

August 2023

Council Packet

Council Agenda: August 2023

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Plymouth Congregational Church, United Church of Christ

Tuesday, August 22, 2023, 6:30 pm – In Person

Scott Morgan – Moderator	Debbie Schmidt – Stewardship
Sonia Jordan - Moderator Elect	Korey Kaul – Christian Education
Devon Kim – Immediate-Past Moderator	Sue Denning – Deacons
Larissa Long – Clerk	Linda Thompson – Fellowship
Doni Mooberry Slough – Treasurer	Kelley Stillings – Membership
Rich Bireta – Deputy Treasurer	Brandy Ernzen – Mission & Service
David Ambler – At Large Member	Kathy Bowen – Music & Fine Arts
Susan Osborn – At Large Member	Annas Boyer – Personnel+
Becky Eason – At Large Member	Dick Orchard – Endowment
Valerie Miller-Coleman	Susan McCarthy – History+
Caroline Lawson Dean	

*Quorum is 9 (17 Voting members, 2 Non Voting members+)

(times in parentheses are estimates)

1. Call to Order – Scott Morgan, Moderator
2. Invocation – Valerie Miller-Coleman
3. Consent Agenda (5 minutes)

Suggested Council Action: Adoption of the Consent Agenda

These items are considered and approved under one motion unless removed for separate action at the request of any member of Plymouth. Items removed from the consent agenda are considered following the adoption of the remainder of the consent agenda.

- 3.1. Approve Agenda
- 3.2. Approve Minutes from June 27, 2023
- 3.3. Receive Financial Report
- 3.4. Appoint Linda Mannering to Fellowship Board to replace Phil Cauthon until next Annual Meeting
- 3.5. Accept the resignation of Becky Eason as an At-Large Council member.
- 3.6. Appoint Doug Eason as an At-Large Council member to serve until the next Annual Meeting

4. Church Treasurer's Report – Doni Mooberry, Treasurer (10 minutes)

- 4.1. Financial Update and Fun Fact

Through July we are 58% of the way through the year, have received income to cover 61% of our budgeted annual expenses, and have spent 58% of our budgeted annual expenses.

5. Old Business

- 5.1. Goals and Strategy Update – Scott Morgan (10 minutes)

Governance, Called Meeting on September 10th

- 5.2. Goals and Strategy Update-Scott Morgan (5 minutes)

Finance

5.3 Goals and Strategy Update – Valerie Miller-Coleman (10 minutes)

Facilities

6. New Business

6.1. Generis Contract– Valerie Miller-Coleman and Debbie Schmidt (10 minutes)

Suggested Council Action: Approval of Generis contract

7. Moderator’s Report – Scott Morgan (5 minutes)

8. Associate Pastor’s Report – Caroline Lawson Dean (5 minutes)

9. Pastor’s Report – Valerie Miller-Coleman (5 minutes)

10. Open Forum

Meetings of the Church Council are open to all Plymouth members. This open forum allows any church member to address the Council regarding Plymouth Congregational Church, United Church of Christ, programs, plans, or policies.

11. Adjournment and Lord’s Prayer

12. Important Future Dates:

Next Council Meeting: September 26, 2023 @ 6:30pm – **This meeting will be in person**

Tentative 2023 Council Dates (fourth Tuesday except third in November and

December);, October 24th, November 21st, December 19th.

Council Minutes: June 2023

Council Minutes: June, 2023

Plymouth Congregational Church, United Church of Christ

Tuesday, June 27, 2023

1. Call to Order - Scott Morgan, Moderator

Scott called the meeting to order at 6:30 pm.

Members present:

Scott Morgan – Moderator

Devon Kim – Immediate-Past Moderator

Larissa Long – Clerk

David Ambler – At Large Member

Becky Eason – At Large Member

Valerie Miller-Coleman

Caroline Lawson Dean

Debbie Schmidt – Stewardship

Linda Thompson – Fellowship

Kelley Stillings – Membership

Brandy Ernzen – Mission & Service

Dick Orchard – Endowment

Susan McCarthy – History

Members not present:

Sonia Jordan – Moderator Elect

Doni Mooberry Slough – Treasurer

Rich Bireta – Deputy Treasurer

Susan Osborn – At Large Member

Korey Kaul – Christian Education

Sue Denning – Deacons

Kathy Bowen – Music & Fine Arts

Annas Boyer - Personnel

2. Invocation - Valerie Miller-Coleman

A Celebration of Life for Marcia Fisher was held in the sanctuary last week. Valerie said it was a beautiful service and reflective of Marcia's life. She read Wendell Berry's "The Peace of Wild Things" and Mary Oliver's "The Summer Day", poems which were included in the service program.

3. Consent Agenda

3.1. Approve Agenda

3.2. Approve minutes from May 28, 2023

3.3. Receive Financial Report

Scott added the following item to the consent agenda:

3.4 Approve appointment of Marty Reeves to fill a vacant position on membership through January, 2024.

David moved to approve the consent agenda as amended; Devon seconded; motion carried unanimously.

4. Church Treasurer's Report – Debbie Schmidt

4.1. Financial Update and Fun Fact

Debbie gave the following report provided by Rich:

"I have two fun facts to share with you today. The first one is the "three number financial report". Through May we are 42% of the way through the year; have received 41% of planned income and spent 36% of planned expenses.

The story behind this concise report dates back to 2006 in my first year as Treasurer. It was my third Council meeting and I was presenting a financial report that consisted of a page full of numbers. This was a comprehensive report, with 72 numbers on the one page report. It compared this year to last year for each income type and for each Board and showed the remaining income and budget for the year. In my third month as Treasurer I finished presenting the report. There were no questions and I noticed that two people were asleep.

I decided that something drastic needed to be changed and ever since that meeting Stewardship and Council have received a three-number report and the more detailed financial information as soft copy documents.

This three-number report does a good job of reporting our financial progress through the year, but does nothing to look forward. That is where the 8% rule comes in.

Donation and pledge payments to the church are inconsistent in any given month. They seem to depend on factors like the number of Sundays in a month, when Easter falls on the calendar and when people travel or otherwise do not attend church in the summer. As we get to October it becomes important to more accurately project our income and expenses for the year in order to end the year with a small surplus.

In reviewing several years of historical data we noticed some larger trends. We noticed that the income in any given month is inconsistent, but that, on the whole, the average income for the months of January to November average out to about 8% of the annual income and that income in December is about 12% of the annual total, or 150% of the income of the other 11 months. This led to the “8% rule”.

Simply stated, that rule is: In January through November we’ll receive about 8% of our annual income each month (88% through November). The remaining 12% will be received in December.

Applying this rule this month (through May) you can see that we received 41% of our planned income where we would expect to receive 40%. That is how we can say with some confidence that we are in good shape financially at this point of the year.”

5. Old Business

5.1. Goals and Strategy Update - Scott Morgan

Finances

A steering committee will be created to prepare a 5-year plan focused on increasing revenue and/or adapting to new pledging formats. Language will be developed to include proposed members, which will be appointed by Council. Debbie will organize the committee structure over the next few months, but will probably include Stephen Carttar, Debbie, Rich, and Doni. Council will receive the proposed structure and names in August.

Susan asked if other committee changes are being considered now, specifically History. Scott said no other committees are being changed or created at this time, but under the proposed bylaw changes, History will be a stand-alone committee, not a Council committee.

5.2. Goals and Strategy Update - Valerie Miller-Coleman

Membership

Valerie expressed appreciation for those who have worked on and contributed to the goals and strategies that have been developed. The following is a broad overview of Valerie's presentation. Please reference the attached presentation for timelines and supporting activities.

