

Chelsea First United Methodist Church

Administrative Council Minutes FINAL VERSION

December 9, 2021, 7:30-9:00 p.m.

Present: Joy Barrett, Heather Hay, John Seto, Nolan Peterson, Brenda Beck, Charles Schmunk, Edith Wiarda, Mike Vanderspool, James Alford III, Kerry Plank, Rodney Gasaway, Bill Ruddock, Dana Schmunk

1. **Opening Prayer.** Edie Wiarda.
2. **Strategic Objectives.** Edie Wiarda.
 - a. Review of the Metrics and Targets Document. Worship attendance is increasing each month. Implementing attendance pads will allow tracking of distinct participants.
 - b. Website Update. The website is now live. Thanks extended to Kerry Plank and committee for their hard work on this project.
 - c. Congregational Care Team Update. The card and letter writing team will be commissioned on Sunday. Meal Team and Prayer Team will be commissioned in the coming months.
3. **Pastoral Report.** Joy Barrett. An update on renewal leave and plans was provided. SPRC has put a support team in place while Joy is on leave. Brent McCummons will be the support person for staff and will also be attending Ad Council and SPRC meetings.
4. **Finance Update and Proposed 2022 Budget.** Kerry Plank
 - a. The approved budget for 2021 was \$683,000. This was approved with the expectation to draw down operating surplus, which did not materialize. The operating surplus at the end of November was \$178,000. The projected operating surplus for the end of December is \$150,000.
 - b. Review of expenses show that staff have been good stewards of funds. The major changes include staffing new positions. The proposed 2022 operating budget is \$696,576 in spending.
 - c. Review of income is difficult because it is somewhat unpredictable. The church has received firm pledges \$430,000 with a large number of giving units which have not been submitted. The stewardship campaign goal was to increase giving by \$80,000. Among pledges received so far, giving has increased by \$61,000. 57 pledges are still expected. If we adopt a conservative estimate that those outstanding pledges will not increase in 2022, plus a conservative estimate of unpledged income at \$70,000, then overall income would total \$654,000. This creates a “worst case scenario” deficit of about \$42,000.
 - d. Discussion.

- i. Mike Vanderspool noted that last year an \$80,000 deficit was approved. This will actually be only \$25,000 at the end of year.
 - ii. Edie Wiarda pointed out that during portions of 2021 the church was not fully staffed, although it was being anticipated. The Music Director and Communications positions are filled. Attendance is increasing and we are now in a good position for meaningful ministries to go forward.
 - iii. Kerry Plank stated that the church currently has no debt.
 - e. Motion made by Kerry Plank to approve the 2022 operating budget of \$696,576.11. Motion seconded by Brenda Beck. Motion carried unanimously.
- 5. NLDT.** Mike Vanderspool. The updated “2022 Elected Leadership” list was reviewed. The committee has filled several positions which can now be approved by Ad Council. The following people and positions were brought for vote: Brenda Beck-Chairperson of Finance Team; Dave Gilbert and Joe Krugh-Finance Team; Janeil Martin-Conners-Trustees; Janet Martin-Conners-At Large Member of Ad Council. All positions approved unanimously.
- 6. SPRC.** John Seto. Susan Wellman will be chair of SPRC beginning in January. The approved budget has increased staff compensation by 3%.
- 7. Trustees.** Dana Schmunk. Two projects will begin in the new year: fire alarm panel and fire suppression sprinkler system updates. Johnson Controls is working on the projects. The projects still require approval of designs from the construction inspector’s office. There will likely be a need for work in the bell tower due to an on-going but sporadic water leak issue. Also possible work on the bell and cribbing in order to make the bell functional as the church has received a donation designated for that purpose.
- 8. Missions.** Rodney Gasaway. Current missions and ministries include the boot collection for Cass Community in Detroit, toy delivery to the Priceless Gift Store in Jackson, and Christmas gifts provided to students at Eastern Michigan University who have aged out of the foster care system. There are planned opportunities for missions until June. Several outreach opportunities are planned, such as concerts and speaking engagements. The church will host these events in conjunction with several community groups.
- 9. Discussion.**
- a. Community Breakfast. Edie Wiarda. Church members have asked about restarting the monthly Community Breakfast. Charles Schmunk, as a member of the Food Ministry Council, shared that this ministry has been

on hold during the pandemic. It was originally started to meet the needs of the community but also addressed the connection of church and community. As we are reviewing the effectiveness of the Community Breakfast, the Food Ministry Council is discussing if the Community Breakfast is the best way to address the needs of the community and utilize the efforts of our volunteers, or if some other options should be considered. As the potential start-up of this community service is reviewed, we must involve other groups --- Missions and Ad Council, and potentially external groups such as FIA and Chelsea Schools. This program will need to be open for discussion before we re-start.

- b. Safe Sanctuaries Compliance and Committee. Joy Barrett. This committee is moving ahead with new members.
- c. Focus Groups Survey. Joy Barrett. Joy has been working with Dawn Goellner to identify possible facilitators of small groups. These facilitators will invite participants. Groups will be open to the congregation with a limit of 12 members per group.
- d. FIA and SRSLY Mission Tithe Funds. Joy Barrett. Would like to invite representatives from these groups to discuss how funds are being used.
- e. Tracking of Strategic Objectives. Joy Barrett. Church groups should invite the communications specialist to events. This will ensure that pictures are being taken and comments are being recorded.
- f. Thanks were given to Edie, John and Kerry for their service.

10. Closing Prayer. Joy Barrett

Upcoming Meetings:

- January 13, 2022, 7:30 pm
- February 10, 2022, 7:30 pm

Attachments

- 2022 Master Budget
- Strategic Objectives Metrics and Targets
- 2022 Elected Leadership

Submitted by Heather Hay 12-13-21