

**Hilltop United Methodist Church**  
**Administrative Council Meeting Minutes**  
**Thursday, January 15, 2015, 7:30 p.m.**

**Present:** Pastor Fred Vanderwerf, Jeff Adams, Paulette Adams, Paulette Booker, Herb Fast, Karin Gavin, Heather Gowanlock, Terri Horn, Joanne Hutchinson, Eric Mundt, John Phelps, Peggy Phelps, and Rolly Utzinger.

The meeting was called to order by Chairperson Jeff Adams. Jeff welcomed new members to the Ad Council and opened the meeting with prayer.

**Approval of Minutes:** Minutes from the meeting of December 18, 2014, were available for review. A motion was made by Peggy Phelps to approve the minutes a **presented**. The motion was seconded by Joanne Hutchinson and carried with all members voting in favor.

**Reminders for 2015:** Pastor Fred welcomed the Council members, noting that the council serves as the governing body for the church, setting the vision and steering the ship, but not managing all the activities of the church. Committees and teams are in place to develop, manage and carry out activities that are aligned with the church's vision.

- a. **Act our size – Mid-size church.** Pastor Fred discussed the concepts of small, mid-size and large churches, and how they differ. Hilltop has grown enough that we are now considered a mid-size church, and as such, need to think in terms of being a mid-size church and no longer being a small church.
- b. **Implement changes to our “DNA” – outward focus.**
- c. **Goal – Ministry extension/plant/seed in 2016.** Hilltop has begun discussions on being the kind of church that plants a church. Steps to accomplish this include deepening our discipleship, strengthening pastoral care, and increasing our reach. A goal would be to establish a second paid staff position by July of 2016. The 2015 budget includes setting aside \$30,000 to help buffer the expense of adding a full-time position.

**Pastor's Comments:**

- Registrations for Connect Groups currently stand at 94.
- Administrative Covenant. Pastor Fred distributed copies of the Administrative Covenant form and reviewed it with the group. Clarification was made that if an Ad Council member cannot attend the meeting, they should have someone come in their place to represent their position.
- Lenten Services – current plans are to hold an Ash Wednesday service and Holy week services, but not to hold Wednesday night Lenten services all through Lent. Participation in Connect groups will be encouraged in lieu of the Lenten services.
- Pastor Fred will be continuing to work on his dissertation over the next six months. During this time there will be opportunities for pulpit supply approximately once per month in order to support Pastor Fred in completion of his dissertation.
- Kenyon Brown, son of Leah Baumbach and Adam Brown, will be baptized on February 8.

**Trustee's Report:** Eric Mundt reported that Aaron Daby has been elected as the Vice Chair of the Trustee's Committee. Their meeting included a discussion of landscaping. New banner mounts have been installed in the sanctuary, and a banner pole has been crafted to use for hanging and removing banners, eliminating the need to use a ladder.

**Finance Report:** Joanne Hutchinson reported. Checking account balance is at \$19,500. December income and expenses were close to being equal. Average monthly giving for 2014 is \$21,960.12, an increase from \$20,476.89 in 2013. For 2014 year-end, expenses exceeded the budget by \$6,167.72, or 2.2%. The expense total included the \$41,970 paid for the parking lot completion, an amount not included in the original budget.

**Endowment Fund Report:** John Phelps reported.

- Education and Leadership Development Account has grown from its base amount of \$23,600 to a total of \$24,700.
- The Property Account has grown from \$15,000 to a total of \$15,650 at the end of the year.
- Endowment Fund bylaws include a provision that 50% of the year's growth can be available to be dispersed, for 2014 this would be a total of \$850.00.

**Action:** A recommendation was made to increase publicity regarding the Endowment Fund. John Phelps will follow-up with this suggestion.

**Evangelism Report:** Peggy Phelps noted that the Evangelism Team had not met so she did not have a report at this time.

**Missions Report:** Heather Gowanlock noted that the mission for the first quarter of 2015 will be Habitat for Humanity. Hilltop will be participating in the "Home Tweet Home" fundraiser – birdhouses are decorated by volunteers and then auctioned off in a silent auction. The Mission team will be planning a "painting day" at the church for people to come to paint birdhouses, likely date of Saturday, February 14. A sign-up sheet will be placed at the Welcome Center. Hilltop is scheduled to serve four Salvation Army meals this year, the first being Sunday, February 22. The confirmation class and their parents may be helping to serve this meal.

**Staff/Pastor Parish Relations Report:** John Phelps stated there was no report at this time.

**Education – Kids' Kinnection Report:** Karin Gavin reported. Three new families have joined Kids' Kinnection since the start of the year. The curriculum for this year is halfway completed, and at the end of May they will have completed the 4<sup>th</sup> year. In the fall the curriculum will start over with Year 1. The ipads are being used on a weekly basis and for Family Day events. Karin is planning to step down from her leadership role with Kids' Kinnection at the end of May, and has suggested several people for possible replacements. She is currently working on manuals to assist with an easy transition in leadership.

**Worship Report:** Paulette Booker reported, noted there are currently openings for two new members on the Worship Team. She stated that the Team will be focused the majority of their meetings on discussion of how to make the worship experience better.

**Technology Report:** Don Putzier provided a report.

- The handheld wireless mike is in need of replacement. A new one has been ordered, along with a receiver, and will be installed in the next few weeks. Cost is approximately \$800.
- An upgrade has been purchased for Easy Worship at a cost of \$49.00. Plans are to be using it later this month. Don was able to convert old data to work in the new version. There will be some training required for set up and for use of the new version.
- Don has looked into purchasing Carbonite for backing up our computers. The technician recommended we consider purchasing the Pro Basic version at a cost of \$242.99. This plan will allow back up for an unlimited number of computers in our organization, 250 GB of cloud storage space. More information is available at [carbonite.com](http://carbonite.com).

**Old Business:**

**Connect Groups:** Dan Rivers and Jeff Adams have provided Connect Group testimonies during worship services. Registration will be wrapped up on January 25. Participation is not limited to members of the congregation. Pastor Fred reminded the Council that small groups are a key to fellowship, and he envisions Hilltop as being a church of small groups. Council members are encouraged to think of new people and invite them to participate in Connect Groups. A Connect Group host training session will be held on Saturday, January 17.

**New Business:**

**Leadership Retreat:** A Leadership Retreat is scheduled for Saturday, February 21, 2015, from 9 a.m. until 1 p.m. at Belgrade United Methodist Church. Committee and Team leaders are invited to attend, along with all committee and team members.

**Newsletter Deadline:** The deadline for the newsletter is the Monday following the Administrative Council meeting – this month will be Monday, January 19. Committee and Team leaders are encouraged to include articles regarding their groups activities.

**Adjournment/Next Meeting:** Pastor Fred closed the meeting with prayer. Meeting adjourned at 8:31 p.m. The next Council meeting will be held on Thursday, February 19, 2015.

Jeff Adams  
Administrative Council Chair