

## Session Highlights of the May 2025 Regular Meeting

### I. **Opening Prayer and Examination of the Confirmation Class of 2025.**

The Rev. Dr. David A. Cagle, Transitional Senior Pastor, moderated this meeting of session. He called the meeting to order at 6:30 PM and opened with prayer. In place of devotions this month, the session had the opportunity to get to know the confirmands for 2025 and examine them for membership. Each confirmand read their statement of faith and were asked questions by members of the session. The session expressed their gratitude for the work undertaken by the class in preparation for their confirmation and also thanked the adults involved in overseeing the class.

On a **motion** made and **seconded** the Session of Media Presbyterian Church **approved** the confirmation of **Desmond Beckley, Kelvin Todd, and Owen Sanford**. They will be welcomed by the congregation on Pentecost Sunday, June 8, 2025, during the 10:00 AM worship service.

### II. **Exit Interview of Session conducted by the Commission on Ministry.**

The COM represented by Elder Susan Bravo and the Reverend Kate Morgan, Pastor of the First Presbyterian Church of Springfield, conducted an exit interview with session related to the ending of Pastor Cagle's tenure as Transitional Pastor at MPC. The session responded to questions related to Pastor Cagle's performance and expressed their complete satisfaction with the way he brought the congregation together. It was brought out that David genuinely cares about this church and has worked diligently to bring the entire call process for a newly installed pastor to a successful conclusion. A special note was made about the Mission Study process and how well it was received by the COM.

Rev. Morgan reviewed the Covenant of Closure Agreement that is signed by Pastor Cagle, Session, and the COM. A final signed copy will be included with the official minutes.

A **motion** was made and **seconded** and unanimously **approved** expressing Session's deep appreciation and gratitude to Rev. Cagle for his ministry to Media Presbyterian Church during the last two-and-a-half years.

### III. **Consent Agenda**

The Consent Agenda includes staff reports, standing committee reports, the Clerk's report, and approval of the minutes from previous meetings (items A, B, C, and D below). Any item can be removed from the Consent Agenda into new business by the request of a single Elder.

#### A. **Staff Reports:**

1. Sandy Campbell – Treasurer's Report (April) - Pulled in its entirety for discussion under Finance Report.

#### B. **Reports of Standing Committees**

1. Finance (Meeting on May 19, verbal report given ) – Pulled in its entirety for discussion under Finance Report.
2. Mission (May)
3. Worship (May)
4. Administration (April)
5. Property (May)
6. Spiritual Formation (April)
7. Technical Ministry (April)

**C. Report of the Clerk of Session – April 30, 2025, as follows:**

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**A. Church Register**

1. **Baptisms:** None
2. **Weddings:** None
3. **Deaths:**
  - a. Kenneth N. Groff (member since 2010) on April 19, 2025, register # 4401. Cremated.
  - b. Delilah May Foldes (member since 1969) on April 25, 2025, register # 2433. Cremated.
4. **Funeral/Memorial Service:** None

**B. Informational:**

1. Total Sunday attendance figures for April 2025, **555** attended in-person worship services and **340** viewed services live streamed and on demand. Average Sunday **weekly** worship attendance for the last several months: April **223**, March 215, February 227, January 194, December 2024, 235, November 196, October 180, September 163, August 147, July 148, June 147. The average weekly Sunday worship attendance for 2024 was 193. The average weekly Sunday worship attendance for 2025 is **215**.
2. Attendance figures for Maundy Thursday were 31 in-person and 34 live-streamed and on- demand for 2025. The 2024 figures were 33 and 34 respectively . For Good Friday service there were 44 in-person and 46 live-streamed and on-demand in 2025. Last year the figures were 39 and 40 respectively.
3. Electronic vote taken on April 17, 2025, for the use of facilities by AA on Friday, May 9, 2025, from 6:30 PM to 9:00 PM, was approved with 17 votes in the affirmative and one not voting.

**C. Action Items:**

NONE

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**D. Minutes of Previous Meetings**

1. Approval of the Regular Session Meeting Minutes held on April 15, 2025.

Elder Tutton requested that a section related to the use of Dale Hall from the property committee report be pulled for discussion.

A **motion** was made and **seconded** to approve the Consent Agenda, items A through D above. The **motion** was **APPROVED**.

The following was pulled from the property report for discussion:

*“The floor waxing project provided an opportunity to assess the general use of Dale Hall and, in particular, the propriety of use by a group who had been playing pickleball in that space. Given the potential liabilities, wear-and-tare, tape markings on the floor, and storage of equipment, it was concluded that this particular general recreation activity is not a suitable use for Dale Hall. It was noted that there is no known agreement with this group for use of this space.*

*Dale Hall has a basketball hoop and is routinely used by the children and youth of the church as a recreational space in planned and impromptu youth activities; the Property Committee recognizes this as consistent with the traditionally accepted use of the space.*

*The Property Committee recommends that the Session approve discontinuing the current pickle ball activity in Dale Hall.*

*The Committee further recommends that any such future use by a group not specifically acting as a recognized MPC organization should be carefully considered in advance and a formal use agreement should be obtained including provisions for liability.”*

After discussion of various reasons such as damage to the hall, liability issues and use of tape on the floor, a **motion** was made by the property committee to approve the discontinuing the current pickle ball activity in Dale Hall. If the current participants want to come forward and propose a use that is acceptable to the session, it will be considered but it would have to include items such as waiver of liability, a fee for use of the facility, and some way to mark the court without damaging or taping the floor. **Motion** was **APPROVED**.

