

**Presbyterian Church of Lake Travis**  
**Session Meeting Minutes**  
**May 19, 2019**  
**12:30PM CDT**

Location: 14820 Hamilton Pool Road, Bee Cave, TX

**Session Members in Attendance:** Rev Jack Barden, Moderator; Chrystie Thrasher; Nancy Vanzandt; Aida Faris; Nancy Boenitz, Dom Cavalucci and Steve Gottlieb.

**Steve opened the meeting with his faith journey**

**Approval of Minutes; Minutes of the April 28th Session meeting were Unanimously approved with Nancy B making the motion and second by Nancy V.**

**There are minutes from a called session meeting that need to be approved. That meeting's sole purpose was to approve JR Barden's joining PCLT.**

**Moderator's Report---**Jack suggested that there were several talks by Berne Brown that the session members should see. Two were/are on Ted Talks and one, a new documentary on Netflix. Jack is considering using these as a discussion topic for the broader congregation.

**Committee Reports ----** (As the committee reports are attached, comments in the minutes will be limited to discussions outside of the reports)

**Finance----**Nancy B confirmed that she had arranged for Jake Wilson of TPF to come to PCLT on June 9th for part of a Sunday School lesson on Stewardship and to make a minute for Mission presentation at services that same day.

Nancy presented a draft outline of an in-kind gift giving policy for the church. The draft is to be considered and then discussed at the next meeting.

Nancy also discussed what the best way of presenting financial information to the congregation might be, as she expressed concern that she was not getting the message across. It was decided that Nancy will draft a couple of versions of material that could be included in the newsletter and possibly the weekly bulletin to see if that might satisfy the apparent need for such information. Much of that need seems to have stemmed from a concern about our church's financial stability and that from the number of pastor changes and the attendant instability that caused over the last few years.

**Hospitality—**Nancy V gave us a synopsis of Hospitality's plans for the Vamos Ya visit scheduled for June 2<sup>nd</sup>.

**Worship—**See minutes attached

**Christian Education----**Report attached

**Mission**—Steve gave a brief update on the hiring of a part-time person for the New Hudson Bend Project.

**Property**---See minutes attached

**Old Business**--- As Nancy B and Steve would both be out of town for the currently scheduled June meeting and Nancy B was to have given her Faith Journey at that meeting, it was agreed that the June meeting would be moved one week to June 30<sup>th</sup>.

**As we had not officially approved the expenditure of the money for the Labyrinth, Nancy V made the motion and Nancy B seconded it to approve \$15,000 for the reconstruction of the Labyrinth. The money for this had been donated by Bill Wright and his family in the name of Bill's wife Jackie. The motion was approved unanimously.**

**New Business**--- It was agreed that we would consider eVotes as a polling of the session and would allow actions to move forward on that basis while understanding that final approval would be affirmed at the next session meeting.

Chrystie and Aida were elected as commissioners to the next Presbytery meeting on June 21/22 in San Antonio.


Further discussion of the Outreach Committee was deferred to the next session meeting.

Jack closed the meeting with prayer.



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Submitted by Steve Gottlieb, Clerk of-Session



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Reverend Jack Barden, Moderator

# **PCLT Session Meeting Agenda May 19, 2019**

## **Opening Prayer**

## **Presentation by Session member – My Faith Journey**

## **Approval of Minutes**

- Approve Session Minutes from April 28, 2019 meeting
- Called meeting May 5, 2019

## **Moderator's Report**

## **Ministry Team Briefings**

- Finance (including Treasures report)
  - Next steps on stewardship campaign
  - Accounting for designated gifts
  - Guidelines for in kind gift/donations
- Hospitality
  - Plans for June 2 Vamos Ya
- Worship
- Christian Education
  - Great Decisions
  - 'Postle Jack Tales
- Mission
  - Update on the hiring of staff for the Hudson Bend Project
- Property
  - Labyrinth update

## **Old Business**

- Status of donation policy
- Schedule session members to give their story at the beginning of the next several meetings
- If there is anything to finalize re: the nominating committee, do so

