

# St. Mark United Methodist Church

## Church Council Meeting

**Date:** March 17, 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/Welcomes	Noey/Pastor Andy
12:35pm 10 min	Call vote to accept February meeting minutes; begin meeting recording	Michelle
12:45 pm 10 min	Call to vote to accept the Trustee Reports and enter to record to the minutes. There were no Ministries Committee Reports this month	Michelle
12:55 pm 15 min	Endurability Report Motion: Approval Structural Assessment	Tracy
1:10 pm 10 min	Finance February Report	Greg
1:20 pm 5 min	Confidentiality Agreement & Code of Conduct	Noey
1:25 pm 5 min	New Business	Noey
1:30 pm 15 min	Simplified Accountable Structure (SAS) (previously referred to as the single board model or one board model)	Noey
1:45 pm 5 min	Closing Prayer/Adjournment	Pastor Andy/Noey



**SAINT MARK**  
UNITED METHODIST CHURCH

**Church Council Members**  
**Sign-in Sheet**  
March 17, 2024

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





- **Church Council Meeting began at 12:32 PM.**

Rev. Andy Peabody opened us in prayer at 12:33 PM.

- **Minutes from the February meeting was presented for approval.**

A change in the Finance Executive Summary was requested.

Christi Elliott-Earby seconded the motion.

**VOTE:** Unanimously approved

**ACTION:** Robert made the change to the February minutes

**ACTION:** Robert will upload to the website

- **Trustees Report was presented for approval.**

Version 2 was sent with updates from version 1.

Tracy has asked that every report submitted has the date of the church council meeting it pertains to at the top of the report.

**VOTE:** Unanimously approved

- **Endurability Reports was presented for approval.**

Embedded in the report was a motion.

*Request that SMUMC Church Council approve that Williamson & Associate perform a structural assessment as described in: Proposal for Structural Engineering Consulting Services Evaluation of Existing Sanctuary Roof Framing 1902 Building—"The Sanctuary" dated February 21, 2024. This will be done on an hourly basis not to exceed \$12,500.00 without further authorization. The Church Council authorizes Lily Berrios to sign the proposal.*

Michelle Levan seconded the motion.

**VOTE:** Unanimously approved

Noey asked if Lily could be invited to the April meeting to provide and update.

- **Finance**

**Executive Summary**

The column on the "Analysis of Revenue & Expenses" document can sometimes indicate how well our annual budget forecast aligns with actual earnings and expenses. As of the end of February, we were 16% of the way through the budget year. If all revenue and expenses were to occur evenly through the year, we would expect to see year-to-date actual revenue and expenses at roughly 16% of the



annual budget. While this is an excellent general guideline, the reality is that many revenue and expense line items do not come in evenly throughout the year. Using this approach, the Feb report suggests that our total revenue is generally tracking to forecast, with expenses up slightly due to the timing of payments. The line items below show why expenses are up slightly at this point in the year. All of these expenses were included in the budget.

- 52330 Payroll – paid annual POP protection \$350
- 53300 Hospitality – purchased 12 bibles for new members \$566 & purchased magnets/stickers/yeti's \$704
- 53370 Wed Evening Programs – paid honorarium (In 2024 budget) \$250
- 53445 UMDFS Scholarships – paid all six recipients \$6k
- 54300 Technology Eq/Supp – pd \$4,240 for Sound/speakers upgrade/maintenance (in 2024 budget)
- 54320 Office copier lease – still paying for old copier... trying to get reimbursed
- 55200 Multiperil Ins. – paid another Qtr. \$8,260

We have a YTD deficit of \$34,070.

Topic of monthly reports was presented. Do you want to be one month behind in reporting or try to report as much as possible before each council meeting.

**Discussion occurred.**

We will continue to produce reports as soon as possible without overwhelming Deana.

- **Confidentiality Agreement & Code of Conduct**

Eric read the official section of the Book of Discipline as it applies to closed sessions. Reminding us that we need to vote first before we can go to a closed session. Anything discussed in the closed session is considered confidential, but we are required to post the topics discussed but not the details.

**ACTION:** Any member who did not sign the Confidentiality Agreement needs to sign and return to Robert for recording and to Eric for countersigning.

- **New Business and One Board Model**

Noey recapped why we moved to the One Board Model from the previous model.

If we need a decision before the next meeting, committee members will go to Noey. Noey with consultation with the Senior Pastor, will decide if we need a Zoom meeting



or an e-Vote. Noey will communicate to Robert what needs to be done. If an e-Vote is needed, Robert will set up the e-Vote.

