

Trinity Presbyterian Church (PCUSA) Valdosta, GA  
Session Minutes  
March 23, 2025

**Class of 2025**

Britanny DiGiammarino  
(Clerk)  
Beth Reid  
Glennie Wicks  
Bryan Wright

**Class of 2026**

Mark Ferguson  
Zirkia Snyman  
Grant Wright

**Class of 2027**

Megan Ault  
Jeff Bickers  
Doug Maxwell

**Moderator:** Jane Shelton

**Excused Absences:** None.

**DEVOTIONAL/OPENING PRAYER** - The clerk noted a quorum was present and the meeting was called to order at 5:00PM. Moderator Jane Shelton opened with an article entitled, "Let Me Follow the Amaryllis" by Amille Griffin. The article compared the growth of the amaryllis flower to how Christians should be attentive to God's presence and beauty in everyday life. The moderator concluded the devotional with prayer.

**APPROVAL OF AGENDA AND PREVIOUS MINUTES (Pgs. 3-16)**

- *A motion was made to approve the current agenda. The motion was seconded. The motion passed unanimously. No discussion.*
- *(Omnibus Fashion) A motion was made to approve the Called Congregational Minutes and Annual Corporation Meeting of TPC (23 Feb) and Stated Session Meeting Minutes (20 Feb). The motion was seconded. The motion passed unanimously. No discussion.*

**CONSENT AGENDA**

1. Introduction of Rev. Bradley Walker as potential Visiting Pastor, presented by moderator Jane Shelton. Discussion and voting. (Pg. 17-19)
  - *The moderator referred session members to the letter from the PNC included in the agenda, and allowed time for session members to ask questions.*
  - *No questions were asked, and the moderator entertained a motion to approve Rev. Bradley Walker as Visiting Pastor for TPC.*
  - *The motion was made and seconded.*
  - *The moderator opened the floor for discussion.*
  - *Bradley Walker informed the session that he intends to function as an interim pastor, and the title "Visiting Pastor" is simply to avoid complications with his former position and the Board of Pensions.*
  - *Brad informed the session that he will continue to search for positions while Trinity searches for a permanent pastor.*
  - *Brad confirmed that he will serve TPC part-time on Sundays and Wednesdays, and one other day of the week depending on scheduling and availability.*
  - *A session member asked why the PNC agreement with Brad went until October of 2025.*
  - *The moderator stated that it is a period of time that Brad has agreed to, and that the contract can be revised and extended as needed depending on availability.*

- *At this time, the moderator closed the floor for discussion and called for a vote.*
  - *The motion passed unanimously with no further discussion.*
2. Approval of Finance Report (Requires Motion and Second) (Pgs.21-24)
- *The finance report was presented by Finance Elder Bryan Wright. The report was presented as of Friday (3-21). The report does not come from the finance committee and requires a motion and a second.*
  - *The moderator opened the floor for questions. Elder Bryan Wright explained money had been moved from an OZK money market and will soon be moved to a Presbyterian Investment and Loan program, which is also a money market.*
  - *Question Asked: Is the money in the Presbyterian Investment available anytime?*
  - *Answer: Yes. Approximately 200 thousand dollars has been returned to the TPC checking account and will soon be moved to the Presbyterian Investment and Loan Program. There was a penalty of \$10 to remove money from OZK, but TPC made approx. \$66 in interest.*
  - *The moderator closed the floor for discussion and asked for a motion to approve the Finance Report as of 3.21.25.*
  - *A motion was made and seconded.*
  - *The moderator opened the floor for discussion. No discussion.*
  - *The motion passed unanimously with no further discussion.*
3. Accounting Policy Presented by the Finance Committee: First Reading (Pgs.25-28)
- *The moderator opened the floor for questions regarding the Accounting Policy.*
  - *Question: Session member stated that in the past it was TPC policy to sell stock immediately. Should that be specified in the accounting policy? (Accounting Policy 2F)*
  - *Ans: Finance Committee will modify policy to state stocks will be sold within 1 business week.*
  - *Question: Is there a reason why we donate stock? Why can't the person just sell the stock and transfer the money to the church?*
  - *Ans: If you donate the stock individually you don't have to pay capital gains taxes. When you get to the age of 73, you are eligible to donate your money to the church through your investment company.*
  - *There was a suggestion to change the heading from "Accounting Policy" to "Finance Policy" because the policy covers more than accounting procedures. Finance elders agreed to make this change.*
  - *A suggestion was made for the finance policy to state that it will be reviewed annually by the session. Finance elder stated that paragraph 9 would include a statement on annual review by session.*
  - *A suggestion was made that all forms for receipt and reimbursement of money should be attached to the policy for reference. Finance elder stated that the forms will be attached to the final draft of the policy.*
  - *Suggestion for paragraph IIA: Reference to Book of Order - a full text should be included in the policy. The moderator stated that typically in the Presbyterian denomination, only references to the Book of Order are included in order to avoid excessively lengthy documents. No changes were made.*
  - *Suggestion for paragraph II.D.2.b.1: The counting of the Noisy Offering bowls should take place on the current (not upcoming) Sunday. Finance elder stated that the counting team normally misses the counting of the bowls. Because of this, two elders count the bowls the following week and place it in the cash box for the counting team on the following*

*Sunday for counting and deposit. The policy is worded so that if the counting team misses the bowls on the day of the offering, the counting team on the following Sunday will count and deposit it.*

- *Suggestion for paragraph II.D.2.c.1: The word "Counting" should be added into the paragraph so that it states, "Cash and coin will be COUNTED by..." Finance elder stated that the correction would be made in the next draft.*
- *Suggestion for paragraph V: All "Timely" statements should be specified in the number of days after receipt of invoice or activity/event took place. Finance elder cautioned against being too specific with time frames in order to avoid breaches of policy.*
- *Finance member stated that paragraph V.A. will state "Payment of Valid Invoices and Bills to be paid on the due date."*
- *Session members suggested that the policy included reimbursement of expenses within two business weeks or 30 days. Finance elder stated that the policy would state reimbursement to take place within two business weeks.*
- *Suggestion on paragraph V.J. The policy should state that W2's and 1099's should be issued by January 31st according to law. Finance elder stated that the policy would reflect this change.*
- *Question on paragraph VII. Is the detailed report mentioned in this paragraph the same one mentioned in paragraph D? Finance elder stated that the session must meet quarterly, and a detailed report will be provided at least quarterly. Since TPC generally meets monthly, session members will typically receive this report every time the session meets.*
- *Suggestion to add the following:*
  - a. *VII.J. Books of the fiscal year should be closed by the end of April each year. Finance elder stated that when the session approves the new budget the books of the previous fiscal year close. Finance elder stated the policy would combine with paragraph 9 and state that the books will close upon acceptance of the new budget.*
  - b. *VII.K. Can the quarterly report include a cash flow and contribution statement view for session members in order to examine trends and plan for the future? Finance elder stated that the Finance committee is responsible for and currently analyzes trends to report to session. The moderator stated that regular pledges are already included in the financial reports.*
- *The moderator stated that the first reading of the accounting policy was complete and asked for further comments/questions.*
- *Session members stated that there was no clause on who is to be allowed on counting teams. The session recently approved a member who was not on session to assist on counting teams, family members often serve on session together. Does the policy need to be specific on who is allowed to serve on session and counting teams in order to avoid conflicts of interest? The finance elder stated that the Book of Order does not specify who can and cannot serve on counting teams. Session members stated it would still be a good idea to have a policy in place in order to maintain transparency. Finance members stated that a clause can be written in the Financial policy, but it should also be included in the updated Manual of Operations.*
- *Visiting Pastor Bradley Walker offered to provide TPC Session information on consultants to review the financial policy.*

