

Hope United Church of Christ Council Meeting Minutes – May 2014

DATE: May 15, 2014

ATTENDEES: Paul, Alice, Randy, Erik, Andy, Dave, Pastor Sarah, Sue, Jennifer, Carol, Kristine, and Pastor Ed

ABSENTEES: Dan, Josh, and Carolyn

DECISIONS MADE:

1. Paul moved, and it was seconded to invite Psalms scholar and musician Richard to perform at an upcoming Sunday service in June. The motion passed.
2. Randy moved and Erik seconded that Hope switch web hosting services from FatCow to InMotion. The motion passed.
3. In addition to the business discussed at the meeting, in a unanimous internet vote conducted from April 30, 2014 to May 1, 2014, the Council confirmed actions by the Building & Property Ministry to commence repairs to various locations on the roof of the church building in accordance with the bid received from Kirberg Roofing Company.
4. Via email voting, the Council voted and approved the use of the church building for church member Autum's yoga classes in case of inclement weather on Tuesday evenings throughout the summer.

NEXT STEPS/FOLLOW-UP ACTIONS:

1. Randy will do further follow-up on the pros and cons of Budget Billing with Ameren Missouri and Laclede Gas and report back to Council for further consideration.
2. Erik, Carol, and the pastors will work to further the Chapel Flexibility process including items that have been requested by Sister Joyelle as well as suggestions on where the funding for her facilitation will come from.
3. Randy will take the suggestions regarding the Little Library project to the Building and Property Ministry for further feedback. Randy will also review the suggestions and plans with Jennifer.
4. Alice will work with Gina and Pastor Ed to develop a plan for documenting accounting policies and procedures. Andy will help with the editing of these policies once drafts are written.
5. Pastor Sarah will follow up with Psalms scholar and musician Richard on which date he will preach/perform.

6. Paul will follow up with church member Autum regarding more specifics on her request to use Hope for yoga classes. Among Council's questions were: what dates would the group be looking at, is this a for-profit or not-for-profit, and how many people would be attending classes.
7. Kristine will communicate with church member Lonny regarding Council's decision to switch from FatCow to InMotion for web hosting so he may facilitate this change. Kristine will also be sure to express Council's appreciation for Lonny's efforts on this matter.
8. Erik will conduct a walk-through of the church facilities and grounds with custodian Lamont to identify areas of concern and potential improvement around cleanliness.
9. Randy and others who open and close the church on Sundays will start making formal notes of issues identified during their opening and closing procedures regarding cleanliness.
10. Randy will communicate Council's recommendation to keep the Eichelberger door unlocked during Sunday services to the Building and Property Ministry.
11. Alice will work with the Finance and Insurance Ministry to obtain a quote for additional costs to lower Hope's insurance deductible from \$2,500 to \$1,000. Alice will report her findings to the Building and Property Ministry and Council.
12. Carol agreed to take minutes at the next Special Events Ministry meeting.

GENERAL NOTES:

OPENING

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

MINUTES

Minutes of the April 10, 2014 Council Meeting were approved with no exceptions.

In addition, the minutes of the special Council Meeting of May 4, 2014 were approved without exception.

PASTORS' REPORT

The pastors distributed a written report. Items of particular interest included those we are currently holding in our prayers and recent patterns of worship attendance.

FINANCIAL REPORT

Treasurer Alice presented the Financial Report. The big item of note was the current deficit of \$14,128. Alice stated that she is still working with bookkeeper Gina to continue to improve Hope's accounting practices.

In addition to the standard financial report, Randy briefly discussed the increased utility expenses of the most recent winter. Randy asked Council for an opinion on switching Hope to Budget Billing to smooth out the financial burden of the utilities. After brief discussion, Council asked

Randy to do further follow-up on the pros and cons of Budget Billing with Ameren Missouri and Laclede Gas and report back to Council for further consideration.

