

University Christian Church

Board of Stewards Meeting

December 20, 2016

UNAPPROVED

Stewards Present:

Mary Nell Andrus
Jeanne Duke
Walter Echols
Don Houk
Mary Ruth Jones
Martha Lunday

Lee Nelson
Keith Miller
Monty Phillips
Judy Stempel
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 – Mary Ruth Jones made a motion to approve the November 15 minutes. Walter Echols seconded the motion and the minutes were approved.

GLAD Proposed Resolution for 2017 General Assembly - Judy Stempel moved that we adapt a more simplified version of the resolution. Second by Martha Lunday. Motion passed.

Approval of Senior Minister Search Committee - Motion to approve the slate as presented was made by Keith Miller, seconded by Mary Ruth Jones. Motion passed.

Approval of Rev. Murtha Consultation on Staff Development – The Personnel committee met and agreed to bring in Rev. Murtha as we begin implementing her plan to help staff grow.

Approval of Ministerial Staff Housing Allowances - Motion was made to approve the housing allowances by Cathy Taylor and seconded by Don Houk. Motion passed.

A meeting of the Board of Stewards of University Christian Church was called to order at 6:30 p.m. The opening prayer was given by Jeanne Duke.

Listening to UCC Members – Dave Martin, Incoming chair of the CLG for 2017 speaks to the Board to make them aware of the nomination campaign for 2017. The campaign will begin immediately after Boar's Head is wrapped up as the Bylaws mandate we begin on January 15. The process will be slightly different this year. The nominations will be done on a single card. They will be available in the sanctuary, Arches and various places throughout the church. The cards will also be available at various church meetings and gatherings, in an attempt to reach as many mediums as possible. The last day for submission of names will be February 15. Please start thinking about the leadership and names to submit now. Dave will make a similar presentation at the Assembly meeting at January.

Approval of Minutes - The minutes of the November 15 meeting were reviewed. Mary Ruth Jones made a motion to approve the minutes. Walter Echols seconded the motion and the minutes were approved.

Update on Growing Young Initiative - Russ Boyd reported that he, along with a small committee, went to California in September to participate in a cohort presented by the Growing Young Initiative. While nationally the trend missing from churches is ages 15-30, what this organization has found is that churches that are thriving in this area all have 6 things in common: 1) Unlock keychain leadership 2) Empathize with today's young people 3) Take Jesus' message seriously 4) Fuel a warm community, 5) Prioritize young people (and families) everywhere and 6) Be the best neighbors. Because we have participated in this cohort, Fuller Institute evaluated a survey done at UCC based on these 6 items. The results of the survey are listed in the packet handed out by Russ. Our highest score was in Being Best Neighbors. Our lowest scores were Keychain Leadership and Empathizing with Young People. Regarding the survey, the overall most positive group that responded to the survey was the 18-23 year old category.

There will be a book study on the *Growing Young Church*. Russ is putting together a group of folks who will represent various age demographics in the church. Contact Russ or JV with suggestions for members to study the book.

A second trip to the Fuller Institute will take place in March. Between now and March, the Fuller Institute has offered webinars and other various forms of support.

GLAD Proposed Resolution for 2017 General Assembly – Tyler Heston serves on the GLAD alliance board. He passed around a copy of a resolution – *Repudiation of the Christian Doctrine of Discovery, A Call to Education and Action, and Support for Indigenous Voice in the Structure of the Christian Church (Disciples of Christ)*. Several Christian Churches have already signed the resolution. Tyler brings it forward tonight for discussion as to whether or not UCC wants to sign the resolution. This will be presented to the 2017 General Assembly. Discussion was held regarding ways in which UCC could be further educated on the issues so as to allow people to fully understand the resolution at hand. Chuck expressed that while the wording of the resolution may not be perfect, the spirit of the resolution is honorable. It was determined that we would like more education on the topic.

Judy Stemple moved that we adapt a more simplified version of the resolution. Second was made by Martha Lunday. Motion passed.

Jeanne shared a letter from Karen Parker from the Weekday School thanking the Carpenters for creating some much needed items for Weekday School.

