

# Administrative Council Meeting Agenda

October 20, 2011

7:15 p.m.

**In attendance:** Julie Kuhn, Sunny Ahn, Doreen Gilbert, Mary Zalay, Jerry McDaniel, Jim Gurga, Don Weibel, John Machonis, Carolyn Meneeley, Steve Miller, Jill Wood-Naatz, Ian Rogenski, Julie Gorvett, Melinda Taylor, Cathy Mottar

**Opening Prayer & Introductions:** Cathy led us in prayer. Introductions were made around the room.

**Devotions :** Sunny read from Proverbs about faithfulness and righteousness. She related it to our agenda tonight. Ian will give the devotion in December.

## Administration:

- Calendar & News letter Reminder - Jerry passed out copies of the calendar, and said today is the agenda for the newsletter. There were a few corrections before the calendar was finalized. Please let Donna know if there are any other changes to the calendar by Sunday.
- Approval of Sept minutes; Carolyn moved to approve the minutes, Julie seconded, approved by voice vote.

## Goal Setting:

- 2012 Goal Setting - Cathy explained that a lot of work was done to get the past year's info as a starting point for next year's goals. She read aloud the ministry plan created last February. For the charge conference form, there are five categories to be filled out; we will fill out the quantitative part tonight. (New form because there is a general conference this year; happens once every 5 years).  
Discussed how to determine new worship attendance for the next four years; decided on 200, 215, 235, and 260 (motions and seconds for each year: 2012 Ian, John; 2013 John, Julie; 2014 Marshall, John; 2015 John, Marshall; passed on voice votes).
- New members will include confirmands, currently looks like 5,3,10,2 coming up. 8 adults are considering joining. Discussed relationship between worship and new members; could increase attendance average just by attending in summer. We hope to get better at evangelism to bring in new members. Steve brought up that we should look at both new members and retaining old members. Should we have increasing numbers each year? Can revisit this every year. Sunny moved, Jill seconded, to add 10 people per year; passed on voice votes.
- Discussed how many small groups, Sunday School, etc. we have. Jill moved, Ian seconded that we say 12 for 2012. Julie G moved, Jill seconded, to add 2 each year (14 in 2013, 16 in 2014, 18 in 2016). Both approved unanimously. Jill will come up with a list of our small groups to be added to the minutes (see below).

- Disciples engaged in mission: Without double counting people, how do we count how many members are actually involved in some mission? 52 for ASP, 31 for Katrina, 60 in Crop Walk, 60 Gifts from the Heart, 15 Habitat for Humanity, how many overlaps? John moved, Jim seconded, that we say 100 for 2012; Marshall moved, Julie G seconded, that we add 10 per year (110,120,130); passed unanimously on voice votes.
- Disciples give to mission: Went through the various groups giving amounts to determine how much we are giving currently; came up with approximately \$84K. Many will go down, such as ASP (changes to program), Gifts from the Heart (they lowered suggested amount), etc. Julie K moved, Melinda seconded, that we say \$75k for 2012. After that, if members go up, economy goes up, giving can. Ian moved, Julie seconded, that we say \$85k for 2013. After discussion, Ian amended his motion to add \$5k per year instead, Jim seconded, approved unanimously.
- Jill said that we as a church have a passion for service, as evidenced by our many caring ministries. We need to explain how we are planning to grow as we say. We are impacted by the economy, but expect to increase by 2013. Julie K brought up that the music and drama are very important to our church. We have also brought in new youth through the youth music groups. Julie G noted that we have all sorts of ministries that people can be a part of. Carolyn said that we are coming out of our transition period, and our leadership is bringing us forward. Steve talked about the variety that we provide; we could list them - if I were this type of person, how could I get involved? Maybe we take each section above and bullet what we do to achieve these numbers in this section. Cathy asked that everyone come up with two bullet points per goal and email them to Cathy or Melinda by next Thursday the 27<sup>th</sup> (but the sooner the better). Julie and Cathy will get together to complete this report and SPRC report. Cathy also asked that everyone include any possible testimonies (like the Crop Walk increased by so much).

