92)		"u" = Under Last Year; "u+" = Over Last Year 2024 Prepaid Pledges 429,529; 2023 Prepaid Pledges \$428,069; 2022 Prepaid Pledges \$560,366 Current Year -\$801; Prior Year -\$68,293 Gifts in excess of pledge -\$20,132 Interest +\$36,399; Building Usage -\$1,016
3	Non-Pledged Income	65,389.08	43,233.28	2,182.29	\$ (22,155.80)		
4	Trust Fund Income	76,889.46	79,071.75	35,445.15			
5	Other Income	95,510.21	130,955.36				
6	Activities & Recreation	0.00	0.00				
7	Stock Gain/Loss	2,144.05	301.01		\$ (1,843.04)		
8	Total Income	\$ 2,380,390.15	\$ 2,324,524.83	\$ 37,627.44	\$ (93,492.76)	\$ (55,865.32)	
9	Expenses						
10	Congregation	\$ 16,729.29	\$ 17,669.36		\$ (940.07)		Congregational Care +\$1,392; Congregational Events -\$2,000; Basketball Exp. +\$1,548 Increase due to trip accounting
11	Children & Families	12,570.76	13,763.53		\$ (1,192.77)		
12	Youth & Families	14,909.20	44,059.24		\$ (29,150.04)		Adult Ed +\$781; Fellowship +\$3,668; Engagement -\$844 Worship +\$4,721; Informal Worship Music +\$3,575; Musk. \$6,035 Decrease due to timing of partner funding
13	Adults	5,542.14	8,341.81		\$ (2,799.67)		
14	Worship and Music	31,496.21	45,827.74		\$ (14,331.53)		Stewardship Event - Finance Town Hall in January Communications +\$10,713; Technology -\$56,547; Office Supplies -\$5,376; Telecom -\$5,787; Licenses, Fees +\$3,868; F&E +\$1,803; Audit/Legal +\$3,040; Governance +\$46,540 (timing); Food Service +\$7,860; Insurance - \$1,164 Cleaning +\$4,855(new contract), Bldg Maint. +\$50,380 (\$45k due to manse), HVAC/Plumbing -\$1,630, Security -\$820, Utilities +\$35,028, Grounds Maint. +\$4,647 2023 staff vacancies combined with 2024 pay increases 2024 pay increases
15	Mission	249,483.95	125,593.31	\$ 123,890.64	\$ (1,026.53)		
16	Commitment	49.17	1,075.70		\$ (5,811.45)		
17	Finance & Administration	297,368.83	303,180.28		\$ (108,328.84)		
18	Property	326,048.27	434,377.11		\$ (167,051.99)		
19	Personnel	842,619.24	1,009,671.23		\$ (2,567.53)		
20	Childcare	7,409.91	9,977.44				
21	Strategic Planning	0.00	0.00				
22	Total Expenses	1,804,226.97	2,013,536.75	\$ 123,890.64	\$ (333,200.42)	\$ (209,309.78)	
23	Net Y-T-D Total before Extraordinary	\$ 576,163.18	\$ 310,988.08			\$ (265,175.10)	
24	Net Y-T-D Total	\$ 576,163.18	\$ 310,988.08			\$ (265,175.10)	
25	Prior Month	\$ 940,606.17	\$ 606,968.23			\$ 606,968.23	

Trinity Presbyterian Church
Reserve Fund Activity January 1, 2023 through July 31, 2024

	Mission	Property	Technology	Personnel
Beginning Balance - January 1, 2023	109,909.70	520,027.03	-	-
2022 Increase in Net Asset Allocation	120,938.00	362,814.00	120,938.00	
Excess from PPP Funds				436,025.00
Impact Grant Supplement for 2023 grants	(20,232.00)			
Unspent 2023 Budget	5,400.87			
International Rescue Committee	(5,000.00)			
Refugee Support	(4,681.51)			
Living Waters for the World Training	(10,600.00)			
Hearing Loops - Loft and Chapel			(16,823.23)	
Williams Center Sound			(417.68)	
Allocation of Personnel Reserve for TPP Employees				(54,045.00)
Staff Recruitment and Transition Expenses				(11,782.25)
Return of Unused Funds from Section 125 Administrator				30,518.41
Carson Major Maintenance Fund Distribution - 2023		18,000.00		
Carson Major Maintenance Fund Distribution - 2024		18,869.00		
Carpet Paint Bldg D, Rotunda paint, Bride/Groom Rm, Chapel Parlor		(256,390.00)		
Elevators		(308,762.00)		
5 points and staff restroom project, Service Hallway and Upstairs Rotunda		(225,000.00)		
Balance as of 7/31/2024	<u>195,735.06</u>	<u>129,558.03</u>	<u>103,697.09</u>	<u>400,716.16</u>
Proposed Allocation	145,725.60	437,176.80	145,725.60	-
Projected Balance	<u>341,460.66</u>	<u>566,734.83</u>	<u>249,422.69</u>	<u>400,716.16</u>

Trinity Presbyterian Church
Historical Allocation of Budgetary Surplus
2014 through 2022

	Property		Mission		Unspent		Technology		Total Distribution	
	Unspent Budget	Surplus	Unspent Budget	Surplus	Unspent Budget	Surplus	Unspent Budget	Surplus	Unspent Budget	Surplus
2022	-	362,814.00	5,101.97	120,938.00	126,039.97	120,938.00	120,938.00	5,101.97	604,690.00	609,791.97
2021	-	12,364.00	22,254.00	12,364.00	34,618.00	-	-	22,254.00	24,728.00	46,982.00
2020	38,650.00	76,805.88	7,855.00	76,805.89	84,660.89	-	-	46,505.00	153,611.77	200,116.77
2019	405.99	6,568.94	8,240.00	6,568.94	14,808.94	-	-	8,645.99	13,137.88	21,783.87
2018	9,591.88	7,648.53	16,978.50	7,648.53	24,627.03	-	-	26,570.38	15,297.06	41,867.44
2017	-	359,577.11	-	-	-	-	-	-	359,577.11	359,577.11
2016	-	245,190.60	-	-	-	-	-	-	245,190.60	245,190.60
2015	-	-	-	-	-	-	-	-	-	-
2014	20,772.90	3,252.82	1,128.99	3,252.82	4,381.81	-	-	21,901.89	6,505.64	28,407.53
	69,420.77	1,074,221.88	1,143,642.65	227,578.18	289,136.64	-	-	130,979.23	1,422,738.06	1,553,717.29

Trinity Presbyterian Church
June 2024
Monthly Statistical Report to Session
Submitted 8/20/2024

1,661 total active members at Trinity as of 5/31/24

Member additions this month/period: 2

New Members Presented to Congregation on June 30, 2024:

- *Gene Godbold-reaffirmation of faith*
- *Kristy Godbold-reaffirmation of faith*

Member subtractions this month/period: 0

Deaths: 0

1,663 total active members at Trinity as of 6/30/24

Other membership notes for June 2024:

Births: 1

Clay Landon (Paul & Nancy Landon) born June 25, 2024

Baptisms: 0

Non-confirmed children added: 0

Pastor Affiliates added: N/A

Requested move to Inactive member list: N/A

Trinity Presbyterian Church
July 2024
Monthly Statistical Report to Session
Submitted 8/20/2024

1,663 total active members at Trinity as of 6/30/24

Member additions this month/period: 0

Member subtractions this month/period: 0

Deaths: 0

1,663 total active members at Trinity as of 7/31/24

Other membership notes for July 2024:

Births: 1

Tate Mokros (Lindsey & Chris Mokros) born July 30, 2024

Baptisms: 1

John Pulliam (John & Sara Pulliam) – July 14, 2024

Non-confirmed children added: 0

Pastor Affiliates added: N/A

Requested move to Inactive member list: N/A

Trinity Presbyterian Church

Worship Attendance 2024

online views calculated by IP address, multiply each IP address by 1.5 to get a more accurate count of people viewing