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 reported that he is looking forward to the Assembly meeting on January 31 and the Board Retreat on Feb. 11. The Board will be looking at defining some of our core values. He shared a few articles by Steve Mosher written in 2010 which outline some core values still pertinent today. Chuck emphasized the importance for mindful, careful communication.

Elders Report – Stuart McDonald was unable to attend the meeting. Cathy Taylor noted that at the November meeting, Newel Williams spoke about the decline of the DOC church. We have evolved and will continue to grow.

Deacon's Report –Lee Nelson reported that the Deacons have had a good show of ushers at the services. Still a little struggle with getting folks to sign up, but people are showing up when needed. He requested the deacons be available for Christmas Eve services and on Christmas morning. Judy expressed her appreciation to Lee for working with some of the youth serving as ushers.

Finance Report – Mike Morton gave the following report.

Consolidated Balance Sheet – (Page 4) As of November 2016 operating cash balance is positive at \$715K and down comparatively to November 2015 by (\$30K). UCC Equity is also positive at \$584K which is down (\$5K) from last year.

	11/30/2016	10/31/2016	11/30/2015	12/31/2015 (Audited)
Operating	\$715,000	\$731,000	\$745,000	\$777,000
Restricted	648,000	584,000	528,000	688,000
Capital	507,000	515,000	413,000	513,000
Endowment	7,000	5,000	7,000	257,000
Consolidated	\$1,877,000	\$1,836,000	\$1,693,000	\$2,235,000

Unified Budget Report - (Page 5-6) Pledges, Contributions & Offering (PCO Income) is behind budget YTD by \$45K. YTD positive variance in Personnel totals \$77K. Non-pledge contributions are ahead of budget YTD by \$63K. This is expected due to fewer pledgers in 2016.

No highlight this month.

Net overall operating income is \$113K positive variance to budget.

Capital Budget Report – (Page 7) The paving project at the Children's Closet property was completed last month coming in just slightly above the donation of \$2,500. A minor floor repair, minor parlor project expenses, lighting consultant fee and a sound board were amongst the purchases made this month from our Capital Fund. Income available for capital projects is \$481K.

**Personnel –
Health Insurance Update:**

Blue Cross Blue Shield - \$500 Deductible

2016 Health Care Budget:

19 Employees – Premium per Employee \$8,822 less \$260 per year Employee Share.
\$158,413 (this total includes employees who weren't eligible a full year)
Retired Ministers
\$16,992

Total 2016 Budget: \$175,405

United Healthcare - \$2,500 Deductible

2017 Health Care Budget:

15 Employees – Premium per Employee is rated based on age less \$780 per year Employee Share.
\$109,330 (this total includes employees who aren't eligible a full year)
Retired Ministers
\$18,240
Health Reimbursement Arrangement \$1,500 per insured
\$25,000

Total 2017 Budget: \$152,570

New Hires Update:

Part-time IT Assistant – Wisdom Badejo will join our team this week as our IT Assistant. Wisdom graduated in May 2016 from Emporia State University (on a full basketball scholarship) majoring in Computer Information Systems. Wisdom will work part time assisting Jack while he completes Cybersecurity certifications.

Stewardship – (Page 8)



Campaign Status – December 12 (Please see the detailed report attached)

	2017	2016	Difference
# of Pledges	513	512	1
Total Dollar	\$1,988,559	\$1,928,989	\$59,570
# of New Pledges	64	35	29 - \$45,241
# of Increased Pledges	149	196	(47)- (\$27,036)
Overall Increase	\$140,331	\$100,380	39,951

Despite starting the campaign a few weeks early, we are about where we were this time last year – mid-December. There are currently 114 members who pledged in 2016 that we haven't yet heard from. The Stewardship Committee reached out personally to those pledgers to follow up.

