**CUMC/WESLEY FOUNDATION**

**CHURCH COUNCIL MINUTES**

**January 23, 2020**

**Minutes of Meeting**

**Members Present:** Brenda Allen, Denny Coon, Adam Faeth, Jen Hibben,

Jane Jacobson, Jason Janssen, Gerry Kennedy, David Orth, Jennifer Plagman-Galvin, Jodi Risdal, Steve Williams

**Members Absent:** Mary Wickham

**Staff Present:** Lindsay Drake, Lauren Loonsfoot

**Call to Order**

Chair Orth called the meeting to order at 7:05 p.m., and Williams provided an opening prayer.

**Nominations**

Chair Orth asked the council to review the membership within the Council on Ministries and Administrative Council and the groups under those councils. Risdal said that she recently asked Heather Greenlee to join Sending to Serve.

**A motion was made (Kennedy) and seconded (Jacobson) to authorize the Administrative Council and Council on Ministries to fill any remaining vacancies on their respective committees and clusters, and other vacancies that occur through 2020. Those councils should let Drake know about changes. Motion carried.**

Chair Orth said that the council should also approve the list in front of them. He said the Administrative Council approved the members in committees under their group, and Council on Ministries approved theirs.

**A motion was made (Jacobson) and seconded (Risdal) to approve the membership within and under Administrative Council and Council on Ministries as presented. Motion carried.**

**Endowment Board Grant Process**

Jacobson said that the amount available for 2020 endowment grants would be about $54,000. She said that the application would be online this year. Faeth said that the application link would be going out next week. He said that one of the things the Endowment Board tried to emphasize this year was that applications should have a sponsoring group within the church. He asked the council members to seek out and offer assistance to people who were working on applications.

**Finance Transition**

Janssen said that the process to transition from a full-time financial secretary to using an outside firm was underway. Most of the accounts had been transitioned, and signors updated. Kennedy asked who would be responsible for filling out the statistical report. Janssen said he was working with Patty King to establish a process. He said that Sue Griffith left a document that detailed the mapping between account lines and the lines on the statistical report. Kennedy said he wanted to make sure that this information was getting back to Staff Parish Relations Committee, so they would know how to make future staffing decisions.

Chair Orth said that Staff-Parish Relations Committee made decisions based on budget to cut the financial secretary and reduce the office manager’s time. Chair Orth said as Director of Generosity, he had to add things to his plate, and other staff members have also had to take on responsibilities not in their job descriptions. He said that the council might need to go back to SPRC and ask to add hours for people, or add people to do these kinds of things. Williams said in Nevada, they also went to an outside firm, and they ended up hiring a financial secretary to handle the remaining things that had to get done in the church like sending out quarterly statements.

**2020 Budget Update**

Janssen said that Estimate of Giving cards that have come in have been good. Staff Parish updated their budget, and it was a little higher. Janssen said he thought that Finance will be able to put together a budget that does not use a surplus to balance the budget.

Chair Orth said that 2019’s giving was higher than expected, and members’ pledges for 2020 were also higher. He said that despite everything we went through in 2019, the congregation believes in this place.

**Northwest Parking Lot**

Chair Orth said that Doug Warren went to Trustees with the suggestion to rent out spots in the Northwest parking lot. Trustees approved the idea to rent out 30 spots quarterly as 24/7 reserved parking. Chair Orth said that Warren did some research and discovered the church only needs to pay taxes on spots that were actually rented out. That saved the church a little money on the area of reserved parking that was already used.

**New Church Structure and Nominations**

Pastor Coon suggested looking at the new structure and the nomination process. Drake said specifically, she would like to form a subcommittee to work on streamlining the nominations process. Drake said it would be ideal to present the leadership positions at charge conference, which means starting in May. Chair Orth clarified that the suggestion was to set up a nominations process subcommittee with Drake, Allen, Coon, and Plagman-Galvin.

Williams suggested that the church might change the leadership cycle to the program year rather than the calendar year. He said that new leaders would then start in the Fall, and nominations would take place in the Spring. Williams said that when a previous church tried it, they found that people were more optimistic and willing to take on new responsibilities in the Spring, rather than in the Fall when everyone seemed busier.

Plagman-Galvin suggested the subcommittee might also look at recognizing volunteers as part of the process.

**Transition Team for Senior Pastor**

Jacobson suggested that the transition team would need to be ready within six months, so it would also make sense to start work on that soon. Kennedy said that Staff-parish already formed a transition team. Hibben said she thought the transition encompassed more than just topics related to SPRC. Kennedy said he would find out from SPRC what their transition team is planning and offer the council’s help.

