



Assembly Meeting

Ken Hubbell called to order a regular meeting of the Assembly of University Christian Church at 6:37 p.m. Steve Mosher gave the opening prayer.

Approval of the May 23rd Minutes – Bill Landreth moved to approve the May 23, 2017 minutes. Art Busbey seconded. The minutes were approved.

Approval of the September 24th minutes – Anne Barr moved to approve the September 24, 2017 minutes. Mary Ruth Jones seconded. The minutes were approved.

Board of Stewards Chair Report – Ken thanked the Senior Minister Search Committee for their dedicated hard work in bringing Dr. Russ Peterman to UCC. He also thanked the Assembly for its help in packing the house at the called September 24th meeting. The excitement and energy that night was palpable. He reported that Patty Poling told him that our social media announcement had received over 20,000 hits, which seemed like a huge number for such an announcement. He stated his belief that it is fitting to have our dynamic new senior minister, Dr. Peterman, to begin his ministry with us as we continue to celebrate our 100th year anniversary of our charter as a Disciples of Christ congregation.

Ken reviewed UCC's 3-year goals as set by the BOS retreat in 2016 and reaffirmed at the 2017 retreat, which are the following:

- Develop and implement a strategy to improve and enhance marketing and communications.
- Foster a sense of community by improving and centralizing a place and time for congregation hospitality and fellowship.
- For the next 3-years, as an alternative to our current stewardship model, the BOS will present annual income goals and implement a year-round strategy to communicate and evaluate progress toward that goal.

At its June meeting and in response to these goals, the BOS approved the establishment of three new committees. William Butler chairs the Hospitality Enhancement Committee, which will begin their work by updating the front reception area and Walker Hall. The Kitchen Renovation Committee, chaired by Tim Taylor, is busy working toward bringing our kitchen up to “code” so that we no longer need to find creative ways to warm food for fellowship events such as the Men’s Pancake Dinner for Mardi Gras. Ken particularly noted that having the kitchen up to code would allow us to host more opportunities to break bread together, whether as a meal or just a reception, without having to rely on outside catering. Ken added that the BOS approved \$135,000 for this project.

Ken invited Stacy McCoy to report on the work of the Hospitality Greeter Committee, which she chairs. Stacy reported that the committee currently has 3 initiatives. The first, having 2 greeters at 6 doors every Sunday at 8:45 a.m. and 10:45 a.m., is well underway. Stacy invited anyone interested in this ministry to contact her or to find the Sign-Up Genius for the project.

The second emphasis is a Name Tag campaign to help current members and visitors learn about us and to feel welcome. Stacy asked everyone to wear their nametags every Sunday, to greet those who worship with us by name, to notice and greet people who are new to us (who could also be longtime members), to escort people to their destination rather than give directions, and to pray that we will welcome all into our midst and that we will create a warm atmosphere for everyone. The third emphasis is hospitality training. Stacy indicated that a short Hospitality 101 training session is in the planning phase and that it would include a tour of the building to help familiarize folks about some hidden and out-of-the-way destinations they might need to help someone find.

Ken Described UCC’s new Planning and Budgeting Process (P & B). In conversations with the past board chairs, the finance committee, and staff, we determined that a disconnect existed between UCC’s goal setting and the budgeting and planning process necessary to actually achieve what we collectively versioned for our church. Recognizing this disconnect, the BOS at its June meeting adopted a new P & B that strives to correct this disconnect and provides the Ministry Divisions (MDs) and other leadership groups a mechanism to make our adopted goals a reality. The P & B relies on a narrative form of budgeting and is designed to engage the MDs and other budgetary units in the decision-making process. It solicits their active participation in the budgeting process by asking the MDs to discuss how their budget request promotes and supports their mission. The narrative presentation also informs and guides the Stewardship Committee in their annual campaign. Each budgeting unit submits its budget to a Budgeting and Planning Committee. This committee reviews and funds the requested budgets based on available resources and UCC’s vision and goals.

Ken announced the appointment of a Risk Management Committee, chaired by former BOS Chair Steve Mosher. BOS instructed the committee to review the risk management policies of the church and the procedures in place regarding areas of operations that are accompanied by significant risk. The committee will report its findings and recommendations, if any, to the BOS for possible action.

