

University Christian Church

Board of Stewards Meeting

October 20, 2015

UNAPPROVED

Stewards Present:

Phyllis Allen	Don Houk
Mary Nell Andrus	Martha Lunday
William Butler	Monty Phillips
Carolyn Critz	Kalen Ruiz
Jeanne Duke	Sean Strange
Walter Echols	Cathy Taylor
Heather Harris	Margaret Puckett
	Carol Wilkerson

Ex-Officio Members Present:

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

Motions Made and Actions Taken

- Approval of Minutes of September 15 Board of Stewards meeting. William Butler made a motion to approve the minutes. Phyllis Allen seconded the motion and the minutes were approved.
- The Board of Stewards approves a recommendation from the Finance Committee to keep the current distribution rate of the General Endowment split of Operations 60%, Capital 30% and Outreach 10% in 2016.
- Approval of Building & Grounds Committee Policies and Procedures. Carolyn Critz. made a motion to approve. Martha Lunday seconded. All approved
- Approval of Personnel Handbook. Walter Echols made a motion, Carol Wilkerson seconded. All approved

A meeting of the Board of Stewards of University Christian Church was called to order at 6:32 p.m. followed by the opening prayer given by Monty Phillips.

Approval of Minutes - The minutes of the September 15 meeting were reviewed. William Butler made a motion to approve the minutes. Phyllis Allen seconded the motion and the minutes were approved.

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

Assignments for Calls to New Members – Rev. Cyndy Twedell reviewed information about the new members. The Board members selected names of new members to contact and welcome to UCC.

Minister's Report – Rev. Larry Thomas reported that the State has passed the open carry law. One of two places prohibited to open carry is a church. However, statute requires 24" x 36" signs be posted at every entry to our facility. With day school we don't want people walking around with guns. An exception for institutes for higher learning does not apply to churches. Discussion ensued over the onerous nature of the signage. It was decided that we would wait to see if there is a problem and post signs if necessary. Monty Phillips asked that the minutes reflect that the board has discussed the issue. Scott Wheatley said there is a possible exception for day care. He will research the penal codes and let us know. Rev. Thomas said we will leave it for a while.

Ellen is retiring on January 17. Rev. Thomas reported that arrangements have been made to accommodate her departure. Because of other needs, we are not replacing Ellen with a minister. From the time Larry arrived, the Board has been responsible for paring down the staff for the budget. We are down 2 ½ ministers and 3 custodial positions. Going into the holidays and with vacations needed to be taken, we will really need extra help. Robert is brought back part time to close the building because we don't have anyone else to do it. The Personnel Committee has approved the restructuring. Michelle Ingram will be promoted to Director of Operations. Cyndy Bodden will be promoted to Facilities Manager. Before coming here she managed a facility supervising a staff of 20 people and managing the facility herself. She will also supervise the building staff. A part time bookkeeper will be hired to report to Pam Santegelo. He will supervise the Communications Department and the Operations staff. Pastoral responsibilities will be absorbed by the clergy. Cathy Taylor asked whether Christie McDowell might work more hours or suggested having a lay leader or a minister to make pastoral care calls. Christi is not in a position to work full time and the possibility of part time retired minister will be dependent on the budget. Over the last four years, we have continued to cut staff. It is coming to the point where we will have to cut programs which would create additional problems.

Rev. Thomas praised the staff, support staff, and congregants who assisted at the Dee Kelly funeral in spite of having to do four funerals in six days.

Report from Deacons – No report as Greg Farr was unable to attend tonight's meeting.

Report from Elders – Margaret Puckett, Chair of the Elders, reported that Newell Williams brought an excellent presentation to the Elders about the history of relationship between UCC, Brite Divinity School and TCU.

Dr. Jim Duke will speak at the combined Elder/Deacon meeting Sunday, November 8 on the history and Biblical connections of these positions and trends in churches today.

Sandi Kennedy is sending letters of appreciation to the clergy for Minister Appreciation Week.

Finance Report – Michelle Ingram provided the following finance report:

Consolidated Balance Sheet (Pg. 4)

As of September 2015 operating cash balance is positive and still up comparatively to September 2014 by \$336K. UCC Equity is also positive at \$595K which is higher than last year by \$450K. The increase this month can be attributed to the receipt of the TCU Parking Lease payment.

