

BOARD MEETING
Cherry Log Christian Church
July 20, 2013, 10:00 am

Members present were Lynn Barrett, Don Brewer, Dr. David Griffin, Sharon Meek, Ron Midkiff, Tom Mitchell, Kristi Mulchahey-Johnson, Beth Roberts, Bill Thompson and Janet Tripp. Marsha Kipling was invited to attend as chair of Membership to give a report.

Chair Sharon Meek welcomed Don Brewer to the meeting. Don is the new Chair of the Elders, replacing Lucie Coffie who was the former Chair of Elders.

Opening devotion and prayer

Chair, Sharon shared with the Board the letter written to all Disciples congregations following the 2013 Orlando General Assembly, by The Rev. Dr. Sharon Watkins, General Minister and President. The letter ended with a quote from John 3:17:

“United though not uniform, diverse but not divided, let us name our differences then claim our common calling to be and to share the good news of Jesus Christ who came “that the world might be saved.” *(The letter and the entire General Assembly can be found on the link from our website.)*

Her devotion ended in prayer.

Training Moment:

Sharon expressed that we continue to have concerns about what comes to the Board and what doesn't. We continue to consider in our brains that the Board is still the all-powerful machine that it once was. She went over the Decision Tree for our church structure as directed by the new Church By-laws and Constitution. *(This is attached on the other side of the agenda, Attachment #1)* She put this together basically for the council chairs to take back to their committees so that they can understand what they need to bring forward and what they do not need to bring forward. *(Note that the Church Board is at the bottom. This should really be on a spread-sheet with the three parts side by side. There is no hieratical position among them.)*

The committees can do much without higher direction. They can do their activities, goals, and their reporting without interference from anyone. The items in the grey boxes are the things that need to go to the Ministry Council.

The Council will need to deal only with those items that are above the budget; the only conflicts that need to go to the Council are when they are unable to resolve them among themselves. This does not need to go to the Board yet. *(This is my first attempt to outline this so people can understand how the structure of the church is to work now given the By-laws and the Constitution. If you see something wrong, let me know and we can fix it.)*

You will notice there are four things that need to go to the Board from the Council: proposing a new church policy; *(We are going to talk about that today.)* a conflict that cannot be resolved across to Council; spending over \$1000. *(We will actually deal with that today.)*

I also want to note that disbanding or adding a committee is at the Council level. The new By-laws are about permission giving. How the committees really are the workers of the church out there.

Reports from the Councils/Leadership Groups

(Reports will be handled in a different manner – requests and presentations will be within them.)

Discipling Council – Beth Roberts *(Attachment #2)*

Beth highlighted the attached Report with the following additions:

Legacy Partners: Rev. Randy Johnson will meet with people who want to meet with him on an individual basis after church and on Monday.

Worship Committee: Looking into the possibility of Vesper services during Advent and holding them and/or other like services at a time other than Sunday evening so those who travel a long way to church will not have to come back to the church two times on one day.

Membership Committee: Skipping over that because Marsha Kipling is here to make a presentation. Beth did say, however, that the committee is looking toward a systematic way to help people who live alone and are not able to do things for themselves including possibly respite care givers. That has not happened yet but we realize more and more something like that needs to happen.

Christian Education Children and Youth: *(Adding to the VBS comments on the report, Beth and other members of the Board expressed appreciation and gratitude to Julie Johnson for its success and for the celebration last Sunday during the worship service.)*

Beth reported that the committee is dealing with the background check process that is required for all adults who work with children. There was some discussion and it was pointed out that is one of the matters that needs to be dealt with at the committee level.

Membership Committee Chair Report: Marsha Kipling *(See Attachment #3)*

The task before the Membership Committee....

The status of the membership of the church and how the membership identifies with the quorum system is the responsibility of the congregation. It is not as difficult as it used to be. In the new By-laws and Constitution it is still necessary to establish the number of members for a quorum in a congregational vote. In the past the people responsible were the minister, the church treasurer, the secretary and the moderator. This is one of the reasons for doing this. Once a year they do the count and Malinda may then change the records. That is one reason why the Membership Committee is looking into it. Secondly, we want to remind members that membership involves some level of commitment and likewise that needs to be delineated.

There are four factors that the Disciples Church looks at for members of the Disciples Church: attendance, giving, participation and activities in expressing spiritual concern for the congregation. That is as specific as it gets coming from the denomination. Typically, what we have been doing in the past is looking at participation. That is a little difficult to clarify. It is always an issue in any church. The fact of the matter is that there is a rule in the church that anybody who has ever been a member at any time during the life of the local church is a member. Typically the members were listed when the church began and everybody's names are added as they become members. We are trying to do that retroactively with the History Committee. The membership will also have to become involved. Carolyn McGinnis and Jim Weiland are also taking a look at this. Since we have been on the computer we have all the new members.

