

University Christian Church

Board of Stewards Meeting

December 18, 2012

UNAPPROVED MINUTES

Stewards Present:

Michelle Allred	Mike Morton
Allan Barr	Ernie O'Donnell
Elaine Becker	Frank Perry
Leslie Dell	Bill Proenza
Brian Gibson	Fred Spradley
Tom Jones	Doug Welch
Sandi Kennedy	Scott Wheatley
Carol Jane Lawrence	
Steve Midgley	

Ex-Officio Members Present:

Rev. Larry Thomas, Senior Minister
Rev. Ellen Lewis, Associate Senior Minister
Rev. Russ Boyd, Youth Minister
Kera Watts, Director of Children's Ministries

A meeting of the Board of Stewards of University Christian Church was called to order at 6:35 p.m. by the Chair, Steve Midgley. Ernie O'Donnell led in the opening prayer.

Listening to UCC Members – No member signed in to speak to the Board

Approval of Minutes - The minutes of the November 20 Board meeting were reviewed. Sandi Kennedy made a motion that the minutes be approved as amended. Fred Spradley seconded the motion and the minutes were approved.

Updates and Reports

Sr. Minister Report – Rev. Thomas reported that the new way of taking attendance is going well. The sign-in books have been replaced by cards that include the name of the person attending and a space is provided for prayer requests. Even though not everyone may have used the cards, there were thirty-two prayer requests (vs. 2-3 per month previously). The staff is making contact with all who make a prayer request, as well as those for whom prayer is requested. This method seems to be working better than

expected. Recently several prayer recipients were at the service the following Sunday. After data is collected for two to three months, the church software will be able to track who is absent from the services. To educate members to use the new system, announcements are being made from the pulpit at the beginning of each service and prior to the offering. A notice is also included in the bulletin. Allan Barr suggested handing out the cards with the bulletins for a few Sundays to create awareness.

Stewardship and Red Envelopes offerings are going well.

There was positive feedback after Sunday's service following the Newtown shootings. The liturgy, hymns, etc. were all chosen before the event and were very appropriate for the day. Scott Wheatly thanked Rev. Thomas for his message.

Report from Deacons – Frank Perry reported that the Deacons met December 16. Because the meeting date had to be moved several times the attendance was low. Low performance in filling greeter slots was addressed. Part of the problem is scheduling, part mechanical. There are 60 Deacons to cover greeting, ushering, and the welcome center. Rev. Thomas suggested making reminder phone calls. Frank will meet with Art Busby about the early service and set up a meeting with appropriate leaders to discuss possible solutions. As we seek the next class of Deacons, the commitments must be emphasized

Report from Elders – Chair Mike Morton reported that the Elders met last month and continued their meditations on *The Parables of Jesus*. Attendance was good. The next meeting has been rescheduled for December 19. A request for nametags for the Elders was made. Jennifer is looking into the cost.

Report from Children's Ministry – Kera Watts gave an update on the Children's Ministry and the Weekday School. She presented the new Journey Land curriculum which will begin in 2013, known as the Spark Rotation Curriculum. It's been fourteen years since the curriculum was last updated. She hopes to have it implemented in February. There will not be any physical changes to the Journey Land rooms initially but she expressed a need for larger space for more multi-age opportunities.

Finance Report – Jeanne Duke made the following report for the finance committee.

Consolidated Balance Sheet as of November 30, 2012 (Finance Detail 1)

- Comparative cash balances are summarized as follows:

	11/30/2012	10/31/2012	11/30/2011	12/31/2011 (Audited)
Operating	\$173,000	\$129,000	(\$62,000)	\$204,000
Restricted	515,000	456,000	431,000	563,000

Capital	348,000	368,000	271,000	300,000
Endowment	213,000	21,000	69,000	373,000
Consolidated	\$1,251,000	\$973,000	\$709,000	\$1,441,000

Unified Operating Report, Year-to-Date November 2012 (*Finance Detail 2 & 3*)

- Our PCO for the month of November was \$21,500 over forecast. YTD November PCO of \$2,066,000 exceeded the same period in 2011 by just over \$62,000 but was less than forecast by about \$9,500. In comparison, we had a PCO YTD in 2010 for the same period of \$2,021,000, suggesting a trend toward improved finances for 2013. Personnel cost savings of more than \$25,000 reflect short-term vacancies of a housekeeper and worship sound technician, as well as having completed our obligations to Dr. Lobaugh.
- YTD Net Income variance is positive to budget by about \$150,000, and an improvement of more than \$45,000 from end of October 2012.

Reserve Fund (Fund 2) Activity Report (*Finance Detail 4 & 5*)

The only notable activity is the net credits to the Advance Pledge reserve for 2013 of almost \$59,000.

Capital Fund (Fund 3) Activity Report (*Finance Detail 6*)

- Remarkable changes from last month include: completed payment for the north entrance handrail project; and completed payment for the website at a cost of \$2,599 over budget most of which, if not all, will eventually be transferred to the operating budget. In addition, please note the gift of \$1,000 to the Capital Fund. It is anticipated that other gifts may be forthcoming to help fund the sound system.

Budget Amendments - (*Finance Detail 7-8*)

- The Finance Committee approved the following budget amendments:
 - \$500 from Children's Closet Reserves for Children's Closet Uniforms
 - \$3,000 from Outreach General Reserves to Brite Divinity School endowment honoring the career of retiring Professor Toni Craven

Fundraising Policy for Hanging of the Greens

UCC Youth plan the Hanging of the Greens service each year and traditionally selected a ministry to announce at the service as the recipient of the offering. Our current fundraising policy prevents an announcement to restrict offerings at worship services except for CWS and

denominational Special Offerings. We currently permit BHYLEF and other music performances to direct their gifts. Russ Boyd informed Jeanne Duke the Friday before Hanging of the Greens that the youth wanted to direct the offering to Disciples Crossing, the Trinity Brazos Area Youth Camp. He explained the tradition. Jeanne informed Larry Thomas, Steve Midgeley, Ellen Lewis, Michelle Ingram, and Russ Boyd of her preference to provide the youth a way to maintain their tradition for the offering at Hanging of the Greens that provides board-approved parameters for the youth to select an organization or cause to receive financial support through the offering. Proposed language for the policy is the following:

UCC will deem approved an offering announced as reserved for a youth-determined recipient organization during the annual Hanging of the Greens service so long as the organization or cause is officially related to the Christian Church (Disciples of Christ) or is a current recipient of UCC's Outreach Committee funding and after consulting with the chair of the Finance Committee and the Senior Minister.

The motion by the Finance Committee was approved by the Board.

Stewardship Update – Michelle Ingram gave an update on the status of the stewardship campaign. Only 70 pledge units are still outstanding, but overall pledges are up by \$20,000. She has recently received stock gifts, large donations, and many fulfilled pledges.

There being no further matters before the Board, the portion of the meeting open to the public was adjourned at 8:00 p.m. and the Chair called for the meeting to go into executive session.

Executive Session – A recommendation from the Personnel Committee was approved. The meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Leslie Dell
Board Secretary