

# University Christian Church

## Board of Stewards Meeting

November 15, 2016

---

### UNAPPROVED

#### Stewards Present:

Mary Nell Andrus	Ken Hubbell
Lee Brookshire	Mary Ruth Jones
Art Busbey	Martha Lunday
Jeanne Duke	Stuart McDonald
Walter Echols	Monty Phillips
Avis Herndon	Judy Stempel
Don Houk	Carol Wilkerson

#### Ex-Officio Members Present:

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

### Motions Made and Actions Taken

**Approval of Minutes** – Cathy Taylor made a motion to approve the October 18 minutes. Stuart McDonald seconded the motion and the minutes were approved.

**Proposed 2017 Health Insurance Plan** – Acceptance of United Healthcare comes to the board from the Personnel Committee. Walter Echols seconded the motion. All were in favor of accepting this recommendation.

**Housing Allowance Approval** – Judy Stempel made a motion to approve the housing allowance for Rev. Shannon Moore. Monty Phillips seconded the motion. All approved.

**New Endowment Fund Approvals** – Endowment Committee brought motion to approve Cato Family Fund and the Helme Family Fund. Ken Hubbell seconded the motion. All approved.

**2017 Annual Distribution Rate for Endowment** - Endowment committee recommended distribution rate be reduced to 4.25% with the objective to reduce to 4% in 2018. Finance committee brings the motion to the Board. Don Houk seconded the motion. All in favor.

**2017 General Endowment Allocation Rate** - The Finance Committee brings a recommendation to the Board of Stewards to approve keeping the same General Endowment allocation percentage rate of 60% Operations/30% Capital/10% Outreach. Avis Herndon seconded. All approved.

A meeting of the Board of Stewards of University Christian Church was called to order at 6:34 p.m. The opening prayer was given by Stuart McDonald.

**Listening to UCC Members** – Dr. Charles Kendall asked to speak to the Board regarding a concern about the status of the carpenters house and children's closet. If there is a plan to utilize these buildings as an alternate revenue source, he would like further discussion. Rev. Rolen explained that we need to look at all ministries and facilities on a regular basis. Jeanne stated that no conversations have been had regarding the carpenters house specifically; just conversations regarding using our resources responsibly. Jeanne assured Dr. Kendall that there is no strategic plan in place to do anything with the area at this time. Scott Wheatley reported that he was involved in the negotiations with TCU regarding the parking lot and TCU expressed at that time that they wanted to build a parking garage in the future, but no conversations have been had as of yet. Jeanne assured everyone that it will not be a hidden conversation if and when that happens.

Jeanne introduced the new staff members, Patty Polling and Rev. Shannon Moore.

Patty shared a packet with graphics she has been working on for events coming up at UCC. Patty has over 15 years' experience with communications, graphic design and marketing. She is looking forward to improving our marketing and giving us a better digital presence. She is working to improve our communications and making our brand known to anyone seeing our name. She recently completed a new Journal for the Board's perusal and it was agreed that the quality is outstanding. For now, the journal will be quarterly with a smaller mailer sent out during the other months.

Shannon Moore introduced himself and told the Board that he is originally from North Carolina. He came here 15 years ago to attend Brite. He fell in love with Fort Worth and decided to make it home. He has been involved with several churches in the area both in areas of music and worship. He played in the band at UCC for The Search worship services. He expressed that he always felt like he would one day end up at UCC; it feels natural to be here. He feels welcomed and looks forward to serving for a long time at UCC. Monty asked Shannon, after having been called by the search committee, for any comments regarding the search process that he experienced. Shannon shared that his references actually contacted him before UCC did. Jeanne noted that comment and will pass it along to the next search committee, to avoid this happening in the future.

**Approval of Minutes** - The minutes of the October 18 meeting were reviewed. Cathy Taylor made a motion to approve the minutes. Stuart McDonald seconded the motion and the minutes were approved.

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

**Minister's Report** — Rev. Chuck Rolen expressed that it continues to be an honor and a pleasure to serve here. He looks forward to the first of the year when we begin to form a strategic vision for UCC. Chuck said that as an intentional interim minister, his job is to ask questions and explore all the options for the church.

