

# University Christian Church

## Board of Stewards Meeting

January 24, 2017

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### UNAPPROVED

#### Stewards Present:

Mary Nell Andrus  
Lee Brookshire  
Art Busbey  
Jeanne Duke  
Walter Echols  
Don Houk  
Ken Hubbell  
Mary Ruth Jones

Martha Lunday  
Stuart McDonald  
Keith Miller  
Monty Phillips  
Judy Stempel  
Cathy Taylor  
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.

**Approval to Sponsor Baek Hee Kim as a Candidate for Ordination** - Judy Stempel made a motion and Monty Phillips seconded. The Board approved sponsoring Baek Hee Kim as a candidate for ordination.

**Approval of Proposed Unified Operating Budget for 2017** - Motion from the Finance Dept., seconded by Don Houk. All approved.

**Approval of Capital Fund Budget for 2017** – Motion comes to the Board from the Finance Committee. Judy Stempel seconded. All approved.

**Approval of Delegation of Amendment Approval** – Motion comes from the Finance Committee. Second by Mary Ruth Jones. All in favor.

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 Mary Ruth Jones.

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

**Approval of Minutes** - The minutes of the meeting on December 20 were reviewed. Stuart McDonald made a motion to approve the minutes. Martha Lunday seconded the motion and the minutes were approved.

**Approval to Sponsor Baek Hee Kim as a Candidate for Ordination** - Cheryl Alexander introduced Baek Hee Kim who spoke to the Board and shared a little about his background. He is a PhD student at Brite. He and his wife, Stella, have been members at UCC for 3 years. After gaining his PhD, he would like to either teach or do congregational ministry.

Judy Stempel made a motion and Monty Phillips seconded. The Board approved sponsoring Baek Hee Kim as a candidate for ordination.

**GLAD Proposed Resolution for 2017 General Assembly** – Tyler Heston spoke to the Board regarding the Yakama Christian Mission, the Doctrine of Discovery and the GA2017 Resolution. The proposed resolution speaks out against the Doctrine of Discovery and presents a “call to education, action, and support for indigenous voice in the structure of the Christian Church (Disciples of Christ).” This resolution will be brought before the General Assembly in 2017. A full copy of the Resolution is attached. Tyler will present the resolution at the Assembly meeting next week.

**Assignments for Calls to New Members** – Martha Lunday volunteered to contact the new member to welcome him to UCC.

**Minister’s Report** — Rev. Chuck Rolen reported that he will be with the Board for a portion of the retreat next month to discuss our church’s core values. Patty Poling will also be at the retreat to work on marketing strategies.

There have been a couple of staff resignations which opens up good opportunities to re-evaluate support staff positions in terms of what is needed. The Personnel Committee, Chuck and HR are reviewing. It is an opportunistic time and essential to review the skill sets.

Chuck shared a publication from Alban Institute entitled *A Covenant of Leadership* which is adapted from *Leading Change in the Congregation: Spiritual and Organizational Tools for Leaders* and asked the Board to give it thoughtful consideration. Copy is attached.

Kera Watts gave an update on the Weekday School. She has been serving dually as Director of the Weekday School and Minister for Children’s Ministry. It is going well. She has met with all of the teachers and staff and reports that they have worked hard to uphold the high standards of WDS during this transition. After drop off time, she meets with parents for discussion or to answer questions about the future of WDS. This transition time has opened up the opportunity for UCC to embrace WDS and its teachers and students. Kera is making a concerted effort to get to know the parents and students of WDS and have it truly serve as an extension of our church. They are looking forward to the spring event which raises a substantial amount of money. Registration is going on for current members and church members, with open registration beginning in March.

Stuart McDonald asked about the accreditation status. Kera explained that the requirements had changed somewhat a few years ago and the decision was made, at that time, to not seek re-accreditation; as a result, WDS is not currently accredited. Kera assured us that she is addressing this, as

she understands the importance of accreditation. She is working to improve the number in the kindergarten program. Depending on the child, they can either go to public kindergarten or straight into first grade after this program. NAEYC shifted some of their requirements several years ago and it was a problem because we are not here the entire day.

The Search for a new director will start soon. Renewal of the accreditation will begin with the new director. She hopes to have someone in place by summer.

**Elders Report** – Stuart McDonald reported that the Elders have not met since the last board meeting but they continue to be active visiting the homebound, serving communion, and continuing the shepherding groups which Eldon Irving began a couple of years ago.

**Deacon's Report** –Lee Nelson was unable to attend the meeting.

Jeanne Duke will install the Senior Minister Search Committee next Sunday. The committee met last Saturday and made good progress, establishing a time line and getting to know one another. They also did some work in preparation for the board retreat. Christie Drueschel will be our Regional Minister who assists with the search and call process. In preparation for that, we have hired a consultant because this is the first search for Christie. She works part time for Trinity Brazos Area and First Christian Church in Fort Worth. Bylaws require 8-12 people plus an ex-officio member to be on the Search Committee. Jeanne and Ken Hubbell will switch between alternate and ex-officio while they are Chair of the Board of Stewards.

