

Approved by Council June 10, 2020

**LITTLE RIVER UNITED CHURCH OF CHRIST  
CHURCH COUNCIL MEETING  
May 13, 2020 – 7:00 P.M. via Zoom**

Members Present: Larry Roth, Moderator; Nancy Hall, Past Moderator; Dave Curtis, Historian/Archivist; Jan Curtis, Historian/Archivist; Amanda Halstead, Music Committee; Bruce Summers, Stewardship; Andrew Hunter, Trustees; Carolyn Yocom, Treasurer; Chris Weakley, Deacons; Joe Christiansen, Endowment Fund; Mary Summers, Member-At-Large; Jennifer Mack, Comptroller; Judy Moats, BOSJ; Kathy McCrea, Personnel; David Roach, Christian Ed; Barbara Shepherd, Communications; Karen Kleiber, Member-At-Large; Carrie Douglas, Nominations & Appointments

Staff Present: Alexis Kassim, Associate Pastor; Kathy Heyman, Office Administrator, Dawn Jefferson, Summer Intern

Larry Roth presented the Agenda. No changes or additions were made to the agenda as presented.

Pastor Alexis opened the meeting in prayer.

**Approval of Minutes**

Minutes of the Council Meeting on April 15, 2020. A motion was made by Nancy Hall, seconded by Carolyn Yocom to approve the minutes as presented. The motion carried.

**Pastor's Time**

Pastor Alexis introduced and welcomed Little River's summer intern, Dawn Jefferson.

Alexis told the Council several members of the congregation have expressed to her their struggles with social distancing during this time of dealing with the pandemic. Pastors and staff are working on a plan with the Deacons to have call lists to reach out to the congregation and check on how they are doing during this difficult time. She also encourages all Council members to also reach out to anyone they may know that might need to phone call.

Pastor Alexis discussed with Council the idea of having the newsletter take a summer hiatus and not publish/send a newsletter during the summer months. The staff has been struggling with having enough content for the newsletter. During discussion the Council identified some topic that might be included in the newsletter. It was the consensus of the Council to have a June newsletter going out mid-June to allow for information from the congregational listening session on May 24 to be included. The newsletter would then be on hiatus until the fall (September newsletter). Pastor Alexis encouraged Council if they had ideas for the newsletter to please write up their information for an article to be sent to Robert Croll, Communications Coordinator. A deadline for all information to be included in the June newsletter would be on Tuesday, May 26.

## **Financial Update**

### **Treasurer's Report**

Carolyn Yocom, Treasurer distributed the financial overview report prior to the meeting via email to Council for their review. Carolyn reviewed the report with Council.

#### Operating Budget

Overall income for April was lower as in last couple of months (February & March). Little River did receive payment from the preschool despite the shut-down, which was much appreciated.

#### Expenses

Staff/Volunteers are continuing to limit spending as much as possible. For Our Church's Wider Mission, we have not received a notice to pay this for the first quarter, so we have not yet paid. Personnel expenses will begin to taper off after May; in May we will have our last major payment to David; there are still some payments to make on his behalf, but these are considerably reduced beginning in June. Office operations expenditures include equipment rental and miscellaneous expenses—although the office is generally closed, our support staff are continuing to work.

#### Cash Flow

Little River received the paycheck protection loan—monies will be deposited within the next day or two. Finance Team has had some email exchanges about how to best track the PP loan.

There are reporting requirements that include the following:

- Support for the payroll amounts reported
- Spending for utilities is allowed but cannot exceed 25 percent of the total loan
- Reporting required at the end of the 8-week period to determine whether loan forgiveness is needed or if we should start to pay this back
- Loan forgiveness will be reduced by the amount of the payroll changes—so David's leaving may affect what we can are able to get "forgiven" v. what we need to pay back.

In closing, Carolyn thanked Dave Curtis for his financial guidance over the last few weeks.

Stewardship committee will report on special fundraising efforts.

