

CONFERENCE MEMORANDUM

DATE: January 26, 2010, 7:30 p.m.
PLACE: Potter Chapel
SUBJECT: Administrative Council meeting
PRESENT: See attached sign-in
PREPARED BY: Don Wheat

1. Devotions
 - a. Cyndy presented devotions on "Working Your Sweet Spot" from "Unlearning Church".
2. Announcements;
 - a. Email distributions prior to the meeting included all committee reports received, meeting agenda, minutes of the December 15th meeting, a summary report from the Communications task force dated 1-12-10 and annual reports provided from several work areas including the Library and Trustees.
 - b. Don noted two upcoming events and asked everyone to consider attending as able; Capitol Area North Leadership Day on January 31 from 2:30-5:00 and our WUMC annual planning retreat on February 14 from 1:00-5:00. This will be preceded by a potluck at 12:00. All members are welcome to attend.
 - c. A program entitled "Every Member in Ministry Weekend" is being offered on February 7th at Maple Grove UMC. [Register by February 3rd] This is a program originally developed at Frazer Memorial UMC. The system for involving members is the most important and applicable part of the program for Worthington.
 - d. Don asked all present to introduce themselves and briefly reviewed the purpose of Administrative Council as stated in the United Methodist Book of Discipline. The Administrative Council is the group that "shall provide for planning and implementing a program of nurture, outreach, witness and resources in the local church. It shall also provide for the administration of its organization and temporal life. It shall envision, plan, implement, and annually evaluate the mission and ministry of the church."
 - e. Don reminded all committee chairs to provide a written report by the Friday prior to the Administrative Council meeting so that these can consolidated and shared prior to the meeting.
 - f. Don gave a brief update on the activities of the Sunday morning schedule group. Three meetings have been held for the congregation and a number of survey results have been received. This group has started the proc-

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ess of analyzing the information that has been received. Ideally a recommendation will be made to Ad Council on or before 3-23.

3. Administrative Items

- a. Don requested the group discuss a proposal to require all committee meeting notes be prepared and distributed to the committee members and to the church office within 7 days of the meeting, with the stipulation that no confidential information be included in any written reports. This was discussed, moved, seconded and approved by all present.

4. Work area Action Items/ Reports

- a. Evangelism - (Judy Mayhew) No action items.
- b. Hospitality – (Jeanne Line) No action items.
- c. CPC – (Steve Nash) No action items.
- d. Library – (Mary Scott) No action items.
- e. Finance – (Jim Heilman) A copy of the proposed 2010 budget was provided to all in attendance, dated 12-31-09. Jim also noted that an audit will be done for 2009. Actual giving exceeded projections, and actual expenses were less than expected, allowing both District and Community Ministry Apportionments to be fully paid.

Two main working groups on Finance; Jim is focusing on policy and procedures, Marvin is focusing on budget and stewardship. At the 3/11/08 meeting, the Finance committee was organized into two groups; one for policy and procedures, and the other for stewardship. The policy group is more detail oriented. The new budgeting process provides 80% of previous years allocation for the four largest program areas by cost; Children's, Youth Ministry, Adult Council, Music. Increases from the 80% would be based on the creation of new programs. All other groups would be budgeted at 100% of previous year allocation, but would be pooled. The goal is to encourage programs to interact more with each other so that our efforts build off each other. The stewardship subcommittee has conducted program needs interviews to discuss individual program area budget needs for 2010.

- f. Education (Heather Sass) – Heather noted that teacher training was held on January 9th. Training is planned twice annually.
- g. Outreach –(Ed Shaffer) No action items.
- h. Staff Parish – (Larry Christman) No action items.
- i. Memorials – (Vivian George) No updates.
- j. Adult Council – (Holly Kapus) Holly asked for approval for three nominees for Adult Council. These three have agreed to fill the 2012 openings and Adult Council asks for their approval by Administrative Council. They are Jim Dudley, Betty Searls and Jeremy Smith. A motion was made and seconded and approved by all present.
- k. Youth Council – No updates.

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- l. Children's Ministry – No updates.
- m. Music – No action items. Linda is recovering and plans on being back for an upcoming program planning meeting.
- n. Trustees – (Dave Sass) No action items.
- o. Endowment – No action items. Ann Foltz has placed a copy of the Memorials book in the Library for reference by church members.
- p. UMW – (CJ Shaw) 27 tins of Christmas cookies were delivered to the homebound.
- q. Small Group Ministry – No action items.
- r. Lay Leadership: Cyndy noted that John Valasco has been nominated as co-chair of Lay Leadership and asked for approval of Administrative Council. Cyndy moved for approval, Mary Scott seconded the motion and the nomination was approved by all present.
- s. Other reports:
 - i. [December meeting] The church facility is available for church groups to use on Saturdays. Call Sue McQuilkin in the church office to schedule use.
 - ii. [December meeting] Cyndy stated that we have some unique opportunities for outreach due to High Street based events such as Farmers Market and similar events and are looking to do some Saturday community outreach. Dave Wade suggested this be coordinated with Outreach.
 - iii. Cyndy noted that in the last 2 weeks, \$8,000 has been given for Haiti relief and 100 health kits have been put together by this congregation and delivered to Bethel UMC for distribution in Haiti.
 - iv. Don asked Administrative Council to consider next steps, if any, for the ad hoc Stewardship study group. No action was taken on this item.
 - v. Communication study report – Terrie Huston. Terrie presented a summary of the key findings contained in the study prepared by this task force. The summary report was distributed prior to the meeting via email. A number of improvements were recommended, including providing improved signage at the main entrance showing hour of operation, streamlining the process for leaving voice messages at the church and so on. A motion to accept the report was made by Heather Sass, seconded by Jim Heilman and approved by all present.
- t. Other Action Items:
 - i. Don proposed that all church policies approved by Administrative Council be collected together in one place and that copies be placed in the church office, the Library and in the archives. Don asked that committee chairs assist in reviewing all of their

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policies. The policies could also be placed on the church servers if desired. A motion was made supporting this proposal by Terrie Huston, seconded by Jim Heilman and was approved by all present.

- ii. On behalf of the Chancel Guild (Flowers and Paraments), Alycen Mansell noted that they will be meeting next on February 7th and have a need for more members. She also noted that they have recently taken on the Taize service as well. Alycen asked for approval of a coordinated "Hanging of the Greens" event sponsored by several church work areas just prior to Thanksgiving and proposed the date of November 21st. Alycen made a motion, seconded by Judy Mayhew and this was approved by all present.
- u. Planning – At the May 2009 meeting, Don Wheat requested formation of an ad-hoc group to work on long range planning and annual goals. A one page handout was provided to explain. Don asked each work area to develop a written description of their duties, 2010 goals and documentation of adopted policies and typical practices.

5. With no further business, the meeting was adjourned.

The above represents the author's best recollection of the essence of the discussion of the meeting on the date listed. If there are any additions or corrections to the statements contained herein, please notify the author. Any corrections will be added to the next set of meeting minutes. Attendees will be notified via e-mail when conference memos are ready for review. These meeting notes with any corrections tendered, serve as the official record of this meeting.

Distribution: All present