

University Christian Church

Board of Stewards Meeting

October 18, 2016

UNAPPROVED

Stewards Present:

| | |
|------------------|-----------------|
| Mary Nell Andrus | Ken Hubbell |
| Art Busbey | Martha Lunday |
| Jeanne Duke | Stuart McDonald |
| Walter Echols | Monty Phillips |
| Avis Herndon | Judy Stempel |
| Don Houk | Cathy Taylor |

Ex-Officio Members Present:

Rev. Dr. Chuck Rolen – Interim Senior Minister
Michelle Ingram – Director of Operations

Motions Made and Actions Taken

Approval of Minutes – Stuart McDonald made a motion to approve the September 20 minutes. Judy Stempel seconded the motion and the minutes were approved.

A meeting of the Board of Stewards of University Christian Church was called to order at 6:31 p.m. The opening prayer was given by Walter Echols.

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

Elders Report – Stuart McDonald reported that the Elders met on Sept. 27. Jeanne Duke presented a board update. Bobby Hawley also presented a stewardship moment. On Election Day, November 8, the Elders have volunteered to be in the Chapel which will be open for prayer, reflection and communion on this divisive day. There will not be an Elders meeting in October.

Assignments for Calls to New Members – Board members volunteered to contact the new members to welcome them to UCC.

Approval of Minutes - The minutes of the September 20 meeting were reviewed. Stuart McDonald made a motion to approve the minutes. Judy Stempel seconded the motion and the minutes were approved.

Minister's Report – Rev. Chuck Rolen stated that he has received lots of support and discovery. He is excited to be a part of the journey. We want to look very critically at the process we use which will help the search committee make a decision and find a better match, for more longevity from a new senior

minister. He is having long conversations with Jeanne Duke and others. He is not looking to make major changes, just adjustments especially in the ministerial staff. However, these are not performance issues. A survey from the Fuller Institute will be sent to all members soon. This is a nationwide survey and results returned to us will be helpful in formulating our search criteria.

On Election Day the Chapel will be open from 7 a.m. to 7 p.m. for communion and prayer. We have hired security. Preprinted prayers will be available for visitor's use.

Rev. Rolan suggested the weekends of February 11 or 18 would work for the staff to attend the Board retreat.

Deacon's Report –Lee Nelson was not able to attend this meeting to give a report.

Finance Report – Mike Morton gave the following report.

Consolidated Balance Sheet – (Page 4) As of September 2016 operating cash balance is positive at \$710K and down comparatively to September 2015 by (\$14K). UCC Equity is also positive at \$601K which is up \$6K from last year.

| | 9/30/2016 | 8/31/2016 | 9/30/2015 | 12/31/2015 (Audited) |
|--------------|-------------|-------------|-------------|-------------------------|
| Operating | \$711,000 | \$709,000 | \$724,000 | \$777,000 |
| Restricted | 568,000 | 526,000 | 446,000 | 688,000 |
| Capital | 519,000 | 453,000 | 457,000 | 513,000 |
| Endowment | 3,000 | 105,000 | 0 | 257,000 |
| Consolidated | \$1,801,000 | \$1,793,000 | \$1,627,000 | \$2,235,000 |

Unified Budget Report - (Page 5-6) Pledges, Contributions & Offering (PCO Income) is behind budget YTD by \$75K. We continue to have positive variances across Personnel, Administrative and Ministry areas which contributes towards the net overall positive. All but one of the vacancies on staff is filled.

Net overall operating income is \$71K positive variance to budget.

Capital Budget Report – (Page 7) A donation of \$10K was received in support of the parlor project and 3rd QTR Endowment earnings were posted as of 9/30. The porte cochere was recently damaged by a trolley that was picking up a wedding party. The insurance check was received and the repair now completed. A few minor supplies for the sanctuary video upgrade project were amongst the purchases made this month from our Capital Fund. Income available for capital projects is \$494K.

