



The Presbyterian Church
 1003 State Street
 Bowling Green, Kentucky 42101
 Phone: 270-843-4707



Session Ministry Report Form

Ministry: Fellowship Date: 12/15/24

Committee Members: Susan Thomison, Kim Ferguson, Fred Kernohan

Items for Information. These are matters of interest arising out of your Ministry's discussion and work. In general, these matters do not need discussion or vote by the Session, but are for information only. Dates and times of planned events are useful here.

1. Thanksgiving meal was hosted by Wayne and Sharon Hendrix
Approximately 10 people attended
2. 60 People attended the potluck on Sunday, 12-15-24.
Of those 20 went caroling
3. There was an abundance of cookies and tins gathered for the caroling event.
Extra tins were given to Christian Health Care Center to distribute
4. January Potluck will be on the 12th
5. Souper Bowl Sunday will possible be shared with a celebration of
Cheryl Gregory
6. _____

Items for Action: These are matters requiring a vote. Any new initiative, and/or anything your Ministry wishes to have the whole Session approve. Any action which might be misunderstood or a source of controversy. Anything that will cause your Ministry to exceed its budget. Anything which significantly changes the purpose/direction of your Ministry.

1. _____
2. _____
3. _____
4. _____

Session Ministry Report Form

Ministry: Personnel

Date: December 17, 2024

Committee Members: Sam Evans, Chair, Pamela Bratcher, Brad Howard, and Pamela Napier

Items for Information: These are matters of interest that will be reviewed by the committee. In general, these matters do not need discussion or vote by the Session but are for information only. Dates and times of planned events are useful here.

1. 12-01-24, 11:00 am: Reviewed and made recommendations for the Session on the following Position Descriptions that have been edited by the staff (See Action Item below and attachment).
2. 12-01-24: It was determined that we need to work with the Finance Committee to ensure that the Financial Administrator is not put in a compromised position in terms of the money collected on Sundays, etc. and counted. We will try to secure locked money bags to reduce the likelihood of questions occurring and develop a place to secure the bags after church as well as the associated keys. There should never be a time when the Financial Administrator does not have church members present when the bags are secured, and the money counted.
3. 12-01-24: Discussed the development of a plan for evaluating members of the staff relative to the Mission Statement of The Presbyterian Church and identified goals.
4. 12-01-24: Discussed the development of a plan for covering the Church Office during the noon hour beginning January 1, 2025.
5. Wayne is currently checking the building for needed maintenance until a plan is developed. Terry will be able to contact outside contractors as needed and it was recommended that the Property Committee should determine how best to conduct walk-throughs, etc. to ensure the church building is properly maintained and emergency situations are addressed.

Items for Action: These are matters requiring a vote. Any new initiative, and/or anything your Ministry wishes to have the whole Session approve. Any action which might be misunderstood or a source of controversy. Anything that will cause your Ministry to exceed its budget. Anything which significantly changes the purpose/direction of your Ministry.

1. The Personnel Committee recommends that the following Position Descriptions that have been reviewed and edited be approved by the Session:

- a. Pastor
- b. Office Coordinator
- c. Financial Administrator
- d. Director of Music/Chancel Choir Director
- e. Organist
- f. Children's Music Director

Note: The Position Description for the Director of Youth, College and Young Adult Ministries was not reviewed and at this time is not being forwarded for action by the Session. It was determined that the description needs to be reviewed and edited with input from the Youth Council, Personnel Committee, Transitional Pastor, and other vested groups in an effort to align description with resources to help ensure the sustainability of programming for youth, etc.