



**STATED MEETING OF SESSION
New Hope Presbyterian Church (EPC)**

**Tuesday: August 27, 2019 (6pm- RM 212)
Minutes**

Session (Elders)

| Teaching Elders: | | Pastor Eddie Spencer | EA | | |
|---|---|-----------------------|----|----------------------|-----|
| Class of 2019 | | Class of 2020 | | Class of 2021 | |
| Carlton Anderson | P | David Carpenter | P | Bill Ashton | P |
| Scott Connell | P | Bill Enslin | P | Steve Boutelle | P |
| Jason Harre | P | Art Hunkins | P | Al Frees | P |
| John Nord | P | Pat Mehaffie | P | Randy Hincks | P |
| Bill Roeder | P | Signe Pagel | P | Jeannie Martin | P |
| Kathy Scharlau | P | | | Alice Stanley | EA |
| Bob Welsh (Guest) | P | Craig Martin (Guest) | P | Chuck Knox (Treas) | P |
| Ed Harger (Staff) | P | Pastor Gregg Meserole | P | Quorum: | Yes |
| P=Present, EA= Excused Absence, A=Unexcused Absence | | | | | |

1. Note: As Pastor Eddie was ill and not able to be in attendance, Art Hunkins (Per Pastor Eddie request) filled in as Moderator and Signe Pagel filled in as Clerk.
2. Opening Prayer and Devotion: Gregg Meserole gave the opening prayer and devotion.
 - a. The Deacons were welcomed to the meeting, and it was explained that they would sit in on Agenda items 1 and 2 and then leave to attend a separate meeting of Deacons.
3. Elder/Deacon Updates
 - a. Search Committee Update – Craig Martin reported that the Committee has selected a candidate for Associate Pastor and that candidate informed the Committee he would accept the position if the membership of New Hope votes to call him as Associate Pastor. The next step is to schedule a date on which he can preach at New Hope, and that would be followed by a Congregation Meeting for the purpose of a vote. If that all goes as expected, the anticipated start date is January 1, 2020. Carlton Anderson suggested the Clerk of Session write a letter to each member of the search committee to thank them for their service. Art Hunkins stated he would do so.
 - b. Auxano Leadership Project -- Jason Harre presented some background on the Auxano leadership project. A handout was distributed which diagrams The New Hope Vision, Vision Map, Values, and Roles & Responsibilities Supporting the Vision. Gregg Meserole informed us that the term “Auxano Project” has been retired in favor of The New Hope Vision. Considerable time was spent on the various pages of this document.

- c. Nominating Committee Update – Bill Roeder is in the process of putting together a Nominating Committee for the next election of elders and deacons. A congregational meeting will be held on September 15 to approve the six people on the Nominating Committee. On October 13, there will be a second congregational meeting to approve those who have been nominated to serve as elders and deacons. B. Roeder motioned and Jason Harre seconded approval of the dates.
 - d. Staff Transitions Update – Scott Connell announced that Gregg Meserole has accepted the new position of Pastor of Administration. Jim Mayer is filling the Mission Coordinator position on a part-time, temporary basis. Additionally, an interim part-time assistant for Family/Student Ministries will be filled by Mark Dillehay. Job descriptions were distributed for each of the above-mentioned positions.
 - i. Gregg Meserole reported that both part-time receptionists are leaving. Debbie Gearhart getting is getting married and Angel Dobson will be devoting all of her time to her business as a voice teacher. Angel will stay through September. The decision has been made to combine the two part-time positions and search for one person to serve as office manager full-time, with a starting date in early September.
 - ii. Gregg also mentioned Eddie asked him to give people permission to ask questions about any of the past personnel issues. A couple of people asked questions about the departure of Jim Clark and Daniel Meade, and those questions were answered. **At this point, the Deacons left the meeting.**
 - iii. Carlton Anderson made a recommendation that Pastor Gregg’s position report directly to Session. There was discussion on the pros and cons of that, after which Carlton withdrew his recommendation.
4. Clerk of Session Report
- a. There were two corrections to the July Minutes: 1) amend the statement about the funds for the organ to state that “funds **will be** in the bank”; 2) correction to state that Randy Hinks closed the meeting in prayer. Carlton Anderson/Steve Boutelle motion to approve Minutes from the July meeting as corrected.
 - b. The Membership Status Report is on hold until the September Session, at which time there will be a vote on the list as presented.
 - c. **Bill Ashton/Dave Carpenter motion to approve the membership statistical report. Passed unanimously.**
5. Personnel Council: **Scott Connell made a motion (no need for a second) to approve the position description for Pastor of Administration. It passed unanimously. Scott Connell made a motion (no need for a second) to approve the temporary part-time Missions Coordinator job description. It was approved unanimously.**
6. Status: Assistant Director of Student Ministry – Steve Boutelle reported that there are no solid candidates at this time.
7. Financial reports – Chuck Knox reported that the mortgage is now only \$645,000.

8. Finance Ministry
 - a. Randy Hincks stated that the new computer server is in, functioning, and doing its backup.
 - b. The Finance team recommends a proposal be made next month for accelerating the payoff of the mortgage. If Session approves, an announcement will be made to the congregation the second Sunday in November.
9. Property Committee – Scott Connell announced that a utility cart has been purchased (although he asked forgiveness for forgetting to bring this to Session prior to purchase). Connell/Frees motion passed unanimously to approve the cart purchase. The funds will come out of Account # 31201 -Operations Contingency.
10. The meeting was closed in prayer by Bill Enslin.

