

**Hilltop United Methodist Church**  
**Administrative Council Meeting Minutes**  
**Thursday, July 28, 2016, 7:30 pm**

**Present:** Paulette Adams, Jeff Adams, Pastor Kelly McCuaig, Herb Fast, Kerry Rausch, Paulette Booker (via Skype), Bob Berg, Michelle Behsman, Stacy Vanderwerf, Judy Argetsinger, Karen Frydendall.

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

**Approval of Minutes:** Minutes from the meeting of June 16, 2016 were available for review. A motion was made by Bob Berg to approve the minutes as presented. Kerry Rausch seconded. The motion carried.

**Pastor:** Pastor Kelly opted to postpone his Simple Church teaching session until next month due to time constraints. He said it was good to be home from vacation and is excited for the work ahead. He announced that he is finishing his last class at Asbury and will have some conference leadership workshops this fall.

**Nominations:** Pastor Kelly did not have anything to report from nominations but there was discussion about Terry Berg's role on Ad Council now that fellowship has been disbanded. Since this particular committee is not mandated by the Book of Discipline it was generally decided that Terry would no longer be on Ad Council unless she wanted to serve "at large".

**Trustees:** Bob Berg reported that the trustees were working on the 2017 budget and would have it submitted by the end of August as requested by Finance. They approved spending for three projects: boiler installation in the parsonage, parsonage garage updates which include insulating of west wall and addition of electric outlets and lighting, and a portion of the Blue Heron Landscaping plan for the area by the church entrance. The crabapple tree would be removed by the trustees and Blue Heron will install a paver patio, decorative fence, and sitting stone. They would like to do the sculpture at some point and will add the plants next spring as they felt it will be too late in the growing season to add plants. Another issue discussed at their meeting was that Michelle had reported doors being found unlocked on Monday mornings and windows being left open. They agreed that we needed to be more vigilant ensuring that the building is locked up after worship and evening meetings. It was also reported that the fellowship hall thermostat had been set very low and that it was not programmable as some of the others in the building. With utility bills rising they felt that this should be addressed.

**Finance:** Kerry Rausch presented the June finance report noting a general fund balance of approximately \$80,000. The month's income was about \$6,000 more than the month's expenses. Kerry reported that Michelle had recently transferred approx. \$25,000 from general to savings: \$17,000 to the Increase Fund, \$645 to Memorial and \$7,500 to the Building Fund. Judy Harrington made a motion to approve the finance report and Paulette Adams seconded. The motion carried.

**Discipleship:** Stacy Vanderwerf reported that she is planning for Fall Connect Groups. Over the summer there has been a "test group" for class meetings. Karen Frydendall asked what this was and Stacy further explained that class meetings were very Wesleyan and historically a Methodist tradition. Individuals meet weekly to check in with their group—to ask how it is with their spiritual life. Herb Fast asked if this would replace Connect Groups to which Stacy responded that she always saw Connect Groups as transitional. She said that Class

Meeting is an option for the future and differs from Connect Groups which function as learning opportunities whereas Class Meetings are opportunities to engage in conversation about your soul. Stacy said she planned to run Class Meeting as a Connect Group this fall.

**SPRC:** Paulette Adams reported that SPRC was planning to interview a couple of applicants for the campus/youth minister position in the next couple of weeks. She also reported that an opportunity has presented itself to add a worship leader to the staff. She stated one of the outcomes of the worship planning meeting held a couple of months ago was identifying the need for someone to lead worship, to play guitar/piano and lead the singing. Kelly shared that it was through Fred that an introduction had been made with a MNSU professor of music who expressed their calling to this type of ministry. Paulette passed out copies of the Worship Leader job description, which was a joint effort of the Worship committee and SPRC. Karen Frydendall asked which came first—the individual who expressed interest in leading worship or the job description. Paulette said that work on the job description was expedited due to the presentation of this excellent candidate. She said that they considered the needs of Hilltop without knowledge of this individual. Stacy added that Hilltop has musicians and singers but that we need someone to pull it all together, someone who can encourage and utilize people’s musical gifts. Paulette Booker used the “Make a Joyful Noise” group as an example stating that they have had four guitarists and that the group has a thirst for music from different genres. She said there is a need for a worship leader, someone who can develop the musicians that we have. Paulette Adams stated that the SPRC and Worship were seeking approval from Ad Council to add this staff position. Bob asked about the salary range of this position to which Kelly responded that this type of position is roughly 20 hours a week and pays \$15-20,000 annually. He added that there was sufficient dollars in the Increase Fund, which was set aside for future staffing needs. Kelly clarified that it was the role of the Ad Council to approve additional staff positions but that SPRC has the authority to set the salary, interview and hire. Bob mentioned that the addition of a worship leader may impact the future technology needs and suggested that Technology consult with the worship leader should we choose to hire one. Stacy made a motion to approve the addition of this position and Judy seconded the motion. The motion carried.

**Education:** Kelly reported that he will be meeting with Jocelin next week about Kids’ Kinection, which will begin on Sunday, Sept. 11th. Bob told Kelly to remind Jocelin that background checks need to be completed for any new teachers or helpers.

**Worship:** Paulette Booker sent an email report and attended the meeting via Skype. The Worship Team met on July 10, 2016, to review the proposed job description for the Worship Leader. Members present, and others via e-mail, approved the content with a few changes, which were forwarded to Pastor Kelly and Kari Juni (SPRC). The Team also visited briefly about changing out the sanctuary decor and how best to illustrate the upcoming *creation* sermon series.

**Youth:** Pastor Kelly reported that he would be meeting with the youth group on Wednesday nights beginning August 3rd. They will be watching *The Lion, The Witch and The Wardrobe* and doing a bible study based on the story. Stacy Vanderwerf asked if there would be confirmation classes this fall to which Kelly responded, “Yes.” He said that he would like to expand on the age range, possibly including 5th and 6th grade students. There was some discussion about grouping youth from 6-12th grade. Kelly did say that the youth group this fall should include 6th grade since the school district includes these students at the new middle school.

**Parish Nurse:** Judy Argetsinger reported that 37 pints of blood were donated at the recent Bloodmobile. The Red Cross will visit again on October 6th. She also said that she will be restocking the first aid kit and replacing the battery on the AED machine.

**Pastoral Care:** Kelly provided an update - Jim Johnson's funeral is on Monday. Sandy Cooper's hip surgery went well. JoAnn Hutchinson is experiencing issues with her vision. There was discussion about whether JoAnn's needs were being met and there were a few who said that they had assisted with rides.

**Stewardship:** Kelly reported that he and Jeanette had chosen a date for Harvest Home Dinner - it will be the second Sunday before Thanksgiving.

**New Business:** Michelle read Andrew Bittner's scholarship application detailing Andrew's plan to pursue the deacon track with the UMC. Karen made a motion to approve the application and Paulette Adams seconded the motion. The motion carried.

The meeting was closed as the council prayed for JoAnn Hutchinson. Meeting adjourned at 9:00 p.m. The next meeting will be August 18, 2016.

Respectfully Submitted,

Michelle Behsman