

**Niantic Community Church Governing Board Minutes**

**18 DEC 2023, 7:00 pm**

Governing Board Members present: Frank Chan, Peg Herzberg, Liz Buhler, Mary Childs, Gail San Juan, Terri McTighe, Nancy Hunt, Craig Woody, Kathy Leindecker, Judy DeVey, Hal Robb, Pastor Erica Avena (non-voting), and Pastor Kaleigh Corbett Rasmussen (non-voting).

Members of the Congregation and staff present: Juanita Durham, Sue Smith, Phil Lombardo, Mary Mirecki, Marsha Swan, Jeff Birch, Eddie Watrous, Pete Heany, and Sue Thomson.

1. Call to Order: Meeting was called to order at 7:00p by Frank Chan, President
2. Joys and Concerns, Opening Prayer: Group shared joys and concerns, Peg Herzberg offered a reflection and prayer.
3. Approval of the 20 November 2023 Governing Board meeting minutes:

**Motion made by Hal Robb and seconded by Liz Buhler. Motion approved.**

4. Officers' Reports

a. President's Report: Frank Chan shared an update and details for free COVID test kits. The website, weekly email and video announcements, monthly Tidings, and Facebook all have important details regarding upcoming events and opportunities for involvement. We are hosting the 6th 2023 blood drive on 12/19/2023. Teams should continue to submit their Annual Reports to Frank.

b. Pastor Erica's and Pastor Kaleigh's Reports: Pastor Erica is feeling welcomed in this very busy season. She met with the New London Association of UCC, and they have voted to provide her with dual standing for the length of call at NCC. Shared an advertisement that went in The New London Day for our Christmas Eve Services. She is looking forward to utilizing the one-minute spots on the radio. Very much looking forward to continuing the work in the coming year.

Pastor Kaleigh shared that she is planning for the longest night service as well as the pop-up Christmas pageant. Parish Life will deliver poinsettias. The Advent Bible Study is well attended. There will be a car parade for the Duarte family on Thursday (12/21/2023).

c. Treasurer's November Monthly Report: See Summary and the Profit and Loss report in detail. At this point we have incurred additional expenses such as payment for snow plowing contract, Sexton's supply stock up, three pay periods in November, Pastor Erica's insurance as part of her contract, and Pastor Kaleigh's pension as part of her contract, which means we will most likely use between \$10,000-14,000 of the reserves. This is much less than we budgeted for, which was \$35,000.

**Motion made to accept the Treasurer's report made by Peg Herzberg and seconded by Gail San Juan. Motion passed.**

5. Ministry Teams' Reports (only verbal reports for this meeting since all teams are preparing their annual reports):

Property, Maintenance, and Technology: Craig Woody shared that all members would need to renew focus on security, by checking doors, checking areas, and closing up when finished to keep the building secure. Next year there will be two projects: carpet removal from the multipurpose room and lights for the upper parking lot/sign area. Endowment fund provided \$5700 to replace a heat pump.

Financial Resources Ministry: Gail San Juan reported that Robin and Liz are working to address items from the annual audit. Financial management is busy preparing the 2024 budget.

Justice, Education, and Fellowship: Kathy Leindecker shared that they are looking for an associate for Chair Jeannette Woodworth. Pete Heany will take Faith in Action. Thank you to Donna Hathaway and Sandy for supporting the cooks at DINE and the Homeless Hospitality Center. Looking forward we will need to budget for these meals. An idea of conducting a materials/paper drive to have supplies needed to serve the meals. Currently encouraging additional cooks to get certification. The Alternative Market went well, and the youth group was able to accept some donations. Christian Education will invest some of the Beckwith (designated for Christian Education) Funds to take advantage of interest rates.