- *A session member suggested that more information should be included on credit card procedure because it was not included in this draft of the Financial policy. Finance elder stated that the information would be included in the next draft.*
  - *At this time, the Moderator skipped to the “Old Business” section of the agenda (Dan Barnes Audit) The moderator entertained a motion to continue to add the Dan Barnes proposal to Old Business and table the item until Rev. Bradley Walker can provide TPC with information on financial consultants, and the finance committee can continue work on the Financial Policy. The motion was made and seconded. The moderator asked if there was any other discussion. Hearing none, the motion passed unanimously through voice vote approval.*
  - *The moderator entertained a motion to accept the first reading of the Financial Policy and send it back to Finance Committee for revision and second reading. The motion was seconded. The moderator opened the floor for discussion, hearing none, the motion passed unanimously with voice vote.*
4. Inspiritus Disaster Management Team Hosting (Pgs.29-39)
- *The moderator opened the floor for discussion. Session members stated the TPC does not have the resources to host up to 40 volunteers for an extended stay.*
  - *The moderator entertained a motion to decline the request from Inspiritus. The motion was seconded.*
  - *Hearing no further discussion, the motion passed unanimously.*
5. Revisiting Committee Structure: Action Required (Elder Grant Wright)
- *Session members stated concern that the combined Care Share and Missions committees currently has 4 elders, and stated that some elders might be of more assistance on another committee.*
  - *A suggestion was made to place Elder Grant Wright on the Finance committee in order to ensure a moderator in place for when other moderators rotate off.*
  - *Session members stated that new elders will be placed on the finance committee next year.*
  - *No motion was made at this time.*

#### **STANDING COMMITTEE REPORTS (FOR INFORMATION ONLY)**

Finance : (Finance Report Included in Consent Agenda)

Building and Grounds (Pg.41)

- *The clerk stated that the recommendation made by B&G regarding the price increase in the GVHSA contract was already approved by session.*
- *A motion was made to approve the increase in rent from \$100 to \$150 per week for the GVHSA 25-26 school year contract, and to present the contract to GVHSA for signing. The recommendation came from the B&G committee. The recommendation was approved unanimously with no further discussion.*

Care and Share/Missions (Pg.43)

Christian Education/Worship (Pgs.44-45)

#### **OLD BUSINESS**

1. Tabled Action Item on Dan Barnes Audit (February Meeting) (Proposal and References Pgs.47-49)

**NEW BUSINESS : None**

**COMMUNICATIONS:**

Break Bread Thank You Letter

Hospice of South GA Donation Request

**\*Approved Calendar Reminders will be included in April Newsletter via USPS and Email**

**PRAYER REQUESTS:**

Jessica Smith and Eric Holt on the loss of Eric's mother, Sandra Ford.

Ashley Frier and Family: Ashley's husband, Buck, was murdered this week.

**OTHER:**

Next Stated Session Meeting :**did not schedule.**

- *A motion was made to adjourn the meeting. The motion was seconded.*
- *The motion passed unanimously with no further discussion.*
- *Rev. Bradley Walker closed with prayer and the meeting concluded at 6:27PM*

**CLOSING PRAYER:** Rev. Bradley Walker

Respectfully submitted,



Britanny DiGiammarino



Trinity Presbyterian Church (PCUSA) Valdosta, GA  
Session Agenda  
March 23, 2025

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(Clerk)  
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Glennie Wicks  
Bryan Wright

**Class of 2026**  
Mark Ferguson  
Zirkia Snyman  
Grant Wright

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Megan Ault  
Jeff Bickers  
Doug Maxwell

**Moderator:** Jane Shelton  
**Excused Absences:**

**DEVOTIONAL/OPENING PRAYER** - Moderator Jane Shelton

**APPROVAL OF AGENDA AND PREVIOUS MINUTES** (Pgs. 3-16)

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**Trinity Presbyterian Church**  
**Called Congregational Meeting Minutes and**  
**Annual Corporation Meeting of Trinity Presbyterian Church, Inc.**  
**23 February 2025 – 12:02PM**

- I. Meeting Called to Order**
  - a. Moderator – Rev. John Akers
  - b. Opening Prayer Rev, John Akers
  - c. Quorum of Membership present
- II. Call for a motion to Elect Elder Bryan Wright to act as Recorder in absence of Brittany DiGiammarino, Clerk of Session**
  - a. Motion and Second to Elect Bryan Wright to serve as Recorder the Congregational/Corporation Meeting, Voice Vote – All in Favor – Bryan Wright Elected
- III. Presentation of the 2025 Budget for Information**
  - a. 2025 Trinity Presbyterian Church Budget was given to individuals/families in attendance
  - b. Bryan Wright received and answered questions about the budget
- IV. Annual Meeting of Trinity Presbyterian Church, Inc.**
  - a. President Kelly Wicks to Moderate
  - b. President Kelly Wicks presented the slate of officers
    - i. Doug Maxwell – President
    - ii. Beth Reid – Vice President
    - iii. Mark Ferguson – Treasurer
    - iv. Brittany DiGiammarino – Secretary
    - v. Bryan Wright – Registered Agent
  - c. Call for Nominations from the floor – none heard
  - d. Motion and Second to close nominations and elect the slate by show of hands, all for, none against, officers elected
  - e. Business of the Annual Meeting of the Corporation Completed, moderation returned to Rev. John Akers
- V. Adjournment**
  - a. Call for Motion to Adjourn after Closing Prayer
  - b. Motion and seconded to, No Objection Heard, Accepted by Acclamation
  - c. Closing prayer offered by Rev. John Akers
  - d. Meeting adjourned at 12:09 PM

Respectfully submitted by,



Bryan Wright  
Recorder for the Congregation

John Akers  
Moderator

Trinity Presbyterian Church, Valdosta  
Stated Session Meeting Minutes  
Thursday, 20 February 2025

- **Call to Order and Opening Prayer, Scripture, or Reflection**
  - *The clerk noted a quorum, and the moderator called the meeting to order at 6:31pm.*
  - *The moderator read a poem by CE Coons and compared it with elements from Luke 1. The moderator opened with prayer.*
  
- **Members Present:** Beth Reid, Megan Ault, Mark Ferguson, Grant Wright, Brittany DiGiammarino (Clerk), Jane Shelton (Moderator), Bryan Wright, Zirkia Snyman, Glennie Wicks, Kelly Wicks (Guest Presenter/Proposal)
  
- **Members Excused:** Jeff Bickers, Doug Maxwell.
  
