

# **CHURCH OF THE REDEEMER**

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

## **LEADERSHIP TEAM MEETING MINUTES**

**August 16, 2021**

x	Rev. Brooke Baker	x	Andy Bischof	x	Marcia Powles
x	Margaret G. Borrelli-Minister of Faith Formation	x	Elaine Freed	x	Debbie Shank
x	President-Julie Barnes		Rick Garcia	x	Matthew Williams
x	Treasurer-Alex Tomoff		Jeff Kirby		
x	Secretary-Dorothy Earl	x	Mike Miller		

### Call to Order / Opening Prayer

Opening – Meeting called to order at 7:16 p.m.

Opening Prayer – Pastor Brooke

### Joys and Concerns

- Mike mentioned he had an MRI which returned with negative results.
- Andy noted that Jeff Kirby had back surgery today.
- Mike noted he had just attended his 50<sup>th</sup> high school reunion.

### Approval of Minutes from 7/19/2021

- Motion to approve the minutes as corrected by Mike. Seconded by Debbie. Motion carried.

### Financial Reports – delivered by Alex Tomoff

- Balance Sheet

We have about \$56,000 available cash – a decrease of about \$10,000 from last month. We also have a \$102,000 CD that matures in February 2022. The Endowment Fund's \$22,500 commitment to the General Fund has been transferred into the General Fund in June. We have also received \$15,000 from the Legacy.

- Operating Statement Income & Expenses General Fund:
  - Offerings remain ahead of budget through July. The offerings for July are below budget due to timing as there was only one count done during the month. Expect August to be above budget.
  - Church property expenses continue to be above budget due to high utility bills, repairs and quarterly property insurance that normally would have been paid in December, but the bill was not received until January.
  - Pastor's compensation and staff compensation are above budget due to timing of benefits payment to the Pension Board. We are paid through June but the payment is due before the 1<sup>st</sup>. This is a catch up as the January payment was not paid in December.
  - All other expenses are at budget.

- Fund Balances

Year to date gains for both the Endowment and Legacy were slightly higher for the month and remain quite favorable year to date.

Motion was made to accept the financial report by Andy. Mike seconded. Motion approved by acclimation.

#### Faith Formation

- Margaret reports she is winding down her operations and clearing her office. She notes that it has been a true blessing to serve at Church of the Redeemer.

Parish Nurse's Report was submitted to the Leadership Team.

#### Pastor's Report

- Pastor Brooke noted that she will be taking over the youth functions until we have a replacement for Margaret. She anticipates that her involvement will continue beyond the adding of the new Director of Youth.
- Brooke will be serving on the committee on ministry of the Living Waters Association.
- Brooke is also serving as a mentor for a woman who is just starting seminary.
- Brooke has been approached by someone who is interested in a new member class. She will reach out to others who previously expressed an interest. She noted that she will also be joining the church now that she is the settled pastor.
- Phone interviews will be conducted later this week. Currently, there are three applicants for Faith Formation Director and four applications for Media Technician.

#### Missions

- Clague Road UCC Church has received a \$4000 grant for the Community Meals program and will be using it for shelving for the pantry, as well as the purchase of food and items for serving.
- The Christmas Adopt-a-Family program is currently under discussion to determine how the program will be handled this year.
- Andy reports that he delivered school supplies this morning to Westlake schools. They were very appreciative. Andy notes he will make another delivery next week and if necessary, another the following week.

#### Facilities

- Warren Company pulled up the roofing tiles and has reported that the wood is not damaged. They did not charge for this exploratory service. We have also received another recommendation of a company who may be qualified to undertake repairs of our type of roof.
- The chimney over the kitchen area is crumbling. The current estimate to repair it is \$10,870.
- The push pad to enter the building at the main door is not working. A repair was attempted, but was unsuccessful. A replacement will need to be researched.
- Additional lights have been added to the landscape lighting to light the central door in the front of the building.
- The office light replacement estimate has come in at \$2700.
- The air conditioning unit for the Gathering Room is beyond repair and an estimate of \$6800 has been received to replace it.
- Matthew reports that he has access to a manual striping machine and he plans to stripe the parking lot.

#### Old Business

- Announcement made about the continuing need for people who can assist at services (Zoom Host, Greeter, Usher). Once choir begins to attend the service, those choir members who have filled these positions will no longer be available.
- Margaret's retirement recognition will be on August 29<sup>th</sup>.
- Discussion was held around wiring considerations for internet access.
- A motion is made to approve the internet wiring project pending funding. The estimate received is \$18,500. Seconded by Mike. Motion carried with one opposed.
- Mary has created an expectations document for the cleaning service. The current cleaning service has reduced their new estimate to \$600 per month. We have been assured that greater care will be taken to ensure satisfaction.

#### New Business

- Nominating Committee – Elaine Freed, Rick Garcia, and Debbie Shank will be going off the Leadership Team and will be looking to find replacements.
- Stewardship Committee will be needed for a four-week period beginning October 24<sup>th</sup>.
- A motion was made by Julie to set the Fall Annual Meeting for November 14<sup>th</sup>. Andy seconded. Motion carried.
- A motion was made by Julie that effective immediately, masks will be required in the building until covid cases in Cuyahoga County are less than 50 cases per 100,000 for two weeks. This is to be revisited monthly. Seconded by Mike. Motion carried with two opposed.
- A motion was made to hold services outside (weather-permitting) until covid cases in Cuyahoga County are less than 150 cases per 100,000 for two weeks. If weather is not conducive to outside services, services will be held via Zoom. Matthew seconded. Motion carried with one abstention and one opposed.
- A motion was made by Julie to amend the job descriptions for the Media Technician and the Faith Formation Director to require covid vaccination. Mike seconded. Motion carried with one abstention and one opposed.

Pastor Brooke offered a closing prayer.

#### Next Meeting

- September 20, 2021
- Opening Prayer – Jeff

Adjournment at 9:11 p.m. by acclamation

Respectfully submitted,  
Dorothy Earl