



January 30, 2018 | 6:30pm • Walker Hall

Cathy Taylor, Vice Chair Presiding

## Assembly Meeting

A regular meeting of the Assembly of University Christian Church was called to order at 6:39 p.m. by the Vice Chair, Cathy Taylor. Ken Hubbell, Board Chair, was out of town. A quorum was present, and Michael O'Neil gave the opening prayer for Molly O'Neil, who was ill.

**Approval of October 24<sup>th</sup> Minutes** – Chad Cline made a motion to approve the minutes. Bill Landreth seconded the motion, and all approved.

**Introduce Jamie Plunkett – Youth Minister** – Cathy welcomed Jamie Plunkett, and Jamie stated he is thrilled to be a part of this congregation. It is such a privilege to be at UCC, and he is very thankful for all of the support he has received.

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

### University Christian Church Assembly Written Report Summary January 30, 2018

#### Financial Reports as of December 31, 2017

**Consolidated Balance Sheet – (Page 4)** As of December 2017 operating cash balance is positive at \$783K, up \$139K from September but down from December 2016 by (\$42K). UCC Equity is positive at \$756K which is up \$85K at the end of 2017.

	12/31/2017	9/30/2017	12/31/2016 (Audited)
Operating	\$783,000	\$644,000	\$825,000
Restricted	\$1,000,000	\$584,000	791,000
Capital	\$323,000	\$291,000	487,000
Endowment	\$34,000	\$0	4,000
Consolidated	\$2,140,000	\$1,519,000	\$2,107,000

**Unified Budget Report** - (Page 5-6) Pledges, Contributions & Offering (PCO Income) ended the year behind budget by (\$39K). This is an improvement relative to budget of \$65K over September's position. PCO end-of-year actuals improved over 2016 by \$70K. Both years were budgeted based on an average of 3 years of actuals.

As part of year-end PCO Income results, the special Christmas red envelope offering totaled \$48K, \$18K better than both what was budgeted and last year's gifts. Additionally, a restricted gift of over \$20K to support operations was received.

UCC is blessed with very generous members.

Personnel variance ended ahead of budget at \$118K due to numerous vacancies throughout the year. This definitely contributes to the positive net operating income.

Total Outreach spending increased by over \$70K from 2017. An adjustment of \$31,307 was made at year-end to reflect the allocation of 10% of unrestricted income based on actual results. These funds are allocated to the Outreach General Reserve. The reserve amount could go up or down slightly if additional expenditures for Outreach are received.

Year-end results currently reflect a surplus of \$85K! Additional expenditures of \$30K-\$40K are expected, some of which may be offset by reserve transfers. Preliminary Net overall operating income reflects a \$127K positive variance to budget. Year-end financials are not final until they are audited in March.

**Restricted Reserves Report** – (Page 7-8)

See attached detail.

**Capital Budget Report** – (Page 9)

Contributions totaling \$35,200 have been received in support of the kitchen renovation project and for additional security cameras. The year-end Capital Fund balance remaining for projects is \$298K.

<b>COMMITTEE REPORTS:</b>
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**Building & Grounds**

All projects were completed in 2017 with the exception of a catering fridge for soul food kitchen and the kitchen remodel project. These projects will carry over to 2018.

To recap 2017 accomplishments, not in any order:

LED Lighting 2<sup>nd</sup> Floor Hallway

Third Set of Hand bells

Hallway cleanup/paint/signs

Sound booth furniture upgrades in sanctuary

Sanctuary LED Theatrical lighting

HVAC set points overhaul

HVAC software replacement

Roof replacement

Pipe and draping for Walker Hall

Lighting equipment

BOS Lobby signage

New cameras  
Children's Closet ordering inventory site  
New camcorder for live streaming  
ShelbyNext kiosk hardware and giving launch  
Annual IT replacements  
Donor wall  
New radios

**Wow!**

**Endowment** – A special litany and prayer was held on All Saints Sunday to bless the new name plates installed on the Legacy Society donor wall. Small group gatherings were held in October & November to provide further information to those who requested further information. Watch for details coming soon regarding dinner opportunities to learn more about UCC's Legacy Society.