## **New Business**

- What are the "rules" for eVotes
- How to be more transparent in financial presentations to the congregation
- Select Commissioners for the June Presbytery meeting
- Candidates to lead the Outreach committee

## **Adjourn with prayer**

## **Next Meeting June 23, 2019**

<b>PRESBYTERIAN CHURCH OF LAKE TRAVIS</b>		<b>2018</b>	<b>2019</b>	<b>2019</b>
<b>Financial Results</b>		<b>December</b>	<b>Annual</b>	<b>April</b>
		<b>YTD</b>	<b>Budget</b>	<b>YTD</b>
<b>OFFERING</b>				
Pledged Offering		\$158,340	\$153,600	\$156,465
Unpledged Offering		\$38,835	\$15,000	\$9,672
Loose Offering		\$1,763	\$2,000	\$1,108
Designated Offering for PCLT Use		\$8,873	\$8,000	\$17,736
Designated Gifts - Mission		\$18,092	\$10,000	\$1,333
Interest/Other		\$179	\$200	\$52
Add: 2018 Pledges paid in 2019		\$0	\$0	\$595
Less: 2019 Pledges paid in 2018		\$12,000	-\$12,000	-\$12,000
Less: Unfulfilled Pledges		-\$17,995	\$0	-\$61,555
<b>TOTAL OFFERING</b>		<b>\$220,087</b>	<b>\$176,800</b>	<b>\$113,406</b>
<b>EXPENSES</b>				
<b>Ministries</b>				
Christian Education		\$670	\$500	\$64
Finance				
Insurance		\$5,654	\$6,000	-\$17
Office Expenses		\$6,490	\$8,000	\$2,297
Other Expenses		\$326	\$250	\$115
Building Loan Payment (interest only)		\$11,712	\$12,000	\$3,751
Board of Pensions		\$23,401	\$21,500	\$8,539
<b>Total Finance Expense</b>		<b>\$47,582</b>	<b>\$47,750</b>	<b>\$14,685</b>
Hospitality		\$497	\$1,500	\$377
Mission				
Pastor Discretionary Fund		\$200	\$1,000	\$250
Designated Gifts		\$533	\$17,400	\$1,333
Mission		\$28,874	\$17,060	\$2,569
Per Capita Contribution		\$1,073	\$1,000	\$0
<b>Total Mission Expense</b>		<b>\$30,679</b>	<b>\$36,460</b>	<b>\$4,152</b>
Property				
Building Supplies		\$89	\$500	\$83
Building Improvements		\$181	\$0	\$0
Building Maintenance		\$5,497	\$6,000	\$1,715
Grounds Maintenance		\$2,125	\$2,500	\$433
Utilities		\$7,550	\$8,500	\$3,888
<b>Total Property Expense</b>		<b>\$15,442</b>	<b>\$17,500</b>	<b>\$6,119</b>
Worship				
Honorarium (Pulpit & Piano)		\$7,493	\$3,300	\$2,200
Supplies		\$3,019	\$2,000	\$862
<b>Total Worship Expense</b>		<b>\$10,512</b>	<b>\$5,300</b>	<b>\$3,062</b>
<b>Total Ministry Expense</b>		<b>\$105,382</b>	<b>\$109,010</b>	<b>\$28,460</b>
<b>Employee</b>				
Pastor Salary & Housing		\$41,323	\$70,645	\$16,820
Pastor Professional Fees		\$2,465	\$2,500	\$250
Pastor Expenses		\$0	\$500	\$0
Office Manager Salary		\$37,040	\$38,500	\$12,852
Office Manager Payroll Taxes/Employer portion		\$2,616	\$3,000	\$1,133
<b>Total Employee</b>		<b>\$83,443</b>	<b>\$115,145</b>	<b>\$31,055</b>
Session Expenses		\$2,317	\$1,500	\$0
<b>Total Expenses</b>		<b>\$191,143</b>	<b>\$225,655</b>	<b>\$59,514</b>
<b>Net Operating Income (Loss)</b>		<b>\$28,944</b>	<b>-\$48,855</b>	<b>\$53,892</b>

