

Approved by Council on May 13, 2020

LITTLE RIVER UNITED CHURCH OF CHRIST
CHURCH COUNCIL MEETING
April 15, 2020 – 7:00 P.M.

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

Staff Present: Alexis Kassim, Associate Pastor; Kathy Heyman, Office Administrator

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 March 11, 2020. A motion was made by Joe Christiansen, seconded by Jennifer Mack to approve the minutes as presented. The motion carried.

Pastor's Time

Pastor Alexis reported the church building was closed mid-March due to the Governor's Executive Order for stay-at home restrictions. The staff will be checking on the building on a regular basis. Mail will be forwarded to Michelle Mitchell to safely collect and process incoming giving checks and pay bills from vendors. Pastor David is conducting on-line services via YouTube. Coffee hour will continue and will be held via Zoom after the worship service. A congregation check in and prayer time will be held on Wednesdays at 12pm via Zoom. Pastor Alexis and Kathy Heyman will be the identified church hosts/coordinators for the Zoom invites. If anyone needs to set up a Zoom meeting/call they can contact either to set up and schedule the Zoom meeting/call. Pastor congregational care calls will continue to be made by the Pastors. Church office staff and volunteers will be sending cards as needed. Pastor Alexis reported there were no cases of Covid19 within Little River Church at this time. All seem to be doing well and staying healthy.

Pastor Alexis let the Council know that a farewell to Pastor David will be held on his last Sunday with Little River on April 26. Pastor David will lead the worship service. A Pastoral Service of Release will be conducted at the coffee hour following the worship service. A representative from Potomac Association will be joining for coffee hour and service of release. Following the

service of release, the congregation will be able to share memories and stories with Pastor David in celebration of his ministry at Little River.

Pastor Alex reported all is on track for Dawn Jefferson to join Little River for summer internship. Pastor Alexis has been having conversations with Dawn on how her internship might look like due to the current circumstance. They have discussed plans for Dawn to preach and lead worship services, along with participating in Wednesday prayer calls and congregational care ministry. Due to Dawn's change in school schedule, she will be able to begin her internship earlier than planned with an introduction to the congregation in early May.

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 March was lower than February by just under \$20,000; giving is showing the effects of the COVID-19; we did receive payment from the preschool despite the shut-down, which was much appreciated. On the "council budget" the special appeals and fundraising is currently not entered—in the more detailed "operating budget" report a fundraising line item of \$3,253 represents the ongoing special appeals and fundraising. This area will be corrected for the next month.

Our largest expenses continue to be salaries and benefits for staff. LRUCC did continue to pay child care providers and other staff. We did have one staff member who did not want to continue receiving salary for now; payments will resume for this individual when we are back together. The church also had higher than expected legal expenses and utility expenses are higher than budgeted at this point.

Fund Balances—notable changes for the month of March 2020

Off-Budget benevolence funds--\$1,935 for One Great Hour of Sharing

The Ginna M. Dalton fund had \$1,100 income for March, current balance is \$15,100

Cash Flow

Available Cash in BB&T \$92,503.56—so still OK for now.

Further Actions by Finance:

We have applied for the paycheck protection loan—this will at a minimum help with cash flow; 8 weeks of payroll can be forgiven under this program if the church cannot pay it back. This loan is still pending approval, but all the required documentation has been turned in.

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Carolyn made the request to defer all church expenditures that aren't needed right now—this will also help with overall finances given the current market and better off not liquidating investments.

Past Treasurers and Comptrollers have suggested that we can let the General Fund account in BB&T go temporarily negative, in effect borrowing from non-GF accounts in the bank. This has been done in the past when we know that there's cash coming in. It was suggested that we might seek Council endorsement to do this, given the uncertainty of the times. Carolyn reported no substantial changes in overall expenditures in February. The Ginna Dalton fund and 65th Anniversary campaign continues to receive donations. All financial fronts are steady at this time.

There was discussion by Council if to purchase video equipment that was approved at the Annual Meeting in February. In further discussion different options were raised in securing additional finances if needed due to current changes in receiving donations and annual giving. It was the consensus of the board the importance to continue monitoring on-line donations and annual giving over the next weeks/months.

