

Significant Events
of
Zionsville Presbyterian Church
January 2008-December 2009

Approved by Session: January 26, 2010

Background:

This document, at the request of Session, traces critical events that took place at Zionsville Presbyterian Church and decisions made by the ZPC Session from January 2008-December 2009. The purpose of this document is to preserve corporate memory, facilitate the preparedness of new elders and to help the congregation gain a better understanding of what transpired. Supporting meeting minutes, letters, policies, by-law changes, budgets, reports, contracts and other documents are available in the ZPC library.

At the beginning of 2008:

- ZPC employed 5 full time PC USA pastors: Senior Pastor: Glenn McDonald, Executive Pastor: Bob Jordan, Associate Pastor of Youth: Scott Shelton, Associate Pastor for Congregational Care: Pat Smith and Associate Pastor for Missions: Bill Azbell
- ZPC employed 11 full time non pastoral staff members and 10 part time non pastoral staff members (not including Noah's Ark or Cabin staff)
- Session had approved \$2.683MM in expenditures and \$3.340MM in regular revenue for the '07-'08 budget. There was \$0 allotted toward cash reserves.
- There were 14 lay elders (two of which were CLP's whose terms expired February 28, 2008) on Session. Mike Miller, Executive Director of Operations, Elizabeth Bail, Director of Children's Ministry and Chris Mallott, Director of Middle School Ministry regularly attended Session meetings.
- Bob Jordan moderated Session.
- Some noteworthy Session agenda items during this time included development of a master site plan, hiring a new Director of Children's Ministry and a Comprehensive Capital Campaign.
- ZPC had been living under the initiative of "Living from the Inside Out" discipleship which had been approved by session in January 2007. Bob Jordan led the effort for the congregation to capture this vision.
- A \$400,000 line of credit had been secured in 2006. \$67,673.00 had been drawn upon it.
- Session began and ended with prayer and devotion. This will be true (although not specifically stated in this document) for all regular and special Session meetings, for any ad hoc teams, congregational meetings and town hall meetings. In addition fasting, considering God's word and prayer were a considerable part, corporately and privately, in the life of Session members during this time.

Summary of 2008

January 8, 2008 Session meeting

- Approved transitioning Scott Shelton from Associate Pastor of Youth into the role of Associate Pastor for Family Life Ministries.
- Approved promoting Chris Malott to the position of Director of Youth Ministry.

January 13, 2008 Letter to Congregation

- Letter sent to Congregation explaining staffing changes in the Family Life, Children's and Youth Ministry areas.

January 15, 2008 Congregational Town Hall Meeting

- Concern and/or interest was raised regarding establishing a Saturday Night Service, difficulty recruiting lay volunteers, finances and missions.
- Particular unease was voiced with reference to the perception of the Children's Ministries being neglected.
- Monies spent on upgrading technology in the Sanctuary versus updating Children's rooms was raised as concern by some in attendance.

January 2008 Average Weekend attendance: 1073 Line of Credit: \$67,673

February 5, 2008 Session meeting

- Congregational meeting called to elect church officers and to select a search committee for the position of Associate Pastor/Director of Children's Ministries.
- Glenn McDonald and Bob Jordan selected the following officer candidates to present to the congregation:

Nancy Bray Boggs-President
Larry Larew-Vice President
Dave Rausch-Treasurer
Kenn Henry-Clerk of Session until December 31, 2008
Emily Shreve-Clerk of Session effective January 1, 2009

February 24, 2008 Congregational Meeting

- Officers were approved.

Note: According to the ZPC By- Laws this election was to occur at an annual meeting of the congregation that was held no later than the fourth Sunday in January of each year.

March 11, 2008 Session meeting

- Comprehensive Capital Building campaign was approved. This capital campaign "would include support for everything needed to support ZPC's path forward, including everything from program needs and building capital, to debt reduction or elimination."

March 19, 2008 Special Session meeting

- Approved dissolving the employment relationship between ZPC and Mike Miller, Executive Director of Operations.

March 28, 2008 Letter to the Congregation

- Letter sent to congregation explaining decision to dissolve Mike Miller's employment relationship.