Excellence in Membership Defined

- We offer a warm and well-coordinated welcome to all newcomers.
- We define clearly marked pathways into community for newcomers and re-engaging members.
- Our congregational care ministries enfold members in well-coordinated, meaningful experiences of Christian caregiving.

Strategies

- A - Build on strength of Sunday morning welcome teams.
- B – Refine pathway into membership experience for newcomers.
- C – Expand and strengthen small group offerings.
- D – Launch new congregational care ministry to reach homebound members and those in care facilities.

Comments

- Like emphasizing welcome table.
- Kelly appreciates having a plan to follow.

5.3. Bylaws and Policy Update - Scott Morgan

The draft constitution and bylaws were approved by Council in May, as well as a proposed called congregational meeting on September 10. Council will receive draft policies in August and if approved the “then” policies would not go into effect until the bylaws become effective. A fourth and final information session is planned prior to the September 10 meeting.

Scott requested feedback on a proposed agenda for the congregational meeting. Should it be held between services? If so, it wouldn't be a long meeting – will that trouble members?

He'll prepare the agenda which will reference the meeting timeline, including discussion. If the agenda is approved, a vote will be taken at the end of the stated time. If the agenda is rejected, a motion could be made to recess until the following week.

The following points/observations were discussed:

§ Intent is to have good attendance, representative of the congregation. Must organize to achieve.

§ How much time is needed for the meeting?

§ Preference is to hold meeting between services, rather than following a combined service.

- Combined service doesn't seem fair to Gathering of Grace attendees

§ Suggested 20 minutes for discussion w/3-minute limit only provides opportunity for 7 to speak.

- Concern that some who are pro, con or neutral, may not have the opportunity to speak.

§ Voting should be by ballot, but where – in sanctuary or Mayflower Room?

The following steps were agreed upon:

- Scott will speak during the “Moment for Mission” on August 20.
- Fourth & final information session will be held in the Heritage Room on August 20.
- August publication of “The Rock” will be mailed to all members and should include information about the meeting with a QR code providing access to proposed constitution/bylaws.
- Make very clear that:
 - The final information session is August 20.
 - Four information sessions for the congregation have been held.
 - Council reviewed the proposed drafts line-by-line in March, April and May.
 - Changes/edits have been made to address concerns/issues.
 - Council has approved the language.
 - The Sept. 10 vote will be “up or down”.
- A three-minute elevator speech could help clarify the changes.

Scott will email his thoughts to Council regarding the meeting time frame and agenda and asks for feedback prior to the August meeting.

6. New Business

6.1. Personnel Policy - Valerie Miller-Coleman and Devon Kim

Part-time employee health insurance

Devon explained the proposed language change eliminates the ability of part-time employees to purchase health insurance through the church. However, by doing so, we are providing those employees the opportunity to access better priced coverage through the HealthCare.gov marketplace, which can only be accessed if their employer doesn't offer coverage. Plymouth will provide the employee a stipend equal to what has been paid on their behalf to participate in the church's coverage. The two employees impacted support the change.

Devon moved to accept the language as proposed; Becky seconded; motion carried unanimously.

Scott said the employee policy handbook will be incorporated into the Plymouth policy book.

7. Moderator's Report - Scott Morgan

Nothing additional to report.

8. Associate Pastor's Report - Caroline Lawson Dean

- Youth and adults will join Kara in this year's youth mission trip to New Mexico. Caroline won't attend, as she's joining family members for a vacation in Alaska.
- Working on fall programs.
- Brandy gave an overview of the Community of Care Fair, a collaboration between Mission, Community of Care and Fine Arts to provide information regarding volunteer opportunities through Plymouth or directly with agencies, such as Link, Just Food, etc. It will be held on August 27.

9. Pastor's Report - Valerie Miller-Coleman

- Annual staff retreat held on June 26 at the Unitarian Church
 - Theme was “Rest”
 - As staff shared stories of their journeys to Plymouth, Valerie and Caroline realized that with the exception of Kim, who has been at Plymouth longer than them, the staff they are now leading is what they have built and they are amazing!
- Planning worship services through Epiphany.
- Christmas Eve falls on a Sunday, which will require thoughtful consideration regarding services that day.

10. Open Forum

Meetings of the Church Council are open to all Plymouth members.

This open forum allows any church member to address the Council regarding Plymouth Congregational Church, United Church of Christ, programs, plans or policies.

11. Adjournment and Lord’s Prayer

Devon moved to adjourn the meeting; Dave seconded; unanimously approved.

12. Important Future Dates

Next Council Meeting: (NO JULY MEETING) – August 22 at 6:30 pm. This meeting will be in person.

Tentative 2023 Council Dates (fourth Tuesday except third in November and December):
September 26, October 24, November 21, December 19.

Respectfully submitted by

Larissa Long, Clerk

**Board Minutes
July and August 2023**

CE Board Minutes: August 2023

August 8th 7:30pm 2023

Christian Education Board Minutes

Hybrid

201 North

Members present: Korey Kaul, Kara Holcombe, Jackie Lord, Chelsey Stultz, Frances Lyons, Melissa Lisher, Katy Anderson, Caroline Dean, Kendra Metz, Keeli Nelson

1. Opening prayer - Caroline
2. Celebration - Highlight of summer
3. Accept [June](https://docs.google.com/document/d/1ly2SIKwJi3_R0x25_9Xv47dAwmlnLmis3IRMIo6lbRg/edit) Minutes
https://docs.google.com/document/d/1ly2SIKwJi3_R0x25_9Xv47dAwmlnLmis3IRMIo6lbRg/edit
4. Treasurer's Report - Jackie Lord
 - a. We are 58% through the year and have spent 62. The budget is still on track for the rest of the year.
 - b. Hosting VBS was 155% over budgets due to it being a hosting year for Plymouth. A reminder note will be added in the MAP that the budget needs to include more funds for hosting VBS every 3 years.
5. Council report -Caroline
 1. We did not meet in July
 2. By Laws Meeting on September 10th
6. Old Business
 1. Acolytes - Jackie - This can be added as a topic of discussion for the youth and family event on the 13th

2. Vacation Bible School - Plymouth hosted this year, and it was very successful! Most of the children were from Plymouth, but there were approx. 10 children that were not affiliated with the 3 churches. Thanks for Kara and everyone that made it a success!
3. Celebrations - Service Trip Debrief - The trip was a success. The kids learned about Pueblo culture, learned about non-profits in the area, and participated in fun activities on the trip

7. Upcoming Events:

1. August - [Dessert of the Month](#) - Katy A
2. Covenant Groups Launch in October
3. Sunday, August 13th Children, Youth & Families Orientation 4:30pm-5:30pm
 1. Sno Cones and Funnel Cakes - Korey, Jackie, Keeli, Melissa
4. Sunday, August 20th Youth & Sunday School Volunteer Orientation 4:30pm-6:00pm
 1. Fruit tray - Kendra
 2. Baking - Keeli
 3. Veggie Tray - Jackie
5. Sunday, August 27th Confirmation and High School OWL kick off 4:30pm
6. Wednesday, September 13th and ongoing: Plymouth Academy
 1. Faith Foundations,
 2. 3rd grade Bibles,
7. Mid September - Mid October Supper Circles - 5 dinners with a group, two of the groups are targeted for empty nesters and pre-K parents
8. 9th Grade Girls Small Group - September 10th kick off
9. Women's Retreat September 8th-9th 2023 at the Sophia Center
10. Safe Church Policy discussion - There were revisions made during this meeting to the April 17 draft: "Volunteers involved in overnight programming shall submit to annual background checks." This is a further requirement compared to the background checks performed every 2 years for all other youth volunteers.
 1. August 8 version - Kendra moved to approved, Francis second, all in favor

