

5/15/16 Congregational Annual Meeting Minutes

Location: St. John United Church of Christ

Meeting duration: 11:45 am – 1:00 pm

Opening Meeting opened with a prayer by Pastor Keith.

As defined in the bylaws, **Quorum** is 20% of total membership or 25 members present, whichever is greater. As indicated by hand count, 37 members are present and a quorum is achieved.

Melissa Stephens, SLC President, called the meeting to order. All read the vision and mission statement

Approval of 2015 congregational annual meeting minutes

Dean Griffith moved to approve the May 17, 2015 minutes as presented; second by Dale Clark; motion passed.

Ministry Reports / Highlights (Melissa)

Outreach Missions Group (OMG)

- Busy every week and month, with monthly senior meals (30-40 attend), weekly Friendship Center, weekly after-service socials, and such.
- Holiday events – Thanksgiving meal, Christmas meal, etc.
- Meeting spiritual and physical needs of the community.

Music on the Avenue

- 17th annual season concluded in March.
- Highest over attendance ever – 709.
- New relationship with Willis Music for rental of a Steinway grand piano.
- Expenses and income highest ever, gave \$1,000 back to the church (operating support).

WIT (Women in Theatre)

- Two productions this year: Honour, Venus in Fur
- Earned \$1,100 for the church, following expenses.
- Built a 4-ft extension for the Avenue Stage.

Chancel Ministry

- Praised for creating a beautiful sanctuary space all year, in line with the liturgy.
- New banners, Christmas trees, live palms.
- No budget expense due to committee member donations and seasonal flower donations.

Kid's Konnection

- Restarted this year, with approximately 3-4 children per week.
- Six volunteer teachers at present.
- No expenses at present, due to donations from the teachers.

Pastoral Relations Committee

- No report.

Pastor's Report

- Pastor Keith will email his full report to individuals upon request.
- Expressed gratitude for serving as our Pastor, in his many roles.
- Thanks to SLC members for working through a taxing year given the church's limited resources.
- Thanks also to Tim Smith, Mitch Leigh, and Dean Griffith for help with Ludwig bequest/bank loan issues.
- 24 people enlisted for "Real Good Church" discussion, which will help guide us in building a strong infrastructure built on welcoming new people, assimilating new and current people into spiritual formation, and creating a strong organizational core that is sustainable.
- Established a Welcome Table and weekly table hosts, in consultation with Steve Phillips and others.
- "Listen, Learning to Pray in a Noisy World" (Lenten study) was successful, with 18 people registered for morning and evening sessions.
- Open Table Communion (1st Friday evening ministry on sidewalk) continues. Eight people volunteer to serve at this outreach. Being present and talking with people makes a difference, and is a great ministry to this community.
- Pastoral Discretionary Fund – Since January 2016, has offered 31 consultations, given out \$680 in Kroger food cards, and has also given out gas cards to those in need.
- Kids Konnection – thankful for the reinvigoration of this, and thankful for the teachers involved

SLC

- Priorities and passion this year: financial stability and extravagant welcome.
- Ongoing policy revisions and updates
 - Goal to have firm policies in place to guide any questions
- Recording Secretary Report - Membership updates:
 - Total Covenant Members as of July 1, 2015 (1st day of fiscal year): 109
 - Members who passed away since last year's annual meeting:
 - 1 – Darlene Morrison
 - Members who transferred to another Church since last year's annual meeting: 0
 - Members who withdrew membership since last year's annual meeting:
 - 1 – Cindy O'Bryant
 - New Covenant Members since last year's annual meeting.
 - 4 – Daniel Hoffman, Codi Kindoll, Sally Sipperley, Jan Smith

- **Total Covenant Members as of the 2016 annual meeting: 111**

Income

- Melissa presented highlight of the income report. Income includes general offering, loose offering, special offerings, fundraising/rent, Our Church's Wider Mission giving, and the Investment fund drawdown
 - Special offerings – these do not contribute to general operating budget.
 - Fundraisers – these do contribute to the general budget.
 - Rent – includes parking rental, etc. These do contribute to general budget.
 - Investment fund drawdown – this is how we continue to be able to pay our operating expenses, e.g., bills. We have drawn down \$25,000 this year to support the bills.
 - Giving is up, but we are still behind budget. If each covenant household gave \$23/month more, we would gain \$38,000 toward income.
 - Melissa displayed charts of giving per covenant household and non-covenant household and discussed how increases in giving could contribute toward a sustainable budget.

