

University Christian Church

Board of Stewards Meeting

January 20, 2015

UNAPPROVED MINUTES

Stewards Present:

Mark Alland	Eldon Irving
Phyllis Allen	Sandi Kennedy
Michelle Allred	Carol Jane Lawrence
William Butler	Gay McKeever
Carolyn Critz	Monty Phillips
Lori Gallagher	Sean Strange
Brian Gibson	Carol Wilkerson
Heather Harris	Jake Yarbrough

Ex-Officio Member Present:

Rev. Larry Thomas – Senior Minister
Rev. Ellen Lewis – Associate Minister

A meeting of the Board of Stewards of University Christian Church was called to order at 6:31 p.m. by the Chair, Sandi Kennedy. Carolyn Critz offered the opening prayer.

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

Approval of Minutes - The minutes of the December 16 board meeting were reviewed. Brian Gibson made a motion to approve the minutes with the correction on Page 2, third paragraph, changing “members” to “youth alumni”. Phyllis Allen seconded the motion. All approved.

Update on Donor Wall – Michelle Ingram reported that the artist, who has gifted her time to UCC, began work on the faux finish wall today. Mike Morton is working on track lighting. The Chancel cross has been scanned but progress is taking a little longer than expected. The March journal will contain an annual endowment report from Brian Gibson. Completion of the project is expected to be in early April. The central bulletin board formerly located on this wall will be relocated.

Consolidated Balance Sheet – Comparative cash balances as of December 31, 2014 are summarized as follows:

	12/31/2014	11/30/2014	12/31/2013 (Audited)
Operating	\$433,000	\$413,000	\$425,000
Restricted	779,000	626,000	704,000
Capital	427,000	447,000	350,000
Endowment	74,000	49,000	15,000
Consolidated	\$1,713,000	\$1,535,000	\$1,494,000

As of December 2014 operating cash balance is positive and comparable to December 2013 by \$7K. UCC Equity is also positive at \$315K which is higher than last year by \$147K. Please note on Fund 4 an accounts payable for \$127,859. This amount is a payable from Fund 4 to Funds 3, 2 & 1 representing the 4th QTR Endowment Distributions. The deposit is due from CCF and will be received on February 1st. Also, to note, this is not a Final 2014 Balance Sheet. There are still changes to Assets in both Capital and Endowment pending and of course there will be some 2014 expenses still to be received and posted and year end journal entries. Nothing is final until the Auditors report.

Unified Budget Report - Pledges, Contributions & Offering (PCO Income) ended the year ahead of budget by \$69K! Important to also note that the special Red Envelope offering totaled \$59K which was \$29K over budget! This is fantastic! As a result our overall income is \$69K positive to budget! Without the generosity of the special offering, our overall income would look very different. On the expense side, Personnel ended the year with a positive variance of \$8K which is great considering we absorbed a 27th pay period this year. This is an anomaly that occurs with bi-weekly pay periods once every 10-11 years (also known as “payroll creep”). Administration General was under budget due to numerous variances that include legal & professional fees, staff training & vacant positions ‘search’ expense among them. As mentioned last month, Youth Ministry did end up over budget for the year mostly due to participation numbers in mission trips and fellowship events. These overages were covered by a transfer from Youth General Reserve. The Children’s Closet 2015 inventory at year end was posted at \$33K. The additional overages were covered by a transfer from Closet Reserve. Lastly, the 10% allocation to Outreach based on current income/expense totals was estimated and posted to be \$23K. This number is subject to change as more items are posted in 2014.

Capital Budget Report – A gift was received to cover the expense of new awnings above the doors on Rogers Street. The tithe from Youth parking fundraising was also posted in the amount of \$3,970. Youth Ministry decided a few years ago to give back and tithe their fundraising efforts. 5% is given to Capital to help maintain the parking lots and cover additional expenses and the other 5% is given to a ministry area of their choice. This tithe represents receipts from

2013 fundraising efforts. Music General is the recipient this year. A Soul Food kitchen dishwasher, bulbs for the sanctuary, donor wall deposits, new computers, SS classroom media equipment and WDS security cameras/monitors were among the purchases made this month from our Capital Fund. The Davis Education Endowment Fund reserve covered the media upgrade to Genesis Classroom in the amount of \$3,032. Income available for capital projects at year end is \$403,920.

