

5/6/18 Congregational Annual Meeting Minutes

Location: St. John United Church of Christ

Meeting duration: 11:50 am – 12:50 pm

As stated in the church bylaws, **Quorum** is 20% of total membership or 25 members present, whichever is greater. As indicated by hand count, 35 members are present and a quorum achieved.

Steve Howes, SLC President, called the meeting to order.

Opening

Meeting opened with a prayer by Pastor Keith.

Approval of 2017 congregational annual meeting minutes

MOTION: Melissa Stephens moved to approve the May 21, 2017 minutes as presented; second by Sandy Kerlin; motion passed.

Membership Report (Theo Baldwin, Recording Secretary)

2017 – 2018 Membership Report

- 0 Joined
- 0 Transferred
- 4 Withdrew: Ken Rose, Audrey DuPuy, Mark Thornton, Janet Scanlon
- 2 Death: Lorraine Arthur, Gloria Lauder

Covenant Members (as of May 6, 2018): **97**

Celebration of Ministries (full highlights for each Ministry are in meeting slides)

All who were present read the St. John UCC Vision and Mission statements.

Strategic Leadership Council (SLC) Report (Steve Howes, SLC President)

- Let's reflect on the great number of people who are involved in our church in some way.
- SLC Priorities and Accomplishments:
 - Improve financial records and reports
 - Continue reviewing and renewing policies
 - Reviewing and renewing all contracts
 - Enhancing our Kids Connection program
 - Meeting our mission and goals with limited resources
- Key Strengths of St. John UCC
 - Our Mission
 - Our Staff
 - Our Members

- Key Challenges of St. John UCC
 - Resources: Time, Talents, Treasures

Pastor's Report (Pastor Keith)

- Full report will be sent by email to the congregation. Hard copies now available for those without email. (Note: Pastor's full report follows these minutes).
- Highlights:
 - Tue & Wed 9am-4pm are designated office hours.
 - Always available by appointment.

Pastoral Relations Committee

- Members: Robert Moreland, Pat Giglia, Alan Imberg
- Provide support and advice to Pastor Keith.

Chancel Committee

- Members: Doug Baldrige, Pat Giglia, Diane Cottingham, Charles Giglia, Esther Ries, Carol Stitt, Jan Hoeweler
- Highlights:
 - Communion elements of bread are baked by Donna Hoffman and Marlene Hayes. Wine and grape juice are donated.
 - All new Easter floral window arrangements, Lenten season dry arrangements and special outside door wreaths made by Doug Baldrige and Karl Frey.

Ushers & Greeters

- Many volunteers to provide an extravagant welcome each Sunday.
- Highlights:
 - Lonnie Fields and Melissa Stephens coordinate the usher and greeter teams.

Ministry of Music

- Coordinated by Steve Milloy.
- Includes Chancel Choir, Handbell Choir, and other soloists and contributors to worship.

Outreach Missions Group

- Members: Bruce Horn, Robert Epton, Carol Griffith, Stephen Phillips, Willie Tackett, Eileen Thornton
- Highlights:
 - Held weekly Friendship Center.
 - Senior meals (30-40 attend each time).
 - Organized after-church socials, as well as Thanksgiving and Easter gatherings

- Helped with Halloween candy handout, and sold refreshments at Memorial Day parade
- Participated in NKY Pride Fest
- Worked with NKY Health Department to assist with HIV testing
- Coordinated collection of items for eight charities.

Cub Scouts

- Lonnie Fields and Melissa Stephens are St. John contacts working with the troop.
- St John received its charter for the Cub Scout troop.
- 12 Cub Scouts are in this year's troop.

Media Center

- Mitch Leigh is the St. John contact for the Media Center.
- Highlights:
 - Created a new video advertising Music on the Avenue series.
 - Published content on social media and the church website.

Kids Connection

- Members: Natalie Taake, Cathy Howes, Mary Ann Reilly, Willie Tackett, Amy Arnold
- Highlights:
 - Kids Connection meets during worship on the 2nd, 3rd, and 4th Sundays of the month (except for summer break from Memorial Day to Labor Day).
 - Hired Amy Arnold to coordinate the program for the last 4 months of this fiscal year.
 - Decision on a coordinator for the coming year is to be announced.