8. New Business

- a. MAP - Update draft to include reminder about VBS funding for years that Plymouth
 - i. Jackie moves to approve, Keeli second, all in favor

b. MAP Budget Request

- i. Kendra moves to approve, Keeli second, all in favor

9. Caroline/Kara report - notes above

10. Next meeting - Zoom Sept. 5 7:30. October may be hybrid again.

11. Closing prayer - Caroline

Events:

- Palm Sunday Day parade
- Easter activities
- Confirmation class celebration
- Vacation Bible School
- Graduation Breakfast May 21
- Pride Party in June 11
- Service Trip for high schoolers - July 9-15th
- Sunday School Orientation - August 13th
- Volunteer Training for working with youth - August 20th
- Blessing of the Backpacks - August 13th
- Blessing of the Animals -
- Halloween party and parade
- Sam Elliott Christmas Party
- St. Nicholas Sunday
- Gingerbread House Extravaganza

Deacons Board Minutes: August 2023

Tuesday, August 8, 2023

6:30 PM

Room 202 North

MINUTES

Members present: Cathy Barker, Dave Barker, Matt DelVecchio, Sue Denning, Paul Herpich, Wendy Seger, Gayle Sherman, Tess Tallman, Brian Wolfe.

Members not able to attend: Kim Noll, Sandy Sloop, Robin Wood. Rev. Valerie Miller-Coleman was not able to attend.

Call to Order – Sue Denning

Sue Denning called the meeting to order at 6:30 PM.

Approval of Consent Agenda and June 2023 Minutes

Tess Tallman moved that the agenda be adopted and the minutes from the June 13, 2023 meeting be approved. (The Board did not meet in July.) Paul Herpich seconded; motion passed unanimously.

Devotional – Paul Herpich

Paul referred to and shared his thoughts about a chapter from Jim and Cathy Burns's book, *Closer: 52 Devotions to Draw Couples Together*, a book that he and Lori use as a couple for spiritual support and guidance.

Treasurer's Report – Sue Denning

In Kim's absence, Sue presented and briefly summarized the June and July expenses on the treasurer's report. Sue explained that we are in the midst of budget planning for 2024. Sue requested that liaisons and leads work on budget requests. Liaisons should reach out to their contacts as needed, share the amount currently budgeted, and ask for their requests for the new year. Matt, Sue, and Kim will be meeting August 23 to finalize the budget, so it is necessary to provide budgetary requests to them no later than Friday 8/18/23 (earlier if possible).

2024 Ministry Action Plan (MAP) Draft Review

Matt DelVecchio presented the 2024 MAP goals and led a discussion of each of the following bullets concerning the plan:

A. MAP 2023-2024 Revision Timeline

- **June-July:** Deacons Sub-Committee develops 2023-24 Draft (*Sue, Matt, and Wendy met on July 20 to develop the 2024 MAP draft.*)
- **July 31:** 2023-2024 Draft due to Nikki (*The plan has been submitted to Nikki.*)
- **August 8, 2023:** Deacons review draft at monthly meeting and suggest revisions if needed
- **August 9-31:** Deacons Sub-Committee finalizes draft; Sue, Matt, Kim, (and any other deacon interested in participating)

B. 2024 MAP Goals/Suggested Revisions

Each goal was addressed. (In particular, the deacons discussed how to move forward with the goal of effectively training, supporting, and institutionalizing the role of acolytes. Even though acolytes have already assumed some current participation in worship, it was clarified that Cathy Barker will work over the next year to develop this goal with a representative of the Christian Education Board, staff member Kara Young Eun Holcomb, the lead, Jackie Lord, and supporting pastor, Rev. Lyle Seger.)

2023 MAP Goals

Sue Denning requested that each liaison/lead create a brief write-up for the procedures and responsibilities for the different areas that the deacons oversee (Goal 2B). She requested that, if possible, a draft of these write-ups be prepared for the next deacons' meeting, September 12. Sue also encouraged the deacons that would be remaining on the Board to consider the areas they might be interested in pursuing as "second leads." (Goal 1A)

Communion Planning

Paul Herpich led a debrief of 7/2/23 and 8/6/23 Communion Services. We have adjusted the quantities needed for bread and juice; there have been sufficient quantities of each of the elements for the past two months' services. Paul passed around the sign-up for the September 3rd communion service; all tasks have been assigned.

Bylaws Revision Discussion

Sue Denning led a discussion about the bylaw revision coming this fall. She explained that the Council will bring the Revised Bylaws, Revised Constitution, and Policies to a vote of the Congregation September 10. She asked the Board to consider the question that will impact the Board if the revisions are passed:

How many board members are needed for Deacons to function effectively?

The number of Board members in the current draft of Revised Bylaws is set at 6; this can be adjusted based on Board needs. (For example, 9? 12? It needs to be a multiple of 3 for term length purposes.) If the Board decides that more than 6 Board members are needed

to serve as Deacons, a motion may be needed to communicate that number to the Plymouth Moderator, Scott Morgan.

Open Forum

No discussion items were raised.

Adjournment

Gayle moved that the meeting be adjourned. Paul seconded; motion carried unanimously. Meeting was adjourned shortly after 8:00 PM, and the meeting concluded with the Lord's Prayer.

Wendy Seger, Substitute Clerk

Endowment/Planned Giving Committee Minutes: July 2023

July 11, 2023, 6:30 PM

Introduction: Members present Dick Orchard, Becky Foster, Elaine Schmidt, Gene Bauer, and Sue Himes. The minutes of the May 9, 2023 meeting were accepted as printed.

Performance of the UCF Balanced Fund was reported as up 6.07% through the month of April. Inflation remained steady at 3% year over year.

The committee discussed the activity of sending notes to 30, 40, and 60 year members about opportunities for planned giving. Although the results of our work will not be known for years the thoughts were mixed on whether this is a worthwhile activity.

The bulletin note on June 18 about planned giving was thought to be well done and that phrase has continued in the email notes to the congregation on Friday and Monday. It seems like a good way to gently inform the members of the idea for planned giving.

The information pamphlet layout from Russ is a work in progress. The Record of Gift Intentions form could replace the forms which are referenced on the Endowment website. No moment of mission activity has been planned.

Committee members felt a reception for Cordley Circle of Caring members should be celebrated to acknowledge their support. The better time might be Thursday, October 12 or 19 from 4-6 PM. It will depend on the church calendar, availability of the Senior Pastor, and costs for a reception at Maceli's.

Mission spending plan for 2024 is to begin. Bylaws vote will be Sept 10 with final input at a meeting Aug 20.

Next meeting Sept 12, 2023

Dick Orchard, Chairperson

Fellowship Board Minutes: July/August 2023

Fellowship Board Minutes

July 9, 2023, 10:30 a.m.

I Welcome

A. Members present: Linda Thompson, Kathy Funk, Nancy Bregman, Linda Mannering, Tom Ladehoff, and Nancy Guy.

B. Staff present:

II Officers and Reports, Committees

A. June Minutes: Tom moved to approve the June minutes. Nancy B. seconded the motion. Motion carried.

B. Treasurer's Report: Kathy reported that the Church has changed the reporting method of Church finances from Quickbooks to Quickbooks Online and that Melissa Praderio has asked for patience in this transition period to the online version of the new software. Kathy distributed copies of the Budget vs. Actuals, Statement of Financial Position Comparison, and Statement of Position Comparison for the months of May and June for review.

