

# ST. PAUL UNITED CHURCH OF CHRIST ~ COUNCIL MEETING MINUTES

Tuesday, May 9, 2017, 7:30 p.m.

Council members present: Kristi Caruso, Pastor Geoff Drutchas, Mark Ennis, Allen Gunther, Beverley Gunther, Michael Isaacs, David Lange, Pamela Lange, Frederick Miller, Gary Peters, Diane Poet, and John Smith. (Kevin Kittendorf offered a letter of resignation in the weeks following the meeting. At the time of preparation of these minutes we have three members who have tentatively agreed to fill the three vacancies; or to fill them until the next scheduled council elections.)

Guests of Council: Office Staff – Cindy Romas

The meeting was declared open at 7:30 p.m. - Rev. Geoffrey Drutchas offered a prayer to begin the meeting

Cindy Romas, the Church Secretary, was thorough in her explanation of the job(s) she undertakes on a daily, weekly, and monthly schedule. Changes occur in her list of jobs on a regular basis, and she remains flexible in handling a large number of both regular and unexpected tasks. Although not everything Cindy does for the church is seen by the membership, she completes her tasks, and takes on more details, on a regular if not a daily basis. She is in contact with the Pastor at all times, and with his help and cooperation the work of the Church Office is handled in a very competent manner. The church office is also the place of contact for people in need; the hungry, the homeless, and anyone else who is seeking some kind of help or assistance.

Cindy mentioned that her job description was changed this year without her knowledge. This became a problem for her because she was not aware that changes had been made. The changes in part were due to the retirement of Marjie Barnard, and without a full time replacement for Marjie, many tasks were shifted to Cindy. It was agreed by members present at this meeting that Cindy is entitled to know of, and to agree to any changes made in her job description. Ordering of flowers for weekly, and special holidays can be done by her, but the decisions on what business or florist we use should not be her job.

Members and group leaders too often assume that just telling Cindy they need her to do some task for them is acceptable. In reality, it would be so much more productive to “ask” Cindy if she would/could do this extra job for them. Usually, there is no problem with squeezing in another little job – but there are times when her job and her list of duties are stuffed to overflowing. We could all agree that’s a poor time to drop off something and assume it can be easily done.

Pastor Drutchas further explained that one of our most urgent needs is for a new and current telephone directory. Part of Cindy’s work is keeping track of contact information for each of our members and their family. Cell phone numbers are changing daily; many members are changing from home telephones to cell phones only. In all, we are going to need the total cooperation of members in order to keep our contact information accurate. It was decided to ask the congregation on a quarterly basis, each year, to contact the church office if they have changed addresses or telephone numbers. We at St. Paul are very lucky to have Cindy and in the year ahead it is hoped that we can more clearly show her our care and respect.

Motion was made by Mark Ennis seconded by Dave Lange to approve the minutes of the April 11, 2017 Council Meeting. Motion approved.

Treasurer Gary Peters provided a printed report on our current financial state. Our weekly income for April was good. Easter envelopes were a little lower than we had budgeted for, but overall, we are doing acceptably well. This leaves us still about \$1,400 under budget for the year, but we expect to be able to make up this amount during later months. Gary reported our expenses are holding within the budgeted amounts and with a little good luck we look ahead to having a successful year.

Gary pointed out that our income from weddings can be the factor that helps most in keeping us ahead on the budget. The wedding chapel located on Telegraph Road has closed, leaving Heritage Park as the other major

competitor. Weddings held at Heritage are priced well above what the church offers, and hopefully this will be a deciding factor when young people are making their wedding plans.

Motion was made by Dave Lange seconded by Michael Isaacs to approve the Treasurer's Report. Motion carried.

Pastor Drutchas reported on his activity for April including the mid week Lenten services. A good turn out was seen for all of the Holy Week activities also. Communion was taken to all of our homebound members.

Christian Education provided a printed report on their current activities.

Kathy Williams, Parish Nurse, was unable to provide a printed report at this time. Her current schedule has been very busy, and hopefully by next month she will find a little more ease in her schedule. Pastor reported that Kathy's visits were plentiful in the last month; they had shared many of those duties.

Trustee Michael Isaacs reported that David Badarak has been appointed by Council President Fred Miller to fill the Trustee vacancy on Council. Pastor outlined some background information on Dave and his family, and a little about his connections within the St. Paul church family.

There is work forthcoming on the Parsonage Roof, and on window screens. Details will become available in the next weeks. Air conditioning for the Fellowship Hall is definitely being thought and talked about.

Al Gunther provided Kevin's printed Deacon's report of attendance for the month of April.

Dave Lange offered a report on the Elder's. Volunteers from Council are needed for June 4, for both the 9:00 and the 10:30 worship services (this is also Music Sunday).

There are council and staff vacancies to be filled. A Memorandum of Understanding has been signed by Mr. Tracy Hoffman, to serve as Music Director (tentatively he is scheduled to begin on June 1, 2017).

Motion was made by David Lange seconded by Mark Ennis to accept Mr. Tracy Hoffman as the new Music Director. Motion carried.

The Trustees have recommended the signing of a Memorandum of Understanding with Mrs. Lauren Frederick as the new Bookkeeper/Office Manager. Trustee Mike Isaacs offered a verbal background on Mrs. Frederick for the Council. Her work experience is excellent and her personality and her verbal skills are the same.

Updates on the planning of the Church Picnic were shared by Diane Poet. A Cabinet Meeting (that doesn't show on the yearly schedule) is to be held on May 16, 2017. Further details of who does what will be available after that meeting. Mark Ennis voiced the hope that Tracy Hoffman can be included in that meeting. This year's Church Picnic will be held on July 30. The Steak Fry will be held on Friday evening prior to the picnic. Additional Ushers are needed for the morning of the Picnic, due to the widely spread seating. Vendors are to be part of the picnic again this year.

Offering envelopes are being discussed in committee. Some members choose to donate using only one week of each month – other members elect to use more of their envelopes. The order for new envelopes must be sent within a month; and a decision will need to be made before a different order is placed.

Fund raising or some type of budget gap measure appears to be needed for meeting a possible deficit in the yearly budget. What type of added income are we looking for? How will added funds be raised? Could we re-do the "Faith-plus-five" campaign? By the month of October, we may expect to have a clearer idea of - if, or how much, we may be under budget in our receipts. We can also designate and strongly promote the Spaghetti Supper as a way of gathering additional funds.

We are seeking someone to be in charge of the Outdoor Sign. There is a need to constantly update what is posted, by using a long pole for letter/number placements.

It was suggested that the Council Rep could fill in as an Usher if we are short one person on Sunday. Although this is not always ideal, it should be possible for at least two weeks of each month. Kristi Caruso will need to be sure that the Council Rep knows what they are to do on those Sundays that they will serve in both jobs. There was some discussion concerning notice or the type of notice needed by most volunteers as a reminder of when they are to serve.

Motion was made by Bev Gunther seconded by Diane Poet to adjourn the meeting. Motion carried. The meeting adjourned at 9:19 p.m. with a unison recitation of the Lord's Prayer.

Respectfully submitted,  
Beverley Gunther