

## Administrative Council Meeting Agenda

April 19, 2012

6:30 P.M.

**In attendance:** Sunny Ahn (pastor), Jim Gurga (trustees), Rich Hill (finance), Marianne Rogenski (youth), Jill Wood-Naatz (worship), JoAnne Gregorash (lay leader), Dorene Gilbert (education), Julie Kuhn (memorial), Betty Miller (membership), Mary Balk (staff parish), Melinda Taylor (secretary); Bruce Bedingfield (Micah/caring ministries) came in around 7:30.

**Opening** – Sunny called the meeting to order shortly after 6:30.

**Devotions** – Joanne talked about being caught in a locked room, and needing to figure out how to get out. Similar to being locked in room of fear and doubt, but our Father is always with us, offering us a future and hope. Joanne led us in prayer. Marianne offered to do next month.

### Administration -

- Calendar & Newsletter Reminder – Jerry made calendars available; please check dates. The summer newsletter will be combined July/August. Discussion about combining those months; better to combine June & July, especially for youth and education. Discussion – need someone to help Jerry so he can take a vacation without worrying about the newsletter. JoAnne said Dave Willeumier might be interested.
- Jill moved, JoAnne seconded, that the minutes from December be approved; passed on voice vote.

### Sharing -

- Senior Pastor's Report - Sunny  
Many things happening in the church, sometimes calendar conflicts, but means that we are growing. Thankful for all who are willing to be part of movement of Holy Spirit.
- Youth Director's Report - Marianne  
Youth group is wrapping up—our last meeting will be May 6. It has been a great year! Averaging 16 high school students, 3-5 jr hi (only about that many in the church total). They are bringing friends sometimes.

Working on May 20 Graduation recognition (and Sunday School teacher recognition).

We will have several things for youth in the summer including 2 nights that youth council and stewardship are working on together—youth and their parents will all be invited to learn about financial stewardship and do some fun parent/youth activities.

633 was scheduled for April 29, but due to Uncle Phil's being scheduled for that weekend we have decided to postpone 633. It would just be too much for the congregation to come back for something else on Sunday night—and 633 is not just for youth, but for the whole congregation. We will have 633 sometime in the next couple of months, but a new date has not been chosen.

The ASP team still needs about \$2000. There are 2 fundraisers scheduled at the Village Tavern, we will have a bake sale during the rummage sale, and we will have a car wash on May 19. In addition to those fundraisers ASP participants have started asking friends and family for donations and some of those have started to come in.

### Committee reports -

- Staff Parish - Mary Balk reported that they discussed organist position & possible intern. Lengthy conversation about cleaning service; Trustees are considering an in-house position. (Trustees are working with existing company, who are not fulfilling all the aspects of the contract; they plan to meet with owner to work on communication with actual workers). Grace Foss left, Kim Echtner took over in nursery.
- Finance – Rich discussed that we lost another \$4,000 in March, \$10,000 for year. Better than budget (\$16,000 deficit by this point). March slightly better than February, but giving is down about 16% for those two months (8% YTD because of strong January). Sunny interjected that it was not a

significant trend drop; Rich disagreed. He has alerted Stewardship of the situation. Not an emergency, just need to be aware of it; need prayers. All committees are holding the line in expenses (under budget by \$10,000, mostly due to not paying Rev Elizabeth's salary; trustees under budget due to low snow removal costs).

Switched over to new computer system (Carolyn, Melinda, Ellen worked on switch); it has better safeguards.

We do have cash reserves, but need to watch adding any new ongoing expenses. Sunny commented that there was no significant drop in attendance, so people are struggling.

Finance will begin a series of Finance Factoids in the newsletter to be more transparent, and keep congregation informed.