C. Council Report: Linda reported that the Council is still working on the bylaws. The Council did decide to continue to call the present Boards "Boards" instead of other titles they had been considering. There will be one final public meeting in September between services when the congregation will be able to hear and discuss any changes. The Fellowship Board and the Music and Fine Arts Board will remain having nine members each instead of reducing the Board membership to six members.

D. Staff Report: Nikki was not able to attend the meeting today, but Linda asked the question "should Matt be attending our Board meetings?" He works a three-quarter time position, so Nancy B. and Kathy suggested Matt attend only meetings that are important when planning special events for which he may need to be more aware, i.e. the Thanksgiving preparation meeting. Linda mentioned that at our next meeting, we will be discussing the MSP Budget Planning Worksheet for 2024.

E. Coffee Hour: Tom reported that the kitchen equipment problems with the dishwasher and oven have been resolved. Linda and Tom met with Matt recently to discuss how the coffee hour has been going. Tom asked Valerie if we could have two hosts at the coffee hour (as it was earlier in the spring), as both Jane and Gene have completed the training, and they work so well together. Apparently, recently, Jane and Gene were informed that due to budget constraints, their positions have been cut in half. The Board questioned why this has happened; the Board also would like to have more information about the conditions under which Jane and Gene were hired (i.e., what they were promised, what is the hourly wage, and could we bring both back at least in August through December). Linda M. suggested trying to get answers back on this situation asap and to schedule another Board meeting soon to see what effect the Board may have in solving these and other questions. Linda T. would like to have the conditions of their hiring in writing and would possibly take the matter to Council if necessary to get it resolved.

Having a complete inventory sheet of supplies for the coffee hour is needed instead of a sheet just for the coffee supply. It should be posted where it could be easily accessible instead of having to write separate notes about what is needed. Linda mentioned that Matt said he would do that.

F. Esther's Cookies: There was a very good response to a request for several more Esther's /Cookies bakers. Tom suggested that Jane and Gene be informed of special events ahead of time so that they would be aware of those dates (i.e., August 20 for the welcome back Fellowship Hour).

G. Pride Party: The Pride Party was heavily affected by the weather and ended early because of rain. Subsequently, attendance was down from last year. Nancy B. has agreed to again be in charge of next year's Pride Party.

H: Church Picnic: Linda M. has agreed to assist Linda T. with the planning for the Church Picnic, and Linda T. has asked Board members to plan to help that day with various duties. It was assumed that Church members will be welcome to bring guests. There will be a sign-up list for those planning to attend. Shelter No. 1 at Clinton Lake has been reserved, and it does have water and electricity available. Linda T. will contact the youth director to ask the youth to help as well.

I: Thanksgiving Lunch: Julie and Ann were not in attendance today, but Linda is sure they will begin thinking about the logistics for that soon.

III Other Business: Linda M. will inquire if the Church will be hosting another on-line garage sale.

**The next meeting will be Sunday, August 13, 10:30 am in
Room 202N.**

IV Nancy B. moved the meeting adjourn. Linda M. seconded the motion. Meeting
adjourned at 10:40 am.

Respectfully submitted

Nancy Guy, Clerk

Fellowship Board Minutes

August 13, 2023, 10:30 a.m.

I Welcome

A. Members present: Julie Bach, Kathy Funk, Linda Thompson, Dana Dole,
Ann McElhenny, Tom Ladehoff, and Nancy Guy

B. Staff present: Nikki Richardson

II Officers and Reports, Committees

A. July Minutes: Ann moved to approve the July 9, 2023, minutes as corrected
(name change in II B from Ann Lounsbury to Melissa Praderio). Dana seconded the
motion. Motion carried.

B. Staff Report: Nikki reported that she has already reserved South Park for next
year's Pride Party. She also reported that Gene and Jane are not concerned about
less hours for the Hospitality Sunday morning positions. The budget for
Fellowship-hour costs cannot be altered at this time, but, perhaps, the budget for
next year can be addressed for increasing the Fellowship Hospitality pay. Usually,
there is no need for two hosts each Sunday, but, occasionally, two hosts may be

needed on special occasions. The Board should contact Matt about those special Sundays and the Board will approve the extra expense.

C. Treasurer's Report: Kathy noted that the only recent expense was for a cookie dough purchase of \$265.85 and that the percentage of budget spent for the year is at 55.8%.

D. Council Report: There was no Council meeting in June.

E. Coffee Hour: The Coffee Hour sign-up sheet for August through December was circulated among Board members, and most dates through December have been filled. Discussion followed of how to get members of the congregation to also volunteer to be Fellowship Hour hosts. Nikki suggested adding that task to the Breeze volunteer form. Ann also would like to have more Esther's Cookie Bakers. Nikki suggested that the office can help with a sign-up for cookie volunteers. Sunday, August 27, there will be volunteer sign-up at the varied ministry tables. Tom and Ann will be at the Fellowship ministry table that Sunday.

Linda noted that she took some left-over cookies to a home-bound Church member recently and thinks it would be a good idea to occasionally treat the home-bound members if we have left-over cookies. Tom suggested that Heather Coates would have information on Church members who are home-bound.

Tom reported that Matt is looking into purchasing a Sam's Club membership in order to more efficiently purchase the cookie dough and other kitchen supplies as needed. Nikki mentioned someone had spoken to her that the children's choir has been missing out on getting cookies because they do not get out early enough. Perhaps holding some cookies in reserve in the kitchen for band members, choir members, etc., who may be late coming from the service would be wise.

A change to perhaps implement would be that Board members do more of the kitchen duties such as the baking of cookies and the Hospitality Associates do more of the greeting of members and supervising the coffee/cookie table. Discussion ongoing.

F. All Church Picnic: Linda reported that Linda Mannering is doing a lot of the advance work for the picnic in September. There are several options for the purchase of pre-made hamburgers: Paula Aiken told Linda that the 4H Fair had 240 pre-cooked, frozen hamburger patties which could be purchased from the 4H group for six boxes at \$95/box; Tom will explore the possible purchase of burgers from Sam's Club; last year the burgers and veggie burgers were purchased from Dillons.... Nikki reported from her files that we had spent \$220.79 for burgers and

\$82.61 for condiments, chips, buns. Meredith Johanning told Linda that they had about 225 patties. Ann will check further into prices as well.

Sign-up sheets for volunteer workers at the picnic will be available on Sundays, August 27, September 3 and 10. Also, there will be sherbet which was left over from the Pride party to have for the picnic.

G. Plymouth Thanksgiving Dinner: Julie handed out major task assignments to Board members for the dinner. Julie and Matt will do the ordering for all supplies needed. Linda said that a friend of hers (who is a 50-year member) suggested pairing up student volunteers with the 50-year members to assist them in getting through the buffet line, getting them seated, and assisting in any other way necessary. Linda would like to have information on perhaps how many 50-year members may be attending.

III Other Business

Linda mentioned that the budget for 2024 is due soon. She suggested that the amount for supplies for coffee hour should be increased. She also inquired about the Fellowship Donation Fund, as it has remained the same amount for several years, and about the Fellowship Discretionary Fund. More information about these two funds is needed so that the Board can make good use of these assets.

Nikki said the proposed budget Ministry Action Plan for 2024 is due near the end of the month. Linda suggested that the budget remain the same for 2024 as in 2023. Board agreed.