	9am Livestream Views	9am Video Views	Total 9am Online	9am In Person	11am Livestream Views	11am Video Views	Total 11am Online	11am In Person	TOTAL ONLINE	TOTAL IN PERSON	TOTAL ATTENDANCE	NOTES
1/7/2024	19	65	84	78	49	68	117	221	201	299	500	Communion
1/14/2024	11	100	111	67	82	135	217	296	328	363	691	
1/21/2024	15	64	79	76	64	70	134	291	213	367	580	
1/28/2024	14	24	38	90	61	27	88	310	126	400	526	
2/4/2024	23	1	24	93	57	4	61	304	85	397	482	children's Sunday / Communion
2/11/2024	11	55	66	85	51	6	57	256	123	341	464	baptisms
2/18/2024	17	72	89	83	48	60	108	240	197	323	520	
2/25/2024	5	84	89	64	69	114	183	323	272	387	659	New Members / Annual Report
3/3/2024	14	35	49	72	58	32	90	234	139	306	445	Communion
3/10/2024	14	74	88	61	55	79	134	249	222	310	532	
3/17/2024	12	55	67	67	69	76	145	266	212	333	545	
3/24/2024	14	74	88	112	56	106	162	334	250	446	696	Palm Sunday
3/28/2024	n/a	n/a	n/a	n/a	n/a	n/a	n/a	105	n/a	105	105	Maundy Thursday
3/29/2024	n/a	n/a	n/a	n/a	10	56	66	159	66	159	225	Good Friday
3/31/2024	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	112	112	Sunrise Easter Service
3/31/2024	45	115	160	380	85	69	154	608	314	988	1302	Easter

Trinity Presbyterian Church
Worship Attendance 2024

online views calculated by IP address, multiply each IP address by 1.5 to get a more accurate count of people viewing

	9am Livestream Views	9am Video Views	Total 9am Online	9am In Person	11am Livestream Views	11am Video Views	Total 11am Online	11am In Person	TOTAL ONLINE	TOTAL IN PERSON	TOTAL ATTENDANCE	NOTES
4/7/2024	13	27	40	77	51	13	64	168	104	245	349	Communion
4/14/2024	17	18	35	92	66	66	132	362	167	454	621	Youth Sunday / Baptisms
4/21/2024	12	14	26	78	49	40	89	179	115	257	372	Baptisms
4/28/2024	13	16	29	111	50	33	83	251	112	362	474	Choir-Sunday
5/5/2024	9	12	21	85	35	22	57	224	78	309	387	Communion
5/12/2024	14	11	25	80	47	53	100	373	125	453	578	
5/19/2024	N/A	N/A	N/A	N/A	46	38	84	342	84	342	426	One service / Pentecost/ Ordination & Installation of elders / BBQ
5/26/2024	N/A	N/A	N/A	N/A	52	38	90	218	90	218	308	Memorial Day
6/2/2024	N/A	N/A	N/A	N/A	49	17	74	219	74	219	293	Communion
6/9/2024	N/A	N/A	N/A	N/A	38	30	68	207	68	207	275	Guest Preacher: Kevin Lacson
6/16/2024	N/A	N/A	N/A	N/A	73	20	93	319	93	319	412	AFMC Announceme nt
6/23/2024	N/A	N/A	N/A	N/A	68	46	114	259	114	259	373	
6/30/2024	N/A	N/A	N/A	N/A	51	30	81	240	81	240	321	
7/7/2024	N/A	N/A	N/A	N/A	72	37	109	203	109	203	312	Communion
7/14/2024	N/A	N/A	N/A	N/A	58	40	98	197	98	197	295	
7/21/2024	N/A	N/A	N/A	N/A	57	36	93	212	93	212	305	
7/28/2024	N/A	N/A	N/A	N/A	59	36	95	200	95	200	295	
8/4/2024	N/A	N/A	N/A	N/A	39	30	69	215	69	215	284	Communion

Trinity Presbyterian Church
Worship Attendance 2024

online views calculated by IP address, multiply each IP address by 1.5 to get a more accurate count of people viewing



AVERAGE
ATTENDANCE /
MONTH

	January	February	March	April	May	June	July
ONLINE	217	169	200.5	125	80	86	99
IN-PERSON	357	362	345	330	256	249	203
TOTAL	584	531	495	426	337	335	302

Adult Education Committee Report - August 2024

Vision Statement: Making God's love visible

Committee Purpose: Trinity's Adult Education Committee believes lifelong learning to be at the 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: Eleanor Baughman, Libby Baum '27, Mike Hobbs '27, Mac Irvin '27, Nick Leet '26 (chair), Betsy Oliver '26, Richard Powers '27, John Tirrill '25, Rebekah Close LeMon (pastoral advisor), Megan Vanderver '26

I. Current Activity Report:

Looking to the start of the new church calendar, Adult Education is working to finalize the fall calendar. A multi-week series will focus on Anne Lamott and her newest book (Somehow: Thoughts on Love) before Trinity hosts Anne as this year's Kittrell speaker.

Session retreat provided Adult Education with helpful feedback about ways to better support members' spiritual engagement through adult education programming. Improved communication around adult education offerings is a priority for the committee.

II. Upcoming & New Project Report:

Dr Ellen Ott Marshall has graciously offered to come out of her sabbatical to speak to Trinity on November 10th on the very timely and important topic of Conflict Transformation.

Adult education is exploring ways to leverage Realm to gauge and engage the congregation on topics our community wants to incorporate into adult education.

2024/2025 adult education calendar will move away from the traditional 6 week block structure, so that topics/speakers/etc that might be better suited for a 1x-3x week timeframe can be offered.

Foundations and Connections topics and calendars will also be incorporated in our efforts around improving communication.

III. Motions for Session Vote: None at this time

Pastors Aid Report – June 2024

Vision Statement: Making God’s Love Visible

Committee Purpose:

The Pastors’ 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): Elsie Henderson, Anne Snyder

Committee Membership: There are currently 45+ members on the committee with varying degrees of participation.

June Activity Report: The Committee met on June 27, 2024. There were 9 members present.

1. A Memorial Reception was held on June 21, 2024, for Kevin Earl Morgan. Six committee members served as hostesses.
2. Nine flower arrangements were delivered following Sunday Worship.
3. Seven Bereavement notes were sent.
4. Four Get Well/Encouragement cards were sent.
5. 23 Birthday Cards were sent to Trinity Members on their 80+ birthdays.

July Activity Report: There was not a committee meeting in July. Our next meeting will be on August 22, 2024. At that time activities from July and August will be reported and included in the next report to the Session.

Motions for Session Vote: None

Stephen Ministry Committee Report – June 2024

Vision Statement: Making God’s Love Visible

Committee Purpose:

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

Committee Chairs:

Scott Calhoun, Alex Erwin, Susan Adams Iwanicki, Paul Marston, Cindy Stancil

Committee Membership:

There are **30** active Stephen Ministers with several Stephen Ministers on Sabbatical or designated as being inactive.

I. Current Activity Report

In June, we had one combined meeting focusing on introducing our newly commissioned Stephen Ministers to the group. We shared our personal “church journeys” and discussed one fact about each of us that may not be widely known. The discussion was very beneficial to building rapport and understanding among the group, which can be very important as we strive to provide quality care to our care receivers. We then had a good supervision session in which we gave feedback on a couple of especially challenging caregiving situations. We also briefly discussed again the importance of confidentiality with our caring relationships and in our meetings.

Thirteen (13) Stephen Ministers now have confidential care receivers, with several new relationships having been established in just the last few weeks. A number of Stephen Ministers remain active in the Visitation Ministry as well.

II. Upcoming Activities

The Stephen Leaders acknowledge that we still have plenty of capacity and continue to look for opportunities to match up appropriate care receivers 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. The leaders plan to gather for a planning retreat later in June, at which time we will discuss opportunities for future service and increasing awareness of our ministry within the congregation. We continue to be grateful for the support and guidance from the pastoral staff, especially from Rebekah and most notably, Tom Farmer.

III. Motions For Session Vote - None

Stephen Ministry Committee Report – August 2024

Vision Statement: Making God’s Love Visible

Committee Purpose:

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

Committee Chairs:

Scott Calhoun, Alex Erwin, Susan Adams Iwanicki, Paul Marston, Cindy Stancil

Committee Membership:

There are **32** active Stephen Ministers with several Stephen Ministers on Sabbatical or designated as being inactive.