	9/30/2015	9/30/2014	8/31/2015	12/31/2014 (Audited)
Operating	\$724,000	\$388,000	\$634,000	\$441,000
Restricted	446,000	509,000	463,000	778,000
Capital	457,000	491,000	432,000	419,000
Endowment	0	13,000	3,000	74,000
Consolidated	\$1,627,000	\$1,401,000	\$1,532,000	\$1,712,000

Also note that the WDS prepayments have been transferred into the current school year.

Unified Operating Income/Expense Statement (Fund 1) (Pg. 5-6)

Pledges, Contributions & Offering (PCO Income) are currently ahead of budget by \$67K. This is up comparatively from September 2014 by \$55K.

TCU parking lease income of \$104K was received this month. On the expense side, B&G is over budget for the period due to unscheduled expensive AC repairs and a high summer electricity bill.

Net overall income is \$273K positive variance to budget.

Capital Fund Reports (Fund 3) (Pg. 7)

3rd QTR Endowment earnings were posted this month. Sand yard funding from Weekday School was transferred. New hardware for the security doors, choir room risers and minor technology supplies were among the purchases made this month from our Capital Fund. Income available for capital projects is \$432K.

Restricted Reserves Report (Pg. 8-9)

Notable changes since May:

Sr. Minister Advised –	\$25K New major gift received
Music General –	\$2,290 Crystelle Rapp memorial handbell trip scholarship
Music Youth General –	Handbell trip transfers
Youth General –	Season parking, stock sale & ordination gift contributions
Student Activities Fund –	Handbell Trip transfers
WDS Fundraising –	Directory, t-shirt sales, bookfair, donations IN, Sand yard project
and tuition scholarships OUT	
Seekers Class Reserve –	\$1,500 Children’s Closet website class project
Outreach General –	\$5K Establishment of the new Lynn Cross Endowment Fund
Children’s Closet –	Uniform Fundraising
Page Scholarship –	\$11K 2015 Scholarship awards (6 recipients & 4 \$250 awards)

Budget Amendments (Pg. 10-11)

Operating Budget Amendments for October:

- WDS Additional Scholarships - \$1,134
- New Choir supplies w/logo - \$649

Net impact to Budget – \$830

Capital Budget Amendment for September

- New hymnals - \$5,598

Net impact to Budget – \$40,480

Stewardship 2016

With a little Faith, We can MOVE MOUNTAINS –

*...if you have faith as a mustard seed, you will say to this mountain,
'Move from here to there,' and it will move; and nothing will be
impossible for you. Matthew 17:20b-22*

- *Online pledge form is live
- *Pledge card logo/design by Scott Baker
- *Pledge cards will be mailed on Thursday, Oct. 15
- *New article for the November journal
- *Pews will be stuffed on Friday
- *Campaign kicks off with a Stewardship moment in Worship Oct. 18 by Don Houk
- *Stewardship sermon on Oct. 25
- *No calling campaign this year
- *Follow up letter to major donors end of October

- *Update to Assembly on Oct. 27

Draft 2016 Budget (Pg. 12-13)

Below are some highlights of the draft 2016 Budget:

- PCO Income – Increase of \$62,300 based on a 3-year average
- Season Parking Income – Increase of \$4,000 based on actuals
- Mineral Income – Decrease of \$48,000 based on decline in oil prices
- TCU Lease Income – Increase of \$8,000 per annual agreement
- WDS – Decrease of \$26,000 based on school year 2015-2016 budget
- Endowment Income – Increase of \$9,800 based on 12 QTR market value average
- Endowment – Note – estimates are based on 2015 rates of distribution
- Restricted Income – Decreased based on no Handbell & C&A trips in 2016
- Personnel Expense – Increased based on Legacy adjustments and a 15% Healthcare increase
- B&G Expense – Decrease of \$6,000 based on lower insurance premiums
- Music & C&A – Decrease based on no Handbell & C&A trips in 2016
- Pastoral Care – Increase of \$4,100 based on actuals for Funerals
- Youth – Decrease of \$12,200 based on no ski trip in 2016
- College – Increase of \$4,000 based on increased participation
- Outreach – 10% adjustment based on unrestricted income totals estimated in 2016

Action Items: (Pg. 14)

1. Based on the needs of the Draft 2016 Budget the Finance Committee brings a recommendation to the BOS to keep the current distribution rate of the General Endowment split of Operations 60%, Capital 30% and Outreach 10% in 2016.