### **Sharing (goals):**

Cathy asked that each committee email their goals to Melinda, which can be put into a separate document for the next meeting. Julie G read the report she needs to fill out for Staff Parish.

- Senior Pastor's Report - would like to highlight a ministry of the month, and tie it to how our giving impacts this. Moved to add this next year. For example, if Music is highlighted, have info in the Narthex, some of the programs offered, etc. Jill said that we would need some guidelines as to what exactly should be done - bulletin board? - and who takes care of it. If we move ahead with this, Sunny will have discussions with people about what will be involved. It should help for people to understand how the church functions; what does Staff Parish do? Etc. Promotes each ministry of the church. Marshall moved, Steve

seconded, that Sunny move forward with investigating this new idea; approved by voice vote.

- Education Pastor's Report - attached. Doreen said sign up for Advent.
- Youth Director's Report - attached.
- Committee reports
  - Staff Parish - Julie G does not feel comfortable answering all the questions on the form herself. What is the core value of the church? Julie moved that she email members of Staff Parish to get their feedback, then fill out the form with their input. Just wanted Ad Council to have opportunity to have input (can email any comments; email to ask for questions, Julie will send back). Steve seconded. Approved unanimously.
  - Finance - Carolyn passed out finance reports and proposed budgets. Reviewed reports. Income - below budget (revised in April with new pledges) by 10%. Expense - below budget by 6%. Income (envelope) - compared to 2010 - up 7%. Other income - down 56% (no more cell tower, special gifts). Expenses (against 2010) - down 2%. Book fund balance \$50,197, CD balance \$47,287 (CD not yet verified).  
Then looked at 2012 budget. Expected income: \$336,250. After submitted budgets from committees, the shortfall is about \$36,000. Committees are re-examining their budgets. Had discussion at Finance that the 3 largest Trustees, Staff Parish, and Apportionments are fairly fixed. Stewardship will be looking at ways to increase income. We will need to dip into reserves to balance the budget. Carolyn was pleased with the way a difficult meeting went; serious, heartfelt discussions with the church's interests in mind. Will need to make some changes next year (want to avoid needing to not be able to pay some expenses). Good news: our apportionment figure that had gone up has been reduced (Sunny talked to district and they had made an error). Steve pointed out that if we take from the money market, we would use up most of it to cover the deficit.
  - Stewardship - Ian reported 68 pledges returned, in line with last October. 190 giving units in 2010. Committed \$238,000. Not committed but based on previous givers: \$71,000. Total \$309,000 for tithes. About the same as 2010 after the second pledge drive. We need more income. Strategies below. Steve suggested that we add to the letters that 90% of our expenses are staff, building, and apportionments so that people are aware of the cuts that would have to be made if we don't have the money to pay them; ministries will be affected. Ian will send proposed letter out by email to Ad Board, Finance, and Stewardship. Online giving will affect our processes in church, Ian will discuss with Jerry (computer software) and others. Reverse tithing or parable of the talents - discussion as to methods to use to grow the money. Would not implement without lengthy discussions. Sunny interjected that it also is meant to get people to utilize their gifts from God; disciple-making challenge, evangelism. Doreen might have ideas from her parent's