Right now we know the charter members starting in 1999 with new members. There is a gap of about a year and a half after that where we have a discrepancy. Since we have been on the computer we have the information. (We do have a hard copy of this information.)

Marsha passed out the chart that the committee has worked on to aid in determining who is a member. *(See Attachment #4)* It is up to the persons to determine for themselves if they want to be a member. The chart will be mailed out to everyone who is active or not active or whatever as best as we can come up with as addresses for them to determine the category they want to be in. We have printed a statement asking them to determine what level they want to be in. This will take out the threat of someone else trying to determine

who is an active member and who is not. Sending out the form to as many people as possible will give us a clearer idea for a more realistic quorum for a vote. It is not our intention to exclude no one. The cover letter will provide an opportunity to explain who are the participating voting members, the inactive member and the interested participant. This will also allow for communication preferences for all levels of membership. This is a hard thing for Malinda to keep up with. People sometimes provide you with addresses and sometimes do not. Some of us keep in touch with inactive members who still want to keep in touch with the goings on at the church. We want to make sure that as much of that information is available in the electronic system as possible.

Marsha went on to clarify and answer questions about the attached chart. This may expand. There will be another column for them to check and they will be counted at whatever level they wish to be counted. This will change as we come up with more circumstances.

Part of this is that communication link for people who still want to be on the prayer list and other things connected with the church. There will be a communication preference form that will go out at the same time. Because this mailing is so broad, it should help us to determine the status of people. This will also help the Elders in their contacts with the congregation. This is in the preliminary stages and for your information. The committee welcomes all comments and suggestions. Obviously they want to get this out as soon as possible, but it must be done before the next budget vote in December.

Stewardship Campaign: Bill Thompson

Before Bill gave his report he wanted to make it clear to all that he is only the campaign chair, he is not the Stewardship Chair. Bill went on to give the report as is on the attachment. He then went on to say that the committee expects a positive response to this campaign that has been used in several thousand churches in all major denominations. We are going to do our level best to work with this program exactly as it is proposed. It works! Sharon commented that when churches use this there is a dramatic difference in the amount of giving so we are hopeful. Bill stated that through these percentages that are outlined people do not think of it as going to the budget but as "What is God calling me to do with my income?" Sharon, The Stewardship Team is asking for the church itself not to have any other initiatives during that time but to have the total emphasis only on the Stewardship Campaign. It is important that we as we talk with our committees and groups that they be aware of that emphasis.

Resource Council – Tom Mitchell (*See Attachment #5*)

Finance Committee:

The Committee requests an audit of the books that needs to be done in compliance with the By-laws. We cannot afford a total audit but will go to a smaller one with certain specified items that after hours and hours of research have been determined to be effective.

The Finance Committee asks the Board for approval of \$3,000 to pay for a church audit. This audit is required by the By-laws stating that an audit is to be made of church procedures to be conducted annually by a third-party to review financial practices, policies, and records. The audit results will be presented to the Board and made available to the congregation between now and the end of the summer. The procedures include: (A) Cash test with both Accounts Payable and Accounts Receivable. (B) Sampling of individual congregational giving. (C) Accounting system appropriate to 501c3 status. (D) Review designated

giving processes. (E) Review Chart of Accounts and ensure that ACS system is working appropriately. This audit will be done by Rushton & Co. of Gainesville. They do church audits and are familiar with church procedures.

This motion from the Finance Committee was seconded by Bill Thompson and was carried unanimously by the Board.

The Committee's request for an ad-hoc committee to create a policy on receiving gifts is described in Attachment 6. This was discussed and Sharon asked for three volunteers to serve on the committee saying that we do not need a vote for this. With no volunteers forthcoming Sharon said she would enlist one Board member and would find two other from the congregation for this three-person committee.

Property Committee:

Tom asked David to update the status of the tile and flooring.

David reported that they are now ready to go ahead with taking up the tile. The contractor has an eight-man crew that will use a machine with a steel blade that will also get the glue off. They will take the furniture out, mop up the floors and place the furniture back. From the consensus of several people, the concrete will never dry out, even if left unfinished forever, especially in the back corners. We have some options that we do not need to discuss here. So, no tile, no expense and it is all taken away.

