

Hope United Church of Christ Council Meeting Minutes February 2014

DATE: February 20, 2014

ATTENDEES: Dan Fagnani, Alice Galt, Randy Hall, Erik Hazel, Andy Karcher, Dave Kriehbaum, Pastor Sarah McCann, Carolyn Mulhall, Sue Rainer, Jennifer Taylor, Carol Sullivan Weis, Kristine Wentzien, and Pastor Ed Zumwinkel

ABSENTEES: Josh Gibson, Paul Conner

DECISIONS MADE:

1. Council approved a motion to recommend for consideration by the Finance and Insurance Ministry that the Endowment Fund balance be made equal to the total of the A.G. Russell Investment Funds.
2. Council approved a motion to request that the Finance and Insurance Ministry redraft the Endowment Fund by-laws to more accurately reflect current accounting practices, for approval at the next Annual Congregational Meeting.
3. Council appointed Jennifer Taylor to be the Liaison to the Pastoral and Staff Relations Ministry.
4. Council approved the updated contract with Beishir Lock and Security for enhanced safety and security features.

NEXT STEPS/FOLLOW-UP ACTIONS:

1. Sue Rainer will make sure that “Children’s Envelopes” gets changed to “Children’s Mission” on the counter sheets.
2. Alice Galt will work with the Pastoral and Staff Relations Ministry to systematize more formal employee files.
3. Alice Galt will discuss the possibility of preparing Hope’s payroll with Gina Gladden. Specifically, Alice will discuss the tax filings and whether Gina has the ability to facilitate direct deposit of paychecks.
4. Pastor Ed will bring a full description of what a Deacon position would entail for Council to discuss at the March Council Meeting.
5. Erik Hazel, Paul Conner, and Carol Sullivan Weis will discuss the remaining logistics of the Cottage Meetings with the pastors.

GENERAL NOTES:

OPENING

The meeting was opened by Randy Hall at 7:03 p.m. Pastor Sarah McCann led us in an opening prayer.

MINUTES

Minutes of the January 16, 2014 Council Meeting were approved with minor corrections.

FINANCIAL REPORT

Alice Galt presented the Financial Report. Alice reported that she is in the process of revamping the financial statements. One change that was already made was to change the “Children’s Envelopes” item to “Children’s Mission.” Sue Rainer will make sure the change gets made on the counter sheets.

Alice also brought to Council’s attention that no formal employee files currently exist—separate for each employee. After some discussion, it was decided that Alice will work with the Pastoral and Staff Relations Ministry to systematize employee files.

Alice informed Council that Gina Gladden stated that she could do Hope’s payroll. Alice said that this would save Hope on the fees it currently pays to ADP as Gina could do payroll along with her other duties. After some discussion, Council asked Alice to discuss payroll with Gina further. Council asked Alice to discuss the tax filings and whether Gina had the ability to facilitate direct deposit of paychecks.

Alice reported that a new checking account had been opened at Bank of America to facilitate Outreach collections and payments.

Alice reported that the current check signatories had been updated to include her, Paul Conner, Randy Hall, and Kristine Wentzien.

The final item of note was the deficit that was run for January. This deficit was due to a missed Sunday service due to weather and the fact that January had three (3) pay periods.

PASTORS’ REPORT

The pastors reported on recent hospitalizations and other pastoral care situations of church members.

Pastor Ed Zumwinkel highlighted a Stewardship Conference on March 17-19. He stated that he would love to see a few Council members attend.

Pastor Sarah shared a helpful tool for Council and Ministry Teams to better articulate their goals and reasons behind their goals. This included the use of the “So that…” statement surrounding ideas explored by each ministry, in order to clarify purpose.

OLD BUSINESS

Communion

Dan Fagnani reported that little progress had been made in finding new communion stewards. One idea brought to Council's attention was the idea of appointing deacons. Pastor Ed will bring a full description of what a Deacon position would entail for Council to discuss at the March Council Meeting.

Council will also have a communion practice in conjunction with the March Council Meeting.

The Pastors reported that due to the Lenten Season, communion will only be held on celebration days in March and April. In March we will have rail communion on Ash Wednesday. In April we will have communion on Easter.

