

Approved on 9/11/2019

**LITTLE RIVER UNITED CHURCH OF CHRIST  
CHURCH COUNCIL MEETING\***

**JULY 31, 2019 - 7:00 PM**

Members Present: Nancy Hall, Moderator; Larry Roth, Moderator-Elect; Dave Curtis, Communications and Historian/Archivist; Jessical Sammis-Nilles, Music Committee; Doreen Manchester, Stewardship Committee Member; Andrew Hunter, Trustees; Karen Kleiber, Member-At-Large; Jennifer Mack, Comptroller; Kathy McCrea, Personnel Committee; Cindy Fithian, BOSJ; Brian Payne, Endowment Fund; Chris Weakley, Deacon Chair; Heidi Warrington, Christian Education;

Nancy Hall Presented the Agenda

Alexis Kassim opened the meeting in prayer.

Being no corrections to the minutes sent out prior to the meeting, the Church Council approved Minutes of June 12, 2019 meeting.

**Pastor's Time**

Pastor Alexis updated the Council on the upcoming and previous happenings at the church in the last month.

Items noted:

- Content for the September newsletter will be needed by August 13 to Roberta
- Committee Chairs should routinely check the mailboxes in the church office for any correspondence or invoices/vouchers to be processed and signed
- John Davis has returned to work on a limited part time basis. More on this will be discussed during the Trustee report
- Review of the preaching schedule for month of August (during David's sabbatical)
- Pastoral Care Report - Passing of Ben Guthrie and Amy Seymour (both Greenspring residents). Also, Nancy Hall let Council know that her husband, David Roach had surgery today and doing well.

**Financial Update**

Treasurer's Report

Carolyn Yocom sent electronically to Council members the financial report. Carolyn was not present at the meeting. Andrew Hunter reported that the month of June was strong financially due to mid-year contributions (IRA's, etc.)

### Stewardship and Budget

Doreen Manchester reported that the SummerFest was very successful that was held on Saturday, July 27. Approximately \$2100.00 (net) was raised from the rummage sale and children's games and food sales. **The funds will be attributed to Unfunded Priorities (thought this is what was said but Michelle said they want it to go to Gen Fund??).** Since the event was deemed successful, it is likely it will be held again next year.

### Trustees

Andrew Hunter reported, as briefly discussed earlier, John Davis has returned to the church on a limited work schedule with his duties being primarily computer and paperwork. He will be working 8 hours per week until his medical clearance is received and approved for a regular work schedule. Until that time, the church will be able to financially support both having Nick Renzo and John working in the position of Sexton.

Andrew also let the Council know that the financial discrepancy for the employee benefits has been resolved. It was determined that the employee benefit payments had changed from quarterly to monthly installments. At this time, payments are being made monthly and the budget line item may need to be reviewed for any changes necessary for next year.

Utilities are ahead of budget, but with recent repairs to the church, such as plumbing and electrical improvements, this expenditure should improve going forward. Virginia Music Adventures (VMA) informed Little River they will be permanently closing their music program. The trailer that was holding their musical equipment has been removed from the church parking lot. The rental fees for building usage have not been received. However, communication from VMA to the church that payment for the invoice sent to them in May will be made as soon as possible.

In discussion, it was suggested that Little River consider providing church space rental information to Annandale Preschool and the parents for possibly holding birthday parties and other social events in the social hall. Also, music recitals and other types of outreach to the community could assist in receiving more income to the church from building usage fees. It was also suggested that a link could be set up on Little River's website to directly inquire and request renting church space.

## **Boards, Ministries and Committees**

### Deacon's Report

Chris Weakley reported that the Deacons and Off-Board Deacons held a meeting last month. The meeting went well and they are considering meeting quarterly. Chris also reviewed the calendar of upcoming special Sunday services and events for 2019.

### Board of Social Justice and Outreach

Cindy Fithian reported contributions for the Friends of Guesthouse went very well. BOSJ is planning on touring their facility in the next couple of weeks. Sherriff's Office will be hosting an event in the fall and BOSJ will be following up on the planning of this event. ????? more info here?

Rise Against Hunger is scheduled for Saturday, September 28 with set up from 10am-12pm and event from 12-2pm. The goal this year will be preparing 10,000 meals.

### Endowment Committee

Brian Payne reported the committee will be meeting on August 14. At this meeting they will be reviewing funds for next year.

The 2019 distribution were the following: \$3200 operations; \$1600 education; \$6400 Outreach; \$4800 innovative ministries and capital. The committee will be requesting proposals from the congregation for consideration for allocations in 2020 .

### Music Committee

Jessica Sammis-Nilles reported the special summer Ukulele program went very well with several participants. The group performed at Sunday service on July 28. Since the summer program was successful the committee will be looking at offering it again in the fall. Also, renovations for the new music room in Room 7 coming along well. Painting of the room is planned for Sunday, August 25 after service.

### **New Business**

The Council discussed the need for a written protocol on how and when to secure and lock the doors to the classrooms. Also, an emergency procedure and practiced drill for the whole congregation should also be reviewed and planned. A listening session was scheduled by the members for Sunday, August 18. One of the agenda item will be discussing with the congregation a date for an emergency evacuation and safety plan/practice to be held during a Sunday service. This will also be discussed during fall orientation with the church school leaders. The other agenda item for the Listening Session will be a review of the time Pastor David has been away on sabbatical.

In discussion, Summer Clean up Day will be scheduled for Sunday, August 25. An announcement will be made to the congregation to wear work clothes to service and stay to help with exterior repairs and clean up.

### **Old Business**

#### Progress on Unfunded Needs

Andrew reported on status of the Unfunded Priorities.

First Friday no expenditures since the program has not been running the last several months; Organ repairs – funded through Hustvedt Memorial contributions; Safety and Security issues deemed necessary by the Trustees; unfunded staff expenses due to Pastor Sabbatical; with the biggest gap being funds available for the benevolences.

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#### Security and Safety Committee

Andrew reported that 3 items being reviewed:

- Quote for a doorway to be installed at the preschool hallway. The quote came in very high to install doorway. So instead of installing a doorway, it was decided by the Trustees to install new locks on the doors along the preschool and nursery hallway. Improving security to the classroom at a much smaller cost to the church.
- Replace all church locks and rekey. This also will be a large expenditure to replace locks and have all new keys made and distributed. The idea will need to be socialized with the congregation prior to installing the locks and funding will need to be identified.
- Safety Plan. A plan will need to be put into place and communicated to the congregation for exiting the church for an emergency (for adults and children).

#### Ginna Minasian Dalton Memorial Fund

Dave Curtis reported that a draft plan was distributed to the council for their review. Dave will set up a meeting with the Treasurer to review the draft plan. Once the plan is reviewed it will be brought back to the council for further consideration.

#### June 8<sup>th</sup> Governance Structure and Retreat

Karen Kleiber reported that another retreat was discussed to be held in the fall after David returns from his sabbatical. Pastor Alexis suggested a time be reserved for a retreat for the council to review and focus on the financial structure currently in place and how this impacts the processing of invoices, vouchers and checks with volunteers and staff communications. The council will look at calendars for a Saturday in September to hold a retreat on this specific topic. In discussion, it was decided at the Church Council meeting on September 11 the first 30-45 minutes will be allotted to review the current committee governance structure and how it impacts communication with volunteers and staff.

With no further business to be discussed on the agenda, Nancy closed the meeting in prayer.

Next meetings: September 11, October 9, November 13, December 11

\* - Governance and Ministry Board meetings are being held in abeyance