Ken announced that the Youth Minister Search Committee had interviewed their final candidates and the BOS would meet soon to confirm the Committee's selection. We anticipate the new Youth Minister would start in December.

Ken asked Jeanne Duke to report on the progress of the Adaptive Staff process. Jeanne indicated that 4 members of the ministry staff—Cyndy, Kera, Jessica & Shannon—had completed their Resource & Check-in meetings. In addition, Todd, a newly commissioned minister, had his Goal Setting Session on October 23. She stated that Feedback Sessions for

Cyndy, Kera, Jessica & Shannon would occur in March and April of 2018. Regarding the soon-to-arrive Senior Minister and Youth Minister, they will have Goal Setting Sessions as soon as practicable after they arrive, most likely no sooner than March 2018. Their committees will include several individuals from their search committees to provide continuity regarding expectations.

Finally, Ken announced that UCC would host a farewell reception for Chuck on November 12, 2017 at 11 a.m. to celebrate the conclusion of his Interim Ministry with us and to thank him for all UCC accomplished under his leadership.

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

Reports as of September 30, 2017

Consolidated Balance Sheet – (Page 3) As of September 2017 operating cash balance is positive at \$644K and down comparatively to September 2016 by (\$67K). UCC Equity is positive at \$592K which is down (\$9K) from last year. Please note TCU lease income of \$112K was received this month and WDS deferred income was posted to the school accounts in September.

	9/30/2017	6/30/2017	9/30/2016	12/31/2016 (Audited)
Operating	\$644,000	\$606,000	\$711,000	\$825,000
Restricted	\$584,000	\$638,000	\$568,000	791,000
Capital	\$291,000	\$733,000	\$519,000	487,000
Endowment	\$0	\$0	\$3,000	4,000
Consolidated	\$1,519,000	\$1,977,000	\$1,801,000	\$2,107,000

Unified Budget Report - (Page 4-5) Pledges, Contributions & Offering (PCO Income) is behind budget YTD by \$104K. This is an improvement of \$25K over August with the letter sent in celebration of the 100th anniversary definitely having an impact! For comparison, PCO Income in September 2016 was \$75K behind budget and the YTD actual was \$10K greater than 2017.

The Weekday School budget was updated to reflect their new school year budget for 2017- 2018.

Net overall operating income is (\$23K) negative variance to budget, an improvement of \$24K from June.

Capital Budget Report – (Page 6)

During the past 3 months, the following projects have been funded from the capital budget:

- The final payment upon completion of the new sanctuary lighting system;
- A 50% completion payment for the new roof;
- New LED lighting for the second floor hallway;
- A third set of handbells (gently used) was purchased from another congregation in the area;
- Other projects include a new lobby sign, office furniture, a video camera & accessories, and a kiosk for online payments

Contributions of \$8,500 were received in support of the kitchen renovation project and 3rd QTR Endowment income was posted. (Reimbursed by a member) were amongst the purchases made this month. Capital Fund balance remaining for projects is \$267K.

Restricted Reserves Report – (Page 7-8)

See attached report for highlights.

Weekday School Budget – (Page 9-10)

The WDS Budget for the school year 2017-2018 was approved by the Board of Stewards in October upon recommendation from the Finance Committee. The budget included the following highlights:

Tuition – Significant enrollment increase in the kindergarten class from 5 children last year to 15 this year! There are also more children attending more days, so fewer open slots. Cribs, 1's, 2's and 4's are completely full with a wait list. Additionally, a 3's class was added and currently has a few open slots for that class that are expected to be filled next week.

Salary – We worked on categorizing the salary lines more appropriately this year. Only contract salary should be reflected in the salary line with additional sick/sub and childcare pay on separate lines. This should help us more quickly identify any variances as the year progresses.

Budget Amendment: (Page 11)

The Finance Committee approved a budget amendment of \$532.90 to reflect the final WDS results for the 2016-17 school year.

