

St. Mark United Methodist Church

Church Council Meeting

Date: February 25, 2024 **Time:** 12:30 pm **Location:** Room 111

All meeting materials were sent out via email in advance of our upcoming meeting. If no questions are received in advance, we will not hold discussions on those specific topics during this meeting. Instead, any questions that arise during the meeting will be documented and addressed in the following month's agenda.

Time	Topic / Discussion Item	Facilitator
12:30 pm 5 min	Call to Order/Prayer/Welcome	Noey/Pastor Carolyn
12:35 pm 30 min	Executive Session	Eric
1:05 pm 5 min	Call vote to accept December and January meeting minutes; begin meeting recording	Michelle
1:10 pm 5 min	Call to vote to accept the Ministries Committee, Trustee and Endurability Reports and entered to record to the minutes	Noey
1:15 pm 30 min	Finance Motions: on 2023 Financial and 2024 Budget	Greg
1:45 pm 5 min	New Business	Noey
1:50 pm 10 min	Vision and Communication .	Pastor Carolyn
2:00 pm 5 min	Confidentiality Agreement & Code of Conduct	Noey
2:05 pm 5 min	Closing Prayer/Adjournment	Pastor Carolyn/Noey



SAINT MARK
UNITED METHODIST CHURCH

Church Council Members
Sign-in Sheet
February 25, 2024

Name	Position	Sign-In or Initial
Noey Barrera-Disler	Church Council Chairperson	<i>[Signature]</i>
Michelle Levan	Church Council Vice Chairperson	<i>[Signature]</i>
Robert Gilleo	Church Council Secretary	Robert J. Gilleo
Joel Black	Church Treasurer	PRESENT
Mitch Foster II	Lay Leader & Lay Delegate to Annual Conference	<i>[Signature]</i>
Mary Abbott Waite	Church Story Keeper	Mary Abbott Waite
Deana Hilton	Executive Director	PRESENT
Greg Washington	Finance Chairperson	<i>[Signature]</i>
Susan Spencer	Finance Vice Chairperson	<i>[Signature]</i>
Viveca Richards	Ministries Committees Chairperson	Viveca Richards
Karen Hannula	Ministries Committee Vice Chairperson	
Rev. Dr. Carolyn Stephens	Senior Pastor	PRESENT
Eric Steverson	Staff Parish Relations Chairperson	<i>[Signature]</i>
Jill Lee-Barber	Staff Parish Relations Vice Chairperson	<i>[Signature]</i>
Tracy McArthur	Board of Trustees Chairperson	<i>[Signature]</i>
Christi Elliott-Earby	Board of Trustees Vice Chairperson	<i>[Signature]</i>
Anna Rader	Young Adult Representative	PRESENT
Hayden McArthur	Youth Representative	Hayden McArthur



- **Church Council Meeting began at 12:30 PM.**

The Council went into Executive Session.

At 12:39 PM, the Council closed the Executive Session and began the Open Session.

- **Minutes from December and January meetings were presented for approval.**

Greg Washington moved the motion to approve; Tracy McArthur seconded.

VOTE: Unanimously approved

ACTION: Robert will upload to the website

- **Ministry Reports, Trustees and Endurability Reports were presented for approval.**

Mitch Foster moved the motion to approve; Jill Lee-Barber seconded.

VOTE: Unanimously approved

- **Finance**

Executive Summary from Finance Committee below.

I. 2022 Audit Report

James Jordan, CPA, LLC audited our financial statements, assets, and liabilities as of December 31, 2022. The auditors found that, except for not maintaining a record of fixed assets and related depreciation, our statements accurately represent the church's financial position in accordance with modified cash basis accounting practices.

II. 2023 Year-End Finance Report

We ended the year with \$17.8m in total assets, which includes fixed assets and investments. Notable items include:

- a. We only received 91.7% of the tithes/offerings we anticipated in 2023. While pledged contributions were down, we saw more loose plate contributions than expected.
- b. Parking lot rent generated less than 25% of what we put in the 2023 budget. This is primarily due to delays in opening the deck and remodeling the restaurant across the street.
- c. Due to changes in staffing and unfilled positions, we spent less than we budgeted for staff salaries and benefits.
- d. Lower revenue was counterbalanced by lower spending in church programs.