Respectfully submitted,
Signe Pagel, Elder (filling in for Clerk of Session)



**STATED MEETING OF SESSION
New Hope Presbyterian Church (EPC)**

**Tuesday: July 23, 2019 (6pm- RM 212)
Minutes**

Session (Elders)

| Teaching Elders: | | Pastor Eddie Spencer | P | | |
|---|----|----------------------|----|-----------------------|-----|
| Class of 2019 | | Class of 2020 | | Class of 2021 | |
| Carlton Anderson | P | David Carpenter | P | Bill Ashton | EA |
| Scott Connell | P | Bill Enslin | P | Steve Boutelle | P |
| Jason Harre | P | Art Hunkins | EA | Al Frees | P |
| John Nord | EA | Pat Mehaffie | P | Randy Hincks | P |
| Bill Roeder | P | Signe Pagel | P | Jeannie Martin | P |
| Kathy Scharlau | EA | | | Alice Stanley | EA |
| Bob Welsh (Guest) | P | Craig Martin (Guest) | P | Chuck Knox (Treas) | P |
| | | | | Quorum: | Yes |
| P=Present, EA= Excused Absence, A=Unexcused Absence | | | | | |

1. Opening prayer: David Carpenter
2. Clerk of Session Report:
 - a. **MSC (Anderson/Harre/unanimous)** to approved Session Minutes for June as presented.
 - b. Pat Mehaffie has resigned his role on the Hospitality Committee.
 - c. **MSC (Mehaffie/Hincks/unanimous)** to approve the membership status report as presented.
 - d. Special Presbytery Meeting – August 24 – Randy Hincks withdrew his name as attendee. **MSC (Connell/Anderson/unanimous)** to approve Bob Welsh and Art Hunkins as attendees to the special presbytery meeting.
 - e. October Retreat/Presbytery meeting – **MSC (Harre/Frees/unanimous)** to approve elders Bill Enslin , David Carpenter, Bill Ashton and Art Hunkins as attendees of the Retreat/Presbytery meeting.
 - f. Status report on confirmation of Pastor Gregg Meserole – Eddie Spencer questioned the title “Interim Assistant Pastor” and referred this item to the Personnel Council for follow-up while waiting for a reply from the Presbytery Ministerial Committee.
3. Search Committee (Craig Martin)
 - a. There are currently two very viable candidates. The Committee met with one candidate and his family the week of July 14. The second candidate will be meeting

with the Committee the week of July 28. It is anticipated that one of these candidates will be recommended at the Committee's August 6 meeting.

4. Personnel Council (Scott Connell, Bill Enslin)

a. Daniel Mead Resignation

- i. MSC (Carpenter/Anderson/unanimous) to ratify the decision the elders made at an informal meeting of elders on July 15 to support the decision of the Personnel Council to ask for the resignation of Daniel Meade. The Council recommended Daniel be dismissed from employment if he declines to resign.
- ii. Council members met with Daniel on Thursday morning, July 18. Daniel chose to resign and left the premises by 12:30 Thursday.
- iii. Session paused to pray for Daniel and his family.
- iv. It was noted that Ken Seim and Jim Mayer (Mission Council) are delegating Daniel's responsibilities. Jim Mayer will be asked to debrief those who recently returned from the Brazil mission trip with Daniel.
- v. Personnel Council met with staff members (Myers, Ball, Norris, Poland, Starner; Harger, Bates and Spencer were unavailable) the morning of July 23 to inform them of Daniel's resignation. Staff was given a document describing the language to use if they get questions from members about Daniel's resignation. That document will be sent to elders via email.
- vi. There are no plans to fill the position of Missions Director at this time. The position will be re-evaluated to determine if it should be full-time or part-time and this evaluation could take up to a year.

b. The Council is engaged in planning modifications to New Hope's administrative structure.

c. Job descriptions are being re-reviewed for scaling down to a more condensed version.

d. Assistant Director of Student Ministry (Steve Boutelle)

- i. The Search Committee is close to making an offer to a young man from the Tampa area who has a personal connection with the Elliott family.

e. The session paused for prayers for our church, its personnel, and its missions, led by Steve Boutelle.

5. Financial Reports (Chuck Knox – refer to submitted reports)

a. Chuck noted the mortgage with PC Bank is \$665,000.

b. In the unrestricted funds category, the church is under its budget for collections, but is also under budget in expenses, with the result being a \$17,000 deficit in general unrestricted funds. This should not be a concern because spending in the second half will be lower than anticipated (partly due to salary reductions).

- c. The money for purchase of the organ will be in the bank and ready for our purchase of the organ.
6. Finance Ministry Council (Randy Hincks)
- a. Randy spoke to the issue of New Hope's mortgage status, which is very encouraging. The Council expects the balance to be approximately \$300,000 on December 31, due to an additional \$5,000 estimated from members the remainder of this year, the ability to apply \$35,000 that had been earmarked for property abeyance but likely will not be needed, and a gift of approximately \$200,000 from a deceased member (gifted to unrestricted funds).
 - b. It would be advisable to bring the congregation up to date on our very favorable mortgage situation this fall. Perhaps we could even have a fund-raising program to pay off the balance of the mortgage – and a “matching funds” concept could be effective. The Finance Ministry Council will bring a recommendation to Session for consideration.
 - c. The Council has determined not to make a recommendation at this time for a contribution to the EPC Generosity Resources led by Bob Welsh. A recommendation may be presented by year-end, depending on the status of the church financials.
 - d. The new computer server for the church has been ordered.
7. Auxano Leadership Project (Jason Harre)
- a. The team has been depleted due to the recent personnel changes (resignation of Kathy Orr, Jim Clark and Daniel Meade), but the work is ongoing. Jason would appreciate hearing from elders who are interested in participating and will send elders information about the upcoming project meeting.
 - b. Jason asked elders to keep- the Auxano project results/framework in mind as they work with their teams. Use the information for planning and decision making, and help team members understand the concepts.
8. Property Committee - no report
9. Youth and Student Ministry (Steve Boutelle)
- a. 27 students and five leaders are at camp near Ocala, FL, this week. There is one more big event coming up – “Summer Fun on the Run” – before we kick off the school year.
 - b. See attached report
10. Children's Ministry – Nothing new to report (Summer months)
11. Mission/Outreach Minutes for July (See attachment)
12. Deacons Ministries
- a. Pr. Eddie noted that, beginning with the August meeting, Session and the Deacons will meet together for 15 minutes, and will then break into their respective separate meetings.

b. See attached Deacon Minutes

13. Old Business

a. The By-Laws revision project is ongoing.

b. Nominating Committee (Bill Roeder)

- i. Bill noted that the nominations for elders and deacons need to be in place by the end of August so that a congregational meeting can be held in early September. Someone is needed to head the Nominating Committee (as Bill has met the By-Laws limit of time served as chairperson).