Some of us will be talking with Randy Beckett who sold us the material to see if we can eliminate the attorney fees that neither of us wants to continue to pay. We might ask if Randy will give us the tile and the carpet at his cost or less, we could then look and see how to get it installed. The Property Committee will then need to determine what we will put down and where. My suggestion to Sharon is that we come before the congregation informing them of the process stating that the tile is up and giving them options of what we can do, not what we put down, but what they might be able to do in terms of income that will not affect their regular giving and see if we might be able to fund it.

Sharon: We are hoping that by mid-August the tile will be out. It is a two to three day process, so it will not affect our activities. The carpet in the office and in the conference room has not worn well. When the contractor was here we asked him if he could pull up this carpet as well because it is also glued down. He said he thought he could do it. We are still waiting for him to fit this into his schedule. We are most pleased that we do not have to move any furniture.

The fact came up that Charlie and Kenny have resigned as co-chairs of the Property Committee. They will continue on the committee but not as chairs. The possibility of hiring a maintenance man is being considered, but we still will need a property chair as a supervisor. The question was raised: Can we afford to hire someone? Malinda has been asked to make a list of what cost is over the year to hire someone to do maintenance-type things such as changing out the filters. Would that even come close to what would be needed to hire someone? The nominating committee has been looking for someone to chair the committee. We still have people mowing the lawn and keeping it operating. The only thing that has changed is there is no leadership.

Personnel Committee:

The Committee has some concerns that we are not dealing consistently with our staff. (*See Attachment #5*) Sharon stated that Bob Clark has asked that he receive a mandate from the Board to do the research, review the issues, and then make a recommendation back to the Board for personnel policies. There are many options to look at, but we need to have policies.

This motion from the committee was made and was seconded that the Board authorize the Personnel Committee to do research and review of issues on the items listed and make recommendations for personnel policies. The motion was carried unanimously by the Board.

Finance Committee:

Sharon: Statement of Financial Position, June 2013 (*See Attachment #7*). This statement is also on the web site. We are able to pay all our bills but we are very tight. Just know that.

David: The general budget is in the black, the building fund is in the red. That is not unusual for the three-year span of the building fund. There was discussion about the possibility of encouraging people to use electronic giving. It was noted that one form of that is now available on the web site.

Possible Projection System:

Sharon: We have an anonymous donor who asked if they could give money to have a projection system put into the sanctuary. I would like to get your thoughts on it. This is not intended to change how we do worship. It would be mounted in the rafters. There are no screens. It would be projected on the diagonal walls where the choir sings.

The wiring would go through the roof and around to connect to the sound system. The sound would come from the sound board, and the projection to be turned on there. It would be extremely helpful for emphasis in the Stewardship Campaign in the fall.

David: It would not be a duplicate of the Celebrate Early service. It would be used for emphasis with a particular picture or a quote that goes along with the sermon. It would not be used for the hymns.

There was discussion including the thought from Kristi that the money that it would cost could go a long way not only for our church but also for helping others in the world. It was pointed out that there are some people who have a passion for a particular thing that they would like to provide – something over and above their regular giving to the church and its ministries. The ongoing problem of someone giving something to the church that in the end costs the church more money to adapt it or maintain was raised by Ron. Somebody needs to make a decision about whether to accept the gift or not. Sharon: Exactly. I wish we had the designated giving policy right now so we could have direction about this. The question surfaced that we might postpone the decision until the policy is in place. Sharon said she has been in touch with those folks and they stressed that it would be a huge asset in trying to attract young folks because the churches they have been visiting all use projections during their services.

Bill stressed the need for it to use the power point that comes with the stewardship campaign. It was noted that we can rent it as have done before. Sharon asked for the Board's feelings about it at this point. Should we go to the Worship Committee and the Property Committee and let them also vet this before a decision is made? Then does it need to come back to the Board, or do we wait until we have a policy? A long discussion evolved about setting precedents and what committees should be consulted and not wanting to hurt feelings. The consensus was that the decision needs to be slowed down and held until a policy has been approved for special gifts. Sharon will be back in touch with the couple who knows we are discussing this today and let them know of our decision and express to them our deep gratitude for the offer.

Outreach Council – Bill Thompson (*See Attachment #6*)

Bill went over the report as attached. There was discussion about moving the clothes closet to the little white house: The construction of the ramp that will go from the parking lot to

the house; the logistics of the move including locations for the clothing etc. within the new location; the positives of the new location as opposed to the problems of the old location including mold, difficulty for folks to get there and find parking, etc.

