

9/28/16 Minutes -- Strategic Leadership Council

St. John United Church of Christ

Meeting duration: 5:35 pm – 8:00 pm

Attending: Louise Hall (chair), Theo Baldwin, Lonnie Fields, Steve Howes, Dale Sexton, Melissa Stephens, Pastor Keith Haithcock

Guests: Dean Griffith

Prayer and Preparation

Steve provided a meditation and prayer. All read the St. John Vision and Mission, as well as the SLC Goals statement (from Charter documents).

Strategic Leadership Council Goals... *In the spirit of the above Vision and Mission statements and in order to transform St. John United Church of Christ into a vital, fully alive mission outpost - receptive to the Word of God, moved to action by the Holy Spirit and living the commission of our savior Jesus Christ - the Strategic Leadership Council (SLC) establishes...*

Consensus Items approved: 8/25/16 SLC Minutes, 8/27/16 SLC Special Meeting Minutes, 9/28/16 SLC Agenda

Emergency Procedures / System Updates

- Security/phone system updates
 - Lonnie reported on investigations with security systems and integrated electronic doorbells, as a follow up to last month's meeting. SLC desires to add technology to the accessible ramp entrance that can contact church offices, lounge, possibly the downstairs level. We also desire to add phone access in or near the lounge.
 - Discussion on potential security policy as an alternative to address the need for contact options from the accessible entrance.
 - ACTION: Lonnie is contacting multiple service providers regarding the system and phone options.
 - ACTION: Lonnie will contact Mitch to discuss moving the phone near the pastor's office and other questions regarding the phone system.
 - Usher training will need to be updated when any system changes are in place.
- Regarding other aspects of emergency procedures, there is still the pending ACTION for Dale Sexton to complete building diagram for police department.

Financials and Investments Updates

- Dale distributed two Treasurer's documents, 1) August Treasurer's Report (balance sheet, details follow these minutes) and 2) working draft of a new "budget vs. actual" report. SLC

provided feedback on the format and content of the new report. ACTION: Dale and Melissa will refine the new “budget vs. actual” report for discussion at a future SLC meeting.

- MOTION: Lonnie moved to approve the August Treasurer’s Report. Steve second. Motion passed.
- Dean Griffith is a member of the Investment Team, and provided an update on the Team’s efforts to create a financial profile of the church, including assets, income, and liabilities. To date, SLC is making great progress in providing the necessary information for the Team’s work. ACTION: Louise will request that the Investment Team members be included in the distribution list for the monthly Financial Secretary’s report.
- MOTION: Lonnie moved to accept the Financial Secretary’s Reports for July 2016 and August 2016. Steve second. Motion passed.

Stewardship Committee Report

- SLC affirmed the membership of the Stewardship Committee: Dale Clark, Melissa Stephens, Pastor Keith Haithcock.
- MOTION: Dale moved to accept the September 11, 2016 minutes of the Stewardship Committee (included at the end of these minutes). Lonnie second. Motion passed.
- “Financial Snapshot” event planned for Sunday, November 13 following worship. At this session, Stewardship Committee members will present information on the financial situation of the church.

Pastor’s Report

- A membership class will be held on November 12.
- Pastor’s Newcomer’s Open House will be on November 8. Stephanie Young will assist with refreshments. SLC members are asked to arrive at 6:30pm.
- Northern Kentucky University (NKU) outreach: Pastor Keith passed around postcards with intriguing statements (from the Still Speaking campaign) that he produced for distribution during his “The Pastor Is In” campus sessions at NKU.
- Nativity Update: Some volunteers have stepped up to help with various aspects: administration (scheduling with the city), set-up & take-down, staging the figures, assisting with promotion/PR of the carol sing/nativity event, refreshments. The deadline for volunteers to step up is Oct 1.
- Pastor Keith discussed an anti-gay article in the September issue of the Bellevue Community News article and the article he is writing for the October issue of the News.
- Pastor Keith presented an update on organ and piano tuning costs. Previously, the organ was tuned twice a year at \$225 per tuning (\$450/year). The new cost for organ tuning is \$880/year. Total annual cost for organ and piano tunings have increased from \$841 from \$1,401, including hotel cost expenses for the tuner, who travels from out of town. MOTION: Lonnie moves to approve a cost overage of up to \$560, which is in excess of the MMAP 2017 budgeted amount. Melissa second. Motion passed.

- Pastor Keith discussed a proposal to add two more designated handicapped spaces in the church parking lot, with proposed costs to be no more than \$500. ACTION: Steve and Dale will investigate this further, and discussion will continue at the October 2016 SLC meeting.
- Pastor Keith requests a lay delegate to join him for the Fall SONKA meeting. Lonnie Fields volunteered to serve.

OMG Update

- Lonnie, as SLC liaison, will attend OMG's October meeting.
- OMG will attend the November SLC meeting for discussion.
- Discussion on recent kitchen issues.

Future SLC meeting dates

- The November and December SLC meetings will be held one week earlier, due to the holidays. New meeting dates are November 17 and December 15, both starting at 5:30 pm.

