

**Friends Congregational Church, United Church of Christ – Church Council Agenda
November 18, 2019 @ 6:30 p.m.**

Attendees:

<input type="checkbox"/>	Dan De Leon	<input type="checkbox"/>	Angela Calise	<input type="checkbox"/>	Anne Wehrly	<input type="checkbox"/>	Jackie Womack
<input type="checkbox"/>	Jill Fouch	<input type="checkbox"/>	Sally Manthei	<input type="checkbox"/>	Kelly Wellman	<input type="checkbox"/>	
<input type="checkbox"/>	Cathy Hansen	<input type="checkbox"/>	Theresa Walker	<input type="checkbox"/>	Trent Williams	<input type="checkbox"/>	

1. Opening Story/Invocation [3] – Anne Wehrly
2. Community Garden Guest Presentation – Andrew McNeely, Justice & Missions
3. Review of minutes from previous meeting [3] – Anne Wehrly
4. Treasurer’s Report [10] – Theresa Walker
5. Old Business [10]
 - a. Credit Card/Pre-Paid Business Card Update – Theresa Walker
 - b. Update on family room for Parents and Children Under 2 – Angela Calise
 - c. Property Chair Replacement Update – Kelly Wellman
 - d. Building Use Policy Update – Kelly Wellman
6. New Business [15]
 - a. Solar PPA
 - b. Welcome to Worship Team – Cathy Hansen
7. Pastor’s Report [10] – Dan De Leon
8. Associate Pastor’s Report [10] – Trent Williams
9. Report from Congregational Representatives [5] – Jackie Womack and Jill Fouch
10. Report from Deputy Moderator for Trustees [10] – Sally Manthei
11. Report from Deputy Moderator for Programs [10] – Angela Calise
12. Pending Future Items:
 - a. Online storage drive for sharing church documents
 - b. Pastoral Relations Committee responsibilities
13. Calendar reminders
 - a. November 18– Monthly newsletter article submissions due
 - b. December 8 – Congregational Meeting
 - c. December 16 – Church Council meeting @ 6:30 p.m.
 - d. February 8-9 – Pathways Session with Elizabeth Resnick

**Friends Congregational Church, United Church of Christ – Church Council Minutes
October 21, 2019 @ 6:30 p.m.**

Attendees:

X	Dan De Leon	X	Angela Calise	X	Anne Wehrly	X	Jackie Womack
X	Jill Fouch	X	Sally Manthei	X	Kelly Wellman	X	Susan Fontaine
X	Cathy Hansen	X	Theresa Walker	X	Trent Williams		

- 1. Opening Story/Invocation** –Theresa Walker led us in a reflection inspired by Anne LaMott.
- 2. Review of minutes from previous meeting .** Cathy H. Moved and Sally M. seconded that the minutes be approved as submitted with the removal of a one word duplication. Motion carried.

3. Guest – Susan Fontaine: Proposed Church Rental Policy Update

Susan reviewed proposed changes to the Rental to Non Profit groups at the church. Council suggested that Susan incorporate rental arrangements for groups hosting events on church grounds but not in the building itself. Susan agreed to do so. **Angela C. moved and Cathy H, seconded that council approve the proposed changes. Motion passed.**

4. Treasurer’s Report -Theresa Walker

- The following reports were presented: 2019 Operating Budget; 2019 Budget Vs. Actual Donation Income; Balance Sheet; Restricted Funds P&L; and One-Time Account Activity 2019.
- September donations and misc. income totaled \$36,616.04 and expenses were \$31,622.23. This resulted in a net income of \$4,993.81.
- Year to date donations and misc. income totaled \$297,911.72 and expenses were \$284,362.77 resulting in a year to date net income of \$13,548.95. Donation Income received is 80% of the budget for the year
- The Building Repair Campaign received \$230 for the month. The account balance is \$1,192.75.
- A mortgage payment of \$2,256.77 was made in September with an additional \$572.55 donations applied directly toward the principal. The principal balance at month end was \$174,042.06.
- Restricted Fund Income was \$16,015.63 for the month of September and disbursements were \$22,438.11.