14. Meeting was closed with prayer by: Randy H.

Respectfully submitted:

Pastor Eddie Spencer, Moderator

Signe Pagel (Sitting in for Art Hunkins)



New Hope Presbyterian Church (EPC)

RptMS01- Monthly Membership Statistics for: July 2019

| | | |
|---|---|--------------|
| Active Membership as of the Beginning of Month | | 1,054 |
| New Members this Month | 0 | |
| Membership (Unadjusted) | | 1,054 |

| | | |
|--|----------|--|
| Membership Removals for the Month | | |
| Members Deceased this Month | 0 | |
| Members Transfer Out this Month | 0 | |
| Members- Session has Approved to Remove | 0 | |
| Total Removals for this Month | 0 | |

| | |
|---|-----------------|
| ** Total Active Members as of the End of Month | 1,054 ** |
|---|-----------------|

| | | |
|---|---|-----------|
| Active Affiliates as of the Beginning of Month | | 35 |
| New Affiliates this Month | 0 | |
| Affiliates (Unadjusted) | | 35 |

| | | |
|--|----------|--|
| Affiliate Removals for the Month | | |
| Affiliates Deceased this Month | 0 | |
| Affiliates Transfer Out this Month | 0 | |
| Affiliates- Session has Approved to Remove | 0 | |
| * Total Removals for this Month | 0 | |

| | |
|--|--------------|
| ** Total Active Affiliates as of the End of Month | 35 ** |
|--|--------------|

| | |
|-------------------------------------|------------------|
| *** Total Active Membership: | 1,089 *** |
|-------------------------------------|------------------|



New Hope Presbyterian Church • 10051 Plantation Road • Fort Myers, Florida
33966 239.274.1230 • www.newhopefortmyers.org

Job Description for an Associate Pastor

Purpose:

Associate Pastor will partner with the Sr. Pastor to teach and pastor the New Hope Presbyterian Church family, giving strategic leadership in implementing the vision of NHP.

Responsibilities:

- Personal and passionate commitment to live the Gospel.
- Understand the context of NHP and become a vital part of the NHP church family and staff with a commitment to be a servant leader and pastor for all the church family.
- Teach and spiritually equip God's people.
- Develop NHP leaders to realize our vision.
- Assist in leading worship and administering the sacraments.
- Share in the preaching responsibilities (20-25%).
- Partner with the pastor, other staff and elders to develop and implement a strategic adult discipleship ministry for church family.
- Participate in our pastoral care ministry.
- Willingness to lead and serve in a diversity of ways as NHP changes.

Qualifications:

- An Ordained EPC Pastor or qualified to be ordained in the EPC.
- Experienced in a leadership position in a multiple-staff setting, preferably with leadership in adult discipleship ministry.
- Ability to cultivate interpersonal relationships.
- Able to manage a small portion of the staff.
- Able to equip and mobilize volunteers.
- Ability to develop and implement discipleship strategies in a diverse spiritual and age demographic.
- Ability to communicate God's Word in an intergenerational church family and community.
- Understanding of the EPC governance and a willingness to participate in the Presbytery and General Assembly.

Accountability:

- The Associate Pastor will work under the leadership of the Sr. Pastor and the NHP Session.



10051 Plantation Rd, Fort Myers, FL 33966 | 239-274-1230 | www.NewHopeFortMyers.org

Job Title: Mission Coordinator

Purpose/Job Summary

The purpose of establishing this part-time position is to cover as many areas of responsibility that fell to the Director of Missions and Outreach as possible so that there is a seamless continuance of that which is essential in the Mission program of New Hope.

Areas of Responsibility

- **NHP Mission Partnerships** – Be the main point of contact for all our mission partners to assure them of our continued support and care. Coordinate the annual partner reviews with a view to preparing and drafting a budget proposal for next year. Work closely with Ken Seim and the Mission Council to develop this budget. Communicate to the congregation practical ways they can be involved with our partners locally and globally.
- **Communication** – Develop and coordinate the calendar of presentations by or about our partners each week at the 9:30 and 11 AM services. Explore and coordinate opportunities to speak to various classes in Sunday School and youth groups to acquaint them with mission opportunities and challenge them toward involvement. Produce regular communication pieces for the Advance, eNews, website and social media platforms. Ensure that the website is current and accurate. Periodically speak to the congregation about opportunities to serve.
- **Events** – Explore ways to involve more NHP members in service projects locally with We Care, City Gate, Colonial, The Brittany, etc. Prepare, plan, and lead specific events designed to make this happen. There are a number of potential opportunities locally that I would like to explore and develop.
- **Short-term Mission Trips** – Develop plans for at least two short-term mission trips for individuals and families of NHP in collaboration with our partners. The focus will be for individuals and parents with their families to grow our relationships with our partners and understand their world. This could be transformational for these individuals and families and life-changing for the children and youth.
- **Mission Council** – Work closely with Ken Seim to guide and coach the council as we meet monthly to discuss how we can best serve our partners, identify opportunities for service, develop and track the annual budget, study mission topics together, pray for our partners and explore ways to better involve more NHP members in missions.
- **Miscellaneous** – Be available to assist wherever needed at NHP to disciple, encourage, pray, consult, strategize and just be available.

Classification:

- Temporary Part – Time Status
- Exempt, salaried – working 15 to 20 hours per week
- Non - benefit classification

Work Environment:

- This position is to be evaluated the end of the year.
- To be stationed in the office

Accountability:

- This position directly reports to the Administrative Pastor or Associate Pastor

New Hope Presbyterian Church of SWFL, Inc.

