

FINAL – APPROVED JAN 9, 2020

Chelsea First United Methodist Church
Administrative Council Minutes
December 12, 2019

In Attendance: Joy Barrett, Kerry Plank, Charles Schmunk, Scott Wooster, John Seto, Ron Mourad, Mike Vanderspool, Brenda Beck, Edie Wiarda, Gary Packard, Sandy Schmunk.

Meeting begun with prayer by Ron Mourad, chair

Ron welcomed new members for 2020: Mike Vanderspool (member-at-large) and Edie Wiarda (new chair for Administrative Council).

Minutes of the 10/10/19 meeting were reviewed. Charles Schmunk moved to approve the minutes as presented. Gary Packard seconded. All approved. Sandy will send these to the office to be posted on the bulletin board and will ask whether a space can be procured to place them on the website.

The 2020 Budget recommendation from the Finance Committee was reviewed. They are recommending an operating budget of \$671,125. This includes a 3% raise for all staff as recently recommended by SPRC. Noted that this budget will hold a deficit of approximately \$33,647 in regards to anticipated income versus anticipated expenses. At present the church has accumulated an operating surplus over the past several years of approximately \$135,000. After further discussion all indicated they were comfortable approving this budget. Kerry Plank moved to approve the 2020 budget. Scott Wooster seconded. Motion passed unanimously. An All Church Conference will be called after the New Year to seek approval in changing the salary raises of Pastor Joy Barrett and Rev. Rodney Gasaway from 2% (as voted in November) to 3% to come in line with the rest of the staff.

Town Hall meetings: Dates approved for February 9th and April 26th. Discussion on possible content and timing. Noted that attendance at the Town Halls has declined over time and we do not seem to be reaching beyond those who are already dedicated leaders. Question whether the 5-7 time is best for people or if we should consider right after the 11:00 Service. One suggestion that we might provide hot dogs, with congregation bringing a simple dish to pass. Need to stay with 5-7 time for February 9, might try something else for April.

Some suggestions made for content on February 9th:

- Acknowledge and applaud volunteers
- Some musical sharing
- Something fun to bring the congregation together
- Potential report/discussion items: Process/progress of disbursement of the Sanctuary renovation tithes to missions; Aspects of the upcoming General Conference as it evolves (possibly for April Town Hall); Short term goals and objectives of the church as developed by the Administrative Council

New Church Communication Policy and Guidelines: Developed by the VCM Communications Team and presented for review and approval by Liza Gray and Jon VanHoek. Liza noted that the team looked at other churches policies and modeled this one after the Brighton UMC's policy. The main purpose for the policy and guidelines is to ensure Communications are consistently branded and that they are accurate, current, informative, inspirational, welcoming and creative. Jon noted that they are currently working on a change to the calendar format. Coming soon will be digital screens in the Sanctuary, lobby, and Grams Hall.

Discussion raised on page 6 of the policy which notes that the acronym CFUMC should not be used. Acronyms are often seen as “insider speak” – those on the inside understand but others may not know what is being talked about. Motion for an amendment made by Ron Mourad and seconded by Kerry Plank to state: *In a printed document if Chelsea First United Methodist Church is spelled out, subsequent references may use CFUMC. Do not use CFUMC in Advertisements/Signage etc.* Amendment approved.

The Communication Policy and Guidelines as presented and amended were approved.

Ministry Audit Plan: Further discussion on the Ministry Audit Process as presented by Ron Mourad. Agreed to add to Step 1 regarding a gathering with Administrative Council members and staff yearly: *Include a discussion on new ministry ideas and whether those might need tradeoffs in order to realize them.* Ron Mourad voted to approve the Ministry Process for this year with the revision to Step 1. Sandy Schmunk seconded. Approved unanimously.

The retreat with staff has been scheduled for Saturday, January 25th, 10:00 am – 2:00 pm in Grams Hall. A lunch will be provided. Edie Wiarda will lead the discussion. Ron and Joy will revise the Ministry Inventory, group categories of ministries, add missing Program Leader names and send out to Ad Council and staff. This meeting will determine ministries that might need further review, which can be followed up at the February Ad Council meeting.

Short-term objectives : Ron led a discussion on what institution-wide objectives should we focus on accomplishing over the next one or two years in order to better accomplish our mission (“to create disciples of Jesus Christ for the transformation of the world”) & vision (“ordinary people learning to love like Jesus”). The following suggestions surfaced.

- Support the administration of more events focused on intergenerational fun and fellowship
- Support the administration of ongoing small groups for building community and spiritual connection
- Support the administration of active mission efforts recommended by the Outreach Ministries Team
- Clarify our policy aspirations regarding LGBTQ marriage and ordination and consider adopting a public statement that explicitly welcomes LGBTQ visitors and members. These objectives must be pursued with broad congregational input.
- Identify target demographic groups based on MissionInsite and implement changes to worship, hospitality, and outreach as appropriate to their needs (or delegate this task – Prescription Implementation Team with other VCM team representatives?)

- Implement an ongoing method for identifying spiritual gifts and connecting volunteers with opportunities for service that use those gifts and meet program needs (or delegate this task – Nominations and Leadership Development Team?)
- Solicit proposals for the use of the sanctuary renovation capital campaign tithe from community partners and disperse the money (or delegate this task – Finance Committee? Ad hoc team?)

Ron will make a master list of these and email to Ad Council members for further review and discussion.

Also noted is the need to prioritize and address new staffing and volunteer needs emerging from VCM: communications/social media, adult education/small group administration, mission/outreach/bridge events, and others. Many feel we are spread too thin. The VCM list needs to be melded into goals and objectives. Mike presented some current information from VCM. Many recommendations for going forward are still tentative. The Prescriptions Implementation Team (PIT) meets again next week.

Clarifying our positions about human sexuality – next steps. Comments noted that Ad Council needs to move forward on a “Welcome Statement”, and/or in some way register hope for a change in the Discipline. Discussion held on whether or the Ad Council should meet in January. Decision made to meet on January 9th, with the agenda limited to discussion on a process to offer the congregation a platform where they can take a stance on the issue and express comments in a positive, loving manner.

Next meetings:

Administrative Council: January 9, 2020 (see above), February 13, 2020

Ministry Review Retreat: Saturday, Jan. 25, 10:00 am – 2:00 pm in Grams Hall. Lunch provided. For Ad Council and Staff..

Town Halls: February 9, April 26

-Joy thanked Gary Packard for his many years of faithful service on Ad Council, as a lay member to Annual Conference and many other committees of the church. Also thanked Ron Mourad for his wonderful leadership and dedication to the church and to Ad Council in his long tenure as chair.

Meeting closed with The Lord’s Prayer.

- Notes by Sandy Schmunk