<b>PRESBYTERIAN CHURCH OF LAKE TRAVIS</b>	<b>2018</b>	<b>2019</b>	<b>2019</b>
<b>Financial Results</b>	<b>December YTD</b>	<b>Annual Budget</b>	<b>April YTD</b>
<b>Loan Balance - Opening</b>	\$343,444	\$322,000	
<b>Payments</b>	<u>\$21,064</u>	<u>\$22,000</u>	
<b>Loan Balance - Closing</b>	<u><u>\$322,380</u></u>	<u><u>\$300,000</u></u>	
<b>Cash Balance - Opening</b>	\$166,320	\$172,973	\$176,572
Offering	\$220,087	\$176,800	\$113,406
Expenses (Including Building Loan Repayment	-\$212,206	-\$247,655	-\$66,671
2018 Expenses paid in 2019	-\$1,867	\$0	-\$4,239
Current Month Expenses to be Paid Next Month	<u>\$639</u>	<u>-\$639</u>	<u>\$1,723</u>
<b>Cash Balance - Closing</b>	<u><u>\$172,973</u></u>	<u><u>\$101,479</u></u>	<u><u>\$220,791</u></u>
			\$322,472
			<u>\$7,157</u>
			<u><u>\$315,315</u></u>
<b>Endowment Balances</b>			
Mission Endowment	\$18,662	\$18,662	\$18,597
Operations Endowment	\$3,733	\$3,733	\$3,720
Capital Expenditures Endowment	\$18,662	\$18,662	\$18,597

(Note: Balances adjusted to reflect Gains(Losses) through 3/31/19)

## Christian Education Committee Minutes

May 7, 2019

Participants: Aida Faris, Allan Hitchcock, Pat Hitchcock, Mary Margaret McMillan, Rev. Jack Barden, Carolyn Gottlieb

The meeting opened with prayer.

DISCUSSION: The discussion for this meeting focused primarily on the planning for Pentecost Sunday and Coffee and Conversation Sunday School on July 7<sup>th</sup>, the Sunday after the Fourth of July.

- Celebration for Pentecost Sunday: This celebration will focus on celebrating Pentecost as the beginning of the church and also the celebration of the anniversary of the Dedication of PCLT's building that took place on June 2, 2013. Our focus will be on "Who We Are as a Church Now." Each committee will be asked to participate during the Sunday School hour by giving a 10-minute update on their work and mission. The Hospitality Committee will assist in providing food; the Worship Committee is planning a special Pentecost worship service.
- July 7<sup>th</sup>: We spent several minutes brainstorming appropriate subjects including: conversations around difference, i.e., accepting others, tolerance, freedom (What does it mean? Is it only for us?) Jack suggested that we show the DVD on Migration (looking at migration historically) that is part of The Great Decisions discussion series developed by The Foreign Policy Association. This generated much enthusiasm and discussion. It was decided that we will show the DVD, followed by a facilitated discussion. We will also spend some time brainstorming future topics generated by the DVD and discussion.
- Other Ideas:
  1. Team up with IAMLT to show other topics in the Great Decisions program to the broader community.
  2. Explore a series on American Church History with The Rev. Dr. Jim Currie.
  3. Do a series on Immigration and the Bible.
  4. Invite Rev. Dr. Cuellar to teach classes on immigration
  5. A Fall Festival
  6. Possibility of a series led by Josie Whitley and Peggy Cook on "having difficult conversations."
  - 7.

We will return to meeting after worship on the second Sunday. Next meeting: August 11<sup>th</sup>.