- Stewardship - Rich read the report for Ian (see below). Sunny is compiling all the stories for the Reverse Tithing. She will create a book to put in Narthex.  
Will have periodic announcements about Vanco online giving (to promote consistent giving over the course of the year), and a newsletter article. Giving reports will include pledged amounts.  
In 2011, the March/April stewardship campaign made a difference. Discussion about the idea; mostly negative reaction to that.  
Once the office staff and finance are comfortable with database, will integrate Vanco giving.  
Melinda noted that the accounting software manual said that we would have to match the member ID numbers that Vanco gives to giving units on our side.
- Trustees – Jim reported that the church sits on one of the highest properties in Schaumburg. There is a company interested in building a bell tower, and then they go out to find wireless companies; will meet with trustees next month. Need approval from village; Jim would like to get \$5,000 per month rent for a tower and a garage from a deal with them.  
If you change the thermostat for a meeting, change it back using autorun. Have saved money by changing utility companies; latest change was to IGS for gas at church and parsonage (15% savings).  
Looking at companies that insure churches to try to lower insurance costs. Put in new furnace; another furnace is 45 years old, so will need to be replaced soon. Need to fix roof, may need a fundraising campaign at some point.  
Will probably be getting a new cleaning service.  
JoAnne asked if conference required certain insurance service – answer, no. Has belltower company talked to village? Jim thought yes; they have requested a meeting for next month, have new drawings. Sunny praised the work of the Trustees.
- Education – Dorene reported that the Easter egg hunt was fabulous, thanks to Catherine K. Working with youth on Teacher Appreciation. Kids are singing on second Sundays.  
Pam Miller & Sunny will be running VBS; all spots are filled except dinner crew.  
Since Easter Sunday, room #1 became a dumping ground, and Shelley L. has to deal with it for Sunday School; please be respectful if you need to put something in there temporarily and return things as they were when possible. Marianne added that the same applies for all spaces; just put things back the way they were since we are sharing space. Mary asked how other people will know this should happen; Dorene has discussed with Sue re: Uncle Phil's Diner props. JoAnne suggested that Education put an article in newsletter. Needs to become part of culture that we all clean up after a meeting/event.
- Worship – Jill asked for feedback about Easter week services; were they meaningful? Thoughts? Very positive reactions for all of the services, Maundy Thursday, Good Friday, and Easter morning. Remember that beginning Memorial weekend, service is at 10:30, informal service at 9:00 in Wesley Hall. Music Sunday on May 13, Mother's Day; kids singing with moms, all music groups singing.
- Music – Sunny said meeting will be this Saturday, planning for May 13 Music Sunday.
- Micah Ministries – Bruce said that Gayle Bedingfield has wrapped up coffee sales until the fall. Marianne said that the youth could get the garden ready & plant, but won't commit to ongoing care. Bruce commented that someone needs to have a passion for it. Suggestion that Jeff Randall and/or Don Balk might be interested, maybe Jim Naatz will rototill. JoAnne said she could coordinate.
- Caring Ministries – Easter basket collection, Gayle delivered about \$500 of stuff to ChildServ. JoAnne collected \$460 + \$50 through church, sent check for \$300, bought and sent box of clothes to Richard Vales.

- UMW – Sunny brought Rummage Sale posters to put up around town. Melissa is not feeling totally well, but other volunteers have said they would step up and do more as needed.
- UMM – Rich said they picked up 500 lbs of potatoes and delivered most to Hanover Park food pantry, 100 pounds here to go to the soup kitchen.  
Looking forward to next Habitat for Humanity.  
May get flowers for the moms on Mother's Day.  
Men's Spiritual Congress in September, will bring Ember Days to lead service for district UMM if schedule works out.
- Evangelism – Sunny said they are preparing membership classes (4 people are interested right now). Tentatively first meeting a week from Saturday, and will join church first Sunday in May.
- Lay Leader – JoAnne is working on name badge possibilities.
- Memorial Committee – Julie sent an article for the newsletter. Flurry of activity right now.  
Janet Boryk, planned giving representative from the district, will give a presentation on Thursday, May 31 at 7:00; want strong showing, especially from Memorial, Stewardship, and Finance. Will be a follow up, perhaps a brochure.  
Talked with Trustees about two new trees to be planted. Marianne can ask for help from youth; Rob Mottar will plan the planting. Redbud in memory of Mary and Don Greiner. Crabapple in memory of Archie Wilson. Jim says we should have a green roof instead of trees ☺ Julie would like to set up a memorial garden down the road.  
Talked about name badges – all in favor of it. Melinda noted that Finance said they were in favor of badges, but not the plastic sleeve/paper kind.

### **Next regularly scheduled administrative council meeting**

–May 17th, at 6:30 P.M.

