

# Approved on 20 March 2023 by the Governing Board

## Niantic Community Church Governing Board Minutes

27 FEB 2023, 7:00 pm (Zoom)

1. Frank Chan (President) called the meeting to order at 7:01 after establishing a quorum: Governing Board team members present: Frank Chan, Peg Herzberg, Liz Buhler, Judy DeVey, Kathy Leindecker, Hal Robb, Linda Helvig and Mary Childs.

Members of the congregation include: Nancy Hunt, Jen Datum, Jeannette Woodworth, Georgie and Roe Granger, Juanita Durham, Marsha Swan, John and Kay Whritner, Sue Smith, Ron Johnson, Frank and Mary Mirecki, Brooke Stutzman, Jeff Birch, Christy Pyatt, Marion Mackenzie, and Nan Rigdon.

2. Joys and Concerns were shared by members present. Opening Prayer was offered by Peg Herzberg (Vice President)

3. Motion to approve of the 16<sup>th</sup> January 2023 Governing Board meeting minutes was made by Peg Herzberg, seconded by Frank Chan. Request to fix the misspelling of Hal Robb's name.

### **Motion to accept the minutes carried by voice vote**

#### 4. Officers' Reports

a. President's Report: Frank Chan shared COVID update and shared information about vaccinations. Thirty-five units were collected at the Red Cross Blood Drive, thank you to Ron Johnson for continuing to support this community service. Parish life will re-start the Soup and Soul dinners and study. Our services in January averaged 125 in attendance.

b. Pastor's Report: See letter by Pastor Eric outlining major goals he had for January and February. Eric encourages us to participate in spiritual discernment, ministry for children and youth, creating Holy Week and Easter opportunities. There will be additionally new small group opportunities after Easter. He recommended that the Church consider making Rev. Kaleigh a permanent part of our staff. An additional recommendation was to consider continuing collecting offerings as people leave the church instead of during the service.

c. Treasurer's January Monthly Report: Liz Buhler reported that our current revenues are at \$58,396.04, which is more than budgeted by \$17,547.71. Expenses are at \$50,833.55 which is more than the budgeted amount by \$8,539.27. This reflects increased cost of electricity, subscriptions that are due annually are paid in January and items that are quarterly are paid in January as well.

Motion to approve the report was made by Hal Robb, seconded by Peg Herzberg. **Motion was approved unanimously**

#### 5. Ministry Teams' Reports

**JEF:** Kathy Leindecker: See 2/27/23 JEF Report and updated calendar. The team would like to draw attention to upcoming special offerings: April Hunger and Homelessness. Rev. Good, in collaboration with PARJE, loaned a diptych depicting 'Bloody Sunday' at the Edmund Pettus Bridge in Selma, Alabama for NCC to discuss in March. Teams are invited to move this diptych into their meeting space and have discussions around it, possibly using the printed

## Approved on 20 March 2023 by the Governing Board

information. Faith in Action plans a challenge to the congregation to raise \$10,000 towards the MLK Scholarship in October 2023.

Rev. Eric and Kaleigh are working closely with Marsha Swan and Christy Pyatt, with families' input, to revitalize the CE program.

Faith in Action has planned several special offerings to benefit our outreach projects.

Parish Life is working with Rev. Kaleigh to provide pastoral care, integrating prayer shawl into the team, restarting prayer chain, and sponsoring Soup & Soul study.

**Operations:** Linda Helvig and Nan Rigdon: See report dated 2/27/2023 Reported interviewing candidates for the Organist Collaborator and are feeling positive about this process. They will be asking that the job description be reviewed. Update given regarding Childcare Center. Ms. Sarah Schutz has resigned as the Director of the Children's Center – we wish her well in her future endeavors. A new director has been hired and will continue part-time in the pre-K classroom and as part time director. An administrative assistant will help with the administrative workload. Additionally work will begin on revamping the playground, fencing, and shed removal.

**PMT:** reported by Frank Chan: Technology is moving forward with Star Computers and beginning use of Microsoft 360. The storage room has been cleared of nearly 50 cans of paint. These were cataloged before removal. Everyone will need to touch base with Craig Woody/maintenance before placing anything in the store room.

**Administration:** Judy DeVey shared that all of the evaluations of paid staff have been sent out with all but one already returned. The deadline for these is March 1st. This team will finish up the evaluation process and add in a new job description for the Organist Collaborator. Seven background checks have been done including one for new paid staff.

**Legacy:** Hal Robb reported that the disbursement budget for the endowment fund is about \$17,000 for 2023. Reminder that there is a process and guidelines for requesting funds. The tech committee is working to provide non-profit status with Microsoft. Thank you to Dick Robinson for troubleshooting technology in order for Pastor Eric to utilize the clicker during his sermons.

### 6. Current Business Items

- a. Ministry team fair: in the dining hall. Teams are asked to share information regarding what their team covers and who is involved. Discussion regarding the best way to get information to members of the congregation and increase participation: poster, video, Wednesday note, Tidings, stations or tables in the Narthex or on the Portico. Team discussed placing index cards under the pews with information or a challenge question for people to answer.
- b. Calendar of church events: Each team is asked to submit upcoming event dates for this calendar. June 2023 is the 70th anniversary of the two churches joining.
- c. Assessment of Governing Board policies & procedures: Governing Board members and teams are asked to look over our current Policies document as well as the NCC Ministry Team Operating Guidance document. Frank requested the ministry teams and

## Approved on 20 March 2023 by the Governing Board

church members to send suggestions to improve the process and practices.

### 7. New Business Items

a. Rev. Kaleigh's continuance with NCC: Rev. Kaleigh has been with NCC since October when she was offered a 6-month contract. Pastor Eric has recommended that we retain Kaleigh as a permanent staff. Teams are asked to discuss and the Governing Board will put this topic on the March agenda. The title and job description will need to be discussed. Members shared that Kaleigh has been warmly received and has done a great job with parish life and reaching out to congregants.

b. Settled pastor search process (UCC and UMC): the process will begin with our Church profile. The UMC takes requests in in the fall for a July appointment, typically. At times this process has been completed outside of this schedule. UCC has an open application process and once we submit our profile to the Conference Minister we should receive between 30 and 40 applicants and it is a longer process to go through.

c. Discussion regarding a recommendation to not pass offering plates during worship service. Several additional options for people to make donations, cash, check, Paypal, QR code link, etc. were discussed. On passing the collection plates during service – the consensus is that we should retain the ritual of offering and giving thanks as part of the service.

8. Voices of the Congregation: Comments shared by Georgie Granger, Christy Pyatt, Juanita Durham, and Jeannette Woodworth.

9. Motion to adjourn made by Liz Buhler, seconded by Hal Robb. Meeting adjourned at 9:01 pm

**Next Governing Board Meeting – Monday, 20 March 2023**