

**July 5, 2018 Minutes (June 2018 Meeting; delayed due to schedule conflict) -- Strategic  
Leadership Council  
St. John United Church of Christ, Bellevue KY**

Meeting duration: 2.75 Hours

Attending: Steve Howes (Phone In), Alan Imberg, Ginnie Kelley, Lonnie Fields, Pastor Keith Haithcock, David Hiser + 2018/2019 SLC (Jeff Draper, Carol Griffith, Jan Hoeweler)

Absent: Theo Baldwin

#### Preparation

All read the St. John Vision and Mission and 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 the following agenda:*

- Meditation by Steve. Reference to article – “UCC Minister “Smiles Brings Hope...”

#### Consensus Items to Approve

1. Lonnie makes motion to accept May Minutes; Ginnie 2<sup>nd</sup>. Passes
2. Agenda: David makes motion. Alan 2<sup>nd</sup>. Passes

#### Agenda

- Pastors Report
  - PK planning on taking Credo retreat in either Oct or April
  - Heard back from “Center Table” RE: having meals for church. Will update via e-mail shortly.
  - Summer sermon series upcoming; 9 congregations partaking in pulpit-exchange series; Picnic potluck July 29<sup>th</sup> to celebrate this series
  - Addendum to Keyboard/Musician/Choir Director Job Description presented to SLC; No affect to payroll; Intent of change is to be respectful of KMCD as he balance other professional requirements. (See Appendix 1 for original job description and Appendix 1a for addendum)
    - Lonnie moves to accept addendum; Ginnie 2<sup>nd</sup>; approved
- Financial Report - David / Steve.
  - Treasure Report:
    - Because of delay in June meeting, full month data available.
    - June Income: \$17544.33
    - June Expenses: (\$21882.43)
    - June Est. Cash Flow: (\$4338.10)
    - 2017/2018 End Year Actual vs Budget: (\$16276.91)
    - Alan makes motion to approve report; Lonnie 2<sup>nd</sup>; Approved
  - Financial Sec. Report
    - See Appendix 2 for report detail
  - Overall giving Status as of end of May
  - Reconfirm final version of MMAP
  - confirmation of PDAF balance
- Stewardship Update – Steve
  - As of July 3, 38 pledges for \$105K (\$129k last year).
  - Pledge rate is up a bit
  - 82 giving units.

- **Action:** Lonnie and Alan volunteer to approach those with outstanding pledge cards (those who have pledge regular in past and those who haven't). Lonnie to contact Linda to get information. To be done by next SLC.
- AC update - Alan and David
  - "Greater Comfort" to visit 6 July, 2018 to assess for quote for service contract
  - National and Independence and Schneller contacted for service contract
  - **Action:** Alan to collate bids for service contract for review by next SLC
- 8) Discussion and final approval of Expense Reimbursement Policy - Steve and David
  - **Action:** Alan and Carol to revise document for purpose of clarification and grammar. To send out for feedback and have draft for review next SLC.
  - Objective = manage cash flow and oversight.
- 9) Kids connection next steps – All
  - Read Rev. Amy L. Arnold's summary report
  - Discussion on how to move forward.
  - Keith to pull together people to discuss getting program start up for Sept.; utilize \$600 budget line
  - Upon return in October: Jan is going to convene a task force for kids connection.
- Next meeting: July 26<sup>th</sup>.

**APPENDIX 1**  
**Original Job Description:**  
**Keyboard Musician and Choir Director**

# Job Description

St. John United Church of Christ Bellevue, KY **Title of Position: KEYBOARD MUSICIAN AND CHOIR DIRECTOR**

**Purpose of Position:** To provide professional musical training, collaboration and leadership for the worship life of the congregation **Supervisor:** The Pastor **Responsible For:** Direction of the Chancel Choir (choir) and keyboard music for all worship services **Relates closely with:** The Chancel Choir, in-house and guest musicians, and the congregation **Duties:**

