

**CHURCH COUNCIL MEETING  
ST. PAUL'S UNITED METHODIST CHURCH  
AUGUST 24, 2016**

**ATTENDEES:** Matt Carlson, Barb Duclos, Keith Duclos, Steve Falke, Dave Fisher, Dave Flick, Virginia Flick, Lou Geschwindner, Jen Gruendler, Jane Harris, Jeff Helffrich, Sue Justice, Amy Marshall, Greg Milinovich, Phil Mohr, Natasha Tucker, Ray Raker, Sue Rubba, Kevin Sikorski, Adam Smith, Joan Stroemel, Kelly Uchneat, Alice Wambold, Jim Wambold, Bill Zimmer, and Joan Zimmer

**CALL TO ORDER:** J. Helffrich called the meeting to order at 7:00 p.m.

**DEVOTION:** B. Duclos led a devotion based on the theme for this year's fall appeal, which comes from Mark 12:30: "Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength."

**SUSPENSION:** J. Helffrich temporarily suspended the Church Council meeting at 7:05 p.m. so that a Special Charge Conference could be convened for the purpose of setting the salary for the associate pastor.

**RECONVENEMENT:** J. Helffrich reconvened the Church Council meeting at 7:15 p.m.

**APPROVAL OF THE MINUTES:** The minutes for the June 15, 2016, meeting were approved.

**PASTOR'S REPORT:** G. Milinovich reported the following:

1. His transition to St. Paul's has gone very well. He is grateful for the warm welcome extended to him and his family and feels that his appointment to St. Paul's is a great fit for him.
2. About 180 people attended the open house sessions held at the parsonage.
3. Currently, he is not "rearranging the furniture," but rather taking time to get to know St. Paul's and awaiting the arrival of the new associate pastor in September.
4. The "Growing Effective Churches" consultation will take place January 26-29, 2017. A prayer team has already been established and commissioned, and a steering team is being assembled. The desired outcome of the consultation is to use the results to cast a new vision for St. Paul's, i.e., to "rearrange the furniture."
5. Three areas that can be focused on now are: (a) improving hospitality; (b) fostering an authentic attitude of gratitude to thank volunteers; and (c) developing clear reporting guidelines and a formal evaluation protocol for church staff.

**PRESCHOOL ACTION ITEM:** K. Duclos and J. Stroemel presented for approval a document titled "St. Paul's Christian Preschool Advisory Council Guidelines," which contained revisions drafted by the Preschool Advisory Council. K. Duclos explained that the revised guidelines proposed a reduction in the number of Preschool Advisory Council members from 15 to 6 (4 voting members and 2 ex officio members). The floor was opened to discussion and the following issues were raised:

1. L. Geschwindner asked for clarification of Article III-A. As written, the article appears to state that there will be 6 voting members instead of 4. To clarify, it was agreed that the following changes will be made:
  - a. Item c will be changed to read "Parent Representative"
  - b. Item d will be changed to read "Church Representative"
  - c. The sentence "Two additional people shall serve on the Advisory Council, one (a) as a Parent Representative, and one (b) as a Church Representative" will be deleted.
2. V. Flick asked how the chair of the Advisory Council will be chosen. K. Duclos explained that the Church Representative is the chair as defined in the last paragraph of Article III-A.
3. J. Zimmer asked if the terms of the Advisory Council members will be staggered. K. Duclos replied that they will not be staggered.
4. B. Duclos asked if people could serve more than one term. K. Duclos noted that it is difficult to get people to serve on various committees. It was agreed that it will be okay for people to serve more than one term.
5. L. Geschwindner questioned the language of Article IV-IV, which defines a quorum as two or more Advisory Council members, one of which must be an employee of the Preschool. He was concerned that we would be implementing a policy where staff could conceivably make all the decisions. It was agreed that the second sentence of Article IV-IV will be changed to read "At least one of those in attendance must be an employee of the Preschool and at least one of those in attendance must not be an employee of the Preschool."
6. A. Marshall asked what mechanism is in place to address grievances/complaints against Preschool staff. K. Duclos stated that this is addressed in the second paragraph of Article V-I.
7. L. Geschwindner questioned the language of Article IV-V, which states that meetings will be open to "non-members of the Advisory Council" in addition to all parents, teachers and staff, and members of St. Paul's. It was agreed that this clause will be removed.
8. J. Helffrich stated that Article IV-V should also be revised to permit the Preschool Advisory chair to determine whether or not voting should be held in closed sessions. It was agreed that Article IV-V will be changed to read "Meetings will be open to all parents, teachers and staff, and members of St. Paul's United Methodist Church, though voting may be held in closed sessions at the discretion of the chair."

