

# University Christian Church

## Board of Stewards Meeting

March 15, 2016

---

### Stewards Present :

Mark Alland	Don Houk
Phyllis Allen	Martha Lunday
Lee Brookshire	Monty Phillips
William Butler	Kalen Ruiz
Jeanne Duke	Cathy Taylor
Walter Echols	Carol Wilkerson

### Ex-Officio Members Present:

Rev. Cyndy Twedell – Senior Associate Minister

### Motions Made and Actions Taken

Approval of February 16 Minutes. Motion: Don Houk 2nd: Lee Brookshire Approved

Exploratory look at hiring a consultant vote taken. Approved.

A meeting of the Board of Stewards of University Christian Church was called to order at 6:36 p.m. The opening prayer was given by Jeanne Duke.

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

Approval of Minutes - The minutes of the February 16 meeting were reviewed. Don Houk made a motion to approve the minutes. Lee Brookshire seconded the motion and the minutes were approved.

Assignments for Calls to New Members – Rev. Twedell discussed the new members and related that they are all excited to become members of UCC. Board members selected new members to contact and welcome to UCC.

Senior Minister Report – Rev. Twedell reported that things are going really well as we make the transition although we are grieving Larry's departure. He is helping us live into our future and get used to working without him. He will be in the pulpit until April 10. Receptions will be held that day to honor him.

Children will wave palm leaves as they walk down the aisles on Palm Sunday and there will be an Easter Egg hunt during the Sunday School hour. Later there will be an agape feast. A service of darkness will be held on Thursday, March 24. Easter Sunday will be fabulous. This will be Christi McDowell's last Sunday. Baptisms will take place on the 3<sup>rd</sup> and 10<sup>th</sup>. April 17 is Earth Stewardship Sunday and Elena Huegel will be preaching. Youth Sunday is the first Sunday in May. We have ministers assigned to preach almost every Sunday. If we do not have an interim by June, she will contact other ministers known and loved in the community.

**Elder Report** - Cathy Taylor reported that she and Cyndy are working on a plan for the Elders to assist the ministers by being the on call minister. At the next Elders meeting she will discuss having volunteers being on call which would relieve our ministers. However, no calls have come in for Cathy as of yet.

**Finance Report** – Michelle Ingram reported that the Finance Committee does not meet in March because of spring break and the annual audit which takes place this month. The audit is going well but time is limited as they were preparing for the audit and are now working with the auditors. The Finance Committee is required to review the reports even if they do not meet. When she sends the report to the Finance Committee, the reports will be forwarded to the board at that time. A copy of the report forwarded via email is attached.

**Update on Selection of Administrative Committee Members and Chairs** – Cathy Taylor, Walter Echols, and Don Houk reported that they have reviewed the number of members needed for the committee to which they were assigned and they have contacted potential new members. James Chaffin, as Chair of the Building & Grounds Committee, gave the update on behalf of Carolyn Critz who was not in attendance.

**Update on Board of Stewards Retreat** – Monty Phillips felt the board retreat was productive enough to consider having a retreat annually. Discussion ensued regarding whether it should be done that often. It was suggested that perhaps the Chair should have a retreat next year and the decision could be left open for following years depending on the need. Because the staff tries to have two planning retreats per year, Jeanne suggested choosing a date in February 2017 to put on the calendar. The consensus is that by February the board members would know each other well enough to feel comfortable speaking up and sharing ideas without hesitation. It was suggested that we reserve meeting rooms at Brite which would still be off site but less expensive.

Cyndy had a conversation with Carol Fewell about enhancing the marketing and communication and Carol was on board.

Monty suggested that a subcommittee be selected to work on achieving the three year goals with perhaps 3-5 people on each sub-committee. Cathy Taylor suggested having a group of five board members for each goal who would meet to discuss members with talents necessary to implement each goal. They will then report back to the Board in May after attempting to meet before May 31. A report will also be given at the Assembly meeting on May 24.

Volunteers are as follows:

Goal 1. Heather Harris, Carol Wilkerson, Mark Alland, Martha Lunday, Kalen Ruiz

Goal 2 – Jeanne Duke, Lee Brookshire, Don Houk, Cathy Taylor

Goal 3 – Walter Echols, William Butler, Phyllis Allen

Sean Strange, Carolyn Critz, and Mary Nell Andrus were not in attendance at this meeting but will have an opportunity to select a committee.

**Update on Interim Minister Search & Call** – Cyndy Twedell reported that the committee has met twice and is making decisions about the qualifications needed. Three papers are currently being considered. Today is the deadline and more may have been received. William Butler says they are intentional in casting a wide net and trying to make it as fair as possible. Monty mentioned major changes coming, i.e. new music director, Christi resigning. A search committee for a new Associate Minister will need to be named to fill that position. They posted an ad on a website where interims would look. They want someone who will hear and work with all. Cy Rowell asked whether the interim would have responsibility for staffing issues and Cyndy responded that this was not named specifically but the interim would serve the same as a senior minister. Transitional ministers have training on how to deal with this.