Treasurer's Report

- Dale distributed Treasurer's Report dated 5/15/16 with current balances. Highlights:
 - Memorial fund used to purchase new banquet chairs (replacing metal chairs on lower level).
 - United Church Funds investment fund drawn down to cover operating budget needs.
 - BB&T Business Loan (Ludwig bequest) liquidated to pay off the loan. Remaining balance is \$94,239 in investment fund (mutual funds), \$12,286 checking (intended to service the loan). More discussion on this later in meeting.
 - Cash on hand is approx. \$102,000.
- Dale discussed list of ongoing commitments and monthly need for the operating budget (approx. \$14,746/month).
- Dale discussed a graph of electric and gas usage, in light of new elevator and air conditioning. Costs have increased due to these building enhancements.
 - We are on a budget system for gas and electric, to prevent major spikes in cost.
 - Programmable thermostats (heat, air conditioning) have been installed as a cost-saving measure. Can be accessed remotely through the internet.
- Dale discussed an extensive general ledger report of annual costs, arranged by the chart of accounts.
- MOTION to accept Treasurer's report. Sandy Kerlin moved, second Pat Giglia. Motion passes.

Ludwig Bequest Funds

- Melissa reviewed the "Ludwig Bequest Report" 4/28/16 document for the annual meeting, summarizing activity relating to the bequest and bank loan.

- Gift totaled approx. \$400,000. We prioritized installation of air conditioning and elevator (lift)
- Loan is paid off in full, and we have no debt.
- Bank of Kentucky arrangement allowed us to borrow up to 75% of our securities based on certain interest rates and income generated.
- BoK was bought out by BB&T, and our loan's annual renewal was not honored by BB&T in October 2015.
- PNC Bank initially stated they could provide the same arrangement that was offered by Bank of Kentucky; however, in the end, they were unable to do so.
- BB&T liquidated our loan with them, once a 6-month period had passed.
- SLC has established an Endowment Committee, with these appointed members: Dean Griffith, Tim Smith, Pat Giglia. They will make the decision on next steps with the Ludwig invested funds. This fund will not be used for support of the operating budget.
- SLC was recognized for the great deal of work involved in moving the church forward on the investment, during a very labor-intensive process.

Nominating Slate

- We have a full slate of candidates for open positions on the Strategic Leadership Council (end year for term)
 - Louise Hall, President (2017)
 - Steve Howes, President-Elect (2017), President (2018)
 - Theo Baldwin, renewed term as Secretary (2018)
 - At-Large: Lonnie Fields (2018)
 - At-Large: Melissa Stephens (2017)
- MOTION: Ed Ulsas moved to accept the slate, Bruce Horn second. Motion passed.
- Continuing SLC member is the Treasurer: Dale Sexton (2017)

FY2017 MMAP

- Discussion on the FY2017 Ministry & Mission Action Plan (MMAP), effective 7/1/16 – 6/30/17.
 - Total FY17 MMAP is \$214,771, which represents a very small increase (\$250) over FY16 MMAP, for payment of a guest preacher while Pastor Keith is attending General Synod.
 - Projected deficit at present is \$17,856.
 - 20% of budget used for Changing Lives, 40% of budget used in Continuing Testament, 40% of budget for Extravagant Welcome.
 - Suggestion to elaborate on the definitions of these areas in a congregational communication. ACTION: Melissa will clarify these in upcoming Prevues article.
- MOTION: Charles Giglia moved that the congregation adopt the Mission and Ministry Action Plan for FY2016 for an amount of \$214,771. Diane Cottingham second. 34 yes, 5 nay, no abstentions. Motion passed.