5. Old Business

- a. Ad Hoc Worship Service Team Update** was given by Cathy Hansen, chair of that committee (see attached Worship Taskforce’s Recommendations to Church Council 10/21/19). Trial period was recommended to start January 5th and end May 31st. Recommendation was for Service times to be at 9:00 and 11:00 with both services similar in style. Kelly recommended that we consider starting the trial period March 1 in light of all the arrangements that will have to be made. **Jackie moved that we accept the recommendations from the Ad Hoc Worship Service Team and that the new schedule would start March 1st or when deemed appropriate. Angela seconded the motion. Motion carried.** Names were generated to head up a Implementation Task force to carry out the recommendations. The following groups should have representation on the Task Force: Worship, Music, Pastors, AV, Personnel (childcare), and Greeters.
- b. Credit Card/Pre-Paid Business Card Update** – Theresa Walker reported that Pam Engler as head of Nurture will be the committee to try out the Pre-paid debit card.

- c. **Online storage drive for sharing church documents comparison** was presented by Angela Calise. Kelly pointed out that we need a person to be in charge of whatever system we adopt. The Council agreed with Kelly. In light of our not having an administrative assistant, the council deferred action on this topic.
- d. **Update from Sanctuary Committee (Cameras + Safety)** was presented by Anne Wehrly. Cameras are installed. A training will be scheduled in the next week or so. **Cathy H. moved that Church Council declare Friends ready to host someone in sanctuary by Nov. 15th. Sally M. seconded the motion. Motion carried.**
- e. Kelly Wellman is continuing to research changes in responsibilities of the Pastoral Relations Committee.

6. **New Business**

- a. **Congregational Meeting Discussion**— Kelly Wellman highlighted Susan F.'s comment about the property budget needing to be maintained at a higher level. Also there was council agreement that we should aspire to pay down the principal on our mortgage .
 - b. **Trash Can Collection** – Kelly will talk with Kristin Harper about asking the youth to take out the trash can after youth group on Sunday evening.
 - c. Angela presented finding from a survey she had conducted **Data from Parents and Children Under 2** (see attached). There was discussion about the use of various rooms in the building for parents with children under 2 during services. Council recommended the divided classroom as the best location since there is a TV where the sermon could be live streamed as well as comfortable couches. Sally (representing property) will meet with Angela to discuss options.
 - d. Kelly discussed ways we might be more effective in recruiting volunteers.
 - e. Office Coverage and Plan for Finding Admin Assistant was addressed in church bulletin.
 - f. **Pride Community Center Vigil** (Nov 20; 6 pm – 7 pm) – There was discussion about if Friends should host this event since it fits well within our mission. No “official” ask has been by organization even though several conversations have occurred e.g. Susan F. and Dan. **Angela moved and Jackie seconded the motion that Friends co-host this event and that there be no charge. Motion carried.**
7. **Pastor's Report**—see attached report from Dan. He is looking forward to program on MLK at the Lincoln Center in January.
8. **Associate Pastor's Report** – see attached report from Trent. He is working on Stewardship.
9. **Report from Congregational Representatives Jackie Womack and Jill Fouch**—no report
10. **Report from Deputy Moderator for Trustees -Sally Manthei**—see attached report
11. **Report from Deputy Moderator for Programs - Angela Calise**—see attached report
12. **Calendar reminders**
- a. October 22– Monthly newsletter article submissions due
 - b. November 18 – Church Council meeting @ 6:30 p.m.
 - c. November TBD – Leadership Social

Meeting was adjourned at 9:17.

Respectfully Submitted,
Anne Wehrly, Secretary

Associate Pastor's Report
November 18, 2019
Rev. Trent Williams

Ministry highlights:

- Staff meetings, worship planning & leadership
- Preaching
- Morning Manna planning & facilitation
- Spiritual Life Committee meeting
- Soul Friends small group planning/coordination/facilitation
- Midweek Spiritual Development facilitation
- Evolving Faith watch gathering
- Midweek devotional writing
- Stewardship planning meetings and campaign coordination
- Pastoral care meetings
- Worship Committee meeting
- Associate Pastoral Relations meeting
- Inquiry small group
- South Central Conference board of directors meeting
- Heart of Texas Association meeting

Upcoming:

- Worship service time change, February 2
- South Central Conference Clergy Retreat, Feb. 4-5
- Flourishing in Ministry retreat, April 19-24, Camp Allen
- Boys' State, June 12-19

Spiritual Life:

Soul Friends small groups are up and running, with about 60 participants this fall. I have been facilitating the Sunday evening group, and have visited with a couple of other groups. I'm also making visits to each group to share the opportunity for the next Journey retreat in February.

Midweek Spiritual Development is on a break for November after a very successful October series exploring Rachel Held Evans' book *Searching for Sunday*. Attendance of 25 on average for the testimony weeks brought new energy and we heard some amazing stories of people's journeys.

Our first Inquiry Class small group met last week at the home of Brian Blake and Chris Gibson, and the second will gather at the Robinson home in early December.