I. Current Activity Report

The leaders convened at a planning retreat in June which Tom Farmer personally attended and Rebekah attended remotely. During this gathering we discussed opportunities for future service and increasing awareness within the congregation and agreed to our calendar and leadership assignments for the coming year.

At our August meetings, we invited Trinity member Jim Gober to speak on the upcoming Trinity Record Restriction Summit. Jim is leading Trinity volunteer efforts, this the third year of the Summit, to assist local prosecuting attorneys in restricting qualifying individuals’ criminal records so that those individuals are not hampered by their records when securing housing and employment opportunities. Jim graciously took questions and listened to comments throughout his conversations with us and generously gave more time than we requested. Everyone seemed to find the conversations extremely informative and eye-opening.

Upon his departure, we turned to general business – Stephen Minister Supervision and writing those among our congregation who’ve recently experienced a loss or have welcomed new additions to their families.

Fifteen (15) Stephen Ministers now have confidential care receivers. Several relationships have reached closure over the past several months 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 Stephen Leaders acknowledge that we still have plenty of capacity and continue to look for opportunities to match up appropriate care receivers 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. We continue to be grateful for the support and guidance from the pastoral staff, especially from Rebekah and most notably, Tom Farmer.

III. Motions For Session Vote - None

Visitation Ministry Committee Report – June 2024

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, Beverly Allen, Eleanor Baughman, Lynn Bradley, Berney Bridges, Nancy Broadfoot, Meredith Daniel, Alex Erwin, George Hauptfuhrer, Lyn Knapp, Paul Marston, Brenda Moseley, Nell Robinson, 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.

I. Current Activity:

Our committee members are assisted by 9 visitation partners, primarily recruited from Stephen Ministers, Pastors’ Aid and Men’s Breakfast participants. They regularly contact some 35 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 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.

II. Upcoming and New Project Report

Lyn Knapp and Adair White will be the new co-chairs for 2024-25. During the summer months a meeting with the chairs of both Membership and Visitation committees will be held with Tom Farmer to discuss ways to reach out to members with out-of-date phone numbers and/or members we have not seen recently.

III. Meeting Schedule:

Our June meeting was in person on Tuesday, June 25, at 11:00. Our next meeting is scheduled for August 27 at 11:00. Our usual meeting place is at the church in room A-116. We usually meet 10 times a year on the fourth Tuesday of the month and skip July and December.

Finance Committee Report for August 14, 2024

Vision Statement: Making God's Love Visible

Committee Purpose:

The Finance Committee acts on behalf of the Session to ensure the fiscal health of Trinity Presbyterian Church, both short-term and long-term. This committee is responsible for the financial stewardship of the gifts of the people, both operating and capital, in a manner consistent with the theology, values, and commitments of our congregation and of the Presbyterian Church, USA.

Committee Members:

Class of 2025 (ending May 31, 2025) - Richard O'Donnell (Chair), Martha Kelley, Mark Stancil, Neal Williams

Class of 2026 (ending May 31, 2026) - Tom Austin, Laura Bynum, John Shepard (Vice Chair), Chris Suh
Class of 2027 - Anna Elliott, David Higgins, Halsey Knapp, John McRae

Finance Committee members by virtue of their position: Margaret Reiser (Chairperson, Board of Trustees), Bonnie Harris (Commitment Ministry), Walt Gillikin (Treasurer - Corporate Officer)

I. Current Activity Report

The Finance Committee met on Wednesday, August 14th.

Miriam Miller, a partner at Carr Riggs & Ingram, presented a summary of observations and recommendations from the June accounting and consulting services performed. See the attached report.

Janet Martin provided an update on implementing Realm software as accounting and database software.

Heather Edmiston reviewed year-to-date financial results, and the committee noted no significant variances from the budget or prior year results.

The committee discussed allocating the 2023 increase in net assets from operating activities of \$728,628.

Bonnie Harris announced the 2025 commitment campaign theme, "Whole Faith," and reported on the initial meeting with Martha Craft and Tom Owens, the 2025 commitment co-chairs.

II. Upcoming & New Project Report

Individual Finance Committee members will serve as liaisons to other committees and assist with developing the 2025 budget.

III. Motions for Session Vote

Motion: Of the unspent funds from the 2023 fiscal year budget (\$728,628), allocate 60% to the Property Reserve Fund, 20% to the Mission Reserve Fund, and 20% to the Technology Replacement Reserve Fund.



Trinity Presbyterian Church, Inc.

**PROCEDURES PERFORMED,
OBSERVATIONS AND RECOMMENDATIONS**

Based on Services Provided During June 2024



Carr, Riggs & Ingram, LLC
4004 Summit Boulevard NE
Suite 800
Atlanta, GA 30319

770.394.8000
770.451.2873 (fax)
CRlcpa.com

To the Finance Committee of
Trinity Presbyterian Church, Inc.

We have performed the accounting and consulting services as referenced in our engagement letter dated April 11, 2024. Our engagement was conducted in accordance with the Statement on Standards for Consulting Services and applicable professional standards promulgated by the American Institute of Certified Public Accountants. The following is a summary of the procedures we performed as well as our observations and recommendations.

Summary of Procedures Performed:

1. We obtained an understanding and performed walkthroughs of the internal control procedures utilized by the Church for the cash receipts, cash disbursements, and payroll accounting cycles. We have listed our observations and recommendations after describing our procedures in each of these three areas.
2. We inspected bank reconciliations and related bank statements for all cash accounts, and traced reconciled balances into the Church's detailed general ledger as of December 31, 2023. We confirmed bank deposit balances as of December 31, 2023.
3. We inspected investment statements and the related activity for proper recording in the general ledger as of and for the year ended December 31, 2023. We confirmed investment account balances as of December 31, 2023.
4. We assisted management in compiling a list of fixed assets that require reclassification to the statement of financial position asset balances and in the calculation and posting of depreciation expense for the year ended December 31, 2023.
5. We inspected revenue and expense accounts in the operating fund as well as activity recorded in the designated/donor-restricted funds for 2023 for any significant or unusual transactions.

As discussed in our engagement letter dated April 11, 2024, these accounting and consulting services are not an audit or review of your financial statements. Accordingly, these services and this report is not a report on our opinion of your financial statements or on your system of internal controls and we express no such opinion or conclusion. However, the implementation of any recommendations should enhance your system of internal controls.

We appreciate the cooperation extended to us by Heather Edmiston and her staff during our engagement. Thank you for the opportunity to be of service to Trinity Presbyterian Church, Inc.

Sincerely,

Carr, Riggs & Ingram, L.L.C.

CARR, RIGGS & INGRAM, LLC

Atlanta, Georgia
August 15, 2024

Trinity Presbyterian Church, Inc.
Procedures Performed, Observations and Recommendations

CASH RECEIPTS ACCOUNTING CYCLE

Procedures Performed

We documented our understanding of the Church's cash receipts process from inquiries of management. We subjectively selected two weeks of deposits, May 14, 2023 and November 19, 2023, to inspect cash receipts. We obtained the general ledger distribution list, transaction proof list, copies of checks received, cash deposit envelope, bank deposit slip and corresponding bank statements for each of the deposits selected. We then performed the following procedures:

1. We matched the general ledger distribution list to the transaction proof list.
2. We matched the transaction proof list to the list of check copies, online bank export, or cash deposit support.
3. Traced any donor restrictions per the support to correct posting on transaction proof list.
4. Traced the deposit detail to general ledger detail.
5. Traced the deposit total to the corresponding month bank statement activity.

We also observed the count team employees perform the weekly count procedures on June 10, 2024.

Observations and Recommendations

During our analysis of cash receipts, we noted no exceptions to the established processes of the Church.

Currently, the Finance Office personnel process all receipts as a team. We recommend the Church continue to follow its existing policies and procedures concerning the Sunday count and other cash receipts.

We encourage a semi-annual or annual reconciliation of the contributions module summary report to the general ledger amounts to ensure that the contributions being acknowledged to donors reconcile to the contributions recognized in the general ledger.

Trinity Presbyterian Church, Inc.
Procedures Performed, Observations and Recommendations

CASH DISBURSEMENTS ACCOUNTING CYCLE

Procedures Performed

Using the Church's year-to-date check register, we subjectively selected thirty (30) disbursements. Our selections were from the Church's operating budget expense accounts as well as from its designated/donor-restricted fund accounts. Among our selections were credit card payments and personal reimbursements.