- IV. Finance Report** – Elder John Walton and Sandy Campbell reviewed the financial statements (Treasurer’s Report) distributed with the session packet. Receipts for the month of April 2025 totaled \$69,796 compared to the April 2024 total of \$52,880. Easter in 2024 happened in March versus April of this year. Receipts are slightly behind the 2025 budget. However, total YTD 2025 revenue is \$242,752 compared to same time last year of \$216,049.

Total expenses for YTD 2025 were \$249,184 producing net loss (revenue minus expenses) through April 2025 in the amount of (\$6,632). In April of 2024 YTD expenses amounted to \$212,379 with 2024 net income YTD of \$3,670. The 2025 budget has a planned deficit of (\$26,829).

An update on the bequest from the estate of Carol Grace Collier indicates that the amount will be about \$10,000 payable in May and based on policy the distribution is 70% to the building endowment, 20% to the mission's endowment, and 10% to the discretion of the session. The finance committee is recommending the 10% discretionary amount be applied to Capital Reserves (Designated Fund 3001). A **motion** was made by the finance committee to assign the 10% session discretionary amount from the Collier bequest be applied to the Capital Reserve account number 3001. **Motion** was **APPROVED**.

**The first reading** of the new **Offering and Counting Procedure** policy was delivered at tonight's meeting. The second reading and final approval will be at the July 15, 2025, meeting of session. Policy is attached.

**V. Ongoing/Old Business**

None

**VI. New Business**

- A. Elder Joe Hare's second term is up at the end of May 2025 as Clerk of Session. The Moderator **moved** that Elder Hare be elected to a third two-year term running from June 1, 2025, to May 31, 2027. **Motion** was **APPROVED**.
- B. Elder Kate Meehan, Chair of the Congregational Nominating Committee, presented the and voting on the proposed slate of candidates for elder and deacon for the Class of 2028slate of candidates to session for the elders and deacons Class of 2028. The list is attached. The Moderator expressed thanks and appreciation for the hard work and dedication on the part of the committee to generate this slate of candidates.
- C. A date was set by the session for a special meeting of the congregation to be held following worship on **Sunday, June 29, 2025**, for the purpose of receiving the report from the Congregational Nominating Committee and voting on the slate of elder and deacon candidates for the Class of 2028.

As this was his last session meeting at MPC, Rev. Cagle expressed his love for the church and thanked the session for allowing him to minister to us over the last two-and-a-half years. He will greatly miss everyone as he is missed by all of us.

- VII.** There being no other new business, a **motion** was made and **seconded** to **adjourn** the meeting. **Motion** was **APPROVED** and the meeting was **adjourned** at 8:10 PM. The moderator closed the meeting with prayer.

Joseph Hare  
Clerk of Session

**Presbytery of Philadelphia**  
**Commission on Ministry**  
**Covenant of Closure (Covenant)**  
*With an Outgoing Pastor*

**2. The responsibilities of the Session, on behalf of the congregation, are as follows:**

Respect the terms of the Covenant as outlined above.

- a) Interpret to the congregation the terms of the Covenant. Many members will not understand the change in relationship that occurs when a person ceases to be the pastor of the congregation. This may be true particularly when a former pastor is elected to be a Pastor Emeritus(a). The congregation mistakenly may have the understanding that a Pastor Emeritus(a) is exempted from the terms of this Covenant. He/she is not exempted in any way.
- b) Instruct the congregation not to involve itself in the continuing ministry of the former pastor.
- c) Incorporate any written agreement in the Session Minutes.

**3. The Presbytery of Philadelphia's Commission on Ministry shall:**

- a) Interpret the Covenant and its purpose to the pastor and to the Session
- b) Be the Presbytery's agent in reminding all parties of the principles of the Covenant
- c) Assist any pastor or Session having difficulty understanding or adapting to this change of relationship
- d) Enforce compliance of the Covenant when a breach occurs

\_\_\_\_\_  
Outgoing Pastor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Session

\_\_\_\_\_  
Date

\_\_\_\_\_  
COM Moderator

\_\_\_\_\_  
Date

Please return form to:  
Presbytery of Philadelphia  
Attn: Commission on Ministry  
915 E Gowen Ave  
Philadelphia, PA 19150

