

## **Manchester UMC Leadership Board Meeting Minutes**

**August 13, 2023, Room 311**

Secretary- Dave Divjak

**In person attendees:** Andy Bryan, Andy Blacksher, Winter Hamilton, Mary Beth Hartenstein, Kiersten Rose, Kristi Koehl, Craig Looney, Sue Beval, June Van Klaveren, Joy Parisien, John Higdon, Kim Taylor West, Izzy Massey, John Miller, Suzanne Shimkus, Chris Almeida, Dave Divjak

**Zoom Attendees:** none

**Absent:** Kelly Wicks, Joe Elstner

### **Call to Order and Welcome at 3:01**

**\*Devotion:** Izzy Massey- 4 Reasons to trust God

**\*Joys & concerns shared:** Suzanne's joy for having new foreign exchange student from Germany.

Craig-prayers for neighbor whose home was destroyed by fire from lightning hit.

Winter-joy that her health issues are being solved.

Andy-concern for members Pam and Karl Henroid, who's sister/brother-in-law died in Hawaii fires.

Kierston- continued prayers for success over her health issues.

Kim- concern and joy over lost ID's, purse, etc. but was found and saved by wonderful soul.

**Approved minutes of the July 9<sup>th</sup> meeting. Motion by Craig, second by Izzy.**

### **3:10 Old Business.**

1. Kristi discussed sale of piece of property behind 232 Creve Coeur. It's land locked and owner in front of property offered \$8000, we listed for \$10,000 and agreed to sell at \$9000. Working on getting proper district approvals. Hope to close on August 21<sup>st</sup> and proceeds will be used to pay down mortgage debt.
2. Kristi advised us that she had spoken to property manager for rental house at 220 Creve Coeur. He has advised the current renters of our intent to sell the property upon them vacating the home. They are free to move out at any time with moving out early with no

penalty. At that time, we must go through proper church channels to get approval to sell property prior to listing with agents.

### **3:15 New Business.**

1. Craig started discussion about looking at org charts and developing job descriptions based on input from Bavuso report. This led Andy to add to the discussion of his 3-phase plan.
2. Andy 2 started discussion about a 3-phase plan to work on spiritual discernment project. Phase 1 is to develop shared core values- to develop a culture “who we are as a staff.” Plan to be done before November 25.
3. Phase 2 is from Andy 1 and from values developed, revamping job descriptions, of which Craig and Kristi have been working on org chart and looking to develop new job descriptions providing clarity and accountability. Need outcome-based job descriptions (how does that work for us for clarity of staffs’ work?) June 2024 deadline.
4. Phase 3 to develop new staff handbook/job descriptions no later than July 2024.
5. Discussion ensued. Craig stated his intent was not to overstepping staff but had received input from staff on what some job descriptions might be.
6. Winter stated 3 staff people approached her about their jobs/roles/responsibilities- which were good ideas.
7. Chris asked how to communicate? What is the battleplan, how to show the staff, and he’s willing to help.
8. Andy commented the volume of change is large. Wants to get info out but hasn’t based on sheer volume.

### **3:40 Congregational Care discussion -Mary Beth**

Mary has almost been here a year, yet still feels new and grateful for all her support. She provided a list of her duties and then discussed them.

1. Hospital visits. These have changed since the hospital no longer notifies churches of new admitted patients. Once the church is notified we assign a lay person to the patient for full term of hospital stay. Card sent, prayer shawl provided, lay visit until released.
2. Looking to provide more consistent care for members with chronic illness. She has 7 people who are willing to do this.
3. Develop a class on caring—Caring 101. How to talk to individuals about difficult issues.
4. Other duties—Oversee Stephen Ministry Program, Greeting Card Ministry and Prayer Shawl Ministry.

### **3:55 Governance Review by Andy 1**

Andy read part of page one/discussed the policy, mission, vision statements and discussed. Reviewed governance process policies 2.0, Board Composition 2.4 and role of Chair and Lay Leader, 2.5.

#### **4:15 Department Updates**

**Finance**-Andy 1. Q2 spending deficit \$186,000 with giving at 73% of budget. Doing good job keeping expenses down as giving was down through Q2. July looks very favorable as we've received increased giving over plan and should favorably impact financials. Positive about giving moving forward. Have \$863,260 cash available which provides 101 days of operational funding.

**Operations**-Andy2. Door issues continue being a main problem and being addressed. Have had some fire alarm issues based on problem in sprinkler system-being addressed. Praised Paulette and commented she follows protocol. Working on employee hand book and strategic plan. Commented he's noticing burn out in staff as he's hearing from some and getting more involved with day-to-day activities. Commented we have many lists of maintenance work that needs to be done to church/campus. Indoor and outdoor work. We need more volunteers to step up and help. Commented on COF budget, as they did well last year and have high expectations to have another banner year.

**Programs**-Winter. Discussed Faith Formation. Children's ministry growing.

73 campers at Spirit Camp

14 attendees to Youth 23, a national youth gathering

28 attendees for youth float trip

40 signed up for end of season pool party---but cancelled due to rain.

Developing an Alzheimer's program

9 new adult leaders for adult classes

Working on financial planning class

Sermon reflection series resuming with 100 people attending

Discussed the Leaders Circle quarterly meeting-next meeting November 18<sup>th</sup>.

#### **Century 3 Planning**

Generosity group meets tomorrow, August 14.

Connectionism group has a task force to develop a new mission and vision statement that is easier for congregation to remember and be able to relay information to new potential members.

### **COF Budget**

Motion to approve new budget for COF was made by John Higdon and seconded by June Van Klaveeren. Motion passed, 11 in favor, 1 abstain and 2 not present.

**5:00 PM** went into closed session.

**6:15PM** Closing Prayer John Higdon