Discussion on church health and David's sabbatical – Sharon Meek

Sharon reported that having been chair of the Board and talking to folks that our church has been through many things as we continue to deal with each other. I understand we are like most other churches, but just because it is normal for a church does not mean we cannot do something about it. One of her concerns is that we do not do a very good job with our expectations of our minister and our leadership and we are quick to criticize. So, Jerry Johnson, David and I, discussed ways we can address what our expectations are as we work with leaderships on a day to day basis. There is an organization that many other Disciple congregations are using, Center for Congregational Health. We went to them telling them some of the issues. They are quite intrigued because they have dealt with these issues from the minister's standpoint but have not done it from the other direction. They thought this is something that could be and should be done.

One of the things that we have talked about is that beginning the first of October, David is due three months of sabbatical that is part of his contract. We decided it might be helpful to work through some of the issues during the time he is away. Then, when he comes back we can work as a congregation. We also decided that maybe we might also look at our ministers of music at the same time. Richard may have sabbatical at the same time and we can work through that kind of stuff.

We have gotten a proposal back from Brian Hatcher. He is ready to put together a proposal. There would be a cost that basically would be for his transportation and his living cost while he is here. It would be \$500 for each weekend that he is here, and would likely include some study through Wednesday night worship and small groups.

It would probably be after the first of the year because of stewardship and not wanting too many things happening at the same time. This is just to make you aware of it. We will have more to talk about as we go through the process. Before we do anything we will come back to you with the proposal for your review. This is also in line with the listening team recommendation. We need to do something about how we deal with each other and how we interact with our leadership so that all of the congregation can be involved.

Deacons – Tom Mitchell (*See Attachment #9 for the listing of the Deacons Goals and Activities for 2013 church year.*)

Four new Deacons have been orientated. They are aware of their duties and have been trained to serve communion, how to count the offerings and close the buildings, with a few exceptions where individual training will take place. There is one change to our duties. The deacon of the month will also be taking over the parking lot flow on Sunday mornings. At the last meeting, according to the By-laws the four retiring Deacons nominated the new chair to be Tom Mitchell who was elected by unanimously except for one, Tom, but he has agreed to serve.

Elders – Don Brewer

I was nominated by the four retiring members of the Elders and have taken on that role. We had an orientation meeting the first Sunday of the month. The Elders now have a spread sheet of every flock. About one-third of the names on each flock are non-participating or associate members going to another church. We went through what we know about the members on each list, but it is complicated. We are going through the process of having Jerry Johnson there each month giving us training on listening. It is very

interesting.

Additional Business

Sharon noted that we need to start working on our Mission Statement that sorely needs to get done. The Board will form this statement as recommended by the Listening Committee and is in the By-laws and Constitution. It is to be short and concise and one that all of us believe in. There was discussion about how this process should be done. It has not been spelled out for us. It should be who we are, what do we do. There was discussion about the need for a mission statement there seemed to be differences of opinion about this need and what a mission statement should say. Sharon gave each member an opportunity to express how they felt about this process and their thoughts on the need for a mission statement.