Once our selections were made, we performed the following procedures:

1. We inspected invoices or other supporting documentation for agreement in amount and payee.
2. We inspected each invoice for proper approval and proper general ledger coding.
3. We inspected each cancelled check for agreement in amount, payee, signature, and endorsement to the invoice and adherence to the applicable check signing policies.
4. We traced the cancelled check to clearance in the appropriate bank statement.
5. We inspected the general ledger coding for reasonableness and that the expenditure appears to be for a bona fide business purpose.
6. We traced and agreed the coding on the invoice to the amount posted in the general ledger.
7. We inspected in detail the credit card payment process with management, noting detailed receipts, approval and documentation.

Observations and Recommendations

During our analysis of cash disbursements for 2023, we noted no exceptions to the established processes of the Church's disbursement process.

We recommend the Church continue to follow its established policies for processing cash disbursements. We noted adequate segregation of duties within the cash disbursements process. Separate individuals process, approve, sign and reconcile monthly disbursements.

Trinity Presbyterian Church, Inc.
Procedures Performed, Observations and Recommendations

PAYROLL ACCOUNTING CYCLE

Procedures Performed

As part of our payroll walkthrough, we subjectively selected four employees from the pay period ending December 31, 2023, as part of our payroll walkthrough and obtained personnel documents for each employee to perform the following procedures:

1. We inspected Forms G-4, W-4, and I-9 with evidence of proper identification for all employees selected.
2. We inspected each file for Church management's authorization of gross pay.
3. We inspected timecards or timesheets for hourly employees and recalculated gross pay based on the hours worked and approved pay rate, if applicable.
4. We inspected each file for employee authorization of miscellaneous amounts withheld.
5. We recalculated FICA amounts withheld for mathematical accuracy.
6. We traced each employee's payroll totals from the payroll journal to the general ledger for proper recording.
7. We traced payroll totals from the payroll journal to the appropriate bank statement for the pay period selected.

Observations and Recommendations

During our analysis of payroll for 2023, we noted no exceptions to the Church's established procedures relating to payroll process.

CASH BALANCES AND INVESTMENTS

Procedures Performed

1. We inspected bank reconciliations and related bank statements for cash and investment accounts as of December 31, 2023.
2. We also inspected the January 2024 bank statements and corresponding deposits and cancelled checks for proper inclusion or exclusion on the preceding month's bank reconciliations.
3. We verified bank statement and investment balances per the bank reconciliations as of December 31, 2023.

Observations and Recommendations

We noted only trivial exceptions in reconciling the cash to the trial balance.

We noted adequate documentation of the reconciliation and monitoring of these accounts. We also noted proper segregation of duties regarding the reconciliation of cash and investment accounts.

Trinity Presbyterian Church, Inc.
Procedures Performed, Observations and Recommendations

FIXED ASSETS

Procedures Performed

We worked with management to identify all fixed asset additions and disposals and calculate depreciation expense for these amounts for the year ended December 31, 2023. We have provided the journal entry to management to record to the balance sheet as of December 31, 2023.

DESIGNATED AND DONOR-RESTRICTED ACCOUNT BALANCES AND ACTIVITY

We scanned the activity in the designated and donor-restricted general ledger detail for the period January 1, 2023 through December 31, 2023. We noted entries to these accounts were described in detail in the payee/memo and transaction comment lines.

We noted the following significant activity to the Church designated and donor-restricted funds and the Trust fund activity for 2023:

1. The Church expended approximately \$1,080,000 from the infrastructure, property and capital projects designated and donor-restricted accounts in 2023. The expenditures appear to be for elevator modernization and other significant building improvements.
2. The Church designated \$436,025 of unrestricted net assets as a personnel reserve in 2023.
3. The Church had approximately \$1,369,000 in investment income, net from the Trust fund investments in 2023, for an approximate return on investment of 18%.
4. The Trust fund distributed \$311,146 to supplement Church operating, maintenance and ministry support in 2023.

We recommend management and the finance committee continue to closely monitor the designated and donor-restricted account activity as well as the Trust fund activity and verify these accounts are active and meaningful.

OTHER COMMENTS AND RECOMMENDATIONS

Accounting Manual

The Church does not have a comprehensive accounting policies and procedures manual. We recommend this manual created, and edited and updated annually. It is important this document be kept current and useful in the event of management turnover and to assist in clarifying any possible confusion on procedures.

Trinity Presbyterian Church, Inc.
Procedures Performed, Observations and Recommendations

OTHER COMMENTS AND RECOMMENDATIONS (Continued)

Recommended Written Policies for Churches that Should Be Reviewed Annually

- Conflict of interest policy
- Whistleblower policy
- Records retention policy/Document destruction policy
- Contribution acceptance policy
- Benevolence policy
- Cash reserves policy
- Designated or donor-restricted funds policy, establishment and use

There are several resources and examples of these policies on the various websites. We are also available to provide templates of these policies for your use upon request.

Information System Controls and Access

We recommend a list of information systems used by the Church be maintained, along with a periodic review and documentation of which employees have user access or read-only access to these systems. These systems would include banking systems, contributions module (i.e. ACS, online giving platforms), payroll service providers, online giving platforms, etc. With the increase in electronic transactions and cloud based information systems, comes the increase in risk that these systems can be compromised by unauthorized access or outside breaches. We recommend management review any outside service provider audits of controls (SOC 1 reports) to ensure the Church is contracting with service providers that are in compliance with the service providers own internal controls. These reports also communicate user controls that the Church should review and verify effectiveness.

Unrelated Business Income Tax

Many churches supplement their income with revenue from various facility rental, parking rental, or other revenue producing activities that may not be related to the primary mission of the church. The Internal Revenue Service (IRS) Publication 598 outlines rules regarding the taxability of these activities. If the Church is considering conducting activities that may be subject to unrelated business income, please contact us to determine if it may have a potential tax liability and related Form 990T filing requirement.

ATTACHMENTS

Beginning on next pages, we have included various attachments to this report. These attachments are a resource for your use in maintaining strong internal controls.

PRIVATE INUREMENT, TAXES ON EXCESS BENEFIT TRANSACTIONS, AND RELATED IRS INTERMEDIATE SANCTIONS

We thought it would be appropriate to include an overview of private inurement, taxes on excess benefit transactions, and related IRS intermediate sanctions. Although we saw no indication that these types of transactions are occurring within Trinity Presbyterian Church, Inc., however we believe they are still worthy of comment.

The concept of *private inurement* does not have a specific or formal statutory definition. It has evolved over time through IRS rulings and through court decisions. Private inurement related to tax-exempt organizations applies to those persons that control the resources and income of the organization for their own personal benefit as opposed to using the resources for the purpose of the charitable organization. Most private inurement cases have involved individuals such as founders, directors, senior management and even major contributors. Much controversy has surrounded private inurement cases due to the fact that the IRS was reluctant to revoke an organization's tax-exempt status; however, this was the only statutory remedy for such abuses. The revocation of an entity's tax-exempt status penalized the public charity and its beneficiaries, but not the individuals responsible. As a result, Congress passed The Taxpayer Bill of Rights II in 1996, which provided for "intermediate sanctions" for certain acts of private inurement. The taxes imposed are not a safe harbor against revocation of tax exemption but they do allow the IRS flexibility in enforcing the regulations and protecting the interests of the public.

The Taxpayer Bill of Rights II added Section 4958 to the Internal Revenue Code (IRC) and the IRS issued proposed regulations in July 1998 implementing the "intermediate sanctions" provisions of IRC Section 4958. IRC Section 4958 imposes a tax with respect to "excess benefit transactions" and persons meeting the definition of a "disqualified person". This tax starts at 25% and is imposed on the disqualified person(s) and not the organization. Another tax can be imposed on an "organization manager" for knowingly participating in the excess benefit transaction.