A motion was then made that the proposed Preschool Advisory Council Guidelines be approved per the amendments listed above. J. Helffrich asked K. Duclos if the vote could be postponed until Church Council's next meeting in October so that the document could be revised and members would be able to review a clean copy before voting. K. Duclos stated that postponing the vote would not be a problem. The motion was then withdrawn.

**CAMPUS MINISTRY REPORT:** J. Gruendler and S. Justice shared a slide show that highlighted the following activities:

1. Volunteers handed out 2,000 water bottles and 1,500 postcards during Move-In Weekend.

2. Weis Market, Irving's Bagels, and Au Bon Pain are donating leftover pastries and bagels to Abba Java through a food reclamation program.
3. Seven students are serving as Wesley Fellows this year; each has been assigned a mentor from the congregation.
4. Wesley is collaborating on some activities with the campus ministry programs at Grace Lutheran, State College Presbyterian, and University Mennonite through an initiative called "Intersections."
5. Renovations to Abba Java were completed over the summer.

**MINISTRY MOMENT:** N. Tucker discussed her role as St. Paul's night custodian. She has worked at St. Paul's for three years. Monday through Friday, her responsibilities in the church building include setting up rooms and unlocking doors as needed for evening events, emptying the trash, cleaning the church office, and adjusting the heat or air conditioning as needed. In the Education Center, she cleans the first and second floors, which includes mopping, vacuuming, dusting, emptying the trash, and refilling soap and paper dispensers. She also empties the trash in Abba Java. Before leaving, she checks all areas to make sure appliances and lights are turned off, that no one is still in the building, and that all doors are locked. On Saturday mornings, she unlocks the door for flower delivery, opens the Shoe Bank, resets rooms for Sunday classes, and readies the church for Sunday services.

K. Uchneat asked if there are any areas church members should be mindful of that will assist N. Tucker in doing her job. N. Tucker responded that it would be helpful if people took their food trash out after a meeting and returned any furniture that had been moved to its original location.

#### **ADMINISTRATIVE REPORTS:**

**Finance:** K. Uchneat reported the following:

1. Preparation of the 2017 budget is underway.
2. Recommendations from Charlie Smith's review of the church's accounting practices are being prioritized.
3. After the 2017 budget is finalized, mission leaders will be contacted to help identify dormant accounts (those that have had no activity for at least three years) that can be closed out.
4. John Ake is currently conducting an IT audit. Software demos will be revisited once he has completed his inventory.

L. Geschwindner asked if the Finance Committee is looking at IT from a budgeting perspective only or the complete picture. K. Uchneat responded that they are doing a complete review.

K. Sikorski noted the following:

1. Giving over the first half of the year has averaged just over \$90,000 per month; expenditures have averaged just over \$95,000 per month. The actual net year-to-date shortfall is about \$2,000 above the anticipated level (\$30,000).

2. The Preschool transition to summer and the end of the Pre-K grants has been difficult from a financial perspective, however, all signs point to a decent enrollment for the rest of the summer and full enrollment in the fall.
3. The Operating Cash Reserve balance is negative (-\$47,565) due to monthly giving shortfalls and the Preschool transition. These are still expected to be made up before the end of the year.
4. The current balance in the Trustees' Major Maintenance Fund is \$134,000.
5. July and August contributions are trending slightly higher than in previous months. Loose plate offerings (cash) have increased steadily over the last eight weeks, from an average of \$300 per week to over \$450 per week. This is comparable to 2013 and earlier levels and may indicate that there are new families coming to St. Paul's.

**Staff Parish Relations:** A. Marshall reported the following:

1. A staff evaluation form has been developed and approved.
2. Job descriptions are being reviewed with staff.
3. Discussions on how to welcome the new associate pastor are underway.

**Nominations/Membership:** V. Flick stated that the Nominations and Leadership Development Committee was recommending Hayden Davidson to fill the 2016 Senior High Youth Representative vacancy (Ashleigh Stangel, who is starting college this fall, resigned in June).

The following motion was then made and seconded: That the recommendation of Hayden Davidson to fill the 2016 Senior High Youth Representative vacancy be approved. There was no discussion. A vote was then taken; the motion passed unanimously.

V. Flick reported that total membership stands at 1,394 as of August 24. She announced that the 2016 Church Conference will be held on November 13.

**ANNOUNCEMENTS:** J. Zimmer shared that Hayden Davidson is constructing a small patio area with a picnic table on the Locust Lane lawn of the church as his Eagle Scout project.

**ADJOURNMENT:** J. Helffrich adjourned the meeting at 9:20 p.m.

Respectfully submitted,

Jane Harris, Church Council Secretary