08/20/19

Balance Sheet

Cash Basis

As of July 31, 2019

| | Jul 31, 19 |
|--|----------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 11001 · Busey Operating | 129,456.01 |
| 11005 · Finemark Checking | 293,688.02 |
| 11009 · Petty Cash | 200.00 |
| Total Checking/Savings | 423,344.03 |
| Total Current Assets | 423,344.03 |
| Fixed Assets | |
| 13003 · Office Equipment | 48,969.44 |
| 13101 · Land Acquisition | 2,451,549.32 |
| 14101 · Pre-Project Capital Costs | 146,401.37 |
| 15101 · New Building Costs | 7,720,447.97 |
| 19101 · Accumulated Depreciation | -72,739.56 |
| Total Fixed Assets | 10,294,628.54 |
| TOTAL ASSETS | 10,717,972.57 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 20001 · Accounts Payable | -539.00 |
| Total Accounts Payable | -539.00 |
| Other Current Liabilities | |
| 22001 · Federal Tax Payables | 377.22 |
| 22002 · FICA/Medicare Payables | -177.22 |
| 22101 · Retirement/IRA Payable | 401.17 |
| Total Other Current Liabilities | 601.17 |
| Total Current Liabilities | 62.17 |
| Long Term Liabilities | |
| 24001 · Capital Building Mortgage | 645,942.44 |
| Total Long Term Liabilities | 645,942.44 |
| Total Liabilities | 646,004.61 |
| Equity | |
| 30001 · General Fund | 149,282.50 |
| 31001 · Amortized Capital Reserve Fund | 50,000.00 |
| 31201 · Operational Contingency | 13,671.00 |
| 31301 · Land/Facilities/Equip/Furnish | 9,648,801.10 |
| 31401 · Campus Debt Reduction Fund | 39,673.90 |
| 32001 · Worship Fund | |
| 32101 · Worship/Music Fund | 1,490.98 |
| 32201 · Organ Fund | 54,308.18 |
| 32301 · Memorial Fund | 1,862.97 |
| Total 32001 · Worship Fund | 57,662.13 |
| 32899 · Retained Earnings | 6,250.00 |
| 33001 · Preschool Fund | 199.63 |
| 34001 · Kid's Ministry Fund | |
| 34101 · Kids Ministry General | 7,295.97 |
| 34201 · Kids Sunday AM Offering | 83.46 |
| 34301 · Kids Special Projects/Events | 54.92 |
| 34501 · Kids Camp KidJam | 141.76 |
| Total 34001 · Kid's Ministry Fund | 7,576.11 |
| 35001 · Student Ministry Fund | |

2:15 PM

New Hope Presbyterian Church of SWFL, Inc.

Balance Sheet

As of July 31, 2019

08/20/19

Cash Basis

| | Jul 31, 19 |
|--|----------------------|
| 35101 · Student Ministry General | 2,707.21 |
| 35201 · Student Events | 1,331.62 |
| 35202 · Student Projects | 268.35 |
| 35301 · Student Retreat | 542.00 |
| 35401 · Student MS Trip | -676.81 |
| 35402 · Student HS Trip | -3,756.05 |
| 35411 · Student Trip Scholarship | 1,353.89 |
| Total 35001 · Student Ministry Fund | 1,770.21 |
| 36001 · Adult Class Funds | |
| 36102 · Adult New Community Class | 2,580.42 |
| Total 36001 · Adult Class Funds | 2,580.42 |
| 36201 · Womens Ministry Fund | |
| 36211 · COF World Mission | 1,099.53 |
| 36212 · COF Deborah Circle | 91.38 |
| 36213 · COF Hannah Circle | 131.60 |
| 36214 · COF Lois Circle | 1.07 |
| 36215 · COF Rebekah Circle | 15.00 |
| 36231 · Womens Retreat Registrations | 450.93 |
| 36232 · Womens Retreat Donations | 399.23 |
| 36401 · Women Ministry Events | 200.00 |
| Total 36201 · Womens Ministry Fund | 2,388.74 |
| 36301 · MOPS Fund | |
| 36311 · MOPS AM | 9,021.84 |
| 36321 · Moms @ Night | 2,109.79 |
| 36331 · MomsNext AM | 2,435.60 |
| Total 36301 · MOPS Fund | 13,567.23 |
| 37001 · Missions Fund | |
| 37101 · Local Ministries General | 1,298.92 |
| 37111 · Local Colonial Elementary | -83.38 |
| 37121 · Local Brittany Apartments | 1,789.68 |
| 37131 · Local Dunbar Booster Club | 6,082.62 |
| 37141 · Local Dream Center | 200.00 |
| 37151 · Young Life Lee Co | 1,350.00 |
| 37161 · Local Verity | 220.00 |
| 37301 · Supporting Ministry Fund | 3,012.61 |
| 37311 · Supporting Edwards Scholarship | 567.00 |
| 37321 · Supporting Mission Kid Care | 375.00 |
| 37501 · Outreach Ministry Fund | 20,255.15 |
| 37511 · Outreach ECHO | 1,710.00 |
| 37521 · Outreach Edwards-New Intl | 700.00 |
| 37531 · Outreach Erwin-Faith Partners | 400.00 |
| 37541 · Outreach Griffith-New Intl | 1,290.00 |
| 37700 · Mission Trips Fund | |
| 37703 · Brazil 2019 | -6,088.94 |
| Total 37700 · Mission Trips Fund | -6,088.94 |
| 37711 · Mission Trips Scholarships | 1,705.76 |
| 37801 · Mission Projects | 1,162.12 |
| Total 37001 · Missions Fund | 35,946.54 |
| 38011 · Care & Compassion Fund | 23,158.09 |
| 38201 · Single Moms Ministry | 4,200.00 |
| 38901 · Memorial Garden Perpetual Care | 31,228.04 |
| Net Income | -15,987.68 |
| Total Equity | 10,071,967.96 |
| TOTAL LIABILITIES & EQUITY | 10,717,972.57 |

New Hope Presbyterian Church of SWFL, Inc.
Profit & Loss Budget vs. Actual General Fund
July 2019