## Hospitality Committee Minutes for May 5, 2019

Present: *Sheila LeCroy, Nancy Vanzandt, Dalma Rungay, JoAnn Schutte, Claire Buenz, Carolyn Gottlieb, Terry McKetta, Donna Beeman, Barbara Morrison.*

- I. Open With Prayer: *Prayed.*
- II. Approval of April Minutes: *Moved by Dalma, seconded by Terry, approved.*
- III. Pastoral Care: Carolyn: *Working with Cathy Webking on care while on trip to Denver.*
- IV. Old Business:
  - A. Small Group Luncheons: *All very good results for Jack and attendees.*
  - B. *Terry purchased new glass glasses for kitchen.*
- V. New Business:
  - A. June 9<sup>th</sup>, Pentecost Sunday: *The color is red and we will have cake and balloons and work with Christian Education for celebration. There will be a sign up sheet.*
  - B. June 2<sup>nd</sup> Vamos Ya here: *We will provide lunch after the service.*
  - C. *Other? None*
- VII. Committee Reports:
  - A. Kitchen: Terry: *New Mini blinds, animal activity.*
  - B. Knit/Crochet: Terry: *We have 5 prayer shawls...thank you Aida, Dalma, Terry and Pam*
  - C. Cards: Barb\Nancy: *20 sent*
  - D. Post Cards: Nancy: *10 sent*
- VIII. Other Business? *None*
- IX. End with prayer: *Prayed*

**Worship Minutes**  
**May 7, 2019**

Attending: Josie Whitley, Nick Broline, Chrystie Thrasher, Chair, Jack Barden

OPENED with Prayer

Revisiting Easter/Holy Week:

Ash Wed. – 3 services with recorded music, went well

Lent: We liked the 7 candles and Jack donated the stand. Music was appropriate and well chosen.

Palm Sunday: Vase of Palms went well, “positive passion”.

Maundy Thurs.: number “strippers” and make sure everything is put back properly after practice (palms were not placed with good side to congregation). Foot-washing and anointing was well rec’d based on the Gospel of John. Next year we can determine whether to add communion depending on the lectionary gospel. Determine time according to time change.

Good Friday: noon service was fairly well attended and very well rec’d. The silent service was powerful.

Easter: Plenty of flowers but cut stems and use better vases. Give Nora, cellist feed back on sound next year. The cello was not loud enough. Think about miking the soloist.

Jack would like to add lay leaders back into the service. He is thinking “Call to worship”, prayers of the people and scripture reading. We discussed having one person do all and sitting with Jack.

Communion Hymn: tabled till next meeting when we have more voices.

Pentecost: We are thinking of ways to add more color. One suggestion was ribbons or cloth on lectern. We decided to use Pentecost colors/banner thru summer except for Trinity Sunday. Nick suggest we think of something special for that Sunday.

Communion Bread: We have a couple of people appreciate it and a couple complain. We will try to select best recipe and have everyone use that. We talked about serving those seated separately and that might solve “bread” issue.

New Business:

We now have a pastor that is staying with us and I feel a new energy and think we are going to grow. Jack suggested to Session that we start acting like we are living here, no longer “nomads”. He would like us to think of ways to make the sanctuary warmer and more inviting. We need a new floral stand. We, also, need to look at the furnishings in Narthex. We decided to call on Art Comm. to start planning the future in furnishings, etc. The budget is looking better.

Jack and a few members of congregation are uncomfortable during worship—Jack is too hot with his robe and others are too cold but do bring sweater. We need to try to make it comfortable for all especially during the summer. Jack will look into alternative fabrics, collared shirts, or shirt and tie. Closed with Prayer

We missed those of you who didn’t make it. I hope these minutes convey our meeting properly to all of you.



Next Meeting: June 2<sup>nd</sup> after church.

## **Mission & Outreach Minutes April 18, 2019**

In attendance: Jack Barden, Dalma & Dave Rungay, Ed LeCroy, Scott Pierson, Peter Buenz, Alan and Pat Hitchcock, Kathie Hansen, Janet Cavalucci, Pam McGovney, JoAnn Schutte, Josie Whitley, Nick Broline and Steve Gottlieb (Chair)

The meeting was opened with prayer by Steve.

