

## **Administrative Council Meeting Minutes**

March 20, 2014

6:30 P.M.

**Present:** Jim Naatz, Melinda Taylor, Sunny Ahn, Marianne Rogenski, Jerry McDaniel, Shirley McDaniel, Jill Wood-Naatz, Doug Meneely, Rich Hill, Rob Mottar, Carolyn Meneely, Debbie Hernandez, Jon Montgomery, Steve Miller, Bruce Bedingfield, Marshall Nystrom

**Opening:** Jim called the meeting to order at 6:35.

**Devotions** – Jill read a devotion about Lent (a “bright sadness”), fasting, and the journey to Easter. Discussed if people have given up things for Lent. Jill offered a prayer. Doug will do the May devotions.

**Administration** – Jill moved, Carolyn seconded, that the April meeting be cancelled, next meeting will be May 15. Passed on voice vote. Carolyn moved, Bruce seconded, that the minutes from last month be accepted as written; passed on a voice vote.

Jerry had calendars available. Jon got the first newsletter article in; reminded everyone to turn in their articles. Jerry commented that UMM is attending the Woodstock UM breakfast instead of their usual meeting on April 12. On April 24<sup>th</sup>, there is an MS fundraiser at Riccardo's (all day). June Sundays preachers (tentative) – 15<sup>th</sup> – Peter Lovell, 22<sup>nd</sup> – Pastor Sunny's last day (tentative), 29<sup>th</sup> – JoAnne Gregorash.

### **Required Committee Reports**

#### **Senior Pastor's Report**

- Sunny thanked Jerry, Fred Felski, & his friend Wayne, for having 8-9 boxes of financial documents shredded free of charge. Life Source is no longer moving around to different locations, will have special drives at the Barn by the parsonage. Short term mission trip to Washington, IL will be headed up by Nancy Schmidt. Sunny talked to the people who had been on the old Evangelism committee, talked to the Nominations committee who requested a description of what Evangelism would do. She brought a description of the committee from the denomination, which outlined three main areas of responsibility: Tell Good News, Bear Witness, and Proclaim. Carolyn described what she had done as Director of Discipleship, which included communication with the congregation, outreach communication (such as letters inviting people to VBS, Bruce headed this up), used a direct mail service for new area residents, speakers for Faith & Fear such as a Muslim speaker – took email addresses & sent out invites to future events, family ministries. Some discussion about bringing ideas to the next meeting about adding more specifics under each of the overview areas of the committee description, possibly an internal and an external idea for each of Tell Good News, Bear Witness, and Proclaim. Bruce added that it's even more important to have an overall attitude of evangelism, and invite neighbors who have no church home. Sunny said she could incorporate that into a sermon. Jill suggested that two or three people take it on to bring back to the committee. Jon suggested that we leave the specifics up to the committee, the overview is a good outline, just add a few examples to get them started; he volunteered to work on the language. Those who agreed to be on the committee should be part of the process. Carolyn will pull together materials from her old job and give them to Jon. Marshall will help, too, on the task force to write a description of the committee (Shirley McDaniel, Julie Kuhn, & June

Guthrie so far).

Jim Naatz asked about the Turnaround Church Bootcamp April 5-6; reserved 4 spots. Jim is going, Marshall, Steve Miller will join him. Carolyn suggested that Sunny ask one of the evangelism committee members.

Jim asked about getting our Easter service info added to the newspaper. Ronda Wilkes put our Christmas services in; Sunny will ask Ronda if she can get Easter services in the paper (then she will be allowed to resign from the defunct Evangelism committee); she agreed.

Bruce said to build our church: 1.) Welcome - to visitors, 2.) Thank you - tell volunteers that, 3.) We Miss You – tell those we haven't seen for awhile.

Jim said there is a lot of info on the conference website about the No More Malaria program; lots of fundraising events out there; could add article to our newsletter. Bruce said the malaria group will be looking into ways to raise money on behalf of our church.

**Youth Director's Report** – Marianne reported that all is going well. We will be taking a break March 23 for spring break and March 30 will not be meeting at church—we will be at Dairy Queen.

We will be meeting only through the first Sunday in May and then we will break for the summer with a few fun things then.

ASP:

We have a mom of an ASP team member who runs an Usborne Books company (children up to teens books) and she would like to have a book fair at church with all proceeds benefitting the ASP team (up to 50% of the proceeds will go for books that they could take to ASP; she will also donate her usual commission). I would like to do this on April 6 if that is ok with this committee. She would sell between services and after the second service as well. Where would be good for her to set up? Jim said that should go through Trustees; Rob said if Marianne gets the paperwork in right away, it can be approved by email. Setup should be in the Wesley room, or the coffee/cookies could go to the Wesley Room & she would set up in the narthex.

**Staff Parish** – Jon reported that the March meeting focused on the transition, preparing for the incoming pastor as well as honoring and recognizing Sunny's service. Talked about ideas to honor her on her last Sunday, asked Sunny what she'd like (potluck!). Need to work with Trustees to prepare the parsonage, also working with new pastor asking what he needs. Asked Sunny for ideas on how to be welcoming to him.

**Finance** – Carolyn reported that the summary showed regular envelope giving down about 10% from budget, expenses also down 10% - but we did not pay Sunny's pension/medical to conference until March, so numbers don't include two months' expenses there. Also down in income 10% as compared to last year. We are only paying \$100 per month apportionment. We also are beginning to prepare for funding the roof replacement. We are working to get our financial statements audited so that we can get financing. We are waiting to get solid bids from Trustees to take to the bank. Jim noted that the specs should be drawn up by April, will be sent out to the previous three bidders, hope to get them back by May. Will also need to get bids for

repairing the wall in Wesley Hall. After financing is secured, can schedule the work. Rich added that David Willeumier said that we should be able to get a loan secured by the church property; Sunny said that if it goes over 25% of the value, the conference must approve the loan.