| | <u>Jul 19</u> | <u>Budget</u> | <u>Jan - Jul 19</u> | <u>YTD Budget</u> | <u>Annual Bud...</u> |
|---|-------------------|-------------------|---------------------|---------------------|----------------------|
| Ordinary Income/Expense | | | | | |
| Income | | | | | |
| 40000 · General Budgeted Income | 142,933.15 | 152,061.70 | 1,075,912.38 | 1,176,435.78 | 2,105,841.00 |
| 40011 · Interest Income | 433.24 | | 3,396.63 | | |
| 42000 · Worship | 220.00 | | 2,242.50 | | |
| 44100 · Kids Ministry | 0.00 | | 10,172.51 | | |
| 45000 · Student Ministries | 130.00 | | 599.05 | | |
| 46000 · Adult Ministry | 0.00 | | 1,986.00 | | |
| 46200 · Womens Ministry | 0.00 | | 2,213.00 | | |
| 46500 · Mens Ministry | 0.00 | | 2,696.39 | | |
| 46600 · Family Ministries | 0.00 | | 15.00 | | |
| 46800 · Hospitality | 0.00 | | 1,054.00 | | |
| 49001 · Miscellaneous Income | 0.00 | | 0.00 | | |
| 51000 · Missions | 0.00 | | 1,383.00 | | |
| 58100 · Caring Ministries | 0.00 | | 590.00 | | |
| 58500 · Deacons Ministry | 0.00 | | 150.00 | | |
| Total Income | <u>143,716.39</u> | <u>152,061.70</u> | <u>1,102,410.46</u> | <u>1,176,435.78</u> | <u>2,105,841.00</u> |
| Expense | | | | | |
| 62000 · Worship/Music | 584.67 | 0.00 | 17,913.41 | 20,300.00 | 20,300.00 |
| 63000 · Christian Education | 11,892.97 | 0.00 | 61,853.15 | 106,700.00 | 106,700.00 |
| 66800 · Hospitality/Fellowship | 681.13 | 0.00 | 7,784.19 | 11,800.00 | 11,800.00 |
| 70000 · Missions & Outreach | 4,525.92 | 0.00 | 95,339.79 | 202,500.00 | 202,500.00 |
| 78100 · Care Ministries | 2,083.33 | 0.00 | 16,717.18 | 28,100.00 | 28,100.00 |
| 78500 · Deacons | 15.00 | 0.00 | 1,369.40 | 2,950.00 | 2,950.00 |
| 79000 · EPC Support | 5,056.47 | 0.00 | 30,744.87 | 48,000.00 | 48,000.00 |
| 88000 · Facilities & Campus | 14,758.14 | 0.00 | 111,100.59 | 202,900.00 | 202,900.00 |
| 88500 · Administration | 6,526.69 | 0.00 | 68,844.20 | 150,350.00 | 150,350.00 |
| 89001 · Mortgage Principal and Interest | 14,000.00 | 0.00 | 98,000.00 | 168,000.00 | 168,000.00 |
| 90000 · Personnel | 81,165.47 | 0.00 | 606,837.55 | 1,164,241.00 | 1,164,241.00 |
| Total Expense | <u>141,289.79</u> | <u>0.00</u> | <u>1,116,504.33</u> | <u>2,105,841.00</u> | <u>2,105,841.00</u> |
| Net Ordinary Income | <u>2,426.60</u> | <u>152,061.70</u> | <u>-14,093.87</u> | <u>-929,405.22</u> | <u>0.00</u> |
| Net Income | <u>2,426.60</u> | <u>152,061.70</u> | <u>-14,093.87</u> | <u>-929,405.22</u> | <u>0.00</u> |

August 27, 2019

To: Session

From: Personnel Council

- Introduction of Administrative Pastor position
 - Change of Gregg Meserole Interim Pastoral Assistant role to Administrative Pastor – see attached Job Description
 - Recommended for Approval

- Introduction of Mission Coordinator (information)
 - This position is being filled by Jim Mayer, as a part time role – see attached Job Description

- Introduction of an Interim Assistant Family Student (information)
 - This position is being filled by Mark Dillehay, as a part time role – see attached Job Description



10051 Plantation Rd, Fort Myers, FL 33966 | 239-274-1230 | www.NewHopeFortMyers.org

Job Title: Administrative Pastor

Purpose / Job Summary:

- Provide Administrative oversight of daily operations of the church and staff directors of “ Office, Finance, Facilities, Communications and Personnel”.
- Tasks as assigned by Sr. Pastor

Educational Requirements:

- Masters Divinity or equivalent which is recognized by the EPC
- Must have a minimum of 3 years of experience as a Pastor.

Work Experience:

- Must have a minimum of 5 years of experience as a supervisory position in management.

Required Qualifications:

- Ordained Pastor which is recognized by the EPC denomination.
- Experienced in Leadership position in a multi-staff setting
- Ability to cultivate interpersonal relationships
- Ability to communicate God’s Word in an intergenerational church family and community
- Understanding of the EPC governance
- Proficient use and understanding of typical computer software applications

Key Responsibilities:

- Possess a personal and passionate commitment to live the gospel.
- Understand the context of New Hope and become a vital part of the New Hope church family and staff with a commitment to be a servant leader and pastor for the church family.
- Provide Administrative oversight of
 - the day-to-day operations of the congregation
- Provide direct supervision of
 - Business and Finance director
 - Facilities director
 - Communications director

- Be the administrative liaison for
 - Hospitality Council
 - Compassion ministries
- Conduct, in association with the Senior Pastor
 - weekly staff meetings
 - monthly and quarterly one-on-ones with staff (goal setting, etc.)
 - annual staff reviews (in association with, and for the benefit of, the Personnel Council)
- Participate in pastoral care ministries as directed by the senior pastor.

Key Areas of Accountability:

- The Administrative Pastor will work under the leadership of the Sr. Pastor and the NHP Session
- This position is on an interim basis and based on approximately 25 hours per week.



10051 Plantation Rd, Fort Myers, FL 33966 | 239-274-1230 | www.NewHopeFortMyers.org

Job Title: Mission Coordinator

Purpose/Job Summary

The purpose of establishing this part-time position is to cover as many areas of responsibility that fell to the Director of Missions and Outreach as possible so that there is a seamless continuance of that which is essential in the Mission program of New Hope.

Areas of Responsibility

- **NHP Mission Partnerships** – Be the main point of contact for all our mission partners to assure them of our continued support and care. Coordinate the annual partner reviews with a view to preparing and drafting a budget proposal for next year. Work closely with Ken Seim and the Mission Council to develop this budget. Communicate to the congregation practical ways they can be involved with our partners locally and globally.
- **Communication** – Develop and coordinate the calendar of presentations by or about our partners each week at the 9:30 and 11 AM services. Explore and coordinate opportunities to speak to various classes in Sunday School and youth groups to acquaint them with mission opportunities and challenge them toward involvement. Produce regular communication pieces for the Advance, eNews, website and social media platforms. Ensure that the website is current and accurate. Periodically speak to the congregation about opportunities to serve.
- **Events** – Explore ways to involve more NHP members in service projects locally with We Care, City Gate, Colonial, The Brittany, etc. Prepare, plan, and lead specific events designed to make this happen. There are a number of potential opportunities locally that I would like to explore and develop.
- **Short-term Mission Trips** – Develop plans for at least two short-term mission trips for individuals and families of NHP in collaboration with our partners. The focus will be for individuals and parents with their families to grow our relationships with our partners and understand their world. This could be transformational for these individuals and families and life-changing for the children and youth.
- **Mission Council** – Work closely with Ken Seim to guide and coach the council as we meet monthly to discuss how we can best serve our partners, identify opportunities for service, develop and track the annual budget, study mission topics together, pray for our partners and explore ways to better involve more NHP members in missions.
- **Miscellaneous** – Be available to assist wherever needed at NHP to disciple, encourage, pray, consult, strategize and just be available.