Recognition of Volunteers

- Melissa led a recognition of volunteers for each church ministry, OMG, Music on the Avenue, Women in Theater, Chancel Ministry, Kids Konnection, Pastoral Relations Committee, Open Table Communion, Endowment Committee, ushers, Chancel Choir, Handbell Choir, church office volunteers.
- Mary Ann Reilly recognized and thanked the offering counters for weekly worship.

Wrap-Up and Announcements

- Pastor Keith will distribute an updated church directory over email by end of the week.
- Pastor Keith gave a reminder about the changes in church publications – monthly Prevues newsletter (full month's events, due by 10th of the month prior), and the weekly publication (only events for the coming week).

Adjournment

- MOTION: Dale Clark moved to adjourn. Lonnie Fields second. Motion passed.

Minutes recorded by: Theo Baldwin, SLC Secretary

Note: These minutes will be filed electronically with all handouts distributed at the meeting. Minutes will be approved at the May 2017 congregational meeting.

Chancel Ministry Report

2016 Congregational Meeting - May 15, 2016

Members: Doug Baldrige & Pat Giglia (co-chairs), Diane Cottingham, Charles Giglia, Esther Ries, Carol Stitt

A major function of the Chancel Ministry is to be mindful of the church calendar to provide the correct visual experience of the liturgical seasons by changing paraments and maintaining both the oil and wax candles. The committee is also responsible for maintaining sufficient communion elements, plus the setup and removal and care of the items used for the sacraments.

Throughout the year, we provide additional visual enhancement such as floral arrangements, banners, candles, etc. by preparing and setting up the decorations.

During 2015, the committee made new banners for the side altars (blue for Advents, white for Christmas and Easter, and purple for Lent. We had new fall window sill decorations for autumn and Thanksgiving, new decorated greens for the window sills for Advent and Christmas, plus a new Christmas tree. During Lent we added burlap panels for the altar to provide a more somber background for the season, plus highlight our beautiful altar wood carvings. In addition, we had new floral arrangements of sticks and barren natural colors in burlap wrapped containers. For the first time in many years, we had live palm plants for Palm Sunday.

The members did all of this without any costs to the budget. All materials, including the new Christmas tree, were donated. The Christmas poinsettias, palm plants, and Easter flowers were all paid for with the congregation's memorial gifts designated for this special purpose.

The Chancel Ministry is already planning for the 2016-17 liturgical year and would welcome new members who would like to participate. We are always open to new members and new ideas.

Submitted by: Pat Giglia, Co-Chair

Ludwig Bequest Report – 4/28/2016

Strategic Leadership Council – Report of Activity

1. Jeanette Ludwig left approximately \$400,000 to St. John United Church in 2014. Jeanette did not specify how the money was to be spent.
2. In 2014, the congregation of St. John UCC approved the investment of the funds to secure a loan to make the building more accessible. It was decided at that time to install air conditioning and an elevator lift. Other projects (new doors, chancel remodel, etc.) were deferred to the future.
3. The Strategic Leadership Council (SLC), with the help of Dean Griffith, invested the bequest and secured a loan using the bequest as collateral at Bank of Kentucky. The interest from the investment would be used to pay the monthly loan payments. There are very specific formulas for investment vs. loan amounts and interest rates that make this arrangement possible.
4. Bank of Kentucky was bought by BB&T
5. In October 2015 the term of the loan expired.
6. BB&T did not honor the arrangement established with Bank of Kentucky. BB&T offered a 120 month (10 year) amortized loan. An amortized loan is similar to a mortgage in which monthly payments of principal and interest are paid over a specific time period. To make these payments St. John would have had to depend upon operating budget (Tithes & Offerings) to make the monthly payments.
7. The SLC attempted to negotiate with PNC the same arrangement that had been originally established with Bank of Kentucky. PNC was not willing to offer those terms, but offered a product similar to the arrangement offered by BB&T
8. These conversations, reports, and negotiations took several months. BB&T informed us that they had every right to liquidate the security to satisfy the loan and they did on April 22, 2016.
9. SLC, with counsel from Dean Griffith, felt the best decision was to invest the remaining balance of approximately \$100,000 as an endowment, separate from the Investment Fund.
10. St. John Church is debt free. We have an elevator lift and air conditioning.
11. The Ludwig Fund is invested at BB&T and is earning money.
12. SLC has approved the creation of an Endowment Committee to draft a policy to manage the funds. This policy will be brought to the SLC and congregation for approval.

