

Chelsea First United Methodist Church

Administrative Council Minutes

May 13, 2021

7:30-9pm via Zoom Conference

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

Guests: Diane Brown, Jody Croskey, Katy Tinsley, Jeanne Franks

1. Opening Prayer – Edie Wiarda

- a. As I think about our congregation returning to church I find myself wondering, will people actually return? It reminds me of this verse: Ezra 3: 10-13

<sup>10</sup> When the builders laid the foundation of the temple of the LORD, the priests in their vestments were stationed to praise the LORD with trumpets, and the Levites, the sons of Asaph, with cymbals, according to the directions of King David of Israel; <sup>11</sup> and they sang responsively, praising and giving thanks to the LORD, “For he is good, for his steadfast love endures forever toward Israel.” And all the people responded with a great shout when they praised the LORD, because the foundation of the house of the LORD was laid. <sup>12</sup> But many of the priests and Levites and heads of families, old people who had seen the first house on its foundations, wept with a loud voice when they saw this house, though many shouted aloud for joy, <sup>13</sup> so that the people could not distinguish the sound of the joyful shout from the sound of the people’s weeping, for the people shouted so loudly that the sound was heard far away.

There is a mixture of joy and grief. These people were defeated and were allowed to come back only with permission. It is “mind blowing” that they were so successful in sustaining their culture.

2. Safe Sanctuaries Policy Revision-Joy Barrett and Edie Wiarda

- a. “Safe Sanctuaries Discussion” Document Overview
  - i. Ad Council’s role is due diligence in thinking about this policy.
  - ii. We should think about whether this is a policy that can be implemented and enforced.
  - iii. We should ensure that an oversight and audit function is put in place.

- iv. We should ensure that the staff knows that we are supporting them in implementing this policy.
- b. Summary of Policy and Questions
  - i. Based on previously submitted questions it is clear that the document will require further review.
  - ii. Further clarity should be provided on types of volunteers and required screening.
    - 1. There are actually only two types of volunteers: Those working with children/youth on an ongoing basis and those who are working with children/youth less than two times a year.
    - 2. Edie-If a driver is asked to drive more than twice a year would they be considered an “ongoing” volunteer?
    - 3. Jeanne-I would like to have all volunteers trained so that they are able to volunteer at any level but this may be too costly.
    - 4. Edie-The concern is not about cost but it may be too problematic with timeliness.
    - 5. Joy-Examples of this could be the 30 hour famine. Extra helping hands are often needed for these types of events and it would be a lot to ask these volunteers to go through an intensive training. These types of volunteers would be supervised by other trained volunteers. Asking them to go through intensive training could make it inaccessible.
    - 6. Dana-It may come down to us contacting the volunteers and ensuring that we are abiding by the guidelines.
    - 7. Edie-I agree that we should not be requiring all of our volunteers to go through an intensive training.
    - 8. Brenda-One thing I’m hearing is that there is a supervisory role and a general volunteer role. Maybe we could identify two types of volunteers and then draw from the pools of volunteers and then track these types of volunteers.
    - 9. Edie-There is a requirement in the policy that is related to a particular type of volunteer that requires a six month church membership.
    - 10. Joy-This parallels the food ministry with two types of volunteers who have two levels of training, one being a supervisory role with more intensive training.
    - 11. Jeanne-Had a chance to hear from a lawyer who specializes in this area. The information that she has shared makes me want to be extra vigilant.
  - iii. Further clarity should be provided on the policy regarding photographs being taken during church events.

1. Edie-Brenda has raised a question about taking pictures of kids.
2. Jeanne-I would like to honor the comfort level of the youth when taking pictures during church events.
3. Edie-Do we truly intend to forbid parent volunteers from taking any pictures? That is a high bar.
4. Joy-This may put parents in an awkward position because they do want to take pictures and post them on their own social media. This often leads to other children being posted on social media as well, which can violate privacy requests. If parents take a picture without placing them on social media that is not a problem.
5. Heather-How does that get enforced by volunteers? That can place volunteers in an uncomfortable position.
6. Jeanne-I often rely on discretion in these situations.
7. Edie-Discretion, or judgment calls, are different from policy.
8. Sandy-I would like to ask Jeanne, what is her personal take on this based on her training?
9. Jeanne-I am always falling back on discretion and, out of respect, asking for permission about taking pictures and thinking about how they will be used.
10. Katy-In regards to volunteers, there could be a distinction between supervisory and more casual volunteers and two different types of training opportunities that can be as accessible as possible while still protecting our children. We could have two layers of volunteers. When it comes to photos, having a “no photo” policy will be confusing and hard to enforce. It may be good to have a culture of consent where everyone asks for permission before taking pictures.
11. John-In the policy and in our training we should put the highlights of the policy into a condensed “briefing” that could be shared quickly. The supervisor could review with the volunteers before an event. It may be unrealistic to think that people will remember everything that they have learned about the policy in the midst of a three year training cycle.
12. Diane-Conference Protection Policy will be modified at General Conference. Resources will be made available to churches. I’m wondering if our policy has been lined up with the General Conference Policy, made use of their templates.
13. Joy-I know that this was consulted in the past but has not been consulted in the past six months.