Operations: Terri McTighe shared that the community meals are serving between 100 and 130 people daily. Many people are accessing these meals. Theresa Cleary is very helpful with communications and is looking for volunteers. The music team just had the beautiful Cantata and has posted the position of organist. In the meantime, we are thankful to Mary Mirecki as well as guest organists who are filling in. Worship team is busy with decorations for Advent and Christmas. Thank you to Marsha Swan and John Parker for their help.

6. Current Business Items

- a. 2024 Governing Board nominations (expected vacancies – President, and two associate ministry team leaders). Additionally, we need to engage more church members to support functions (aka committees) that are grouped into ministry teams.
- b. Approve Pastor Parish Relations Committee (PPRC) Policies and Procedures document. Members from the committee: Sue Thomson and Phil Lombardo shared that the relationship between the Pastors and the Parish is vitally important. Members shared their discussion and rationale for the length of time listed for Search Committee members to stay on the PPRC. Discussion regarding the need for any additional substantial material changes to the policy, it will need to come back to the Governing Board. Pastor Parish Oversight Team (PPOT) is responsible for the 360 review. This can be a separate team and members of the PPRC may be members

of the five-person PPOT.

1. Motion to approve the PPRC Policies and Procedures document made by Peg Herzberg and seconded by Gail San Juan.
2. Roll Call Vote: Members in favor: Peg Herzberg, Liz Buhler, Mary Childs, Gail San Juan, Terri McTighe, Craig Woody, Kathy Leindecker, Judy DeVey, Hal Robb, and Frank Chan, 10-0 voted to approve the policy.

c. Church Staffing: Proposal and discussion from Christian Education to establish a permanent position, effective immediately, for the Faith Formation Coordinator. The team would also like to propose this position increase to 25 hours per week, effective in January 2024. The Christian Education team will continue to look for training opportunities. This person will work closely with the two Pastors. Marsha Swan was proposed to continue in this position.

1. Motion to approve a permanent Christian Education faith formation coordinator with an increase in hours to 25 per week was made by Kathy Leindecker and seconded by Hal Robb.
2. Roll Call Vote: Members in favor: Peg Herzberg, Liz Buhler, Mary Childs, Gail San Juan, Terri McTighe, Craig Woody, Kathy Leindecker, Judy DeVey, Hal Robb, and Frank Chan, 10-0 voted to approve this position.

d. Stewardship Campaign and 2024 budgeting: update given with 108 pledges submitted totaling about \$387,000 in as needed and \$5,100 in Youth Fellowship. Last year we had 118 total pledges with about \$404,000 pledged. While it is anticipated that we will receive about the same as we did last year, expenses are increasing which will increase the budget. We will most likely need to utilize reserves to fill in the gap between pledges and expenses. While our largest portion of the budget is staffing, and members have supported our outreach activities in 2023 generously with additional contributions. Finance will be meeting on January 4th to develop the final budget.

## 7. New Business Items

a. Technology Task Force Summary: Discussion regarding the increased role of technology and a discussion regarding a standalone Technology Team was held. The Technology team would be able to put policy and steps together for all teams to request services/tech support. Currently seven members are involved and contribute to the many facets of our technology needs and use. We will probably need a process and procedure document. The group is asked to consider and further discuss. Technology is currently part of the Property Management and Technology Ministry Team.

8. Voices of the Congregation: Marsha Swan wondered if there was a QR code we could use for the congregation and visitors to make donations. Also shared that the Duarte family parade would start by meeting at the WHS parking lot on Thursday (12/21/23) at 4:30 (pm). She also shared that the Sunday School furniture has arrived, and a group will be working to set it up.

**Approved by the Governing Board on 22<sup>nd</sup> January 2024**

9. Adjournment: Motion to adjourn meeting made by Craig Woody, seconded by Judy DeVey. Motion passed. Meeting adjourned at 8:50.

Respectfully submitted by Mary Childs, NCC Clerk

Next Governing Board Meeting – Monday, January 22<sup>nd</sup>, 2023

Annual Congregational Meeting – Sunday, January 28<sup>th</sup>, 2024