IV Dana moved the meeting be adjourned. Nikki seconded the motion.

V. **Next meeting will be Sunday, September 10, 10:30 am., Plymouth Room 202N**

Respectfully submitted,

Nancy Guy, Clerk

Membership Board Minutes: July/August 2023

Membership Board Minutes

July 10, 2023

Members Present: Kelley Stillings, Jan Willey, Stacy England, Julie Fuller, Melody Gatti, Marty Reeves, Jeanne Fridell

Members Absent: Linsey Modellmog

Staff Member Present: Rev. Heather Coates

Discussion Items:

Check on new members: Board members volunteered to call the last group of new members to check on them (see last page.) Included in the conversation should be an invitation to the new member potluck on August 6 and the Ministry Fair on August 27. Other items to include in the conversation:

- Do you feel like someone has followed up with the items you signed up for on the Time and Talent list?
- Is there anything you have heard about during the service or in the bulletins that you would like more information concerning in the areas of Mission, Music and Arts, Caring, Hospitality?
- Do you have any questions or concerns we may help you with, or we may convey to one of our pastors?

Pride Party: Some t-shirts were sold at the event. That money will be placed in the membership board's budget. Leftover shirts will be donated to the youth group, etc.

Small Group Training: Marc Giedinghagen has put together two hour-and-a-half sessions on July 17 and August 14 to train listening skills for those persons interested in becoming a part of the Care Ministry. This ministry will focus on visiting shut-ins, those in nursing homes, etc.

New Member Potluck Dinner: Scott and Kathleen Morgan have graciously agreed to host this event on August 6, during the late afternoon/early evening. The Morgans will provide the meat and new members are asked to bring a food item to share- something to go with barbeque. The 2023 classes will be invited, plus the committee- approximately 60 people.

New Member Orientation: Julie and Kelley will assist with this on September 10.

Join Sunday: This will be held on September 24.

Ministry Fair, August 27: Brandy will be organizing this event. Stacey has volunteered to be the liaison from this board for the event.

Membership Goal for the Ministry Action Plan. to be presented to the Board:

Kelley presented the draft form of this document. These ideas were discussed:

Step 2, 1:

- e. Prayer cards- rather than mailing out the cards, put a reminder about the online prayer requests in the bulletin.
- Add outreach with phone calls.

Step 2, 2:

- d. Change wording of do to: After the resignation of Liz Smith as the Welcome Coordinator, the role of Pastor of Care and Welcome was expanded with Heather Coates' appointment.

Step 2, 3:

- b. Continue to explore ways to help all members feel a part of the Plymouth community.
- Remove "c"

Step 3, 2: (Kelley shared that the goals in step 3 were suggested by Valerie.)

- Concerning 2d: Since Discover Plymouth is the second Sunday of the month, it was discussed to have two people on the Welcome Table that Sunday so that one person can come up to make coffee and bring up cookies for the group.
- 2h: Affinity Groups will be formed this fall.
- 2l: Leave Marc's name off this point.

Welcome Table: Please check your calendars and see when you will be able to greet at the Welcome Table!

Aug. 6- Jeanne

Aug. 13- Kelley and Jan

Aug. 20- Marty

Aug. 27- Melody

Sept. 3- open

Sept. 10- Kelley

Upcoming Events:

August Meeting date: Monday, August 7 at 3:00 pm, Room 201 N.

Respectfully submitted by Jeanne Fridell

fridell504@gmail.com

785-727-5739

New Member

Membership Board member in charge of calling

Dan Altman

Jeanne

Kirsten Bosnak

Melody

Alex and Jade Carvalho

Kelley

Jeff and Marla Eriksen

Melody

Kenny and Sara Fearn	Marty		
Amy Fishburn	Julie		
Katie Hobson and Matt Schwabauer	Bart Kenner	??	
Diane Hughes	Jan		
Chris and Kristin Lyon	Stacey		
Cathy and Mark Matese	Heather		
Ramsey Meigs and Erin Seybold	??		
Jane Merriweather	Julie		
Andrew Morris	??		
Connie Stoker	Kelley		

Membership Board Minutes

August 7, 2023

Members Present: Kelley Stillings, Julie Fuller, Melody Gatti, Jeanne Fridell

Members Absent: Linsey Modellmog, Jan Willey, Stacy England, Marty Reeves

Staff Member Present: Rev. Heather Coates

Discussion Items:

New Member Potluck:

The membership board would like to extend their sincere appreciation to Kathleen and Scott

Morgan for hosting the first Plymouth New Member Potluck at their home Sunday evening.

Their generosity in supplying burgers for the evening and their welcoming hospitality provided the perfect venue for new members to become acquainted with each other, Valerie and Heather, and the membership board. Thank you!

MAP and MSP Goals:

Refine the pathway into membership experience for newcomers.

Build on the strengths of Sunday morning welcome teams.

Expand and strengthen small group offerings and connect new members to groups they are interested in.

In a hope to keep older members and others connected to the church, launch new congregational care ministry to reach homebound members.

MAP Resource Planning:

Material Resources- Stacey, Kelley and Heather will meet to look at the calendar and the activities for the year to determine the resources needed. Some of those would be:

Add "swag" (mugs, magnets, etc.) as material resources needed

Confirmation certificates

Budget Discussions:

We need to order more mugs. Kelley will talk to Stacey about the order. We discussed the possibility of selling the mugs to interested congregation members. The mugs cost close to \$7, and we discussed selling those for \$10.

Discover Plymouth:

On the second Sunday of the month, we need to have two membership board members at the welcome table. One person should pick up cookies from the Mayflower Room to bring up to 201 North and make coffee in the next room. Please place the red folders from the bookshelf in the middle of the table to set the scene for one of the pastors to take over when they arrive.

Visitors to Plymouth:

Heather shared pictures of visitors and a few notes about each person to enable membership board members to interact with these folk when serving at the Welcome Table. There have been 12 adults who have recently visited and 13 who have attended multiple times and have attended Discover Plymouth.

Ministry Fair, August 27:

Stacey has been working on this event and has been reaching out to Brandy Erzen. This board could have a table about the Welcome Table and Ushers (Ron and Sue Johnson?).

Stacey is reaching out to Marc about the caring ministry. Flower ministry???

Join Sunday, Sept. 24:

Kelley will contact Esther's Cookies (Ann McElhaney) for cookies for that date.

Stillness and Silence:

We discussed having this event at the beginning of Lent this year, possibly on December 6.

We'll discuss the labyrinth at next month's meeting.

Welcome Table:

Sept. 3: Julie

Sept. 10: Kelley. Kelley will email Marty, Stacey and Jan. Who will get pizza?

Sept. 17: Marty and Cindy

Sept. 24: Melody

Oct. 1:

Oct. 8: Kelley

Oct. 15: Jeanne

Upcoming Events:

September Meeting date: Monday, September 11 at 3:00 pm, Room 201 N.

Respectfully submitted by Jeanne Fridell

fridell504@gmail.com

785-727-5739

Mission & Service Board Minutes: August 2023

Plymouth Mission & Service Board Meeting August 10th, 2023 | 7 p.m.