OLD BUSINESS

Chapel Flexibility

Erik, along with the pastors, stated that the visioning process for the Chapel Flexibility project will soon be underway. Hope will work with Sister Joyelle of the Notre Dame Sisters who will facilitate the visioning process. Sister Joyelle has asked Hope to put together a core group of individuals around this process as well as other items such as goals. Erik, Carol, and the pastors will work to further this process including items that have been requested by Sister Joyelle as well as suggestions on where the funding for her facilitation – she will charge \$100 for 90 minutes of her time – will come from.

Ministry Guidance and Cottage Meetings

Paul reported that the results of the Ministry Guidance Survey are still being assessed. Some general highlights about congregational demographics and how they aligned with values and demographics were shared with Council. Final results should be known before the cottage meetings.

Paul reported that registration for the cottage meetings is well underway. At the time of our meeting about 30 congregants had registered to attend a cottage meeting. A final appeal the following Sunday and through the Pastor's weekly e-mail will be made to get further attendees. In addition, Paul and other focus group members will make personal appeals to congregants as time allows. Cottage meetings will be held in June and the final number of meetings and dates will be determined based on the outcome of the registration process.

Fundraising

Paul reported that the effort to identify, plan and execute fundraising projects is well underway. Of particular note is the Culver's night that will take place on June 9, 2014 from 5:00 p.m. to 8:00 p.m. Hope will receive 10% of all net proceeds that Culver's on Big Bend makes that evening.

Other fundraising ideas are being researched and planned. Church members Denise and Tim are taking the lead on many of these initiatives.

Little Libraries

Randy reported that the Building and Property Ministry has identified plans for the construction of a little library – a stand-alone honor system book sharing box – to be placed on Hope's grounds. Council made numerous suggestions on locations around the church. Randy will take these suggestions along with other items of input to the Building and Property Ministry for further consideration. Randy will also review the suggestions and plans with Jennifer.

School's Out Café Initiative

Sue reported that, due to lack of response from the appropriate contact person, Hope will not pursue the 'School's Out Café Initiative.'

Eden Seminary Intern

Pastor Sarah reported that Hope's decision not to sponsor an Eden Seminary intern was shared with Martha who coordinates the program. Both pastors also indicated that they would be willing to be a supervisor to an intern should a unique situation that requires a non-resident pastor supervisor arise. Martha indicated that she understood the church's position and hopes Hope will consider hosting an intern in future years.

NEW BUSINESS

Accounting Policy

Pastor Ed discussed the creation of uniform accounting policies for Hope. Pastor Ed stated that with all the other efforts being put forth to get our finances in order and with the addition of our bookkeeper Gina who has a fresh perspective on Hope's accounting, now would be a perfect time to put these things in place. Such policies would include, but are not limited to, accounting for investments, fund accounting, re-examination of our cash disbursements policy, etc. Alice indicated that she would work with Gina and Pastor Ed to develop a plan for documenting these policies and procedures. Andy stated that he would be willing to help with the editing of these policies once drafts are written.

Psalms Scholar and Musician Richard

Pastor Sarah reported that Psalms scholar and musician Richard will be in town the week of June 20th through the 29th and offered to return to Hope to preach/perform on either June 20, 2014 or June 29, 2014. After brief discussion, Paul moved, and it was seconded to invite Richard to perform at an upcoming Sunday service in June. The motion passed. Pastor Sarah will follow up with Richard on which date he will preach/perform.

Retirement Recognition for Martha

Pastor Sarah reported that Martha will be retiring from her work at Eden Seminary this year. In celebration of this, Martha will be recognized and participate in the Pentecost worship service on June 8, 2014. In addition, all Hope congregants have been invited to a reception in Martha's honor at 3:30 p.m. that same day held at Crossfit South City.

Use of Hope Facilities for Yoga Class

Paul reported that church member Autum has requested to use Hope as a potential rain site for her community group's yoga class. Autumn stated they are looking for a space on Tuesday nights at 7:00 p.m. After brief discussion Paul agreed to follow up with Autum on more specifics. Among Council's questions were: what dates would the group be looking at, is this a for-profit or not-for-profit program, and how many people would be attending classes.