He 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 match, one that will ensure more longevity with our new senior minister. He is having long conversations with Jeanne Duke and many 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. Security has been hired to ensure safety. Preprinted prayers will be available for visitor's use.

**Elders Report** – Stuart McDonald reported that elders volunteered to monitor and greet visitors on Election Day which was well attended by members and some non-members. Newell Williams will speak on changes in the church at the next Elder's meeting on November 29.

**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 3)** As of October 2016 operating cash balance is positive at \$731K and down comparatively to October 2015 by (\$11K). UCC Equity is also positive at \$611K which is up \$19K from last year.

	10/31/2016	9/30/2016	10/31/2015	12/31/2015 (Audited)
Operating	\$731,000	\$710,000	\$743,000	\$777,000
Restricted	584,000	568,000	470,000	688,000
Capital	515,000	519,000	450,000	513,000
Endowment	5,000	3,000	0	257,000
Consolidated	\$1,836,000	\$1,801,000	\$1,663,000	\$2,235,000

**Unified Budget Report - (Page 4-5)** Pledges, Contributions & Offering (PCO Income) is behind budget YTD by \$76K. YTD positive variance in Personnel totals \$80K. All of the 2016 positions are filled with the exception of one part-time position in IT which was part of the adjustment in Communications department.

Total income is behind budget by \$144K. It is offset on the expense side by the position variance in Personnel and new program opportunity. Net overall operating income is \$88K positive variance to budget.

**Capital Budget Report – (Page 6)** A donation of \$2,500 was received to complete a small paving project over at the Children's Closet property. A few minor IT supplies, parlor project TV/soundbar, WDS shelves and a large portable screen were amongst the purchases made this month from our Capital Fund. Income available for capital projects is \$490K.

**Endowment Fund Report – (Page 7-10)**

Market performance during 3<sup>rd</sup> QTR was up 4.27% bringing the current Endowment value to \$13,513,000 (up from \$13,011,000 last QTR). We distributed \$138,724 earned income for Ministry spending, invested \$113,231 in new gifts this quarter. As for expenses, we paid \$1,000 for quarterly fees for Fundriver (Endowment management software). Currently there are no funds noted below our threshold of 85%. 4<sup>th</sup> QTR distribution for spending is estimated to be \$139,090.



## Stewardship – (Page 11)

### Campaign Status - Week 7 (Please see the detailed report attached)

	2017	2016	Difference
# of Pledges	472	477	(5)
Total Dollar	\$1,886,074	\$1,836,559	\$49,515
# of New Pledges	58	29	29 - \$58,505
# of Increased Pledges	140	188	(48)- (\$28,136)
Overall Increase	\$131,531	\$93,246	\$38,285

A pledge thank you and follow up letter were mailed last Friday. We continue towards campaign completion but we aren't there yet. Participation from beyond just our 2016 active pledgers - we need participation from all of our members. Jeanne Duke gave a presentation on behalf of the BOS and Personnel Committee at the recent Assembly meeting on important decisions that were made this year regarding staff compensation. We recorded this presentation and Jeanne asked that I share the link with you all on my next Stewardship report. Please do watch it if you were not able to attend that meeting in October.

<https://vimeo.com/189371707>

## 2017 Draft Budget – (Page 12-15)

See highlights on detailed report.

### Board Action:

#### 1. New Endowment Funds:

- The Marcia & Paul Cato Family Fund – restricted use as a General Endowment. \$1,425
- Helme Family Fund – restricted use for Outreach and Music. \$405.31

The Endowment Committee recommends to the Board of Stewards approval of designating the unrestricted memorial gifts for the Marcia & Paul Cato Family Fund and the Helme Family Fund received prior to the establishment of the new funds.

#### 2. Endowment Annual Distribution Rate:

Please see **Page 12** for distribution details.

The Finance Committee brings a recommendation to the Board of Stewards to approve lowering the annual Endowment distribution rate from 4.5% to 4.25% in 2017.

#### 3. General Endowment Allocation Rate:

The Finance Committee brings a recommendation to the Board of Stewards to approve keeping the same General Endowment allocation percentage rate of 60% Operations/30% Capital/10% Outreach.