Mid/Late March

- Glenn McDonald and Bob Jordan asked Andy Miller to act as Interim Director of Operations. Session input/approval was not solicited. Andy agreed to step into this role without pay.
- Glenn and Bob identified 5 operational priorities for Andy to pursue
 1. Driving toward achieving the T2 budget goal this year
 2. Planning the '08-'09 budget
 3. Generosity team
 4. Director of Children's ministries
 5. Raising \$500,000
- Andy notified Session via email of his interim DOO role. Andy pledged to have open and honest communication with his findings while in the DOO role. Session received his new role with favor.
- Andy asked ZPC member and CPA, Tracy Dull to work with each staff member to develop a budget for their area. Tracy spent over 5 months in the office interviewing each staff member and developing a '08-'09 budget. This was done without pay.

April/May

- As part of pursuing the five priorities, Andy requested of Bob Jordan and Glenn McDonald a list of engaged ZPC families that he could approach. Bob and Glen provided 126 names. The intention was to listen to the congregation's wishes, desires, feedback, etc.
- Andy spent the next month discussing ZPC and its future with over 100 congregation members.

- While many people affirmed their appreciation and commitment to the mission of ZPC, much of the feedback from the congregation was not as positive. Congregation members felt they no longer had a voice at ZPC and the church had become staff driven instead of lay-led. Some members expressed a dislike for the “triangle of power” structure of Sr. Pastor/Executive Pastor/Executive Director roles.
- Finances increasingly become a concern as attendance and giving decreased.

May 6, 2008 Session Meeting

- Session approved for Andy to make a personal appeal from the pulpit to raise \$400,000. \$250, 0000 to fix and update the church facility and \$150,000 to fully fund Mission commitments (what became known as the T2 campaign).

Week of May 5, 2008

- Andy Miller and elders Nancy Bray-Boggs and Larry Larew met with two and three elders at a time to share what had been heard from congregation members.
- Andy also shared this information with Glenn McDonald after Glenn had returned from a Missions trip.

May 15, 2008 Letter to the Congregation

- T2 appeal letter sent to congregation.
- T2 campaign was successful as \$450,000 was raised.

May 22, 2008 Special Session Meeting

- Upon Glenn’s and Andy’s request this Session meeting only included Glenn and the 12 lay elders. Bob Jordan, Scott Shelton, Pat Smith and Bill Azbell were asked not to attend.
- Glenn and Andy initiated a discussion regarding church leadership, especially pertaining to managing the church staff.

June 3, 2008 Session Meeting

- An ad hoc team (“Cash Flow Team” and later “Transition Team”) was approved to evaluate the organization of ZPC ministries, finances and staff roles. Led by Bill Dull the team also included Glenn McDonald, Bill Azbell, Treasurer, Dave Rausch, elders, Craig Alderson, Jane Perkins, Andy Miller and Larry Larew, and Finance Committee Chair, Greg Hahn.

June 11-July 14

- Cash flow team met 7 times to discuss recommendations to Session regarding releasing certain staff members, potential staff leadership changes, budget and the increasing pressure felt by decline in giving.
- Greg Hahn suggested bringing in outside help to provide coaching for Bob and Glenn. He recommended Alston-Kline with whom he had just finished a business relationship.
- Andy Miller agreed to contact Alston-Kline and explore a possible consulting relationship with them.
- Two other consultant groups were also contacted.
- Andy requested reference information and a proposal submission from consultant groups.
- Continued discussion occurred regarding the position of Executive Pastor. Because of the desire to go back to a lay-led congregation this position was identified as unnecessary for the future. Glenn reported having one-on-one conversations with Bob Jordan. Glenn reported to the cash flow team that he had solicited Bob’s interest in a staff/associate pastor position at ZPC. Glenn reported that Bob suggested instead a Co-Pastor position alongside Glenn.

July 8, 2008 Session meeting

- Cash flow team informed Session that it expected ZPC to have enough money to operate for three weeks before needing to draw additional monies on the line of credit.

July 15, 2008 Special Session meeting

- Cash flow team recommended the elimination of the Executive Pastor position (held by Bob Jordan) and the elimination of the Director of Celebration Arts position (held by Tim Dommer). Children's ministry would be combined with the Family Life Ministry under the direction of Scott Shelton. Reduction in expenses were projected to be \$508,000. These recommendations were approved by Session.

July 17, 2008 Letters to the Congregation

- Letter sent to the congregation from Glenn explaining the elimination of the Executive Pastor position.
- Bob Jordan sent a separate thanking the congregation for his time at ZPC.