Chuck said profiles of resumes of active search and call candidates are stored in Indianapolis. A search based on the criteria presented to them can be done. They cull through the resumes received in response to a Thursday email. Candidate's resumes will be sent to UCC. *Christian Century* is a resource for applicants. He states that the number of qualified candidates will be limited due to the size of our church. Referrals are important. The target date will be to select the minister by September with a start date of December 1. If that is not possible, the next date would be for someone to come in May. If Chuck is set to leave, we can get a bridge interim that will fill the pulpit.

Cathy Taylor asked how the Board could help. Should they attend other churches? Jeanne suggested looking for a church with web pages and listening to their sermons. If they find someone who appears to be a good candidate, then Christie can go to that person to ask them if they would put their papers in. Ministers of other religions would need to be credentialed as a part of the contract.

**Finance Report** – Mike Morton gave the following report.

**Consolidated Balance Sheet** – (Page 11) As of December 2016 operating cash balance is positive at \$811K and up comparatively to December 2015 by \$34K. UCC Equity is also positive at \$658K which is up \$103K from last year. Please note, these are unaudited year end totals. They are subject to final journal entries and audit adjustments.

	12/31/2016	11/30/2016	12/31/2015 (Audited)
Operating	\$811,000	\$715,000	\$777,000
Restricted	822,000	648,000	688,000
Capital	472,000	507,000	513,000
Endowment	4,000	7,000	257,000
Consolidated	\$2,109,000	\$1,877,000	\$2,235,000

**Unified Budget Report - (Page 12-13)** Pledges, Contributions & Offering (PCO Income) is behind budget YTD by \$102K. Mineral income ended the year behind budget (\$60K) as expected.

YTD positive variance in Personnel totals \$59K. Administration General ended the year over budget mostly due to the consulting fees for the Compensation Study completed earlier in the year.

The New Program Opportunity and Capital transfer line item contributed significantly to ending the year positively. These two items alone absorbed the majority of the deficiency on the income side. In addition, across all of the ministry areas, departments were under budget a combined \$30K. All totaled, expenses came under budget by \$303K.

Net overall operating income is \$81K positive variance to budget. The year ended with net over/under of \$103K. Over the next month as 2016 invoices continue to trickle in this number will decrease slightly.

**Capital Budget Report – (Page 14)** Additional donations of \$4,500 were received towards the parlor project.

**Parlor Project:**

**Donations:**

\$14,500

**Expenses:**

Video/AV - \$3,228.73

Slater - \$74,950

Lights - \$4,053.90

Hardware - \$477.28

Tables & Chairs - \$5,340.16

Total Exp: \$88,050.07

**Expense less donations:**

**Total project cost: \$73,550.07**

Parlor project expenses, table desk & chair, annual IT replacement computers and sound board project items were amongst the purchases made this month from our Capital Fund. Income available for capital projects is \$447K.

**Restricted Reserve Report – (Page 15-16)**

See attached report for highlights.

Detailed activity as follows:

**Gifts of Hope total receipts for 2016 - \$23,242!!** Incredible support this year!

**UCC Ministry: \$10,827**

Prom Dreams - \$225

Kids Hope - \$350

Page Scholarship - \$650

Room in the inn - \$1,100

Xmas Angels - \$2,960

Children's Closet - \$4,173

Mission - \$1,369

**Outside organizations - \$12,415**

Women's General Reserve – Donations totaling \$21K were given to the following in support of organizations that provide services & support to women. Remaining \$4K will be transferred to support UCC Refugee efforts.

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 &amp; needs.

**COMMITTEE REPORTS:****Personnel –****Staff update:**

Ingrid Keller resigned her position as WDS Office Manager. Last day will be January 26.

Barb Rektorik resigned her position as Admin to Adult Ministries. Last day will be January 20.

**Stewardship –****Campaign Final Results – January 17 (Page 17)**

	2017	2016	Difference
<b># of Pledges</b>	538	567	(29)
<b>Total Dollar</b>	\$2,060,794	\$2,080,350	(\$19,556)
<b># of New Pledges</b>	68	44	(24) - \$31,826
<b># of Increased Pledges</b>	159	208	(49)- (\$28,246)
<b>Overall Increase</b>	<b>\$137,216</b>	<b>\$107,985</b>	<b>29,231</b>

Thank you to Committee members Bobby Hawley, Chad Cline, Harry Parker, Brian & Kristie Gibson, Sandi Kennedy, Charles Sanders and Carolyn Critz for all their help in leading our campaign effort this year! Special thank you to Bobby Hawley for chairing the campaign and all he did to coordinate a terrific campaign! All in all no real surprises in this year's campaign results. Definitely some things to celebrate! Over all total is positive by \$30K. Based on January results last year, total pledge dollar is within \$20K of last year's results despite a lower total pledge unit number this year. If you look at the 2016 results we

started this campaign with, we are within \$1,400. We added 9 major donors this year, 4 of which were new pledgers. All but three of our major donors renewed their pledges from last year. That's a great number! We don't have any indication from those three that they won't continue to support UCC. We just haven't heard from them yet.