MOTION:

The Board of Stewards approves a recommendation from the Finance Committee to keep the current distribution rate of the General Endowment split of Operations 60%, Capital 30% and Outreach 10% in 2016.

Old Business

Task Force Committee Report – Members of committee are Scott Wheatley, Tony Allred, Zena McAdams, Drew Ruiz, Shirley Branham, Anne Darr, and Sandi Kennedy.

Anne Darr reported that the purpose of the committee was to consider whether UCC should have a new worship service, and if so, what kind of service should we have?

They initially looked at a third service but came to the conclusion that re-tooling a current service would be their recommendation.

The committee made the conclusion that components of worship should be that it:

1. is authentic
2. embodies hospitality and is welcoming
3. has hospitality as a spiritual discipline
4. includes passing of the peace
5. has lay worship leaders
6. is intimate and spiritual
7. includes communion by intinction
8. has a conversational, engaging sermon
9. is worship in the round if possible
10. inclusive of everyone (musicians, speakers, etc. in the same space)
11. has children's moment during the service

Committee members visited services at several different churches but were most impressed with the First Presbyterian service. Elders were assigned to each quadrant who welcomed and served communion by intinction. The service was warm, friendly and comfortable.

The committee makes the suggestion that for music, we continue to use church hymns in new and old ways; physical changes be made in the sanctuary by roping off the back pews, and everyone seated on the lower level with no seating in the balconies.

Thoughts for not adding a third service are (1) there is no satisfactory available physical space without a capital campaign, (2) with any additional service that UCC launches it risks drawing participants away from the current worship services, (3) current 9 a.m. service is under-utilized and (4) it would be difficult for everyone to hear the same sermon with two concurrent services.

Walter Echols inquired what the first step should be. Anne said it is not the decision for the committee to make. Larry said first thing is someone needs to come up with a structure of what a different service would look like, what the flow would be and then talking to members. In the interest of transparency and care, members need to be consulted perhaps in a town hall type setting.

General discussion ensued about feasibility of any new worship service recommendation. How it affects all parts of the church. Larry praised the work of the committee in this regard. The possibility of an 8 a.m. service in the chapel that is more contemplative was discussed. Cathy stated that we must build consensus before launch.

Shirley Branham shared that the committee looked at how a new service would enhance not change or replace. They want to make it better.

On behalf of the Board, Monty thanked the committee for their work. Monty and Jeanne have agreed to work together to implement a plan. Realistically, the beginning of the fall programming next year would make sense and would allow time to implement any new worship service plan.

New Business

Youth Stewardship Video – Drew Ruiz reported that this is the fifth video in six years. The title this year is *Superman Loses his Cape: 3 Episodes*. The consensus is that members in day jobs also volunteer at UCC and give financially. Tony Allred was invaluable in assisting with the making of the video by the ninth and tenth graders. Videos have been posted to You-Tube

Approval of B&G Committee Policies and Procedures – James Chaffin reported that the books have been removed from parlor bookcases. The Architectural Committee is working on the plans for renovating the space. James, thanked Carolyn Critz for attending meetings of the Building and Grounds Committee.

UCC Bylaws provide that Administrative Committees shall submit their policies and procedures annually. No changes have been made from last year and nothing new is included. Carolyn Critz made a motion to approve the Policies and Procedures. Martha Lunday seconded. All approved.

Approval of Personnel Handbook – Cy Rowell stated that the Personnel Handbook was last approved in 2010. He consulted with a human resource company for boiler plate provisions and new updated laws and procedures. He comes with the recommendation that the changes are with fine-tuning of items with updates in language. Cy moves for the board to approve the handbook. Walter Echols made a motion, Carol Wilkerson seconded. All approved.

There being no further business, the meeting was adjourned following a prayer by Cy Rowell at 9:02 p.m.

Respectfully submitted,

Sean Strange
Board Secretary

Thelia Chaffin
Assistant to Senior Minister