Jim asked if we had received Christian Corner's financial statements; previously, we had gotten them every six months or so. We should have someone from the day care board to come to these meetings. Marianne asked what the relationship between the day care and the church is; Jim said that it began as a ministry of the church. Marianne added that there have been numerous instances of negative comments about the day care on social media, and it's a concern that our name is attached to it. Jon said that there should be clear protocols to handle these concerns; can we be proactive to bring issues to them as we hear them? We would like Trustees to communicate that request.

Rich commented that the pension/medical not included is around \$4k. Steve asked if we were dipping into reserves yet; no, but we are close. The checking account is at \$37,500, is usually at \$50 – 60k. Discussion about whether to communicate the situation more to the congregation.

**Trustees** – Rob said that Jeff Greenwalt came to the meeting; discussed how to make the transition smoother than last time concerning budgetary items such as phone packages. Jeff brought documentation from the conference. A previous cleaning service, Enigma, is coming back; we believe they will do a better job now that they know what the problems were (lack of communication was a big problem) for the same price we are paying now. They are willing to do setup at no additional charge. If there are issues, please let Donna know; one example is that the dumpster gate was frozen, the trash collector was unable to collect trash for a week. We will be retaining the same landscape contractor. Rob will be working on the men's bathroom over spring break to help minimize the damage from the leaky roof; thanks, Rob! Christian Corner has had a couple of parents question if there is mold (don't think so); will replace all the stained tiles within the next couple of weeks. They are questioning the integrity of the roof. Will be installing a blind over the organ window.

**Nominations** – Debbie reported that David Willieumeir resigned from Finance and Stephanie Edwards resigned as co-lay leader. Will be looking for new members.

**Anniversary Task Force** – Bruce reported that April 13 will be the step off with Rev Wayne McArthur, with a meal at a restaurant after church. May 11 – Rev Fred Rickleff will not be coming, but Jerry will get a video recording. June 15 – Rev Peter Lovell will represent Rev Doug DeGraaf (deceased), July 13 – Jay Walkington, Aug 17 Rev Orrell Ruth, Sept 14 – Pastor Bill Shaw's sons will lead the service (Tim and Dan). Jerry added that they need help getting the word out to former members, send a remembrance, send pictures, come to church, come to the October celebration. Have some old pictures, but none of the inside of the barn services yet. Please check! There is \$1200 in the fund so far. Will run another article in the newsletter. Jon asked if we had utilized Facebook yet? Tech team met on Sunday, Marshall & Dan Wilkes will set up a page, and put on the website. Jerry said they will send letters out if members give them names & addresses for past members. Jim asked if Finance could include that balance in next month's report.

## **Member Committee reports**

o **Christian Corner** – no report

o **Education** – Marianne reported that the Kickoff Spring was great—11 kids there and all had a fun time. This is a really nice way to get the youth involved in addition to letting the Sunday School kids have some fun together.

VBS will be July 14-17. In the next couple of weeks the education committee will be asking people if they would like to help again.

When will the cleaning company begin setting up the room? Rob said they should be starting April 4<sup>th</sup>.

Palm Sunday – did someone order the palms? Yes, Donna did.

o **Memorial Committee** – has not met since the last Ad Council.

o **Micah Ministries** – Jon said that the \$2800 Heifer Project raised was about \$500 less than previous years. He will add a goal of \$5000 to buy an ark for the coming Christmas season. Jill said there will be a lot of information in coming weeks about the Springfield trip with Faith in Action, letting people know what the issues are, and the dates for the trip.

o **Music** – Carolyn reported that they met last Saturday. Palm Sunday will have bells & children's choirs, there will be a skit enactment for Maundy Thursday, and a cantata on Good Friday with the chancel choir, May 18 is Music Sunday.

o **UMM** – Rich said that on March 29<sup>th</sup>, Steve is picking up potatoes to be distributed to the Hanover Park pantry. Also soup kitchen that Sunday.

Jim reminded committees that we all need goals (Lay leader, Micah, Music, UMM, UMW, WTTF); bring them to the next meeting.

o **UMW** – Melinda reported that Cathy Mottar is getting a group together this Saturday to watch The Son of God. Melissa Bland is again taking charge of the Rummage Sale, which will take place May 2<sup>nd</sup> & 3<sup>rd</sup>.

o **Worship** – Jill reported that May 25<sup>th</sup> through August 31<sup>st</sup> will be one service, with a Children's Moment/Message to involve kids in the service. Education will organize that aspect of the service, getting someone to give it. Marianne added that it's hard to have Sunday School in the summer, low attendance, hard to get adults to teach. They have a list of people who might be good at welcoming others to do so intentionally, and Jill and JoAnne will hold a meeting with them. During Lent, the confirmation class members are greeters.

o **WTTF** – Marshall said they have a tentative date April 11 to meet with a consultant about the Sound System. It will take a few hours to hear what we want, and to set up a demo system. Ron Zemke (music), Sue Zimberoff (drama), Marshall, & Steve are on the task force.

**Next regularly scheduled Administrative Council Meeting - Thursday, May 15, 2014**

**Closing Prayer** at 8:40.

Respectfully submitted,

Melinda Taylor  
Secretary