2015-16 **Pastor's Annual Report** | *The Rev. Keith M. Haithcock, Pastor & Teacher*

May 15, 2016

I am grateful and honored to serve as your pastor. I pray for you continually and seek God's path as I strive to offer help, encouragement, spiritual direction, and leadership in the many aspects of the office of pastor and teacher.

My 2015-2016 Goals and Priorities have been: Prayer and Study, Preaching and Worship, Spiritual Growth Series, Newbie Contacts and Newcomer Open House, spending 20% of my time in the community, Illumination Youth Ministries, Congregational Care Team, Pastoral Care and Consultations, Stewardship and Leadership Development, and Head of Staff. With these in mind, I offer this reflection on the challenges that we have faced this year and the areas of growth that we have experienced together.

I want to begin by thanking **the members of this year's** Strategic Leadership Council (SLC) who serve with me: Stan Bowling, Louise Hall, Dale Sexton, Theo Baldwin, and Melissa Stephens. This council has stuck together through a very taxing year of concerns and roadblocks and has worked very hard given the limited resources of our church. I would also like to thank Tim Smith, Mitch Leigh, and Dean Griffith for the assistance they provided the SLC as we addressed the difficulty that we faced with our bank loan.

A FEW OF THE MANY THINGS TO CELEBRATE:

Welcome, Assimilation and Sustainability are the focus areas I proposed to the SLC at the beginning of this fiscal year. Throughout this year I have tried to help the SLC and other committees to start from where we are and to build around these three areas. (see appendix 1)

I'm very happy that I was able to enlist 24 people to read the book "Real Good Church" and that 18 people attended the discussion group. This book does not have all the answers to our challenges, nor should we attempt to do everything that the author shares. However, it clearly guides us to the importance of building a strong infrastructure that supports a ministry with clear communication and transparency built on welcoming new people, assimilating new and current people into spiritual formation, service and community, and a strong organizational structure core that is sustainable.

I established a Welcome Table in consultation with Steve Phillips and others, recruited and trained table hosts, and made the Welcome banner. I have overseen, obtained and produced many materials for the table.

The Lenten Study "***Listen, Learning to Pray in a Noisy World***" was exceptional. 18 people registered and attended class sessions offered in both the morning and evening on Wednesdays.

The OPEN TABLE-**Communion on the Street ministry will continue!** After all but two participants from last year's team stepped away I thought this ministry might end. But with some coordination I was able to generate some interest. There are eight people serving this year: Jeff Tyler, Sue Jelinek, Sally Sipperley, Dale Sexton, Lonnie Fields, Susan Colding, Jim Colding and myself.

Weekly Bible Encounter on Sundays at 9:00 a.m. continues to offer youth and adults Bible study and reflection on the sermon texts being preached each week. We have a number of clergy in our church who helped me teach this class: Fred Hoeweler, Jim Colding, Sarah Melcher, and Dean Griffith.

Since January 2016 (17 weeks) The Pastor's Discretionary Assistance Fund has offered 31 consultations, served 11 people, given \$680 in Kroger cards, and \$100 for transportation.

Congregational Care Team and Prayer Chaplains continue to reach out through relationship, prayer, and visitation to those who are homebound or in care facilities and when the pastor needs assistance in providing care. Thank you to Sue Jelinek, Marlene Hayes, Lonnie Fields, Alleyne Kess, and Bobby Moreland who serve.