Adjournment: Melissa moved to adjourn, Lonnie second. Motion passed.

Minutes recorded by: Theo Baldwin, SLC Secretary

Next SLC meeting scheduled for **Thursday, October 27 at 5:30 pm**. Meditation: Melissa. All are welcome to attend.



Treasurer's Report August 2016

For SLC Meeting of St. John Church United Church of Christ

Submitted by: *Dale Sexton 9/28/2016*

5/3 Main Checking (X7605)

9/15/2016 Ending Balance **\$29,430.06** (not an *reconciliation balance*)

5/3 Memorial Fund (X8394)

8/31/2016 Available Balance **\$6,926.36**

United Church Funds Invested Funds

8/31/2016 Balance at end of period *Market Value*
\$56,501.65 +/-

BB&T Checking (X1147) (*OLD in/out for loan*)

8/31/2016 **\$12,270.80**

BB&T Investments (X7024)

8/31/2016 Ending Value *Market Value*
\$99,063.90+/-

Current Running Balance from Quicken (including checks written but not posted in main account)

5/3 Main Checking 26,856.54 (as of 9/28/2016)

5/3 Memorial Fund 7,066.63 (as of 9/28/2016)

UCC Invested Funds 81,673.30 +/- (as of 9/28/2016)

BB&T Checking (in/out loan) 12,226.80 (as of 9/2//2016)

127,823.17

BB&T Investments 99,127.17 +/- (as of 9/28/2016)

226,950.46

**St. John UCC Stewardship Committee Meeting
September 11, 2016**

Melissa Stephens, Dale Clark, Pastor Keith Haithcock

General discussion and summary of last meeting.

Keith provided lists of members without commitment cards on file or any identifiable offerings since July 1. These lists were reviewed (by name only – no dollars). 49 members have not made identifiable gifts since July 1, 2016 and 53 have not turned in a pledge card to commit to financial giving. Approximately 20 members were eliminated from further immediate review due to being shut-ins, youth, or having known circumstances, whereas the remaining were divided into several tiers or grouping categories for planned follow up.

Melissa and Dale are contacting 20-22 members before the next meeting whom we placed in the high priority tiers in the following ways:

- 1- Members to approach in person at Sunday services to hand a commitment card and ask if they will participate by filling it out.
- 2- Members who usually give (mostly by mail or bank drafts), but are not attending church regularly, whom we would call and have a phone conversation with to seek their continued financial support and perhaps fill out a pledge card on their behalf.
- 3- Members to invite to meet with us at a common place such as coffee house or café to confirm their support.
- 4- The remaining are on an additional list to determine the best approach for contact into the future with phone calls and requests to meet.

We identified Pat Giglia and Steve Phillips whom we will ask to assist in calling members who do not attend services on a regular basis as a way of increasing communication and information gathering, without a financial discussion being the focal point.

We confirmed the Financial Snapshot Luncheon is scheduled for November 27, 2016.

Briefly reviewed UCC themes for stewardship with intent to gradually select and implement something on a monthly basis for stewardship.

Decided on dates for spring 2017 stewardship campaign after Easter and before annual meeting: Three Sundays on **April 30, May 7, and May 14** (annual meeting tentative for May 21).

Next committee meeting: October 9, 2016 after worship service at church.

8/27/16 Special Meeting Minutes -- Strategic Leadership Council

St. John United Church of Christ

Meeting duration: 11:00-11:30 am

Attending: Louise Hall (chair), Theo Baldwin, Melissa Stephens, Steve Howes, Dale Sexton, Pastor Keith Haithcock

Pastor Housing Allowance

- Pastor Keith raised a request to increase his housing allowance (the portion of pastor's salary designated, according to IRS tax code, for this purpose by the pastor each tax year). This amendment does not change the total compensation package of the pastor, and therefore has no impact the 2016-17 MMAP budgeted amounts.
- MOTION: Melissa moved that the pastor's 2016 housing allowance be amended with an increase of \$6,300 beginning September 1, 2016; that the Treasurer will make all needed adjustments with the payroll service for accurate year-end amounts for wages and housing allowances recorded on the W2 form. Steve second. Motion passed.

Unified Financial Reporting

- As a follow up to the Investment Team presentation at the 8/25/16 meeting, SLC discussed creation of a unified financial reporting process, to allow for income/expenses to be compared to the MMAP budget.
- ACTIONS: Dale, Melissa, Steve will work on determining this process, including what steps are required to retrieve and enter proper information across financial systems. Steve will create a template for communication of the financial information to the congregation.
- A financial snapshot update is planned for the congregation following the November 13 service.

SLC Liaison to OMG

- Lonnie Fields has agreed to serve as SLC's liaison to the Outreach Missions Group (OMG).

Adjournment: Melissa moved to adjourn, Lonnie second. Motion passed.

Minutes recorded by: Theo Baldwin, SLC Secretary

Next SLC meeting scheduled for **Wednesday, September 28 at 5:30 pm** (change in date). Meditation: Steve. All are welcome to attend.