July 22, 2008 Town Hall Meeting

- Glenn McDonald Bob Jordan and elder, Jane Perkins, answered questions regarding the elimination of Bob Jordan's position during a Town Hall Meeting.

July 2008 Average Weekend attendance: 915; Line of Credit: \$100,000

August 5, 2008 Session meeting

- Session approved Cash Flow team to continue to operate for up to one year in order to advise Session on priority issues.
- Cash Flow team renamed Transition Team.
- Lay Led Worship team created to assume the responsibilities of the Director of Celebration Arts.
- Session heard about the possibility of engaging a third party to help plan ZPC's future.
- Session continued to engage in discussion regarding recent events and how it was affecting the congregation.

August 26, 2008 Congregational Meeting

- Nominating Committee of Emily Shreve (Elder-chair), Terry Crockett (Elder), Kara Crabb (Deacon), Mike Strohl, Cindy Bauer, Rex Miller and Liz Todd was elected.
- Mike Strohl was unable to assume the responsibility so Don Knebel, who was next in votes, was placed in the open position.

September 9, 2008 Session meeting

- Session approved engaging Alston-Kline, Inc. to help with clarifying vision, organizational structure, leadership talent, Session development and communication. Because of financial pressures paying for these services caused concern. Four ZPC families paid approximately \$60,000 these initial services. The primary benefactor was completely uninvolved in ZPC leadership.
- Session heard about a congregation-wide survey to measure spiritual health at ZPC from Pat Smith on behalf of the Adult Ministry Team. A Willow Creek resource, Reveal Survey, would be used.
- Session continued to engage in discussion regarding recent events and how it was affecting the congregation.

October 7, 2008 Session meeting

- Andy Miller reported the church had currently drawn \$175,000 on the line of credit. Receipts over the past several weeks had continued to trend downward.

- Alston-Kline began their consulting work by assessing leadership talent of staff through the use of the Birkman personality test on all full time staff members and four elders.
- Session continued to engage in discussion regarding recent events and how it was affecting the congregation. There was a general sense that the church was beginning to move in the right direction.

August-November

- Transition team continued to meet every other week. Work included restarting the Finance Team under Craig Alderson's lead, restarting the Personnel Team under Stafford Walker's lead, formulating recommendations for additional budget cuts, working with Noah's Ark to reduce their ministry losses, and coming alongside Glenn on creating his job description and reviewing his calendar.
- During this time considerable discussion of personal and corporate stewardship took place.
- Dave Rausch took the lead on interviewing candidate to fill the controller position.

October 21, 2008 Special Session meeting

- Special guests Cathie Cowie and Rhonda Kline of Alston-Kline, Inc. discussed immediate next steps and longer term plans with regards to their consulting relationship with ZPC.
- Andy Miller would transition out of the interim DOO role by the end of 2008.
- At the recommendation of Alston-Kline, Session agreed to suspend activity on seeking a controller until Alston-Kline had a chance to recommend an organizational chart.

November 4, 2008 Session meeting

- A '08-09 budget with multiple giving scenarios was presented. Session approved \$2.805MM as the projection for unrestricted giving on which to base the budget.
- Session approved a congregation-wide survey to measure spiritual health at ZPC. A Willow Creek resource, Reveal Survey, would be used. Members of the congregation took this online survey during the period of January 10, 2009 and January 24, 2009.

November 8, 2008 Saturday Evening Service

- Saturday Evening Service introduced at ZPC.

December 2, 2008 Session meeting

- Transition Team presented a written set of recommendations of budget reductions assuming \$2.805MM in income. Session approved cutting General/Administrative by \$89k and eliminating the raise pool for 2009. All other recommendations were tabled until January.
- Session approved a new structure for the personnel team with Stafford Walker as chair. In addition a number of immediate needs for the personnel team to address were documented.

December 8, 2008 Congregational meeting

- Lisa Bays, Jack Ellett, Kevin Garvey, Jeff Qualkinbush were elected as elders.
- Elder terms for Melissa Bender, Dan Crabb, Kenn Henry, Nancy Bray-Boggs expired December 31, 2008.