Restricted Reserve Report – (Page 8-9)

Highlights:

- \$28K Parking Funds for Youth & Music Youth
- \$21K Contributions & Memorials for Children's Closet
- \$10K Mary Louise Page Scholarship Awards for 2016-2017
- \$6K Prepaid pledge payments for 2017



Stewardship – (Page 10)

Campaign Status - Week 3

| | 2017 | 2016 | Difference |
|------------------------|-------------|-------------|------------------|
| # of Pledges | 326 | 329 | (3) |
| Total Dollar | \$1,336,503 | \$1,323,786 | \$12,717 |
| # of New Pledges | 33 | 16 | 17 - \$17,250 |
| # of Increased Pledges | 106 | 147 | (41)- (\$34,827) |
| Overall Increase | \$68,698 | \$122,060 | (\$53,362) |

We are striving towards finishing this Stewardship Campaign strong. If you haven't done so already, please prayerfully consider your commitment for 2017 and make your pledge today!

- Return a pledge card to the Business Office. Pledge cards can be picked up from the pews, Business Office or front desk
- Use your smart phone to scan the QR Code found on a pledge card
- Pledge online at www.universitychristian.org
- Email or call in your pledge to Pam Santangelo at psantangelo@uccftw.com or 817-926-6631

Personnel –

1. New Hires/Vacancy Update:

- Interim Assistant Minister for Youth (High School)** – Whitney Peters joined the team beginning on Sunday, September 18. Some may recall that Whitney was on staff during 2009 as a Summer Youth Intern. Whitney's been active in the College ministry, volunteered as Chi Rho sponsor and served on Youth Committee. She graduated from TCU in 2011 with an education degree and is currently teaching for the FWISD as a 7th Grade ESL/Writing teacher.
- Administrative Assistant for Children/Youth** – Robin Doyle joined our team on October 3. Robin has worked previously serving many roles for 9 years at The Hulett Agency in Arlington. The past couple of years she has been fortunate to be home with her family while working on her photography business. Robin graduated from Abilene Christian in 2005.
- Housekeeper** – Our own Gloria Ponce is being promoted to a full time position filling our vacancy on the B&G team. Gloria has worked with us for the past 3+ years answering the phones, welcoming our members so we are very excited to offer her this opportunity for a full time position here at UCC! Please do congratulate her, she is very excited! Gloria will transition to her new position on October 17.
- Communications Manager** – Patty Poling joined our team on Monday, September 26. Patty worked as the Director of Marketing & Design with Digital Alchemy for 2 + years and prior to that as Art Director for ECi Software Solutions for 6+ years. Patty graduated with a Graphics Design degree from Cleveland State University.

Amberley will transition to her new role in a few weeks to Creative Coordinator, PT 25 hours a week where she'll focus her talents on graphics & content.

- e. **Facilities Manager** – John Puente will join our team beginning on Monday, October 24. John has extensive knowledge related to building, electrical, plumbing and HVAC having a lengthy management work history with Home Depot & Lowes. In the past 6 years John has served as Facilities Manager at CSC and AMN Healthcare.
- f. **Front Desk evening/weekend** – Mesa Herod and Rebekah Stutheit recently joined the team. Mesa and Rebekah will together cover evening & weekend shifts at the front desk. Rebekah will be familiar to some of you as she's an active college student in the college ministry. Rebekah is a junior at TCU studying Religion & Communications (double major). For the past 10 years, Mesa works full time at UNT Health Science Center as a coordinator for 3rd and 4th year med students.
- g. **IT Network Assistant** – Last vacancy! Job description has been completed. I will advertise next week.

We are beyond thrilled to finally fill these positions and feel confident we've selected the best possible candidates to join our terrific team here at UCC!

2017 Draft Budget – See pages 11-12 for highlights of the 2017 Budget. Weekday School, PCO Income and Endowment income need to be updated.

Bobby Hawley gave a stewardship update. He is pleased with the stewardship moments presented in the worship services each week. They are tracking the leadership groups. Finance committee is 100%. It is a little discouraging that other groups have not reached that goal. Chairs of the committees have sent emails to their members but have not received much response. He is confident that our goals will be reached. The Assembly is at 50%. He will send a thank you to the 349 who have pledged and a letter to those who have not pledged encouraging them to do so. Two thirds of large donors have responded.

At 7:04 p.m. the meeting went into executive session to discuss a personnel matter.

There being no further business, the meeting adjourned at 8:07 p.m.

Respectfully submitted,

Mary Nell Andrus
Acting Board Secretary

Thelia Chaffin
Assistant to Senior Minister