## **Offering/Counting Procedures**

1. The church office will periodically distribute a list scheduling two unrelated counters for each worship service that includes an offering. The counters must be on a list approved by the Finance Committee and Business Administrator.
2. There should be at least two counters, or one counter and the Business Administrator, with the monies being counted at all times.
3. When an offering is collected and blessed at the worship service, two ushers will bring the offering to the rear of the sanctuary and place it the lockbox in the parlor. All items from the collection plates will be placed in the lockbox.
4. Two people should remove the offering from the lockbox the next business day.
  - a. If the counters are present, they can retrieve the offering and start the counting process.
  - b. If the count is scheduled beyond the next business day, two staff members should retrieve the offering and put it in the locked safe in the Business Administrator's office. Offering will be put in a cash box or a large envelope before putting in the safe.
    - i. If two staff members are not available, one staff member should ask a counter or an officer (past or present) to assist in the transfer of the offering.
  - c. Whenever possible, two unrelated people should perform this task together.
  - d. Both individuals retrieving the offering from the lockbox will sign the log sheet in the Business Administrator's office.
  - e. If there are monies in the locked safe, the Business Administrator may ask scheduled counters to complete the count. The Business Administrator will unlock the safe in the presence of at least one counter to retrieve any uncounted funds.
5. Upon retrieval of the offering, the counters follow the counting procedure using the Counters' Sheet provided by the Business Administrator. Procedures include
  - a. Separate counts will be made for cash vs check as well as loose plate items vs regular offering envelopes vs special envelopes such as communion, building fund, missions, and holidays.
  - b. The amount in each donor's envelope will be recorded on the front including a notation of cash vs check. This is to ensure the donor is properly credited for the donation.
    - i. Loose checks not in envelopes will be recorded on the back of the Counters' Sheet.
    - ii. Additional notation is required for checks that are designated for multiple purposes (aka "split check"). This will be noted on the envelope and/or on the back of the Counters' Sheet.

- c. Totals for each section of the Counters' Sheet should match the cash count, the total of the checks, and the total from the envelopes.
    - i. If the Business Administrator is simultaneously entering data in QuickBooks or the church database, this can be an additional source for confirming the accuracy of the count.
  - d. Upon completion of all sections of the Counters' Sheet, totals for cash (bills) and checks will be noted along with a total for the entire offering.
  - e. Any loose coins will be listed at the bottom of the page.
    - i. Coins should not be included in the total for the offering.
    - ii. The Business Administrator or their designee will deposit coins at least quarterly.
  - f. Endorse all checks with the "For Deposit Only" stamp.
  - g. The counters should prepare a separate Counters' Sheet for each offering or event. They will complete all totals on the Counters' Sheet and sign the form in ink.
  - h. For each service or event, a bank deposit slip will be prepared in ink for the cash portion of the deposit.
    - i. If checks are being deposited digitally, no deposit slip is required.
    - ii. If the checks are being deposited at the bank, the check total should also be included on the deposit. Checks should also be copied/scanned before being taken to the bank. The Business Administrator will provide direction if checks are to be included on the deposit slip.
  - i. When the count is completed, counters will wrap the money, all envelopes, the Counters' Form, and the original deposit slip in a rubber band. The entire packet will be given to the Business Administrator. If the Business Administrator is unavailable, the packet will be placed in the safe and the safe locked.
6. If the Business Administrator was not one of the counters, they should review and process the funds as soon as they are available. Any questions or concerns will be directed to the counters.
- a. The Business Administrator or their designee will deposit the funds prepared by the counters in the bank as soon as practical.
    - i. Digital deposit of checks is encouraged if a trip to the bank is not occurring the same day.
  - b. The Business Administrator or their designee will record donations by individuals in the church database.
7. The Business Administrator will keep the bank's receipt for each deposit in the records and make the receipts available to the Finance Committee upon request.
- a. The Business Administrator will retain digitally deposited checks for 60 days or as required by the bank. Checks will be shredded after 60 days per the agreement for digital deposits.
  - b. The Business Administrator will retain envelopes for up to 6 months as space allows. Envelopes will be shredded when no longer needed.

8. The Finance Committee should periodically compare their copies of the bank receipts and bank statements that the bank provides to assure that all collected funds have been recorded and deposited into the church's bank account.
9. The Business Administrator is responsible for maintaining supplies for the counting process. Counters are encouraged to indicate when supplies are getting low.
10. The safe will remain locked at all times. The key to the lockbox will be secured by the Office Administrator.
  - a. The Business Administrator is responsible for periodically changing the code to the safe.
11. The church's insurance includes a fidelity bond coverage limit of \$25,000 which covers volunteers and employees.

Draft as of 4/17/25 – Approved by Finance Cmte



# **Congregational Nominating Committee**

## **Slate of Candidates for Class of 2028**

### **ELDERS**

To be Installed:

- James Gatch
- Julie Havel
- Thomas Jackson
- Jessica Johnson
- Eric MacDonald
- David Richards

To be Ordained and Installed:

- Joseph Consiglio

### **DEACONS**

To be Installed:

- Susan Howe-Consiglio
- Lynn Maharaj
- Brian McLaughlin
- Belle Patton
- Dale Snead
- James Schnabel

To be Ordained and Installed:

- Gary Alexander
- Wendy Allen
- Crystal Garcia
- Thomas Palmer