

University Christian Church

Tuesday, October 25, 2016, 6:30 p.m.

Walker Hall

Jeanne Duke, Chair

Assembly Meeting Minutes

UNAPPROVED

A regular meeting of the members of the Assembly of University Christian Church was called to order at 6:35 p.m. by Jeanne Duke. The opening prayer was given by Stacy McCoy.

Approval of Minutes – Approval of the May 24 minutes was tabled due to the lack of a quorum in attendance at the meeting. A subsequent email vote was taken and the minutes were approved.

Board of Stewards Report - Jeanne Duke reported that in December, 2015 the Board of Stewards voted to implement merit based staff compensations. A market based compensation survey was done. In February, Rev. Cyndy Twedell was promoted to Senior Associate Minister. The Board approved the hiring of a full time associate minister and a full time music director and accepted the resignation of Rev. Larry Thomas.

Jeanne also reported that at the Board Retreat, three three-year goals, centered on Fellowship, Communication and Stewardship, were established. After the compensation study, we began to implement the three year goals. The first of which was the **Fellowship** time in the gallery. William Butler is working on getting classes to host this on a monthly basis. For **Communications**, the goal was to lighten the load of the staff. After Carol Fewell's resignation, communication was restructured. Jack Stewart was promoted to IT Coordinator and an assistant was approved for him. Patty Poling was hired in September as Communications Manager. She has a marketing background as well as a graphic design background and is a great asset to the team. **Stewardship** - a compensation study was last done in 2010. Average wages have increased by 17% since that time.

In 2010 and 2011 Brian Gibson and Michelle Ingram did a study to consolidate budget items. All activity is now reflected and we can be compared with big churches. This compensation study is used when negotiating new positions and it became apparent that some of our current staff was underpaid. The first round of merit pay began in July. In August, a second round was

implemented. The increased dollar amount was going to be around \$250,000 total. When other factors are included (equipment, office needs, etc.) the total comes to \$300,000 needed. Dr. Rolen's contract ends January 31, 2018. We can withstand a year of negative budget.

Jeanne has heard the question "What are we doing to help make the new senior minister stay longer." Chuck is a valuable resource to help with this. Rev. Susan Mertha, a consultant, was retained to help evaluate the ministerial staff. A seminar with Rev. Mertha is scheduled on November 11 with key lay leaders. Jeanne is in the process of looking for a consultant to assist the Search Committee. She is looking to appoint the Senior Minister Search Committee in December. You may submit names to Monty Phillips, Jeanne Duke or Ken Hubbell.

Q & A - Scott Wheatley added that Chuck is more than a preacher. His time here will be very well spent fine-tuning the ship that is UCC. We will be clearer about how UCC is run after he leaves. Scott expressed his gratitude for Chuck's leadership in this area. Scott shared that Chuck desires for the lay leadership of the church to feel ownership of UCC – it should not be left to the staff of the church. It is up to us to have the vision and put in the work to help UCC go where we want to go.

Brian Gibson stated that while he understands the importance to address the needs of the church as far as vacancies, it is imperative to address the way in which we see ourselves in the future, how we appeal to potential members in years to come. Changes that needed to be made previously were not made; therefore it is imperative that we come together as a congregation and do some soul searching and discover what our vision for the future will be. We need to be open to growth in other ways.

Jeanne mentioned that she had conversations with Chuck regarding the need for more constant, ongoing stewardship emphasis and the need for knowing what types of ministry we, as a church, want to do.

Avis Herndon asked a question regarding costs of future health care for staff. Those numbers will not be available until November 1. Jeanne expressed that we need to be more creative with ways in which we ask people to participate financially in the life of the church.

Ellen Myers asked about ways in which we can reach and care for all the ages we serve; from babies to our seniors. Scott reassured folks that after the task force last year, it was confirmed that there is no intention to change our traditional service. However, the prospect of looking into other styles of worship to add to our lineup needs to be considered. The task force found that millennials seek authenticity; therefore we need to examine what that means and how we can appeal to them. We need to have a vision of where we want to go; Scott challenged the room of lay leaders to do this.

