

Chelsea First United Methodist Church

Administrative Council Minutes

July 15, 2021

7:30-9 pm

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

Guests: Jody Croskey, Jeanne Franks

1. Opening Prayer – Edie Wiarda

- a. During a recent visit to the Center for Family Health in Jackson, while attending a special event, the Chairman of the board included this verse during his remarks:

Psalm 1: Happy are those

who do not follow the advice of the wicked,

or take the path that sinners tread,

or sit in the seat of scoffers;

2 but their delight is in the law of the Lord,

and on his law they meditate day and night.

3 They are like trees

planted by streams of water,

which yield their fruit in its season,

and their leaves do not wither.

In all that they do, they prosper.

Devotion: Pray that we will take actions and be instruments that allow our church to be like a tree planted by streams of water, and yielding fruit in its season. Our church is rooted in community and bears fruit. We are entrusted to be the “water carriers” to keep this place going.

2. Finance – Kerry Plank

- a. Sanctuary Mortgage Campaign

i. An update letter is going out to the church membership.

ii. The collected campaign pledges have exceeded the mortgage amount by approximately \$20,000.

iii. The Finance Committee voted to direct Bill Ruddock to pay off the Sanctuary Mortgage bill.

- b. Operating budget

i. The income is currently greater than budget.

- c. Endowment Policy Change

- i. We will be proposing to update the language regarding the Endowment Fund at the Church Conference.
      - ii. The goal is to make the fund more accessible.
    - d. Discussion
      - i. Mike-How will the extra funds from the Mortgage Campaign be used?
      - ii. Kerry-The extra funds will be used by the Trustees for building projects (i.e. sprinkler project).
3. SPRC – John Seto
- a. Two position vacancies
    - i. Communication Specialist
      - 1. Katy Tinsley continues to work with the Communications Committee but will not be continuing in the position of Communication Specialist on a long-term basis.
      - 2. Another highly qualified candidate from the first round of interviews was identified and has met with Joy.
    - ii. Director of Music Ministry
      - 1. Meetings have been held with music ministry participants in order to gain input on what is desired in a new director.
      - 2. A supplemental survey was also administered to get input on what is desired in a new director.
      - 3. Michele McLaughlin will lead this process and has drafted a job description, which has been reviewed.
      - 4. The job description is ready to be posted.
      - 5. Participants have been identified to sit on the interview committee.
      - 6. No major changes have been made to the job description except for adding organization and philosophical qualities.
4. Strategic Objectives & Metrics – Edie Wiarda [See Strategic Objectives Metrics]
- a. Staff and Committee Presentations
    - i. Presentations have been given to most church groups.
    - ii. Edie will be giving a presentation to the Trustees.
    - iii. The Hospitality Committee also may need to hear the presentation.
  - b. Topic-Participation
    - i. Metric #1-Average weekly worship attendance
      - 1. We are currently tracking the in person attendees and the online household participation.
    - ii. Metric #2-Distinct participants across ministry areas
      - 1. This is difficult to track without the use of attendance pads.
      - 2. Joy-QR codes might offer an alternative way to track attendance.

3. Rodney-Has seen QR codes used on the back of the pew as a way to download the weekly bulletin. This also served as a way to track attendance.
    - iii. Metric #4-Participants invited to join a group or team
      1. Interest Inventory emails have been sent out. This has exceeded 100, which addresses the goal.
      2. Jim-Will Interest Surveys be redistributed periodically?
      3. Mike-Interest Surveys will be placed online and be made available regularly.
  - c. Topic-Messaging
    1. This is on hold until the Communications Position has been filled.
  - d. Discussion
    - i. Joy-Staff is planning for the next program year with these topics and metrics in mind.
5. Safe Sanctuaries Policy Revision – Edie Wiarda [See Key Issues in Safe Sanctuaries Policy – based on conversations between Edie, Joy, Jeanne, Liza & Susan, plus review of Mich Conf template]
  - a. Important “pillars” of the document
    - i. It is important to have ongoing reminders about policies along with larger overview training for volunteers.
    - ii. There is a need to have broad participation in volunteer training.
    - iii. Reminders about policies should take place before each event, but this can’t always be done by the youth/children’s ministry personnel. A designated volunteer should be in this role.
    - iv. Volunteers should “sign off” that they understand their role and the policies prior to each event.
    - v. Background checks must be completed for each volunteer.
  - b. Recommended changes to latest policy document
    - i. Trustees are stated as the responsible committee to oversee the policy.
    - ii. A separate committee should be established to review the document each year.
    - iii. The language will distinguish between “Regular Gatherings” (regularly-scheduled activities like Sunday School) and “Events” (one-off activities like parties, field trips and retreats).
    - iv. Some of CFUMC’s document language should be changed to the Conference language.
  - c. Discussion about the “Six Month Rule” (“*A volunteer must be a member of CFUMC, or a regular attendee, for a minimum of six months to work in a supervisory role with children, but exceptions are allowed at the discretion of child/youth ministers or senior pastor.*”)

