



Church Council Minutes

Date: November 5, 2011

Time: 9:00 am

Place: Chapel

Members:

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| <input type="checkbox"/> Jane Barker, Moderator | <input type="checkbox"/> Lara Miller |
| <input type="checkbox"/> Sam Dammers, Vice Moderator | <input type="checkbox"/> Amber S. Pareja |
| <input type="checkbox"/> Janet Guevara, Clerk | <input type="checkbox"/> Connie Ronnow |
| <input type="checkbox"/> Jesse Cornman | <input type="checkbox"/> Deb Stracco |
| <input type="checkbox"/> Bob Downs | <input type="checkbox"/> Julie Steenhuisen |
| <input type="checkbox"/> Bob Haisman | <input type="checkbox"/> Mary Sue Voth |
| <input type="checkbox"/> Rob Hickok | |
| <input type="checkbox"/> Becky Kuntz | |
| <input type="checkbox"/> Brian Love | |

Church Staff:

- Julie Harley
- Leah Fowler
- Rob Leveridge
- Marylen Marty-Gentile

Special Guests:

- Elan Long, Chair, Personnel
- Al Parchem, Chair, Finance
- Lisa Capozzi, Vice Chair, Finance
- Rick Ashton, Member, Finance
- Judy Bradeen, Treasurer
- Julie O'Shea, Finance Manager
- David Wilson, Chair, WMA
- Melinda Haag, Chair, New Members
- Russell Brown, Chair, B &G
- Bob Giles, Member, FIA

I. Moderator Jane Barker called the meeting to order at 9:08 am. Pastor Julie opened the meeting with a prayer.

II. Presentation of the Proposed Budget by Jane Barker

Jane showed a power point presentation with the current budget numbers:

- 2012 Budget requests: \$ 1,029,055
- Other sources of income: \$ 314,915
- Adjustments to Budget Requests: \$ 9,451
- Net Pledges needed: \$ 708, 689
- Pledges to date: \$ 698,989
- Expected Additional Pledges: \$ 5,000
- 5% Deduction for pledge non-pay
- Shortage \$ 39,899.45 (with additional pledge)
- Shortage: \$ 44,649.45 (no additional pledge)

The three potential buckets where budget requests can be reduced:

Bucket C – First tier cuts includes new requests or budget increase from 2011

- Part time Communications Manager: \$ 27,989 (New request)
- Building Maintenance: \$ 5,000
- Church School: \$ 500
- Guest Musicians: \$1,000
- New Ministry Initiatives: \$2,000 (New request)
- Worship Supplies: \$500
- Communications/Web site: \$3,000

Total Bucket C: \$39,989. This amount is enough to cover the shortage if the additional expected pledges will come in.

Bucket B – Second tier cuts includes new requests or budget increase from 2011

- Staff vacation and sick leave: \$1,000 (New request)
- Short term disability insurance: \$ 1,500 (New request)
- Pastoral Services: \$1,000 (New request)
- Office/Finance Assistant: \$1,000
- Financial Manager: \$1,392
- 4 Nursery workers: \$1,000
- Staff salary increases/bonus: \$2,000
- Building maintenance: \$5,000
- Grounds Services and Supplies: \$2,000
- Miscellaneous Fund \$500
- Financial/Investment Review: \$300
- Stewardship: \$265
- Planned Giving: \$300
- Adult Education: \$500
- Church School: \$500
- Guest Musicians: \$500
- Sanctuary Choir: \$100
- Liturgical and Sanctuary Art: \$500
- Deacons: \$500

Total Bucket B: \$19,857. This will be the next bucket to cut if the additional expected pledges will not come in.

Bucket A – Third tier cuts includes static or untouchable budget items

III. Budget Discussion

Bucket C:

1. The church building qualifies as small business, and with the new energy source of Oak Park, the expected savings on utilities/electricity will be approximately \$6,000. The budget cut of \$5,000 will be covered by this savings.

2. The Church School cut of \$500 is not on a specific item but for the total budget amount.

3. New Ministry Initiatives is a new request to cover expenses that will be incurred in implementing new plans or programs by the staff not covered by a particular budget item.

4. Communications/Website cut of \$3,000 is the budget request for the monitors for the lounge.

5. PT Communication Manager: \$ 27,989 is a new request. This item has been in Personnel's agenda for the whole year to be presented to council in the late summer but with transitions going on has been delayed. There is a possibility of bringing in people about consulting hours for a period of time, to allocate a certain number per quarter or per month, at least to get started to set priorities and directions, and see what the value of the position will bring. At present, we have a new staff bringing in new gifts that we did not have before and see what we can do with what we have now. We also have to know what we really need for this position, a review of its job description.

Action: It was moved, seconded and approved with 1 dissent to cut the Part time Communications Manager budget line item.

Action: It was moved, seconded and unanimously approved to reduce the line item 1.5200 Building Admin & Utilities – Electric by \$5,000.00.

Action: It was moved, seconded and unanimously approved to cut the New Ministry Initiatives budget line item; to reduce the following budget line items: Church School by \$500, Guest Musicians by \$1,000, Worship supplies by \$500 and Communications/Web site by \$3,000.00.

Action: It was moved, seconded and unanimously approved to designate the order of priorities of Bucket C once additional pledges come in, as follows: 1. New Ministry Initiatives 2. Communication/Website 3. Church School 4. Guest Musicians and 5. Worship Supplies.

Other points of discussion include: to revisit the New Ministry Initiatives in a big picture

discussion, to appropriate 1% of the 5% endowment draw to new programs.

Action: It was moved, seconded and unanimously approved to move into an Executive Session.

Action: It was moved, seconded and unanimously approved to exit the Executive Session.

After the approved budget cuts on Bucket C, there is still a remaining shortage of \$4,750. This amount will be taken from the 2nd tier cuts in Bucket B. Before discussion began, a wonderful news from Julie O'Shea, Financial Manager that additional pledges just came in enough to cover the remaining shortage.

The meeting was adjourned at 10:38 am. Pastor Julie closed the meeting in prayer.

Respectfully submitted,

Janet Guevara

Clerk