*December Average Weekend attendance: 1111; Line of Credit: 195,000
2008 Annual Average Weekend attendance: 1011*

Summary of 2009

January 6, 2009

- Received information regarding current cash position of ZPC and cash flow projections.
- A scheduled phone conference with Alston-Kline was postponed until January 9 to allow the review and formation of questions regarding the recommendation of a Session Support Team and the upcoming Vision Retreat.
- Approved Lisa Bays, Nancy Bray Boggs, Mike Zeller, Mike Paton and one other member yet to be named to the Personnel Team.
- All Transition Team recommendations that were deferred to January were now tabled until after the Vision Retreat to be held in February.

January 9, 2009 Special Session Meeting at Craig Alderson's home

- Session had a lengthy phone discussion with A-K (Alston-Kline) regarding timeline of A-K deliverables, purpose of Feb 7 & 8 proposed Session retreat with A-K and the purpose of the March 14 staff/lay leader retreat with A-K.

February 3, 2009 Session Meeting

- Finance Team provided a cash flow summary, a report on net incomes for Noah's Ark and the Cabin, the December commitment cards, the T2 funds and the line of credit balance, and the establishment of a separate banking account for restricted gifts.
- Approved dissolution of the Transition Team.
- Session approved the formation of the Session Support Team (SST). (An Alston-Kline recommendation). The team was comprised of pastor Pat Smith, elder Andy Miller and non-active elder, Bill Dull. The purpose of the team was to work with Alston-Kline and to monitor and communicate progress of A-K's strategic plan recommendations.
- Session spent time providing the initial work on the definition of stewardship at ZPC.

February 7 & 8, 2009 Organizational Development Session Vision Retreat

- Cathie Cowie and Rhonda Kline were in attendance.
- Approved establishment of Governance Team, with members to include elders Andy Miller and Jeff Qualkinbush, and Senior Pastor Glenn McDonald. Responsibilities of the team include researching, preparing and submitting Session agendas.
- Approved a temporary hiring freeze.
- Approved Alston-Kline to develop a business leader model with job descriptions, titles and a flow chart.

March 3, 2009 Session Meeting

- Approved to pay down the line of credit as appropriate and use it as a cash management tool as needed up to \$200,000 with Ed Hales informing the Senior Pastor, the Treasurer and the Finance Team Chair of the credit line status and activity once a week.
- Approved contracting with Greenwalt, Sponsel and Co. to provide a wage history assessment at a cost of \$1,400.
- Approved the Compensation Guidelines, as modified.
- Approved the Governance Team charter.
- Session approved retaining an outside executive search firm to conduct the search for DOO candidates. Personnel Team would conduct final interviews and make a recommendation to Session.

Note: Alston-Kline was approached to conduct the executive search for a DOO. They were initially reluctant to become engaged since they had recommended this position in their proposed organizational chart. Session did not consider any other firms since Alston-Kline knew the needs of ZPC so well. After several discussions Alston-Kline agreed to present a proposal for this work.

- Lengthy discussion regarding the position of the ZPC president and the business leader model reporting structure as presented in an organizational model developed by Alston-Kline took place. Although this model had been approved by Session at the February 7 & 8 retreat, confusion still remained with some Session members. Session charged SST to gain clarification of the role from Alston-Kline.
- Approved the discontinuation of the Mother's Day Out ministry as of May, 2009.

March 10, 2009 Special Session Meeting

- Approved the reporting rationale of the Executive Director (formally DOO) to be through the Corporation President. The Executive Director would be evaluated by the Session as directed by the Personnel Team with input from the Corporation President, the Session Team Chairpersons, the Senior Pastor and other key laity leaders as determined from time to time by the Personnel Team.
- Approved Alston-Kline to conduct an executive search for a ZPC church business administrator (Executive Director). Alston-Kline agreed to present three candidates to the Personnel Team. The contractual fee of \$31,500 was paid out of ZPC's budget.
- Received initial analysis of the Reveal Survey results. Initial impressions showed a congregation in need of "significant growth in spiritual vitality."
- Approved the formation of a Reveal Survey Team under the leadership of Larry Larew to interpret the results for Session, staff and the congregation.

March 14, 2009 Special Session Meeting

- Approved the Reveal Survey Team charter.

April 14, 2009 Session Meeting

- Approved Session Agenda Process Policy.
- Approved Personnel Team charter, as modified.
- Personnel Team updated the Session on the Executive Director search.

