

St. Mark United Methodist Church

Church Council Meeting Minutes

Date: August 27, 2023 **Time:** 12:30 pm **Location:** Room 111

In attendance:

1. Rev. Carolyn Stephens
2. Karen Hannula
3. Mark Woods
4. Joel Black
5. Jon Woody
6. Kathy Fazenbaker
7. Lilly Berrios
8. Lee Edwards
9. Eric Steverson
10. Robert Gilleo
11. Mary Abbott Waite
12. Jeff Collins Smythe
13. Mitch Foster

- The **August 2023** meeting of the **Church Council** was held in person in Room 111 on August 27, 2023. Amber Stewart, President of the Church Council, Presided.
- The meeting was Called to Order at 1:53pm by **Amber Stewart**.
- **Amber Stewart** led the council in prayer.

- **Lee Edwards** seconded the motion.
- The April 24, 2023 and February 12, 2023 Church Council meeting minutes were approved.

REPORTS

Ministries

- Karen Hannula proposed that the council update the old couple's room for 12 steps meetings.
- \$4000 budget to propose.
- As the building is cleaned out, find coffee tables, end tables, etc.
- StreetLights will paint only in the room.
- Cleaning the carpet

Worship

- Acolytes to recruit and schedule.

- Sheila has scheduled to up until September 1.
- Interviewing interim Children's minister

Trunk Or Treat

- Falls under the Events Coordinator

Administrative Assistant

- Put off interviewing for a while.
- Streamlined system in place.
- In place until next year.

Pride Update

- Market lunch for \$20 per person or \$22 per person.
- Fundraising – Kathy Fazenbaker asked about fundraising? Are there any guidelines?
 - Finance committee approves fundraising. Specific item or outcome.
- **ACTION Item:** Guidance on Fundraising requested.

EDURABILTIY

- Belva's email
- John Hannula is wrapping up North wall and room cleanup projects and will not take on any additional projects.
- The North Wall should be complete at the end of September or early October.
 - Scaffolding will remain working out a deal with roofing company.
- Reroofing to be completed.
- Parking entrance mid-September
- Shift in priorities and projects.

Treasurer's Report

- Mark Woods reported: All things considered we are in a pretty good financial state.

From the Finance Committee's report to be included in the minutes:

Finance Comments for the August Council Meeting

- Total giving income, which represents the sum of pledge contributions, non-pledged contributions and loose plate offering was \$439,971 through July, or 50.1% of the annual budget. This was lower than the equivalent 2022 amount by \$19,720 and modestly lower than expectation for this point in the year.
- Comments on other revenue items are:
 - #41070 – Memorial Fund Income: the Q2 scheduled transfer to the operating budget of earnings from that trust fund of \$4,387 will be made in August, lowering our YTD deficit by that amount.
 - #41080 – Income from other Trustee Funds: the Q1 and Q2 scheduled transfers to the operating budget of earnings withdrawals from other various trust funds of

\$8,414 in total will also be made in August, further lowering our YTD deficit by that amount.