Restricted Reserves Report – New gifts were received for the Senior Minister Advised Fund, Chancel Choir, Children’s Closet, Gifts of Hope & Christmas Angel reserves. Game day parking income has increased Youth & Music Youth reserves respectively and the Youth tithe to Music General of \$3,970 has also been posted. Other reserve activity includes the printing cost of the WDS Directory in their Fundraising reserve, transfer from Davis Education Endowment Fund reserve for media costs for Genesis SS class, transfer from the Johnson Organ Endowment Fund reserve to cover additions to the organ in 2014 and the prepayment of 2015 pledges in the amount of \$142,501. We also have a prepayment on the books for a 2016 pledge in the amount of \$25K. Lastly, we do have a negative \$300 in our Special Disciples Easter offering reserve due to a donor correcting an item on their pledge statement which was meant to pay their pledge, but put it in the wrong envelope in error. It is easier to just reduce 2015’s collections as the offering amount had already been remitted to the Denomination.

Weekday School Report (July ’14-June ’15) – Reaccreditation from NAEYC (National Association for the Education of Young Children) came back deferred with a recommendation that we appeal the decision and reapply for candidacy. The number one issue is the education/experience of WDS faculty. While 98% of WDS teachers and staff have at least one college degree, not all have degrees in early childhood education. Evidently this particular criterion had not been revised as WDS was initially led to believe. Our appeal was denied so now WDS is in the process of reapplying. WDS is expecting to go over budget in that line item for this school year as these additional fees were not anticipated. Classes are at capacity with the exception of Kindergarten, which always fluctuates year to year. There is a waitlist for cribs, ones & twos. Church members are approximately 25% of enrollment this year.

***Budget Amendments** – The Finance Committee approved two budget amendments this month:

Capital Technology – web work to make UCC’s website mobile device compatible \$4,250.

Capital Technology – new security cameras and monitors for WDS \$7,056.

The Finance Committee recommends to the Board of Stewards for approval the delegation of amendment authority as noted below:

Approval permitted by	Budget Impact	Transaction limits	Annual Limits
Finance Committee	Capital or Reserve fund expenses	\$30,000	\$ 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, or \$169,659 in 2014		\$ 191,275

Approval permitted by	Budget Impact	Transaction limits	Annual Limits
Finance Committee	Net effect of \$0 - Reserve fund expenses	\$ 30,000	125,000
	Net cost to General Operating Fund	\$ 10,000	20,000
Board of Stewards	Net effect of \$0 - Reserve fund expenses	\$ 50,000	250,000
	Net cost to General Operating Fund	\$ 50,000	100,000

2015 Capital Budget– A list of 2015 new project details was distributed. Carry over 2014 projects include roof repairs, new stove for Walker Hall, Donor Wall project, sanctuary lighting LED retrofit, Randol Bass final payment, website mobile compatibility and numerous media/technology projects. 2015 planned total is \$315,985. Anticipated balance for future projects is \$344K. We anticipate other projects for which firm numbers were not available. We will request a budget amendment as they become available. They include parlor/library refurbishment, sand replacement in the sand yard and new awnings.

The Finance Committee brings a recommendation to the Board of Stewards to approve the 2015 Capital Budget as presented. Brian Gibson proposed an amended motion to include the new transfer of \$75K from Operating to Capital budget. This would change the future projects balance from \$344K to \$419K. Gay McKeever seconded the motion and all approved.

Stewardship Report:

Final campaign results:

	2015 – FINAL	2014 – FINAL	Difference
# of Pledges	616	641	(25)
Total Dollar	\$2,062,615	\$2,047,567	\$15,048
# Of New Pledges	61	46	15 - \$25,917
# of Increased Pledges	219	192	27 - \$21,523
Overall Increase	\$151,932	\$102,595	\$49,337

To date there are 68 pledges from 2014 that we have not yet heard from. In 2014 that number was 90. In the previous 4 years prior to that this number has ranged as low as 46 to as high as 91. Ironically, the average of the past 3 years is 68.

Monthly income allocation – the numbers for the 3 year average of PCO income has been updated with end of year actuals. We used final Stewardship results for pledge income rather than a 3 year average because that number averaged was still much higher than current pledges on hand.