2017 Draft Budget – (Page 9-10)

Highlights as follows:

- Adjusted PCO income to a 3 year average
- Increased Red Envelope Offering based on actuals
- Decreased Mineral Income based on actuals
- Increased TCU Lease & Rental income based on actuals
- Adjusted WDS budget to Unified Budget
- Decreased Endowment Income based on a 4.25% rate of allocation
- Decreased Restrictions Satisfied transfers due to special event & trip variances
- Adjusted Personnel – new hires, market adjustments & Legacy Benefits
- *New Healthcare numbers adjusted
- Admin Gen – Increased professional fees, may require further adjustment
- B&G – may require further adjustment
- Capital Transfer – removed for 2017
- Realigned Music & Worship Budgets for staff changes
- New Program opportunity – removed for 2017
- Boar's Head – adjusted budget back to 2015 numbers (excludes 40th Anniversary)
- Pastoral Care – remove special event back to reserve
- Children's – reduction in supplies/bus transportation
- Outreach – Adjusted 10% unrestricted income

*Budget Amendments – (Page 11)

Fund 1 Operating –

Women's Ministry – Outreach Giving Day \$21,000 - FROM RESERVE

Opening Doors for Women

Refugee Services of TX

Rescue Her

Tarrant Churches Together

The Ladder Alliance

The Women's Center

Traffic911

\$3K/each - Donor contributed \$25K to be used to benefit women's issues & needs. Remaining \$4K will be transferred to support UCC Refugee efforts.

2017 Draft Capital Project List (Page 12)

Sanctuary Theatrical Lighting	200,000	
Overhaul HVAC set points/inspection		TBD
HVAC Software	9,000	
Small unbudgeted Capital items	12,000	
Catering Fridge for Soul Food kitchen		TBD
Furniture needs	5,000	

Furniture for Sound/Video/Lighting booth in sanctuary	2,700	
Cameras for outreach & communications	1,400	
Camcorder equipment for remote location/streaming	5,200	
Pipe and draping for Walker Hall	3,200	
Wireless handheld for Walker Hall	330	
Photography Lighting & equipment	3,500	
Annual office IT replacement	7,000	
ShelbyNext Software/Hardware		TBD
	249,330	
Donor Wall Project	<u>7,931</u>	
TOTAL:	257,261	

Board Action: Housing Allowance: The Board of Stewards approved the 2017 Housing Allowance for clergy staff.

Update on Library Project – James demonstrated the new AV equipment and pointed out all the renovation and remodeling that has been done in the Library, now known as Good Shepherd Hall. The project has come in roughly \$40,000 under budget. The library shelves were donated to a community library. New flooring, chair rails, new paint, new stain on the doors and a new granite top for the serving bar has been added. New chairs, banquet tables and stand up tables are being ordered. This space will house meetings, small receptions for weddings and funerals and small banquets. The men’s and women’s bathrooms have been remodeled. Both restrooms are now ADA compliant. The hallway now matches the chapel, to provide a feel of continuity throughout. In the kitchen, a stainless steel top has been added, new refrigerator and new dishwasher. This can now serve as a catering kitchen.

Jeanne then shared an example of the monthly mailer for January.

Approval of Senior Minister Search Committee – The proposed Senior Minister Search Committee:

- Co-Chairs: Lee Nelson & Danyelle Ackall
- Members: Sandi Kennedy, Kristie Gibson, Carol Wilkerson, Tim Lee, Jared Cline, Will McLaughlin, and Bill Shelton
- Alternate 1: Bill Pardue
- Alternate 2: Ken Hubbell/Jeanne Duke (depending on date)
- Ex-Officio: Jeanne/Ken (depending on date)

Motion to approve the slate as presented was made by Keith Miller, seconded by Mary Ruth Jones. Motion passed.

The first meeting will be January 12. Future meeting dates will be determined at that meeting. A consultant/coach has been retained to assist the committee with the process.

Approval of Rev. Murtha Consultation on Staff Development – The Personnel committee met and agreed to bring in Rev. Murtha to assist in implementing her plan to help staff grow. The next step is to put together a group to be on the committee. This will begin in January.

Approval of Ministerial Staff Housing Allowances - Michelle reported that Shannon Moore's housing allowance was approved last month. The housing allowance for 2017 for the staff was reviewed. Motion was made to approve the housing allowance by Cathy Taylor and seconded by Don Houk. Motion passed.

Judy Stempel showed a card for the Reel Religion Film Festival in January.

There being no further business, the meeting was adjourned at 8:01 p.m. following a closing prayer by Rev. Chuck Rolan.

Respectfully submitted,

Carol Wilkerson
Board Secretary

Thelia Chaffin
Assistant to Senior Minister