### **Reports:**

The discussion about the Hudson Bend Project (the community RV Parks that PCLT has been serving in multiple capacities) was picked up from the last meeting. Related to that, Jack, Kathie, and Steve visited with the director of a major program at Shield Ranch and learned a great deal that should be of value to the Mission committee as we move forward with an expanded program at Hudson Bend.

### **The important question is “What comes next?”**

This is the primary question on which the committee and, indeed, the meeting was focused. Scott had suggested in the last meeting that the time was right for us to place a PCLT facility in Armadillo RV Park and to staff it with a part time, paid employee. The cost for this, however, is higher than many of us were willing to accept at this point. Thus, after considerable discussion it was concluded that were we to move forward it would be with a more financially conservative approach, at least initially. This would mean availing ourselves of the use of the room that has been made available to us at the Park. Then staffing that room with the part time (20 hours/week) person we had previously discussed.

This then led to the question of how to find such a person. Steve had hopes that Lea Watson of Vamos Ya might be that person, or might know a person who could fit our needs. (Steve did learn after the meeting that Lea would not be available.)

Jack expressed several ideas as to where such a person might be found. He also suggested that the person would likely cost between \$15 and \$25 per hour.

- Although it is too late this year for PCLT to apply, Austin Seminary has a summer program for master of divinity students, who are placed as interns. Some placements are geared to pastoral ministry.
- Other placements are geared more toward social justice, mission, or organizing. An alternative could be students who are graduating in May, but who don't have gainful employment immediately. They could want ministry engagement at this time. They will probably be on their way to pastoral ministry, and after 6 weeks may get another job offer.
- Americorp, a government service corporation is another possibility. There are 80 students in Austin who were placed as literacy tutors in AISD under the Literacy First Program; some of

whom have required volunteer hours in order to complete their program. Upon completion, they receive \$4000 toward their education.

Some criteria were then put forward pertinent to the job description for our position, the staff person must be able to:

- Connect with members of the community to determine community needs
- Establish rapport.
- Work with and help those PCLT members who already have developed and emerging programs in the areas.
- Speak both Spanish and English
- Work about 20 hours a week. Some of the time will be used to assist in established programs and activities, about 10 hours. The rest of the time will be used to develop other areas as discovered.
- Serve as liaison between PCLT and the communities. They will participate in local community activities and keep PCLT informed, so that our members can be supportive of and also participate in community activities.
- Develop social connections through social media, or contacting the local community in an appropriate manner.

Additionally:

- Their efforts will be compatible with current efforts, and ongoing programs
- The person should come from a faith-based background, not secular. (For example, as opposed to Americorp)
- A continuity of personal is needed for the people of the community, experience with kids, fluent in Spanish and English and have experience with the Latin American community.
- They must be able to collect information about the community and its needs; pull the information together for assimilation; and then be able to share with the Mission committee, recommendations as to how to proceed or to discontinue as appropriate.

Additional thoughts included;

- There is a growing network of volunteers who live in the Hudson Bend community who are working with PCLT and from which a person may be found
- I AM LT could beneficially be brought into the mix and given opportunities to participate and to grow.
- Would this become the major activity for the Mission Committee for the year?
- Would the money for the program come from the Mission Committee budget? Answer, Yes.
- The program needs to be created before hiring anyone.
- Other possibilities for input could come from the Apache Shore volunteers and the participants of the English class.

A designated community organizer could also work well with us if such a person is found or if such a person might come from the Block Grant the Park is seeking.

**Shield Ranch:** Kathie Hansen reported on Shield Ranch which is sponsored by the Episcopal Church and is located on Hamilton Pool Road a short distance from our church. They run a summer program every summer for Hispanic kids from Austin. Justine Salsbury, Program Director, indicated

they've been running the program for 12 years. She had recommendations for how PCLT could invite children from the Hudson Bend Project to participate in a camping experience. Justine indicated that it takes time to develop. She recommended that Spanish speakers be used from day one.