2015 Budget –

See Revisions in Bold

- **Pledge Income adjusted to STW results**
- **Contributions & Offering calculated at a 3 year average *updated**
- Reduced season game day parking income to actuals
- **Reduced Embry Trust income to actuals**
- Board Designated income additions – Cagle & Building mineral income from Fund 4, TCU Parking Lease and Rental income from fund 3
- Adjusted WDS Budget from school year to Unified fiscal year
- Endowment income at a 4.5% distribution rate (same as 2014)
- General Endowment distribution at 60%/30%/10% (Operations/Capital/Outreach) (same as 2014)
- Personnel budget reflects reduction in staff positions from 2014, legacy benefit costs, 10% increase to healthcare, new part time Admin position, new part time Pastoral Care Minister position, pay raises and adjustments for numerous staff
- Admin General - Credit card fees increase for online payments & contributions, Ad Valorem & Rental property taxes
- **Estimated 3% Increase to building insurance** & reduction in electricity in B&G
- End of Year transfer to Capital Fund
- Startup costs of new contemporary worship service estimated at \$100K
- Addition of income & expense for planned Music/Church & the Arts trips in '15
- **Minor adjustments up and down in Ministry Area departments**
- **Children's Closet increase to purchasing covered by Reserve and an approved increase from Outreach Budget of \$1,500.**
- **Addition of \$1,000 for Page Scholarship awards**
- Adjustment of 10% to Outreach based on new income amounts

The Finance Committee brings a recommendation to the Board of Stewards to approve the 2015 Operating Budget as presented. Board unanimously approved. The budget will be submitted to the Assembly next week.

Contemporary Service - The budget contains a line-item of \$100,000 for researching spiritual and numerical growth of the congregation (possible start-up costs for a new contemporary service). Discussions are in progress. If a service is created, it will NOT be the same as the Search which was classified as an alternative service. Money for this task came from adjustments in the Cagle fund, parking lot income, and rental income. Rev. Thomas pointed out that there is energy in trying something different. We need to have the flexibility of more than the two traditional services each week .

Approval of Housing Allowance for Rev. Christi McDowell - Rev. McDowell has recently been employed as the part-time minister of pastoral care. She is a graduate of Chapman University and Brite Divinity School with certifications in clinical pastoral education. Brian Gibson made a motion to approve the housing allowance. Jake Yarbrough seconded the motion and all approved.

Assignments for Calls to new Members – There were no new members for this period.

The Chair expressed the need to have a quorum for the assembly meeting next week in order to approve the budgets. Sheets were passed out with names of the Assembly members to be called or emailed reminding them of the meeting and expressing the importance of having a quorum.

Report from Elders – Eldon Irving reported that the Elders continue to serve at the table for both services on Sundays. The Elders Shepherding Ministry continues to function well. There are sixty-one flocks and each flock has an Elder. Eldon's flock, which is comprised of the new members, continues to grow. He now has thirty-four families in his flock. He sent an email to all Elders, encouraging them to attend an Elder Training event at Central Christian Church in Weatherford on Saturday, January 24. The event is sponsored by the Trinity Brazos Area of the Christian church.

Report from Deacons – - Lori Gallagher had a meeting to discuss a new system for greeters and ushers to sign up. The system has been implemented and is being evaluated. She has sent several emails reminding deacons about the Assembly meeting.

Report from Strategic Goals Committee - Chad Cline has been asked to Chair the Strategic Goals Committee. He has recruited four of the anticipated eight members for the committee. The task is to go to the next step after the visioning study that has been done in the past. The committee will do visits with many different members of the congregation. They will prepare goals and bring these back to the Board in April with recommendations. The committee will have comments about how we can constructively serve the church. He is seeking folks who have served in various capacities in the church. There will also be an article in the Journal to help share the goals of this group and how the members can constructively contribute to the church.

Senior Minister Report – Rev. Thomas reported that there is a group called OPS who have come to Fort Worth. They are anti-abortion protestors who generally target churches who are not doing enough to shut down planned parenthood clinics. They picket, infiltrate worship services, and attempt to provoke. Since there is a possibility that our church will have picketers, we are formulating a plan.

Brite Divinity School is dedicating the second floor area as the *University Christian Church Common*. Dedication ceremonies will be on February 8 at 4 p.m. All are encouraged to attend.

There being no further business, the meeting was adjourned in prayer by Rev. Thomas at 8:45 p.m.

Respectfully submitted,

Sean Strange
Board Secretary

Thelia Chaffin
Assistant to Senior Minister