An excess benefit transaction is defined as "a transaction in which an economic benefit is provided by an applicable Section 501(c)(3) organization directly or indirectly to or for use of any disqualified person if the value of the economic benefit provided exceeds the value of the consideration (including services performed) received for providing such benefit." As a result, the focus of the tax is targeting unreasonable compensation. Compensation comes in many forms and includes deferred compensation, pensions, insurance benefits, personal use of employer leased or owned vehicles, homes, club memberships, non-accountable travel and entertainment expense allowances, and personal expenses such as clothing, maid service, furniture, sport tickets and tuition.

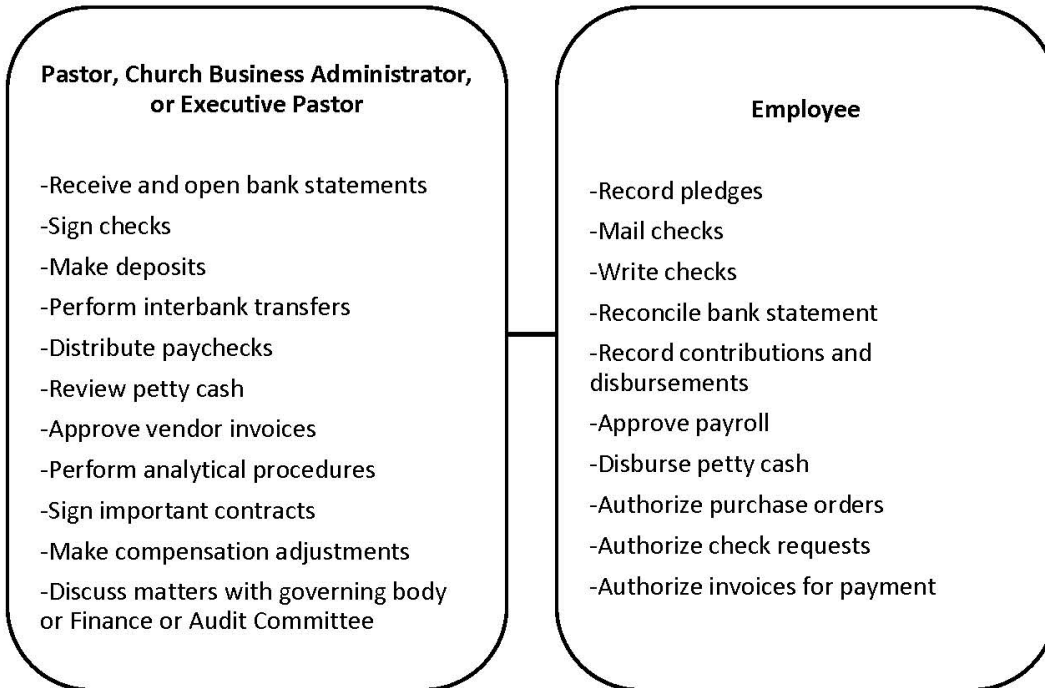
1. A "disqualified person" based on the enacted regulations is:
 - a. Any person who was, at any time during the 5-year period ending on the date of the excess benefit transaction, in a position to exercise substantial influence over the affairs of the organization,
 - b. Family members of persons described in A above. (Family members include brothers, sisters, spouses, children, grandchildren, great grandchildren and the spouses of children, grandchildren, great grandchildren and parents of the disqualified person.)

PRIVATE INUREMENT, TAXES ON EXCESS BENEFIT TRANSACTIONS, AND RELATED IRS INTERMEDIATE SANCTIONS (Continued)

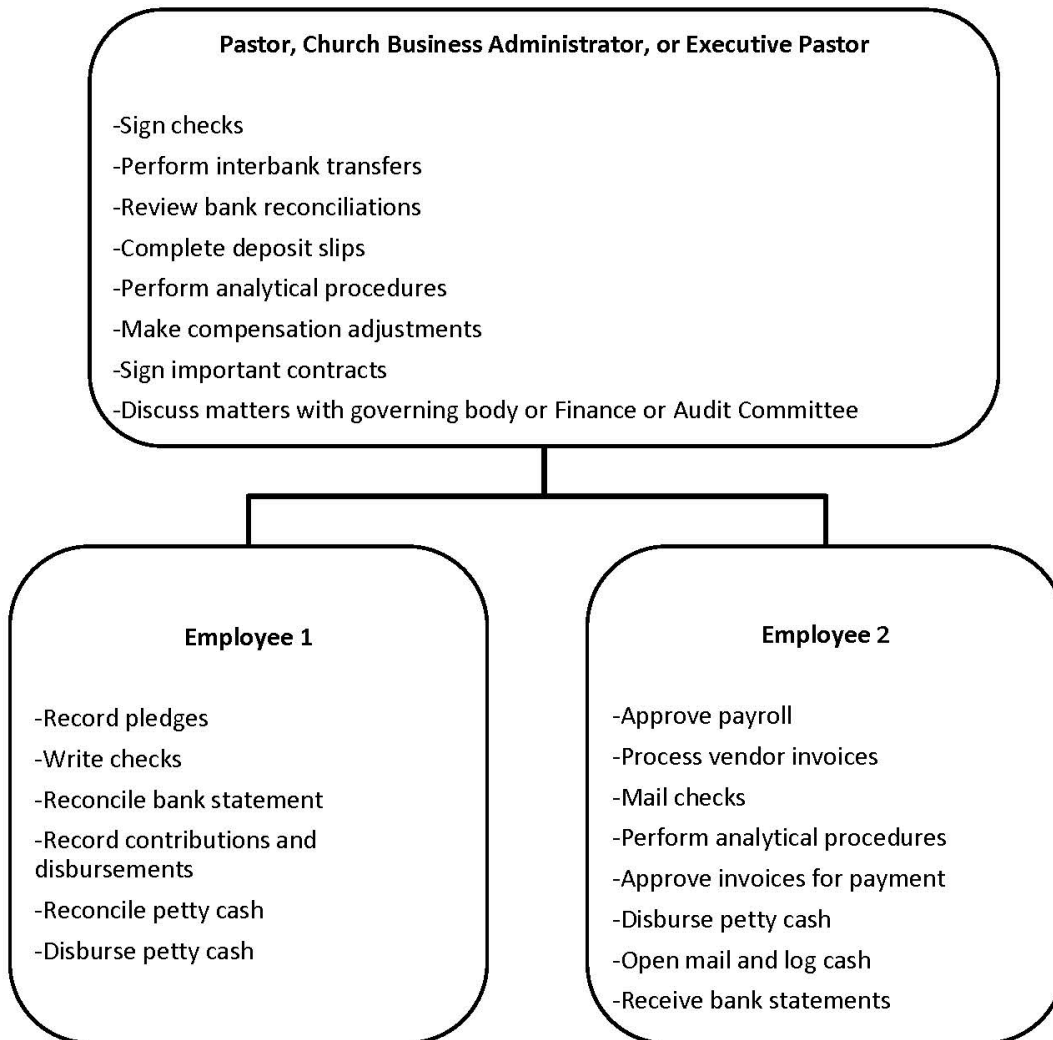
Based on the above information and IRS examinations of religious organizations, we as your accountants and tax advisors recommend that the Church take appropriate measures to protect against any imposition of tax. Specifically, the following steps should be taken in order to protect disqualified persons from the imposition of the Section 4958 tax:

1. Identify all disqualified persons.
2. Identify all transactions with disqualified persons.
3. Segregate transactions in which the consideration consists of the performance of services for the organization from all other transactions.
4. Establish and document policies governing compensation, benefits and other payments made by the Church or other tax-exempt organizations to disqualified person employees, such as expense reimbursement policies, travel, expense allowances, use of the organization's credit card, etc.
5. Establish and document job descriptions, responsibilities, and expectations for disqualified person employees.
6. Document all components of compensation (taxable and nontaxable benefits) to be paid to disqualified person employees.
7. Perform periodic (i.e. at least annual) performance appraisals and compensation review and approvals of all upper-level employees.
8. Discuss and document approval of all transactions involving disqualified persons (whether consideration is in the form of services or anything else) by the governing board, stewardship committee or personnel committee, as applicable. Be sure that any disqualified persons and persons controlled by disqualified persons abstain from such discussions and voting.
9. Perform subsequent assessments of compliance with personnel and other policies governing transactions with disqualified persons (such as compliance with the accountable plan rules, if so adopted) and obtain updated external salary and benefits data periodically.
10. Develop a "conflict of interest" policy that governs potential transactions with Board of Director members, trustees, senior management and other potential disqualified persons.