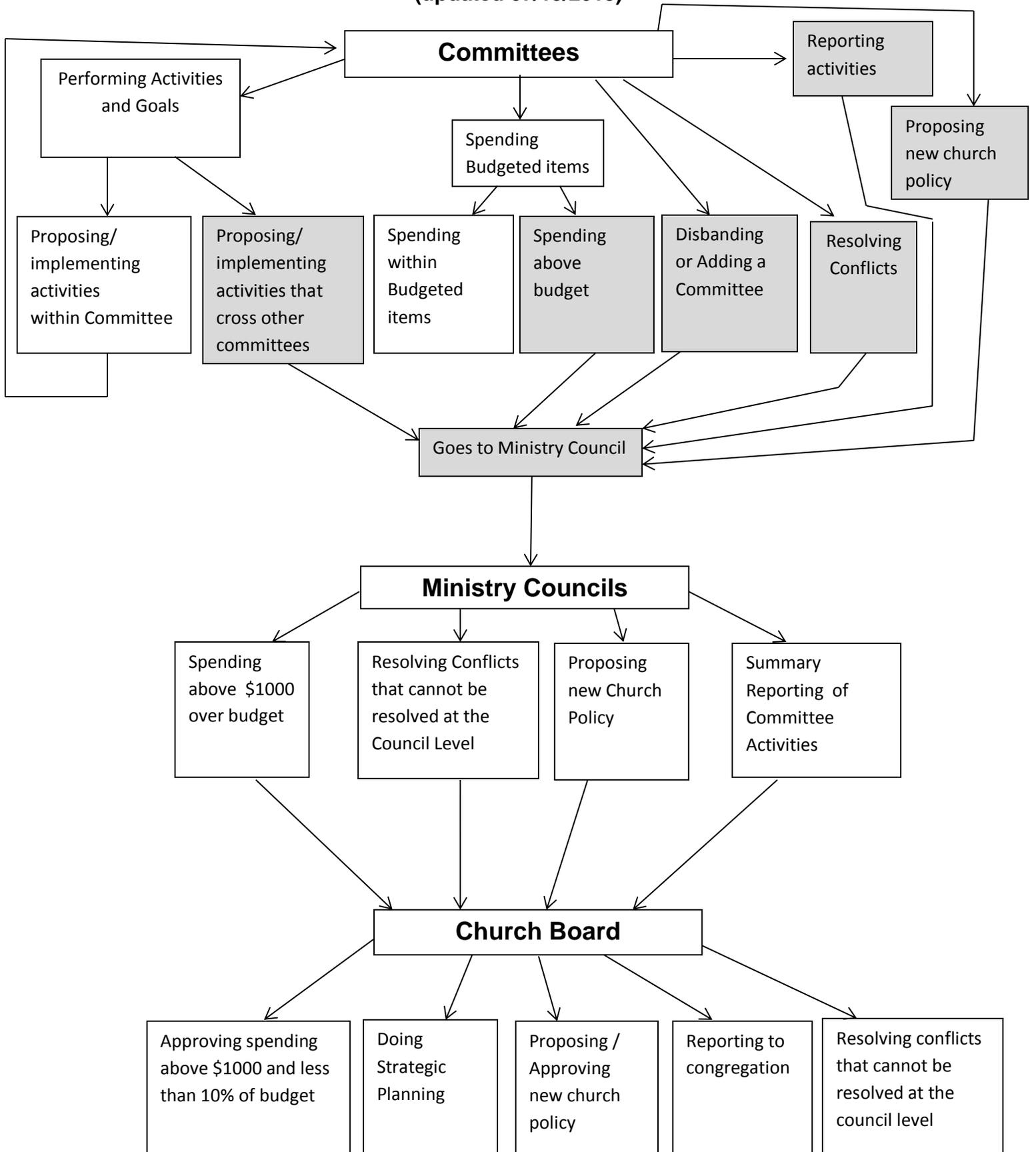
She then suggested we take a breath and do some discernment. Sharon said she may ask three of members to get together to do discernment in an ad-hoc way and come back with a direction we need to take. Whether it is through looking at Scripture and come up with Scripture, but I also believe as Christians that we've got to make it clear when we walk through that door it is clear who we are. We often don't know that immediately. The thing that sets this church apart that you don't know until you are inside is: when we say everyone is welcome at the table we mean that. That is not true in every church. For me, this is important that I see those words and know that everyone is welcome at the table. Let's do this: I will seek volunteers and we will visit this in our next meeting. It is getting late today. "All Means All," as it was said at the Assembly. We should put it up there when there is a problem.

The meeting was then quickly adjourned.

Respectfully submitted,
Janet Tripp, Clerk

Addendum: On August 12, 2013, Sharon Meek, Moderator, sent out an email to follow-up the discussion at the February Board meeting and at the request of the Outreach Council chair about adding the Reconciliation Ministries offering to the special offerings that we do at the church. This email was a Moderator requested vote on whether or not to add this offering because there is currently no Board meeting scheduled until November and this offering is done at the end of September. The vote was 9 Yes - 1 No - 1 Abstain - 2 board members did not vote. The motion to add this offering was approved by the board.

**Decision Tree for CLCC Structure as directed by church By-laws and Constitution
(updated 07/19/2013)**



Discipling Council, Cherry Log Christian Church
Report to the Board
July 20, 2013

The Discipling Council met on Sunday, July 7. Reports from most committees were received at that time. The council welcomed new chairs of three committees: Ann Doster (Music), Hal Doster and Jim Tingle (Christian Education – Adult), and Jane Griffin (Christian Education – Children and Youth). A brief summary of the work of some of the Discipling Council committees follows.

Christian Education Children and Youth -- Under the leadership of Julie Johnson, Vacation Bible School was held from July 9 to 12. Below is Julie's summary of the successful program:

This is the 5th consecutive year for VBS since we have been in the new building. This year's title was "Adventures on Promise Island." We learned about 4 promises that God gives us by looking at both NT and OT stories. We had 45 adult volunteers and 5 youth CITs, Counselors In Training. There were both new members and new people on the team this year as well as 7 volunteers who are not members of the church. We had a total of 28 children, about 1/3 from other churches. The mission focus was clean water. The mission committee did a great job. At the end we collected more than \$500 to send through a Disciples Ministry to Haiti to provide 19 filters for 19 families through a local pottery filter company. The kids were very impacted by the fact that so many around the world only have access to contaminated water. Great fun was had and learning abounded through drama, art, singing, dancing, games, science and mission. We are in the midst of evaluation and sending letters of thanks.