May 12, 2009 Session Meeting

- Finance Team informed the Session that the search for the Corporation Treasurer would be shared with the congregation.
- Approved Finance Team charter.
- Approved the No Growth Plan budget for '09-'10, as modified.
- Personnel Team updated the Session on the Executive Director search process and the placement of the Alston-Kline link for this application on the ZPC website and in the Weekly Currents.
- Approved the Severance Policy for Non-Pastoral Staff.
- Reveal Survey Team shared observations from the first Reveal Survey Town Hall meeting, announced the second meeting would be held on June 9 at 7pm, and a third meeting would be held later in the summer.
- Glenn shared about his recent visit to Alston-Kline in the Seattle area. He also communicated Alston-Kline's recommendation of a time of renewal and restoration for him. They took him to The Center for Counseling and Health Resources to meet with their Executive Director to explore a healing opportunity that could be meaningful to him. Glenn shared with Session that he thought he would be gone for two weeks in September. Session met this information with favor.

June 2, 2009 Session Meeting

- Approved a Separation and Severance Policy for Pastoral Staff subject to final review by an attorney representing the presbytery.

June Average Weekend attendance: 882; Line of Credit: \$45,000

July 7, 2009 Session Meeting

- Approved the Policy on Forums for Conducting Session Business.

- Approved the Paid Time Off Policy, as modified.
- Approved the hiring of a temporary replacement to Jamie Weaver's position.
- Governance Team was requested to consider the process of electing elders and deacons to the nominating committee.

July 18, 2009 Special Session Meeting

- In addition to a majority of the Session members, Cathie Cowie and Rhonda Kline, as representatives from Alston-Kline, and Bill Dull, from the Session Support Team, were in attendance by invitation of the Session.
- This meeting lasted approximately seven hours, consisting of a presentation and discussion of the strategic plan recommendations from Alston-Kline.
- Approved Alston-Kline's recommendation for a period of healing intervention for Glenn McDonald at The Center in Edmonds, WA. Cathie and Rhonda provided extensive (confidential) material to the Session to support their belief that Glenn needed to take a leave of absence from his duties as Senior Pastor of ZPC. During the discussion, elder Craig Alderson asked Glenn if he felt "he was in any way being pushed into this?" Glenn expressed that he was entering into this program on his own free will. His time at the Center was to be at least 2 weeks and could be up to 6 weeks with additional leave of approximately 6 months once he returned to Indiana. Session established Andy Miller, Stafford Walker and Bill Dull to be the Senior Pastor Accountability Team (also known as the Glenn Accountability Team, GAT or the Senior Pastor Reporting Team).
- Approved Scott Shelton to act as Moderator pro Tempore effective immediately.
- Approved a congregational meeting to occur on August 13 for the election of corporate officers, changes in by-laws, the release of Bob Jordan and any other business that is appropriate to bring before the congregation.

July 23, 2009 Letter to the Congregation

- Letter sent to the congregation from Glenn explaining his leave of absence.

August 4, 2009 Session Meeting

- Approved contract proposal from Alston-Kline to perform communication assistance and assistance for Glenn McDonald and his family before, during and after his time at The Center. Total cost of the contract was \$30,600.
- Approved the expansion of the Senior Pastor Accountability Team to receive reports from, and liaison with, The Center as discussed with Glenn McDonald.
- Approved the nomination of Andy Miller as Corporation President. This nomination was at the recommendation of SST.
- Approved Glenn McDonald's leave of absence to begin retroactively on August 1, 2009.
- Approved the nomination of Mark Amman as Corporation Treasurer.
- Approved the Amended and Restated By-Laws of the Corporation subject to Congregational approval.
- Based on anonymous ballots, the Session approved the nomination of Jeff Qualkinbush, Kristy Ward, Dave Gall and Emily Shreve as Corporation Vice-President, Nominating Committee chair, Nominating Committee member and Corporation Secretary, respectively.
- Personnel Team provided an update on the Executive Director search. The Session was informed that there are currently three candidates each in different phases of the interview process, and the Personnel Team hopes to bring a recommendation of the final candidate for consideration to the September regular Session meeting.
- Approved the Policy on Staff Fellowship Activities.
- Time was spent discussing Alston-Kline's recommendation of returning the Missions Ministry to a fully lay led ministry. During the coaching process with Alston-Kline, Bill Azbell had communicated with Cathie Cowie and Rhonda Kline that he believed God was calling him away from ZPC and shared this discernment with Session. Session affirmed Bill's gifts and contributions to ZPC and endorsed his decision to pursue another call.