Morning Manna is studying Rachel Held Evans' book *Inspired* currently, and we are having wonderful conversations about the bible and our relationships to it.

Stewardship:

Our fall theme of "Because of You" has guided the messages and materials as we've heard from church members about why they are committed to supporting the work of the congregation. I've worked closely with Jon Maxwell to create the mailings and coordinate the weekly stewardship moments. I put together our posters, videos, pledge cards, and narrative budget. I am hopeful that we will be able to work on other long range initiatives over the next year such as endowment and planned giving. We also are ready to take donations via Venmo, and I'm working on laminated electronic giving cards that can be placed in the chair backs.

Wider Church:

I attended the most recent meeting of the South Central Conference board of directors via Zoom video, as we received the 2020 budget and heard about potential succession planning for our Conference Minister position. I also attended and gave the board report for the Heart of Texas Association fall meeting.

Advent and Spring Planning:

Dan, Chris, and I have been working on Advent plans and will be focusing on the women in the gospel of Matthew's genealogy during this season. We are also looking ahead to the new year and preparing for the shift in worship service times and planning preaching schedules and will be working on Midweek Spiritual Development plans soon.

TRUSTEES REPORT TO COUNCIL
November 18, 2019

PROPERTY

Susan Fontaine, acting Property Chair

1. Initial training on the new church security cameras will be conducted on Thursday, Nov 21 at 6:30 pm. We will work to put together a user guide that is easy to understand. I have spoken to Glenn about a list of potential questions. For instance, it would be beneficial if we could "self administer" future additions or removals to the users.
2. Another rental of the sanctuary has been reserved for next June for a recital.
3. I would like to schedule a carpet cleaning for sometime in January or February for the office half of the building including the hallway and double classroom. I would like to get a bid from Boller's ahead of time but wait until after the first of the year before actually doing this. At this point, I do not know how much furniture we would have to move but I would find out during the bid process. I will wait to see the results from the budget campaign.
4. I am still working with the refrigerator repair company. We have paid for a new Evaporator but I don't want to get it installed until after Thanksgiving. I will be putting up a sign on the refrigerator after the Thanksgiving meal that asks for everyone to limit what they store in the freezer. I think there needs to be consideration of some food storage guidelines so we don't end up with a lot of "leftover" items in either the refrigerator or the freezer.
5. The second phone line that was supposed to be cancelled several months ago has been canceled.

STEWARDSHIP

Jon Maxwell, Chair

The annual pledge drive is in full swing right now. Everyone should have received letters. Trent stepped in and did more than he probably expected or maybe wanted.

PERSONNEL

Sue Ambrus, Chair

1. Stacy De Leon is heading the search committee for the administrative assistant position. We have received three resumes and one of them stood out as very qualified and a good fit for the church. Last week Stacy, Sally Manthei (by phone) and I met with this candidate. The candidate was direct and had very impressive references. Her demeanor was friendly and confident. She has all of the qualifications we are looking for. A written offer was extended to her on Friday, November 14, 2019. We have not heard back from the candidate, yet, but I will send an update should this change before Counsel meets on Monday, November 18th. Following the interview, Stacy, Sally and I exchanged several text messages and e-mails and it was decided that Stacy should contact Theresa Walker and Kelly Wellman to find out what kind of salary range we could have in order to negotiate salary and hours. Originally Stacy was told that the budget was \$17.50 for 20 hours a week. After talking with Kelly, she was then told that she could go as high as \$19.00 per hour and 25 hours per week. Stacy made an offer of \$18/hour and 20 hours/week

to start, with the option to move to 25 hours when we decide she is ready to take on additional responsibilities.

More information will be forthcoming as it is received concerning the Administrative Assistant search.

2. The childcare positions are still being fulfilled by Morgan Leopold and Elizabeth Tag and all is going well. A 3% raise has been recommended for both for the new fiscal year.

Respectfully submitted,

Sally Manthei
Deputy Moderator of Trustees

Senior Pastor's Report to Church Council, November 18, 2019

Submitted by Rev. Dr. Dan De Leon

Leadership Retreat Continuation: Thanks to excellent help with coordinating and planning, I was able to facilitate a continuation of the summer's leadership retreat on November 16, at the Arts Council of the Brazos Valley. The two-hour fellowship was an opportunity for our servant leaders to reconnect, continue getting to know each other and the scope of our respective responsibilities, to assess how the last 4.5 months have gone, and to look ahead. Given the changes on our immediate horizon (worship format change on February 2nd, third strategic planning session on Feb. 8th, voting in our 2020 statement of faith and updated vision, mission, and core value statements), our church leaders need to be about consistent communication and looking to each other to exemplify a non-anxious presence (as the UCC terms it) for our entire congregation.