1. Oversee the direction of music in worship in consultation with the pastor.
2. Hold regular choir/music rehearsals as appropriate to enhance the mission of the church.
3. Create environments to utilize, nurture, and grow the musical gifts of congregants and the community.
4. Utilize a variety of musical styles and strives for the spiritual growth of the church
5. Participate in outreach activities through the musical arts.
6. Provide and oversee all keyboard needs: prelude, offertory, postlude, hymns, choir anthems, vocal music, etc.
7. Provide and oversee all direction of the choir between September and May (or Pentecost Sunday if later than May)
8. Select appropriate and diverse styles of music to coincide with the theme(s) of worship services expressing a progressive and inclusive theology of the Christian faith
9. Prepare choir to lead the congregation in all aspects of worship. (I.e. responsive readings, unison readings, movement, entering and exiting, etc.)
10. Engage and invite people to join the choir.
11. Teach and train proper singing techniques.
12. Oversee the organization of the choir program and enlist others to maintain the choir room, music library and choir loft.
13. Participate in worship planning with the pastor and attend Worship Planning Team meetings.
14. Select and schedule musicians (solos, duets, etc.) and assist in the selection of appropriate repertoire.
15. Engage, encourage and utilize musicians of all proficiencies from the congregation and build network of musicians outside of the church to implement a wide variety of musical expression.
16. Plan and provide music information for promotion and publication preparation including © copyright notations and license.
17. Plan special musical offerings during Advent/Christmas and Lent/Easter seasons.
18. First rights of refusal for all weddings, funerals and special services and approving and overseeing all substitute and/or guest musicians for all services of the church
19. Supervise employed section leaders/soloists
20. Assist with budget planning for musically-related needs of the church
21. Oversee service/maintenance of all musical instruments of the church (tuning contracts, etc.)

**Primary Strengths/Gifts/Talents/Skills Required:**

1. Accomplished choral director with experience
2. Accomplished organist/pianist with experience
3. Educational background in religious music
4. Experience in planning for worship services
5. Proven management, communication and organizational skills
6. Dependable and Flexible
7. Personable and enjoys working with people
8. Enjoys teaching and encouraging others to develop their musical gifts
9. Willing to participate in music and worship conferences to enhance the mission of the church

**Benefits:**

1. 45 hours paid personal time
2. Gaining experience in the Church music field.
3. Enjoy the warmth of the St. John Church community.

**Salary:** \$275.00 to \$375 commensurate with experience **Time Required By Position:** Equivalent Fifteen (15) hours a week **General Information:**

1. Holiday and Special Services of the church:

- a. Ash Wednesday
- b. Maundy Thursday (Holy Week)
- c. Good Friday
- d. Easter Sunday
- e. Christmas Eve
- f. World AIDS Day Prayer Service – December 1st

2. A minimum of a sixty (60) day notice of termination is expected in writing from either party

3. Criminal background check required

**St. John United Church of Christ – Bellevue, KY is an Equal Opportunity Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications, and without regard to race, sex, national or ethnic origin, disability, age, veteran status, or sexual orientation or gender identity. Enacted: Monday, August 26, 2013**

**APPENDIX 1a**  
**Addendum: Job Description:**  
**Keyboard Musician and Choir Director**

**Job Description**  
**Keyboard Musician and Choir Director**

**ADDENDUM**

**Approved by the Strategic Leadership Council on July 5, 2018**  
**Beginning July 1, 2018**

**Professional Time away:**

**All professional time should be taken in 15-hour increments and requested 30 days in advance in writing (hard copy or email). A maximum of 75 hours (five weeks) will be allotted per fiscal year. The KMCD, in collaboration with the Pastor, will select and make all arrangements and preparations for a substitute musician for Sunday worship and rehearsal time. The substitute musician will be compensated by the KMCD at the approved rate set by the Strategic Leadership Council.**

**Additional Information and Rational for this addendum:**

The purpose of this added statement: Professional musicians most often do not make their living by one position. Thus, they typically hold several professional music positions at the same time. At times those responsibilities cross paths and require having to choose which one will get the musician's time. To be respectful of the Keyboard Musician and Choir Director (KMCD) of St. John United Church of Christ the following protocol is added to the job description:

FYI: The following is the approximant break down of the KMCD 15 hours per week:

1.25 hours for worship service

1.5 hours for rehearsals (choir and/or other vocal music)

2 hours for rehearsal for congregational music (organ/piano and/or with another instrumentalist)

10 hours for selecting music, oversite of music library, staff meetings, worship planning collaboration, etc.