Session noted that following through on Alston-Kline's recommendation would result in the elimination of the Associate Pastor for Missions (held by Bill Azbell) position at some future date. Session charged the Mission Commission to develop a plan of action on how a lay led missions ministry would be run at ZPC.

- Approved a new charter of the Reveal Survey Team be prepared by the team for approval by the Session.

August 13, 2009 Congregational Meeting

- Congregation elected Kristy Ward (elder-chair), Dave Gall (inactive elder), Nancy Kossack (Deacon), Jim Cochrane, Deb Colton, Pete Francois and Butch West to the nominating committee.
- Congregation approved Bob Jordan's request to be released from his call to ZPC.
- Congregation approved the Amended and Restated Code of By-Laws as presented.
- Congregation approved the slate of nominees as presented by Session for corporation officers. Terms of these officers began immediately upon being elected and would continue until the earlier of December 31, 2010 or until his/her successor was elected and qualified.
- Scott Shelton provided the congregation with a summary of actions that had been taken by the session in recent months. There was an extended period of time in which members asked several questions regarding this process. Members expressed a desire to have access to the full Alston-Kline report in order to speak into the recommendations. This desire was articulated on a number of occasions by members.

Note: Session discussed at several points when, how, what to disclose to the congregation regarding Alston-Kline recommendations. Each time it was discussed, Session members felt that because many of the recommendations dealt with sensitive personnel issues, it was prudent to release and communicate the recommendations only after Session had had a time of prayer and discernment and had reached a decision.

- Scott and Glenn provided a joint presentation regarding Glenn's leave of absence. The congregation laid hands on Glenn and asked for healing.

August 18, 2009 Special Session Meeting

- In addition to a majority of the Session members, Bill Dull from the Session Support Team, was in attendance by invitation of the Session.
- Approved Alston-Kline's recommendation for ZPC to exit the counseling business by December 31, 2009, and a transition team be established to bring a transition plan regarding the Cabin ministry to the Session by September 29, 2009.
- Approved the establishment of the Cabin transition team consisting of Andy Miller, Pat Smith and Jeff Qualkinbush.
- Approved a modification of Alston-Kline's recommendation regarding the re-election of the current class of elders. The Session approved that the Session Support Team (without Andy Miller) provide a recommendation to the Nominating Committee that Andy Miller, Kristy Ward and Terry Crockett be permitted to extend their elder term by one year to end on December 31, 2010, if any of these elders decide to submit his/her name to the Nominating Committee to serve as an elder for the additional year. Larry Larew, who was also a part of this elder class, understood God's voice for him to not move forward for an additional year on the Session.
- Session approved a modified SST charter.
- Session approved modifications to the Governance Team charter.
- Session approved the Nomination Process for Officer and Nominating Committee Nominees
- Session charged the Governance Team to set an agenda to move through the remaining Alston-Kline strategic plan recommendations.
- Personnel Team provided an updated on the Executive Director search and stated the Team will be bringing a final candidate recommendation to the Session in September.

- Approved an extension of the period of hire ending September 18, 2009, of the temporary employee who replaced Jamie Weaver, that Nancy Baker's position be realigned to cover duties once this position has come to an end, and that there be documentation and a request for volunteers to cover these duties.
- Approved the Reveal Survey Team Charter #2.

September 1, 2009 Session Meeting

- The auditors presented the audited financial statements of ZPC, which received an unqualified opinion. The auditors presented four specific recommendations for Session's consideration: (1) build an operating reserve of \$400,000 (equals to one month's operations), (2) develop a detailed expense budget that matches with revenue forecast, (3) empower officers and staff to implement, monitor and attain budgeted levels, and (4) develop a contingency plan in the event the revenue forecast changes.
- Approved Alston-Kline's recommendation to move the singles ministry back to a lay-led ministry. This would result in the elimination of the Director of Single's ministry position (held by Craig Olney). A team consisting of Pat Smith, Terry Crockett and Craig Olney was launched to develop a plan.
- Approved the formation of a short-term communications team consisting of Scott Shelton, Bill Azbell and Larry Larew to develop a plan to communicate the multiple decisions that Session had adopted since July 18.
- Approved the Personnel Team's recommendation to pursue Don Paterson as the final candidate for the Executive Director position. The Session identified September 19 as the date for the Session to meet and interview Don Paterson.