The question was raised about bringing in a consultant. We must think about what a consultant should do and stems around someone like Peter Steinke. A poll was taken on whether this is a year to have a consultant but consideration must be what you want and why you need them. Walter Echols suggested that timing is significant. We should do this. They will be dealing with interim and future senior. Cyndy Twedell said that when it is time for the new senior minister a consultant could have seen things we don't have eyes to see with the result that we would not set that person up to fail. It would be a preparation for the new senior minister.

The question was raised regarding (a) Do you think we should hire a consultant? and (b) If so, when?

Monty asked the staff present tonight what their thoughts are. Cyndy Twedell says that Larry wants us to recognize who we are and what our vision is as we move forward with the person who joins us. Possible cost could be between \$20-30,000. Could be up to \$50,000. Monty said he is hearing it might be the right time if you hire the right person.

Don Houk said a consultant could transfer a mature organization into a more vital church. Cyndy Twedell says this needs to happen when we have clear leadership. Is it changing our ministry or realizing what we are. Jeanne Duke says we need clarity of a starting point before trying to plan big. William Butler says we need objective outside counsel to help establish the process now.

Exploratory look at hiring a consultant vote taken. Approved.

Between now and May board meeting, Monty will work with the staff and others to look at (1) expertise of consultants and (2) if we write a mandate for a consultant what would it say.

**New Business:**

**Music Ministry Staffing Discussion** – Todd Prickett will be our new Director of Music. Kyla Rosenberger will be the Senior Organist. Todd will be in town and will direct the choir on Thursday. He was on staff in the past when he was a student at TCU. His first Sunday will be June 5. He and his family are moving from Tuscaloosa, Alabama. Plans are being made for gathering after worship to thank Jackson Yandell and Eric Mullins in May for leading choir. We will not have their positions any longer.

**Associate Ministry Staffing** – Cy Rowell reported that part time pastoral care minister, Christi McDowell, no longer wants to work part time. She resigned effective March 27. The Personnel Committee has worked to redistribute the administrative part of Ellen's duties but not her ministerial duties. They began thinking about staffing concerns when a new service was discussed. The Personnel committee recommends to the Board that the current position of part time Associate Minister be changed to a full time position to meet the needs of the staff. This would not necessarily be only a pastoral care minister but as a generalist as well.

Executive session began at 8:36 p.m. and ended at 9:45 p.m.

Respectfully submitted,

Sean Strange  
Board Secretary

Thelia Chaffin  
Assistant to Senior Minister

## Finance Committee Written Report Summary March 18, 2016

**Consolidated Balance Sheet – (Page 4)** As of February 2016 operating cash balance is positive at \$800,923 and up comparatively to February 2015 by \$143K. UCC Equity is also positive at \$596K which is higher than last year by \$126K.

	2/29/2016	1/31/2016	2/29/2015	12/31/2015 (unaudited)
Operating	\$801,000	\$812,000	\$658,000	\$777,000
Restricted	549,000	578,000	600,000	688,000
Capital	493,000	509,000	433,000	513,000
Endowment	1,000	1,000	28,000	257,000
Consolidated	\$1,844,000	\$1,900,000	\$1,719,000	\$2,235,000

**Unified Budget Report - (Page 5-6)** Pledges, Contributions & Offering (PCO Income) is ahead of budget by \$27K. This is ahead of February 2015 by \$15K.

On the expense side, Building & Grounds is under budget by \$10K this month because the February electricity invoices were paid in March.

Net overall operating income is \$85K positive variance to budget!

**Capital Budget Report – (Page 7)** New handicap doors, gallery lights, 3<sup>rd</sup> Fl Youth furniture and minor technology supplies were amongst the purchases made this month from our Capital Fund. Income available for capital projects is \$468K.

**Old Business – N/A**

**New Business –**

**\*Budget Amendments – (Page 8-9)**

Fund 1 –

Boar's Head Festival – amendment for 2016 performance costs \$16,020 (Total transfer from reserve \$31,372)

YTD Net Impact: \$27

Fund 3 –

\*Handicap doors –addition to budget \$2,459

\*Server Upgrade – addition to budget \$8,656

\*Annual Office furniture – addition to budget \$7,500

YTD Net Impact: \$18,615

\*Handicap doors came in over budget due to the original estimate only including one button. Server upgrade will cost more than originally estimated due pricing at the time of the estimate last summer and that estimate had included banked retainer hours that have since been used. Annual office furniture is being requested because there is currently no budget for this type of

item. A couple of new desks, a lateral file, guest chairs and replacement computer chairs are needed. We haven't needed to buy new office furniture in a long time. We've utilized older, stored pieces, but those pieces have now been used up and/or what's left isn't usable anymore.