**Personnel** – Health insurance renewal information was received and a decision was made to switch providers. With this change, the projected cost increase was reduced from 24% to 6%.

We celebrated the first Sunday of our new Senior Minister, Rev. Dr. Russ Peterman, on December 3.

Additionally, we welcomed Rev. Jamie Plunkett's as our new Associate Minister for Youth on January 14. We give special thanks to Rev. Tom Reeder for serving as an advisor for Youth between September - December.

UCC has also recently welcomed the following new employees –  
Meredith Waites and Janice Blazina- evening/weekend receptionists  
Carlos Freeman and Attmond "AC" Chandler - evening Custodians  
Tyler Beard – works with Jack Stewart, UCC's IT/Media Coordinator, as a TCU Intern for IT.

We also announced sad news that Patty Poling will be moving to a new State. A job promotion for Patty's husband has taken their family off to new adventures in New Jersey. Personnel Committee offered an opportunity for Patty to continue her work remotely as Director of Communications for UCC and she accepted!

**Outreach** – Outreach Finance Committee will meet on February 1 to make allocations for the 2018 Outreach budget.

### **BUDGET AMENDMENT AUTHORITY**

#### **\*Approval of Delegation of Amendment Authority -**

**What is it:** This approval allows the Finance Committee and Board of Stewards to make changes to the approved budgets throughout the year within limits. This is a motion that gets approved annually by Finance, BOS and Assembly. These totals have remained the same as 2017 with the exception of the BOS limitation of Capital Fund 3 expenditures, which is limited to 5% of the annual budgeted operating expenses so does adjust minimally each year.

**MOTION:** The Board of Stewards recommends to the Assembly for approval the delegation of amendment authority as noted below:

# OPERATING

Approval permitted by	Budget Impact	Transaction limits	Annual Limits
Finance Committee	Net effect of \$0 - Reserve fund expenses	\$50,000	\$125,000
	Net cost to General Operating Fund	\$10,000	\$ 20,000
Board of Stewards	Net effect of \$0 - Reserve fund expenses	\$100,000	\$250,000
	Net cost to General Operating Fund	\$50,000	\$100,000

# CAPITAL

Approval permitted by	Budget Impact	Transaction limits	Annual Limits
Finance Committee	Capital or Reserve fund expenses	\$50,000	\$125,000
BOS	UCC Bylaws 7.6(d)[4]: BOS may approve capital expenditures during a fiscal year up to an aggregate of 5% of total approved operating budget (\$180,958 in 2017)		\$188,537

A motion comes from the Board of Stewards to approve the delegation of amendment authority as noted above. Judy Vick seconded the motion, and all approved.

**Approval of 2018 Capital Budget/Approval of 2018 Unified Operating Budget** – Mike Morton gave the following budget report:

## University Christian Church 2018 Proposed Budget Report Summary January 30, 2018

### 2018 Proposed Budget Summary Report

#### **Stewardship 2018 - Journey to Generosity (Page 12)**

#### **Final Update – Income projections**

Pre-paid pledges this year were very high due to the recently approved tax reform bill. The average pre-payments we typically receive are \$150K. For 2018 we received \$281,746. Total pledges (before shrink) received is \$2,110,757.

	2018 FINAL	2017 FINAL	2016 FINAL	2015 FINAL
# Pledges Week 5	512	546	568	625
Total Dollar (after 7% shrinkage)	\$1,963,004	\$1,923,775	\$1,939,189	\$2,086,935
# New Pledges	44 - \$178,510	74 - \$154,795	44 - \$117,989	62 - \$115,279
# Increased Pledges	149 - \$85,334	161 - \$131,487	209 - \$117,131	221 - \$129,738
Overall Increase/Decrease	\$157,997	\$185,048	\$107,035	\$155,382
# Pledges not responded yet	68 - \$136,365	90 - \$174,396	95 - \$278,035	60 - \$105,686

<b>Final Pledge # (end of January)</b>	512	546	568	625
<b>Annual Pledge Budget (3yr average)</b>	\$2,024,961	\$2,087,748	\$2,115,789	\$2,062,615
<b>Annual Pledge Actual</b>	-	\$1,998,523	\$1,962,203	\$2,116,885