Attendees: Brandy Ernzen, Caroline Rothnie, Jo Bryant, Chuck Marsh, Kathy Wehmeyer, Caroline Dean, Beth Chambers, Max Fridell

Guest: Phil Kroh

General

- We are considering switching our monthly meetings for the remainder of this Plymouth year (until February) to Wednesdays rather than Thursdays. Brandy will let us know the final decision and the exact date for our September meeting.
- Agenda was approved

Standing updates/reports

June meeting minutes were approved (no meeting in July)

Treasurer's report

- We have spent about 70% of our budget, most in one-time payments to mission partners and OCWM. We are in good shape for remainder of year.
- July Expenses: \$2,416.63 to OCWM (regular monthly payment)
- Upcoming August expense: Justice Matters \$55 for a shelter house reservation for a potluck dinner. We still have more than \$4,000 in that fund (Racial Justice).

Fundraising update – Virtual Auction

- Virtual auction will run from September 13th and end on Friday October 6th with an additional new “Fun night” at the church for family fun events.
- The auction will be similar to last year’s auction and will continue to be publicized widely with church announcements, emails and tabling at the featured ministry tables on Sundays from now until the end of the auction.
- Each board has been requested to donate an item or basket. Mission Board discussed and will be donating a group of banned books. Caroline R will be coordinating (members to give \$25 each to Caroline R for this via Ven-Mo or cash).

Church Council report

- Bylaws project update – Council approved the updated constitution and bylaws to be voted on at a called congregational meeting Sept. 10

· Changes that would affect MSB:

- a. Board voted unanimously to approve the proposed board name change to “Service and Justice Board”. This will go into effect next year.
- b. Most boards will go from 9 to 6 members. Board discussed and voted to remain at 9 members.
- c. Note that Boards would no longer be represented at Council; instead, six members-at-large will liaise with boards monthly AND the Council will hold listening/work sessions 2-3 times/year with all boards, like MSB does with mission partners.

Social justice ministry updates from 8/6 umbrella group meeting

- Team discussed some key questions and decided that in general, want Social Justice teams to be educational which leads to action, often with appropriate partners.
- For Racial Justice, leaning towards topic of Voter Rights, Voting Protection and the possible resumption of our White Privilege.
- Team agreed to keep working on Speaking in the Name of Plymouth policy. Team is torn between two important values: (1) Being nimble / reacting quickly to mission-related needs and (2) respecting the bylaws, policies and our Congregational tradition of all members having a voice on important issues.

Mission partner update

1. Head Start backpack drive – very successful drive! Thank you Jo and Chris Deter.
1. Collected more than requested supplies in only 2 weeks
2. Backpacks have been given to Head Start to distribute to 20 kindergarten students who previously attended Head Start.
3. Extra supplies were donated to Kennedy School.
4. Extra cash donations will be given to Head Start to assist with their playground equipment drive (\$800) and general fund (\$500).
2. Head Start general update
 1. There will be 2 classrooms at Plymouth this fall. Yay! Cassandra Mayhugh has been hired as the new director.

3. Family Promise fundraiser position is now open. Their annual Silent Auction will be coming up in the fall.
4. Lawrence Community Shelter
 1. Phillip Kroh presented request from LCS to share/promote LCS request for funds to our congregation.
 2. Board discussed and then voted unanimously to approve a one-time donation from endowments funds of \$2,500 for Lawrence Community Shelter after a discussion of their urgent needs. We can consider approving an additional amount later in the year.
 3. LCS will conduct a major fundraiser they have done in past years “Chocolate and Tea” in November at LMH West at Rock Chalk Pavilion.
5. Just Food – Max shared that Just Food is continuing to experience extremely high demand for food from Lawrence families, and that there are often days when Just Foods does not have certain items such as milk or eggs.

Unfinished business

1. Mission partner and community of care fair Aug. 27. Brandy is coordinating. A large number of Plymouth church groups will be participating.
2. Upcoming Rock articles
 1. September – Jo will author an article regarding the successful backpack drive. Caroline D will work with Chris Deter / Head Start for an update on their fall plans.
 2. October – Max will work with Lawrence Community Shelter and Just Foods for articles.
 3. November – possibly Chuck will author or work with ECM for an article.
3. MAP update
 1. MSB working team completed the draft and board reviewed. Board voted to approve the draft.
 2. Note no new funding for next year was identified.

New business – none.

Save the Dates

Aug. 27, between services: Plymouth mission, care and fine arts fair

Sept. 10: Called congregational meeting to vote on constitution and bylaws

Oct 6: Virtual Auction Fun Night (Friday evening)

Upcoming Mission Moments

Aug. 13: Supper circles

Aug 20: Bylaws

MFA Board Board Minutes: July/August 2023

Plymouth Congregational Church

Music and Fine Arts Board

Meeting Minutes, July 11, 2023

Members Present: Susan Anderson, Kathy Bowen, Sharon Kindall, Harry McDaniel, Tim O'Brien, Paula Pepin, Emily Sharp

Members Absent: Judy Burch, John Dvorske, Jenny O'Brien

Staff Present: Kim Manz

Guests Present: None

- I. **Devotional:** Harry shared a devotional that relates to Independence Day.

II. Approval of Minutes from the June Meeting: Kathy moved and Emily seconded the approval of the June minutes. They were approved as submitted.

III. Financial Report (Kim): The most recent financial reports were distributed with the agenda.

IV. Reports of Committees:

a. Council Report (Kathy Bowen):

i. Goals and Strategy Update (Scott Morgan): A steering committee will be created to prepare a 5-year plan focused on increasing revenue and/or adapting to new pledging formats. Language will be developed to include proposed members, which will be appointed by Council. Debbie Schmidt will organize the committee structure over the next few months but will probably include Stephen Carttar, Debbie Schmidt, Rich Bireta, and Doni Mooberry Slough. Council will receive the proposed structure and names in August.

ii. The History Committee will be a stand-alone committee, not a Council Committee.

iii. Goals and Strategy Update (Valerie Miller-Coleman):

1. Excellence in Membership Defined

a. We offer a warm and well-coordinated welcome to all newcomers.

b. We define clearly marked pathways into community for newcomers and re-engaging members.

c. Our congregational care ministries enfold members in well-coordinated, meaningful experiences of Christian Caregiving.

2. Strategies

a. Build on strength of Sunday morning welcome teams.

b. Refine pathway into membership experience for newcomers.

c. Expand and strengthen small group offerings.

d. Launch new congregational care ministry to reach homebound members and those in care facilities.

iv. Bylaws and Policy Update

1. The draft constitution and bylaws were approved by Council in May, as well as a proposed called congregational meeting on September 10. Council will receive draft policies in August and, if approved, the “then” policies would not go into effect until the bylaws become effective.

2. A fourth and final information session is planned on August 20. Scott will speak during “Moment for Mission” on August 20.

v. Personnel Policy

1. The proposed language change eliminates the ability of part-time employees to purchase health insurance through the church. However, by doing so, we are providing those employees with the opportunity to access better priced coverage through the HealthCare.gov marketplace, which can only be accessed if their employer doesn't offer coverage. Plymouth will provide the employee with a stipend equal to what has been paid on their behalf to participate in the church's coverage. The two employees impacted support the change.

b. Staff Report (Kim):

i. Participants in recent services include Johannah Cox, Judy Kettle, Melissa Hurst, Marilyn Epp, and Darrell Cox.

ii. The Plymouth Brass and Percussion performed for the Independence Day service on July 2.

iii. Plymouth has had two funerals since our last meeting.

iv. Kim recently attended a Staff Meeting and a Worship Planning Meeting. Kim is currently planning for Fall services.

v. Plymouth Strings continues to meet every week.

vi. Thursday evening Chancel Choir practice is on hiatus until August.

vii. Christmas Eve falls on a Sunday this year. Consideration is being given to cancel the Sunday morning services on that day.

c. Organ Committee (Kim, Kathy Bowen): Reuter will re-leather the great primary chest for an estimated cost of \$3500. Repairs to the switching system will also be made and may cost as much as \$550–\$600. Money from the Memorial and Endowment Funds will be used to pay for the repairs.

d. Memorial Fund and Gift Committee (Kathy Bowen): Sarah Cauthon is the chair of this committee. Harry will send Kathy her contact information.

e. Fellowship Liaison (Paula): No projects at this time.