COMMITTEE REPORTS:

Endowment – The Endowment Committee chair, Kristi Hoban and Bobby Hawley are hosting 2 small group informational gatherings at their homes in October and November to provide further information to those dinner event attendees who requested further information on UCC's Legacy Society. New Legacy Society members that will be added to the donor wall will be blessed after the 11:00 p.m. Worship service on November 5.

Building & Grounds –

Roof Replacement – Has been completed and we received the final payment of \$256,000 from our insurance carrier per the roof replacement contract. Adjustors are still settling additional items that came up during the work. After this final settlement is reached, we expect to bid our insurance out again to see if we can obtain better rates.

The Board has approved a budget of \$135,000. for modifications to the kitchen to bring it up to compliance with code and to make the kitchen functional for regular use. A Kitchen Renovation Committee is pursuing the best alternative to accomplish this project.

Outreach – The Outreach Committee approved a \$12,000 allocation - \$10,000 to Week of Compassion Hurricane Harvey relief effort and \$2,000 for the purchase of gift cards for direct need to the victims of Hurricane Harvey.

Stewardship 2018 - Journey to Generosity

Campaign kicked off on October 8 and will continue through October 29. Pledge cards have been mailed and are also available in the pews, at the front desk and online www.universitychristian.org!

Endowment Report – Kristi Hoban, Endowment Chair, reported on the recent establishment of the Legacy Society. Kristi explained that the Legacy Society now has the Donor Wall, its own page on UCC's website, and custom brochures for perspective donors. She stated that 4 participants at the May 2017 Legacy Dinner returned cards expressing interest in learning more about the Legacy Society. The Committee sent invitations to some of those individuals inviting them to informal gatherings to learn more. Kristi invited anyone who might also be interested to let her know and she would expand the invitation lists as needed. Kristi announced that the Legacy Society would add additional names to the Donor Wall on November 5 following the 11:00am worship service. Similarly, the Legacy Society plans to schedule more names, as appropriate, on Pentecost Sunday, May 20, 2018. This will establish a pattern of adding names twice a year, on All Saints Sunday and Pentecost.

Approval of CLG At-Large Nominees – Tony Allred, CLG Vice Chair, announced the following nominees for CLG At-Large members: BOS nominated Errol Henry; Elders nominated Richard Darr; and Deacons nominated Ann Barr. The recommendation to approve these nominees came as a motion from CLG. Judy Stemple seconded the motion. The motion was approved.

Approval of UCC By-Laws Revisions, second reading: Tony Allred walked the Assembly through the proposed changes to UCC's By-Laws, which include the following:

- Section 10.2: changes the date that CLG must have a slate of nominees for each position to the Board Secretary from April 1 to April 7. Also changed the date that the Board Secretary will post the slate of nominees from on or before April 1 to on or before April 7.

- Section 9.5(a): changes the date that the Board of Stewards, Elders, and Deacons should submit their nominees to serve as At-Large CLG members to the Board Secretary from September 15 to on or before the September Board of Stewards meeting. Also changes the date that the Board Secretary must post those nominees from September 15 to promptly after the September Board of Stewards meeting.
- Section 10.7: changes the process of nominating a continuing elder:
 - *From:* "The nomination must be accompanied by (1) written evidence of the nominee's satisfactory service as an Elder in the prior congregation or of the nominee's ordination as a Christian Church (Disciples of Christ) minister; (2) a petition signed by at least three Elders of the Congregation urging that the member's name be placed in nomination for selection as a Continuing Elder; and (3) a statement establishing that the nominee is qualified to serve as an Elder under Article 4.6."
 - *To:* "The nomination must be accompanied by written evidence of the nominee's satisfactory service as an Elder in the prior congregation or of the nominee's ordination as a Christian Church (Disciples of Christ) minister and a statement establishing that the nominee is qualified to serve as an Elder and understands the duties and responsibilities outlined in Article 4.6."
- Section 4.3(a): establishes Emeritus/Emerita Elders for elders nearing the end of their ministry:
 - *From:* "A Member selected as an Assembly Elder who completes his or her term as an Assembly Elder shall then be considered a Continuing Elder, and shall remain as an Elder of the Congregation until his or her death or resignation or removal as an Elder."
 - *To:* "At his/her request a Continuing Elder who feels unable to perform all specified duties of an elder may request to be designated as Elder Emeritus/Emerita. Approval of this status may be accomplished by the BOS with the concurrence of the Chair of the Elders."
- Section 11.1(d): clarifies that only UCC members may serve on a search committee for a senior minister by using "Member" rather than "member" and removes the unnecessary phrases "from the committee" in the third sentence and "on the committee" in the fourth sentence:
 - *From:* "The Board of Stewards shall select between 9 and 12 members and a chair, including any with voice but not vote, and 2 alternates to serve as a search committee. The Chair of the Board shall serve without vote. Alternates shall be numbered and shall serve in numerical order if a committee member resigns from the committee due to inability to serve or conflict of interest as defined below. The committee shall serve until the position has been successfully filled or until the members have been released from service on the committee by the Board of Stewards at the committee's written request."
 - *To:* "The Board of Stewards shall select between 9 and 12 Members and a chair, including any with voice but not vote, and 2 alternates to serve as a search committee. The Chair of the Board shall serve without vote. Alternates shall be numbered and shall serve in numerical order if a

