

MINUTES OF THE CHURCH COUNCIL

May 18, 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**

George Nickless, **Clerk & Delegates**
Rev John Hughes, **Pastor**
Richard Smith, **Diaconate**
Anne D'Angelo, **Missions**
Paul Driscoll, **Trustees**

Absent: Paul Gudonis, **Stewardship**; Tilly Pick, **Publicity**; Penny Lapham, **Music**; Judy Haley, **Pastoral Assistant**; David DeMoura, **Ass't Treasurer**

Opening: Steve Carhart, Moderator, opened the meeting at 7:35 p.m. Rev Lelly Smith provided a prayer for guidance. It was noted Linda Palmstrom is having a hip operation, and Jason Smith's sister Carla has died. Richard Smith will e-mail Dodo Dame with any help he might obtain to get her to a Chile discussion at the Central church in Newburyport.

Minutes: The April 18, 2010 minutes were reviewed. Steve Carhart **moved** the minutes which were **voted** and **approved**.

Clerk: George Nickless reported 270 active members, 5 associate members. He reported the death of active member Florence Crocker on May 10, 2010. The question was raised as to how many will join June 6, but it is unknown. Those new members will necessitate correction of the Clerk's records on the floor of the June 6 Annual Meeting.

Treasurer: Mark Decker had e-mailed the April financial reports. George requested a run through of the summary. Bottom line is that for FY to date, our total income is \$109,285 (42%) while expenses are \$110,517 (38%). Nothing extra ordinary. Income is up, and expenses track with last year. June noted cash in the CASB has a negative balance (\$1,674) which indicates checks written but not mailed. Mark said this was because at the time of closing for the month of April, a large deposit had been made on May 3rd and he opted to show a negative April cash balance rather than transfer funds--normally the checks would be held until the next month. Mark offered to go to any committee meeting to help them on their budget understanding.

Financial Secretary: June Nickless reported: Pledge receipts are up to date at 47% of amount pledged--well ahead of last year. Statements will go out the 1st of June with an urge to keep pledges up during the summer.

Executive Committee: Steve Carhart reported:

❖ Discussion ensued as a result of the Spring Fling regarding acknowledging donations for income tax purposes. As a 501c operation, the church is required to send a letter to donors, but we have no procedure. June noted we do have a procedure for cash contributions, but we need to establish a procedure for acknowledging donations of articles. The church should never put a value on an item—it's up to the donor to do that. Mark said he would check with the MACUCC who must have procedure information. Armed with that information, June will draft a procedure policy. It was also noted that Stewardship should be aware of the process. Additionally, Steve felt that it should be approved by a lawyer with tax experience.

- ❖ Tangible or collectable items were discussed. There are on-line sites available where we might be able to sell items donated. Nancy Klebart has said she is proficient in this, and has offered her help. We could then put items up on the internet during the year with Nancy keeping track of the items. Again, the mechanics need to be ironed out and then approved by the Council, and since it is a tax issue, the policy should be approved by a tax attorney. Richard Smith **moved** that the Executive Committee draw up a proposal and procedure for the selling of donated goods on line. This was seconded and **voted**.
- ❖ Annual Contract Research: Steve explained that next year Judy Haley will be working full time at her school, and will be giving up teaching Greek at Harvard. She needs to cut her hours with us, but wishes to continue in areas where she feels she is of most benefit, i.e. Bible class, Thursday night discussion, occasional preaching, and some Sundays at S.S. as a pastoral presence. She is thinking of 12 hours, with 1 hour added to Priscilla (Christian Ed) and 4 hours to Jared (Youth).
- ❖ A revised job description will be necessary for the Pastoral Assistant, Youth Director and CE Director. It is planned that these can get signed off by the Council at their June meeting, and completed by all by the end of June.
- ❖ It was noted the SS calendar ends on May 14th, but we're paying the CE Director and Youth Director thru June 7---3 additional weeks. Bob Ralston said he has looked into this, particularly closing down and start up times, and the year coming will start the beginning of September and end at the end of May.
- ❖ The Youth summer program was discussed; and Mark requested a review of the proposal. Bob Ralston said it included several field trips, two paid activities. Parents to pay. Salary in area of \$3,000; however John Hughes said independent funding was involved. John said there was a core group of eight kids, but by developing relationship with other churches this might grow to 22 – 24. Paul Driscoll asked if this would need a new line item in the budget which would need congregation's approval. There apparently will not be this need. Private funding would come into the church, and then be paid out. Steve is looking at oversight and liability. Mark, Richard and Paul all felt it is a budget item, and Stewardship should be involved. Bob Ralston had a **motion** which Mark Decker put forth as follows: *"The Church Council requests the Christian Education Board, Rev John Hughes, and the Youth Director meet and prepare a youth summer program for 2010. A stipend will be involved. When the details have been decided, a revised job description will be forwarded to the Executive Committee for their approval. The congregation will be informed at the Annual Meeting under 'Other Business", followed by the Trustees' approval of a contract on June 14th. The issue will seek prior approval by the Stewardship committee."* The motion was then **voted** and **approved**. Rev Hughes said he should know by May 25th if the program is possible.
- ❖ Steve said in discussion with Rev Hughes that Jared Hamilton is proceeding with hope of doing his required Field Ed program out of our church. This is required as an in-care student by Andover-Newton. It will provide us with additional hours over and above his contract. It will also require a committee working with him as well as a Pastor and advisor (or supervisor). It will be about 15 hours a week on Jared's part. Since it will be a covenant, it will require written work, evaluations, and preparation for Ordination. John said the supervisor could be provided by the UCC; however payment would be needed to \$1,750 per year. Mark Decker made a **motion** that *"the Church Council refer to the Trustees that \$1,750 be re-programmed from the restructuring of the three positions (Youth, C.E. Director, and Pastoral Assistant)."* The motion was seconded, **voted** and **approved**.

