

Hilltop United Methodist Church
Administrative Council Meeting Minutes
Thursday, December 17, 2015, 7:30 p.m.

Present: Pastor Kelly McCuaig, Jeff Adams, Paulette Adams, Bob Berg, Herb Fast, Karen Frydendall, Joanne Hutchinson, Don Putzier, District Superintendent Fred Vanderwerf.

The meeting was called to order by Chairperson Jeff Adams. Jeff opened the meeting with prayer.

Approval of Minutes: Minutes from the meeting of October 15, 2015, were available for review. A motion was made by Joanne Hutchinson to approve the minutes as presented. The motion was seconded by Bob Berg and carried with all members voting in favor.

Reminders for 2015: Act our size – Mid-size church. Implement changes to our “DNA” – outward focus. Goal – Ministry extension/plant/seed in 2016.

Pastor Kelly McCuaig’s Comments:

- Amount of money pledged during the pledge drive is up from last year, both for the general fund and the increase fund.
- Attendance each Sunday morning has been averaging 190. A record number of children participated in the Children’s Christmas program. It will be important to consider the numbers of younger children in the church when considering future staffing needs.
- An on-line giving program has been implemented, with options via the website and a text-to-give feature, a program provided by Vanco. The text-to-give option will be rolled out on Christmas Eve. In order to give via text, text the number 507-665-1017, then text a \$, followed by the amount you want to give. You will receive a return text in order to identify a credit card or debit card number. Vanco will notify the church of every transaction. These new options will not replace any of the current options, including the envelope system or automatic withdrawal.
- The Sunday following Christmas, December 27, will feature only one service at 10:30 a.m., which will be a service of lessons and carols. A coffee hour will be held at 9:15 a.m.
- Pastor Kelly is not planning a workshop day for the Administrative Council for 2016; instead will be recommending that Council members attend the District Day, to be held in Windom on Saturday, February 27 from 9 a.m. to 3 p.m.

Report from Fred Vanderwerf, Visioning Pastor:

- Pastor Fred reported on general attendance patterns for United Methodist Churches both nation-wide and in the Southwest District, where 75% of churches worship with under 100 attendees each Sunday. Hilltop is close to averaging attendance of 200 per Sunday, which puts Hilltop among the largest worshipping congregations in the Southwest District. As such, Pastor Fred noted the importance for Hilltop to be seen as a leading congregation with strong lay leadership and strong pastoral leadership. One way to demonstrate leadership is by incorporating research and development, trying new programs

and ideas, spreading programs that work. Examples include the Connect Group program, stewardship program and the Intentional Discipleship Plan.

- Major goal to accomplish for 2016 will be to find someone to fill the position for the Wesley Foundation and the Hilltop Youth program. The next step in this process is to develop a job description. This will be accomplished through the Pastor Parish Relations Committee and a task force set up for this purpose. Job descriptions from other Wesley Foundation organizations have been solicited.
- Additional areas to look at for future goal-setting include the pastoral care system, staffing for our size, youth program, maintaining an intergenerational congregation, and worship leading to include music lead by guitar/vocals.

Trustee's Report: Bob Berg reported for the Trustees. The sanctuary roof has been completed and the issue of payment for the garage roof has been taken care of. Remaining roof issue involves the flat roof above the Fellowship Hall and the problem with water/moisture in the west wall. A hole was found in the membrane of the roof and a temporary patch has been put in. Plan for fixing the roof is being investigated. A new issue identified is a problem with external doors being left unlocked overnight. Options to correct this problem include signage by the doors instructing the last person leaving to ensure all doors are locked, notices in the bulletin, re-keying locks and re-issuing keys.

ACTION: Following discussion, the Council approved having the Trustees re-key the external locks and develop a policy for dealing with distribution of keys.

Finance Report: Joanne Hutchinson reported. Major repair fund expenses included \$2100.12 for a standing desk and a file for Pastor Kelly's office. The church received reimbursement from the insurance company for the water damage to the parsonage from basement flooding last fall. The roof repair has been paid in full, with \$1060.34 remaining in the church roof fund. At the end of 2015 there will be approximately \$27,000 available for building improvement, adding together funds remaining from previous years with funds set aside for future maintenance.

Christmas Festival: Proceeds from the Christmas Festival totaled \$10,070.00. The Christmas Festival Committee recommended the following distribution:

Mary Martha Circle: \$500.00.

Operation Christmas Child shoebox program: \$500.00.

Backpack Food Program: \$5,035.00.

2016 Festival Fund: \$1,722.00.

Remaining \$4,665.00 recommended to go to either the Trustees or the Technology Fund. The Trustees recommended the money go to the Technology Committee.

ACTION: A motion was made by Joanne Hutchinson to approve \$4,665.00 from the Christmas Festival proceeds be placed in the Technology Fund. Motion seconded by Karen Frydendall and carried with all voting in favor.

The Council thanked Joanne for her service as Finance Chair over the past two years.

Endowment Fund Report: John Phelps had submitted a written report.

- Education and Leadership Development Account has grown from its base amount of \$23,600 (\$24,736.12 at the beginning of 2015) to a total of \$25,103.16. Change in value over 2015 has been an increase of \$241.06, or 1.5%.
- The Property Account has grown from \$15,650 at the beginning of 2015 to a total of \$15,968.42 currently, a change in value of \$151.24.

Evangelism Report: No report at this time.

Fellowship Report: No report at this time.

Missions Report: No report at this time.

Staff/Pastor Parish Relations Report: No report at this time.

Education – Kids’ Kinnection Report: No report at this time.

Worship Report: Paulette Adams reported that the Worship Team is working on the decorating and un-decorating of the sanctuary to correspond with the Sunday sermon themes.

Youth Report: No report at this time.

Parish Nurse Report: No report at this time.

Pastoral Care Report: Virgil Juliar has been moved into a hospice program. Paul Weingartz is currently in an intensive care setting in Rochester.

Stewardship Report: No report at this time.

Service Group Coordinator Report: No report at this time.

Technology Report: Don Putzier provided a report. He had previously sent out information on potential technology upgrades, and provided a walk-through of the plan for those interested. Pastor Kelly noted he would like to meet in the new year to review the plan and map out a strategy for technology upgrades. The Council noted that Pastor Kelly’s microphone ear piece should be checked for proper fit and potentially replaced if needed.

Old Business: None at this time.

New Business:

- Jeff Adams read a letter from Cindy Scherer regarding the fee charged for wedding coordinator services. The fee was set at \$75 at the time the position was established, and has not been increased since that

time. The number of hours she spends at the church providing services is also greater than the number of hours initially considered in the fee. She requested the fee be increased to \$125 per wedding, with an additional fee charged if the participants wished to use the new white draping for decoration.

ACTION: A motion was made by Joanne Hutchinson to increase the Wedding Coordinator fee to \$125.00 per event. The motion was seconded by Herb Fast. Following discussion, Joanne Hutchinson amended the motion to increase the Wedding Coordinator fee to \$150.00 per event, with no additional fee charged if the white drapes were requested. The motion carried with all voting in favor.

- Karen Frydendall reported on a program provided through the VINE organization. Participants were given the opportunity to visit Mankato's Islamic Center and hear a presentation on Islam and Islamic customs. She noted that VINE has additional upcoming programs focusing on working with immigrants. She recommended the programs for anyone interested in building positive relationships with the immigrant community in Mankato.

Adjournment/Next Meeting: The meeting with prayer. Meeting adjourned at 9:05 p.m. The next Council meeting will be held on Thursday, January 21, 2016.

Respectfully Submitted,
Paulette Adams, Recorder