- **Addressing Questions:** The Moderator will use this time to answer any questions related to TPC Session procedures, polity, etc.
  - *There were no questions.*
  
- **Review and Approval of Minutes and Agenda.**
  - January Minutes
  - February Agenda
  - Called Meeting Minutes (2 February)
    - *Session member stated that there were no names on the minutes for the Called Meeting (2 February).*
    - *The Clerk will include names on minutes for examinations.*
    - *A motion was made to approve the minutes and agenda in omnibus fashion.*
    - *The motion was seconded.*
    - *The motion passed unanimously with no further discussion.*
  
- **Communications:**
  - Giving Statement from First Presbyterian Church of Valdosta
  - Synovus Bank Form 1099-INT: Interest Income
  - Flint River Presbytery Contribution Summary
  - Letter of Transfer for Rachel Scaff Black
  - Letter and \$100.00 Donation from Alan and Judy Thomas
    - *Britanny will contact Alan and Judy and ask where they would like the donation to be allocated.*
  - Parkinson's Support Group Flyer
  
- **Sessional Committees**

Trinity Presbyterian Church, Valdosta  
Stated Session Meeting Minutes  
Thursday, 20 February 2025

- d. CE in process of background checking all volunteers with children and youth.
- e. CE will plan Easter Sunrise Service (April 20)

1. For Action:

a. 2025 Budget

- *A motion was made to approve the 2025 Budget.*
- *The motion was seconded.*
- *The motion was approved unanimously, no further discussion.*

b. Authorize moving money in OZK money market to Presbyterian Investment and Loan money market.

- *The moderator opened the floor for discussion.*
- *A session member asked if the finance committee has explored a high yield savings account.*
- *Finance committee stated that they looked into a Capital One account that offered 3.5% and limited transactions per month. Finance is actively pursuing other options.*
- *Session unanimously approved the recommendation from the Finance Committee with voice vote approval, no further discussion.*

c. Recommend Mark Ferguson to Slate for Treasurer of the Corporation for Congregational Meeting.

- *The moderator opened the floor for discussion. There was no discussion. The session unanimously approved the request from finance committee with voice vote, no further discussion.*

2. For Information: None.

D. Missions Committee

1. For Action: None.

2. For Information: None.

E. Worship Committee

1. For Action:

- a. Worship Committee recommends changing the communion serving plan to a large loaf of bread which is broken by the pastor and shared/broken into small pieces by the congregation.

Info: Changing the serving plan will save money on extra cups for bread. It will cut prep time for volunteers and assist with the setup process.

- *The moderator opened the floor for discussion. After discussion, the moderator called for a vote. The session*

Trinity Presbyterian Church, Valdosta  
Stated Session Meeting Minutes  
Thursday, 20 February 2025

- *Session member stated that combining the committees would ensure at least 2 elders per committee.*
- *Session member stated that fewer committees would be more effective.*
- *The moderator closed discussion and entertained a motion to combine the Christian Education and Worship Committee, Combine the Missions and Care Share Committee. The motion was seconded. The motion passed unanimously with voice vote, no further discussion.*
- *\*Trinity Counting Teams include session members only as required by Trinity's Manual of Operations. A motion was made to change this policy to allow any Trinity Member who has been ordained as an elder to assist on counting teams. The motion was seconded and approved unanimously with no further discussion.*
- *A motion was made to approve the Counting Team Assignment Sheet (attached). The motion was seconded and approved unanimously with no further discussion.*

b. Next Stated Session Meeting: March 23, 5pm.  
Committee meetings: March 16

3. For information: None.

• **Prayer Concerns:**

• **Upcoming Events:**

- *Sunday 23 Feb – John Akers Preaching/Congregational Meeting (Budget and Corporation)*
- *Monday 24 Feb, Food Pantry 10-12pm*
- *Wednesday 26 Feb- Zirkia Snyman Cooking Team*
- *Thursday 27 Feb-Saturday 1 March (Britanny Out of Town for Synod Conference)*
- *Sunday 2 March – John Akers Preaching (Communion)*
- *Monday 3 March, Food Pantry 10-12pm*
- *Wednesday 5 March, Denise Dupras Cooking Team (ASH WEDNESDAY)*
- *Thursday 6 March, Food Pantry 6-7pm*
- *Sunday 9 March – Sid Leak Preaching (Noisy Offering, Daylight Savings Time)*
- *Monday 10 March, Food Pantry 10-12pm*
- *Wednesday 12 March, Jan Hobson Milk Can Supper*

## Building & Grounds

February 16, 2025 B&G Committee Minutes

Present: Zirkia Snyman, Doug Maxwell

### ITEMS FOR INFORMATION:

#### Communication –

#### Organizations –

Scouts – Requested use of the church on the following Sundays in 2025 beginning 4 PM for planning:

March 23, May 18, July 20, September 21 and November 9

The calendar has been checked and at this time there are no other events scheduled by TPC

In the event TPC has an event conflict with Scout dates, Scout leaders will be notified of the conflict as soon as possible. Just let Kelly Wicks know to communicate.

Approved by B&G. Question – will it be for a single room or multiples?

Home School – need to discuss renewal amount (per week) for Home School contract. Their Board needs to know before

March 1. Current student enrollment is 141 students.

Reminder to B&G committee of what GVHSA supplies:

Bathroom paper products and soap

Trash bags

Copy machine paper and pay monthly for their copy usage

Rent paid monthly for upcoming month

Rent paid per Facility Usage Agreement if building is used outside of school year calendar.

B&G suggest that the current \$100 per day for the use of the church building (exclusive of the sanctuary) be raised to \$200 per day. This is the second year and we tested the waters the first year. The initial year's rent basically covered the electricity bill.

The number of students has grown to 141. \$200 per day is less than \$1.50 per student per day.

During 2024 we had many additional costs. Two air conditioners had to be replaced. Due to storm Helene, the church had many damaged that also need to be addressed. Our insurance went up by 36%.

We ask them to think of this raise in term of a vehicle. Last year we gave the school usage of the vehicle and only charged for gas. This year we try to cover the increase in gas as well as a portion of the vehicle's maintenance cost.

Action Point: Session to approve the raise in principle. B&G to present the new rental amount to the school for acceptance or further negotiation.

#### Building –

- 3-section stainless steel sink at trash bins – sold to Melvin Bone for \$200 and he has not p/u or paid yet
  - Hurricane Helene
    - Brick facet – getting quote from masonry for insurance purposes; we are to save all bricks. Kelly working to find brick match to Columbarium as original brick is from 1985. Working with 2 brick masons for estimates.
    - Brick facet, trim and gutters, storage building doors, atrium ceiling and membrane (leak), choir room (leak), roofing on East side of church (shingles) – pictures taken for insurance purposes. JH Strickland reviewed roof and membrane in areas that showed new leaks (atrium and choir room). Holes were found, pictures taken and quote received for these two areas and adding a shingle or two over Fellowship Hall, pipe boot replace as cracked and seal areas that roofing joins vents. QUOTE total \$825.
- Approved by B&G. ACTION POINT: Session to approve acceptance of quote.

**NOTES TO SESSION (February 20, 2025):**

**Purposes** – These processes will support best business procedures and accounting practices in an effort to protect all persons that process Trinity Presbyterian Church's finances for current and future personnel and Sessions. Throughout the five (5) steps proposed, Dan Barnes will write policies he recommends to better TPC accounting process, develop a more consistent process and insure more secure process that will then be directed to the Session for final review. This accounting structure document for TPC is a living document throughout the one (1) year and can be edited, modified and corrected until final at the end of one (1) year. This proposal is presented in a cost-effective breakdown over one (1) year. This is NOT a reoccurring process or cost, but a one-time cost. Any additions, edits, modifications or corrections will then be directed by the Session.

