

# MINUTES OF THE CHURCH COUNCIL

June 15, 2010

## Representative Present

Steve Carhart, **Moderator & Exec Cty**  
Mark Decker **Treasurer**  
Marty Farmer, **Membership & Growth**  
Rev Lelly Smith, **Nominating**  
June Nickless, **Financial Secretary**  
Bob Ralston, **Christian Ed**  
Penny Lapham, **Music**

George Nickless, **Clerk & Delegates**  
Rev John Hughes, **Pastor**  
Richard Smith, **Diaconate**  
Anne D'Angelo, **Missions**  
Paul Driscoll, **Trustees**  
Mary Ellen Cook, **Stewardship**  
David DeMoura, **Ass't Treasurer**

**Absent:** Tilly Pick, **Publicity**; Judy Haley, **Pastoral Assistant**;

**Guests:** Maggie Michael, member Music Committee

**Opening:** Steve Carhart, Moderator, opened the meeting at 7:35 p.m. Rev Lelly Smith provided a prayer for guidance.

**Minutes:** The May 18, 2010 minutes were reviewed. Paul Driscoll corrected the amount on the 3<sup>rd</sup> bullet under Trustees from \$12,500 to \$12, 600. Steve Carhart **moved** the minutes as corrected which were **voted** and **approved**.

**Clerk:** George Nickless reported 277 active members, 5 associate members.

- ❖ 6 new members joined by confirmation, and Barry Blaisdell joined by transfer to active status.
- ❖ The Council felt the minutes of the Annual Meeting should be put in the next Bell and on web site.
- ❖ Ralph Hall just had a funeral and collation in the chapel. He had joined the church in 1938, and transferred to inactive in 1996.
- ❖ The new Directory was passed out.
- ❖ Letters have gone out to all new committee/board members enclosing their job description and copy of the Directory. Copies are in each chairs folder in the office.
- ❖ The By-Laws have been changed per the ABM in Feb and copies are in the parlor cabinet.
- ❖ George inquired as to the present location of the old Bible (perhaps valuable) which Bill Cain had borrowed to appraise. It was believed to have been returned, but to where? Rev Hughes said it is a Breaches Bible (aka Geneva Bible) dated about 1604, and he will research its location.

**Treasurer:** Mark Decker had e-mailed the May financial reports. He said he would report further next month. There was a question of Don Dunn's salary being increased at the ABM, however it does not show up on the Music Committee's monthly budget report Mark will correct.

**Financial Secretary:** June Nickless reported:

- ❖ Statements will be going out tomorrow.
- ❖ Pledges keep coming in. As of today, she felt we had exceeded the \$3,000 needed for the summer program. Stewardship had worked hard to obtain this pledge.
- ❖ Donated Articles. She has researched how to handle tangible articles. She has synopsized an authority, Richard Hammer, and has drawn up a procedure for substantiating the donations.. One copy will be given to the Moderator, but subsequently Mark, June, the office, and chairs of all committees receiving articles should confer. The law requires an acknowledgment of articles to a donor and she has prepared forms for this purpose. The responsibility falls upon the Financial Secretary or Treasurer—probably the Fin Sec in keeping with the By-Laws. Steve will scan it and send it to the Council members for viewing.

**Executive Committee:** Steve Carhart reported:

- ❖ Thanks were given to all outgoing Council members.
- ❖ Steve felt putting together the 5 year plan was fruitful, and provided thinking forward. Also the congregation now has some knowledge and feeling as to the future of the church.
- ❖ June commented that she felt attendance at the AM was down. Richard Smith felt better publicity of the AM is needed, and material and reports should be distributed more widely. Many, due to their background, do not understand the self governing aspect of the church, nor the financial structure. Mary Ellen felt when S.S. begins we could hold a discussion about the meeting and the 5 year plans---perhaps at Soup and Conversation. John Hughes said a service on the date of the AM could be shortened, and/or communion shifted if it would be helpful
- ❖ Council turnover will be next month when the new chairs will come. The Executive Committee members will change, but will still be the Moderator, chair of the Diaconate, Trustee, and two other members of the Council appointed by the Moderator and ratified by the Council for 6 month terms.
- ❖ George said it would be helpful to fill the Historian/Archivist position which has been empty for years now. Anyone interested?
- ❖ Summer Youth Program—the Executive Cty at the request of the Council will do a job description, then send it to the congregation and Trustees, provided the money for it is raised. The Trustees will write up a contract offering \$3,000, but will request reports, updates, number participating, hours worked, etc. We will then have solid information for the budget process.
- ❖ Paul Driscoll said the Trustees are concerned about how the fund-raising went for this summer program. At the last Council meeting John Hughes had stated he could provide sources for funding, but then the Stewardship took over and went to the congregation asking for money. This was not how it was to be handled. John felt someone else just took off with it; Stewardship was not aware, then it was thrust on them. The process was ‘jagged.’ Paul said if the summer youth program does not go, the money would have to be returned to the donors as it was provided for a specific purpose. Richard Smith said Stewardship should be involved in every program.
- ❖ There is \$1,750 needed for a Supervisor for Jared Hamilton’s In Care status. The sooner the Trustees get knowledge of this, the better. This is not Christian Ed money, but comes out of the budget.
- ❖ Mary Ellen Cook said State Rep John Tierney would come for the Mission Cty to talk about people being impacted by the economic situation, and what the Federal Government is doing for the needy of MA. She then said it would be for the community, not just the church. The sense of the Council was that we did not want to appear to mix politics with church, and the program was withdrawn.