The church's "Child Protection Policy" has been referred to the Christian Education Children and Youth Committee for review and updating, if necessary.

Christian Education Adult – Three adult Christian Education classes and Wednesday night dinners/studies continue. Dr. Fred Craddock will teach a series called "Gethsemane in the Days of His Flesh" during the Sunday morning 9:30 hour in September. The committee is considering whether there is a need for a young adult Sunday school class. A survey will soon be done to find out what topics adults in the church would like to explore through programs of Christian education.

Legacy Administrators – On Sunday, July 21, lapel pins will be presented during worship to the people who have committed to remember the church in their wills AND who have agreed to make their names public. Randy Johnson from the Christian Church Foundation will be present for this event. The committee is very excited with the response of the congregation to their program.

Membership – This committee has put together a description of the various kinds of membership at CLCC, identifying expectations of each level of membership. The congregation will self-identify in a category. The committee believes that, among other benefits, identifying

categories of membership will help elders serve their flocks more effectively. (This plan will be presented to the Board at the July 20 meeting so will not be further described here.)

Small Group Ministries – This group is looking into the possibility of a system to serve the needs of people who live alone and/or people who need services of one kind or another at home. Work on the labyrinth project continues. Each month, an article in the Cherrylogue will highlight the opportunities offered by a small group.

Worship – Youth services will continue on a regular basis. The committee is considering instituting a series of Vespers services, possibly during Advent.

summary prepared by Beth Roberts, Discipling Council Chair

The task before the Membership Committee....

From the new By-Laws:

“6. Membership The Membership Committee will:

a. Working with the Administrative Assistant, be responsible for maintaining a working roll of the members of the Congregation, including participating and non-participating members;”

Why the task is necessary....

-to help determine the number of participating members for purposes of establishing necessary numbers for quorum for Congregational voting;

-to remind members that “membership” in any community involves some level of commitment; likewise, the CLCC community anticipates a level of commitment from its members;

-to clarify the definition for “participating, voting member”;

-to minimize the possibility of hurt feelings, rumors, suspicions about who is on, who is off the rolls; who took whom off the rolls, etc.

The thinking behind the development of the proposed definitions....

-creating an “I statement” document will ask people to determine what level of commitment they are willing to give to CLCC;

-the “I statement” format will take out the “threat” of someone else determining who is an active member and who is not;

-sending the form out to as the many people as possible who have been involved with CLCC will give us a clearer, more accurate count for a realistic quorum number;

-the “I statement” format will give those who have left, those who participate on a limited basis “a place at CLCC”;

-the cover letter will provide an opportunity to explain the difference between the “permanent CLCC roll” and the current participating, voting membership;

-the mailing for this process will also allow us to include an update for communication preferences for all levels of “membership”, a necessary task to provide effective church-wide communication.

Questions asked thus far:

What about non-resident members, associate members? What about those unable to attend services?

What about children members? Language related to associate membership hard to understand...

What about those who can't give....add “as able”?

The quotation below is taken from the Disciples' Year Book instruction booklet that is sent with the Year Book report form each year.

Participating Membership: From within the congregation's total membership figure reported above, list here the number of members who participate actively in your congregation's life through **attendance, giving, participation in activities,** and/or **expressing spiritual concern for the congregation;** or according to other criteria which your congregation uses for determining its active membership.

Membership Level	Attendance	Giving	Involvement	Faith Support
Participating/Voting Member	I attend worship on a regular basis. I attend special services, Sunday School, Wednesday nights, other events as my schedule allows.	I intend to give a percentage of my income to support the ministries of the church. I look to growing my giving.	I actively serve (ex. committee work, community service, Disciple Women, choir, family members, etc.): I intend to vote on congregational business.	I pray for CLCC, its members and its ministries. I support congregational members in times of life crises. I stay involved with CLCC and its members outside the church walls.
Participating/Voting Associate Member (part-time residents; those holding membership in other churches)	I attend worship on a regular basis. I attend special services, Sunday School, Wednesday nights, other events as my schedule allows.	I intend to give a percentage of my income to support the ministries of the church. I look to growing my giving.	I actively serve (ex. committee work, community service, Disciple Women, choir, family members, etc.): I intend to vote on congregational business.	I pray for CLCC, its members and its ministries. I support congregational members in times of life crises. I stay involved with CLCC and its members outside the church walls.
Inactive Member	I no longer attend CLCC worship on a regular basis, but may attend CLCC upon occasion.	I may contribute to the ministries of CLCC.	I actively serve family members and/or the community and/or in the ministries of another congregation.	I pray for CLCC, its members and its ministries.
Interested Participant	<input type="checkbox"/> I attend CLCC worship. <input type="checkbox"/> I attend special services, Sunday School, Wednesday nights, other events. <input type="checkbox"/> I am a former member of CLCC. <input type="checkbox"/> I am exploring future membership at CLCC.	I support the ministries of CLCC.	I actively serve in CLCC ministries and/or the community and/or in the ministries of another congregation.	I pray for CLCC, its members and its ministries.