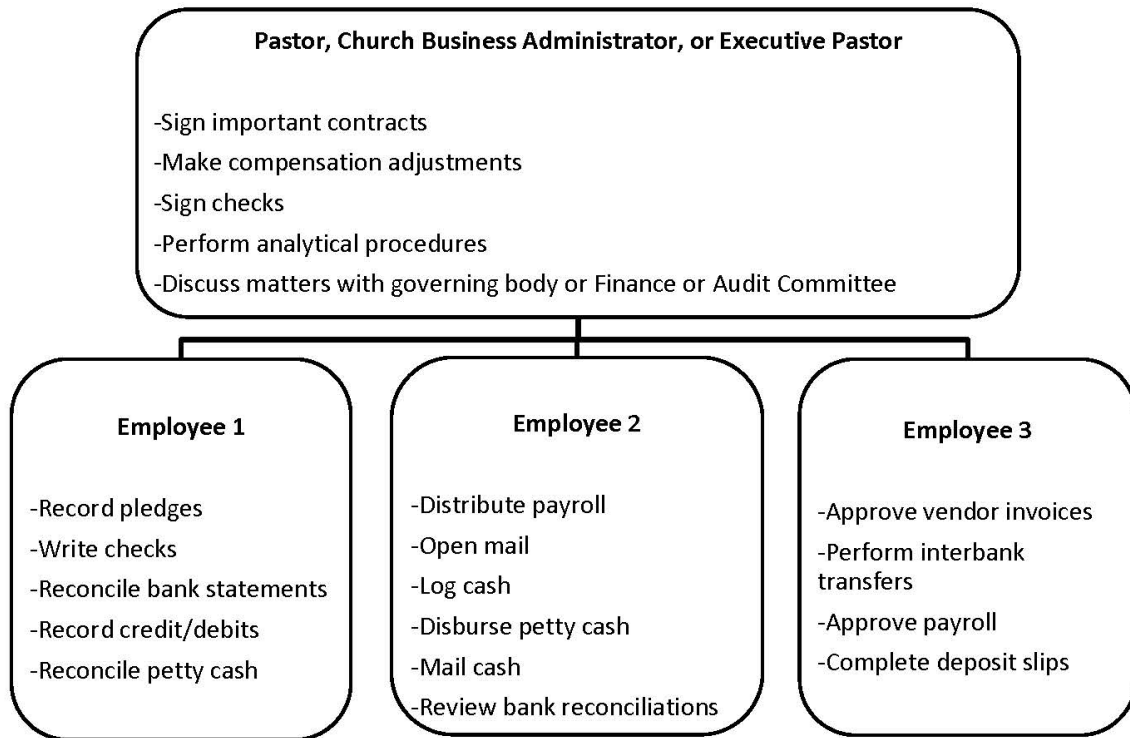
CHURCH SEGREGATION OF DUTIES
Two People



CHURCH SEGREGATION OF DUTIES
Three People



CHURCH SEGREGATION OF DUTIES
Four People



EMPLOYEE VERSUS INDEPENDENT CONTRACTOR ISSUES FOR CHURCH WORKERS

Checklist of Factors Indicating Employer-Employee
Relationship between a Worker and the Church

1. Does the Church require the worker to comply with instructions about when, where, and how work is done?
2. Does the Church train the worker?
3. Are the worker's tasks integrated into normal Church operations?
4. Must the worker's services be personally rendered to the Church?
5. Does the Church hire, pay and supervise the worker's assistants?
6. Does the worker have a continuing relationship with the Church?
7. Are working hours set by the Church?
8. Is the worker required to devote full time efforts to the Church's business?
9. Must the worker perform or execute duties on the Church's premises?
10. Must the worker's services conform to the order or sequence set by the Church?
11. Is the worker required to submit regular or written reports?
12. Is the worker's payment based on time spent, instead of by the job?
13. Does the Church reimburse the worker for travel and other expenses?
14. Does the Church furnish tools, materials, and other equipment?
15. Has the worker failed to invest in facilities (such as an office)?
16. Does the church bear all risk of economic loss?
17. Does the worker perform services for only the Church?
18. Does the worker not make his services available to the general public?
19. Is the worker subject to discharge without penalty to the Church, even if job specifications are met?
20. Can the worker terminate relationship with the Church without worker liability?

Notes:

Yes answers indicate an employee status

These questions are derived from IRS Revenue Ruling 87-41

EMPLOYEE VERSUS INDEPENDENT CONTRACTOR ISSUES FOR CHURCH WORKERS (Continued)

Checklist to do to Avoid "Employee" Status of Independent Contractors

1. Always get a signed W-9 before any payments are made to an independent contractor.
2. Obtain a signed, written agreement, which stipulates what specific contractor services are to be provided. The agreement should specify that the Church does not have the right to control the procedures for how the contracted services are to be performed. Include a statement regarding worker's obligation to pay income taxes and self-employment taxes in the agreement.
3. Make sure that if the contractor needs help, he, not the Church, would be hiring and paying for the additional workers.
4. Make sure that the contractor supplies his/her own tools.
5. Pay for the job based on the job, not based on an hourly rate.
6. Do not pay the contractor for normal employee fringes such as disability, health insurance, pension annuity or bonuses.
7. The Church should not provide regular office space to the independent contractor/worker.
8. The Church should avoid exclusive service agreements with the independent contractor/worker and they should be able to take on other assignments for other churches or organizations.
9. The Church should avoid setting regular hours, hours per day or days per week, but should only provide starting and completion dates.
10. Any overhead costs (such as meals, clothing, transportation, phone, etc.) of the independent contractor/worker should not be billed to the Church but should be included in the total contract price.

Mission Council Meeting Report – August 7, 2024

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, particularly in the areas of advocacy, education, hunger. 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: Bright Wright

Committee Members: (*in attendance)

Class of 2025

*Peter Barratt
John Shepard
*Jim Stokes
*Bright Wright

Class of 2026

*Paige Keller
*Callie McDonald
*Terri Pendergrast
Forrest Speed

Class of 2027

*Anne Blich
*Seth Guterman
*Julie Hope
*Debra Stair

Pastoral Advisor: Lucy Strong

I. Current Activity Report

Opening Prayer:

- **Welcome and Brief Introductions:** All committee members were invited to introduce themselves, and discuss our individual “calls to participate” or reasons for our interest in, Mission at Trinity.
- **Realm Onboarding:** Janet Martin joined our meeting via zoom to share an update about Realm. She provided a brief overview of how to download and use the app, asked our members to encourage others in the congregation to download and use the app and outlined different ways that church members can get assistance if they are having any difficulty with setting up the app.
- **Discerning God’s Mission for Trinity** – As part of the focus of Mission Council we will work together over the next few months to discern what God has in mind for Trinity’s mission involvement over the next twelve months. Using scripture as our guide, Bright encouraged all committee members to select what scriptures they feel would help Mission Council determine what should be Trinity’s call moving forward on Why we do Mission at Trinity? She asked committee members to bring these scriptures and thoughts to the September meeting.
- **What does Mission include?** Using a handout from the UMC we discussed Acts of Compassion and Acts of Justice. Bright discussed the difference

between the two. Compassion is showing kindness for another person. Justice is an action that creates a change that makes things fairer in our community and world.

