

CHURCH OF THE REDEEMER

A community grounded in Christ, growing in service...

LEADERSHIP TEAM MEETING MINUTES

September 21, 2020

x	Brooke Baker – Pastor				
x	Margaret G. Borelli – Minister of Faith Formation				
x	President – Debbie Shank	x	Johanna Slygh		
	Treasurer – Alex Tomoff via zoom	x	Elaine Freed via zoom		
x	Secretary - Erin Williams		Al Svette		
x	Matt Williams	x	Andy Bischof		
x	Dorothy Earl via zoom	x	Mike Miller		

Meeting conducted live in social hall with all participants wearing masks and 6’ apart. 3 people participated via Zoom. Debbie, the new President, called the meeting to order at 7:19.

Opening prayer offered by Elaine.

Joys and Concerns - LT

- Pastor Brooke Asked for LT members to send notes out to members each haven’t seen in while. Please remind them that they are thought of and if they need anything to contact the church or others, for assistance.
- Please continue to keep the Badgers in your prayers.
- Debbie thanked everyone for their words of support during the transition of her taking on the role of president.

August Meeting Minutes - LT

- Debbie corrected a name spelling, and otherwise, they were determined acceptable.
- Johanna moved to accept them with the correction. Matt 2nd. Motion passed.

Financial Reports - Alex

- Treasurer’s Report – September 21, 2020
- Balance Sheet
We have about \$78,000 available cash, a slight drop from last month. We also have a \$100,000 CD that matures in February.

The \$41,597 decline in unrestricted assets is mainly the \$40,000 transfer to Facilities Fund that was approved by the Congregation in January.

Temporarily restricted assets have increased by \$67,832:

40,000 – Transfer from Unrestricted
(23,500) – Endowment transfers to Operations
25,000 – Steplar gift to Legacy
33,500 – Gains on investments
(7,200) – Fees, donations and other misc.

- Operating Statement Income & Expenses General Fund:
 - Offerings were \$2,474 below budget for August. YTD offerings are \$3,900 below budget.
 - Church property and church operations are below budget due to minimal use of the building and office.
 - Mission giving also includes the Designated Gifts for the sidewalk.

The YTD income on the treasurer's report (\$160,924) differs from the Financial Secretary's YTD (\$185,703) due to the following:

\$50,000 - Ginny Steplar's gift not included in Treasurer report.

(\$22,500) - Endowment gift of that is not reflected in Financial Secretary report.

(\$ 2,859) - Contributions made on last Sunday of 2019 are included in Treasurer report because the bank deposit was actually made in 2020.

Finance committee met on 9/15 to discuss the preliminary budget. The budget has been prepared based on three different levels of operation related to building use. We plan to submit a budget for approval at the next LT meeting.

- Motion to accept Financial Reports:
 - Johanna moved to accept. Matt 2nd. Motion passed.

Faith Formation Report - Margaret

- 4 kids have been regular participants through the summer in the under-6th grade age group, and participated in the end of summer event.
- Youth meet every other week on the lawn after the zoom worship service.

- Faith Formation leaders met to begin planning for the upcoming year.

Pastor's Report - Brooke

- Stewardship Sunday is same day as Congregational Meeting.
 - The committee is looking for another member. Currently the committee is made up of Chuck Zaug, Jill Negray and Brooke.
- Brooke believes we as a congregation need to:
 1. Identify who we are
 2. Develop better communication and transparency – there has been improvement in this, but growth is needed
 3. Move beyond our fears

Brooke has met with 3 people who might help us work through these issues, and feels a program called “Epiphany”, through Hope Partnership, a consulting group, would likely be the most beneficial. Half of the \$5500 cost would be covered by the UCC Association. By applying the “appreciative inquiry” process, they could help us determine:

- What we want to do as a church.
- Transparency in dealing with issues and disagreements directly
- Answer the question, “Are we enough?”

This “bottom up” process gives all congregants interviewed, a chance to be heard, and will look at the building, finances, structure of the church, + other elements.

How will the interviewing be done? It can be done via computer but will include people who don't have a computer also. The process would start in January and probably would take several weeks to a couple months to complete.

Matt offered to send articles explaining the “appreciative inquiry” process to everyone.

Please bring any questions regarding implementing this process, and prepare to vote on it at the next meeting.

- Blessing of the animals will take place on October 3 at 10:00 AM.
- Brooke proposes we change our webhost for our web page and Barb has found a lesser costing designer and host. Here is the comparison:
 - Currently, we are paying \$540/year for our website, plus \$25/month for the online giving. If we stay with Sharefaith, that cost would go up to \$600/year on Jan. 1 (plus the online giving element).
 - The additional credit card processing fees are generally covered by the optional add-on folks have in online giving, so there are no additional card fees for using the current online giving system.