Classification:

- Temporary Part – Time Status
- Exempt, salaried – working 15 to 20 hours per week
- Non - benefit classification

Work Environment:

- This position is to be evaluated the end of the year.
- To be stationed in the office

Accountability:

- This position directly reports to the Administrative Pastor or Associate Pastor

Key Areas of Responsibilities

- Contact Work
 - Meet with middle and high school boys outside of Sunday mornings and Wednesday nights to build relationships and connect them to one another, especially those that are on the fringes or in need of extra love and attention and a listening ear due to difficulties in their lives.

- Prep for Sunday
 - Pre-Sunday:
 - Help plan game
 - Recruit leaders to teach at Soul Station next month
 - Recruit students and/or leaders to give announcements and run the game per week
 - Morning of:
 - Gather supplies for the game and/or lesson
 - Help run the game and/or teach

- Prep for Wednesday
 - Pre-Wednesday:
 - Help plan the game
 - Coordinate with Kathy Scharlau on what snack is this week and what serving utensils are needed
 - Recruit students to give announcements per week.
 - Recruit students to help lead game per week.
 - Afternoon of:
 - Gather games supplies
 - Gather items needed for snack (utensils, plates, cups, napkins, bowls, serving utensils, etc.)
 - Put Game Cart and Ball Cart in 212 and hang up signs
 - Help lead the game
 - Call in Family Ministry pizza order to Domino's *must call from church office phone to get tax-deduction

Key Areas of Accountability

- The Interim Family Student Ministry Assistant reports to the Director of Family Student Ministry. In addition, the position works closely with the Pastors, staff and with lay youth leaders. This position does not supervise others.

- This is an interim part-time, hourly position with no employee benefit program. This position will be re-evaluated in December 2019.

IMPROVMENTS

August 19, 2019

To: Session – August 27, 2019 meeting

From: Property Council

Background:

A couple of months ago Property submitted a list of “needs”. One of the priorities listed was a Utility Cart.

New Hope – Property Council June 12, 2019

*Re: Suggested Projects & Needs – for informational purpose & discussion by Session
(As requested during the March 2019 Session Meeting)*

Top Priorities

- *Campus Utility Cart*
- o *Options: new / used – gas / battery*

Estimated Expense - range

\$4,000 - \$8,000

Current Situation

Property Council conducted a search of what equipment was available locally and located a used Utility Cart from a Vendor New Hope has conducted prior business with for parts.

Solution

GE Vehicles Fort Myers
17051 Jean ST Unit 1
Ft Myers, FL, 33967
(239) 267-8555

2009 CLUB CAR CARRY ALL 2 UTILITY

2009 CLUB CAR CARRY ALL 2, RECONDITIONED, NEW BATTERIES - 48 VOLT, CUSTOM, PAINT, SIDE MIRRORS, NEW TIRES, NEW SEAT, CARGO BED, HITCH, FACTORY LIGHTS FULLY SERVICED, EXTRA CLEAN, LIKE NEW
1 YEAR WARRANTY ON CART
18 MONTH WARRANTY ON BATTERIES
GREAT WORK VEHICLE FOR PERSONAL OR COMMERCIAL
LOCAL DELIVERY AVAILABLE

IMPROVMENTS



Recommendation:

Property Council does Recommend Approval of this solution and the funding to be drawn from the Capital Improvement account.

Enclosed: Proposal \$5,395 need to final price: NTE \$ 5,450.00



FORT MYERS
239.267.8555 (TEL:+12392678555)

ORLANDO
407.568.2122 (TEL:+14075682122)

JACKSONVILLE
904.730.3395 (TEL:+19047303395)

(<https://www.gevehicles.com/>)

HOME
([HTTPS://WWW.GEVEHICLES.COM/HOME](https://www.gevehicles.com/home))

SALES

RENTALS
([HTTPS://WWW.GEVEHICLES.COM/RENTALS](https://www.gevehicles.com/rentals))

CUSTOM
CARTS

2009 CLUB CAR CARRY ALL 2 UTILITY

Go Back

Request More Info

Apply For Financing (<https://www.gevehicles.com/financing?>

itemID=1758243&year=2009&model=CARRY+ALL+2&stock=068192&itemStock=068192&trailerStock=068192&productInquiry=068192&trailerName=2009+Club+Car+CARRY+
manufactured&url=https%3A%2F%2Fwww.gevehicles.com%2F2009-club-car-carry-all-2-utility-
Lyxh%257Cz4f.html&imageLocation=http%3A%2F%2Fd34ra0wwwx05ex.cloudfront.net%2FvADdU%2FvwH8uu%2F2009_Club_Car_CARRY_ALL_2_1FOIQy.jpg&a

Print Unit Info (<http://trailercentral.com/print-unit-info.html?id=1758243>)



(./2009 Club

Car CARRY ALL 2 UTILITY _ Golf Cars and Golf Carts for Sale in Ft Myers, Orlando, and Jacksonville FL at Ge Vehicles_files/2009_Club_Car_CARRY_ALL_2_1FOIQy.jpg)



Details

2009 CLUB CAR
CARRY ALL 2
RECONDITIONED
NEW BATTERIES
48 VOLT
CUSTOM PAINT
SIDE MIRRORS
NEW TIRES
NEW SEAT
CARGO BED
HITCH

ITEM LOCATION

GE Vehicles Fort Myers
17051 Jean ST Unit 1
Ft Myers, FL, 33967
(239) 267-8555

This item is currently on special!

Stock No: 068192

Our Price: \$5,395

VIN: QB0946-068192
Condition: Re-manufactured
Year: 2009
Manufacturer: Club Car
Model: CARRY ALL 2

REQUEST MORE INFO

2009 Club Car CARRY ALL 2 UTILITY

Please enter your contact information and one of our representatives will get back to you with more information.