Resource Council Summary Report for CLCC Board Meeting July 20, 2013

1. FINANCE COMMITTEE:

AUDIT: Working with company in Gainesville GA to set up an audit of church procedures to be conducted between now and end of summer. These procedures include:

- A. Cash test with both Accounts payable and Accounts receivable
- B. Sampling of individual congregational giving
- C. Accounting system appropriate to 501c3 status
- D. Review designated giving processes
- E. Review Chart of Accounts and ensure that ACS system is working appropriately

BOARD REQUEST: The company indicated depending on the procedures we requested that the cost may be around \$3000. The finance committee would like to request approval of \$3000 which is over budget to conduct this audit as required by the church by-laws to conduct an annual third-party audit to review financial practices, policies, and records. The audit results will be presented to the Board and made available to the congregation.

BOARD REQUEST: Create an ad-hoc group to create a policy on receiving gifts for non-budgeted gifts and gifts in kind and return to the next board meeting with a proposed policy for vote. The policy that the finance committee is requesting might include the following principles:

The policy should encourage appropriate gifts but allow the church to refuse any that are inappropriate or that have a likelihood of incurring expense or other liabilities that outweigh the value of the gift. Also any approval process should be expeditious so the person offering the gift is not turned off by apparent unwillingness or unnecessary red tape.

Gifts received:

- a. Should be in keeping with the purpose and mission of the church.
- b. Should not commit the church to making uneconomic expenditures either at the time of receipt or in the future.
- c. Should not cause the church to incur risk of liability, financial or otherwise.
- d. If a gift of stock, real estate or similar asset, should be liquid so can be converted to cash easily.
- e. If a gift in kind (furniture, landscaping, equipment, etc.) should be reviewed by appropriate church body for compatibility with existing furniture/fixtures/equipment, likely hood of unreasonable maintenance costs and other liabilities.

The approval process should be reasonable and expeditious:

- a. Designated cash gifts should be easy to approve with little or no process. Moderator or Moderator and appropriate Council Chair might be one method. If the designated gift poses questions, these two could escalate to a broader base for review and approval.

- b. Gifts in kind that affect the building or property (furniture, fixtures, equipment, landscaping, additional property) could be approved by the Trustees.
- c. Other non-cash gifts could be reviewed and approved by the Moderator and Council Chairs.

2. PROPERTY COMMITTEE:

Status of the tile and flooring:

David, Malinda, and Sharon met with the flooring installer this morning and looked at when he and his crew will be coming in to pull up all of the tiles and clean the floors. We have also asked him about also removing the carpet in the church office and conference room and possibly replacing it with a carpet similar to what is in the halls on each side of the sanctuary. He is to talk with Beckler, the manufacturer and will get back to us with a proposal. The tile hopefully will be removed next week – Tuesday, Wednesday, and possibly Thursday, but we will need to wait for confirmation from him either this evening or tomorrow. Malinda is checking the calendar and may need to move some activities around to accommodate the schedule. This is all being done as part of the settlement for the bad tile work. We are hoping that the carpet in the office and conference room might be done under this other work and be minimal in cost. Will keep you posted when we know more. The installer will also remove the furniture from each area while the tile is being removed and floors cleaned and then put it back. Malinda will be onsite during this process to oversee his work.

3. PERSONNEL COMMITTEE:

The personnel committee has found several items that they feel need to be addressed but would like a mandate from the board before proceeding

The Board is requested to authorize the personnel committee to do research and review of issues on the following items and make recommendations for personnel policies:

- a. Paid leave –there is not a comprehensive policy about how paid leave should be treated for full and part-time staff. How is paid leave to be determined and overseen.
- b. Benefits – Currently, we are paying for individual policies for two staff members (1 part-time and 1 full-time). A supplemental for David is being paid for since he is on Medicare. If we use the Christian Church group plan, would we be able to get staff better healthcare coverage? Also, any staff member full or part-time is eligible for contributing to the health care and pension plans from Pension Fund of DOC. Determine what would be reasonable and a standard for our church to embrace.
- c. Salaries and hourly wages – Determine how comparable our salaries are to other church of our size for each type of job in the church and whether staff is being paid appropriately. Create recommendations for how we should apply salary and pay increases.