Pastor's Report: Rev John Hughes reported:

- ❖ He is recovering well from his shoulder surgery.

- ❖ Florence Crocker died, and he performed a memorial service at the cemetery, with a collation at the chapel afterwards.

Moderator: Prior to the committee reports, Steve said he will accumulate all of the AM committee reports and put together a 5 year outlook report.

COMMITTEE REPORTS

Music Committee: Penny Lapham reported in absentia with a report of her committee's five year proposal. (The paper will be attached to the committee reports left in the office).

Stewardship Committee: Steve reported a "Firm Foundation" Stewardship program is ready to launch (church foundation repairs.)

Trustees: Paul Driscoll reported.

- ❖ Jens will stay on the Trustee Board, taking oversight of the parsonage.
- ❖ He doesn't know yet who will cover oversight of the Chapel building.
- ❖ There will be two new people on the Trustee Board--Dave DeMoura who will oversee the Church building, and Bridget Murray who could help on insurance and contracts..
- ❖ The Trustees voted to re-do ½ of the SS roof, plus the roof over the parlor and offices for \$12,500. Financing will be partly from left over monies and also the fair money which was not in the budget.
- ❖ They are now thinking of getting separate quotes for the painting of clapboards on the church, and hold off on painting the trim, making it a two step process.
- ❖ Steeple work (lighting and wiring) is being done by George Burgess (steeplejack) and Bill Wilson now, the cost covered by the Steeple Lighting Fund Interest account.
- ❖ Bob Ralston reported the doors to the chapel and railings have been painted by an "angel".
- ❖ Jared has requested a youth garden and plotted out an area 12 x 20 in the playground. This is to be viewed and awaits approval by Magic Years
- ❖ The Trustees have met with Master Todd Crane from the Masons, and will enter in discussion of a pathway.
- ❖ Bob also reported that after discussion with Paul Brown the fence in the back of the chapel will be repaired soon.
- ❖ Bob reported some damaged floor tiles have been replaced in the Magic Years room area.

Missions: Anne D'Angelo reported;

- ❖ In April, \$500 was sent to the Open Door, Beverly Bootstraps, and the SS youth Heifer Project. Also 14 Easter baskets were given to the Plummer Home for Boys.
- ❖ In May, \$500 is being sent to Boston Rescue, Action Inc, CAB (Center for Addiction Behavior), Cape Ann Habitat for Humanity, Desveaux House, Emmaus House, HAWC, and Haven for Hunger.
- ❖ There is also a program going on to collect toiletries for Beverly Bootstraps.

Christian Ed: Bob Ralston reported

- ❖ The 200th anniversary of the SS and Teachers Appreciation luncheon last Sunday went well.

Diaconate: Richard Smith reported

- ❖ Their 5 year plan does not include an increase in funding.

- ❖ They plan on a Steering function and Worship committee to study the worship service.
- ❖ Plans for an adequate recording system are being reviewed.
- ❖ The brochure project is moving forward.

Membership & Growth: Marty Farmer reported:

- ❖ She passed out a report on The Rites of Spring Event. \$1,401.34 was in expenses, \$7,945.00 in income, with a net income of \$6,543.66. June reported income from all auction bids has been deposited. Planning and execution were excellent. Marty said she would handle it next year. The event drew 65 people. A tumultuous round of thanks was given.
- ❖ Marty passed out her committees' 5 year plan (a copy will be attached to the minutes left in your folder in the office). She said membership growth is difficult. They had 20 new members last year, 9 so far this year. Due to deaths and transfers, it takes about 20 new members each year to have growth. New people are very desirous as they bring in new ideas, energy, and money. Young families are needed to be able to run the church in the future.
- ❖ Last year's Jazz Sunday had fewer people. Marty does not wish to handle it this year, and somebody needs to step up since it will come soon---Sept 19th. She feels the Music committee should probably lead it.

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

- ❖ A big job. The Directory has been completed with two openings remaining, a one year term on Christian Ed, and a two year term in Nominating. Steve said he would see that these openings would be announced at the Annual Meeting for volunteers to step forward.

NEW BUSINESS

Since there was no further business to discuss, Mark Decker made a **motion** to adjourn, seconded and **voted** at 10:15 p.m.

The next meeting will be held on June 15, 2010 at 7:30 p.m.

Respectfully submitted,
George A Nickless, Secretary