**Pastor’s Report:** Rev John Hughes reported:

- ❖ He is recovering well from his shoulder surgery, still has limitations due to limited lung capacity.
- ❖ 2 more weddings coming this weekend, several more in the future. Most of the people are from long distances.
- ❖ Tuck’s Point service provided a lot of interaction.
- ❖ The confirmands were thrilled with the service. It was noted we still need photographs.
- ❖ He is to set a date for a Safe Church Committee meeting with the committee members.
- ❖ Jared Hamilton’s In-Care status---Plans are to go forth by the end of the month. Field Education is required of all students by Andover Newton. It will require fifteen hours a week on Jared’s part which will include a Learning Agreement, written work and evaluations. The school can supply an off-site Supervisor who would be paid the usual stipend of \$1,750. This will require a committee working with him as well as a Supervisor. Lelly explained that supervision is

different from this committee as the Supervisor meets weekly, comments and reports, and it is a paid position.

- ❖ An 8 member committee is required that will meet with Jared once per month. Lelly Smith said she will chair the committee. George Nickless was requested to put an article in the next Bell. George said how having our church sponsor an In Care student is an honor for our church. It is a 2 year program, and will provide consistency for us for 2 years. Jared will obtain credits, and will be moving toward Ordination. Past people we have supported are Beth Horne and Paul Nickerson. Marty Farmer **moved** that Lelly Smith be chair of the In Care Committee (Teaching Parish Committee), seconded, and **voted** unanimous.

### **COMMITTEE REPORTS**

**Music:** Penny Lapham said:

- ❖ The choir sang at Tuck's Point with difficulty, and there remains the need for additional section leaders.
- ❖ Concerts are needed
- ❖ This summer we will have musicians, soloists, groups singing.
- ❖ Marty Farmer raised Jazz Sunday. She will not be handling it this year and someone needs to pick it up. Paul Driscoll suggested the duties be split, with the service & music being one aspect, and the luncheon done by others. A committee would help here. The Moderator asked the Music Committee to think about handling the program.

**Stewardship Committee:** Mary Ellen Cook reported:

- ❖ Paul Gudonis was re-elected chair.
- ❖ She knew of \$2,700 being raised by Stewardship for the summer program
- ❖ Fix the Foundation campaign is looking to get a matching gift of \$15,000. Their plans are to get 30 donors for \$500 each, and this would complete phase I.

**Trustees:** Paul Driscoll reported.

- ❖ Chapel building---roofs to re-shingled this month.
- ❖ Church—a quote to paint the clapboards' and trim was \$45,000. It would probably cost \$45k just for the clapboards. It is a major expense to address.
- ❖ Steeple work is and has been going on. The steeple has some major wood deterioration problems, but they are superficial and not structural.
- ❖ The youth garden in the back playground possibility was rejected by Magic Years. Jared has decided not to have a garden this year.
- ❖ Todd Crane of the Masons has reported he has had a meeting concerning the path though their property, and are to have another meeting to which the Trustees will be invited.
- ❖ Broken fence in back of the chapel (belonging to the Brown family)—nothing has been done.
- ❖ Parsonage. The kitchen tiles require major work, with estimates of \$5,400 and \$12,260. Also modifications are needed at the church and parsonage (not the chapel) for the oil entrance to comply with new regulations.
- ❖ New contracts are being prepared for the 3 positions (Youth Director, Pastoral Assistant, and Christian Ed Director).
- ❖ The church voted to use \$17,000 endowment principal if needed, and it now appears it will be needed. There are little or no reserves, so the cost of doing the chapel roofing and the Parsonage kitchen floor if needed this year will most likely cause us to use most if not all of the \$17,000 that was authorized.
- ❖ Rev John said in 2016 the community will be 300 years old, and that we might plan a capital campaign at that time. Paul also mentioned with low interest rates now, borrowing is to be considered.

**Missions:** Anne D'Angelo reported;

- ❖ No disbursements. There are still looking into volunteer opportunities.

**Christian Ed:** Bob Ralston reported

- ❖ The Treasurer (Mark Decker) will attend their next meeting to explain their budget.
- ❖ The summer youth program has been discussed.

**Diaconate:** Richard Smith reported

- ❖ Their 5 year plan is to be expanded to cover children participating in church.
- ❖ They will look to ways to welcome people in church better
- ❖ The new Welcome Brochures are done (and passed out). Very attractive. It was done in-house at a great cost savings.
- ❖ They are meeting this week to vote on officers.

**Membership & Growth:** Marty Farmer reported:

- ❖ They will meet on the 24<sup>th</sup> to vote on officers.
- ❖ 3 people to date are interested in joining. (Janice Holley, Holly Potter, and Susan Blaisdell).

**Delegates:** George Nickless reported

- ❖ The Essex Assoc held their spring meeting in Georgetown last Saturday.
- ❖ The MACUCC is holding their annual meeting in Worcester on 6/19/10.

**Nominating:** Lelly Smith reported

- ❖ Nancy Peterson and Lelly Smith will be the new co-chairs.

NEW BUSINESS

- ❖ It was noted that one position on both the PPRC and PAPRC need to be filled by the Council.
- ❖ Mary Ellen Cook reported that the church will be open for viewing for the Arts Festival on July 24<sup>th</sup>. It will have to be staffed at all times.

Since there was no further business to discuss, Mark Decker made a **motion** to adjourn, seconded and **voted** at 9:33 p.m.

**The next meeting will be held on July 20, 2010 at 7:30 p.m.**

Respectfully submitted,  
George A Nickless, Secretary