Administrative Assistant: I had the pleasure of interviewing a stellar candidate for our administrative assistant position last week. It looked very promising that this person would step into that role, but they ended up having to turn us down due to their financial circumstances not being able to afford part-time work. The Personnel Committee will now shift to more aggressive advertising of the position.

MLK-Based Bible Study: The Lincoln Center reports that the MLK-based Bible study offered to the community in January has been the most successful event they've had this year. I've been asked to spearhead that again with a theme of "civic justice." Building on the success of the last one, I'm coordinating local faith leaders with each other across denominational and even religious differences to co-lead these communitywide gatherings in an effort to exemplify King's vision of the Beloved Community. These Bible studies will be offered Wednesdays, January 8, 15, 22, and 29 at 6:30pm. As we did last January, they will serve as our Midweek Spiritual Development offsite at the Lincoln Center. I will be co-leading the last one on January 29th.

Youth Group: In addition to weekly meetings with Kristin Harper to plan youth group activities, I recently met with Ella Maxwell, our youth group rep to Programs, to assess how things have been going and to do some planning for 2020. Ella is a thoughtful, dedicated youth group member with ideas for our youth ministry that truly reflect the Gospel and how we live that out at Friends Church. We're looking at a spring lock-in, fundraisers that extend beyond mission trip and NYE support to help our local community in need, a coffeehouse event featuring our youth musicians, getting the group involved with community garden plans, and more. We have a consistent group of 15 youth attending on Sunday nights. Each week, I reach out to youth who missed on Sunday, and send messages to the entire group with updates/reminders about upcoming events.

New Member Sunday and Beyond: In anticipation of New Member Sunday, I was so grateful to have help from Linda Coats with our folders of information and nametags for incoming members. Dwight Baker helped me put together worship bulletins for two services where we received new members (something that has only happened in the 10:30am service in the past). Vice Moderator Cathy Hansen and I met with incoming members prior to both services to go over details, get to know one another, and have prayer. Including children, 16 people joined Friends Church on November 10th. Looking ahead, people have been asking about when the next New Member Sunday will be. Instead of waiting for another "season" when there is enough perceived interest for us to make such a service happen, we are making it a weekly announcement for those interested in joining Friends Church to contact the pastors or moderator for more information.

Other Pastoral tasks since the last Church Council meeting

- Continuing education opportunity at Austin Presbyterian Theological Seminary, Nov. 1, “Day of the Dead: A Conversation about Souls”
- Serving as minister for graveside service for former church member’s grandmother, Nov. 2
- Served as MC for the choir’s Carnegie Hall trip fundraiser at Grand Station, Nov. 9
- Meetings with webmasters and Church Council reps re: implementation of Worship Planning Taskforce recommendations
- Worship Committee meeting
- Writing Midweek Message devotionals
- Pastoral care visits and pastoral counseling sessions on- and offsite
- Weekly ministerial staff meetings
- Sermon study and writing
- Worship services planning (Thanksgiving, Advent, 9am & 11am services)

Evangelism, Outreach, Community Involvement

- Blessing of land acquired for Tiny Hope Village, Hearne, Nov. 3
- Installation service for Fr. Matt Stone, former curate of St. Andrew’s Episcopal Church, Bryan, as rector of Calvary Episcopal Church, Bastrop, Nov. 5
- BISD Faith-Based Leaders luncheon, Nov. 15
- Wrote column for The Eagle’s “Faith & Values,” Nov. 16

Senior Pastor’s Schedule through July 2019

- Nov. 28-29: Family vacation for Thanksgiving
- Dec. 7: Serving as officiant for wedding, San Antonio, TX
- Dec. 21: Serving as officiant for wedding, Houston, TX
- Dec. 25-28: Family vacation for Christmas
- Jan. 2-8: Family vacation and attending retreat for UCC senior pastors serving congregations of 250 or more members, St. Pete’s Beach, FL
- Feb. 5-6: South Central Conference clergy retreat, Slumber Falls Camp, New Braunfels, TX
- March 1: Running “Cowtown Marathon,” Fort Worth, TX
- April 13 – May 13: Taking one month of allotted three months of sabbatical leave
- June 28-July 3: Mission trip to Austin and San Antonio, TX
- July 22-25: National Youth Event, Purdue University, West Lafayette, IN

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