- church. Julie K asked about possible fundraisers. Steve pointed out that asking current givers to give more is tough, so long term solution is to add new members. Ian noted that these ideas are also meant to evangelize, hopefully adding new members. Some of the ideas are also meant to have a long-term impact (budget classes).
- Nominations - Julie K passed out copies of Nominations report. Only two items left open right now; hope to figure it out within next week. Email Julie or Sunny if there are any errors on your own committee. Have done many things differently this year. Primary goal for next year is to fill Day care committee.
  - Trustees - Thanks to Marshall and Jeff Oster for installing security system. Needed because we have kids in the building; can be locked down in an emergency (as area schools do). Important for safety. Use the intercom to communicate with Donna. Will announce procedure. Please close the doors after meetings - zoned heat/cool. Insurance requires that we install a railing up by the organ. Jill added that if we change the temp for a meeting, remember to hit "run" when leaving.
  - Worship - Jill said that if you are going to make an announcement in the service, give it in writing to Donna by the Wednesday before (under 30 seconds). Helps tech people in case they can create a slide. On Christmas & New Years Days there will only be one service (10:30). On the Tuesday before Thanksgiving we will host a service; Christmas Eve: 4:30 children's service, 7:00 candlelight, 11:00 candlelight/communion. Nov 26<sup>th</sup> decorating the church. Will not be a vespers service, but will have traditional music on Sunday service.
  - WTTF - Steve will tell our vendor that the sound system is suspended for now indefinitely (due to finances).
  - UMM - Steve/John made about \$300 in pizza sales.
  - Evangelism - Ronda emailed that they will be helping Bruce Bedingfield with the distribution of the Fall Neighborhood letters. Will ask for volunteers to pass letters door to door this Sunday.
  - Lay Leader - JoAnne emailed that they need volunteers for soup kitchen this Sunday.
  - Christian Corner - Don said they are updating and revising the by-laws.

**Next regularly scheduled administrative council meeting**

-Saturday, Nov 19<sup>th</sup>, at 11:00 am - Charge conference in the sanctuary.

**Closing Prayer** - Steve Miller gave the closing prayer at 9:20 p.m.

Respectfully submitted,  
Melinda Taylor  
Secretary

## **Emailed reports below**

### **Youth:**

I will not be at the meeting tonight because I will be at Harper attending “Movement for Children: A Discussion on Youth Challenges”—a forum for those who work with youth.

Here are the goals of youth council for the school year 2011-2012:

Youth Council Goals

School year 2011-2012

1. Organize a ministry team to help with 633 worship gatherings and then have 3 such worship gatherings this school year (2011-2012)
2. Successfully incorporate young adults as assistant leaders in senior high youth group
3. Grow and maintain attendance at weekly youth group meetings
4. Continue monthly service projects including 30 Hour Famine in February
5. See ASP youth participant numbers stay the same or increase while adjusting to the new ASP guidelines

If someone would read them at ad council tonight that would be great!

Thanks,  
Marianne

### **Education:**

I too will not be at the meeting tonight. I will be at a fundraiser for San Miguel Schools. Dorene Gilbert, the Chair of Education will be at the meeting. She will give a full report for Education and be able to answer any questions regarding the Education budget.

#### **The goals for Education in 2012 are:**

1. Encourage more young families to walk in CROPWALK
2. Survey families regarding junior High and senior High Sunday school
3. Recruit more Sunday school substitutes
4. Offer Parenting class
5. Offer “Bullying” Clinic - looking at January 2012
6. Offer February/March service project for 2<sup>nd</sup>-6<sup>th</sup> graders
7. Offer Winter Movie nights in January 6<sup>th</sup> at 7PM/February 3<sup>rd</sup> at 7PM/March TBD
8. August 2012 offer “Blessing of the Backpacks”
9. October 2012 - Trick or trunk – Lori Randall

*Rev. Elizabeth Bowes*

### **UMW:**

#### **UMW GOALS FOR 2012:**

1. Involve more women of the church in UMW activities
2. Reach out to women of all ages
3. Develop a variety of activities / small groups that appeal to a wide range of women
4. Organize a Retreat for women

5. Continue Rummage Sale event / our major fund raiser for the year
6. Focus on Global UMW missions

**Testimony:** For the last couple of years we averaged only 10 members at our monthly meetings. In 2011 we now average 28 women at our Quarterly meetings (the March Meeting actually had 36 women in attendance). We are now happy to say that we have women attending that are in age groups spanning from their 20's through 80's.

**Finance: Excel spreadsheet attached**

**\*List of groups from Jill after the meeting:**

Here are the groups that I am aware of where learning and study are taking place.

Sunday School 6 classes

Couples group

Tuesday morning book study

Monday evening study

Beginners Bible study

UMM (they are reading a book together)

UMW book study

That's a total of 12.

Add – New Life Bible Study