



December 19, 2017 | 6:30pm • Room 150

*Ken Hubbell, Chair Presiding*

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## Board of Stewards Meeting

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### **Stewards Present:**

Mary Nell Andrus, Chad Cline, Jeanne Duke, Walter Echols, Avis Herndon, Susan Hill, Ken Hubbell, Mary Ruth Jones, Lindsay Klatzkin, Bill Landreth, Martha Lunday, Keith Miller

### **Ex-Officio Members Present:**

Rev. Dr. Russ Peterman - Senior Minister

A meeting of the Board of Stewards of University Christian Church was called to order at 6:34 p.m. by the Chair, Ken Hubbell. The opening prayer was given by Mary Ruth Jones.

**Listening to UCC Members** – No UCC Members signed in to speak.

**Approval of November 21 Board Meeting Minutes** – A motion to approve the minutes was made by Chad Cline. Bill Landreth seconded the motion, and all approved.

**Assignments for calls to new members** – Ken Hubbell volunteered to call Patrick Brazier. Lindsay Klatzkin will call Rev. Megan Peglar, Judy Stempel will call Beverly Shockey, and Jeanne Duke will call Mark & Jeffica Toulouse.

**Minister's Report** – Russ Peterman thanked the board for the warm welcome he and his family have received and stated he has been overwhelmed by the wonderful hospitality. It is exciting to feel such a sense of energy in the church. Attendance is up by about 20% over this time last year, and we want to maintain this excitement and participation. He announced that he is still trying to get his feet under him and has been visiting meetings and attending events. He has been very impressed by the talented members of our congregation and has also been very impressed by the staff. They seem to really enjoy working together, but they are also very weary. He encouraged the board to show them gratitude and to let them know they are valued and supported.

Russ then announced that Patty Poling's husband has been relocated, and Patty will be leaving at the end of February. This is going to be a huge loss and another very tough transition. Given this transition along with the current search for the Executive Minister, he has recommended to Scott Wheatley that we hold off on implementing the changes to the ministry staff job descriptions until after the Executive Minister arrives.

**Report from Elders** – Chad Cline reported the Elders met on December 5. They had a conversation with Russ and discussed ways the Elders hope to support him. During this conversation, it became apparent that this needs to be done for all staff members. They concluded the meeting with a question and answer session.

Chad announced the two candidates wishing to be supported and sponsored by UCC for their ordination: Leigh Larson and Ryan Wilkerson. Cheryl Alexander (mentor to Leigh Larson) read a letter written to Cyndy Twedell from Leigh stating why she feels called to serve in ministry and asking UCC for its support.

Chad Cline moved that UCC has considered the desire of Leigh Larson to apply for candidacy for ordination and on behalf of the congregation, we give our acceptance, approval, and support to this applicant and candidate for ordination. Mary Ruth Jones seconded the motion, and all approved.

Chad then announced Ryan Wilkerson is in his first year at Vanderbilt Seminary. He grew up in our church and has been an active member and youth sponsor. His mentors will be Anne Darr and Cy Rowell.

Chad Cline moved that UCC has considered the desire of Ryan Dean Wilkerson to apply for candidacy for ordination and on behalf of the congregation, we give our acceptance, approval, and support to this applicant and candidate for ordination. We confirm that Ryan Dean Wilkerson is an active member of University Christian Church. Jeanne Duke seconded the motion, and all approved.

Chad stated it is a very exciting moment for our church to have two candidates, and it is a time to rejoice and celebrate.

It was asked if there is a good way for this to be announced to the congregation? We will look into this, and Chad also stated he will work to place the ordination council back together. He will report on this at a later date.

**Report from Deacons** – Deacon Chair, David Stoner, was not in attendance, but he reported through email that he has reminded all deacons to make a stewardship pledge. Their recent meeting was well attended. They heard from Stacy McCoy, who encouraged them to sign up to be greeters and also heard a presentation from Ellen Lewis about the new security measures being put in place for the church building.