She recommended early interaction with the parents. We need to listen to the parents, especially the Anchor Moms, and react to their suggestions and guidance. She indicated there are spaces available for campers at El Ranchito and offered to host an event at the Armadillo RV park or at Shield Ranch for recruitment purposes. We just need to start with one camper who has a good experience and returns to share with others in the community.

**Josie Whitley made the motion** that within the week, an appointed committee, develop a brief task point by point framework to be distributed to the Missions committee via email. A special meeting of the Mission Committee will be called vote on moving forward. Janet Cavallucci seconded the motion.

Passed

Committee Members appointed are Pam McGovney, Jack Barden, Steve Gottlieb, Scott Pierson, and Josie Whitley. The Mission committee decided that the search for the appropriate personnel will continue concurrently.

#### **Vamos Ya**

JoAnne made a motion to have PCLT continue to send \$1000 @ month to the Vamos Ya program.

There was no second.

Pat Hitchcock made a motion that PCLT should continue to fund, Vamos Ya at \$500. Dalma Rungay seconded the motion.

Discussion followed.

Following the discussion, Pat amended her motion for the amount to be \$750. JoAnn Schutte and Dave Rungay seconded.

Passed

#### **Silverado:**

The April service had 50 attendees, and the new pastor added much to the service with his singing and his sermon.

**Ending comment:** The Session will be discussing establishing an Outreach Committee which would include membership and thus the current Mission & Outreach committee would become the Mission Committee.

Ending Prayer—Pam McGovney

**Next meeting of the Mission committee May 16, 2019 at 10:00AM**

## Called Meeting of the Mission Committee

May 5, 2019

In attendance: Jack Barden, Peter Buenz, Josie Whitley, Nick Broline, Dave Rumgay, Pat & Allan Hitchcock, Scott Pierson, Nancy Boenitz, Ed LeCroy and Steve Gottlieb (Chair)

The meeting was opened with prayer by Jack

Steve began the meeting by saying what its purpose was: That is to make determination as to whether the committee wants to move forward with a proposal (see attached) to agree to spend UP TO \$10,000 for phase one of what we have begun to refer to as the Hudson Bend Project.

Though this subject has been discussed in several previous meetings there was some lack of clarity that needed to be resolved as it pertained to, among other things, available funds in the Mission Committee budget. To provide a starting point for the discussion, Peter made a motion, seconded by Ed: That the committee agree to spend up to \$10,000 for phase one of the Hudson Bend Project. This motion was itself modified during the ensuing discussion to say that the time frame of Phase one, not exceed three months.

Though there were several committee members who had questions, Josie had a concise list of seven questions that represented most of the concerns and issues that needed clarification.

The following is a summary of the key points of clarification resulting from a discussion of Josie's questions and related points:

- Financial information related to the committee budget will be presented to the committee at the beginning of subsequent Mission Committee meetings.
- These financials will include:
  - Year to date accumulated receipts available to be spent by the committee
  - Amount already spent year to date
  - Amount committed thus far to the end of the budget year
  - ~~Projected~~ increase in receipts for the current period
  - Anticipated increase in receipts available to be spent by the committee for the balance of the budget year on approved projects

Dave raised a point about hiring a person rather than bringing the person on as an independent contractor (i.e. receive a 1099 instead of a W-2). As a result, it was agreed that rather than "hire" a

part time person to the church staff, we will seek to retain the services of an independent contractor for this phase.

It was also made clear that we are not committing to a 3-month time frame for this phase, we are agreeing that should we learn sooner that this idea will not work, we will end the program sooner.

Though there were other points discussed, the above represent the key ones.

The consensus of the committee was that PCLT seek a Coordinator of the Hudson Bend Project, with the responsibilities outlined in the Position Description; the coordinator will be contracted for a period not to exceed three months.

We then voted on the amended motion that Peter had made and it was approved unanimously that the costs related to contracting for the services of the coordinator, and other expenses related to this summer project will come from the Mission Committee budget in an amount not to exceed \$10,000.

Our next Mission Committee meeting is scheduled for May 16<sup>th</sup>.