

# University Christian Church

## Board of Stewards Meeting

February 16, 2016

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### Stewards Present :

Mark Alland	Walter Echols	Kalen Ruiz
Phyllis Allen	Greg Farr	Sean Strange
Mary Nell Andrus	Heather Harris	Cathy Taylor
Lee Brookshire	Don Houk	Carol Wilkerson
William Butler	Martha Lunday	
Jeanne Duke	Monty Phillips	

### Ex-Officio Members Present:

Rev. Larry Thomas – Senior Minister

Rev. Cyndy Twedell – Senior Associate Minister

### Motions Made and Actions Taken

Approval of January 19 and January 31 Minutes. Motion: Phyllis Allen 2nd: Walter Echols. Approved

Recommendation that the job description of the new position (not yet filled) of part time bookkeeper be increased from 15 to 20 hours per week, and that the 2016 budget be adjusted accordingly. Motion: William Butler 2nd: Carolyn Critz Approved

That Cyndy Twedell be named Senior Associate Minister and that her salary/compensation be increased, effective February 7, 2016. Motion: Greg Farr 2nd: Carolyn Critz Approved

That the senior minister actively serve in his daily and preaching ministry through Sunday, April 10, 2016; however compensation will continue through May 31, 2016. Motion: Phyllis Allen 2<sup>nd</sup>: Mark Alland. Approved

A meeting of the Board of Stewards of University Christian Church was called to order at 6:33 p.m. The opening prayer was given by Phyllis Allen.

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

Interim Search Committee - The Chair introduced Rev. Zena McAdams, who is the chair of the interim search committee, and Rev. Coretha Loughridge. Rev. Loughridge is the acting Interim Regional Minister/Area Minister for East Texas. She has been serving as acting interim regional minister for two years and Area Minister for Northeast Texas. Zena explained Rev. Loughridge's current role and how she

will be assisting in the search process. She is looking forward to working with UCC for the interim minister. Rev. Alicia Harper, Dallas area, will be working with Coretha to learn the search and call process and will work alongside the group. Inquiries about the interim position have been received.

The Personnel Committee provided instructions on how to proceed with hiring an interim. The clergy unanimously agreed that we would need to have an interim for their well being. Cyndy Twedell, Judy Vick, William Butler, Zena McAdams, and Charles Sanders are on the committee. More clergy were chosen because they know what an interim does. Coretha said it could take twelve to eighteen months to hire a new permanent senior minister. A Congregational Profile will need to be put together, obtain feedback from the congregation, research and interviewing of candidates, etc.

In response to the question of who approves the search committee, Larry says the Chair has the responsibility of selecting the committee and the committee is then approved by the CLG.

**Approval of Minutes** - The minutes of the January 19 and January 31 meetings were reviewed. Phyllis Allen made a motion to approve the minutes. Walter Echols seconded the motion and the minutes were approved with revisions.

**Discussion on UCC Response to Open Carry** - The church's legal counsel has advised us that the church is private property and does not need to post a sign. He suggested that we print bilingual cards and select ushers will be trained to deal with the situation. Anyone attempting to enter with a firearm will be asked to leave the firearm in their vehicle and then they are welcome to come inside. If an individual does not comply, the police are to be contacted without a disruption to the worship service and charges of trespassing can be pressed.

**Senior Minister Report** – Rev. Thomas and Kyla are working to hire a full time choral director who would have supervisory duties over the department with Kyla. One candidate was unanimously agreed upon. This will involve some restructuring of the music department. A candidate has been approved by the personnel committee and an employment package is being discussed, though some issues remain to be worked out at this time. The Board approved Larry making an offer to the candidate.

**Elder Report** - Stuart McDonald is here for Margaret Puckett who is recovering from surgery. No Elder meeting has occurred since the last regularly scheduled Board of Stewards Meeting. The February 23 meeting will include a roundtable discussion of questions for the Board of Stewards to contemplate on their retreat at the end of the month.

**Deacon Report** - Greg Farr reported that the Deacons will meet on Sunday, February 21 for lunch and a discussion on volunteer opportunities led by Mary Jane Alland. Deacons are also working on developing a master greeting and ushering calendar through June, with Deacons encouraged to sign up for two greeter/usher times and one special event during the spring. Larry Thomas will also address the Deacons on the potential of future changes to the Deacon structure.

**Finance Report** – The finance and endowment reports were tabled for this month due to time constraints. Michelle Ingram provided the following written finance report:

**Consolidated Balance Sheet – (Page 7)** As of January 2016 operating cash balance is positive at \$811,926 and up comparatively to January 2015 by \$175K. UCC Equity is also positive at \$649K which is higher than last year by \$92K.