I have a passion for the Illumination Youth Ministries. Ryan Jago and Grey Drapper have participated as youth in the program this year. Raniele Jago has served with me as our representative on the Youth Advisory Board.

The Re-establishment of Kids Konnection is nothing less than an act of the Spirit. Thank you to our teachers: Mary Ann Reilly, Natalie Taake, Willie Tackett, Theresa Sterling, Linda Gee, and Chad Taake.

We have 4 new covenant members this year: Sally Sipperley, Daniel Hoffman, Codi Kindoll, Jan Smith.

Thank you to Debbie Cummings, Administrative Assistant to the Pastor, Linda Schuster, Data Coordinator; Steve Milloy, Keyboard Musician and Choir Director; Alicia Taylor Byers, Illumination Youth Ministries Coordinator; and Luis Hernandez, Housekeeper. A special thanks to Diane Cottingham (Office volunteer) and Donna Hoffman (volunteer Building Use Coordinator) who work closely with me each week. And to all who have helped in my leadership this year, volunteers and staff! And to Melissa Stephens, SLC president, who has served faithfully while working two jobs. Her collaborative spirit has been very helpful to me.

A FEW OF THE CHALLENGES WE FACED:

The first challenge is one that is very personal concerning my health. On September 30th, 2015, I suddenly lost all hearing in my left ear. Although on the outside this handicap is perhaps undetected by others, inside, to my surprise, this has changed every aspect of my life. I want to thank all who have offered patience with me as I learn how to live with this handicap and the many ways it has required me to live and do my ministry differently.

A major distraction this year has been the tyranny of the urgent – the constant tension between the urgent and the important. I have often found myself pulled among panic management, anxious responses, obsessed budgeting of hours, chasing excitements, and keeping my attention committed to our mission.

As a pastor (shepherd) it is difficult at times to convince the flock to remain focused on the important, not the urgent; to guide you away from distractions and respond to your resistance to move forward rather than to what we have always done. As I preached a few weeks ago, a shepherd's crook has two functioning ends, one to grab ahold of the sheep and guide them away from danger, and a blunt end to poke and prod them to go places they **don't want to go, places they've never been before, and places that may be painful at first but ultimately beneficial.**

As I see it, there are two glitches in our current organizational structure. One, it places far too many responsibilities on the SLC, and pastor. This has been a daunting reality for a number of years. Some examples are: building maintenance and management, stewardship and financial development, administration, scheduling and communication, ushers and greeters, personnel, budgeting, fundraising, and leadership development and training. Two, we have not been willing to invest in our leadership. We have expected the SLC members, the pastor, and other lay leaders to oversee a 501(c)3 non-profit religious organization, more often than not, without the needed resources or skill-set for success. As an organization we must change this and pay for the training needed to get our house in order and develop the organization and infrastructure needed to sustain our mission and ministry. Without such support and resources we are setting our leaders up to fail and creating an atmosphere of defeat. This heavy load has become unmanageable and burdensome for your leaders.



AS I CONSIDER BOTH THE THINGS THAT WE CELEBRATE AND THE CHALLENGES THAT WE FACE I STILL BELIEVE OUR CHURCH'S BEST DAYS ARE AHEAD OF US!

APPENDIX

2015-16 Strategic Leadership Council Goals/Agenda:

The top three focus areas for 2015/16: Welcome, Assimilation, and Sustainability

OUTWARD

1) WELCOME

- a) Welcome Table attendants and training
- b) Brochures, Website, and other publications: (basic Church information, Ways to Get Involved, basic invitation card)
- c) Ushers/Greeters recruiting/training
- d) More user friendly building signs, bulletins, communications (e-news, etc.)
- e) Follow up to guests: multi-level with pastor and congregants (card, letter, email, phone, etc.)
- f) Child care and **children's ministry**
- g) Refreshments/food at needed events/programs
- h) Promotional and testimonials (web videos and in worship)
- i) Etc.