Chapel Flexibility

Pastor Ed reported that Council will consider this item in greater depth at the March Council Meeting. Council will meet with Joyell Pruett to further discuss the chapel flexibility in a space Joyell will provide on March 20, 2014.

Change to Dates of Council Meetings and Ministry Nights

The pastors reported that since we will have a special session on March 20, 2014 on Chapel flexibility, we would need to move the Council Meeting. After brief discussion it was agreed that we would hold the Council Meeting on Sunday March 23, 2014. We will have a working lunch after church.

The pastors also reported that, due to Holy Week, we will be moving both Ministry Night and Council Meeting up a week in April. Ministry Night will be on April 3, 2014 and Church Council Meeting will be on April 10, 2014.

Cottage Meetings

Erik Hazel updated Council on the progress of the Cottage Meetings and survey. The Pastors also distributed a handout to outline what was expected of Cottage Meetings and some of the logistics. Council recommended that Cottage Meetings be held with homogeneous age groups of 8-10 individuals at church. Erik Hazel, Paul Conner, and Carol Sullivan Weis will discuss remaining logistics with the pastors.

Endowment

Andy Karcher reported that he has completed his review of the Endowment Fund. From his review, he had three takeaways. First, the accounting for the Endowment Fund over the years has been somewhat inconsistent. Second, the Endowment Fund does not currently—and has not for the past two years—tied clearly to any specific asset accounts. Finally, the current accounting for any earnings does not directly correlate to the by-laws. This is due to the fact that our current investment strategy has matured beyond what the original endowment by-laws allowed for.

Andy recommended that a) Council decide, based on review of past documentation, what the balance of the Endowment Fund truly is, and b) a more formal documentation of the current Endowment Fund accounting methods be put in place.

After brief discussion, Council moved and seconded to recommend for consideration by the Finance and Insurance Ministry that the Endowment Fund balance be made equal to the total of the A.G. Russell Investment Funds. The motion passed.

Council further moved and seconded to request that the Finance and Insurance Ministry redraft the Endowment Fund by-laws to more accurately reflect current accounting practices for approval at the next Annual Congregational Meeting. The motion passed.

CPR, First Aid, and AED Training

Alice Galt reported that her friend Kathy Shortelle will give CPR and First Aid Training on February 23, 2014. Council agreed that \$50 from the General Fund be used to buy a gift card as a thank you to Kathy.

NEW BUSINESS

ONA Task Force

Dan Fagnani reported that Judy Owens has restarted the ONA Task Force to re-assess where Hope stands on its ONA mission and what more it could be doing. Dan stated that the eventual goal was for ONA to become a standing ministry. The task force asked Council for its approval to create a full-fledged ministry when they feel it has been fully developed.

Pastoral and Staff Relations Liaison Appointment

The Pastors reported that we currently have no Council liaison for the Pastoral and Staff Relations Ministry. After brief discussion, Council appointed Jennifer Taylor to be the liaison to the ministry.

MINISTRY UPDATES

Building & Property

Randy Hall reported that Building and Property was recommending that the updated contract with Beishir Lock and Security for \$11,495.51 for security and safety enhancements be approved. Randy stated that, per Jeanne Ryan, HopeMark will cover half the cost. After brief discussion, Andy Karcher moved and it was seconded to approve the contract with Beishir Lock and Security for enhanced safety and security features. The motion passed unanimously.

Finance & Insurance

No report

Hospitality

No Report

Outreach

Minutes submitted

Special Events

Carol Weis reported that the Spaghetti Dinner will be held March 8, 2014 from 4:00 to 7:00 p.m. Special Events Ministry will also be selling spaghetti sauce at the Sunday services on March 9, 2014.

Stewardship

No report

Pastoral & Staff Relations

No report

Worship & Liturgical Arts

Minutes submitted

Youth & Children

Kristine Wentzien reported that Katie Mulhall is still looking for Sunday School teachers for the upcoming session. If you know if someone, please let Katie know.

CLOSING

With no further business appearing, the meeting was closed at approximately 9:50 p.m. with a prayer by Pastor Ed Zumwinkel.

Respectfully submitted,
Andrew W. Karcher, Secretary