

Faith Church Administrative Council Meeting Minutes April 23, 2020

In Attendance: Sandi Gressman (Treasurer), Cory Gressman (Tech Lead), Pastor Karen Evenson, Scott Evenson (Kitchen Lead), Michelle Smith (Ad Council Chair), Donette Firnstahl (Ad Council Secretary), Kathy Gunderson (Music Coordinator), Mary Fiscus (Care Team Lead), Dee Parker (Trustee/Women of Faith Chair), Barb Truitt-Peterson (Lay Leader), Kim Lomas (Lay Leader), Lois Voigt (Stewardship/Finance), Emily Svendson (Lay member), Bob Heinle (Trustee/Head Usher), Bill Turner (SPRC Chair)

Not in Attendance: Steve Duff (temp Trustee Chair), Beckie Duff (Finance Secretary), Phyllis Betzold (Historian)

Devotions and Prayer (Attached to the email)

Action Items for all Faith Church leaders based on the devotions:

- 1) How am I living into the mission of Faith Church and “making disciples of Jesus Christ for the transformation of the world”?
- 2) How are we (as Faith Church) living into our church’s mission (of “making disciples of Jesus Christ for the transformation of the world”)?
- 3) Are we asking these questions every time we make a decision for Faith Church?

Approval of Meeting Minutes from March 5th, 2020 (February meeting) Bill Turner made a motion to approve, second by Scott Evenson.

Old Business

- 1) Kathy Gunderson agreed that music/worship memorial money could be used to purchase a steamer to clean worship altar cloths, curtains, and choir robes (as requested by Darlene Elliot--worship arts coordinator)
- 2) Revisit pastor’s report from March 5th -- there is a lot to consider with regard to care of the building and policies before reopening for worship and other activities; we have to work on communications (leaders-committees-teams-staff-congregation) Karen asked all leaders to complete a survey she will send out in about a week regarding communications.
- 3) Leadership retreat is still being planned--may be in person or via Zoom.
- 4) Donette did make signs and post in the bathrooms “Worship while you wash!”

Individual Team/Ministry Reports

Pastors Report: April report is attached. Pastor Karen asked members of the Ad Council to reflect on what we're noticing about this time during the pandemic. What is encouraging? What is "working"? How is worship? What is one word or phrase that comes to mind as a reflection of how things are going during this time in the life of the church?

Responses of Ad Council members:

*Mary F--the **difference** one person can make, for instance to call people and check in; we love and appreciate the home worship materials. Bill T--the fact that **worship** is still available and have so many activities online Kim L--love the worship! Word that comes to mind: **Love**. "Community love in action." Dee P--We (Faith Church) are **alive and well** in the pandemic; I like that the services are recorded on Saturdays so everyone can experience the full worship services on Sundays with no internet interruptions. Dee's other words: **serving and giving**; grateful for Joe from Willett Hauser (stained glass windows) and the extra giving of his time and discounted materials! Sandi G--Roy and Darlene love the online worship! The word that comes to mind for Sandi about Faith Church right now is: **compassion**. Kathy G--loves that Norman Muzzy has gotten so involved with things at Faith Church Lois V--loves the **connection** of the people to one another. Scott E--is noticing that Faith Church is a **focal point** in the community right now Michelle S--the word that stands out is **music** and loves hearing Josiah sing/play during the online worship services.*

Trustees -- Dee Parker: Help is needed putting the red carpet back down in the sanctuary since flooring in there has been completed. (see action item) Other building updates: Kudos to Joe from Willett Hauser, Inc who completed the restoration of the stained glass windows on the north and west sides of the church building. He contributed extra time at no cost, and WH provided a significant discount on materials that we would not otherwise have afforded. The painting by Stryker Painting is almost done (touch ups needed by Stryker and volunteers), the flooring is done in all planned areas. Thanks to all for the hard work.

Joshua Colbert (Ashco Exteriors) did a 7-point inspection and took drone images of the roof to look at hail damage from storms in 2019. Trustees will go over his findings. They agreed to have a claim form submitted to Church Mutual and the decision whether to have needed repairs will be based on the cost of deductible and what will be covered by insurance. It's possible there is reduced coverage, since damage is about 9 months out from the insurance claim. Norm Muzzy is the contact on this project. The Trustees picked out shingles, and Ashco Exteriors would be interested in doing the shingles but not sure about the flat roof. The electrical work required by the 2020 Fire Inspection is not yet completed. Other items that need repair or updating required by the inspection have not been worked on much since the

pandemic/shelter in place restrictions, but Trustees will follow up.

Cleaning in all areas used on Wednesdays is done by Loaves & Fishes. Scott Evenson and Abbie Smith are currently our cleaning staff during the week and on weekends.