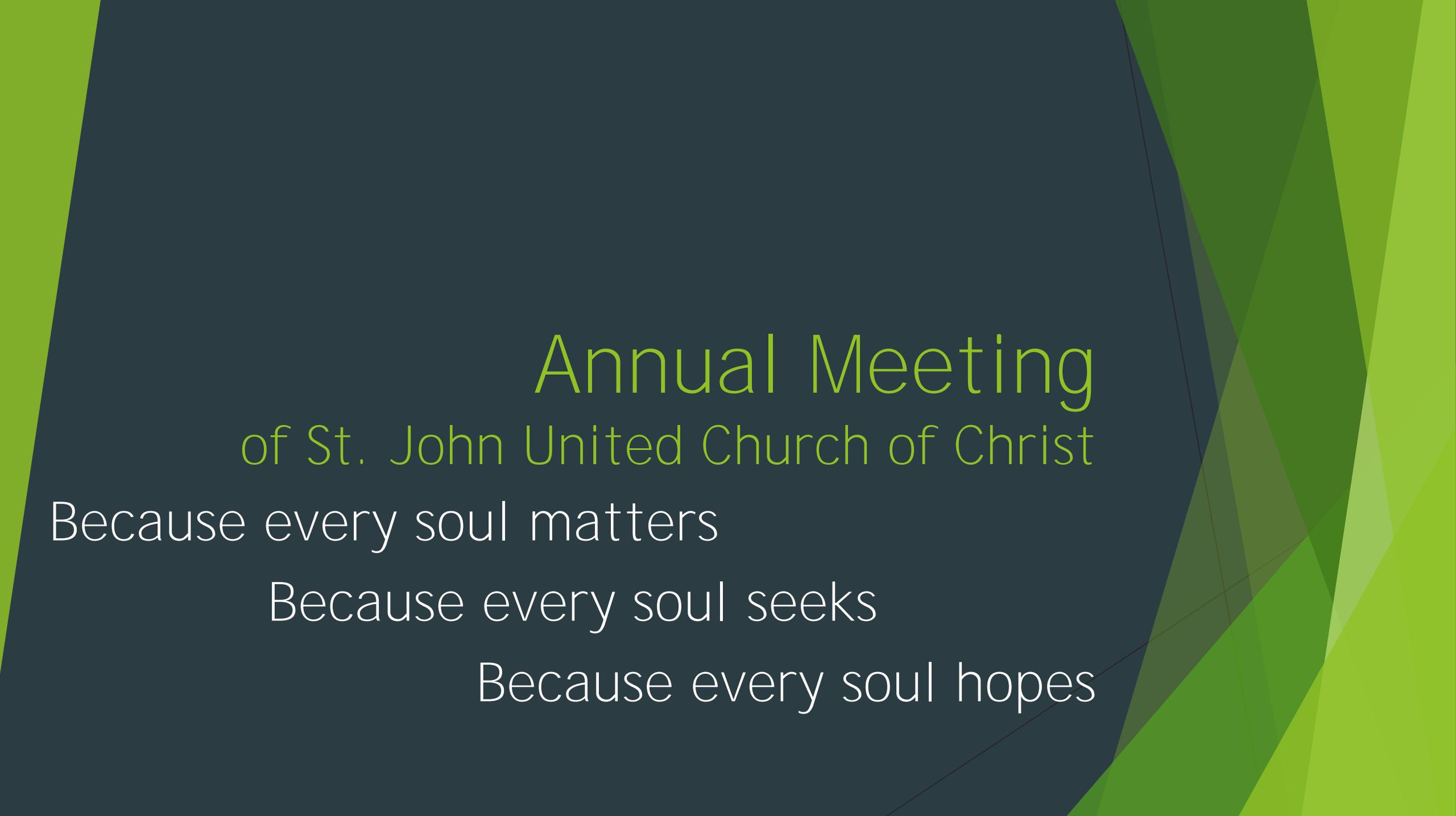
2) ASSIMILATION

- a) Assimilation Coordinator – helping new people find their way into the Church through:
 - *Ways to Get Involved* brochure
 - Bible studies, book studies, *Spiritual Growth Series*, Lenten study, etc.
 - Prayer groups
 - **Children's Ministry**
 - Illumination Youth Ministries
 - Choir and music program
 - Outreach Missions Group
 - Etc.
- b) Covenant Membership Class and orientation