**Process** – Dan will send Bryan Wright an email to request documentation to pull with any backup or support documents about one (1) week out. After review, Dan will send Bryan an email of findings (is any) with suggestions (if needed) for correction. Dan will be onsite for most the steps presented below.

**#1 – Our current written policies** – TPC currently does not have any written policies. Included in TPC policies will be the Book of Order recommendation for an internal audit with TPC Session stating completion time frame.

**#2 – Review of Trial Bal** – Bryan will issue a copy of the Trial Balance to Dan for review on-site. If any transactions stand out, more detail will need to be provided. This is usually started on three (3) or four (4) accounts.

**#3 – Review of Selected Transactions** – Second part of review of Trial Balance to incorporate around 10 transactions per account. If all is OK, no action is required. If any findings, Bryan will be asked to pull 5-10 transactions Dan selects and Dan will be reviewing the process.

**#4 – Cash Handling** – Dan will be on-site for review of cash handling process (EX: Worship counting team).

**#5 – Receipts and Payments** – Receipts and payments reviewed along with purchasing process including QuickBooks receipts and uploads.

~~Approved as requested~~

Trinity Presbyterian Church  
2025 Proposed Budget Work Sheet

<b>760 • Christian Education</b>					
760.1 • Curriculum	\$700.00	\$534.81	(\$165.19)	\$700.00	\$0.00
760.2 • Christian Education Events	\$1,500.00	\$222.14	(\$1,277.86)	\$1,500.00	\$0.00
760.3 • Nursery Supplies	\$150.00		(\$150.00)	\$150.00	\$0.00
760.5 • Sunday School Supplies	\$500.00	\$15.27	(\$484.73)	\$500.00	\$0.00
760.7 • Retreats	\$600.00	\$1,946.81	\$1,346.81	\$600.00	\$0.00
<b>Total 760 • Christian Education</b>	<b>\$3,450.00</b>	<b>\$2,719.03</b>	<b>(\$730.97)</b>	<b>\$3,450.00</b>	
<b>765 • Children/Youth Ministry</b>					
765.001 • Children's Ministry (KOW)	\$1,200.00	\$953.83	(\$246.17)	\$1,000.00	-\$200.00
765.002 • Youth Programming (SMASH)	\$2,300.00	\$1,744.89	(\$555.11)	\$2,100.00	-\$200.00
765.200 • Youth Trips	\$3,900.00	\$6,267.30	\$2,367.30	\$3,900.00	\$0.00
<b>Total 765 • Children/Youth Ministry</b>	<b>\$7,400.00</b>	<b>\$8,966.02</b>	<b>\$1,566.02</b>	<b>\$7,000.00</b>	
<b>770 • Chancel/Music</b>					
770.010 • Guest Musicians/Guest Conductor	\$2,000.00	\$1,400.00	(\$600.00)	\$2,000.00	\$0.00
770.011 • Pianist	\$7,800.00	\$7,815.00	\$15.00	\$7,800.00	\$0.00
770.020 • Music Purchase	\$500.00		(\$500.00)	\$500.00	\$0.00
770.030 • Interns	\$3,500.00	\$800.00	(\$2,700.00)	\$3,500.00	\$0.00
770.040 • Equipment Purchase/Repair	\$500.00	\$101.49	(\$398.51)	\$500.00	\$0.00
<b>Total 770 • Chancel/Music</b>	<b>\$14,300.00</b>	<b>\$10,116.49</b>	<b>(\$4,183.51)</b>	<b>\$14,300.00</b>	
<b>775 • Worship Committee</b>					
775.1 • Worship Supplies	\$760.00	\$264.74	(\$495.26)	\$760.00	\$0.00
775.2 • These Days	\$175.00	\$175.00	\$0.00	\$175.00	\$0.00
775.4 • Children's Bulletins	\$100.00	\$94.90	(\$5.10)	\$100.00	\$0.00
775.5 • Pulpit Supply					
890 • Flower Fund					
<b>Total 775 • Worship Committee</b>	<b>\$1,035.00</b>	<b>\$534.64</b>	<b>(\$500.36)</b>	<b>\$1,035.00</b>	
<b>795 • Care and Share</b>					
795.21 Dutch Lunch Bunch					
795.1 • Fellowship Meals	\$600.00	\$494.61	(\$105.39)	\$600.00	\$0.00
795.12 • Wednesday Night Supper Expenses					
795.2 • Special Events	\$250.00	\$766.80	\$516.80	\$250.00	\$0.00
795.4 • Kitchen Supplies	\$1,300.00	\$644.52	(\$655.48)	\$1,300.00	\$0.00
795.5 • Member Care/ Gifts	\$1,000.00	\$159.91	(\$840.09)	\$1,000.00	\$0.00
<b>Total 795 • Care and Share</b>	<b>\$3,150.00</b>	<b>\$2,065.84</b>	<b>(\$1,084.16)</b>	<b>\$3,150.00</b>	
<b>820 • Administration</b>					
820.1 • Office Supplies	\$1,600.00	\$909.60	(\$690.40)	\$1,400.00	-\$200.00
820.2 • Postage	\$1,100.00	\$879.44	(\$220.56)	\$1,000.00	-\$100.00
820.3 • Telephone and Internet	\$3,000.00	\$2,690.08	(\$309.92)	\$2,800.00	-\$200.00
820.35 • Website and Email	\$800.00	\$1,653.50	\$853.50	\$1,700.00	\$900.00
820.4 • Copier/Printer	\$1,600.00	\$778.63	(\$821.37)	\$1,100.00	-\$500.00
820.41 • Copier Lease	\$1,608.00	\$1,587.82	(\$20.18)	\$1,608.00	\$0.00
820.60 • Bookkeeping Expense	\$1,000.00	\$1,808.60	\$808.60	\$1,808.60	\$808.60
820.7 • Office Equipment	\$400.00	\$560.86	\$160.86	\$400.00	\$0.00
<b>Total 820 • Administration</b>	<b>\$11,108.00</b>	<b>\$10,868.53</b>	<b>(\$239.47)</b>	<b>\$11,816.60</b>	
<b>850 • Buildings and Grounds</b>					
850.1 • Utilities	\$11,500.00	\$11,842.00	\$342.00	\$12,000.00	\$500.00
850.10 • Water	\$840.00	\$840.00	\$0.00	\$840.00	\$0.00
850.21 • Building and Grounds Supplies	\$1,600.00	\$1,242.61	(\$357.39)	\$1,600.00	\$0.00
850.22 • Lawn	\$4,380.00	\$4,165.00	(\$215.00)	\$4,380.00	\$0.00

Greetings Elders,

The PNC was recently made aware that Rev Brad Walker, formerly Pastor of First Presbyterian Church-Moultrie, might be able to help Trinity with some of our pastoral needs. We have met with Rev Brad to determine the intersection of our needs and his availability. Rev Brad has expressed a desire to help Trinity. Therefore, the PNC commends Rev Brad Walker to the Session for consideration to serve Trinity Presbyterian Church as **Visiting Pastor**.