**Additional Discussion Occurred**

The topic of Communications came up during the "new business" section. Susan Spencer will work with committee members to help simplify financial items and have them for the bulletin and Remarks.

- **Additional Comments**

Eric mentioned two Staff Parish Committee initiatives.

- 1) Pillar Post program – now known as the Staff Liaison program.
- 2) Moving to the next steps in the Choir Director position.

- **Additional Discussion Occurred about various topics to get members connected and more involved with one another.**

- **Pastor Andy closed the Church Council meeting with prayer at 1:28 PM.**

Respectfully submitted,

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

Robert J. Gilleo  
Church Secretary



## SAINT MARK UNITED METHODIST CHURCH

Rev. Dr. Carolyn A. Stephens | Senior Pastor

### Church Council Code of Conduct

In our commitment to fostering a welcoming and spiritually enriching community, Saint Mark United Methodist Church has established this code of conduct to guide our church council leaders in aligning their actions with the values and principles of our faith. Grounded in love, respect, and a shared dedication to living out the teachings of Jesus Christ, this code serves as a compass for maintaining a harmonious and God-honoring environment within our congregation. As we gather in fellowship, we strive to uphold the highest standards of integrity, kindness, and accountability, reflecting the transformative power of our shared beliefs.

**Selflessness** - We are to seek the best interests of the whole church in pursuing its overall vision, rather than prioritizing our own special interests or those of any one group. We are to pray for God's blessing on our business and for other council members including those we may disagree with. We are to seek the best for others on the Council.

**Integrity** - We are to promote the Christian values of the church and not be influenced by any form of personal benefit. We are to live consistent lives both in and outside meetings as disciples of Jesus Christ.

**Objectivity** - We are to aim to be impartial and fair, using the best evidence available for decisions we make, and avoiding any form of discrimination or bias.

**Accountability** - We are to be accountable to the church membership for our decisions and actions, and ultimately to the Lord Jesus Christ as his servants. We are to seek to enable God's will to be discovered and actioned. We are to hold a duty of care for any church staff we employ.

**Openness** - We are to seek to be transparent and accountable in our actions and declare any personal conflicts of interest. We are to work together with our fellow church council leaders in a team-like way rather than pursuing personal preferences. We are to seek to become a coherent team more than a group of individuals.

**Honesty** - We are to be open and truthful in our lives as Christians and in our discussions as church council members. We are to give an honest, unbiased view of meetings to others. In all matters of confidentiality, we pledge unwavering reliability and steadfast commitment. Your trust is sacred to us, and we assure you that every piece of confidential information shared within our community is handled with the utmost care, integrity, and confidentiality.

**Leadership** - We are to model effective leadership within the Saint Mark United Methodist Church, to seek God's will, and so earn respect for our godly living. We are to support the church's services and events and hold attendance at council meetings as a high priority.

**Respect** - We are to be courteous and respectful of our fellow church council leaders, as sisters and brothers together in the Christian family. We are to hold each other in high regard, to listen attentively to and understand the views of others even if we disagree with them. seeking to encourage and support each other.



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**Confidentiality Agreement and Policy**

**Policy**

Saint Mark United Methodist Church’s Church Council members are responsible for the security of any confidential information to which they have access. They have an obligation to maintain the confidentiality of proprietary, confidential, and sensitive information, documents and data concerning Saint Mark United Methodist Church, its staff, members, organizations, and Pastor (s). Church Council members will not discuss or divulge internal church business concerning any of the above entities except to (1) the extent necessary for the normal conduct of business and (2) those that are specifically authorized to receive such information.

This policy is not intended to delay normal church communications, but rather it is to specify individual discretion. Violation of this policy/agreement constitutes grounds for immediate removal from leadership on the Church Council.

My signature demonstrates my agreement to hold confidential all church business/matters pertaining to the Pastor(s), staff, organizations, and members while serving as officer or staff member of Saint Mark United Methodist Church.

**Confidentiality Agreement**

I, \_\_\_\_\_, agree that I will keep confidential any proprietary, confidential and/or sensitive information, documents or data concerning Saint Mark United Methodist Church, its staff, members, organizations, and Pastor(s) that I may have access to as a result of carrying out my responsibilities as a church officer.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**For Church Use Only:**

Signature: \_\_\_\_\_ Title: SPR Chairperson

Print Name: Eric Steverson Date: \_\_\_\_\_