## 2018 Budget Comments

**2018 Proposed Operating Budget** - See **Page 13-14** for details.

### Comments:

**Budget Process** – The entire budgeting process was handled somewhat differently this year. In August, a budget “worksheet” and historical financial information was supplied to the division chair and the minister or director responsible for each ministry and administrative area. Each area submitted its budget requests to a new Budget Sub-Committee composed of 3 Finance Committee members and 2 members of the Board of Stewards. That committee then reviewed each request in detail and provided feedback to the minister/director and lay chair for comment. In addition, that committee worked with the business office to re-structure some of the expense line items to provide better tracking and accountability going forward.

**Endowment Distributions & Allocation** – For 2018, earnings from Endowment funds will be distributed at a rate of 4.5%. Allocation of the general Endowment Funds will be as follows:

- Operations - 65%
- Capital - 25%
- Outreach 10%

**Outreach Funding** – Funding to Outreach equals 10% of all PCO (Pledges, Contributions & Offerings) Income plus 10% of the net income from the Weekday School.

**Minister/Director Expenses** - Certain specific expense categories are common to all ministers and directors and the budget for those line items was standardized. Those include:

- Continuing Education (\$1500.),
- Staff Expense (\$250.) An additional Staff Expense of \$50/direct report staff person is also budgeted.
- Books & Subscriptions (\$500.)

The only variation should be if a minister's call letter specifically states otherwise.

**Minister/Director Departmental Designation** - While some ministers may be responsible for multiple areas, for budget purposes they are designated to one specific department. That will allow all of their specific expenses to be tracked on one budget line.

**Printing & Copying Costs** - All in-house printing & copying costs have been consolidated from the various departments into Business Operations. The budget for these costs totaled approx. \$41,000. That total has now been broken down between the costs of the lease, usage, and supplies for better future expense tracking. Any printing costs showing under a specific department are for specific outside professional printing.

Departmental codes will still be needed for printing and usage will be reviewed quarterly.

**MOTION:** The Board of Stewards recommends to the Assembly for approval the 2018 Operating Budget as presented.

**2018 Capital Budget** – See **Page 15-16** for details.

**MOTION:** The Board of Stewards recommends to the Assembly for approval the 2018 Capital Budget as presented.

A motion comes from the Board of Stewards to approve the 2018 Operating Budget as presented. Bea Smith seconded the motion, and all approved.

A motion comes from the Board of Stewards to approve the 2018 Capital Budget as presented. Warner Fox seconded the motion, and all approved.

**CLG Nomination Report** – Tony Allred, CLG chair, announced the CLG is looking for recommendations for Deacons, Elders, and Stewards. He encouraged members to fill out a recommendation form, which has been simplified from last year. The CLG will contact all those recommended by mail and then by phone. Nominations will be open until February 15<sup>th</sup>.

**Personnel Report** – Scott Wheatley, Personnel chair, discussed the responsibilities of the new Executive Minister position. The Executive Minister will be responsible for leadership over the facility, budget, endowment and personnel matters. The hope is that by hiring an executive minister, this will free Russ up to concentrate on forging relationships with members and in the community.

Scott announced we will also be shifting some responsibilities among the ministers:

Rev. Cyndy Twedell: Pastoral Care, Women's and Men's Ministries

Rev. Shannon Moore: Adult Education, New Member Integration and Worship

Rev. Jessica Vacketta: College and Young Adult Ministries, Growing Young Initiative, Outreach

**Executive Minister Search Committee Report** – Carol Wilkerson, search committee chair, reported the committee has received some wonderful applicants. They are in the process of reviewing resumés and hope to have someone in place by June.

**Board of Stewards Report** – Cathy Taylor outlined the progress that has been made on the three goals of the Board of Stewards since our last Assembly meeting:

**Communication** – Patty Poling and her staff have done a phenomenal job in rebranding UCC and are continuing to make improvements. Patty's husband has recently been transferred to New Jersey. We have asked Patty to stay on staff and work remotely. We will try this on a 6-month trial basis to make sure this works for the staff.

