

University Christian Church

Board of Stewards Meeting

April 21, 2015

UNAPPROVED MINUTES

Stewards Present:

Mark Alland	Lori Gallagher
Phyllis Allen	Eldon Irving
William Butler	Sandi Kennedy
Carolyn Critz	Carol Jane Lawrence
Brian Gibson	Monty Phillips
Heather Harris	Sean Strange
Don Houk	Carol Wilkerson

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 6:35 p.m. by the Chair, Sandi Kennedy. Brian Gibson gave a devotion on how we treat/respect other people emphasizing that we are the temple of God.

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

Approval of Minutes - The minutes of the March 17 board meeting were reviewed. Carol Jane Lawrence made a motion to approve the minutes. Phyllis Allen seconded the motion. All approved.

Sandi Kennedy announced that the next board meeting has been moved to May 12 following the Finance Committee meeting and the Assembly meeting is moved up a week to May 19 to help secure a quorum at the meeting. She stated that one of her goals for the year was to ask the CLG to look at consideration of revising the bylaws for such items as when Assembly meetings are held because of the difficulty in achieving a quorum.

She reported that Chad Cline is still working to build a team to look at short-term goals for the church.

An update on Scott Wheatley's committee which is researching the feasibility of a third worship service. They have researched information about groups in worship and who the audience would be and examined the needs of the 21st century church. The initial feeling is that it must be a casual relaxed feel for the younger generation and should be family friendly with a children's worship incorporated into the service. A contemporary service will likely be in Walker Hall with 9 a.m. the preferred time. The committee will be making visits to Arborlawn, Christ Chapel and possibly other churches for ideas and to compare the contemporary services. The next meeting is April 26 with Rev. Thomas and other staff members.

Assignments for Calls to New Members – There were no new members this month to be contacted by the Board.

Report from Deacons – Lori Gallagher was not present at the beginning of the meeting. Thelia Chaffin mentioned that SignUp Genius was working well and is being accepted by the Deacons. The website will be explained to the new Deacons at the orientation in June. The site is also being utilized by the Elders to sign up to do communion prayers.

Report from Elders – Eldon Irving reported that the Elders continue to serve at the communion table at each worship service on Sunday Mornings. They also served at the Service of Darkness on Thursday, April 2 and at the sunrise service on Easter. They continue their Elder Shepherding Ministry. There are sixty-one flocks in the church and each flock has an Elder. He has encouraged the Elders to check with their flocks and to monitor the list of Pastoral Concerns sent out by the church. He frequently gets information about pastoral concerns that are not on the list or prayer requests from his flock which he passes on to the Elders. At the next Elders meeting, the Elders will conclude their study of the book *In God's Presence: Theological Reflections on Prayer* by Marjorie Suchocki.

Margaret Puckett will be the new Elder Chair and will lead the Elders in their first meeting in June.

Finance Report - Michelle Ingram reported that we had a clean report on the audit again this year. Auditors will be present at the next Board meeting to give their report. A donor offered to match the total Easter offering for approximately \$30,000. Weekday School has decided to seek out other accreditation agencies. NAYC required that all staff working with children must have degrees in Early Childhood Development which would impact long-term staff.

Rev. Thomas noted that if we move to a third service, we will have to make a significant investment into improvements in Walker Hall.

Consolidated Balance Sheet

As of March 2015 operating cash balance is positive and still up comparatively to March 2014 by \$320K. UCC Equity is also positive at \$611K which is higher than last year by \$383K.

Comparative cash balances as of March 31, 2015 are summarized as follows:

	3/31/2015	3/31/2014	2/28/2015	12/31/2014 (Unaudited)
Operating	\$781,000	\$461,000	\$658,000	\$433,000
Restricted	562,000	603,000	599,000	779,000
Capital	470,000	334,000	433,000	427,000
Endowment	1,000	18,000	28,000	74,000
Consolidated	\$1,814,000	\$1,416,000	\$1,718,000	\$1,713,000

Unified Operating Income/Expense Statement (Fund 1)

Pledges, Contributions & Offering (PCO Income) are currently ahead of budget by \$20K. There was a \$10K pledge payment received that typically arrives in installments, this contributed to the positive variance in March. 1st QTR Endowment income was posted in the amount of \$75K. Personnel expense YTD is under budget by \$19K. Vacant positions have now all been filled so this variance shouldn't continue to grow much with the exception of timing issues and/or another vacancy. Net overall income is \$81K positive variance to budget.