III. 2024 Draft Budget

Projections for revenue: We project total revenue for 2024 to be \$1,028,860. We arrived at this estimate using a two-year average for giving income, controlled distribution of interest income from trust funds, and 2023 budget surplus. We used a



combination of requests from ministries and staff, known costs where possible, and 2023 spending to project expenses from 2024.

All things considered, our project expenses will exceed revenue by \$35,127, which can be covered by moving funds from an unrestricted bequest to operating income for 2024. While this is not ideal or sustainable, it is a practice that the church council has approved since COVID-19. It is notable, however, that this is the smallest amount we've needed to use from unrestricted funds since we've had to resort to this practice.

Discussion occurred.

Motion Made:

The finance committee moves to move the 2023 budget surplus to the 2024 operating budget as revenue.

VOTE: 16 YES; 1 NO

Motion Made:

The finance committee moves to accept the 2024 budget.

VOTE: Unanimously approved

Mary Abbott, as the Storykeeper, wanted to express a comment.

Pastor Carolyn asked for it to be recorded in the minutes of the meeting:

We have a brand-new parking garage, in part because of two people who've long since gone to glory. Back in the mid-80s, this lot was available at Juniper. She convinced us we could afford it, even though there are about 200 active members, and the average age was 68. Other than us, who was 40, Mike McDowell who was the minister of music with this church died and left \$500,000. We didn't even know it was coming. Talk about sheet rock falling off the truck.

And Anita's property that she helped with a gift or started gifted had grown through to enable us to buy back and Mike McDonald's money. We helped with the 96 renovations, which was huge, if you all remember. But every time we give some so that it went from that being able eventually to sell the property by amalgamation. And it took a long time under different pastors. That's something that we paid for in the old season, but we worked for it as well. And putting the money back to form a fund.



- **New Business**

Materials were given to the Church Council for review. They include roles and responsibilities; and a one-board model overview with questions and answers. These items will be added to the March agenda. If you have any questions, please contact Noey.

Discussion occurred concerning process flow asking questions.

ACTION: Robert will send out the Church Council schedule.

ACTION: Church Council to review materials and send questions to Noey.

- **Vision and Communication**

As the Vice-Chairperson of Church Council, Michelle Levan will spearhead the Vision Committee and Communications from the Church Council.

Formal messages from the Church Council will be sent from Michelle Levan to the Church Administrative Assistant to be communicated to the church through normal communications.

- **Confidentiality Agreement & Code of Conduct**

An updated confidentiality agreement as well as a code of conduct for the meetings will be sent out later this week from Noey. Church Council members are to review, sign and return to Robert.

The Executive Session will only be for Human Resources items and will occur at the end of the Church Council meetings. Only when necessary.

ACTION: Noey will send out the Confidentiality Agreement & Code of Conduct

ACTION: Church Council will sign and return to Robert for recording.

- **Additional Items from Pastor Carolyn**

Finance Vision Team is in place. They will be tasked with making sure Saint Mark has a bright future. Paul Winslow is the team's leader.

ACTION: The Financial Vision Team will send discussion questions or items to the Church Council for review.

Because Rev. Andy is with us now, we get an extra delegate to Annual Conference. Noey will be our additional delegate to Annual Conference. Sheri Barrera-Disler will be a district delegate. Mitch Foster was previously elected as the delegate to Annual



Conference. Robert Gilleo was previously elected as the reserve delegate to Annual Conference.

District Superintendent has asked for Pastors to ensure self-care. Because of this, Pastor Carolyn will be taking time away. She will be away from March 6 through March 19, 2024. She will send the plan to the Church Council while she is away. She will share with the congregation next Sunday, March 3 about the time away.

ACTION: Pastor Carolyn to share plan for while she is out to the Church Council.

ACTION: Pastor Carolyn will make the congregation aware of her time away during the March 3 service.

Additional Discussion Occurred

- **Pastor Carolyn closed the Church Council meeting with prayer at 1:57 PM.**

Respectfully submitted,

A handwritten signature in blue ink that reads "Robert J. Gilleo".

Robert J. Gilleo

Church Secretary