Outreach Ministries Council

Report to the Board

July 20, 2013

This is certainly a busy year for all of us as we try to discern the workings of our congregation under the new by-laws structure.

I have been pulled into the Stewardship task force and now asked to be the chair of the fall Consecration Sunday program as we plan our financial program for 2014.

The General Assembly of the Christian Church (Disciples of Christ) has just concluded in Orlando. Denominational relations committee has promoted viewing the worship services online. These recordings are still available on the disciples.org website. I have an electronic copy of the business docket that I would be happy to send you if you will send me an email. It contains all of the services, reports, resolutions and information about the assembly. It is the first time that Disciples have not printed a completed docket and have encouraged attendees to use digital resources on portable devices.

There has been discussion between the local outreach committee, the property committee and the moderator about utilizing the little white house to house the clothes closet. In meetings about this, all agreed that this would enhance the ministry of the clothes closet.

This week Sharon met with Roxanne, Patty, and Darlene about next steps for moving the clothes closet to the little white house. Caroline Carder has designed a ramp for the front and Jennifer Mills had designed steps coming from the church parking lot down to the little white house property. Right now, John Dickinson and Billy Harrison have offered to build the ramp and steps and hopefully will begin this process soon. The cost of the materials is being taken from designated funds for improvements on the little white house and will not come out of the property budget line item. Roxanne and Darlene have offered to help get the furniture out that is currently in the house and give it to either the

Craddock Center or if it is too bad, take it to the dump. I spoke with both Teri Slemons and Judy Wyndham and they are both fine with removing the furniture that they got for the youth downstairs. The youth at this time will not be using the basement and Roxanne and Darlene we can use it for storage, once we get it cleaned up. I am volunteering to help and Roxanne and Darlene can let us know if they need more help in the process.

Once all of the furniture and items are out of the little white house except for those items that we will be storing, then we will be working on moving the clothes closet. Caroline's husband Doyle is working on a sign for the front that will show where the new clothes closet is.

Steve Martin is serving on the Stewardship task force as a consultant in promotion. He is working on some banners for the fall Consecration Sunday campaign.

Jane Carwell is pleased that the congregation is responding to her food donation emphasis and that we are now giving an average of nearly 100 food items each month. This is better than the 40 she first reported, but hopefully we can do better in a congregation our size than 25 items each Sunday!

Bill Thompson, Chair
Outreach Ministries Council

Deacons Goals and Activities for 2013 Church year. Updated: 7-2013

Deacons: Tom Mitchell, Chair; Lisa Weir; Chuck Brewer; Laurie Johnson; Carolyn McGinnis; Alan Slemons; Sidney Goss; Maureen Hicks; George Barrett; Amado Gabriel; Jane Calwell; Jack Westbrook

Goals:

1. Work with Elders on pastoral care of the Congregation; this would include delivering food to member families who have passed away, assisting with Baptisms, and Serving Communion.

Status: a. Delivering food: No activity this quarter

2. Assist with baptisms

Status: No activity this quarter

3. Serve Communion

Status: All Deacons who have agreed to serve communion have been trained

4. Count the offerings

Status: With the advent of the new early service, instructions to Deacons have been amended so that the Deacon of the month will be at church by the end of the first service to help count that offering, as well as the second service offering. However, efforts to have someone from the first service be appointed to assist the Deacon of the month have so far been fruitless. Additionally, a roster for coming year showing the Deacon of the month and the teller (counter) has been distributed to the Deacons and the administration.

5. Close the building on Sunday

Status: All Deacons, including the recently elected ones, have been trained in building closing procedure. The Deacon of the month has the responsibility of closing the building for that month.

6. Work on councils, committees, etc.

Status: As per the by-laws, the below listed Deacons have accepted the following positions:

Jane Calwell; Outreach council representative

Sidney Goss: Resource council representative

Maureen Hicks: Discipling council representative

Carolyn McGinnis: Personnel committee representative

7. Together with the Moderator and Chair of Elders, presents the slate of at-large members of the Nominating and Leadership Development Committee to the Board for approval.

Status: The slate of at large members to be presented to the Board are—Jane Carwell, Katie Griffin, and Fran Lake