

Park United Methodist Church
Church Council Minutes
September 25, 2018

Members Present: Brock Reynolds, Kerry Beebe, Abbey Neptune, Heather Aanes, Carol Tower, Roxi Grimsley, Jon Weston, Bob Weston, Twila Ehrich-Belton, Carl Jacobi, Pastor Phil Strom, and Pastor Dan Doughty

Members Absent: Chris Velasco

Agenda: Stood as presented.

Minutes: A reminder to review the meeting minutes and to approve and or provide changes.

Celebrations: A new school year, increased Sunday worship attendance, great vacation time, healthy family, change of the season – looking forward to family time during the hunting season; nice weather, end of the 2018 tax deadline, Council member’s commitment to attend meetings.

Family Ministry Team: Phil and Dan have received agreement from 7 individuals to join the team; they are looking for 3 more individuals. They hope to meet before the end of October. The team will include a member from United Methodist Women, Director of Discipleship, and Pastor. Twila asked if it was necessary for the Council Chair to be the Chair; the Pastors said it would be reviewed, but noted that whoever is the Chair can delegate as necessary.

Music Team Update: The team met and shared with Kerry that they have reviewed the job descriptions for the “Musician” and “Worship Leader”. The Musician is considered to be the accompanist. Kerry shared with the Music Team that their priority and sole focus at this time is to secure an ongoing accompanist individual.

Kerry reviewed the updated Musician job description. It appeared there were not many changes from the original job description that was previously submitted. The Council discussed whether

or not the Musician should be required to find a replacement should they be absent. The Team is wondering the salary range as they wanted to include it in the advertisement. Salary will not be shared, but will be commensurate with experience. The number of times per week the Musician was required to play was discussed.

The team is struggling to get the word out about the vacancy. Kerry shared with the Team several options to get the word out. The Team is wondering about a budget for advertising; Kerry then asked the Team for their “hiring plan”. Kerry shared some of the information in the plan. They are asking for \$800-\$1,000 to use for advertising. This amount was not approved at this time. Kerry will report back to the Team on some of the brainstorming ideas the Councils came up with for filling the vacancy and then a budget will be determined. Brock suggested advertising in the Echoland Shopper rather than the Brainerd Daily Dispatch due to cost and circulation.

Council Vacancy: We have not been able to fill the vacancy after connecting with several individuals in the congregation. The question was raised if it was necessary to fill the position at this time. There are a few more individuals that will be contacted regarding their interest in serving on the Council.

Finance: Kerry shared that the budget needs to be discussed now so it is ready for October. Jon said the biggest piece that is needed to begin the budgeting process is the compensation piece. He also said the majority of the items in the budget are set costs, not discretionary expenses.

Kerry shared the liquid assets currently available; we are currently operating at a monthly deficit of \$6,000. Jon said that historically we have made up the difference in the last quarter of the year, but noted that we are further behind this year than we have been in previous years.

The plan is provide more communication to the congregation on the current financial situation of the church. This will be done via a larger presence in the weekly e-mail blast, the stewardship campaign, and a separate mailing with a focus on giving.

Phil provided more information on the content of the Stewardship Campaign.

Jon said the Council should address the issue of setting aside the net proceeds from the New Light rent into a separate account for future building maintenance needs. At our current financial situation, Jon it is necessary to move funds from this account into the General Budget so that bills can be paid. Jon suggested we move the entire balance from the account at this time. A motion was made by Twila, seconded by Heather, to transfer the entire balance in the TCC funds to the General Fund. Motion carried unanimously. It was noted that going forward the net proceeds will be deposited into the separate account used for building maintenance needs.

Jon shared we can save \$3,022 a month by suspending monthly apportionments; we are current through September. Pastor Phil provided an explanation of apportionments. A motion was made by Carol, seconded by Kerry, to suspend paying monthly apportionments until year end 2018. Motion carried unanimously. The Pastors shared that it is very important to pay apportionments for the better of the church as a whole. The intent is to pay apportionments in full as soon as possible.

Employee Reviews: The Pastors were looking for direction on how employee reviews are handled. Kerry said that traditionally the reviews are done in April of each year and are conducted by the Pastor. Twila said that through the HCI, it was advised that the Pastor be given the responsibility of conducting the reviews. Phil suggested that a team conduct the review, but that the team should include the Pastor. Kerry will coordinate a review for Josh within the next few weeks. Pastor Dan will do a formal review in April with input from Council members and the congregation.

Nominating Committee: The pastors recommend that the Committee focus on replacements on Council as well as the Family Ministry Team, led by the Pastor, with three other individuals. The suggested nominees for the Committee would require the approval of the Council. The Council agreed with the pastors' recommendations.

Retirement of Jim Trott: Jim has submitted a letter indicating his desire to retire. For this to be official, the Council needs to approve Jim's retirement. Jon said there are tax implications for a

1099-R individual. A motion was made by Twila, seconded by Heather, that the Council approves Jim Trott's retirement, pending Jim Trott's acceptance of the retirement implications based on Jon's research of 1099 qualification. Motion carried.

Miscellaneous Trustees Issues:

Air Conditioner Replacement – Still waiting for bids; considering the time of the year this can wait.

Signage – We have two requests from the self-appointed “Spiff it Up Committee”. They would like to have a new banner in the sanctuary, cost of which would not exceed \$200. They would also like new signs on the corner of Washington and 6th Street North, total cost \$324. The funds would come from \$67.50 in HCI implementation fund balance and New Service funds of \$113. The balance would come from the Emerging Ministry fund. The Council approved the expenditures. The internal signage is still being worked on.

Roof Status – We are scheduled for a new roof on the garage next week.

Garage Sale Status – On hold at this time; may not happen in 2018.

Insurance Update – Paul Means reviewed the insurance for the church, a 4% increase.

Montessori – We are currently operating without a lease. They are very happy with the facility and want to continue renting from the church. There was a meeting yesterday and most of the concerns, specifically regarding space usage, were clarified. Their usage of the nursery was discussed; it was determined that the church had a staff member that offered the usage of the room to Montessori, without getting approval of the Council. The Council determined that if Montessori uses the nursery, Montessori be responsible for sanitizing the room and the items in the room. Bob will confirm with the church staff member what was exactly offered to the Montessori School. He will also follow up with the Montessori School their responsibilities should they use the Nursery.

The current rent was discussed. Bob and Roxi shared some of the area costs for rental space. The Montessori School will be allowed to use the piano in the Isaac Room, three classrooms on the west side of the educational wing, the Joshua Room, Room #5 and the Fellowship Hall or Sanctuary for special events.

Jon suggested that a new lease be created rather than an extension of the current lease.

Open Discussion: Kerry said the review of the Policy Manual is in process, with Trustees' section to be reviewed first.

Pastor Phil shared that we need someone to fill the vacancy for the October 3 Wednesday night suppers. Roxi said the New Launch Team will take this date. He thanked Kerry and Bob and their spouses for filling in this past Wednesday.

Pastor Dan closed the meeting with prayer. Meeting adjourned at 8:46 p.m.

Respectfully submitted,

Carol Tower, Recording Secretary