Pest control inspection done on Friday 4/17/20 and the report/bid was sent to the Trustees. Kaylie Smith contacted Trustees about getting yard work done and some has already been tended to by Michelle and Kaylie Smith. Michelle will look into the flowers (rosebushes planted by Buzz in memory of his late wife) and check to see if anyone wants to do that. (see action item) The grass out front gets ruined because the bushes hang over the sidewalk and get in the way of the snowplow; they may need to be cut back or removed. Aaron Ehler has started putting new grass down. Michelle and Norm will talk to Aaron. (see action item) Dee Parker, Trustees Secretary

Two actions are before us from the Trustees Committee, which require a vote:

Action 1: The motion by Trustees to remove Allison Rausch as a Trustee of Faith Church (at her request for personal reasons). (Steve Duff will *remain* temporary chair until the Trustees name a new chair in a Trustees meeting after the election of new Trustees by the Ad Council).

Action 2: The Trustees have brought a motion to nominate Cory Gressman and Ashley Folven to the Trustees committee. Ashley is a member of Faith Church, United Methodist. Cory is not a member of Faith Church, United Methodist at this time, but is committed to the ministries of the church and the UMC Discipline requires that 2/3 of the Trustees be members of the local UM Church. These nominations meet that requirement.

Out of 12 voting members:

Action 1

Voted yes: 11

Voted no: 0

Abstained: 1

Motion Passed to remove Allison Rausch as a member of Trustees.

Action 2

Voted yes: 11

Voted no: 0

Abstained: 1

Motion Passed to add Ashley Folven and Cory Gressman as members of Trustees.

SPRC -- An email was sent to all Faith Church employees informing them of their status during the current pandemic. If additional information is received by the SPRC that would change the status of any of the Faith Church employees, they will be notified by email of those changes. At the time of this email, I have not received notice of any changes. Bill Turner, chair SPRC

Care Team-- The list of people we care for by calling and sending cards (set up in March), has gone well. We have a team of 11 people with 6+ people to call on each list. We check in with them every 7-10 days, so they feel connected and to see if there are any needs or prayers. Please let Mary F know if you know of anyone else you'd like contacted. BP testing is suspended for now; if resumed we will be working on a cleaning protocol. Rosemary Swedin is in hospice. The family is making plans for her funeral and also a memorial service that will be later in the year, due to the restriction on large gatherings and *will* most likely be very large. Mary Fiscus, Chair

Women of Faith/Missions-- Dee Parker did the Backpacks on the first week of the shelter-in-place order and then school was suspended. Mae Curry is stepping down as treasurer; Ruth Phillips will be the new treasurer. Dee Parker, WoF president

Music/ Worship/ IT-- Cory is working on a \$1,000.00 Conference grant called, "Dare to Reach," that will help with the technology we need to reach more people not only at this time but as we move forward in the future. This grant was sent out on 4/23. He is also working with Pastor Karen on the needed changes in technology and ensuring we have the copyright licenses needed. Worship continues and attendance has grown since worship has been online. Details of worship options are in Pastor Karen's Pastor Report. Cory Gressman, Tech Lead and Pastor Karen

Finance-- The bills are paid! Online giving is UP. The March report is almost finished, the March Bank Statement came in later than usual this month. No "red flags" since income has remained steady and there is money in the bank. Sandi, Donette, Michelle, Pastor K, and Dee did what was needed to get the Cares Act PPP submitted. It has been approved by the SBA for approximately \$18,000, and will be in the next disbursement from the Federal Government. Sandi will attend to the reports that need to be sent 8 weeks from the day the funds are in the bank to have the funds Forgiven by the Federal Government. She thinks we should see *at least* 75% of the funds forgiven. That said, keeping the hours for employees up, now is not the time to cut back on custodial work. Sandi will contact the conference to let them know to hold off on the break on pension and vacation forgiveness so we can claim it *after* we spend the

CARES act dollars. (action item) Sandi Gressman, Treasurer

***Motion to accept the committee/team reports by Dee Parker 2nd by Scott Evenson Passed.**

April Action Items:

- 1) Help putting the red carpet back down. To be completed by Dee Parker
- 2) Plants and work outside the building. To be arranged by Michelle/Kaylie Smith
- 3) Bushes out front cut back or removed. To be completed by Michelle Smith
- 4) Sod out front put down. Norm and Michelle will talk to Aaron.
- 5) Call Conference office about PPP loan. Sandi will contact.
- 6) SEE DEVOTIONS AND PRAYERS To be done by *all* Ad Council members

New Business

- 1) Homestead Community church has given notice that April will be their last month in the Faith Church building and their last month of paying rent. *Pastor Karen asked "How can we bless Homestead Church" as they move into their new building this month?*
- 2) Trustees nomination of new members to come by email
- 3) Living into our mission at Faith Church of "making disciples of Jesus Christ for the transformation of the world"; this is what we need to be about in all we say and do
- 4) Recognizing who we are as a church (as a whole, and not just those who come on Sunday mornings).
- 5) Likely we won't return to worship on May 10th (*currently that's the earliest date as outlined by the UMC Bishop, but we will get an update closer to that date*), and *absolutely* need to discuss policies around making these decisions as well as building cleaning/worship routines (ie no passing of offering plates but having at front or back instead), etc. **UPDATE as of April 30, 2020: No in-person worship until at least May 30**

Next Administrative Council Meeting: Thursday, May 28th, 2020 at 6:30 PM Zoom

***Motion to adjourn made by Dee Parker second by Kim Lomas. Passed.**