Mike Morton added that we need to be able to communicate our vision to the candidates for Sr. Minister. Mike is encouraged by the number of young families that have been joining the church; families that are looking to be involved in making their community a better place.

Finance Report – Mike Morton, Finance Chair, gave the following report:

Consolidated Balance Sheet – (Page 4) As of September 2016 operating cash balance is positive at \$710K and down comparatively to September 2015 by (\$14K). UCC Equity is also positive at \$601K which is up \$6K from last year.

	9/30/2016	8/31/2016	9/30/2015	12/31/2015 (Audited)
Operating	\$711,000	\$709,000	\$724,000	\$777,000
Restricted	568,000	526,000	446,000	688,000
Capital	519,000	453,000	457,000	513,000
Endowment	3,000	105,000	0	257,000
Consolidated	\$1,801,000	\$1,793,000	\$1,627,000	\$2,235,000

Unified Budget Report - (Page 5-6) Pledges, Contributions & Offering (PCO Income) is behind budget YTD by \$75K.

We continue to have positive variances across Personnel, Administrative and Ministry areas which contributes towards the net overall positive. All but one of the vacancies on staff is filled.

Net overall operating income is \$71K positive variance to budget.

Capital Budget Report – (Page 7) A donation of \$10K was received in support of the parlor project and 3rd QTR Endowment earnings were posted as of 9/30. The porte cochere was recently damaged by a trolley that was picking up a wedding party. The insurance check was received and the repair now completed. A few minor supplies for the sanctuary video upgrade project were amongst the purchases made this month from our Capital Fund. Income available for capital projects is \$494K.

Restricted Reserve Report – (Page 8-9)

Highlights between June - September:

- \$28K Parking Funds for Youth & Music Youth
- \$21K Contributions & Memorials for Children's Closet
- \$10K Mary Louis Page Scholarship Awards for 2016-2017
- \$6K Prepaid pledge payments for 2017

Personnel – Scott Wheatley, Personnel Chair

1. New Hires/Vacancy Update:

- Interim Assistant Minister for Youth (High School)** – Whitney Peters joined the team beginning on Sunday, September 18. Some may recall that Whitney was on staff during 2009 as a Summer Youth Intern. Whitney's been active in the College

ministry, volunteered as Chi Rho sponsor and served on Youth Committee. She graduated from TCU in 2011 with an education degree and is currently teaching for the FWISD as a 7th Grade ESL/Writing teacher.

- b. **Administrative Assistant for Children's/Youth** – Robin Doyle joined our team on October 3. Robin has worked previously serving many roles for 9 years at The Hulett Agency in Arlington. The past couple of years she has been fortunate to be home with her family while working on her photography business. Robin graduated from Abilene Christian in 2005.
- c. **Housekeeper** – Our own Gloria Ponce is being promoted to a full time position filling our vacancy on the B&G team. Gloria has worked with us for the past 3+ years answering the phones, welcoming our members so we are very excited to offer her this opportunity for a full time position here at UCC! Please do congratulate her, she is very excited! Gloria will transition to her new position on October 17.
- d. **Communications Manager** – Patty Poling joined our team on Monday, September 26. Patty worked as the Director of Marketing & Design with Digital Alchemy for 2 + years and prior to that as Art Director for ECi Software Solutions for 6+ years. Patty graduated with a Graphics Design degree from Cleveland State University.

Amberley will transition to her new role in a few weeks to Creative Coordinator, PT 25 hours a week where she'll focus her talents on graphics & content.

- e. **Facilities Manager** – John Puente joined our team beginning on Monday, October 24. John has extensive knowledge related to building, electrical, plumbing and HVAC having a lengthy management work history with Home Depot & Lowes. In the past 6 years John has served as Facilities Manager at CSC and AMN Healthcare.
- f. **Front Desk Receptionist evening/weekend** – Mesa Herod and Rebekah Stutheit recently joined the team. Mesa and Rebekah will together cover evening & weekend shifts at the front desk. Rebekah will be familiar to some of you as she's an active college student in the college ministry. Rebekah is a junior at TCU studying Religion & Communications (double major). For the past 10 years, Mesa works full time at UNT Health Science Center as a coordinator for 3rd and 4th year med students.
- g. **IT Network Assistant** – Advertising will begin soon.