- **Overview of Trinity Mission Involvement – Partners, Impact Grant Recipients, Contacts**
 - **Partner Updates & 2024-25 Contacts**
 - Members were assigned TPC mission partners that they will be responsible for reporting on for the upcoming year. If a member feels called to represent a certain partner they should let Bright know. Members will provide regular reports to Mission Council during the year on their assigned partners and how Trinity can be better partners in supporting these organizations.
 - 1) **Global Partners**
 - Cuba (Forrest, Callie)
 - Haiti (Julie, Peter)
 - 2) **Local Partners:**
 - Agape Youth and Family Center (Peter, Jim)
 - Buckhead Christian Ministry (“BCM”) (John)
 - Faith in Action Subcommittee (Anne, Paige)
 - Meals on Wheels Atlanta (Bright, Terri)
 - **Trinity Impact Grants 2024-25 Contacts:**
 - 1) Chattahoochee Nature Center - (Jim)
 - 2) Childspring, Intl -
 - 3) Feet on the Street Ministries -
 - 4) GAIN (“Georgia Asylum & Immigration Network”) -
 - 5) Georgia Conservancy - (Jim)
 - 6) Georgia Justice Project - (Ann)
 - 7) IRC (“International Rescue Committee”) -
 - 8) Kyle Pease Foundation -
 - 9) Latin American Association -
 - 10) Live Thrive - (John S)
 - 11) Memorial Drive Ministries -
 - 12) Mothers Advocacy Project - (Paige)
 - 13) My Vision for Refugees -
 - 14) Second Helpings Atlanta - (Bright)
 - 15) Wilderness Works - (Forrest)

II. Upcoming & New Project Report

Upcoming Mission Engagement Opportunities

August 14	Grady Hospital Food Boxes	8:30 am - 1:30 pm
August 25	Central Breakfasts	8:40 am - 9:45 am
Every Fri. (10 am)	Meals on Wheels Deliveries	Sat. (8:30 am)

III. Motions for Session Vote: None

Mission Reserve Fund Task Force Report

Mission Reserve Account: \$195,735.06 (as of 8/1/24)

*Mission Council created a Task Force in Fall of 2023 to discern how best to make use unspent funds allocated for the Mission Reserve Account. After 8 months of research, conversation, and prayer this Task Force presented the following plan for disbursing these funds.

*Following guidelines used to assist in decision making:

- Help people in need
- Desire to tie to specific projects/needs
- Favor organizations where Trinity people are, or can be, actively involved
- Mix of Local and international organizations- slight preference for Local
- Willing to work with other organizations/churches and not reinvent the wheel
- Looking out over 3-4 years

Support for current refugee family from Myanmar	\$5K	*used for health-related costs over the past 6 months
Fund addtl Impact Grants over next 3-4 years (\$25K times 3)	\$75K	
Fund Living Waters Filtration Project in Cuba	\$44K	
Fund emergency needs for refugee families in relationship with IRC over next 2 years (\$2k per month)	\$48K	
Buffer for unforeseen items / emergencies	\$25K	
	Total: \$197K	

Faith in Action Committee Report – August 13, 2024

Vision Statement: Making God’s Love Visible

Committee Purpose: 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 to present 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.

Committee Chair: Anne Blich

Pastoral Advisor: Lucy Strong

Committee Members: *in attendance

Kelly Basler	Margaret Bond	Miles Cline
Lucy Crosswell*	Donna Draughon*	Janet Edwards
Larry Gentry	Lasley Gober*	Ginny Hobbs*
Kristin Hunter*	John Jones*	Paige Keller (Mission Liaison)*
Sally Montgomery	Gina Nana*	Terri Pendergrast*
Teed Poe	Shannon Sale	Jean Shults
Esther Stokes*	Velma Tilley	Juanita Watson
Victoria Wolle*	Christie Woodfin*	

I. Current Activity Report

Membership Update. Norma Driebe and Carianne Muse have rolled off for now but remain supportive of our work. We have a few others who might be joining as of the next meeting.

FIA and Mission Council. Lucy S explained how FIA works as a subcommittee of Mission Council and its role in advocacy work within the church. While Mission is an “official” committee and reviews budget (which includes FIA’s), impact grants, etc., FIA gets to focus completely on carrying out our mission work. We all prioritize doing God’s will in the world, with a focus on creation, safety, and helping returning citizens and others who have criminal records holding them back. It’s important to keep checking in to see where FIA still has energy and interest.

Second Chance Work. We are working on our 3rd record restriction summit, led by Jim Gober and Terri. Will be held with GJP and the Fulton County DA’s office on Sat Oct 26th. Terri is leading the Trinity attorney team volunteering through GJP to assist candidates who need legal advice. These summits are a great way to help many people who are held back by criminal offenses for which they have paid the

fine/completed the sentence. Employment and decent housing keeps people from falling back into the cycle.

Related to this, we are also helping PRUMC once again with Family Day at Metro Re-Entry Facility **Sat Sept 21**. Ginny said we need about 60 volunteers and has already started circulating the signup email. We're expecting about 1000 attendees because it will be held outside. There will be 2 shifts. Volunteers must be over the age of 18.

Gun Safety. We're working with a gun safety group that fine-tunes messaging and seeks candidate support for safety legislation. Esther explained that participants discuss challenges in addressing gun violence, including resistance from NRA and government officials.

Earth Care church. Led by Lucy S, Lucy C, and Esther, we're continuing to work with GIPL (Georgia Interfaith Power and Light) towards what could become an exciting church-wide initiative to ensure a healthier ecosystem. We talked about the importance of having representatives from different areas of the church provide diverse perspectives. As an initial step, the leaders will work with Property to schedule a new energy audit of the church (the last one is 10 years old) with GIPL. FIA will cover the \$1,000 audit cost from our budget. We'll continue to discuss how best to engage other committee leadership and church members who might be interested, and eventually form a "green team" to develop and recruit for outreach efforts.

During our last meeting, we aligned on 5 areas of Earth Care church focus: (1) energy audit, (2) clearing the ivy, (3) transforming the islands in the back parking lot, (4) hosting a day for Hard-to-Recycle Materials for Trinity and neighboring churches, and (5) advocacy – expanding programming with Adult Ed. John Shepard is already working on the recycling day.

II. **Upcoming & New Project Report**

New GJP Opportunity – GJP is holding a non-partisan voter registration training in Sept. Anne will circulate the signups when she receives.

Advocacy Training – We discussed the need to sharpen our advocacy skills. Presbyterians for a Better Georgia (PBG)'s website talks about smart advocacy as meaning walking a mile in the legislator's (Rules Committee) footsteps to better understand how to fine tune messaging. Ginny will ask Wade Askew, GJP's Policy Director, and PRUMC (Wade is a member there) if they want to do a joint session where Wade gives us tips.

III. **Motions for Session Vote** - None

Important dates:

Next FIA meeting: September 10, 6:00pm A-116

Metro Reentry Facility Family Day: Sat Sept 21

Record Restriction Day with Fulton County DA's Office Date Sat Sept 26

Grady food boxes: Wednesdays September 11, November 13, February 12, April 9, 9am-1pm

Personnel Committee Session Report – August 2024

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 maintaining 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 our financial capacity.

Committee Chairs: Elizabeth Borland, Chair

Committee Members: Karen Bain, Mickey Benn, Elizabeth Borland, Alex Erwin, Bonnie Holliday, Hunt Jackson, Frank Fuerst, Drew Timmons, Susan Reese

I. Current Activity Report:

- Emily Beaver was ordained as a Minister of Word and Sacrament in her home church in Black Mountain, NC on August 10, 2024. More than fifty Trinity members attended the service, and were able to meet Emily’s mentors, friends and family. Presbytery will officially install Emily as Trinity’s Associate Pastor of Family Ministries in a service to be held at Trinity at a date to be announced.
- Trinity has successfully migrated its membership and finance systems to REALM, retiring the ACS system that has been in use for over 20 years. REALM offers increased functionality, more stability, customization options, and easier access for both staff and members. Big thanks to Janet Martin, Coordinator for Finance and Administration, who led the REALM implementation and serves as its data base administrator. Plans are underway to recruit REALM Ambassadors who will serve as trained mentors to help members to use REALM.
- Staff Updates:
 - o Jessie Fron resigned from her position as Receptionist effective July 26. For the near-term, the porte cochere entry will be staffed by a Security Officer and Jessie’s other responsibilities are re-assigned to existing staff. The campus security system installation is mostly complete and requires active monitoring; the Property Committee is in the process of assessing how best to monitor security as well as evaluating potential improvements to the porte cochere entry area to provide a secure yet welcoming entry for members and guests. Enlisting members as volunteer weekday greeters is also under consideration.

- TreVarius Worthy has welcomed a new baby girl, Skylar, to his family, and is presently on Parental Leave until early September. His 8-week leave is staggered over 12 weeks, at his request and approved by the Personnel Committee.

