

Chelsea First United Methodist Church
Administrative Council Minutes
January 14, 2021 7:30 pm via Zoom

In Attendance: Edie Wiarda, Mike Vanderspool, Nolan Peterson, Brenda Beck, Joy Barrett, Kerry Plank, John Seto, Dana Schmunk, James Alford III, Rodney Gasaway, Charles Schmunk, Sandy Schmunk, Heather Hay

Guests: Diane Brown, Jessica Fahlgren, Jeanne Franks, Jody Croskey

1. Opening Devotion and Prayer-Edie Wiarda. Deuteronomy 10:12-19. Eugene Peterson on 4000 years of tradition to draw on.
2. Welcoming to New Members-Heather Hay (Member At Large) and Nolan Peterson (Lay Member to Annual Conference)
3. Nominating of Vice Chair and Secretary-Edie Wiarda
 - a. Mike Vanderspool for Vice Chair. Motion made by Charles and seconded by Rodney. Motion approved unanimously.
 - b. Heather Hay for secretary. Motion made by Sandy and seconded by Dana. Motion approved unanimously.
4. Draft Commitment Letter- Edie. SRSly program of St Joe's Chelsea is applying for a new federal grant to expand work on Youth Mental Health; they asked us if we would submit a "letter of commitment" as part of their application.
 - a. Showing evidence of community partnerships
 - b. Commit to trainings in partnership with SRSly
 - c. Review of drafted letter
 - d. Rodney-Positive support of youth and teen mental health outreach program.
 - e. Mike-What is involved in hosting? Are we providing materials or just space? Edie-We are agreeing only to provide the space, SRSly provides materials and trainers.
 - f. Joy-In the letter the staff commitment should be changed to 9, not 10.
 - g. Charles-How will we get participation in the training at the levels mentioned in the letter? Edie-Clarifying that the participation commitment (95-140 people) counts the people who do at least 1 training (including those that are only 1 hour in length) at some point over 5 years.
 - h. Motion made by Jim and seconded by John to accept the letter of commitment. Motion approved unanimously.
5. 2021 Objectives-Edie Wiarda

- a. Review of spreadsheet with listed objectives as well as proposed staff members and/or church groups that may be responsible for each objective.
 - b. Next meeting will be used to refine these objectives.
 - c. Open discussion on objectives and responsibilities in current form.
 - i. John-Sharing a list of all church committees may be helpful as Ad Council reviews the objectives and responsible people/groups .
 - ii. Edie-Several objectives seem to fall under staff and SPRC responsibility (#1, 2, 3, 8, and 10 on the spreadsheet).
 - iii. Edie-Has been involved in conversation with Michele McLaughlin about developing vision and effectively communicating goals (keeping things simple and thinking long-term). Michele will also be raising these issues with SPRC.
6. SPRC Report-John Seto
- a. Branding/Marketing Position
 - i. Kerry has been working on the job description.
 - ii. SPRC is in the process of reviewing and providing feedback on the job description. Theresa Plank will be posting the position.
 - iii. Kerry-Expressed urgency in posting and hiring for the position. A consulting company will be meeting with church leaders and completing a building visit soon. Resulting recommendations will be made, including website revisions. It would be nice to have the new staff member on board for the website content revision because this will be our responsibility.
 - iv. John-Once feedback on the job description has been gathered from SPRC and revisions have been made, the job posting could be made quickly. We would not have to wait for the next SPRC meeting, which wouldn't take place until two weeks from now.
7. Finance Report-Kerry Plank
- a. 2020 expenses were lower than budgeted.
 - b. PPP loan allowed the church to end the year at a surplus.
 - c. Pledged and unpledged donations for the month of December were higher than expected.
 - d. The church ended 2020 with a \$215,000 surplus.
 - e. Confident in the approved budget for 2021. Although expenses are forecast to exceed the budget, the 2020 surplus will help with this.
 - f. Sanctuary renovation mortgage balloon payment will be due in August.
 - i. A significant donation was received in the month of December to help with this.
 - ii. The donation reduced the payment from \$100,000 to \$80,000