Music on the Avenue

- Members: Stephen Philips (chair), Theo Baldwin, Diane Cottingham, Lonnie Fields Berni Finrock, Bruce Horn, Sandy Kerlin, Jennifer Miles, Esther Ries
- Highlights:
 - 19th consecutive year – 702 attended over five weeks
 - 2/2/18 Faux Frenchmen – 204 in attendance
 - 2/9/18 Percussion Group Cincinnati – 95 in attendance
 - 2/16/18 Violinist Vince Phelan & Pianist Stephen Phillips – 135 in attendance
 - 2/23/18 Classical Pianist Dror Biran – 77 in attendance
 - 3/2/18 Cincinnati Boy choir – 191 in attendance
 - Sponsorships included three Cornerstone donations (\$500 each), seven recital sponsor gifts, and nine donations from Bellevue and area businesses for program ads.
 - Piano Pros provided a Steinway grand piano at no cost, and Peerless Printing provided printing of posters and postcards at no cost.
 - Thanks to new partnerships and associated cost savings as well as an increase in donations, MOTA was able to give back \$3,000 to the general budget of the church.

Illumination Youth Ministry

- Keith Haithcock (Pastor) and Jeff Draper (Lay Representative) serve on the Youth Advisory Board (YAB) which oversees and manages IYM programs and staff. Each of the congregations that make up IYM have a Pastor and Lay Representative.
- Highlights:
 - Rotate meeting location between three participating congregations: St. John UCC (Bellevue), Christ Church UCC (Fort Thomas), First Christian Church (Fort Thomas)
 - Youth meetings on the 1st Wednesday and 3rd Tuesday
 - Average youth attendance: 12
 - Nancy Bardgett will finish as co-director at the end of June; Melanie Sorrell will continue as the primary director

Building Maintenance Coordinator

- Dale Sexton is the St. John contact.
- Highlights:
 - Inspection with fire marshal and state elevator inspector.
 - Repair and replacement of lighting in the sanctuary.
 - Resources to repair and replace thermostat wiring in sanctuary.
 - Worked with many external vendors on building repairs and maintenance.

Building Use Coordinator

- Pastor Keith continues to serve in this role on an interim basis.
- Total income received for building use this year has been \$350. Building use by Cincinnati Men's Chorus for retreats and Mannerchor rehearsals.
- Cincinnati Men's Chorus provides a singer for the Chancel Choir and talent for the variety show.

Recognition of Volunteers

- Steve asked all volunteers of church ministries and initiatives to stand.

Treasurer's Report (David Hiser)

- Balance of Funds (end of April)
 - Operating Funds = \$28,521
 - Memorial Funds = \$10,692
 - United Church Funds = \$49,383
 - BB&T Fund = \$124,990
 - TOTAL = \$213,586
- Note: while operating expenses have exceeded operating income, our investment funds growth over the last two years helped fill the gap.

MMAP (Mission & Ministry Action Plan) 2018 (Steve Howes)

- Steve Howes discussed projected total expenses for MMAP 2017 (current). MMAP 2017 was \$203,000; projected spend for FY2017 is \$200,000; proposed MMAP 2018 is \$205,245.73.
- Projected income: 2017 actual is \$175,000; 2018 projected is \$170,000; MMAP 2019 assumes income of \$170,000. Stewardship campaign for 2018/19 will begin on May 20.
- Proposed MMAP 2018 components:
 - \$9,000 total church programs/other expenses
 - \$14,000 total global and local missions
 - \$17,000 building repair, maintenance, upkeep
 - \$31,000 total administration
 - \$26,300 music staff and programs
 - \$108,000 pastor and office staff
- Proposed MMAP – key changes from last year
 - Increases:
 - Staff insurance \$2,500/year
 - General insurance \$1,000/year
 - Building maintenance \$1,000/year
 - Staff compensation \$190/month
 - Professional reimbursables \$100/month
 - Reductions:
 - Administration \$1,000/year
 - Music \$1,000/year
 - Miscellaneous \$1,000/year
- MOTION: Dean Griffith moved that we approve the proposed MMAP 2018 budget. Sandy Kerlin second. Motion passes.

SLC Current & Nominations (Steve Howes)

- We have a full slate of candidates for open positions on the Strategic Leadership Council (end year for term).
 - Alan Imberg, President (2019)
 - Jeff Draper, President-Elect (2019), President (2020)
 - Jan Hoeweler, Recording Secretary (2020)
 - David Hiser, Treasurer (2019)
 - At-Large: Carol Griffith (2020)
 - At-Large: Ginnie Kelley (2019)
- Jeff Draper, Jan Hoeweler, and Carol Griffith are on the SLC slate for congregational approval.
- MOTION: Sue Jelinek moved to accept the nominations slate. Dale Clark second. Motion passed.

Adjournment

- Pastor Keith led a closing prayer.
- MOTION: Melissa Stephens moved to adjourn. Ginnie Kelley 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 2019 congregational meeting.