First Name*

Last Name*

Preferred Location*

Preferred Contact*

Email Address

Phone Number*

Zip Code

NEW HOPE PROPERTY COUNCIL 8-13-19 MEETING MINUTES

Present - Ed Harger, Scott Connell, Dave Milligan, Beth Ceiley, John Hoving, Al Staffon, Bill Long, Butch McGovern, Chris Bundschu

Opening Prayer - Chris Bundschu

Financials - Overall Slightly Under Prorata Annual Budget
High AC Maint costs, No alternatives at moment

Ed's Report -
Mattamy - New S Entrance issues
Wall berm and landscaping better than expected
Still needs landscape repair, soil off plants, and mulch
Ed will ask Mattamy for mulching and plants repair
Scheduled Aug work day to help with plant repair

Honda - Agreement Recorded
Waiting for N Access Improvements
Pipe, Street Light, Paving, Landscape and Signage
New N Entrance Issues

A/C Units - Discussed High Repair costs, Options
Continued Problem maintaining temperature at different loads
Location and Timing of too hot and too cold complaints
Ed will raise initial set points 1 degree

Water Bill - Had single High bill, No obvious reason
Will observe and study

Signage - Need to study additional signage
Better Parking Lot Signs
New N Access signage
Better Pylon Signage
Ed, Scott and Dave to meet and study

Utility Vehicle - Members to look for options
Discussed new vs used vs lease
Reviewed several proposals
John Hoving to check vendor he uses

Security - Ed distributed Lee Co Sheriff 6-5-19 Security Survey
Will send to Chris Rutherford for review and input

Motion to purchase used Utility Vehicle from Restricted Fund Bal
Made by Scott Connell to pay up to \$6,000
Seconded by Bill Long
Passed Unanimously
Ed will compare various existing options,
after John reports what he finds

New Business -

Additional Cabinets -

Ed proposed Uppers and Loweres in E Hallway Quad
Council wants Ed to Consider Upper Cabinets in 212
Ed to get proposals

Downton Abbey - Set Up Fri, 9-20 Morning
Event Sat, 9-21 2 pm
Cleanup Early Evening

Next Work Day - Aug 24, 8 am, S Perimeter Shrubs Repair and Cleanup

Next Meeting - Tuesday, September 10

Closing Prayer - Chris Bundschu

Respectfully Submitted

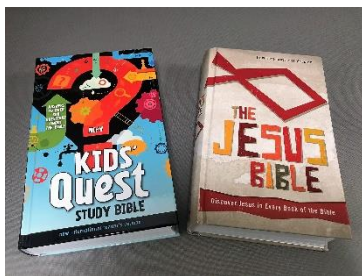
Chris Bundschu

Children's Ministry – August 2019 session report

Summer Ministry – After an effective yet crazy busy June (VBS and Camp Kid Jam) and a restful July, Kids Min ended the summer with parties on August 11th. At 9:15 was an Amazing Race led by the rising 6th graders, followed by a video of their time growing up in children's ministry. At 11, kids played games and mummy wrapped the 6th graders.

This year, several of the parents stepped in to serve consistently as a summer team. They made a significant impact by getting to know the children and being there. I am deeply grateful for their investment in the spiritual life of the kids! Ministry is a relay race with people willing to pick up the baton and run their heat.

Sunday's Fall Kick Off was August 18th with a full house at both hours! Kids moved up a grade, some into new small groups or classes. Soft T-shirts, custom designed by Shawn Gearhart were given out for free



Kindergarteners received their first chapter Bible, the Kids Quest, New International Readers Version (NIRV) for beginning readers. Second graders received their first NIV study Bible, the Jesus Bible for kids.

What we are learning this year! At 9:15 X-Factor, kids are learning about God's Big Story from Genesis to Revelation this year. At 11:00 Remix, kids are learning about the Fruit of the Spirit.

At Wednesday, X-Treme Team, kids are on a Parable Quest, learning the parables of Jesus.



The children's council has been updating the Mission and values of the elementary ministry (see attached). This has been included in a newly revised volunteer handbook. As we prepare for continued growth, it is our desire to replicate the culture and values of a great existing team.

World Changers

Mission: Living out the Gospel together.

Vision: Changed by God to change the world.

Foundational Truth

*helping children **understand the Bible**, discovering the gospel throughout

*helping children **honor God's Word and apply it** to our lives today

Transforming Growth

*by **putting Jesus first** in our love, thoughts, time, and resources

*by **developing trust** in Him

Caring Community

*by **being present** in His community – the church

*by **seeing the needs** of others around us and listening when God calls us to help

*by **sharing God's loving kindness** so that we are Jesus' hands and feet

Lavish Grace

*by **accepting others** because they are created by God and bear His image

*by **treating others with respect**, especially the overlooked

*by **receiving** His grace

Strategic Action

*by **building friendships with people who are different** than us in the way Jesus cares for people

*by **working together to meet needs** of people in other places in the world so God is glorified

*by **sharing Jesus, the Hope of the world**, through the things we do

Submitted by Debbie Norris

Draft 7/24/19

Student Ministry Report for August

- SoulStation for students on Sunday mornings has continued through the summer. We welcomed our 6th graders on Sunday August 18th with pancakes and bacon thanks to Ben Henry and some great volunteers.
- I and some other adult leaders have been meeting one-on-one with students to build relationships and point them to Jesus.
- We look forward to our kick off for Common Ground on Wednesday Sept 4 (one week before regular Wednesday nights start back).
- The ADSM committee continues to meet and interview candidates. Steve Boutelle, the chairman of the committee can give further updates as needed.
- Student Servant Team (SST, student leaders) will start to meet regularly this fall. Mark Dillehay and I will work with these students to develop leadership skills and disciple them.
- **URGENT needs for September:**
 - adult volunteer helpers and teachers for Sunday mornings at SoulStation 9:30-10:30am (I expect we'll average 60-70 students every Sunday this fall and will need more than just 3-4 adults helping out)
 - an adult female to co-lead a small group of 7th grade girls in the 2019-20 school year with Kellie Witenko
- This bullet point might be for Personnel Committee to present, but Mark Dillehay is going to be working with me in student ministry 8 hrs a week, helping with contact work with male students and helping me set up and prepare for games and lessons on Sundays and Wednesdays.