- i. Nolan-We should leave discretion so that parents of children can participate in activities in “short-term” events.
      - ii. Joy-This rule would only apply to supervisory roles. Examples of discretionary exceptions could include clergy from other churches.
      - iii. Rodney-Another example could be retired clergy who have started attending our church.
      - iv. Edie-Grateful for input and will take the ideas back to the committee.
    - d. As of now there are only 8 non-staff and 5 staff who have been trained in “Safe Gatherings.”
      - i. It is recommended that all Ad Council members take the training.
      - ii. It is an online training and the link to this training comes from the church.
6. Pastoral Updates – Joy Barrett
- a. Annual Church Conference
    - i. This will take place on Sunday, October 10 at 4:30 and will be held in person.
    - ii. SPRC will meet at 4:00.
    - iii. Ad Council is responsible for a report for the conference.
  - b. In person worship
    - i. This has started in the sanctuary.
    - ii. On September 12 we will return to two services (9 and 11 a.m.).
    - iii. Live streaming will continue for both services (on Youtube and Facebook Live).
    - iv. We will continue to wear masks in the sanctuary.
    - v. At this time the congregation is not singing during in person worship services.
    - vi. New levels of volunteers will be required.
      - 1. Designing worship for two distinct types of services.
      - 2. New cameras and technology will need to be managed.
    - vii. The Food Ministry is sorting out what will be safe and appropriate for fall programming.
  - c. A special celebration will be held to bless students, educators, staff members, and parents on the Sunday before school starts.
7. General Discussion
- a. Membership List
    - i. This is usually reviewed at the Church Conference.
    - ii. Postcards may be sent prior to the conference to check in on people who have not attended.
  - b. Focus Groups
    - i. We want these to be “forward looking.” We would like to get people to dream about what they want from their church.

- ii. What types of questions should we ask during focus groups?
  - 1. Nolan-Possible suggestion could be: Many of us have changed over the last year. What are your new priorities?
  - 2. Edie-Continue to think about what types of questions could be asked during focus group discussions.
- iii. How should these focus groups be formed?
  - 1. Heather-Could the groups be formed by demographic? Different groups have different priorities. This may especially be helpful for the youth who sometimes feel that their voices are not heard.
  - 2. Joy-It might be helpful to mix demographics so that groups are able to hear each other's priorities, but I agree that having youth in their own group is a good idea. Maybe having a group of listening adults would be helpful so that they are hearing what the youth have to say.
- c. Finance Committee Mortgage Celebration
  - i. This could possibly be combined with an update meeting.
  - ii. Refreshments could be offered after church in Grams Hall.
  - iii. Ad Council members could be available during this time for a Q&A session.
  - iv. Another option would be to revisit the worship series "Where do we go from here?" on August 8 or 15.
  - v. Incorporating this into the worship service would include people who might not come to a special meeting.
- d. Church Website-Kerry Plank
  - i. The team is made up of volunteers.
  - ii. It is still in progress.
  - iii. Last week the team submitted another round of edits.
  - iv. The website should launch soon.

## 8. Future Meetings / Agendas:

- August 12 – Trial Focus Group with Ad Council
- September 9 – Regular Ad Council meeting
- October 10 – All Church Conference:
  - Vote on proposed changes to Endowment Policy
  - Changes to Official Membership List

## 9. Closing Prayer