- #41120 – Interest Income from Juniper Sale: the \$16,000 amount shown for the month of July represents the transfer authorized by the council at our May meeting from the “Juniper Street Sale Income” account #88190 displayed within the trust funds on the last page of the financials. The cash outflow of Endurability funds this year has run much lighter than expected, allowing the Endurability funds balance of more than \$2.1 million to continue earning interest at a 5% rate. At the end of July, the current balance of additional interest income available for the council’s discretionary use is \$32,486.
- The church had not received any garage parking rental income through the end of July but will be receiving a payment of \$2,375 in August for revenue net of expenses for May through July. There is an additional pending expense amount of \$5,900 for directors and officers liability coverage purchased for the trustees’ representative (Lee Edwards) on the management board of the Hadley.
- Moving to expenses, a starting point for identifying expense overruns/savings on the financials is that expenses at the end of July should be at 58.3% of the annual budget if incurred evenly through the year.
- Conference apportionments paid so far this year stand at \$28,738 or 58.3% of the annual budget, so right in line with where we should be at this point.
- The subtotal line for “Staff Salary” is running at only 47.1% of the annual budget through July mostly because of the staff vacancies for Minister of Communications and Administrative Assistant to the Clergy.
 - We will not need to adjust the 2023 budgeted amount for the Administrative Assistant to the Clergy position now that the position has been filled, as the unspent budgeted funds for 2023 for that position are more than sufficient to cover that salary through the end of the year.
 - We will need to modify the annual budgeted amount for the Young Adult Minister and a motion will be made in the executive session with those details.
- Some comments on other specific expense line items are:
 - #53300 – Hospitality and Evangelism: this account reflects a negative expense this month due to the July reclassification of expenses charged to this account earlier in the year and which were more properly chargeable to other expense accounts.
 - #53420 – Spirituality/Discipleship: higher expense this month from the payment for Lenten booklets for discipleship and banners for the front lawn.
 - #54300 –Technology Equipment/Supplies: This expense item has run very high all year, in fact we had used up more than half of the annual budgeted amount just through March. Johnny Sims has been able to secure some designated contributions to offset the cost of specific items and the benefit of those contributions aren’t reflected as an expense offset on this line.
 - #54380 – Annual Audit: while no payments have yet been made, the auditing firm of James Jordan, CPA has completed the audit of the church’s 2022 financials and provided the Finance Committee with a draft report. We are currently reviewing that report and expect that to be finalized by early September.
 - #55020 – Building/Grounds-Recurring: This account had higher expenses this month mainly because of a payment of \$2,700 to Capital City Mechanical for the quarterly servicing of the A/C and Boiler systems.

- #55200 – Multiperil Insurance: this expense item appears high at 77% of the annual budget already spent through July, but the premiums for the coverage are collected more toward the beginning of the year. The annual cost is still expected to match the budget.
- The grand total of church expenses YTD in the operating budget stands at \$571,684, representing 52% of annual budgeted expenses. Relative to last year at the same point, expenses are lower by \$120,510 (or 17% lower), due mainly to the staffing changes made after the first quarter of 2022.
- Regarding the church’s application to the IRS for payroll tax refunds and credits for tax years 2020 and 2021 under the Employee Retention Tax Credit act, we did finally receive several checks from the IRS. The total amount received was \$234,210 and that amount has been posted to a new designated fund #86295 “ERC from IRS” shown at the very top of the last page of the financials. The council will now need to determine how those funds should be used.
- EERT not restricted to Payroll

TRUSTEES

- Name change from Bridal Room
- September 1, 2023
 - Change the name of the Bridal Suite to the Gathering Room. Crossover Hall, name it Mrs. Hall.
- Windows campaign – buy one window or two windows – naming catalog.
- Paul Winslow had been working with Belva, and Susan Baxter, the name is for a certain number of years, or in perpetuity?
- Endowment to replace the window 20 years from now?
- Lee will not continue as Vice Chair but will continue as project lead for the Parking Deck and the Condominium association.
 - Nominations Committee – Senior Pastor is chair. She will reach out to the nominations committee on who can step up to replace Lee.

SR. MINISTER’S UPDATE

- Fasting – October 1 – 5 Covered by the churches in that District.
- 24-Hour Prayer Vigil
 - November 9, 2023
 - Aim is to get the denomination back to – Consecration for Renewal
 - This is not about disaffiliation, as a denomination, asking for forgiveness, repentance,
 - District Lay Leader will reach out to Saint Mark
- Special Called Session of the Conference in November
- Diane Cunningham will reach out to Jon Woody.
- Later in January – talk about the key things about an effective church; 12 keys.
 - Pastor Carolyn will establish a committee about the effectiveness of Saint Mark.
- Accomplishing the vision already established by Saint Mark.
 - Changing our reach to two-mile radius vs. half mile around the church.

OPEN DISCUSSION

- Recite the Saint Mark Creed instead of the Apostles Creed.
- Town Halls? All Member Meeting? Listening Sessions?
 - Maxed out at 10 in a session.
 - Can it be on Wednesday nights?

MOVED TO EXECUTIVE