Website Hosting

Pastor Ed reported that Hope is currently looking at replacing its web hosting provider FatCow. Numerous problems, including delayed or missing e-mails, have been experienced in recent months. Church member Lonny compiled a list of providers along with a recommendation to switch to InMotion Hosting. After brief discussion, and telephone consultation with Lonny, Randy moved and Erik seconded that Hope switch web hosting services from FatCow to InMotion. The motion passed. Kristine will communicate Council's decision to Lonny so he may facilitate this change and also our appreciation for his efforts.

Custodial Services

Alice reported that members of the congregation have brought to her attention potential issues with the cleanliness of the church. After brief discussion, Council decided that it would follow up with custodian Lamont. Erik will conduct a walk-through of the church facilities and grounds with Lamont to identify areas of concern and potential improvement. In addition, Randy stated that he and others who open and close the church on Sundays will start making formal notes of issues identified during their opening and closing procedures.

Complete Streets

Randy indicated that Hope was well represented at a recent Complete Streets – the city study of the street grid and related improvements – discussion/open forum. Among items of interest to Hope are the widening of crosswalks, permanent stop signs at Tamm and Eichelberger, and the possibility of making 45-degree angle parking along the park permanent. Randy will keep Council posted as the study and subsequent fixes move forward.

MINISTRY UPDATES

Building and Property

Randy reported that the Building and Property Ministry has asked for Council's input on a formal door security policy for Sundays – namely if the Eichelberger doors should be locked or unlocked during service. After brief discussion, Council agreed that it was the recommendation of Council that the doors remain unlocked as the desire to extend an extravagant welcome to all who come to our church outweighs any security concerns leaving the doors unlocked during services presents. Randy will take this recommendation to the Building and Property Ministry.

Randy also reported that, due to recent insurance claims – storm damage, etc. – Building and Property Ministry would like to request an estimate on what it would cost Hope to lower its insurance deductible from \$2,500 to \$1,000. Alice will work with the Finance and Insurance Ministry and report back to Council and the Building and Property Ministry on this request.

Building and Property (continued)

In addition to the business discussed at the meeting, in a unanimous internet vote conducted from April 30, 2014 to May 1, 2014, the Council confirmed actions by the Building & Property Ministry to commence repairs to various locations on the roof of the church building in accordance with the bid received from Kirberg Roofing Company. A base “not to exceed fee” of \$3,528 was approved as well as an estimated fee of approximately \$1,500 to more closely investigate the bell tower to try to identify where tiles or other materials are breaking off and damaging the roof tiles below.

Finance and Insurance

Minutes of the ministry meeting were submitted for Council's review.

Hospitality

No Report

Outreach

Alice reported that all donations received for Heifer International and Shannondale had now been paid to them. In addition, minutes of the ministry meeting were submitted for Council's review.

Special Events

Carol agreed to take minutes at the next Special Events meeting.

Stewardship

No Report

Pastoral and Staff Relations

The pastors reported that Josh's last official day as an intern at Hope will be May 25, 2014. There will be a reception in his honor after the 10:30 service that day.

Worship and Liturgical Arts

Dan, via e-mail, reported that the Worship and Liturgical Arts Ministry is currently working to finalize plans for Pentecost. In addition, they are starting to plan the 75th anniversary vitality service. Finally, the Ministry is working to put a better system in place for communion and its preparation. An article regarding communion and deacons will be in the next Builder.

Youth and Children

Kristine reported that the Youth and Children's Ministry is putting the finishing touches on the intergenerational Sunday School program for the summer months. The program will involve self-guided walking tours accompanied by prayer and meditation. The sessions will conclude with group prayer. The sessions are set to begin June 1, 2014.

Kristine also reported that the ministry is still looking for volunteers to help with Vacation Bible School.

CLOSING

With no further business appearing, the meeting was closed at approximately 9:16 p.m. with a prayer by Pastor Ed.

Respectfully submitted,
Secretary Andy