Here are some notes concerning Rev Brad's possible service as Visiting Pastor:

- Serve as Session Moderator
- The PNC discussed with Rev Brad a basic involvement of being at Trinity every **Sunday and Wednesday**
  - Sunday- lead pre-worship Session meeting and prayer time, conduct worship service, attend Session meetings.
  - Wednesday- be around in the afternoon either at the church or visiting with members at lunch or in their homes. Participate in Wednesday night supper activities. Lead Bible study.
  - There are a few Wednesdays and Sundays ahead that Rev Brad will need to miss due to other commitments
  - Session Committee involvement- the PNC did not include Session Committee involvement as a current need or expectation for the Visiting Pastor.
- Additional day- Rev Brad expects one additional day per week will usually be necessary. Needs filled with the additional day for the Visiting Pastor might include:
  - Appointments with members, meeting with staff, second Bible study if interest is apparent, special worship services (funerals, Holy Week for example)
- Compensation

- o Due to Board of Pension considerations Rev Brad does not wish to receive compensation that applies to *PCUSA Effective Salary* (salary, housing allowance, Social Security contribution)
- o Trinity will cover Rev Brad's expenses related to Visiting Pastor ministry
  - Mileage- reimbursement at the IRS specified rate for round trip travel from his home and for driving in Visiting Pastor duties
  - Reimbursement - for expenses related to Visiting Pastor. This will include dining for Rev Brad and members.
  - Documentation- Rev Brad will submit Mileage and Expenses on a periodic basis determined by the Session

Other administrative details are:

- Rev Brad will submit a proposal to the FRP Committee on Ministry at its meeting on Sat 3/15 to become the Session Moderator contingent upon his being named by the Session as Trinity's Visiting Pastor.
- Background check is in progress
- Rev Brad could be introduced and begin Visiting Pastor duties on Wed 3/26 and then Sunday duties depending on the worship leader schedule
- Trinity and the Session should understand that Rev Brad is continuing in discernment for his service to the Lord. At some point he might be led to officially reach out in the PCUSA placement system for a full-time position.
- **The COMPENSATION notes above apply through October. Therefore, it is likely that the Visiting Pastor service from Rev Brad will end by then.**

Stated Session Meeting Sun 3/23 at 5:00 PM

- Consideration of Rev Brad as Visiting Pastor is on the agenda
- Rev Brad will attend if this is the meeting time. He will be available to answer questions and this will also bring him up to speed on Trinity activities

**Giving thanks for the ways that God has provided for Trinity in its witness to Christ,**

**Bill Wicks**

Trinity Presbyterian Church  
2025 Finance Report

	2025 Budget	21-Mar-25	NB Income	Remaining.
<b>Income</b>				
401 · General Pledge	\$96,420.00	\$24,634.00		(\$71,786.00)
Other Pledge	\$80,000.00			(\$80,000.00)
402 · Loose Offering	\$68,000.00	\$5,080.41		(\$62,919.59)
<b>Total Operating Income</b>	<b>\$244,420.00</b>	<b>\$29,714.41</b>		<b>(\$214,705.59)</b>
Designated Income			\$6,123.09	\$6,123.09
<b>Total Income</b>	<b>\$244,420.00</b>	<b>\$29,714.41</b>		<b>(\$214,705.59)</b>
<b>Total Adjusted Income</b>	<b>\$244,420.00</b>	<b>\$29,714.41</b>	<b>\$6,123.09</b>	<b>(\$208,582.50)</b>
<b>Expense</b>				
<b>650 · Benevolence (Missions)</b>			\$200.00 (PDA)	
651 · Flint River Presbyterian	\$30,000.00	\$3,000.00		(\$27,000.00)
653 · Per Capita	\$1,837.50	\$1,837.00	\$105.50	(\$106.00)
650.002 · Mission Week			\$100.00	(\$100.00)
650.021 · Pastor Session Fund	\$2,000.00	\$300.00	\$876.90	(\$2,576.90)
650.024 · Break Bread	\$1,200.00	\$120.00		(\$1,080.00)
650.025 · Community Soup Kitchen	\$600.00	\$60.00		(\$540.00)
650.026 · Habitat for Humanity	\$1,200.00	\$120.00		(\$1,080.00)
650.027 · Campus Ministry	\$2,750.00	\$275.00		(\$2,475.00)
650.028 · Soup Kitchen Food	\$1,200.00	\$90.35		(\$1,109.65)
650.030 · Salvation Army	\$250.00			(\$250.00)
650.032 · Campus Center Meals	\$800.00			(\$800.00)
650.033 · Rise Against Hunger			\$37.00	(\$37.00)
650.221 · Food Pantry	\$200.00	\$428.10	\$421.68	(\$193.58)
<b>Total 650 · Benevolence</b>	<b>\$42,037.50</b>	<b>\$6,230.45</b>	<b>\$1,741.08</b>	<b>(\$37,548.13)</b>
<b>700 · Personnel</b>				
701.1 · Pastor Salary	\$26,494.18			(\$26,494.18)
701.20 · Pastor Housing	\$26,494.18	\$1,325.00		(\$25,169.18)
701.3 · Pastor's Med/Pen/Death	\$20,665.84			(\$20,665.84)
701.4 · Pastor Continuing Education	\$2,000.00	\$38.83		(\$1,961.17)
701.5 · Pastor 403b				\$0.00
701.6 · Pastor Auto	\$2,000.00	\$46.06		(\$1,953.94)
701.7 · Pastor SECA 1/2	\$2,026.80			(\$2,026.80)
'05 · Music Director Salary	\$20,000.00	\$4,615.38		(\$15,384.62)
'14 · Admin Assistant Retirement	\$865.20	\$199.68		(\$665.52)
'15 · Administrative Assistant Salary	\$28,840.00	\$6,655.38		(\$22,184.62)
20 · Director of Christian Education	\$40,000.00	\$9,230.76		(\$30,769.24)
33 · Staff's Professional Expense	\$0.00	\$130.46	\$0.00	\$130.46
34 · Continuing Education	\$1,000.00			(\$1,000.00)
35 · Nursery Salary	\$3,300.00	\$337.50		(\$2,962.50)
50.1 · Workmans Comp Insurance	\$932.00	\$965.00	\$0.00	\$33.00
50.2 · Staff Appreciation	\$1,000.00			(\$1,000.00)
50.3 · Payroll Taxes	\$6,974.79	\$1,594.18		(\$5,380.61)
50.4 · Search Committee Expenses				\$0.00
<b>Total 700 · Personnel</b>	<b>\$182,592.99</b>	<b>\$25,138.23</b>	<b>\$0.00</b>	<b>(\$157,454.76)</b>