Week End of September 12/13, 2009

- Glenn McDonald left to begin his time at The Center in Edmonds Washington.

September 13, 2009 Special Session Meeting

- Approved the Sexual Harassment Policy.
- Discussed the preliminary draft of the Cabin Business Plan prepared by the Rauschs'. There was general consensus that the financial support by ZPC proposed in the business plan needed to be reduced.

September 19, 2009

- At the Personnel Team's request, the Session met and interviewed Executive Director candidate, Don Paterson, for two hours

September 20, 2009 Special Session Meeting

- Approved extending an offer to Don Paterson for the position of Executive Director.
- Approved the offer letter to Don Paterson with the modification that no provision for a cell phone be included in the offer and that Don be reimbursed for moving expenses.

September 29, 2009 Special Session Meeting

- Session discussed whether Noah's Ark should remain a ministry of ZPC based on recommendations from Alston-Kline.
- Charged the Executive Director to form a task force consisting of a member of the Finance Team, a Session member, Sherry Pipkin and two lay members to assess the Noah's Ark ministry and establish measurable criteria to ensure that the ministry of Noahs' Ark fulfills ZPC's mission.
- Approved to support the Cabin as an independent 501c3 as follows: gift furnishings, computers and equipment currently used by the Cabin, pay for moving expenses, pay for legal work to establish the 501c3 status, \$35,000 in January 2010 and \$35,000 in January 2011 (if the Cabin is still an ongoing enterprise and a financial need exists).
- Finance Team provided a cash-flow analysis and line of credit update.

September 29, 2009 Letter to the Congregation

- Recent Session decisions involving Missions, the Singles ministry and the Cabin were explained.
- Status of Executive Director hire given.

October 6, 2009 Session Meeting

- Approved the Mission Commission Charter as a Lay-Led Ministry.
- Short-Term Communication Team shared their intent to post the Alston-Kline Executive Summary on the ZPC website.
- Stafford Walker shared that Don Paterson's start date would be 12/1/09.
- Approved the appointment of Don Armstrong to the Personnel Team.

October 8, 2009 Town Hall Meeting

- Elders answered questions on Glenn's leave of absence, ZPC's financial position, By-Law changes, staffing changes and Reveal Survey results.

October 13, 2009 Special Session Meeting

- Session approved Alston-Kline's recommendations related to alignment of pastoral staff roles, increasing one to one mentoring participation, and growing Bible literacy at ZPC.

November 3, 2009 Session Meeting

- Approved terminating Bill Azbell's position, Pastor of Mission, effective March 31, 2010.
- Approved the only non-ordained staff to attend Session meetings would be the Executive Director unless otherwise determined by Session.
- A congregational meeting to elect deacons and elders was scheduled for November 18, 2009.
- Personnel Team chair, Stafford Walker, informed Session that Don Paterson's start date had been moved up to November 16, 2009.

The following is a summary of GAT's (Glenn's Accountability Team) experience:

July 18: At the Session meeting with A-K, after the approval of the upcoming leave for Glenn, Session approved the formation of an accountability team for Glenn (GAT), comprised of Andy Miller, Bill Dull, and Stafford Walker. The purpose was to provide both support and accountability to Glenn as he moved into his leave of absence and prepared to go to The Center.

July-Sep 11: GAT met approx every 10 days with Glenn, to consider God's Word, pray, help Glenn manage his schedule, and to prepare for his time at the Center.

Sep 13-Oct 24: During Glenn's time at The Center, GAT met to consider God's Word, review interim reports, and to pray for Glenn and his team at The Center.

November 4: After Glenn's return, GAT met with Glenn. His prompt and voluntary response to his time at the Center was to declare his intention to resign as Senior Pastor. The resignation process was discussed as it pertained to Presbytery, Session, congregation, and Congregational Meeting. Glenn was to prepare a resignation letter.