We are beyond thrilled to finally fill these positions and feel confident we've selected the best possible candidates to join our terrific team here at UCC!

2017 Draft Budget –

See pages 10-11 for highlights of the 2017 Budget. Weekday School, PCO Income and Endowment income need to be updated.



Stewardship – (Page 12)

Bobby Hawley, Stewardship Chair

Campaign Status - Week 4 as of 10/25

	2017	2016	Difference
# of Pledges	396	368	28
Total Dollar	\$1,591,355	\$1,521,975	\$69,380
# of New Pledges	45	17	28 - \$59,680
# of Increased Pledges	127	163	(36)- (\$27,868)
Overall Increase	\$115,851	\$122,104	\$6,253

We are striving towards finishing this Stewardship Campaign strong. If you haven't done so already, please prayerfully consider your commitment for 2017 and make your pledge today!

- Return a pledge card to the Business Office. Pledge cards can be picked up from the pews, Business Office or front desk
- Use your smart phone to scan the QR Code found on a pledge card
- Pledge online at www.universitychristian.org
- Email or call in your pledge to Pam Santangelo at psantangelo@uccftw.com or 817-926-6631

Endowment Report – David Nolan, Endowment Chair

New Endowment Funds:

The Marcia & Paul Cato Family Fund – restricted use as a General Endowment.

Hanley Family Endowment Fund – restricted use as a General Endowment.

Helme Family fund – restricted use for Outreach and Music.

David Nolan reported that we have received approximately \$110,000 in new endowment funds since our last meeting. They are planning Legacy Society event in the spring. Total endowment will be reported after November 2. Total endowment is approximately. \$13M. We have gained back some losses from last year.

Approval of CLG At Large Nominees – An email vote was taken following the meeting due to the lack of a quorum to approval this item. The nominees were approved in this vote.

Senior Minister's Report – Rev. Chuck Rolen expressed thanks for the kind words spoken about him. He deems it an honor to serve at UCC. Chuck expressed that his role is to prepare us, in any way we will allow, to accept our new Sr. Minister. He will not be a part of the Search Committee, however, he suggests that a consultant would be helpful. The committee will be completing a congregational profile.

Russ Boyd spoke about the Growing Young Initiative, a follow up to the Sticky Faith Initiative that helps our youth's faith continue past graduation. Fuller Institute has been doing research on churches that have had success with members in the 15-29 graphics. The study found what churches have in common. Cyndy Twedell, Chad Cline and Russ went to a seminar to learn more about this concept. One of the things we are going to do is conduct a survey to understand our overall culture. It will give important information to the search committee. Russ asked everyone in the church to take the survey at www.uccsurvey.org. Carolyn Critz asks about availability of computers if someone does not own one. We will have them available. Because our survey will be a part of a larger study, the age requirement is 18 and above. Flyers will be put up, notices in the bulletin, the Journal, etc. to let people know about the survey.

Chuck shared that when he was being interviewed for the interim position, he was told of the three goals from the BOS retreat and spoke to ways in which we are addressing those: Fellowship - the church will be open on Election Day with communion available. Stewardship - we have to make it really easy for people to give. Chuck asks if we would be offended if told we could pledge on our cell phone during worship. What does good environment stewardship look like? We must be clear about our message. We are serving four generations. Communications - We've made it easier for people to pledge digitally. We need to be careful and clear as to how we market our message to four generations in our community. How do we foster our community? Chuck did an exercise illustrating the importance of an image and how we portray our image as University Christian Church.

Adjournment and Closing Prayer – The meeting was adjourned at 8:04 p.m. following a prayer by Rev. Chuck Rolen.

Respectfully submitted,

Carol Wilkerson
Board Secretary

Thelia Chaffin
Administrative Assistant to the Senior Minister