Trinity Presbyterian Church  
2025 Finance Report

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<b>850 · Buildings and Grounds</b>				
850.1 · Utilities	\$12,000.00	\$1,765.37	\$800.00	(\$11,034.63)
850.10 · Water	\$840.00	\$140.00		(\$700.00)
850.21 · Building and Grounds Supplies	\$1,600.00	\$141.78		(\$1,458.22)
850.22 · Lawn	\$4,380.00	\$775.00		(\$3,605.00)
850.23 · Grounds	\$10,000.00			(\$10,000.00)
850.25 · Repairs/Equipment	\$3,500.00	\$3,212.93	\$60.00	(\$347.07)
850.26 · Trash	\$650.00	\$125.88		(\$524.12)
850.27 · VanExpense	\$625.00	\$37.04	\$0.00	(\$587.96)
850.3 · Hazard/Liability Insurance	\$8,170.00	\$8,170.00		\$0.00
850.32 · Van Insurance	\$700.00			(\$700.00)
850.5 · Monthly Pest Control	\$834.00	\$772.80		(\$61.20)
850.6 · Pest Control Termite	\$665.00			(\$665.00)
850.8 · Building Custodian Contract	\$10,998.00	\$2,538.00		(\$8,460.00)
<b>Total 850 · Buildings and Grounds</b>	<b>\$54,962.00</b>	<b>\$17,678.80</b>	<b>\$860.00</b>	<b>(\$38,143.20)</b>
<b>Building Loan</b>				
340 · Loan Principle + Contributions	\$2,238.45	\$2,238.45		\$0.00
855 · Loan Interest + Bank Service Charges	\$316.01	\$86.01		(\$230.00)
<b>Total Building Loan</b>	<b>\$2,554.46</b>	<b>\$2,324.46</b>		<b>(\$230.00)</b>
<b>Total Budgeted Expenses</b>	<b>\$322,898.55</b>	<b>\$58,676.03</b>		<b>(\$264,222.52)</b>
<b>Total Non Budgeted Expenses</b>		<b>\$941.01</b>		<b>\$941.01</b>
<b>Total Expenses</b>	<b>\$322,898.55</b>	<b>\$59,617.04</b>		<b>(\$263,281.51)</b>
<b>Total Non Designated Income</b>	<b>\$244,420.00</b>	<b>\$29,714.41</b>		<b>(\$214,705.59)</b>
<b>Total Designated Income</b>		<b>\$6,123.09</b>		<b>\$6,123.09</b>
<b>Total Income</b>	<b>\$244,420.00</b>	<b>\$35,837.50</b>		<b>(\$208,582.50)</b>
<b>Over (Shortage)</b>	<b>(\$78,478.55)</b>	<b>(\$23,779.54)</b>		
450.000 · Memorial				
460.008 · Youth Dinner Fundraiser	\$29.40			
<b>470 · NonBudgeted Benevolence Income</b>				<b>2024 CF</b>
470.002 · Food Pantry	\$101.68	\$101.68		
477 · Pastor's Sessions Fund	\$876.90	\$876.90		
470.009 · Souper Bowl	\$32.50	\$32.50		
470.011 · International Mission		\$170.00		\$170.00
470.012 · Noisy Offering	\$320.00	\$320.00		
470.013 · Rise Against Hunger		\$37.00		\$37.00
375.15 · Angel Tree		\$35.45		\$35.45
470.020 · Building on Faith		\$60.00		
470.021 · Berevement Committee		\$200.00		
470.023 · Childrens Ministry		\$320.00		
470.024 · PDA		\$50.07		\$50.07
470.025 · Youth Program	\$60.00	\$1,800.48		
470.030 · Mission Week		\$100.00		\$100.00
470.032 · Presbyterian Disaster Assist	\$200.00	\$5,336.33		\$5,136.33
470.038 · Loan Contribution	\$120.00	\$1,937.00		
470.039 · School Supplies Purchase Fund		\$2,896.00		
<b>Total 470 · NonBudgeted Benevolence Income</b>	<b>\$1,740.48</b>			
<b>80 · Non Budgeted Income</b>				
80.001 · Building Income	\$60.00	\$60.00		
80.002 · Wednesday Night Receipts	\$1,757.00	\$2,720.95		\$963.95

# Accounting Policy

## Trinity Presbyterian Church, Inc.

### Valdosta, GA

*"Again, it will be like a man going on a journey, who called his servants and entrusted his wealth to them." – Matthew 25:14-30*

#### **I. Contributions and Payments for Activities**

- A. Contributions come from worship service offering in the form of checks and cash, from the mail in form of checks, from online giving, and from staff payroll deductions.
- B. Payments for Activities come in the form Checks, Cash, On-line giving, and staff payroll deductions.
- C. On Line Giving in the form of an ACH(s) deposit(s) in the Trinity's checking account (usually on the last day of the month).

#### **II. Accountability of Contributions and Payments for Activities**

- A. The Session is responsible for appointing Counting Team Members and the rotation schedule for counting teams per the Book of Order G-3.0205a.
- B. Counting Team Members shall be trained by the Finance Committee.
- C. Appointed counting team members may swap with another counting team member to fill in for absents in the counting schedule.
- D. All physical contributions will be counted by at least two counting team members.
  1. Checks
    - a. Individual Checks written to Trinity Presbytery Church, with no memo, will be considered loose offering for those who have not pledged for the year, or General Pledge for those individuals who have pledged for the year.
    - b. Individual Checks written to Trinity Presbytery Church, with a memo will be considered designated contributions and placed in the correct income category by the bookkeeper and verified by the treasurer.
  2. Cash
    - a. Offering Plate Cash
      - 1) Cash in the offering plate without an envelope will be determined as loose offering.
      - 2) Cash in an envelope with an individuals' name and no memo will be determined as loose offering or General Pledge and be credited to person making the contribution.
      - 3) Cash in an envelope with a designation will be placed in the correct income category by the bookkeeper and verified by the treasurer.
    - b. Noisy Offering Cash
      - 1) Noisy Offering Cash bills in the noisy offering bucket(s) will be counted by two counting team members and placed in an envelope which will be marked with the amount, the initials of the two counters and marked Noisy Offering. It will be placed in the counting box for the upcoming Sunday's counting team.
      - 2) Noisy Offering Cash coin will remain in the noisy offering bucket in the counting closet until it has reached the limit of the bucket. The bookkeeper will coordinate with Bill Bickers at Winn Dixie to use the Coin Star to count the coins and receive the amount in paper money. A picture of the Coin Star Receipt will be taken, and the amount verified by the treasurer. A copy of the picture will be attached to the Counting Team Contribution Report and Checklist (CTCRC). The bills will be placed in an envelope, marked with the amount, the initials of the two counters, and marked Noisy Offering. The marked envelope will be placed in the counting box for the upcoming Sunday's

information contained on the CTCRC. The bookkeeper is responsible to record each check and cash contained in envelopes in the proper income category. The total deposit must match the amount of the total deposit recorded on the CTCRC. Any discrepancies shall be addressed and resolved prior to completing the deposit in the accounting software. Once the deposit is completed, a printout of the deposit shall be attached to the CTCRC packet.

- B. The bookkeeper shall be responsible to provide completed CTCRC packet with the attached deposit printout to the treasurer for verification and signature. The CTCRC packet can be verified by other counting team members or members of the Finance Committee. The Completed CTCRC packet will be filed and available for review during office hours at the approval of the Finance Committee.
- C. The computer containing accounting software will be backed up on a portable hard drive at least every two weeks and the drive kept in the fireproof filing cabinet in a water resistant plastic bag.

#### **V. Responsibilities of the Bookkeeper for Expenditures**

- A. Timely payment of Valid Invoices and Bills
- B. Maintain Active Automatic Direct Draft Accounts
- C. Timely entry of Direct Debit Charges into the accounting software
- D. Timely printout of credit card charges to individuals with church credit cards
  - 1. Entering credit charges in correct expenditure accounts
- E. Timely reimbursements to individuals who used personal monies/charge card in support of church activities, with proper documentation
- F. Ensure all issued checks contain two signatures and images are recorded in accounting software
- G. Checks issued by request of Committees will have authorizing email image attached to check in accounting software
- H. Ensure checks issued to individuals on checking account signature card are signed by two other signature card members
- I. Pay Federal and State Tax Liabilities monthly and file statements at the end of each quarter
- J. Issue W-2 to Staff and 1099 NEC to qualifying vendors yearly
- K. File Tax Reports to Federal and State agencies

#### **VI. Responsibilities of the Bookkeeper for Checking, Savings, and Credit Card Accounts**

- A. Reconcile all checking, savings, and credit card accounts in the accounting software with statements from the banks.
- B. Print and attach reconciliation reports to statements.
- C. Notify the treasurer of any inconsistencies with accounting software and bank statements during reconciliation process.