V. Unfinished Business:

a. Cooking Classes: Paula will follow up with Kim and Andy Booth when appropriate.

- b. Art Classes (Tim and Jenny): Dates and times have been established for the art classes. Tim will send a complete list to Kim, including class location (if they will be using the church). A Breeze link will soon be available for sign-up.
- c. Doane University Choir Tour: The tentative date for their visit to Plymouth is February 9.
- d. Handbell Refurbishing: A deposit has been paid for the handbell refurbishing. Cartons will be provided for packaging and shipping the handbells.

2023 Goals:

- Cooking Classes
- MAP Document
- Jazz Sunday (August 20)
- Mission Fair (August 27)
- Art Show (Setup October 20; Show October 22–29)
- Dinner Theater (November 3 & 4 or 10 & 11)
- Hanging of the Greens (December 2)
- Gingerbread House Extravaganza (December 3)
- Major Choral Work (December 10)
- Children's Pageant (December 17)
- De-hanging of the Greens
- Advocate for MFA in relation to the Facilities Master Plan

2023 Accomplishments:

- De-Hanging of the Greens (January)
- Damp Chaser Humidity System installed on Sanctuary piano
- Curry Cooking Classes (February 27)
- Dinner Theatre (March 3–4, 2023)
- Pasta Cooking Classes (April 10)
- Major Work (May 7)
- Children's Musical (May 14)
- Pride Party (June 11)
- Independence Celebration (July 2)

Adjourned: The meeting adjourned at 7:35.

Next Meeting: August 8, 2023, 7:00 PM

Music and Fine Arts Board

Meeting Minutes August 8, 2023

Members Present: Kathy Bowen, Judy Burch, John Dvorske, Sharon Kindall, Harry McDaniel, Paula Pepin, Emily Sharp

Members Absent: Susan Anderson, Jenny O'Brien, Tim O'Brien

Staff Present: Kim Manz

Guests Present:

I. Devotional: Harry shared an article about Jeff Bridges that appeared in a recent issue of *AARP Magazine*. Jeff was diagnosed with lymphoma followed by COVID and was hospitalized for 5 weeks. This medical crisis caused him to refocus his thinking and take joy in his vocation and renew his commitment to bring joy to America through the arts. This ties nicely to our MFA goal.

II. Approval of Minutes from the July Meeting: Kathy moved and Paula seconded the approval of the minutes from the July meeting. The minutes were approved as submitted.

III. Financial Report (Kim): The most recent financial reports were distributed in advance of the meeting.

IV. Reports of Committees:

a. Council Report (Kathy Bowen): There was no Council Meeting in July. Kathy is unable to attend the August Council Meeting. If someone else is available to attend the meeting, let Kathy know.

b. Staff Report (Kim):

i. Participants in recent services include Connor Jones, Merilee Dymacek, Melissa Hurst, Barbara Ballard, Rachel Dirks, Mukund Marathe, Colin Bradt, Steve Bradt, Reed Schenkel, and Kim Manz.

ii. Orientation for Sunday School, Children's Choirs, Handbell Choirs and Confirmation is scheduled for Sunday, August 13.

- iii. The Chancel Choir robes are at the cleaners. Jane Tedder will see that they are properly returned to their hangers in the Choir Room once they are returned.
 - iv. Kim is busy planning music for Fall.
- c. Organ Committee (Kim, Kathy Bowen):
 - i. Reuter removed the chest that required re-leathering on July 24 and returned the repaired chest the following day. They also repaired the switch that was broken. These repairs totaled \$3708.
 - ii. Bill Pugh worked on the organ two different times at a cost of \$40.
 - iii. Even after this work, additional problems have surfaced.
- d. Memorial Fund and Gift Committee (Kathy Bowen): No update.
- e. Fellowship Liaison (Paula): No update.

V. Unfinished Business:

- a. Cooking Classes: Kim and Andy Booth and Paula and John Pepin plan to meet on August 14 to plan a possible beer tasting event.
- b. Art Classes:
 - i. The Breeze link needs to be added to the website and Bulletin so interested parties can signup online.
 - ii. Justice Banner Class was held on June 19. Donna McDaniel is finishing one banner and Jenny O'Brien is finishing others.
 - iii. Volunteers are needed to staff the Featured Ministry table on Sundays to handle the sign-up sheets for the art classes. The volunteers for the upcoming Sundays are as follows:
 1. August 6 – Donna and Harry McDaniel; Jenny and Tim O'Brien
 2. August 13 – Emily Sharp
 3. August 20 – Judy Burch
 4. August 27 – Sharon Kindall
 5. September 3 – Harry McDaniel
 6. September 10 – Paula Pepin
- c. Ministry Fair (August 27): Caroline, Kim, Heather, and Brandy Ernzen will meet this week to finalize plans for the Ministry Fair. Volunteers are needed to represent various MFA programs and answer questions about each group.
- d. Doane University Choir Tour: February 9 is the concert date. The choir usually has about 50 students. Kim is awaiting more information from Doane.

- e. Hand Bell Refurbishing: The handbells shipped on July 27 and are expected back by the end of September.
- f. Bylaws: The final Information Meeting regarding the revised Bylaws is August 20.

VI. New Business:

- a. MAP Document: Kim, Harry, Paula, and Kathy prepared the MAP document and distributed a draft for review. Harry will distribute the final version. The budget included increases for organ tuning and repair. If increases are needed in other categories, those requests need to be submitted this month.

2023 Goals:

- Cooking Classes
- MAP Document
- Jazz Sunday (August 20)
- Ministry Fair (August 27)
- Art Show (Setup October 20; Show October 22–29)
- Dinner Theater (November 3 & 4 or 10 & 11)
- Hanging of the Greens (December 2)
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- Children's Pageant (December 17)
- De-hanging of the Greens
- Advocate for MFA in relation to the Facilities Master Plan

2023 Accomplishments:

- De-Hanging of the Greens (January)
- Damp Chaser Humidity System installed on Sanctuary piano
- Curry Cooking Classes (February 27)
- Dinner Theatre (March 3–4, 2023)
- Pasta Cooking Classes (April 10)
- Major Work (May 7)
- Children's Musical (May 14)
- Pride Party (June 11)
- Justice Banner Art Class (June 19)
- Independence Celebration (July 2)

Adjourned: The meeting was adjourned at 7:30 p.m.

Next Meeting: September 12, 2023, 7:00 p.m.

Stewardship Board Minutes: July/August 2023

July 12, 2023 5:00 PM

Members Present: Timothy Metz, Mark Reedy, Emilie Burdett, Linda Gutierrez, Larissa Long, Sarah Cauthon, Dudley Alexander, and Debra Schmidt

Members Absent: Andy Booth

Staff Present: Valerie Miller-Coleman (Senior Pastor) and Nikki Richardson (Director of Operations)

Others Present: Doni Mooberry-Slough (Treasurer) and Rich Bireta (Deputy Treasurer)

Debra Schmidt, Chair, called the meeting to order. The minutes of the June 14, 2023 meeting were reviewed and approved by acclamation.