 - Tanner Short, a Trinity Fellow serving the Youth Ministries program, will begin a Contextual Education Internship with Trinity as part of his Candler School of Theology program. This 10-hour/ week internship is separate from his youth duties and pays a stipend of \$3500. The internship provides exposure to practical responsibilities of pastors in finance, working with Session, planning and participation in worship, congregational care, etc. Emily Avant recently completed a similar internship under Rebekah LeMon's direction.

 - Laura Ann Stafford has retired as the Assistant Director of the Trinity Preschool effective August 2024. Her responsibilities have been absorbed by other staff and the position will not be refilled.

 - Amy Phelps has been hired as a new Trinity Preschool teacher, filling a staff vacancy.
- The Personnel Committee has approved the job description for a Director of Wellness and Recreation and authorized immediate sourcing of the position.

II. Upcoming and New Projects Report:

- Working on staffing needs for program expansion.

III. Motions for Session Vote: None.

Property Committee – August 7, 2024

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 church property is well-maintained, well-planned, and operated efficiently to support the work of all the other committees at Trinity.

Committee Chair: Allen Moseley

Committee Membership:

Attendance in person-Allen Mosely, Jane Harrison, Craig Pendergrast, Jennifer Kahn, Benjamin Walls, Jean Murphey, Jay Harris

Via Zoom-Lea Holliday, Jim Boyer, Cannon Reynolds

Absent-David Merritt

Staff in attendance: Rebekah LeMon, Karen Simmons, Heather Edmiston, and Janet Martin (via Zoom)

Allen Mosely called the meeting to order at 8:03 a.m.

Rebekah then opened the meeting with prayer.

The minutes of the June 5 meeting were approved.

Budget Review: Karen Simmons led a review of the budget/financials for July. Overall, the budget looks good for this point in the year. And we remain slightly ahead of the budget through the end of July.

HVAC

Heather reported that the unit for the Sanctuary has been delivered to our contractor HVH and is in their crane yard. Unfortunately, a panel on the unit was damaged in shipping. We are awaiting a response from Trane on the replacement of the panel. If the replacement panel is received in time, the schedule to install the new unit for the Sanctuary will be over Labor Day. If not, then the scheduling of the work will be adjusted as required. Heather also reported that the original order for an additional 18 HVAC units will be cancelled, and a review of the appropriate number of units is underway. All of the work on the installation of the HVAC units will need to be done in the context of a busy Church calendar for the fall.

Security

With the departure of our receptionist, we now have stationed guards at the front desk. We are close to completing the next steps; targeting the end of August.

Database

Janet reported that the new database Realm has launched with the entire congregation on August 5th. So far about 15% of the membership has created new accounts. Janet has been responding to questions and the process seems to be going well. We will have additional communications with the congregation to encourage sign ups.

A/V

The hearing loops have been installed. The ushers are to be trained on assisting those needing to use the hearing loops. Cards are also to be prepared with instructions.

Bathroom Subcommittee

The drawings by Sizemore have been submitted and modified based on the input of members of the Subcommittee. Some additional items including more tile and child steps have been added to the project. The budget approval for the project was \$225,000 and the quote from our contractor D&L is currently at \$194,000. Jennifer and Jane are sourcing mirrors for the bathrooms. A deposit has been paid to the partitions and manufacturing has begun. The timing of the bathroom modifications will also need to be coordinated with the Church calendar.

Interior/Décor

The Parlor refresh has not yet begun. Quotes have been obtained for painting. At this time, the carpet will not be replaced but cleaned. Consideration will be given to reconfiguring/adding seating in the Parlor, and adding a soundbar to the TV.

Water Fountains

TreVarious is awaiting quotes for the replacement of the water fountains.

The meeting was adjourned at 9:10 am.

Worship and Music Committee Report – August 2024

(From meeting held August 7, 2024 – attendees in bold)

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: Meredith Daniel (Session)

Committee Membership:

Mickey Benn, Brooke Chaplain (Session), **Carol Comstock, Meredith Daniel** (Session), Janet Edwards, Susan Foxworth Hamilton, Rebekah Groover (Session), **Jan Irvin, Marian Justice, Rebekah LeMon** (Staff), **Norman Mackenzie** (Staff), **Rick Sale**

I. Current Activity Report

Realm Update – Janet Martin

Janet discussed the rollout of the Realm database indicating that congregants have been emailed with a link to create a sign in. Realm will offer better opportunities for groups to connect digitally and one can see all the information for one's groups in one place. There is a news feed, directory, account information, etc. There is also an app called Realm Connect that is available. The Worship and Music committee thanks Janet for her huge effort in migrating the church to this updated database with so much functionality.

Comments from Rebekah LeMon

- The summer has been busy with projects
 - Policies review and revision
 - Security and emergency procedures
 - New look at preschool procedures and protection policies
- The replacement of the 50 ton HVAC for the sanctuary has been delayed due to its having been damaged in transit. With luck, it might be replaced starting August 26.
- The schedule to refurbish the five points restrooms with a goal of having this accomplished by Sept. 21.
- Still working on worship furnishings for the loft.
- There have been about 200 hymn requests for the August 25 hymn sing.
- We are working towards the goal of holding Sunday evening Chapel services. Will perhaps start with one a quarter. The group discussed several suggestions:
 - Taizé – a simple, meditative form of service. Rebekah has the funds to purchase Taizé songbooks.
 - A service of Contemplation and Lament (probably before Lent).
 - Evensong – Perhaps in the Spring.

- Christmas Vespers. Women’s chorus was greatly admired last year.
- A service with a men’s chorus.
- Worship has been mapped out for the rest of the year
 - Hymn series culminating in the Hymn Sing on August 25.
 - Following the Presbyterian Lectionary in September, a series on the book of James.
 - October focuses on commitment. Whole Faith is the theme and Martha Craft and Tom Owens are the co-chairs of commitment.
 - Joy and Thanksgiving is the theme for November.
 - “Family of God.” Advent will focus on people in the family of Christ.
- There were 7 attendees in the Sunday new member class.

Notes from Norman Mackenzie

- Norman is delighted with response to choir registration. There may be 2 or 3 new members in the chancel choir. Many children signups.
- The children’s bell choir might be restarted.
- We are still looking at potential dates for Music for a Summer Evening.
- There will be a concert at First Presbyterian Church in Highlands NC on Thursday, August 15 at 5 p.m. Norman is the organist.
- Kate Murray is conducting a voice class. The choir is benefiting from her sharing her expertise.

II. Upcoming & New Project Report:

- Attendance Report:
 - Thanks to Lucy Strong for keeping this updated. Numbers are encouraging.
- Wedding Schedule:
 - September 7, 2024 – Wedding in Dobbs Chapel (Rachel Breyer/Christopher Mulgrave)
 - September 21, 2024 – Wedding in Sanctuary (Tori Konrad/Jack Markwater)
 - October 12, 2024 – Wedding in Sanctuary (Hellan Strickler/Josh Bean)
 - December 21, 2024 – Wedding in Dobbs Chapel (Claire Pace/David Dorsch)
- Upcoming Schedule/Events:

Worship:

 - August 11 – Baptism; 10:00 a.m. worship
 - August 18 – Usher/greeter luncheon.
 - August 25 – Hymn Sing in 10:00 worship; church-wide picnic/potluck after worship
 - September 1 – Communion
 - September 8 – Worship at 11:00 a.m.; BBQ and Bluegrass
 - September 15 – Return to 2 Sunday Services (9 a.m. and 11 a.m.)
- Open Forum
 - Meredith gave some committee updates.
 - Updates to committee documentation is ongoing.

- The wedding committee is working on new pricing and updating the wedding brochure.
- The flower guild is ready to swing back into action with a 9/18 fall luncheon.
- Our church is very grateful to Karen McRae for her chairing the communion preparation committee for so many years. There is an ongoing project to involve more people in communion setup and to find a new chair.
- The committee expressed its appreciation for Caroline and James LeMon who have so graciously volunteered to be Acolytes on multiple occasions this summer.
- Rick Sale said he would especially like security and emergency procedures for Ushers. Lots of topics to cover at the August 18 Usher/greeter luncheon.
- Jan reported that the Memorial Garden is looking beautiful and is grateful for the work of Jana.

III. Motions for Session Vote: None