**Council Leadership Positions**

Allen suggested discussing the terms for the council chair, vice-chair, and secretary. Drake asked if there was an expectation that the vice-chair would become the chair. Jacobson said that after serving as chair, you are very valuable to stay on the committee. She suggested that maybe there would be a four-year term, and after serving as chair, a person would stay on as a chair emeritus for a year. Kennedy said that he thought this topic was tightly related to leadership development in general, and the question of how we develop leaders. Plagman-Galvin said that there would be a pool of potential leaders to draw from in the administrative councils and ministries council.

Plagman-Galvin suggested the council could add a third position and create a three-year rotation: chair-elect, chair, and past-chair. Jacobson said this would add another leadership position for the purposes of developing new leaders. Drake said she liked this model because it encouraged developing leaders, rather than the chair being done at the end of their term.

Chair Orth suggested the nominations subcommittee include the proposal for chair, chair-elect, and past-chair in their proposal. The secretary’s term will remain three years, and Faeth would pick his class.

**Ex officio Representatives**

Risdal suggested looking at the topic of members serving on groups as representatives of other groups. This occurs largely in the committees within the Administrative Council. Kennedy said that over time, each of the groups decided to add representatives from other committees, and that predated the new structure where there was an Administrative Council formed from these groups. Jacobson said that she used to be the representative of Properties and Trustees on the Endowment Board. She said she hoped there were other ways to communicate well without adding people to committees. Kennedy said that he found representatives from other groups often did not attend meetings regularly. Hibben asked if an alternative would be to ask someone from that cluster or committee to come to a meeting or two as a consultant.

Chair Orth said the council could suggest the Administrative Council have the groups within it reevaluate the memberships positions representing other groups. He clarified that Endowment Board was not part of Administrative Council, and council could suggest they evaluate their ex offico representatives too. The council agreed.

**Apportionments**

Coon said that at a previous meeting there was a discussion about an Apportionments 101 that would provide information about how apportionments are used. Jacobson suggested that the information about apportionments could be shared through different avenues including adult Sunday school classes, Communicator articles, and emails.

Chair Orth asked if the council thought it was the role of council to make a decision on Apportionments. Risdal said she thought there was enough potential disagreement that it should be taken up by Church Council. Drake said she wondered if the pulse in the congregation was different because of recent developments in the conference.

Chair Orth said it sounded like there was consensus that the council should look at this topic and asked for volunteers to a subcommittee. Coon, Jacobson, and Risdal volunteered.

**Revisit the new church structure document**

Chair Orth said earlier in the meeting, the council decided to form a subcommittee to look at the nominations part of the new structure, but the council also said it would revisit the new structure itself in a year. Allen suggested reading the structure document and bringing any suggestions for the next meeting.

**Property Needs Assessment**

Williams said the church could start to put together the value of each property and how it is used. Plagman-Galvin said she participated in a facility assessment at Iowa State recently. Kennedy suggested calling this a Property Needs Assessment.

Chair Orth asked for volunteers to join him on a subcommittee. Hibben and Plagman-Galvin volunteered.

**Future Staffing**

Janssen said Schnurr picked up about half to two-thirds of the work the financial secretary was performing. However, there were a number of tasks that were falling on other staff members. Allen asked if this was the right time to evaluate what we might need, when still in the thick of the transition.

Williams said that this congregation expects a lot from the senior pastor. He said that for example, someone had to keep track of things like vacation days and sick days, and it fell to him while he was filling in for the senior pastor. He also had to be the bad guy when the rules were not followed. He suggested the senior pastor would benefit from someone to handle more of the administrative tasks, so that the pastor could spend more time on pastoral duties. Hibben suggested that during the time of transition, it was an opportunity to make changes.

Chair Orth said that the congregation was getting a lot of free effort from volunteers like Janssen, and from the Director of Generosity picking up some of the tasks the financial secretary used to perform.

Allen suggested telling SPRC that these were the concerns shared here and the council could offer to help. Chair Orth suggested that he and Kennedy could take these concerns to SPRC.

Allen said she was uncomfortable that the church made cuts to programming positions and was now talking about adding more to the administrative positions.

**Adjourn**

Williams provided the closing prayer. The meeting adjourned at 9:08 p.m..

The next meeting was scheduled for February 27th.

Respectfully Submitted,

Adam Faeth, Secretary