Financial Report: Rich Bireta reported that as of June 30, 2023, we were 50% of the way through the year, have received 55% of the budgeted income and have spent 49% of budgeted expenses. Rich also noted that (1) there is an issue with the pastors' retirement account due to a timeliness problem with reporting on the part of the UCC Pension Board which is in the process of being resolved, and (2) there was no payment of an Evergy bill in the month of June which is being investigated. Valerie reported that the church has also received an unexpected one time financial gift.

Council Report: Debra reported that Council adopted the change in the Personnel Policy that was discussed at the June Stewardship Board meeting regarding the change in the manner of payment for health insurance for part time staff. At its August meeting Council will discuss the formation of a new committee for long range planning including the viability of the church.

Facilities Report: Sarah Cauthon reported that the masonry work has been completed. A good bid for painting the Narthex and the stairwells has been received and Sarah is looking at samples for carpet.

The bid from Good Energy for the solar panels has been received and it includes the flat roof over the north part of the church. Sarah will request an updated bid from Cromwell Solar that also includes the flat roof area.

Personnel: No report.

Endowment: Emilie reported that the Endowment Committee had met and discussed continuing outreach, including a reception, and planning for the 2024 MAP..

Memorial Gifts: No report

Annual Appeal: The first meeting was to discuss the timeline for the annual appeal, Next steps include receiving completed budgets from each Board.

Staff: Valerie reported the Church is now fully staffed.

Old Business:

Hearing Assistance Device: Nikki reported that she is still working on this project, She has discussed with the vendor the need for compatibility with the Church's other systems and has requested a demo.

Online Giving Platform Update: Nikki reported that she and Rich are putting together a design strategy and have scheduled a second meeting with a new vendor. An upgraded system will need to integrate the giving platform with the membership database so all possible stakeholders will need to be included in the decision on the new giving platform.

Fundraising - Virtual Auction Update Debra reported that the Virtual Auction will begin September 13, 2023 and conclude on October 6th with a Fun Night at the Church. Each Board has been requested to donate a gift basket for the Virtual Auction. It was decided that "gardening" would be the theme for the Stewardship Board basket.

New Business:

Adopt MAP . Debra presented the draft of the 2024 MAP for the Stewardship Board she had prepared. After review and discussion, the 2024 MAP as presented was approved with the following changes: (1) the wording of Article I was modified to read "Produce an appropriate Mission Spending Plan (MSP) for 2024 as accepted by Council and the Congregation." ; (2) remove Paragraph b. of Article II; (3) correct the spelling of "Perform" in paragraph b of Article III; and (4) modify the first sentence of Paragraph d of Article II to read "Arrange for internal review of financial records." .

Annual Appeal Plan: Debra provided copies of the chart showing the timelines and responsibilities for the annual appeal for information and review by the Board members.

Stewardship Budget Planning. Nikki presented a preliminary Stewardship budget for 2024 that was reviewed and discussed by the Board. Updates to this draft will be made in the coming weeks as additional information regarding expenses is available.

Discussion of Phase II Facilities and Funding. Phase II of the Facilities master plan, which includes organ upgrades and remodeling of the sanctuary, will require funding through a capital campaign. Valerie reported that she and Debra have had discussions with the consulting firm, Generis, regarding doing an assessment to determine the capacity of the Church to handle a capital campaign next year. The assessment would involve meeting with a small number of church members in focus type groups and analyzing current data from church and public records regarding giving patterns. An estimate for the cost of this type of assessment is \$12,000.00 which could be paid from the Stewardship budget. The goal would be to have the feasibility assessment done before the end of the year. Motion was made to recommend to Council that up to \$12,000.00 be spent this year on an assessment to be completed for a Capital Campaign. The motion was approved with one “no” vote.

The meeting adjourned with the Lord’s Prayer.

Next Meeting: August 9, 2023 at 5:00 PM at the church.

STEWARDSHIP BOARD

August 9, 2023 5:00 PM

Members Present: Timothy Metz, Mark Reedy, Linda Gutierrez, Larissa Long, Sarah Cauthon, Dudley Alexander, Andy Booth, and Debra Schmidt

Members Absent: Emilie Burdett

Staff Present: Nikki Richardson (Director of Operations)

Others Present: None

Debra Schmidt, Chair, called the meeting to order. The minutes of the July 12, 2023, meeting were reviewed and approved by acclamation.

Financial Report: Debra Schmidt reported that as of July 31, 2023, we were 58% of the way through the year, have received 56% of the budgeted income and have spent 52% of budgeted expenses.

Council Report: Council did not meet in July.

Facilities Report: Report under “New Business/Solar Panels.”

Personnel: No report.

Endowment: No report

Memorial Gifts: Sarah Cauthon reported that they are working on the audio-visual system for the Mayflower Room.

Annual Appeal: Report under “New Business/Annual Appeal”

Staff: No report

Other Reports:

Hearing Assistance Device Update: Nikki Richardson reported that they are still waiting for a demo.

Online Giving Platform Update: Nikki reported that staff is working in upgrades to the current Vanco platform.

Fundraising - Virtual Auction Update Debra reported that the Virtual Auction is underway. New this year will be the addition of three trips that are provided by a fundraising partner that offers packages trips at no risk if a minimum bid is not met. There will be three trips in the auction: a Wrigley Field Roof Top Trip, a New Orleans Culinary Trip, and a Napa Valley Wine Trip.

Plymouth Signage Updates: Debra shared with the Board pictures of the new Plymouth Church signs that will be at the North Church ramp entrance and at the South Church Head Start entrance.

New Business:

Annual Appeal Update: Nikki reported that she is waiting to receive the budgets from each Board to begin working on the 2024 MSP. The Board budgets are due by August 31st. The theme for this year's appeal is "Plymouth United".

Generis Listening Sessions: Debra reported that a contract for \$12,000.00 (as approved by the Stewardship Board) with the Generis consulting firm for work on an assessment for a capital campaign will be presented at the August Council meeting. If the contract is approved, Generis will schedule four "listening sessions" with groups of church members. The sessions will be an evening meeting on September 25th, a breakfast meeting on September 26th, a lunch meeting on September 26th, and an evening meeting on September 26th. The sessions will be open to any church member as well as individual invitations issued. Ideally there will be 20 -25 people per session.

Phase I Facilities -Solar Panel Discussion. Sarah provided proposals from Cromwell Solar for installation of solar panels at the church. After discussion, there were still several matters that needed clarification, including (a) the time length of warranties on the panels, (b) the amount of savings that would be realized by use of solar and (c) the repairs to the church roof that would need to be done prior to installation of any solar panels. In addition, there are outstanding questions regarding what the Historical Society will allow. The plan was to have a proposal ready to apply for funds from the Rice Foundation to cover 25% of the cost of the solar panels. However, the application for the Rice Foundation funds is due the first part of September and that may not be enough time to have all issues addressed for completion of the application. The alternative for use of the Rice Foundation funds if they are not used for the solar panels this year would be for the modification work needed in the Mayflower Room. Sarah will work with Cromwell Solar regarding the issues that need to be clarified. The Stewardship Board will vote electronically prior to the August Council meeting on the recommendation to make to Council for application of the Rice Foundation funds for 2023. (either Solar Panels or Mayflower room work) If the Rice Foundation funds are not used for the solar panels this year, they will be the project for use of the Rice Foundation funds in 2024.

The meeting adjourned with the Lord's Prayer.

Next Meeting: September 13, 2023, at 5:00 PM at the church.