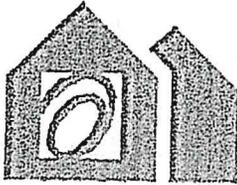
#### **VII. Responsibilities of the Finance Committee and Treasurer**

- A. Gather budget requests from Session Committees and recommend a detailed budget to the Session for approval.
- B. Report the financial status of the church to the Session at least quarterly.
- C. Review the finances of the church at each committee meeting, looking for trends, inconsistencies, and problems.
- D. Provide an expenditure report to each session committee for their area of the church budget at their scheduled meeting, and a detailed report of expenditures each quarter.
- E. Recommend individuals to be placed or removed from bank signature cards for approval of the Session.
- F. Produce Contribution Statements at the mid-year for information and end of year for tax purposes.
- G. Individual requests for off cycle contribution statements will be reviewed and approved by the Finance Committee.



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# Overview of Church-Based Volunteer Host Sites



PRESBYTERIAN  
DISASTER ASSISTANCE

*Hope through hospitality*

## I. Introduction

After a disaster, there is a need for housing for volunteers who come into the area to assist the community in its recovery. PDA may wish to establish either a response or recovery host site. There is a short-term need for volunteers such as Red Cross, AmeriCorps, FEMA Corps and others. Sometimes this early, short-term need can be easily met by providing a gym floor where the volunteers sleep. There may also be a long-term need for volunteer work-teams that come in to muck out, repair, and rebuild. Hosting these volunteers requires more planning and services, and is more involved than just providing a place to sleep.

Well-run volunteer host sites are essential to disaster recovery. Successful volunteer host sites provide a warm, welcoming, safe and sanitary environment for volunteer work teams. This document is intended to provide information for those called to host long-term volunteer work teams.

Volunteers want to come to a site where people welcome them and provide a real opportunity to help the community rebuild itself. They want to spend their days doing well-planned work and to have opportunities to meet with the people of the community or congregation.

The enclosed information is to help a church or other group to discern their sense of call to the ministry of hosting, and to evaluate their commitment and capacity to carry out all the necessary dimensions of hosting. While every disaster is unique, hosting sites face many common planning, organizing, managing and care challenges. A number of National Volunteer Organizations Active in Disaster (VOAD) partners stand ready to support a church or group through the discernment process, to train the church community in elements of hosting, to use a call center to schedule volunteers and to provide materials that might be helpful.

Any group contemplating becoming a hosting site for volunteers serving in disaster recovery should begin the process of discerning its role in the community's recovery effort by assessing its sense of call. In disaster response it is always wise to pre-determine who will be helped, how they will be helped and for how long they will be helped.

When your session, diaconate, board or committee and the congregation of the church are satisfied that they are being called to use their gifts as a volunteer host site, you will then decide how best to organize people and resources available to create a hospitality system that provides adequately for volunteers' needs and establishes an environment in which meaningful work can be done to help the community rebuild after a disaster.

In order to offer volunteers a fruitful work experience—and to put their gifts to best use in the community—careful planning is essential. Volunteers want to come to a site where people welcome them and provide a real opportunity to help the community rebuild itself.

- 4) Feeding of volunteer teams
- 5) Logistical details
- 6) Tools and building materials
- 7) Sharing information with volunteers
- 8) Interaction with survivors and self-care for volunteer teams
- 9) Relationships with congregation, neighborhood, and community

## **B. Connect with a Long-Term Recovery Group**

It is critical for a volunteer host site to take an active part in its community's Long-Term Recovery Group (LTRG) or Unmet Needs Committee. An LTRG is a collaborative, interfaith, interagency group from the community which aims to meet people's unmet needs after they have suffered damage to their houses. LTRGs usually have a construction management, unmet needs and case management committees that can supply work opportunities for volunteers.

By being active with LTRG partners, the volunteer host site learns how many families will have unmet needs and what long-term means for this disaster. Experience indicates that long-term typically means **two years** or more. In a federally declared disaster, FEMA Voluntary Agency Liaisons (VALs) will help form LTRGs and provide data from their assessments; local organizations will know what only local people can know. Based on the level of unmet needs, the church and LTRG can determine how much volunteer housing will be needed and for what length of time.

For information on LTRGs, download materials from the following website:

National Voluntary Organizations Active in Disaster (NVOAD): <i>Long-Term Recovery Guide</i>	<a href="http://www.nvoad.org/resource-center/?mdocs-cat=mdocs-cat-61&amp;att=null">http://www.nvoad.org/resource-center/?mdocs-cat=mdocs-cat-61&amp;att=null</a>
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## **C. Involve Church Leadership**

After the church has answered all the key questions and decided to host volunteers, the hospitality plan should be presented to the church leadership. *Do not go forward without the full commitment of pastor, leadership, and the congregation.*



3) Are you prepared to receive donations? It is recommended that you have an approved plan to handle *per diem* receipts and donations. Many volunteers arrive with gift cards, cash, tools and other items or a combination of these. Be prepared to provide receipts for *per diem* and/or donations.

### C. Accommodations for Volunteer Teams

(Ask your PDA contact for examples of sleeping accommodations.)

The church will have to decide on what lodging provisions will be made to provide a safe and sanitary space to house teams.

Identify times and areas in which the facilities will not be available to volunteer teams.

How many people can you house? Host site capacity depends upon a number of factors. For example, the number of showers and available space are two important considerations when determining the number of volunteers a site can host. The ratio commonly used is 10 volunteers per shower (if showers can be used by either men or women). Therefore, a facility with two unisex showers could host between 20 and 30 volunteers.

If the facility has showers, what is the hot water capacity? Would you need to add capacity or upgrade to a more efficient on-demand-type system?

If your facility does not have showers, do you have a place for shower building(s)? Can showers be installed inside? In addition, arrangements could be made to use nearby facilities (e.g., YMCA, a fitness center, community centers, dormitories, etc.).

The American Red Cross recommends 20 – 40 square feet per person for its approved shelters. It is also recommended that you check with your local fire marshal and building codes to comply with city ordinances.

Separation of sleeping quarters by gender is preferred. Some volunteer host sites have an area for volunteers who snore so others can sleep better. Sleeping areas should provide electrical outlets for the use of CPAP-type machines. If possible, provide a separate area for people who use these machines.

Decide on sleeping accommodations:

- Bunk beds, mattresses, or cots? (Check with American Red Cross or Salvation Army about cots and blankets.)
- Volunteers provide sleeping bags?
- Ask volunteers to bring their own bedding?

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#### 4) Fire Safety

It is imperative to have a fire safety plan and a severe weather safety plan in place, so the staff and volunteers know what to do, whom to call and where to go in case of an emergency. These plans should be posted in areas that can be readily seen by the volunteers.

Local fire codes must be reviewed to determine what is required to house volunteer teams overnight. Ask someone familiar with codes and fire safety to inspect the facility.