#### **4. Housing Allowance:**

The Board of Stewards approves the Housing Allowance for Rev. Shannon Moore for 2016.

**Stewardship Update** - The campaign is not quite over, but is nearing the conclusion. Bobby Hawley reported that the number of new pledges and increased pledges are up. He is concerned that we still have 150 outstanding pledges from folks who pledged in 2016 but have not yet pledged for 2017. The lack of response for some of the leadership groups in the church has been somewhat discouraging. Bobby is pondering how to address this. He will be meeting with his committee and Chuck to wrap up the campaign in the near future.

Bobby hopes to go to a year round stewardship program and will educate people about the need. He thanks the people in this room for their participation. Thanks to Bobby for running a strong campaign. Avis shared the importance of educating the leaders of the church regarding their financial responsibilities to the church. Lee Brookshire asked Michelle about any problems with the online pledging, she assured us that the online portal was up and working to receive pledges.

**Rev. Murtha Workshop Update** – Jeanne had handouts available from the workshop with Rev. Murtha on Friday evening. Rev. Murtha has developed a system to help congregations know what it is their ministers do and establish a system to help them set goals. This includes a system to help evaluate progress towards those goals and provide feedback. Scott expressed his hopes that we will continue to go forward with this program for our church. All those who attended and replied to an evaluation of the workshop were in favor of pursuing the program. The responsibility of the BOS would be to make sure there is funding for the program. The ultimate goal of the program is to coordinate the ministries of the church and assure everyone is moving in the same direction. It is a detailed committee based model/program for evaluation purposes for staff.

This will help to make the senior minister search more attractive. If approved, Jeanne will call Rev. Murtha to get started, hopefully by Easter. We will need 11 elders to assist with this program who make a commitment to go to 3 meetings per year.

**Proposed 2017 Health Insurance Plan** – Scott Wheatley provided an overview of the plan. Previously the pension fund had made health care available for churches. They have discontinued this program. We hired Gus Bates as a broker to help in the process of finding new insurance for our staff. We looked at 6 different proposals. Scott is bringing this plan from United Health Care for approval, which has been unanimously approved by the Personnel Committee. This appears to be the plan that is the least disruptive to what the staff currently has. Scott expressed that this plan is very good and gives our staff the ability to have the coverage they need with a cost that they can afford. The plan is very similar but has a \$2,500 deductible instead of \$500 as in the past. The Personnel Committee approved establishing an HRA (Health Reimbursement Arrangement) that will reimburse each insured person \$1,500 of their deductible after they reach the first \$1,000. This ultimately reduces the plan's deductible to \$1,000. The employee cost share will increase from \$5/week to \$15/week. Staff will also have the option to add family members. We are exploring options with our broker to help our Medicare insured employees seek and find good coverage benefits as well. We currently have 28 employees, 10 of whom waive health care insurance.

This matter comes to the board from the Personnel Committee. Walter Echols seconded the motion. All voted in favor of accepting this recommendation.

**Housing Allowance Approval** - Judy Stemple moved the housing allowance for Shannon Moore be approved. It was seconded by Monty Phillips. The motion passed.

**New Endowment Fund Approvals** - Michelle Ingram presented the motion from the Endowment Committee to approve the Cato Family Fund and the Helme Family Fund. Ken Hubbell seconded the motion All approved.

**2017 Annual Distribution Rate for Endowment** - Michelle Ingram presented the recommendation from the Finance committee to reduce the distribution rate to 4.25% with the objective to reduce to 4% in 2018. Don Houk seconded the motion. All in favor. Motion approved.

**2017 General Endowment Allocation Rate** - Finance committee brings motion. Avis Herndon seconded the motion. All approved.

Ken Hubbell moved to adjourn at 8:17 p.m. at which time the meeting went into executive session to discuss a personnel matter.

There being no further business, the meeting and executive session adjourned at 9:06 p.m. following a closing prayer by Judy Stempel.

Respectfully submitted,

Carol Wilkerson  
Board Secretary

Thelia Chaffin  
Assistant to Senior Minister