Jordan Bates

*Director of Student Ministries
New Hope Presbyterian Church*

www.newhopefortmyers.org

10051 Plantation Road
Fort Myers, FL 33966
239.274.1230

August 27, 2019

Deacons present- Sharen Anderson, Sue Bova, Chris Bundschu, Judy Clarke, Christine Glatz, John Hoving, Doug Keno, Steve McKinnon, Carolyn Melton, Marlys Norve, Jill Ritterbusch, Mindy Rutherford, Alan Staffon,

Unable to attend - Al Cason, Candy Engelman, Kathy Orkowski, Sandra Raak, Jan Zylstra

Doug Keno opened the meeting with prayer.

Opening comments - Moderator Doug Keno welcomed everyone to the meeting. Sue Bova and Steve McKinnon were wished a happy birthday.

Minutes approval - The minutes of the June meeting were approved. They will now be sent to the New Hope website.

Treasurer's report –Steve McKinnon reported that Deacons have used \$1219.40 of our \$2950 for 2019. In June it was suggested we could use money from our 2019 budget for a new refrigerator in room 212. That refrigerator has been bought, but funds from our budget were not needed.

The Joy of Encouragement

We continued with our discussion of the book mentioned above with Chapter 5 “Friend Therapy.” God has called us to build each other up as one of his priorities. We can do that by praying for each other, a gentle touch, sending cards and talking with people. This will let them know they are not alone. As deacons do this for others, they may be inspired to do it for their friends as well. Our Deacon ministry is all about encouraging others.

So encourage each other to build each other up, just as you are already doing (1 Thessalonians 5:11).

Old Business

Communion set up

See the communion ministry report at the end of the minutes.

Card Ministry

Continue to send out cards as this means so much to those who receive them.

New Business

The report for the Blood drive for the 2020 dates is included at the end of the minutes.

The memorial service for Ray Earley will be September 7 an 10:00 am. Judy Clarke thanked all those who have volunteered to help and bring food. Please arrive between 8:30 and 9:00 to prepare.

A new Deacon brochure has been made. It lists all our Deacon Ministries and describes the purpose of each one.

We were given a revised deacon meeting list.

We discussed and shared how visitation was working. All thought it was going well and let Doug Keno know if you hear of anyone who should receive a visit.

To end our meeting we broke into prayer groups to pray for our special needs people and any other prayer concerns.

The next church prayer meeting will be Saturday, September 14 at 9:30 am.

Our next meeting will be September 24 at 6:00 pm beginning with joining the elders.

Respectfully submitted,

Jill Ritterbusch

Correspondence Report

A total of 51 cards were sent by Judy Clarke in August

Get well, 5

sympathy, thoughts and prayers, encouragement 35

Birthday 11

Blood drive report next page.



New Hope Blood Drive 2019

Committee report for Deacon mtg on 8.27.19

Yearly Goal:

We have had 3 of the 5 blood drives with a total of 60 units collected resulting in 60% of the committee goal of 100 units collected for 2019. Next Blood Drive is Sept. 15, 2019 at 8:15-1pm.

Results of the July 21, 2019 Blood Drive:

On Sunday, July 21, 2019 twenty four units of blood were collected that means a minimum of forty eight lives will be touched because of the caring generosity of our church family.

The 24 Donors were: Steve Boutelle, Gilmar Cassim, Scott Connell, Tommy Dudley, Jaycie Elliott, Jerry Elliott, Jaquie Essick Angela Fischler, Phil Fischle, Tim Foster, Deb Fransway, Warren Jalving, Lori Keating, Rob Liddle, James Miller, Kent Morse, Chris Neubert, Sandra Raak, Becky Savage, Dot Smith, Cameron Taylor, Gail Taylor, Josh Toledo and Veronica Towe.

The dates for the five 2019 Blood Drives: Feb. 10, May 5, July 21, **Sept. 15** and Nov. 24.

The dates for the six 2020 Blood Drives: Jan. 26, March 22, May 17, July 12, Sept. 13 and Nov. 15.

History of Donor Volunteer **Participants** for New Hope Blood Drives: 2012-2019

Within the chart are New Hope Participants and below in **Blue** are Actual Units of Blood Collected.

| | 2019 | 2018 | 2017 | 2016 | 2015 | 2014 | 2013 | 2012 |
|---------------------------------|------|------|------|------|------|------|------|------|
| Jan | | | 24 | | | 20 | | |
| Feb | 17 | 20 | | 22 | | | | |
| Mar | | | 17 | | 16 | 13 | | |
| Apr | | 27 | | 18 | | | 21 | |
| May | 19 | | 21 | | | | | 39 |
| Jun | | | | | 18 | | | |
| Jul | 24 | 23 | | 26 | | | 24 | 22 |
| Aug | | 20 | | | 14 | 16 | | |
| Sep | * | | | | | | 11 | |
| Oct | | 23 | 12 | | 14 | | | |
| Nov | * | | | 14 | | 19 | | |
| Dec | | 17 | | | | | | |
| Yrly participants totals | | 130 | 74 | 80 | 62 | 68 | 56 | 61 |

Yrly actual **60 108 70 77 59 67 50 55**

Units of Blood Collected

Respectfully submitted,
Sandra Raak
SKRdesign@comcast.net or call 239-247-2304.



Communion Prep – Set Up – Clean Up
Committee report for Deacon mtg on 8.27.19

Yearly Goal:

Deacon support for Gary & Charlene Hamilton to help with Communion preparation – set up - clean up on a regular or substitution basis for either service. A rotating schedule if possible.

There are 2 Teams each Communion Sunday

8 am & 9:30 am Service volunteers Preparation - Set Up:

Gary & Charlene Hamilton

Deacons Marlys Norve and Sandra Raak have volunteered to be back up for the Hamilton's.

Additional New Hope member volunteers are Barbara Gannon, Marianne Wilson and Tim Palzer.

11am Service volunteers Set-up – Clean Up:

Steve & Kathy Clinton

Deacon Steve McKinnon has volunteered to be back up for the Clinton's when needed.

2019 Dates for Communion Sunday: Jan. 6, Feb. 3, March 3, April 7, May 5, June 2, July 7, Aug 4, Sept. 1, Oct 6, Nov. 24 and Dec. 1st.

Thank you to Doug and Jan Keno who prepare the cubed bread for Communion each month.

Sunday, August 4th Barbara Gannon, Marianne Wilson, Tim Palzer and Sandra Raak assisted with Communion Preparation – Set Up.

Respectfully submitted,
Sandra Raak
SKRdesign@comcast.net or call 239-247-2304.