#### 5) Local Codes

Contact your fire marshall and zoning department to make sure that hosting can occur.

#### 6) Parking

Ensure there is space for volunteers to park. It may be necessary to mark spots in your parking lot for volunteers. Some teams may want to bring trailers, buses, RVs, or construction-related equipment. Parking restrictions should be made clear to teams *before* they arrive.

#### 7) Transportation

Work teams must provide their own transportation to and from the host site to the work site. Keep in mind that work for large teams may be divided between work sites, which may require multiple vehicles.

Work teams are responsible for arranging their own transportation to and from the airport.

#### 8) House rules

Issues such as smoking and onsite alcohol use need to be addressed in advance of the arrival of the first volunteers. These rules should be communicated to the volunteers before they arrive as part of their trip preparations.

Housekeeping issues should be addressed at the very beginning of the visit. Determine and communicate whether host or volunteers will take care of the volunteers' living quarters, including disposing of trash, keeping the bathrooms clean and stocked, etc.

#### F. Tools, etc.

Volunteer work teams may ask if they can bring their own tools. The hospitality committee must determine how to respond to these requests and whether to provide secure space for tools. Tools will typically be supplied by the agency that provides jobs and/or job assignments. One source of tools you may want to consider is *ToolBank.org*

#### G. Sharing Information with Volunteers

*(Ask your PDA contact for examples of a volunteer skills assessment form, liability release form, parental responsibility form, suggested packing list, emotional and spiritual care brochure,*

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Have an idea of how long your neighbors will accept and welcome volunteers. Fatigue and impatience will almost always set in at some point in time. Maintaining communications and positive relationships with neighbors close to the site is critical.

**Suggestions for Maintaining Supportive Relationships between the Congregation and the Volunteers:**

- Invite volunteers to share fellowship with your church (*e.g.*, provide Sunday night supper as a welcoming event for volunteers.)
- Allow the volunteers to share their work experiences with the church (*e.g.*, include volunteers in a Wednesday night supper.)
- Include the volunteers in a worship experience at your church
- Provide time and access to entertainment and local culture (*e.g.*, in collaboration with your work partners, suggest that teams take an afternoon off to tour the area and enjoy local amenities.)

**I. Exit Strategy**

Experience has shown that when a volunteer host site has completed its hosting ministry and is preparing to shut down operations, there may be excess equipment, materials and possibly funds. The committee overseeing the volunteer host site should have a plan for what to do with these resources when the host site is closed. Any equipment, tools, and resources that were borrowed should be returned to the owner.

Even after all of that has been done, there may be some unused resources. When that time comes it is very helpful to be able to go back to the original plan and see what the organizers had in mind for these extra resources. Keep in mind that it is critical for designated funds to be used in the way they were intended when they were donated.

**J. Thank You!**

Thank you for serving. PDA stands with you in your ministry of presence to volunteer work teams. We are available to assist you in this joint response effort.

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**Building & Grounds Committee**  
**March 16, 2025      Meeting Notes to Session**

**Information:**

Overflow room – has been cleaned and will be prepped for use with tables and chairs available

Lawn – all Spring work (bushes, strawing, cutting) to be performed around Palm Sunday and Easter Sunday

**Hurricane Helene damage –**

- Roof leaks – we are on the schedule for repairs with the two (2) additional leaks in the atrium on the list; no date set but will notify Kelly Wicks when being repaired
- Youth wing brick wall – received 1 of 4 bids requested

**~~ADDITIONAL~~**

- On February 16, 2025, Committee recommended increasing contracted weekly amount for Greater Valdosta Home School Association from \$100 to \$200 per week for Aug 2025 – May 2026. Counteroffer presented by GVHSA at \$125/week and B&G committee counteroffered \$150/week.
  - On Monday, March 17, 2025, GVHSA President was notified of the \$150/week counteroffer from B&G committee and this offer was accepted. Contract and checkoff list will be delivered, discussed and signed on Tuesday, March 25, 2025 with President and Kelly Wicks.

Care Share - Missions met today and here are the notes from that meeting:

Present were: **Jeff Bickers, Cathy Hoover, Grant Wright, Judy Bickers, Kathy Roe, Glennie Wicks, Linda Brown & Beth Reid**

At 1205 Grant opened the meeting with prayer.

We discussed the following:

- Soup Kitchen meals are going well. NSTR
- The Center Board meets this week. NSTR
- The Food Pantry is going well. We utilize some food from the pantry to make the Soup Kitchen meal. NSTR
- Heart for the City will be 22 - 29 Jun 25. We are working on details. NSTR
- Easter Potluck will be 20 Apr 25 in the Fellowship Hall. NSTR
  
- We are asking for a current list of "shut-ins" to see who might be interested in receiving Wednesday evening meals being delivered to their homes. We are also looking for a few drivers willing to deliver meals.

Jeff closed us in prayer at 1230.

v/r

beth

Marcie is asking about the palms and whether we are reusing the artificial palms from last year.

Marcie wants to keep the job of changing paramounts and candles, but we need people that help with banners, have volunteers usually.

Marcie will prepare supplies for communion, someone needs to prepare it for April.

Ault made a Christian Ed summary.

Paul closed in prayer.

**Trinity Presbyterian Church  
Process and Procedure Review**

The proposal will consist of an in-depth review of the policies and procedures surrounding the accounting structure currently in place, along with the roles and responsibilities of those individuals tasked with managing the accounting cycle for Trinity Presbyterian Church. During this review we will evaluate any risks that are present and make suggestions to change or strengthen policies to bring within GAAP mitigating potential risks.

**Scope of Audit**

**Phase One:** Review of all current written policies for the accounting cycle. If no policies are available suggestions will be made to write a policy manual.

**Phase Two:** Review of Trial Balance to make selections of transactions for review.

**Phase Three:** Review of selected transactions. If transactions are deemed insufficient, we will select additional transactions for review at this time.

**Phase Four:** Cash handling procedures will be reviewed and audited in person.

**Phase Five:** Receipts and payments will be reviewed along with purchasing procedures.

Suggestions for changes or improvements in policy and procedure will be made in writing to the Session. Implementation of changes will be the responsibility of the Session.

**Pricing and Terms**

The total cost of the proposed audit is \$6,000. Payment will be made Quarterly in the amount of \$1500. The timing of this audit start date is March, 2025. Report due to the Session quarterly, including in person review of audit with the session.

Acceptance of the proposal will initiate a contract to proceed with the review.

\_\_\_\_\_

Date Signed \_\_\_\_\_

Kelly Wicks

President of the Corporation

Trinity Presbyterian Church

\_\_\_\_\_

Date Signed \_\_\_\_\_

Dan Barnes

Owner/CEO

Peak Performance Accounting  
Consultants



## References

### **The Slice Hahira Ga**

Estel Powell

[Estel.powell@gmail.com](mailto:Estel.powell@gmail.com)

229-539-5693 Please text to set up an appointment.

### **Ultimate Cabinets**

Juana Munoz

[Support@ultimatecabinetsga.com](mailto:Support@ultimatecabinetsga.com)

229-561-5832

### **Money Pages of Valdosta**

Will Grinnell

229-815-6171

Morgan Murphy

229-834-4413

[Will.grinnell@moneypages.com](mailto:Will.grinnell@moneypages.com)

[Morgan.murphy@moneypages.com](mailto:Morgan.murphy@moneypages.com)