- Additionally,(and this probably wasn't noted at the meeting), the internet URL fee each year is \$20, usually due at the end of October.
- The work to move the site, update it, and get the new platform running will be \$799.
- The annual cost of the website, including improved troubleshooting and security, is \$199, and includes the online giving platform.
- The credit card processing fees will operate in a similar manner to the current system, in that there will be the opt-in additional donation when giving online. (EVERYONE has always kicked in the processing fees.)
- (The URL internet fee will remain between \$15-20/year.)
- When asked how many people currently use the on-line giving, the answer is about 2.

Johanna moved we pursue the new website design and host. Mike 2nd. Motion passed.

Ministry Team Reports - LT

Mission Team – Elaine

- Karen Farmer is taking on Ellen Cronk’s role of chairperson of the committee
- Working on a mission to have adults and youth work together on hygiene kits
- They are looking for a crop walk to participate in
- Legacy will give \$1000 for a Christmas mission with the city of Westlake
- Community Meal is scheduled for September 26th
 - Will cook on Friday 9/25 and assemble and pass out meals on Saturday 9/26
 - Passed out 149 meals at the last community meal in August. Didn’t give away all the meals.

HR Team – Debbie

- The team met in August.
- Bonnie is looking for someone to take her place on the committee.
- Robyn Hanna, the nursery coordinator has been furloughed.
- Parish Nurse position has been posted on Indeed.com. It is 10 hours, possibly up to 20 hours.
 - Dave Patzwahl was also posting the position at the Cleveland Clinic since they offer an outside job board.
 - Have received 8 resumes and Lisa Thomas will review them.
- Team is working with Margaret on “Safe Church Policy”..
- Staff performance reviews are taking place
- Next meeting is November 9.

Property Team – Debbie

- Brad Smith passed away so Drew Smith is now the person in charge.
 - They fixed the steeple where it still needed fixing, but it didn't stop the leak.
 - Filed a 2nd claim with the shingle manufacturer – will be doing a test on the shingles.
- Mary K. is looking for another person to help on the committee specifically to help meet with contractors, and to do some light maintenance.
 - She asked to have the position posted in the Grapevine.

Legacy Committee update – submitted by Jeff Reitz

The Legacy committee has not met in person since February 2020. However some business has been conducted via email. 2 requests were made by Andy Bischoff: Hunger Network Virtual Walk (a \$1,000 matching request) and Westlake Food Pantry Christmas Gift Card Program (\$1000). Both requests were granted.

In addition, we are continuing to follow up on the Vision Committees suggestion of self-administering the investments of the Legacy Fund. Although the committee has voted down this suggestion three times we continue to explore all possible avenues. We are currently awaiting a review of The Funds statements in regards to the investments and actions of the broker. Bonnie Hawver and Jim Stone suggested having an individual with financial investment experience, and is an unrelated party to the church, review the statements and provide input in regards to the nature of the investments and the actions of the current broker. Upon receipt of this individual's report, the Legacy committee will then decide whether to follow up further on the Vision Committee's suggestion.

The Committee will be meeting sometime between now and the end of the year to discuss the funding of the church programs and mission outreach for the 2021 year.

If the Leadership Team has any questions or concerns, please contact me.

Old Business

- Settled Pastor Process
 - Brooke has put the brakes on the process at present.
 - Feels timing is not right
 - Wants to take a personal time out
 - Call agreement is being worked on by President of Finance and Pres of LT
- Outside sign/banner - Brooke
 - The city of Westlake was contacted regarding hanging a sign or banner outside, and stated they allow such items hanging outside a building for only up to 30 days.
 - She noted that it seems they don't really regulate this process.
 - Suggested using the JTB flood lights to illuminate it.

New Business

- Nominating Committee – Debbie
 - Reminded everyone that it is made up of the members completing their term, which includes:
 - Johanna, Erin, Dorothy
 - Al's position will need to be filled as he never attended any meetings.
 - Jim's position will need to be filled as he resigned.
 - Andy offered to join to assist.
 - Debbie said she will be searching for a replacement for Jim Stone's position.
 - The positions of VP and secretary will also need to be filled.
- Congregational Meeting
 - Scheduled for November 22nd.
 - Will be handled following the zoom service via computer.
 - People can vote with a process set up on zoom.
 - Anyone without a computer can make a reservation and be given an assigned # which will be their voter ID. They call a number, identify themselves with this ID and a clerk records their auditory vote.
 - It was suggested we do a practice vote prior to the meeting using a made up issue to vote on (favorite cookie, etc.)
 - Prior to the Congregational meeting a lesson will be taught on how to raise your hand (ask a question).
 - Will send out the announcement of the meeting, and the proposed budget, prior to the date, either email or post.
- Christmas/Advent Wreaths – Brooke
 - Looking to provide and deliver inexpensive advent wreaths to parishioners to help provide a way we can celebrate the season by lighting them together on Sundays, even while being apart and worshipping via zoom.
- December opening prayer – Debbie
 - Andy volunteered

Johanna moved to adjourn meeting at 9:06. Matt 2nd. Motion passed.

Brooke shared closing prayer.

Next LT meeting schedule for October 19, 2020 at 7:15.

Respectfully Submitted,

Erin Williams, Secretary