### **Closing Prayer at 8:05.**

**Respectfully submitted,**  
Melinda Taylor, Secretary

### **Stewardship email:**

Stewardship notes April 2012

- Reverse tithing concluded with a more than \$500 net income (as of 4/4/2012), but just as importantly, people were discussing and thinking about managing resources.
  - 88 envelopes were given out (\$1,760)
  - 62 were returned, 26 still outstanding – we know of some folks who are still working
  - Returned envelopes generated \$2,262.73
  - $\$2,262.73 - \$1,760 = \$502.73$
- Online giving acceptance has flattened. Advice from Vanco is that the program is only as successful as the marketing program around it.
  - Planning periodic (monthly) announcements/reminders – had a new family sign up after this past Sunday's announcement, know of several families who want to sign up but have not done it
  - Newsletter how-to article showing process to get started
- Overall giving is down versus budgeted – consider reminders/encouragement to meet your commitment? Would be done during announcements, downside is that we are already in front of people for online giving, funding period for ASP and Joplin is heating up and want to control/limit messages about money and giving. My opinion is to hold off on this for now, but I am open to discussion.

As an aside, we saw in 2011 that the March/April campaign made a difference. We should expect, if we do this, that there will be a bump.

Giving	2012	2011	2010	2009	2008	2007	2006		
January	\$ 36,520.65	\$ 22,050.85	\$ 30,864.99	\$ 27,878.13	\$ 27,730.77	\$ 23,944.68	\$ 33,784.17		
February	\$ 26,489.13	\$ 35,547.68	\$ 28,009.97	\$ 27,187.08	\$ 30,089.65	\$ 28,224.47	\$ 27,700.65	Average thru 2011	Average thru 2010
March	\$ 30,366.37	\$ 22,925.86	\$ 27,927.37	\$ 33,574.35	\$ 38,537.98	\$ 30,910.16	\$ 33,532.67	\$ 31,234.73	\$ 32,896.51
April		\$ 43,354.30	\$ 27,362.03	\$ 34,406.13	\$ 34,002.42	\$ 41,554.73	\$ 37,535.52	\$ 36,369.19	\$ 34,972.17
May		\$ 43,987.51	\$ 35,839.38	\$ 38,475.34	\$ 30,492.21	\$ 30,337.07	\$ 28,249.40	\$ 34,563.49	\$ 32,678.68
June		\$ 28,702.81	\$ 27,971.09	\$ 28,428.48	\$ 39,967.98	\$ 32,139.41	\$ 24,501.44	\$ 30,285.20	\$ 30,601.68
July		\$ 25,330.24	\$ 23,362.98	\$ 20,341.91	\$ 24,924.51	\$ 38,978.53	\$ 32,809.76		
August		\$ 23,096.09	\$ 37,382.28	\$ 36,319.57	\$ 35,421.22	\$ 29,711.43	\$ 24,349.72		
September		\$ 23,495.02	\$ 24,422.06	\$ 26,503.34	\$ 26,844.01	\$ 34,996.47	\$ 27,517.99		
October		\$ 37,278.69	\$ 30,557.15	\$ 24,644.62	\$ 35,858.40	\$ 32,173.20	\$ 32,642.46		
November		\$ 24,287.44	\$ 24,729.35	\$ 27,321.77	\$ 37,015.92	\$ 33,874.41	\$ 28,315.18		
December		\$ 53,051.78	\$ 45,861.33	\$ 43,743.95	\$ 40,493.71	\$ 50,423.18	\$ 58,692.54		
<b>TOTAL</b>	<b>\$ 93,376.15</b>	<b>\$ 383,108.27</b>	<b>\$ 364,289.98</b>	<b>\$ 368,824.67</b>	<b>\$ 401,378.78</b>	<b>\$ 407,267.74</b>	<b>\$ 389,631.50</b>		

- Giving reports will be sent out after the financial database migration is complete. In the past, these quarterly reports have included only giving amounts. This year, we will also include commitment amounts.
- We will conduct a financial management seminar for the youth and their parents. It will be 2 sessions the last week of June and first week of July.
- Once the office staff and finance team is comfortable with the new finance database, we will integrate Vanco. This will give us the capability to automatically link online giving to our database, reducing teller and office staff burden.