committee member resigns due to inability to serve or conflict of interest as defined below. The committee shall serve until the position has been successfully filled or until the members have been released from service by the Board of Stewards at the committee's written request."

- Section 11.2(d): clarifies that only UCC members may serve on a search committee for a ministerial staff position by adding the phrase "of Members":
 - *From:* "The Personnel Committee in collaboration with the Board of Stewards will form a search committee and search for an appropriate candidate."
 - *To:* "The Personnel Committee in collaboration with the Board of Stewards will form a search committee of Members and search for an appropriate candidate."

John Tomlinson moved that the Assembly consider all the requested changes in a single vote. Judy Stemple seconded. The Assembly unanimously approved the motion, and then approved all of the changes in a second unanimous vote.

Senior Minister Report – Chuck provided his observations on how well UCC progressed over the past year toward our goals of hospitality, communications, and moving toward narrative-based stewardship. He challenged us to define ministry as providing spontaneous opportunities to respond to need and to be accessible to others and their gifts, graces, and needs.

Regarding hospitality, UCC made remarkable progress in reinvigorating WDS attendance, currently at 310 children, in establishing a person-to-person welcoming process under the leadership of Stacy McCoy, in improving signage and building "friendliness" following the suggestions of the Mustard Seed report from a few years back, and in pressing forward to bring the kitchen up to code.

As for communications, UCC now has a central communications office, the uniform branding project is almost complete, and we are shifting from computer-based to cloud-based information sharing, particularly for staff in the field who require access to the personal information of members who are not in the online directory. All of this is rooted in our identity as people who have Open Minds & Loving Hearts. UCC still has room to grow, however, in our ability to clarify and tell our story in a way that others would want to join our journey.

In terms of stewardship, we are implementing our first narrative-based stewardship program, which tells the stories of the faithful that responds to the *Growing Young* challenge that we must become a warm community. The Legacy Society allows UCC to celebrate those who "pay it forward" by giving gifts that trust the faithfulness of future generations.

UCC's BOS recently adopted a set of core values including personal vitality, family,

community, environment, Disciples of Christ identity, and the *Growing Young* principals.

Chuck stated that his goals as interim were also met:

- UCC's leadership came to grips with its history. We sought and found a new Senior Minister that fits our calling and ideals, who will help us become mission led rather than pastor led.
- We took advantage of opportunities to assess our connections regarding what ministries do and why. We found a way to talk about a faith that matters in this world, here, and now.
- We took advantage of assessing leadership through the implementation of the Adaptive Staff process.
- We continued to strengthen our Disciples of Christ identity through relationships with Brite, TCU, the TBA, Southwest Region, and the General Church.
- We explored options for future growth in existing ministries such as BHYKF, our music ministries, WDS, new ways to use the building for mission, and outreach opportunities.

Adjournment and Closing Prayer – The meeting was adjourned at 8:13 p.m. following the closing prayer by Rev. Dr. Chuck Rolen.

Respectfully submitted,

Jeanne Duke
Board Member & Acting Board Secretary