INWARD (This all impacts our outward results but is inward operational work)

3) SUSTAINABILITY

- a) Stewardship & Development (10% financial income increase)
- b) Building Maintenance Coordinator & Committee
- c) **Children's Ministry Volunteer Coordinator and/or staff person**
- d) One Major Fundraiser Coordinator & team
- e) Administration: Technology, Communications, Building Use, etc.
- f) Personal Invitation initiative along with basic advertising
- g) Leaders praying, studying Scripture and increasing financial gifts
- h) Staff increases: children, youth, building maintenance, administrative assistance



Annual Meeting

of St. John United Church of Christ

Because every soul matters

Because every soul seeks

Because every soul hopes

- Call to Order
- Prayer
- Quorum & Attendance

St. John's Mission & Vision

Our Vision

We are a source of hope and opportunity for people who need us. The community understands us the way we understand ourselves. Our ministry is open, accessible, and inviting in ways that encourage all members of the community to use their gifts in ministry.

Our Mission

Our caring congregation feeds the spiritual and physical needs of the community

- Approval of Minutes from
2015 Annual Meeting

Ministry Reports

Outreach Mission Group (OMG)

- ▶ Monthly Senior Meals and Socials
- ▶ Weekly Friendship Center
- ▶ After Service Socials
- ▶ Special Meals
- ▶ Memorial Day Booth
- ▶ Partner with NKY Health Department
- ▶ Souper Bowl
- ▶ Special Events Coordination
- ▶ Welcome Banner
- ▶ Business Cards

Music On The Avenue (MOTA)

- ▶ 17th Season
- ▶ New publications from Jennifer Miles and Theo Baldwin
- ▶ New relationship with Willis Music and Steinway pianos
- ▶ Overall attendance - 709
- ▶ Diversity in musical performers was well received
- ▶ Income was higher than previous years due to high attendance - \$8031.00
- ▶ Expenses were higher also \$8030.42
- ▶ MOTA gave St. John \$1,000

Women in Theater (WIT)

- ▶ **Two productions to date: “Honour” and “Venus in Fur”**
- ▶ Earned \$1,100 for St. John with these two plays
- ▶ Built a 4 ft. extension on the stage
- ▶ **Summer Dinner Theatre in July 2016 “A Streetcar named desire”**

Kid's Konnection

Chancel Ministry

Pastor Relations Committee

Pastor's Report

Strategic Leadership Council

Priorities this year: Financial stability
Extravagant Welcome

Ongoing Policy revisions and updates

Recording Secretary

- Covenant Members last year: 111
- Covenant Members who died this year: 1
- Covenant Members who withdrew their membership this year: 15
- New Covenant Members this year: 16
- Total Covenant Members now: 111