Capital Fund Reports (Fund 3)

1st QTR Endowment Income was posted in the amount of \$50,491. Repair on security control doors, donor wall payments and items for the sanctuary video integration project were among the purchases made this month from our Capital Fund. Income available for capital projects is \$444K.

Restricted Reserves (Fund 2)

Notable activity:

- General Ministry area transfers to budget were posted in March
- BHYL offering of \$8,400 and ticket sales of \$17K
- Youth General transferred \$25K to establish a new Endowment Fund
- WDS Spring Party fundraising receipts of \$68K
- Transfer of funds \$50K to cover Closet expenditures
- Week of Compassion special offering \$5,492, sent April 1
- Pre-paid pledges of \$26,250 for 2016

WDS School Year Report (Fund 1)

Weekday School has withdrawn its application with NAEYC and opted to seek alternative accreditation opportunities. This is due mainly to the staffing requirements as laid out by NAEYC.

YTD positive income variance to budget is \$2,314.

Budget Amendments – none this month

Senior Minister Report – Rev. Thomas reported that the staff is finalizing plans for the service on Pentecost Sunday and looking towards the Fall Kick-Off. Preparations for Advent as well as Lent, which will begin in early February next year, will be planned during a staff retreat in early June.

We continue to have a number of members of the congregation who are ill and have passed away which has required a need for more pastoral counseling in addition to other needs of the community. He has presided at nine funerals and four weddings plus normal holiday and other services since January, in addition to other church activities. The senior staff has not had a weekend off since November.

Nearly seven hundred more people attended Easter services than last year with one less service and the offering was up by \$5,000, plus we will have the match by the generous donor. The Sanctuary was filled almost to capacity at the Easter services. We had some room at 9 a.m. but standing room only at the 11 a.m. service. We will continue with same service plan for next year.

Tremendous work went into the Holy Week service on Thursday but, unfortunately, there were more participants in the choir than in attendance. Brian Gibson offered the idea of using the Chapel for these services and not require all of the ordained staff to be present. Eldon Irving added the interest is for both Maundy Thursday and Good Friday services since the two services are different. Rev. Thomas indicated that there was a great deal of discussion within the staff on the service preparation and consideration of the time and resources involved. This issue will be discussed further at the June retreat.

Update From Building & Grounds Committee – James Chaffin, Chair of the Building & Grounds Committee gave an update on the Library project which will include right sizing, relocating and refurbishing the chapel wing at an estimated cost of \$100,000. Funds are currently available in the capital budget but have not been allocated. They plan to remove shelves and relocate the reference materials, install new flooring, rework the kitchen to be a catering kitchen which would not be used for food preparation and to remodel the bathrooms.

Rev. Lewis will prepare an article in the Journal to promote the plans. Discussions have been had with possible donors to help offset costs.

The library book collections are going to be reviewed and items retained will be moved to a new location. They plan to have a book giveaway day. We have not had volunteers to take care of the library for at least five years.

Theological books are basically the only books being used. Tapes need to be digitized. Reel to reels have been done. James' committee asked for approval from the Board to begin the next step of obtaining estimates from contractors for redoing the Parlor, ladies bathroom and kitchen. If there are enough funds, they would like to update the men's bathroom as well. Brian Gibson made a motion to approve the downsizing and relocating of the library. Mark Allan seconded. All voted in favor of the motion which also gives permission to obtain bids for the project.

Administrative Committee Members and Chairs – Carol Jane Lawrence reported that the following chairs have agreed to serve:

James Chaffin	Building & Grounds
Davin Nolan	Endowment
Art Townsend	Finance
Cy Rowell	Personnel
TBD	Communications

Some additional committee members are still needed; therefore, approval of the administrative committee members and chairs will be done in May.

Approval of Nominees for Elder, Deacon and Board of Stewards – A motion was made by Eldon Irving to approve the slate of nominees. Phyllis Allen seconded and all approved.

Approval of Candidacy for Ordination of Judy Williamson – The Ordination Council recommends Judy Williamson to be approved as a Candidate for Ordination and Cheryl Alexander presented a motion for UCC to sponsor Judy Williamson as a Candidate for Ordination. Carol Jane Lawrence made a motion with a second from Carolyn Critz. The Board voted to approve the motion.

There being no further business, the meeting was adjourned in prayer by Rev. Thomas at 7:52 p.m.

Respectfully submitted,

Sean Strange
Board Secretary

Thelia Chaffin
Assistant to Senior Minister