	1/31/2016	1/31/2015	12/31/2015	12/31/2015
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				(unaudited)
Operating	\$812,000	\$637,000	\$764,000	\$764,000
Restricted	578,000	593,000	701,000	701,000
Capital	509,000	390,000	513,000	513,000
Endowment	1,000	27,000	257,000	257,000
Consolidated	\$1,900,000	\$1,647,000	\$2,235,000	\$2,235,000

**Unified Budget Report - (Page 8-9)** Pledges, Contributions & Offering (PCO Income) is ahead of budget by \$39K. This is ahead of January 2015 by \$22K. Note that Non Pledge Contributions is ahead by \$32K. Within that total are 22 members who had pledges in 2015 totaling \$75K. YTD income is positive to budget \$26K.

On the expense side, contract services and electricity brought Building & Grounds under budget by \$10K this month.

Net overall operating income is \$59K positive variance to budget!

**Capital Budget Report – (Page 10)** New carpet cleaner and 3<sup>rd</sup> floor furniture were among the purchases made this month from our Capital Fund. Income available for capital projects is \$506K.

**4<sup>th</sup> QTR Endowment Reports – (Page 11-13)** Market performance during 4<sup>th</sup> QTR was down 0.99% bringing the current Endowment value to \$12,441,000 (down from \$12,447,000 last QTR). We distributed \$135,186 earned income for Ministry spending, invested \$22,624 in new gifts this quarter. As for expenses, we paid \$1,000 for quarterly fees for Fundriver. 1<sup>st</sup> QTR distribution for spending is estimated to be \$135,853.

**\*Budget Amendments – (Page 14)** Fund 1 – 10% Allocation to Outreach (to correct transposed numbers on calculation of 10% to Outreach). Net Impact: \$27

**2016 Major Vendor – (Page 15)** Each year the Finance Committee is presented with a list of vendors for which we spent \$25K and over. The list also includes any known relationships with these vendors for full disclosure. The new vendors are highlighted on the report and include total spent in 2015 and YTD in 2016.

**Outreach Budget – (Page 16-17)** The Outreach Finance Committee met recently to approve funding allocations for 2016. The Committee has an unallocated number in the budget of \$58,650 and a balance of \$62,736 in the Outreach General Reserve. Additional allocations will be made as grant requests come in.

**Personnel Committee Chair** - Cy Rowell brought a recommendation that the job description of the new position (not yet filled) of part-time bookkeeper be increased from 15 to 20 hours a week, and that the 2016 budget be adjusted accordingly. A motion was made by William Butler, seconded by Carolyn Critz and the motion was approved.

The Board moved into Executive Session from 7:20 p.m. to 7:51 p.m. to consider the recommendation that the current Associate Minister, Cyndy Twedell, be named Senior Associate Minister and that her

salary/compensation be increased, effective February 7, 2016. A motion to approve this recommendation was made by Greg Farr, seconded by Carolyn Critz and the motion was approved.

A motion was made by Phyllis Allen and seconded by Mark Alland that the senior minister actively serve in his daily and preaching ministry through Sunday, April 10, 2016; however compensation will continue through May 31, 2016. The motion was approved.

There will be continuing discussions throughout the spring on pastoral care and staffing needs in general.

**Assignments for Calls to New Members** - Board members selected new members to contact and welcome to UCC.

**Appoint Committee to Select Administrative Committee Members and Chairs** – Board members who agreed to be on the committee to select Administrative committee members and chairs are as follows:

- Building & Grounds – Carolyn Critz
- Finance – Don Houk
- Personnel – Walter Echols
- Endowment – Cathy Taylor

**Board of Stewards Retreat** –The retreat will be on February 26-27 at Glenlake Camp & Retreat Center, Glen Rose, Texas, beginning Friday evening thru Saturday afternoon. Recently Monty asked Larry to provide his ongoing concerns prior to leaving. Monty passed out a written version of what Larry had composed. The unique set of ministries this church has come to expect was discussed in Larry's statement.

At the recent special called Board of Stewards meeting, these key points were decided:

- The Rev. Cyndy Twedell has been promoted to the position of Senior Associate minister.
- A committee has been formed to begin the search and call process for an interim minister.
- The Board of Stewards will be attending a retreat at the end of February to discuss issues related to pastoral care, church staffing, and a vision plan going forward.

Monty will draft a report from the meeting and it will be posted on the website and Facebook. The feasibility of mailing a letter will be discussed at the retreat.

The meeting adjourned at 8:37 p.m.

Respectfully submitted,

Sean Strange  
Board Secretary

Thelia Chaffin  
Assistant to Senior Minister