### **Stewardship Committee**

Bruce Summers, Chair sent out a Stewardship Committee report to the Council via email prior to the meeting. He reviewed with Council some of the major fundraising efforts and donations received as of the end of April. Easter Fund received a total of 49 gifts with a total amount of \$5575.00. One Great Hour of Sharing received 33 gifts with a total amount of \$3840. The 65cent anniversary campaign received 21 gifts with a total amount of \$3352.65. Total of all pledges and special fundraising efforts – 160 gifts received with a total amount of \$38,855.70 as of April 20, 2020.

Total Operating Fund amount received to date: \$204,127.68.

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Bruce thanked the Finance Team for assisting in compiling the information for the Stewardship report. He also thanked all for their continued support through annual giving and special fundraising campaigns.

In discussion, Council members suggested developing a way to convey stories of how/what/why we are giving with a theme of "Little River Gives". These stories can show how the church cares and gives back to the community and others, and may be used to spur stewardship efforts in the future, draw more people to the church, etc.

### **Trustees Report**

Andrew Hunter, Chair expressed his thanks to Bruce Summers and the Stewardship Committee for the good news on pledges and fundraising efforts.

Andrew reported Trustees are keeping a close eye on the building expenses, including utilities and personnel costs. There are some concerns on building maintenance and repair costs. The church has found the plumbing fixtures to be old and needing of repair. Specifically, the urinals in the lower level of the church have been leaking and will need to be repaired or removed over the next few months. Good news is with the closure of the building during Covid-19, John and Nick have been able to "spruce up" the church with painting of the main areas and church office.

Andrew reported Patrick Martin has resigned from the Trustees. He and his family will be moving from the area this summer.

### **Boards, Ministries and Committee Reports**

Pastor Alexis reported Christian Ed Committee met recently. The committee discussed how to best celebrate church school teachers and graduates with the restrictions due to worship services not being held in person. Some ideas were to have the congregation send in words of wisdom for the graduates. The information would be compiled into a book and given to the graduates. Notes and cards could be sent to the church school teachers to show appreciation for their time and commitment. A celebration for teachers and graduates will be held during Sunday worship on June 14.

CE is also discussing the possibility of holding TED Talks during the summer as we have done in the past. A topic could be chosen, viewed and then discussed via Zoom.

### **BOSJ**

Judy Moats, Chair reported the committee will be meeting on Sunday, May 24. The committee will be discussing need for food donations and areas for BOSJ to donate and serve.

### **Communications Committee**

Dave Curtis told the Council he is setting up phone calls with staff and others to explore ways Realm is currently being used and possibly finding better ways to use the database tool. This information will be reported back to Council once it is received and compiled.

### **New Business**

Larry Roth reported there would be a Congregational Listening Session on Sunday, May 24 at 1:00pm via Zoom. The agenda items for the listening session will be a report on church finances especially during the

building closure and pandemic. Discussion on what reopening the church might look like and receiving input from the congregation on reopening.

The Council discussed additional topics that might be included during the listening session. It was suggested that Council members attend the listening session if at all possible, to help field any questions from the congregation.

In general discussion, Council suggested with many members in the congregation struggling with anxiety and depression during this time of pandemic, resources for help in these areas could be included in the monthly newsletter. The Deacon's Congregational Care plan should also be included in the newsletter and church communications.

Larry reported to Council that the Interim Pastor Search Committee has been formed and will have their first meeting in next few days. The committee will be developing a 1-2 page document on the areas where an Interim Pastor would be needed. The document will then be sent to the UCC Conference. The proposed deadline for the document is the end of May. An Interim Pastor would be hired in the fall, possibly late October or early November. The church budget will need to be considered and in good shape for hiring the Interim Pastor. The members of the Search Committee are Larry Roth; Jennifer Mack; Michael Alt; Carrie Douglas. Council can send any comments and/or questions regarding the Interim Pastor search to Larry.

Dawn Jefferson informed Council she will be contacting the congregation and collecting replies to the following question: What do you think is great (and love) about being at Little River Church?

Dawn closed the meeting in prayer.

After a brief break, the Council resumed in Executive Session.

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