### 3. Re-Opening Status, Plans-Joy Barrett

- a. Jody Croskey conducted an excellent inservice for the staff. This was a requirement for re-opening.
  - b. Staff will return to work on Monday, May 17, 2021.
  - c. Lobby doors will be open from 8-4, Monday-Wednesday and 8-3, Thursday- Friday.
  - d. Air circulation is constricted in the lower level so there will not be free access in that area. This will be staff only in this area. Others will be able to access this area by ringing the doorbell.
  - e. Indoor events are restricted to 25 people.
  - f. Fixed seating in the sanctuary will allow 60 people.
  - g. Outdoor worship will begin on the east lawn on Sunday, May 16, 2021 at 11:00.
  - h. Beginning Sunday, May 23, 2021 the outdoor worship will be held at 10:00.
  - i. The Reopening Task Force has met and given their support for this plan.
  - j. The Reopening Task Force is discussing moving worship inside beginning in July or August.
  - k. September may have two worship services. These may or may not both be on Sunday.
  - l. Joy Barrett made a motion to affirm recommendation for reopening for the outdoor worship service as described.
  - m. The motion was seconded by Rodney Gasaway.
  - n. The motion was passed unanimously.
  - o. Jim-In light of the CDC's new recommendation about masks we should reaffirm that we are following the state guidelines.
4. Communications Position and Branding/Website Work-Edie Wiarda
- a. The website is in development.
  - b. Introduction of Katy Tinsley
    - i. Edie-Communications Team and SPRC were very excited with Katy Tinsley's application for the Communications Position. Katy is a Chelsea native. Throughout the application and interview process, the position transitioned to a service/volunteer role.
    - ii. Katy-This is likely to be a short-term position and will be helping to facilitate the church's current needs. Will be holding regular open zoom hours.
    - iii. Edie-Are there any particular areas that you need to know more about?
    - iv. Katy- How do people in the church interact? How do people get their information?
    - v. Mike-Welcome and how will we find out how to reach you and when those open zoom hours will be?

- vi. Katy-Reach me through Email, through our new website, and through facebook. At first zoom hours will be limited to staff members and eventually for any church member.

5. Reports & Updates:

a. Finance-Brenda Beck

- i. There was no meeting this month.
- ii. Financial summary-the income is coming in around what we anticipated.
- iii. The income is above expenses.
- iv. The expenses are below budget, probably because we are not “in person.”
- v. Update on the Sanctuary debt reduction campaign- The shortfall was \$67,000 and to date we are halfway to achieving the shortfall.
- vi. Edie-Would members like to receive monthly budget reports?
- vii. Mike-Appreciates receiving a monthly report.
- viii. Edie-Will provide this report monthly.

b. Nominations-Mike Vanderspool

- i. Update on the Interest Inventory-Staff members are using the information.
- ii. Currently crafting communication to shared interest groups and this should go out over the next few weeks.
- iii. The committee is reaching out to members of different committees.
- iv. Rodney-When you send these out please let me know so that I’m not duplicating your work.

c. Ministry Objectives-Edie Wiarda

- i. Is meeting with staff and church leaders to discuss how these objectives would be communicated with the staff.
- ii. Has created a powerpoint to present to the staff.
- iii. This will be presented to the staff soon.

d. Congregational Care Ministry-Edie Wiarda

- i. The committee is continuing to meet.
- ii. The committee is trying to widen the circle of committee members using interest inventory.
- iii. The ultimate goal is to make person-to-person connections so people know that the church is thinking about them.

e. Sanctuary Renovation-Dana Schmunk

- i. Currently focused on safety issues.
- ii. City of Chelsea wants to make sure that we can test the sprinkler system. We currently can’t do this and the price to update the system in order to do so is high.

- iii. The trustees have enough money to pay for the initial amount to take care of this.
- iv. Charles-What is the digging that is happening behind the education wing?
- v. Dana-We were trying to make sure that there was no water sitting against the building.

#### 6. Pastoral Update-Joy Barrett

- a. As we prepare for in person worship services we are wondering about that question, “Will they come back?” There is a lot of strong engagement but we shouldn’t make any assumptions. We need to be very invitational at all levels.
- b. The worship theme beginning on July 11 is, “I’ve been meaning to ask” which is designed around curiosity, courage, and connection. It has been a hard year so we need to open up to connection. The theme helps us to open up “connection groups” where we can learn each other’s stories and have deep conversations with each other.
- c. Music groups are beginning.
- d. Children’s church time will begin.

#### 7. Pastoral Update-Rodney Gasaway

- a. Camping Trip plans are continuing.
- b. Mission Opportunities are coming up.
- c. Four concerts coming up as community outreach.

#### 8. New Business

- a. Mike-Was there any general feedback about the communication regarding the change to the wedding policy?
- b. Edie-Only positive comments but very little feedback.
- c. Nolan-Haven’t heard anything either.

#### 9. Closing Prayer

#### Upcoming Meetings:

- June 10 7:30-9
- July 8 7:30-9 (Switch to July 15 to avoid week of 4th?) – Revised Endowment Policy (Finance)