

**United Church of Chapel Hill  
Church Council Meeting, August 25, 2020  
Meeting Minutes**

|   |                                     |   |  |
|---|-------------------------------------|---|--|
| X | Gaylen Brubaker, Moderator          | X | Susan Renwick, MES                       |
| X | Melanie Joiner, Assistant Moderator |   |  |
| X | Doug Bruce, Treasurer               | X | Anne Stoddard, Trustees                  |
| X | Karen Demby, Clerk                  |   |  |
|   |                                     | X | Megan Hughes, Youth & Young Adults       |
| X | Cameron Barr, Senior Pastor         |   |  |
|   |                                     | X | Angel Collie, At Large                   |
| X | Linda Sellars, Adult Education      | X | Helen Hoenig, At Large                   |
|   |                                     | X | Jeremy O'Connor, At Large                |
| X | Linden Thayer, Children's           | X | Robin Smith, At Large                    |
|   |                                     |   |  |
| X | Peter Schay, Deacons                |   | Others Attending                         |
|   |                                     | X | Ian McPherson, Associate Pastor          |
| X | Lee Sorensen, Fellowship            | X | David Mateo, Associate Pastor            |
|   |                                     | X | Mary Elizabeth Henchey, Associate Pastor |
| X | Ingrid Schmidt, BJOS                |   |  |
|   |                                     |   |  |

**CALL TO ORDER**

Gaylen Brubaker, Moderator

**OPENING PRAYER**

Rev. Cameron Barr, Senior Pastor

**CHECK-IN**

Gaylen invited us to talk about what has been on our minds over the past week. It was a good week for most with upbeat comments. Some people have started diving into the church program. There were some comments on the book "Waking Up White" and the discussion that was held late July through mid-August.

**APPROVAL OF MINUTES**

Karen Demby, Clerk

A motion to approve July 14<sup>th</sup> Council minutes was made by Peter Schay, seconded by Ian McPherson and approved by a show of hands.

**2020 FINANCIAL UPDATE/BUDGET**

- **Doug Bruce** shared key takeaways from the July 2020 Dashboard, an Analysis of Revenues & Expenses – Summary and the Balance Sheet. These documents are attached.
  - Year to date, our revenues have exceeded our expenses by ~\$45,000 as a result of reduced expenditures and contributions that are above budgeted and prior year amounts.
  - Capital Expense Reserves are a bit low in comparison to what may be needed for repairs or replacements related to capital assets that have to be replaced over the next few years. In the past have estimated that there could be \$30K per year in expenditures. Are currently adding \$10K per year and would like to add additional funds. In addition, the church's "rainy day" fund for operations is low, representing roughly two months of expenses vs. a recommended 4-6 months.

- There could be a surplus at the end of the year partially due to expenditures being low and also because of what could be forgiven from the paycheck protection program.
- **Anne Stoddard** discussed the budget narrative worksheets
  - Boards should submit budgets with consideration of 2021 as a year that has transitions: starting with virtual meetings (3 months), expanding to part small group meetings (3 months), and ending with the 'new normal' for larger group settings (6 months).
  - Boards which have budgets driven by the program year should use that assumption instead. Please be clear about your assumptions.
  - Boards should also consider up to a 20% budget cut to understand how reduced revenues would affect operations.
  - Most of the schedule for delivery of budget information to the office is on the worksheet, but boards should **deliver budget narratives to Kati Ruark by 5pm on September 14<sup>th</sup>**, be ready for an **adult forum announcement about the budget on October 14** and should turn in their **budgets for council review by October 23**. The plan is for a final sign off of the budget during the Council meeting **on October 27**.

## **STAFFING AND PROGRAMMING UPDATE**

### **Cameron Barr**

- A coalition of 20 churches are working on a Scholastic Support System for remote learning plans (attached). The first support center will be created at University United Methodist Church and will support 40-50 African American Children that may be at a disadvantage due to lack of remote learning resources. Other sites may be developed as needs are better understood. Congregations in the Coalition are asked to donate funds and/or space in support of this initiative. We (Council) should look forward to asking the congregation to provide special gifts to support this initiative in the fall.
- Cameron distributed a modified position description (attached) for Pastor Mary Elizabeth Hanchey. The position description addresses the need for additional pastoral care and other supporting activities, support for the Member Engagement and Stewardship Board the Community Group Ministry. Her hours will increase from 15 to 30 hours per week. Her title has changed from Pastoral Associate to Associate Pastor for Care and Welcome Ministries.
- Fall Program and communications. There is a plan of digital ministry for all programs. These were announced in church on August 23 and will be announced via mail and email over the next week or so.

## **BOARD OR COMMITTEE UPDATES**

- **PRC Update by Melanie Joiner**. The PRC has 5 members (Andy Short, Midge Coward, Melanie Joiner, Sandy Polson, and Gary Boorman) and has been discussing how to increase the effectiveness of support our congregation-pastor relationship in the new program year. On August 19, the PRC and Pastor Cameron held a meeting with Rev Dilley, one of the authors of "A Sure Foundation: Resources for Relationship Between Pastors and Congregations." (attached). Some of the main points of discussion were:
  - Redefining the role of PRC as support for the Senior Pastor and discussion of the need for PRC for other pastors.
  - Transfer of the process of ministry assessment from the PRC to another body (e.g. Council or Executive Team)
  - The importance of setting behavioral covenants and to hold one another accountable.
  - Modifying the by-laws to remove the Assistant Moderator as chair of both PRC and Personnel Committees

The Executive Team will meet together and then propose next steps.

- **Call-Out Update by Susan Renwick.** There is a campaign to connect with the congregation re, what everyone is doing; getting information to update the church directory; make sure people are connected prior to the stewardship campaign. Susan has engaged many groups including the leaders of Community Groups. The project is just about ready to launch. Call scripts will be distributed to volunteers soon.
- **Ian McPherson and Megan Hughes** suggested that a quorum be established for all Board meetings. After a brief discussion, a motion was made by Helen Hoenig that A simple majority of board members must be in attendance at a board meeting for the board to do business. A second was provided by Robin Smith and the motion was approved by a show of hands.
- **Gaylen Brubaker** has suggested that we take care of some minor changes in the by-laws. He and the exec team will develop a list of items to review for Council to consider and vote on at the next Council meeting.

#### **UPCOMING SCHEDULE**

- **Next Council Meeting: September 29, 2020, 7:00 pm (5<sup>th</sup> Tuesday)**
- **Following Council Meeting: October 27, 2020**

#### **CLOSING PRAYER**

Rev. David Mateo led the group in a closing prayer.

#### **ADJOURNMENT**

Gaylen Brubaker

Respectfully submitted,  
Karen Demby, Clerk