

Hilltop United Methodist Church
Administrative Council Meeting Minutes
Thursday, September 19, 2019

Present: Pastor Matt Sipe, Paulette Adams, Allison Bass, Bonnie Weingartz, Bill Scherer, Kerry Rausch, Jocelin Reynolds, Karin Gavin, Michelle Behsman, and John Phelps (via phone).

Allison Bass provided an introduction to changes in the council meeting agenda and format. Meetings will begin with a short bible study, time of visioning, and discussion on leadership focus question. Time will then be allowed for future calendaring followed by brief attention to committee meeting reports.

- I. **Approval of Minutes:** Jocelin Reynolds made a motion to approve the August church council minutes. Karin Gavin seconded. Motion carried.
- II. **Bible Study:** James 3:1-18
- III. **Visioning:** Pastor Matt invited council members to brainstorm about Consecration Sunday, which is the culmination of the October stewardship focus. The council discussed the timing of a meal and decided that a celebration brunch would be served after each worship service. Pastor Matt asked for input on Christmas worship changes: having just one worship service the first Sunday after Christmas and adding a third service on Christmas Eve.

Pastor Matt shared an article, "4 Keys to More Effective Church Communication" by Joel Snider, which highlighted: 1) joint, collaborative decisions play a part in effective communication and that the council has a role in communicating to the entire church, 2) quantity of messages is important as it takes 16 times of repeating a message in order for it to spread, 3) accuracy and fact checking is important, 4) consistent practices in policy and information sharing are key to healthy communication.

There was conversation about our current forms of communication and Pastor Matt spoke of potential ways we can improve our communication and the timing of these messages. He mentioned the importance of a weekly digital update and said that the newsletter should be published as needed to tell the stories of transformation. He also added that best practice is that announcements before worship should be 30 seconds or less. Michelle said that the council and leadership has a role to play in watching for the stories of how our ministry is making a difference and then sharing that information with her so that she can communicate these stories with our members.

- IV. **Leadership Focus Question for September:** How have I/we been praying for people who need Jesus and the church? Bonnie W. saw that our prayer walk was focusing on people who need Jesus and Matt added that in his prayers he asked that God would lead people [who need Jesus] to us.
Leadership Focus Question for October: What have I/we done this past month to help someone grow in faith?
- V. **Leadership Covenant:** Paulette A., John P., and Pastor Matt are exploring ideas for this document.
- VI. **Calendaring:** nothing new reported
- VII. **Committee Reports:** reported by email
 - a. **Finance:** Michelle B. reported that the team was working on a new report style and that the report had not been emailed prior to the meeting. A copy of the report was distributed at the council meeting. She reported that August expenses were \$45,481, of

which \$22,000 from building fund was spent on church roof and air conditioning install in west classroom. August income was 23,109, with general giving the highest recorded. A motion was made by Bonnie Weingartz to approve the finance report. Karin Gavin seconded the motion. The motion carried.

- b. **Trustees:** Bill S. asked for action on replacing five windows in the fellowship hall at the cost of \$2700. Kerry Rausch made a motion to approve the request. Jocelin Reynolds seconded the motion. The motion carried.

Parking lot thoughts: none

Meeting was closed with prayer.

Respectfully submitted by Michelle Behsman