

**Hilltop United Methodist Church  
Administrative Council Meeting Minutes  
Thursday, January 19, 2017, 8:02 pm**

**Present:** Jeff Adams, Paulette Adams, Paulette Booker, Don Putzier, Stephanie Putzier, Kelly McCuaig, Stacy Vanderwerf, Allison Bass, Shannon McCuaig, Bob Berg, Kerry Rausch.

**Approval of Minutes:** Stacy Vanderwerf made a motion to approve the December 15, 2016 minutes as presented and Paulette Booker seconded the motion. Motion carried.

Jeff Adams reminded the Ad Council that Hilltop is a mid-sized church and that we need to act our size and that we need to be outward focused and disciple focused.

**Pastor Comments:** Pastor Kelly stated he has been thinking of our church and keeps coming back to the fact that we are missing ages 13-25 year in worship and that a healthy church has this age group present in worship. John Wesley advised that to continue the Methodist revival we need to take care of the rising generation. Last night the 2017 confirmation class began with 18 students and 13 parents present along with Pastor Kelly and Debbie Westby for a total of 33 people the first night. The concept of taking care of the rising generation should be kept in mind with every decision we make.

**Nominations:** Work was completed at the Charge Conference meeting just prior to the Ad Council meeting.

**Trustees:** Bob Berg reported that new outdoor lighting on the parsonage and garage has been completed. The trustees have been discussing the church's technology needs the last two months and have questioned the impact technology has on reaching people outside the church. Research has shown that in 2015 Hilltop's website received an average of 250 hits per day and the sermon YouTube views totaled 1,648. The first 10 months of 2016 the YouTube views were at 1,245. The trustees feel this is one way we are taking care of the youth and that this is the forum for the younger generation. Don Putzier stated that KTV does not do any measurement of the viewership but that this is one of their goals for 2017. We also have older people who utilize technology by watching the sermon on dvds or the internet. The consensus of trustees is to move forward as rapidly as possible with the technology upgrades and that this is just as important as maintaining the building. Technology is major factor in growing the church. There have been complaints that the sound system in the sanctuary is tinny and the reason is the outdated speaker system. Dean Sims will be here February 2nd to evaluate the current audio.

**Finance:** Kerry Rausch reported the December 2016 ending checkbook balance is \$40,360.94, \$14,522.46 of which is designated funds leaving a \$25,838.48 working general fund balance. This balance is of a concern to the finance committee and was discussed with Pastor Kelly. Michelle Behsman provided an analysis and indicated the decrease in a working fund balance is primarily due to the transfer of \$32,722 to savings accounts, \$13,322 was unbudgeted designated giving and the remaining \$19,400 was budgeted initiatives for future maintenance, church roof, landscaping and the increase fund. This will continue to be closely monitored. Bob Berg moved to approve the finance report as presented and Paulette Adams seconded the motion. The motion carried.

**Endowment Fund:** John Phelps provided Jeff with the following 2016 report. At year end the Property Fund has a balance of \$16,189.43 for a growth of 2.9% in 2016. The Education and Leadership fund has

a balance of \$25,202.52 for a 1.9% growth.

**Discipleship:** This committee has now been absorbed into nominations team. Pastor Kelly explained he is the chair of the nominations committee but does not vote at the Ad Council meetings and suggested the vice chair of nominations to represent the nominations committee and be the voting voice of that committee. Paulette Booker moved to appoint the vice-chair of the nominations committee as a member of Ad council and to be that committee's voting voice. Allison Bass seconded the motion. Motion carried. Stacy Vanderwerf reminded us that the Connect Group registration deadline is this Sunday and that Ad Council members should participate in two connect groups a year.

**Missions:** Shannon McCuaig reported the newly appointed members of this committee will meet next month and will be revisiting the vision and develop policy and procedures for this committee.

**Staff/Pastor Parish Relations:** The search for the Youth/Campus Ministry still looking at candidates.

**Worship:** Paulette Booker reported the committee met to Sunday look ahead to Lent and Easter. They are working on a protocol to evaluate the worship experiences. The method of distributing this evaluation has yet to be determined but will be distributed through multiple methods. The committee also discussed our technology needs.

**Youth:** Dan Rivers continues to lead the youth group which will switch from Wed. nights to Sun. afternoons.

**Technology:** Don Putzier provided the following report. In 2006, our church was looking at opportunities to enhance our worship experience by proposing a projection system and camera recording system. We surveyed the congregation, tried out some temporary projection systems, obtained several bids for the new system, discussed sanctuary screen locations, did some fundraising, and ultimately had a system for projection and recording installed. We were one of the first churches to have capabilities of projection and recording in the Mankato area. Other churches came to see our system and have since installed similar systems.

Since installation of our system, we have continued to record our service, providing copies for people unable to attend worship. We also have recorded several weddings with the system, and some funerals as well. We provide an edited version of our weekly service to KTV (formerly CCTV) for local broadcast twice weekly. We also provide excerpts from our service, including weekly sermons, on our website for viewing. Our website currently receives about 250 views per day! In 2015, there were 1648 views of the sermon on the web.

Our system is now almost 10 years old and we are seeing parts of the system gradually fail. We have continued with some upgrades and maintenance along the way, but now our primary cameras are failing. We currently have one out of three cameras working, and it's quality is poor. Technology has also changed; the current standard requires high definition recording which is not possible with our present system.

During the past 16 months, there has been discussion by the technology task force, the worship committee, the trustees, and the Ad Council. There has also been discussion in several special forums regarding the need for an upgrade, in anticipation of failing equipment and future needs. Many feel that this technology enhances our worship experience, provides enhancements during weddings, funerals,

and other forums, and provides outreach through the web and KTV. *These various aspects fit with the mission of our church.* During the past 10 years, we have also continued to have hymnals, pew bibles, and bulletins available for worship, despite projecting much of this information. We do not expect this to change.

We have a proposal for a major upgrade to our system with three new high definition cameras, a digital high definition recorder, and the appropriate controllers for the cameras and recording. The cost is approximately \$26,000.00 for the upgrade. This is a lot of money, and was not included in our 2017 budget, as it was felt that we could wait until the need for replacement existed and then look at other opportunities for raising funds. Since the budget was approved, the need has become imminent due to failure of our current camera system. Ad Council has authorized our moving forward, with the bulk of the funds coming from fundraising. Our budget and fundraising so far has brought us to \$14,872.43.

Ad Council discussion included if we proceed on faith that we can raise the monies in next couple of months and the possibility of a loan. Also discussed was the immediacy of this need. The Trustees moved to proceed with this purchase at their meeting. Paulette Booker moved to proceed with this purchase and Bob Berg seconded. The Ad Council also felt that we should make formal announcements, in various forums, on this issue. We have good data and need to push that we do the speakers at the same time. The goal is to try to get cameras installed before Easter. This motion carried unanimously.

**Adjournment/Next Meeting:** Jeff Adams closed by showing a video and pointed out the parallels this video has with our walk with Jesus and stating that we are in the process of being disciples, that we are to model our behavior after Jesus so that we will recognize Jesus. He then led us in a closing prayer. The next Council meeting will be held on Thursday, February 16, 2017.

Respectfully Submitted,

Kerry Rausch