

University Christian Church

Board of Stewards Meeting

December 17, 2013

UNAPPROVED MINUTES

Stewards Present:

Mark Alland	Carol Jane Lawrence
Phyllis Allen	Chad Mooney
Carolyn Critz	Ernie O'Donnell
Brian Gibson	Fred Spradley
Susan Hill	Sean Strange
Tom Jones	Scott Wheatley
Sandi Kennedy	

Ex-Officio Members Present:

Rev. Larry A. Thomas, Senior Minister
Rev. Ellen Lewis, Associate Minister

A meeting of the Board of Stewards of University Christian Church was called to order at 6:35 p.m. by the Chair, Scott Wheatley. Carolyn Critz led in the opening prayer and moment of discernment.

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

Approval of Minutes - The minutes of the November 15 board meeting were reviewed. Mark Alland made a motion that the minutes be approved as revised. Phyllis Allen seconded the motion. The minutes were approved.

Updates and Reports

Stewardship Video Clips – Drew Ruiz showed video clips of stewardship videos made by the 9th and 10th grade students which were entertaining and very well done. It was suggested that a television be placed in the gallery on Sunday with the videos looped to play continuously for members to see what the students are accomplishing. The videos would be a good source for next year's stewardship campaign.

Sr. Minister Report – Rev. Thomas was asked if there had been any feedback from the church closing because of the weather. He stated that he had not received negative reaction. After reviewing the situation with several area ministers, they agreed it was necessary to close. There are many pastoral needs in the church, with staff rallying to take care of them - a lot of loss in the congregation. Rev.

Thomas asked for us to be mindful, especially, for the needs of the McKeever family in the death of Gay's brother. Dr. Albert Pennybacker will join us at the Boars Head to participate in two services. He was instrumental in getting the festival started in the beginning.

A challenge for the staff is to get all tasks covered. The staff is considering making Tuesday a planning and work day. The proposal is to make the following change: Noon to close of business on Tuesdays will be unavailable to congregation so that planning and reports can be done. Peggy, at the front desk, would screen all calls. Staff will rotate responsibility for emergencies that happens during this time. Productivity will improve with fewer interruptions.

Assignments for Calls to New Members – Board members volunteered to reach out to new members: Carolyn Critz will contact Arturo and Connie Montoya; Sandi Kennedy will contact Melanie Evans..

Report from Deacons – Chair Chad Mooney has asked deacons to volunteer to be ushers for the Christmas Eve services.

Report from Elders – Chair Shirley Branham was unable to attend the meeting. Her report read by Sandi Kennedy stated that the meeting on November 26 was attended by 44 Elders. A discussion of the book, *If Grace is True* by Philip Scully and James Mulholland was enthusiastic with many comments. The discussion will continue at the next meeting on February 25. The Christmas or Advent project for the Elders is to visit all of the homebound members and also those in retirement, assisted living and nursing facilities. During Advent, everyone at the meeting agreed to volunteer to visit and many have expressed the wish that this practice continue during Lent and Advent each year. Shirley is going to contact the Assembly Elders to encourage them to attend the Assembly meeting in January.

Stewardship - We have 120 people who have not responded. Eight are major donors, totaling about \$90,000. Because of this, we do not feel it is realistic to assume that we will be able to increase the budget by 3%. Contact has been made but no one can tell what to expect. Larry will mention it from the pulpit after Christmas. Contact may be made again to stress that our budget planning would be more efficient if we knew that we could count on them. Brian thinks we should rely less on pledges to make our budget and more on various resources. Scott reminds us that we are too tied to a legacy budget, and need to release ourselves from the things that bind us and keep us from being who want to be.

Finance Report – Jeanne Duke reported that we are slipping behind on non-pledge contributions. For the immediate future, we will maintain a positive attitude.

Consolidated Balance Sheet as of November 30, 2013 (Finance Detail 1)

- Comparative cash balances are summarized as follows:

	11/30/2013	10/31/2013	11/30/2012	12/31/2012 (Audited)
Operating	\$225,000	\$246,000	\$173,000	\$433,000
Restricted	563,000	623,000	515,000	625,000
Capital	318,000	362,000	350,000	389,000
Endowment	43,000	30,000	213,000	6,000
Consolidated	\$1,149,000	\$1,260,000	\$1,251,000	\$1,453,000

- The decline in the value of the Restricted Fund (Fund 2) is from our transfer of about \$83,000 to Disciples Crossing.

Unified Operating Report, Year-to-Date November 2013 (Finance Detail 2 & 3)

1. The sum of pledges, non-pledge contributions, and offerings (PCO) fell behind forecast by about \$35,000 for the month, leaving us about \$63,000 under forecast YTD. Total Unrestricted Income was similarly under budget by \$57,000 YTD. The Business Office sent statements out the second week of December reminding families of their outstanding pledge amounts for 2013 and their 2014 pledge. Hopefully, families will catch up on 2013 pledges before the end of the year. As for expenses, we remain favorable in every category except Outreach, with overall expenses \$139,000 less than expected YTD. A transfer from reserves will cover Children's Closet expenses.

Capital Fund (Fund 3) Activity Report (Finance Detail 4)

1. UCC spent the following in November 2013:

a. Miscellaneous purchases & repairs:	\$ 3,292
b. Sanctuary Sound System:	\$39,412
c. Office IT Hardware:	\$ 612

Budget Amendments (Finance Detail 5 & 6)

1. Project Chacocente (Mission Pilgrimage Reserve) \$ 350

Report from Rev. Jessica Vacketta – Rev. Russ Boyd is facilitating the Couples Retreat scheduled February 7-8 based on the Couple LINKS Program training he learned in the army. The deadline for providing the total number is January 8. Next year they will attempt to schedule the retreat at the same time as the ChiRho Retreat to allow couples to be gone at the same time as their children. The theme will be balancing relationships. We still have about 6 spots available. A wide variety of ages have signed up but we need a few more. Cost is \$215 including meals and accommodations. This retreat is Not necessarily geared to traditional marriage.

Packages were sent to the college students away and were favorably received. They are trying to incorporate Sticky Faith ideals to keep in touch with our college students and keep them in church once they have graduated from high school. Cards have been sent for Halloween and Christmas.

Approval of Ministerial Housing Allowances – A list of the housing allowances to be approved for the ministers was circulated. Phyllis Allen made a motion to approve. Brian Gibson seconded the motion and all approved.

Approval of Proposed Bylaw Revision – A resolution to amend the bylaws to expand the age range for Student Delegates to the Assembly was discussed. The proposed bylaw would read as follows:

3.2 Student Delegate Selection. Each ministry Division leader for the Ministry Divisions with primary responsibility for college students and youth participating in Chi Rho and CYF (Christian Youth Fellowship), working in consultation with the person on the Staff with primary responsibility for those categories of students, shall in April or May of each year select up to 2 college students and up to 2 students in either Chi Rho or CYF participating in that Ministry Division (each, a “Student Delegate”) to serve a one year term as a Delegate to the Assembly during the next Program Year (as defined in Section 12.10). The applicable Ministry Division Leader has the authority to remove any Student Delegate at any time and for any reason. A student selected as a Student Delegate has the same rights and responsibilities in the Assembly as all other Delegates.

The proposed revision will be presented at the Assembly meeting in January for a first reading and again at the Assembly meeting in May for the second reading and, hopefully, subsequent approval.

Executive Session – At 8 p.m. the Board went into executive session to discuss a personnel matter.

Respectfully submitted,

Susan Hill
Board Secretary

Thelia Chaffin
Assistant to Senior Minister