Stewardship Committee

Bruce Summers, Chair reported the church received at least 1 new \$2,000 pledge, this raises our Total Pledges for 2020 to \$508,986.

We received new gifts totaling \$565 to the \$.65 or more (65th Anniversary Campaign) raising our total to \$2,792.

The Stewardship Committee highly recommend the Medical Debt relief fundraiser - pennies eliminate each dollar in Medical Debt. The Easter Offering will go towards Medical Debt Relief Campaign. Donations can be made through the end of April. BOSJ will be coordinating the fundraising efforts for the campaign.

In discussion, Carolyn Yocom suggested all committee and board chairs remind their members of the importance to continue on-line giving/donations. It was also suggested annual giving and special campaigns be promoted and donation amounts be reported to the congregation in the various church communication. Committee Chairs should send this information to Roberta Croll/Communications Coordinator.

Trustees Report

Andrew Hunter, Chair reported the Trustees will be monitoring expenses of the church building especially while there is a temporary closure in place. Ideally, there should be a decrease in utilities and other building expenses during this time of closure and building is not being used. Trustees are currently working with church staff in purchasing and installation of new phone

system and higher speed internet. The purchase of the new phone system will reduce monthly rates and provide over time a savings in the utilities budget line item. Other areas of savings being reviewed is the building cleaning contract with Premiere. The cleaning contract is being adjusted to one day a week cleaning of the building, instead of the current contract of five days a week. Due to building closure and no preschool being held, this is an additional area for church to lower costs in building maintenance. The new cleaning contract will begin first of May.

The church has received a large deposit for an outside organization/church to hold an event at Little River in June. It is not clear if the deposit will need to be returned and further fees will not be collected due to the church building not able to reopen by the June date of their event. Trustees will also be checking with the preschool if they will be able to continue their monthly rent payments to the church.

Andrew thanked Nick Renzo for going to the church building late at night due to an alarm being set off. Nick was able to reset the alarms and no issues were found.

Board and Committee Reports

Communication Committee

Barbara Shepherd and Dave Curtis reported that the Communications Committee is updating the Communications Manual that has been posted on the website. The update reflects many communications tools that have been implemented and is reorganized for ease of use. Barbara stated that, although the update has not yet been finalized, it is being provided to Council at this time because last year's Council retreat highlighted a desire to improve communications. Members of the Council, as leaders of the church, all have a role in that effort, particularly now with the pastoral transition and the disruption caused by the pandemic. Dave noted there are three key ways we can do this. First, boards and committees need to get both routine reports and special announcements to the Communications Coordinator. Second, a periodical review of the website, both the main pages and the internal "Nuts & Bolts" section, needs to be done to ensure the information is current, correct, and complete. Finally, we can individually amplify LRUCC's public messages by commenting on, liking, or sharing the various social media communications

BOSJ

Judy Moats, Chair reported a committee meeting is scheduled for Sunday, April 19. She also requested Finance to provide BOSJ Committee the Easter Fund campaign amounts. The information will be helpful in managing/coordinating the Medical Debt campaign.

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New Business

Pastor Alexis reported to Council a new campaign would begin in May. The funds for the mutual aid campaign would benefit the immigration community and congregations suffering from lack of funding being provided due to the virus crisis. Is this the Thanksgiving donation? Is this campaign the same as the Pastoral Care/Deacons account?? Sorry need help on this part.

Unfinished Business

Larry told the Council with the resignation agreement finalized with Pastor David, call to form an Interim Pastor Search Committee will be needed. Bill Huddleston has volunteered to serve as a representative from the Board of Trustees. Larry told Council he is currently forming the Search Committee. He plans to have the committee in place by the end of May. The committee will be made up of 4 people: two from ministry and two from governance. Larry requested suggestions be sent to him for further members to serve on Search Committee.

Andrew Hunter raised the question on the completion and approval of the updated Staff Personnel Policies. Kathy McCrea, Personnel Chair reported the policies are still under review by the committee.

Mary Summers suggested to the Council perhaps a ministry could be formed to make face masks with the church logo. The masks could be given out to those in need within the church and/or community. It was decided the Council should continue researching ideas for a face mask ministry.

The regular session of Church Council concluded. Pastor Alexis closed the meeting in prayer.

The Church Council resumed in Executive Session.