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

### Monthly Reports as of November 30, 2017

**Consolidated Balance Sheet** – (Page 4) As of November 2017 operating cash balance is positive at \$569K and down comparatively to November 2016 by (\$146K). UCC Equity is positive at \$497K which is down (\$86K) from last year.

	10/31/2017	10/31/2017	11/30/2016	12/31/2016 (Audited)
Operating	\$569,000	\$677,000	\$715,000	\$825,000
Restricted	\$650,000	\$590,000	\$648,000	791,000
Capital	\$280,000	\$303,000	\$507,000	487,000
Endowment	\$21,000	\$6	\$7,000	4,000
Consolidated	\$1,520,000	\$1,576,000	\$1,876,000	\$2,107,000

**Unified Budget Report** - (Page 5-6) Pledges, Contributions & Offering (PCO Income) is behind budget YTD by (\$89K). For comparison, YTD PCO Income in November 2016 was (\$45K) behind budget and there is a difference of YTD actuals in both years of (\$5,200). Our income is relatively flat to last year. Both years were budgeted based on an average of 3 years of actuals which creates the larger variances to budget.

Numerous all church fellowship events and receptions during the year have led to this department being over budget YTD (\$12K).

Net overall operating income is \$23K positive variance to budget.

#### **Capital Budget Report – (Page 7)**

An additional contribution of \$500 was received in support of the kitchen renovation project. A check in the amount of \$56,968 was received from insurance this month representing the final supplemental billing of the roof project as reported last month.

Final roof payment, hallway cleanup project, kitchen design plans, ShelbyNext startup fees and Children's Closet ordering system were amongst the purchases made this month. Capital Fund balance remaining for projects is \$254K.

### **COMMITTEE REPORTS:**

**Endowment** – no report

**Personnel** – Health insurance renewal we received from United Healthcare is up approx. 25%. Our brokers obtained bids from other carries. The bid from Blue Cross Blue Shield (BCBS) was approximately a 5-6% increase to UCC share of the employee premium. Personnel Committee approved the BCBS plan for employee benefits. The deductible with BCBS went up to \$3,000/year. Personnel committee additionally approved an increase for the employee share to \$20/week or \$1040/year and an increase to the Health Reimbursement Arrangement (HRA) from \$1,500 to \$2,000 per insured. No change in elective benefits, vision and dental. Open enrollment ended last Friday.

**Building & Grounds** – no report

**Outreach** – no report

#### **Stewardship 2018 - Journey to Generosity (Page 8)**

Thank you to all of our wonderful callers that gave up their evenings to help make STW calls two weeks ago.

We completed two nights of calls last week and made some progress.

Here are some calling stats:

- 44 pledges/renewals from the calls
- 2 returning major donors
- 29 additional people who indicated to our callers that they do intend to pledge
- Large stack of messages left
- 20 contacts that were inconclusive
- 1 unhappy
- 2 considering other church home
- Numerous pastoral care updates and phone updates

### Campaign Status – Week 11

	CURRENT 2018	2017 FINAL	2016 FINAL	2015 FINAL
# Pledges Week 5	490	546	568	625
Total Dollar (after 7% shrinkage)	\$1,863,401	\$1,923,775	\$1,939,189	\$2,086,935
# New Pledges	38 - \$148,110	74 - \$154,795	44 - \$117,989	62 - \$115,279
# Increased Pledges	143 - \$82,794	161 - \$131,487	209 - \$117,131	221 - \$129,738
Overall Increase/Decrease	\$128,657	\$185,048	\$107,035	\$155,382
# Pledges not responded yet	84 - \$214,125	90 - \$174,396	95 - \$278,035	60 - \$105,686
Final Pledge # (end of January)		546	568	625
Annual Pledge Budget (3yr average)	-	\$2,087,748	\$2,115,789	\$2,062,615
Annual Pledge Actual	-	-	\$1,962,203	\$2,116,885

Pledge cards can be found in the pews or at the front desk. They can also pledge online here: [www.universitychristian.org](http://www.universitychristian.org) (click the Stewardship 2018 tab). Members are welcome to email Michelle Ingram directly to renew or call the business office as well.