Those that remain committed to the practice of pledging rise year after year to the challenge and support generously and whole heartedly! We thank all of those members! We also continue to have generous contributors year after year as well and those members we thank dearly for their continued support! We will strive this year to continue this incredible ministry and inspire continued generosity and we'll strive to tell our story to all who'll listen! It'll be a great year for University Christian Church!

### 2017 Budget Reports & Action Items

#### \*2017 Operating Budget – (Page 18-20)

#### Final Income 3 year Average: (Page 18)

#### NEW 2017 PROJECTS

Capital Misc.	Small unbudgeted Capital items	12,000	
Furniture & Fixtures	Catering Fridge for Soul food kitchen	2,000	
Furniture & Fixtures	Office Furniture needs, if any	5,000	
Furniture & Fixtures	Furniture for Sound/Video/Lighting booth in sanctuary	2,700	
Interior	Sanctuary Theatrical Lighting	220,000	
Mechanical	Overhaul HVAC set points/inspection	5,000	
Mechanical	HVAC updated security for controls	9,000	
Structure	Roof Replacement 2720 S. University Dri	47,000	
Structure	Roof replacement Carpenters & rental unit	10,000	
Structure	Closet garage roof repair	5,000	
<i>sub-total</i>			317,700
Furniture & Fixtures	Pipe and draping for Walker Hall	3,200	
Furniture & Fixtures	Photography Lighting & equipment	3,500	
Technology	Cameras for outreach & communications	1,400	
Technology	Children's Closet website	10,000	
Technology	Camcorder equipment for remote location/streaming	5,200	
Technology	Annual office IT replacement	7,000	
Technology	ShelbyNext Software/Hardware	5,000	
<i>sub-total</i>			35,300
		353,000	

## CARRY OVER PROJECTS FROM 2016

Furniture & Fixtures	Donor Wall Project	7,931
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<b>TOTAL:</b>	<b>360,931</b>
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Income actuals for November & December have been updated resulting in an adjusted 3 year income average. The total actuals for PCO income during the past 8 years have ranged between \$2,420,000 - \$2,490,000 with the exception of two years – 2010 and 2016. Both of these years – no settled senior minister. Income between 2011-2015 was very consistent despite declining pledging units.

### 2017 Operating Budget - Highlights as follows: (Page 19-20)

- Adjusted PCO income to a 3 year average
- 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 – Reduced Senior Min. Advised Fund.
- Capital Transfer – removed for 2017
- Realigned Music & Worship Budgets to address staff leadership changes
- New Program opportunity – removed for 2017
- Boar's Head – adjusted budget back to 2015 numbers (excludes 40<sup>th</sup> Anniversary)
- Outreach – Adjusted 10% unrestricted income & removed women's reserve one time transfer

**MOTION:** The Finance Committee recommends to the Board of Stewards for approval of the 2017 Operating Budget as presented. Motion seconded by Don Houk. All approved.

### \*2017 Capital Project List (Page 21-22)

**MOTION:** The Finance Committee recommends to the Board of Stewards for approval the 2017 Capital Budget as presented. Motion comes to the Board from the Finance Committee. Judy Stempel seconded. All approved.

### \*Budget Amendments –

#### \*Approval of Delegation of Amendment Authority -

This approval allows the Finance Committee and Board of Stewards to make changes to the approved budget throughout the year within these limits.

**MOTION:** The Finance Committee recommends to the Board of Stewards for approval the delegation of amendment authority as noted below: minor change to Fund 3 BOS annual limit to reflect 5% of annual budget. Remaining limits stay the same as 2016 limits. Motion comes from the Finance Committee. Seconded by Mary Ruth Jones. All in favor.

**Operating Fund 1**

<b>Approval permitted by</b>	<b>Budget Impact</b>	<b>Transaction limits</b>	<b>Annual Limits</b>
Finance Committee	Net effect of \$0 - Reserve fund expenses	\$ 50,000	125,000
	Net cost to General Operating Fund	\$ 10,000	20,000
Board of Stewards	Net effect of \$0 - Reserve fund expenses	\$ 100,000	250,000
	Net cost to General Operating Fund	\$ 50,000	100,000

**Capital Fund 3**

<b>Approval permitted by</b>	<b>Budget Impact</b>	<b>Transaction limits</b>	<b>Annual Limits</b>
Finance Committee	Capital or Reserve fund expenses	\$50,000	\$ 125,000
BOS	UCC Bylaws 7.6(d)[4]: BOS may approve capital expenditures during a fiscal year up to an aggregate of 5% of total approved operating budget, or \$182,009 in 2016		\$ 180,958

The Board entered into Executive Session at 8:23 p.m. to review and approve the Personnel budget.  
Executive Session ended at 9:16 p.m.

Respectfully submitted,

Carol Wilkerson  
Board Secretary

Thelia Chaffin  
Assistant to Senior Minister



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