- g. Mike-Will we be taking advantage of the next round of PPP loans?
 - h. Kerry-After investigating this it was determined that we would not qualify because of income requirements.
8. NDLT Report-Mike Vanderspool
- a. Three committee position nominations
 - i. Don Noye-Trustees
 - ii. Kim Simons and Teresa Steklac-NDLT
 - iii. All nominations were approved unanimously.
 - b. Interests Survey
 - i. Review of Spiritual Gifts Assessments and how this has been used in the past.
 - ii. Would like to use it more effectively to help people identify their gifts and then connect people to the church.
 - iii. Used the Interest Survey found on the Ann Arbor First United Methodist Church Website as a beginning resource. In the process of refining it and will be sharing it with Ad Council for feedback.
 - iv. Key questions: What is the best way to use the information? Can it lead into small group formation?
 - v. Rodney-Has witnessed the power of Interest Surveys and how they can lead into the organic formation of small groups. In Rodney's experience the small groups have also been a way to draw families into the church.
 - vi. Edie-While planning for the long term vision of small groups how are we also planning for more short term and acute needs.
 - 1. Joy-Drawing on Stephen Ministry approaches.
 - 2. Rodney-Beginning next week starting "Zoom Time with the Pastors." This will allow people to sign up in small groups to spend time in informal conversation with pastors and getting to know each other.
 - 3. Joy-Realignment of staff responsibilities to address congregants needs.
9. Path Forward Task Force Report-Nolan Peterson and Jessica Fahlgren
- a. Nolan-Task Force has met three times since November focusing on developing both short and long term goals. Goals were shared and reviewed.
 - b. Kerry-In the work to update the website, there are plans to make these goals prominent on the website.
 - c. Edie-Has noticed the presence in the introduction to online worship.
 - d. Task Force is developing a survey, which was shared for review.
 - i. How to implement the survey?

- ii. How to coordinate this survey with the NDLT's Interest Survey?
- iii. Mike-If this survey is closer to being ready then it could be implemented first.
- iv. Joy-When will this survey be ready?
- v. Nolan-There is some concern about putting this survey out in the context of all that is going on in the world. It could be positive or negative, depending on perspective. Jessica – we were thinking ideal timing might be end of February; will this conflict with Interest Inventory?
- vi. Edie-Please circle back with involved groups. The survey should not be delayed based on what is happening in the world. We should move forward with the survey because it may be a sign of hope in these difficult times.
- vii. Jim-Ranking system of survey may be confusing. It could be helpful to refine that part of the survey. Otherwise it looks good.
- viii. Kerry-Short term goals mentioned the idea of offering testimonies. This reminds me of the Love Fest event that Jeanne led last year. You could build on Jeanne's momentum, even virtually.
- ix. Rodney-Offered assistance and perspective with his experience in reconciling congregation development.
- x. Jessica-How to work with Kerry and the Marketing Position to approve language as the website is developed? How to send out survey?
- xi. Edie-Keep the lines of communication open between this task force and communications/Interest survey.

10. UMC Separation-Edie

- a. Has been in discussions with Joy and Diane.
- b. Diane may create a document to share important information.
- c. Sharing, reviewing, and asking for feedback on a document with ideas about how to educate congregation about possible separation. Edie's straw man includes allowing local or state UM affiliation groups or nearby congregations to describe themselves and/or offer an invitation to our members to learn more about them.
- d. Dana-People will want the information. Maybe 3-5 minute videos that have already been made and can be offered through links.
- e. Mike-Wary of the notion that we will provide space for invitations or for too much detail on the stance of particular groups or congregations – this could get outdated very quickly. We could provide links to websites, resources and/or contact information. Possibly a summary of five links to organizations. Our responsibility is not to do others' research for them, but

to provide resources so that people can seek out the information they want.

- f. Charles-Agree with Mike; we are a conduit. How do we get the information to the larger congregation?
 - g. Edie – The resource info is likely to be a written document, not a verbal presentation. When we have important information to share with the congregation, we do it via an all-church email, supplemented with U.S. mail for those whom we believe are not email users.
 - h. Rodney Gasaway- I like on-line info. Provide links to other information.
 - i. Diane-We should wait a few weeks for a decision that will be coming out in February. Right now there is not a lot of new information to offer. By the end of February we will know the direction of General Conference and then we can offer new information.
 - j. Edie-Is it acceptable to wait until the end of February?
 - k. Charles-Agree to wait.
11. Pastor's Update-Joy
- a. Proud to be serving among the group.
12. New Business-None
13. Closing Prayer-Sandy. Thankful for God's presence with us in every phase of our lives.

Submitted by Heather Hay, Secretary