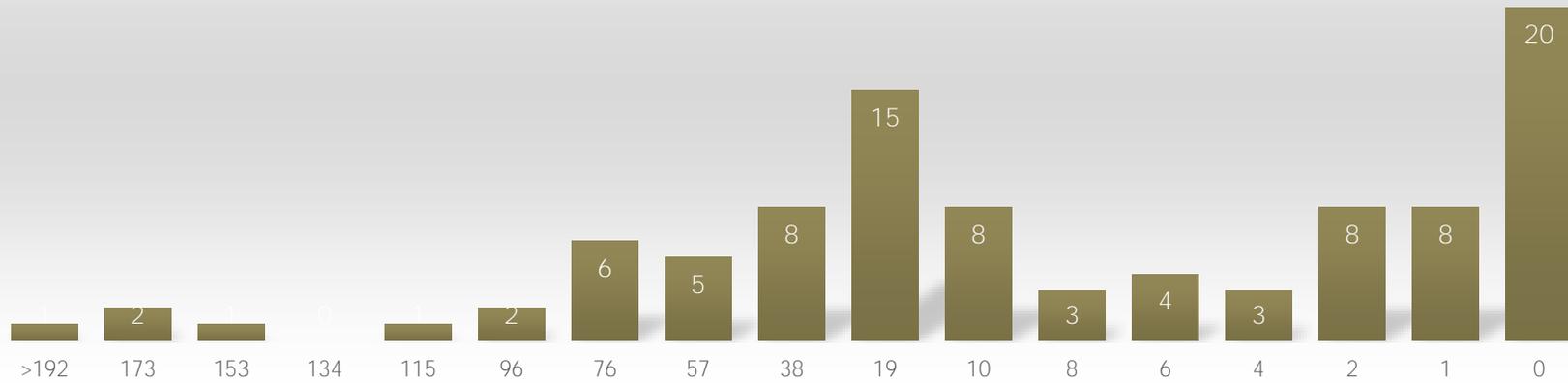
	FY 2015	FY 2016 YTD
Jul	9728	19239
Aug	16773	28026
Sep	10554	13659
Oct	18432	14685
Nov	13462	19415
Dec	25113	21945
Jan	32629	29927
Feb	9185	16518
Mar	17608	28122
Apr	16232	20100
May	16386	
Jun	13665	
Total	\$199,767	\$211,636

Income

- ▶ General Offering
- ▶ Loose Offering
- ▶ Special Offerings
- ▶ Fundraising/Rent
- ▶ **Our Church's Wider Mission Giving**
- ▶ Investment Fund Drawdown

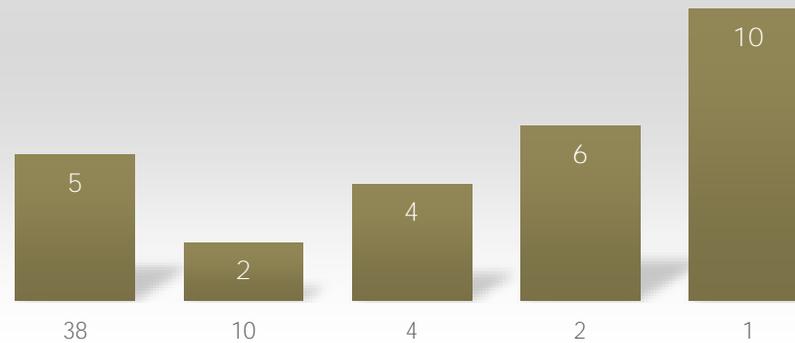
COVENANT HOUSEHOLD

Giving Per Week



NON-COVENANT HOUSEHOLDS

Giving Per Week



Expense Report

Ludwig Funds

Strategic Leadership Council

2016-2017 Slate:

- President: Louise Hall (2017)
- President Elect: Steve Howes (2018)
- Treasurer: Dale Sexton (2017)
- Secretary: Theo Baldwin (2018)
- At-Large: Lonnie Fields (2018)
- At-Large: Melissa Stephens (2017)

I move...

the Congregation elect the 2017 slate of candidates as recommended by the nominating committee.

Mission and Ministry Action Plan

You are voting on the FY2017 MMAP

Effective July 1 2016 - June 30 2017

Increase over last year: \$125.00

(Guest preacher while Keith is at Synod)

Projected Deficit: \$17,856

	2016	2017		
Mission/Ministry	<i>Proposed</i>	<i>Proposed</i>	<i>\$ Change</i>	<i>% Change</i>
Changing Lives	45,965	45,965	0	0
Continuing Testament	85,268	85,393	125	>1%
Extravagant Welcome	83,413	83,413	0	0
	\$214,646	\$214,771		

I move the Congregation adopt the
Mission and Ministry Action Plan for
FY2016 for an amount of \$214,771

Adjournment
Benediction