### New Business Items

#### a) \*General Endowment Allocation Rate:

The policy regarding the General Endowment allocation rates as found in the Gift Acceptance & Endowment Policy reads as follows:

##### **5.4. The UCC General Endowment Fund and Allocation of its Annual Earnings**

*The general purpose of this fund is to provide additional financial assistance to UCC. Normally, the Board of Stewards specifies the purposes for which funds generated from earnings and interest from the corpus will be used. The Board of Stewards or a subsequent Board of Stewards may change these specified purposes at any time. Annually, the Board of Stewards will allocate the General Endowment Fund income as follows:*

- 1. A minimum of 10%, but not to exceed 60%, will be spent according to the recommendation of the Finance Committee with the confirmation of the Board of Stewards, including support to the regular operational budget of the congregation. However, support to the operational budget may never represent an amount greater than 10% of the total operational budget. Prior to funding, the Finance Committee will present expenditure recommendations to the Board of Stewards for approval.*
- 2. A minimum of 10%, but not to exceed 60%, will be designated for outreach causes. The expenditure of these funds will be budgeted in conjunction with, but as an addition to and not in place of, the regular budget expenditure for outreach causes which is generally equal to 10% of unrestricted annual income of UCC.*
- 3. A minimum of 10%, but not to exceed 60%, will be designated for the retirement of outstanding debt(s) on congregational properties. If the congregation has no debt, then*

*the allocation will be distributed to the Board Designated Capital reserve fund to meet future capital needs.*

**MOTION:** The Finance Committee recommends to the Board of Stewards a motion to approve a one-time exception to the Gift Acceptance & Endowment Policy section 5.4 (page 20) to increase the annual allocation limits from 60% to 65%. The Finance Committee recommends a motion to approve a General Endowment allocation rate for 2018 of 65% Operations/25% Capital/10% Outreach

**b) Budget Amendments – (Page 9)**

**Fund 1**

12/1/2017	GoVision TV for tailgate	Senior Minister Advised Fund	4,000
			(4,000)

**Net impact: \$0**

The Finance Committee approved the request for the budget amendment as requested above.

- c) **(Page 10-16)** \* Second reading of revised Investment Policies as presented last month by Urbin McKeever, Chair of the Investment Committee

**MOTION:** The Endowment Committee recommends to the Board of Stewards approval of the revisions to the Investment Policies as presented.

There were questions about stewardship pledging and the trend towards discontinuing pledging campaigns. Mike Morton stated that we need to re-evaluate ways to make stewardship more visible throughout the year. Ken Hubbell stated that instead of a campaign, another option is to have a targeted goal and work to approach that goal throughout the year.

In the past, we have communicated basic financial information each quarter in the bulletins. This has been phased out since the information is complex and is hard to explain in the limited amount of space.

**Finance Action Items:**

Motion: The Finance Committee recommends to the Board of Stewards a motion to approve a one-time exception to the Gift Acceptance & Endowment Policy Section 5.4 (page 20) to increase the annual allocation limits from 60% to 65%. The Finance Committee recommends a motion to approve a General Endowment allocation rate for 2018 of 65% Operations/25% Capital/10% Outreach.

Jeanne Duke seconded the motion and all approved.

Motion: The Endowment Committee recommends to the Board of Stewards approval of the revisions to the Investment Policies as presented. (See packet) This was the second reading of the changes to these policies. All approved.

**CLG Report** – Dave Martin, CLG Chair, reported that after researching our bylaws, he has found that they do support the addition of the new Executive Minister position. There have been questions asked about what would happen if the new Executive Minister is not ordained and how is this supported in our bylaws. The CLG will continue reviewing this, and they will report back at a later date.