**APPENDIX 2**  
**Financial Secretary Report**

**St. John United Church of Christ, Bellevue, KY**  
**DEPOSIT REPORT OF FINANCIAL SECRETARY**

June, 2018

Cat	6/3/18	6/10/18	6/17/18	6/24/18				MTH-TOT	YTD - TOT
101 General Offering	3,435.00	2,296.00	6,799.02	1,734.00				14,264.02	158,699.59
102 Loose Offering	40.00	70.00	56.02	45.00				211.02	1,673.51
107 Sunday School								0.00	0.00
108 Initial Offering								0.00	34.00
110 Thanksgiving								0.00	210.00
111 Misc. Receipts	1925.82	248.49						2,174.31	8,341.89
114 Christmas								0.00	200.00
115 Christmas Eve								0.00	1,045.00
120 Fuel Offering								0.00	115.00
122 Ash Wednesday								0.00	387.00
123 Lenten Offering								0.00	132.00
124 Easter								0.00	2,095.00
125 Holy Thursday								0.00	376.00
126 Good Friday								0.00	75.00
152 Rummage Sale								0.00	0.00
153 Building Use Income	290.00							290.00	1,335.00
<b>UNIFIED BUDGET RECEIPTS</b>	<b>5,690.82</b>	<b>2,614.49</b>	<b>6,855.04</b>	<b>1,779.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16,939.35</b>	<b>174,718.99</b>
104 Interest								0.00	0.00
116 Transfers (Banksafe)								0.00	0.00
<b>TOTAL WITH TRANS/INTEREST</b>	<b>5,690.82</b>	<b>2,614.49</b>	<b>6,855.04</b>	<b>1,779.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16,939.35</b>	<b>174,718.99</b>
Monthly Unified Budget Need								17,887.66	212,264.60
Receipts over/under budget need								(948.31)	(37,545.61)
								-5%	-18%
227 Flowers								0.00	0.00
240 Office Supplies								0.00	0.00
243 Christian Ed. (Adults)								0.00	0.00
299 Reimbursements/Refunds								0.00	669.99
<b>REIMBURSED ITEMS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>669.99</b>
505 Neighbors In Need								0.00	896.00
510 Strengthen The Church			10.00	623.00				633.00	633.00
513 Christmas Card								0.00	0.00
521 One Great Hour of Sharing								0.00	1,069.94
546 UCC Christmas Fund								0.00	1,110.00
554 SOUPer Bowl Sunday								0.00	60.00
556 Misc. Designated Offerings								0.00	6,535.00
558 Local Ministries Offering								0.00	0.00
562 Pastor Discretionary Fund	40.00	5.00	20.00					65.00	2,313.00
<b>WIDER CHURCH MINISTRIES</b>	<b>40.00</b>	<b>5.00</b>	<b>30.00</b>	<b>623.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>633.00</b>	<b>12,616.94</b>
303 Memorial Fund	30.00		10.00					40.00	4,575.00
331 Roof and Related Repairs								0.00	0.00

332	Stained Glass Window Fund								0.00	0.00
334	Hospitality & Fellowship	57.00							57.00	702.25
336	Youth Ministry								0.00	
338	Music Fund Raiser								0.00	0.00
345	Accessibility Fund								0.00	0.00
447	Music on the Avenue Recitals								0.00	1,855.00
350	Sound System Fund								0.00	0.00
359	Garden Club								0.00	0.00
<b>OTHER FUNDS</b>		<b>30.00</b>	<b>57.00</b>	<b>10.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>97.00</b>	<b>7,132.25</b>

<b>DEPOSIT TOTAL</b>	<b>5,760.82</b>	<b>2,676.49</b>	<b>6,895.04</b>	<b>2,402.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>17,669.35</b>	<b>195,138.17</b>
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<b>TOTAL PREVIOUS UB RECEIPTS</b>	Week 1	Week 2	Week 3	Week 4	Week 5	
<b>Jun-17</b>	4619.25	3,422.00	2,263.11	4,036.69		14,341.05

- 101 6/3 Includes \$150 EFT
- 111 6/3 \$1925.82 Stock donation, 6/10 \$248.49 Kroger Rewards
- 153 6/3 \$90 Parking Lot Rental Bellevue HS Band, \$200 Mackey Advisors
- 303 6/3 \$30 Donation for Carl Ellison , 6/17 \$10 Donation for Tanya Turner
- 334 6/10 \$57 Sr. Meal

Respectfully submitted,  
Mary Ann Reilly