**Hospitality** – Cathy thanked Stacy McCoy for all her hard work with the name tag campaign and thanked everyone for wearing name tags around the church. Stacy is also still working on the Hospitality 101 class. The kitchen renovation is moving along. New chairs and dishes have been

purchased, and the kitchen committee is looking at different options for the remodel and will likely go with an induction cooking system.

**Stewardship** – Mike Morton and his committee are continuing their work in the new Planning and Budgeting process, and we are looking at moving into a more year-round stewardship model.

**Senior Minister Report** – Cyndy Twedell presented the attached report for Russ Peterman, who was ill. Cyndy expressed her excitement to be working with Russ and to be a part of the ministry team.

Cathy introduced Kevin Medlin, who read the attached “Reflections from the Silent Pew...”

Jamie Plunkett closed the meeting in prayer, and the meeting was adjourned at 7:50pm.

Respectfully Submitted,

Mary Nell Andrus  
Board Secretary



## **Assembly Meeting**

**January 30, 2018**

### **Senior Minister's Report**

I have now been here a full two months. It's been the most enjoyable, invigorating and inspiring days in my ministry. I am having the time of my life and I couldn't be happier to be here serving alongside each of you. As I mentioned to the Board of Stewards last week, I feel like I was made for this job!

Some folks call this the honeymoon period, but I don't think that is the best description. The last two months has been a wonderful opportunity to listen and learn, dream and vision, and prepare for the marvelous future of this church.

I have been overwhelmed with the hospitality and welcome that has been extended to me and my family. Even though Kelli and the kids are not here yet, they, too, have felt the warm welcome of the congregation and love being able to join in worship through the live feed each Sunday.

I also continue to be incredibly impressed and inspired by the ways in which this congregation does ministry. It is done with passion and a professionalism that I have never experienced before.

The staff of University Christian Church works hard cares deeply for the ministry and loves you more than you all may realize. I am honored to serve alongside of each of them. While I can't speak for them, I feel like we really enjoy working with one another! And now Jamie has joined the clergy team and fits in seamlessly. We really are blessed with a fantastic staff. We did a 1-day off-site retreat last week to do some teambuilding and planning for Lent. I was so impressed with how well we worked collaboratively. We had a lot of fun and came up with some great plans for a meaningful Lent.

We also have incredible lay-leaders. They work tirelessly and give of themselves in wonderful ways. Our congregation is blessed by you.

I've already started getting to know some of the community leaders and have plans to connect with several more. In February I have lunches scheduled with Mayor Price, Chancellor Bochini, and the Senior Ministers of First Presbyterian, First United Methodist Church, and Broadway Baptist. I attended last week a meeting of the City of Fort Worth Race and Culture Task force and look forward to getting involved in the work that they are doing.



Some other things on the near horizon:

- Ministers Week: Feb 3-5 here at UCC. The evening worship is open to all and will feature some amazing preaching and music. Services will be Mon-Wed at 7:30pm. There will also be an organ concert Wednesday at 4:30pm.
- My Installation as the Senior Minister will be at both services on February 11. This will be a big day for me and my family (I have almost 30 family and friends coming in from around the country!), but also for University Christian Church. The preacher on that day will be Rev. Dr. Glen Miles, my friend and mentor. Glen is the Senior Minister at First Community Church in Columbus, OH. Prior to that he was the Senior Minister at Country Club Christian Church in Kansas City. You'll love him!
- We will also be welcoming Rev. Terri Hord Owens to our pulpit on March 4. Terri is the General Minister and President of the Christian Church (Disciples of Christ) and holds the distinction of being the first woman of color to lead a mainline denomination. Terri is a tremendous preacher.

Many people have mentioned to me that there is an energy and excitement in our congregation that has been missing in recent times. I certainly feel the buzz and hope you do, too. This is an exciting time to be a part of University Christian Church and I'm so honored to be a part of it.

I'm sorry that I can't be there with you all tonight, but I don't want to expose any of you to this flu!