2018 Pastor's Annual Report

Keith M. Haithcock, Pastor & Teacher

May 6, 2018

PROFESSIONAL GOALS AND FOCUS – LOOKING FORWARD

Preaching: Engaging in the Scriptures daily through devotion, study, and prayer, allotting time for scholarly reading, reflection, interpretation, and writing, to provide relevant sermons and reflections for each worship service, funeral, wedding, etc., and to sharpen my skills in the art of homiletics.

Planning Worship: Building on the liturgical foundations of our tradition, developing worship formats that are inviting, engaging, inclusive for all to participate, contemporary, and faithful in administering the Holy Sacraments. Recruiting, training and supporting lay leaders and staff in planning and conducting worship services.

Caring for the Congregation: Providing spiritual leadership, visiting the sick and comforting the distressed at home, hospital, and care facilities. Recruit, train and coordinate assistance from the Congregational Care Team (CCT). Administer the Pastor's Discretionary Assistance Fund.

Going Beyond the Walls (20% of my time): Promoting external Church growth and community outreach through non-Church connections in Bellevue, northern Kentucky and Cincinnati to network and develop relationships with business owners, organizations, and individuals beyond the walls of the Church.

Advocating for Justice: March, protest, and participate in festivals, and interfaith/ecumenical services for justice, and connect with social service agencies such as: Brighton Center, Kentucky Children's Home, and Safe Haven, and continue UCC connections through the Association, Conference, General Synod, UCCONA Coalition, as a representative of St. John Church. Continue to administer the Pastor's Discretionary Assistance Fund for those in need in our community beyond the walls of the Church.

Forming Disciples: Recruit and train lay leaders and supervise staff to help *direct the work of religious education* of the Church such as: Kids Connection,

Illumination Youth Ministries, Weekly Bible Encounter, 2018-19 Spiritual Growth Series which will include an Advent Study, Lenten Study, 2 Covenant Membership Classes, Open and Affirming (ONA) 201, six (6) Sunday catered luncheons "Relationship Meals" with guests from the community and periodic Pastor's Forums and Table Talks.

Nurturing Newcomers: Handwritten note from the Pastor to first-time visitors, tea appointment with the Pastor, annual Pastor's Newcomer Open House (with Council), etc.

Learning and Retooling for Ministry: I will attend a CREDO Seminar in 2018-19. The Pension Boards launched CREDO in the United Church of Christ in 2015, following in the footsteps of the pension organizations of the Episcopal and Presbyterian Churches, which have benefited from CREDO for almost 20 years. The CREDO experience is anchored in a weeklong Seminar and includes a pre-Seminar assessment and post-Seminar resources so that participants can deepen their commitment to lifelong wellness. CREDO is a holistic wellness benefit that offers clergy space and resources to examine significant areas of their lives and discern prayerfully the future direction of their vocation as they respond to God's call in a lifelong process of practice and transformation. **How does CREDO define wellness?** CREDO concentrates on four interrelated dimensions of wellness: Spiritual, Vocational, Financial, Psychological & Physical Health. **What happens at a CREDO seminar?** A holistic understanding of wellness is the cornerstone of the CREDO process. Seminars include a carefully crafted blend of learning opportunities and activities that support an experiential learning model. The design seeks to honour each person and recognizes that participants have different needs and learning styles. To know and understand CREDO more, please visit: <https://www.pbucc.org/index.php/credo>

Some Questions for the Congregation to Consider?

- Can the Pastor do this on his own?
- What is needed to fulfill these goals and focus?
- Does the MMAP (Mission and Ministry Action Plan, AKA: Budget) support the work of the pastor adequately with the needed administrative assistance, materials, volunteers and training?
- Will you, the congregants of St. John Church, help the pastor achieve these goals and focus to help grow the Church?

From St. John United Church of Christ Bylaws, Article 12, lines 303 to 315, page 7

ARTICLE XII

Pastor

It shall be the duty of the Pastor to provide spiritual leadership, conduct worship services, direct the work of religious education, administer the Holy Sacraments, visit the sick, comfort the distressed, and to perform all such duties as belong to the Pastor's office of the UCC. The Pastor shall keep a record of all services performed and make a written report of his or her work to the Congregation at its annual meeting. The Pastor shall act upon requests for memberships and letters of transfer.

The Pastor is an ex-officio member of the Strategic Leadership Council, and all other organizations within the Church. No other minister shall perform any religious ceremony in the Church or fill the pulpit, without the Pastor's consent.