Tony Allred, incoming CLG Chair, will soon kick off the selection process for 2018. Nominations can be made online, and paper cards will again be available for those wishing to make nominations for Elders, Deacons and BOS. The simplified nomination form seemed to work well last year, so they will continue using that form this year. They are hoping to improve communication this year with nominees by being more upfront about time commitments. They will also only be calling those who have been selected by the CLG to serve as a Deacon, Elder, or on the BOS. This will hopefully avoid any confusion about who has been asked to serve.

**Music Ministry Division Report** – Judy Vick gave the attached Music Committee Report.

**Kitchen Update** – Charles Moore (standing in for Tim Taylor) reviewed why the kitchen committee was formed and the need to bring our kitchen up to code. The committee is currently working on coming up with a good layout for the new kitchen, and they have asked a vendor to help them come up with a plan. They had originally thought that gas would be used for stoves but have since found out there is not enough gas coming into the building. They are now researching other options including electrical and induction. They want to make sure the kitchen equipment is easy to use while also considering cost, safety and environmental impact. They will bring a budget for the equipment to the board before any is purchased.

Charles stated that the equipment from the event center in Cleburne mostly uses gas, and they have decided to sell their equipment separately. We still plan to make an offer to purchase some dishes and chairs. They have not yet received word if their offer has been accepted.

The only money spent so far on the kitchen project is \$1500 for the design study. Ken Hubbell thanked the committee for all of their work.

**2018 Budget** - Mike Morton stated the budget committee has met and reviewed all input from the different ministry areas. They have compiled a preliminary budget, and this will be reviewed and voted on at our January meeting.

**Approval of Housing Allowance for Ministerial Staff** – Judy Stempel made a motion to approve the allowances. Mary Ruth Jones seconded the motion, and all approved.

Russ Peterman closed the meeting in prayer, and the meeting was adjourned at 8:56 p.m.

Respectfully Submitted,

Mary Nell Andrus

Board Secretary

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## **Music Committee Report to the Board of Stewards**

Tuesday, December 19, 2017

Our goal is to advise and support Todd Prickett and all the Music Ministries of UCC.

Committee Members: Judy Vick, Libits Kendall, Lyn Willis, Bill Proenza, Deborah McKensie, Curtis Wilson, and Jeanne Duke

### **Recent Music Offerings:**

Silent Movie Children's Sabbath All Saints Sunday College Sunday

Hanging of the Greens

K. Lee Scott's "Gloria" presented Sunday, Dec. 16, during both services.

### **Bell Tower Series:**

Dec. 11 Of Many Colors 2017 Christmas Concert

Feb. 25 Recital featuring Amy Prickett and Kate Stevens May 6 Chancel Choir Concert

May 18 AGO presents "Around the World in 80 Minutes" special event.

A 3<sup>rd</sup> hand bell group was organized this fall due to the large increase in youth wishing to participate. Eric Mullen was hired to direct this third group. Mini Rogers and Todd Prickett direct the other two. An opportunity was presented to purchase a third set of Whitechappel Hand Bells so that all these groups can rehearse on Sunday evenings at the same time.

The Chancel Choir continues to average 60 singers each Sunday morning for worship services. There are approximately 80 singers who regularly participate. The Chancel Choir not only supports the music ministries of UCC, but it also is a caring community that ministers to its members.

The Music Ministries of UCC recently received a generous donation of \$10,000 from a church family. That generous donation will help offset the cost of instrumentalist.

Todd is planning an intergenerational social event at UCC this summer featuring musical groups within the church.

I would like to invite all of you to participate in the Boar's Head Feast on January 6. It will be new opportunity to promote and enrich our wonderful Boar's Head and Yule Log weekend. Tickets are available!!

Judy Vick,  
Music Committee Chair