November 9: The resignation process was confirmed: to the Session, with Presbytery attending, on November 12, and in a spoken address to the congregation on Nov 14/15. His

resignation letter was reviewed, with no further follow-up planned before the Session .This was the final meeting between Glenn and the accountability team.

Week of November 9, 2009 Special Session Meeting

- After consultation with ZPC's attorney on such matters, GAT held multiple meetings with the members of the Session and provided them an opportunity to review a redacted report from The Center.

November 12, 2009 Special Session Meeting

- In addition to all of the Session, Martha McDonald and Felipe Martinez from Whitewater Valley Presbytery and Bill Dull from the Senior Pastor Accountability Team were in attendance by invitation of the Session.
- Glenn McDonald submitted his resignation as Senior Pastor at ZPC to the Session. Glenn also read the letter he intended to read to the congregation during the four services on Nov 14/15.
- In his resignation letter Glenn stated that he was not only stepping away from ministry at ZPC but all full-time ministry.
- A motion was made to “accept the letter of resignation with subsequent formal action of the congregation at a congregation meeting and working in conjunction with the Whitewater Valley Presbytery.” The motion passed.
- Those in attendance laid hands on Glenn and prayed over him.
- A congregational meeting was scheduled for Tuesday December 1, 2009 to vote on the resignation of Glenn McDonald.

November 14 and 15

- Glenn announced his resignation at all four services.

November 17, 2009 Special Session Meeting

- In addition to a majority of the Session, Bill Dull was in attendance by invitation of the Session for the Senior Pastor Accountability Team Report.
- Approved the Commitment Letter to the Cabin Counseling and Resource Center.
- Approved a modification to the confidentiality agreement related to information received by the Session concerning Glenn McDonald and signed by all members of the Session.

November 18, 2009 Letter to the Congregation

- Explanation of Glenn’s resignation.

November 18, 2009 Congregational Meeting

- The slate of elders and deacons, as presented by the nominating committee, were elected by the congregation.
Because the stated business of the Congregational Meeting was to elect deacons and elders, no other business could be brought forward according to the Book of Order. However, because of the recent resignation of Glenn McDonald, ZPC members had many questions. Scott Shelton offered a time of sharing for the congregation to express their feelings, frustrations, questions, concerns etc. This time of sharing began at 7:30 and did not end until 10:00 PM. An appeal to move the congregational meeting until January was made by several members of the congregation.

November 18, 2009 Special Session Meeting

- In addition to a majority of the Session, Gary Shaw, Alan Thames and Martha McDonald, representatives of the Presbytery, were in attendance by invitation of the Session.
- Session asked questions of the representatives from WVP regarding whether to proceed with the congregational meeting on December 1. Presbytery explained the dissolution of the relationship between a pastor and a church according to the Book of Order.

- After further discussion the representatives from the Presbytery uniformly recommended that the congregational meeting continue to proceed on December 1.
- Approved to continue to proceed with the congregational meeting on December 1.
- Approved making an invitation to Glenn McDonald to speak at the congregational meeting on December 1.
- Scott Shelton made a phone call to Glenn that evening and he accepted.

During the period between November 18 and December 1 no scheduled Session meetings, congregational meetings or Town Hall meetings occurred.

December 1, 2009 Congregational Meeting

- Glenn spoke to the congregation and then answered questions for 45 minutes. In his prepared remarks Glenn stated that he no longer felt it necessary to step away from being the Senior Pastor of ZPC during his time of healing. He asked the congregation to vote to reject his resignation.
- Several congregation members asked the Presbytery about next steps. Presbytery representative, Gary Shaw, explained that the issue now went to the Committee on Ministry. There was no timeline given.
- The congregation voted by anonymous paper ballot. The congregation could vote to accept the resignation, accept with regret or reject the resignation.
- The results were as follows:

Accept:	36 votes
Accept with regret:	47 votes
Reject:	597 votes
Abstentions:	2

December 8, 2009 Meeting

- In addition to a majority of the Session, Mark Amman, ZPC Treasurer, Donna Bahler, Judy Barnes and Sally Bias were in attendance by invitation of the Session for presentations on the financial condition of ZPC and the One-to-One Ministry, respectively.
- Approved Craig Olney separation agreement.
- Approved a revised Paid Time Off Policy as presented by the Personnel Team.

*December Average Attendance: 855; Line of Credit: \$110,000
2009 Average Weekend Attendance: 930*