*Rev. Dr. Russ Peterman*  
*Senior Minister*  
*University Christian Church*  
*Fort Worth, TX*

## *Reflections from the Silent Pew...*

Her given name was Leona.

I was lucky to have ever known her.

Not just because she was a kind soul with a gentle spirit, but also because persons born during the 1880's had a life expectancy at birth of less than fifty years. So, by the time I was old enough to remember enjoying her company, my great grandmother had outlived her life expectancy by thirty years.

Indeed, I was blessed to have ever known my great-grandmother, Leona.

Of course, I did not call her Leona...

She had repeated a story in which her father had called her a 'Dude' when she was a toddler playing 'dress up' in her mother's clothes.

From that day on...my great grandmother became Dude. She pretended to not care for the nickname, but the twinkle in her eyes gave her away.

I loved her company and believe that she loved mine.

On an early summer Saturday in the mid-1960s, we gathered at Dude's home for some type of celebratory evening meal. I was excited about the gathering; good food, many cousins, and the knowledge that large groups of people at Dude's house meant that the children could eat outside on the picnictables.

Early that afternoon, Dude handed me a large colander and told me that we were going to the garden to pick some fresh vegetables for dinner. She would point out which items to pick; I would gather them, put them in the colander and carry them to the kitchen for preparation. The city kid was having a great time embracing nature with his great grandmother.

Near the end of the trip to the garden, Dude stood up straighter than her usual stooped posture, faced the breeze and as she rubbed her left arm she said, "a change is coming. I can feel it."

I looked to where she was gazing and all I saw was blue sky and green leaves rustling in the breeze. When I asked what might be happening, she said that she thought that it would rain soon so we needed to finish our work and go inside. I complained that I wanted to have a picnic outside and that the rain would ruin our fun.

I can still see the knowing look on her face as she said, "It will be good, just you wait and see." We finished gathering the vegetables and headed inside.

As I'm sure you have already surmised, the rains came. And while we didn't get to have a picnic outside, my cousins and I had a wonderful time eating on a blanket spread on the living room floor and playing games that Dude told us that she played when she was a child.

The next morning, the sun was out, and Dude took me back to the garden. She pointed out that the soil that had been dried and cracked yesterday was smooth and moist today. Then she showed me how green all the plants had become and pointed out some new blossoms on the flowers along the walk.

I have been thinking about that experience recently...now some fifty years later. This Christmas Eve, my family and I attended the eleven o'clock service. All was quiet on the 'Silent Pew'. I watched as the opening hymn was sung, as the liturgist mouthed the words to the Christmas Story, and did my best to bow my head at the appropriate times.

But when the choir stood to sing the antiphon, I could *feel* it...I couldn't actually hear the Angels on High, but I could feel the vibrations and I smiled at that thought. I was still smiling when Russ stood to begin his sermon. I watched as he enthusiastically waved his arms to illustrate a point. And then, it happened again...

I could feel a vibration in the sanctuary, but he had paused, and I looked around to see people in the congregation smiling and laughing. I turned my attention to the congregation. I watched in amazement as the sermon went on, seeing the engagement on every pew. Body language said it all....

After the service, my wife suggested that we go to the narthex, so I could meet Russ. "You're going to love him", she said.

We did. I did.

We spoke briefly; I explained that while I could not hear him speak, I wanted to give him an 'A' for his enthusiastic arm waving. He thanked me for coming and then asked me to come back *again*. Something there *felt* different...

A few days later, I received an email from Russ. It seems that Cathy Taylor had mentioned that I was having trouble hearing the sermon. His question took me by surprise...How could he help? Could he send me notes to follow during the sermon? He would like to see how he could make it easier for me to be engaged again.

I can tell you that it was refreshing. I have had people check on my wellbeing and offer to pray for me, but this was the first time in six years that anyone had reached out and indicated that they would like to help me get involved again...that was different.

And so, to Russ and Cathy, I thank you. Thank you for thinking of me.

And to this Assembly, I leave you with these words, attributed to Dude, but shared once more from the Silent Pew....

"A change is coming...I can feel it. You are going to like it; just you wait and see..."

*KBM*

1-30-18