Chamblee First United Methodist Church

Administrative Board Meeting

February 19, 2019

**Opening and Welcome** Carson Powell

**Election of Recording Secretary (2019)** Carson Powell

**Dana Jenkins elected as Recording Secretary**

**Prayer Needs** Rev. Lee

**Devotion and Opening Prayer**  Leslie Hall

**Approval of December 2018 Minutes (passed unanimously)**

**Those attending the meeting were:**

Russ Dunlap

Brittany Dunlap

Carson Powell

Leslie Hall

Eric Lee

Scott Gillispie

Joe Lipsky

Scott Pirnie

Les Hammond

George Hall

Debbie Hall

Dana Jenkins

Whitney Johnson

Becky Craven

Susan Burdick

Lynda Salleyali

Fran Scott

Becky Veal

Mike Veal

Duke Scott

Emily Jameson

Andy Jameson

Ian Gatland

Stephen Shirk

Michelle Watts

Gene Lawson

Galen Ehrig

Cheryl Atkins

**Reports**

**Staff Parish Relations Brittany Dunlap**

It has been a very busy past two months for SPR. SPR has been busy updating job descriptions, policies, and hiring our new staff members.  We have successfully hired five new associates. Michelle Watts as our Business Director, Morgan Kennedy as our Communications Director and Administrative Assistant to the Pastors, Linda King as the Hospitality and Membership Care Coordinator, Chrissy Deegan as the Parent’s Morning Out Lead, and Taylor Aycock as the Nursey Coordinator.  SPR has assigned Staff/SPR Liaisons to each staff member and we are excited about these additional connections for the staff and SPR.

We honored and celebrated Kathy Brannon and Becky Craven’s retirement as Financial Secretary and Finance and Membership Volunteer last Sunday with a churchwide reception that followed the 11:00 service.  Thank You to Whitney Johnson, Dana Jenkins, Robear Stumpe, and Margaret and Robert Sanchez for helping set-up and clean-up the reception.

We have two open positions, Director of Children’s Ministries and Facilities Manager. Both roles are posted on our church website, [indeed.com](https://urldefense.proofpoint.com/v2/url?u=http-3A__indeed.com&d=DwMFaQ&c=LFYZ-o9_HUMeMTSQicvjIg&r=9w0P3Hq3t5HV64FtwRdDWiEFPaTprndcLJSCp6OUb5Q&m=g-BxWvfS7Vne06iw0aJbV4AR0J8y6_e24KnKJ8i5mPc&s=9RQ2lCGCi14USobfD6GaztnICpJOIXhcdTZ_V7crAGU&e=), and NextDoor Neighbor (Brookhaven, Chamblee, and Dunwoody). We also have the Director of Children’s Ministries posted on the Conference website, ChurchStaffing.com and Youth Specialties. For the Facilities Manager, we completed another round of phone interviews last week for candidates and will be conducting additional interviews next week. I want to personally thank Craig Schneeberger, Les Hammond, and Gene Lawson for stepping up during this time to help with work around the facilities and setting up for events. We couldn’t do it without our volunteers and it doesn’t go unnoticed the amount of time they have given to this church. In the interim, we are in the process of hiring someone to help out hourly for about 5 hours each week until we get a Facilities Manager in place. We are working with Michelle on a list of items and finding support.  For Director of Children’s Ministries, we updated the job description to supervise the PMO Lead and Nursey Coordinator and main focus on Children’s Programs. We are very blessed to have Jessica Lee step in as the interim Director and has done an amazing job. We could not have asked for better interim support. Jessica has agreed to continue to help until a permanent Director of Children’s Ministries has been hired. Please take time to thank her as you see her!  I continue to provide updates to Children’s Council on our search and progress each month.

Last Admin Board Meeting, the committee voted on funds from Lantz Trust to be used to create a new worship service. With that now underway, SPR updated the Music Director and Organist job description to reflect the changes in responsibilities and focus on the one Traditional Worship Service and communicated those changes.

SPR also updated and approved a new Time Off Policy (personal days, vacation time, and sick leave) and days the church office will be closed so it is clearer for staff members based on their role. We are in the process on updating the Employee Handbook with the new Time Off Policy, updated titles, and responsibilities. Once SPR finishes the Employee Handbook and its approved, all staff members will be provided the new one.

**Church Holidays – Office Closed**

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| --- | --- |
| Holiday | Day Observed |
| New Year’s Day | January 1, 2019 |
| Martin Luther King | January 21, 2019 |
| President’s Day\* | February 18, 2019 |
| Good Friday | April 19, 2019 |
| Memorial Day | May 27, 2019 |
| Independence Day | July 4, 2019 |
| Labor Day | September 2, 2019 |
| Columbus Day\* | October 14, 2019 |
| Thanksgiving | November 28, 2019 |
| Day After Thanksgiving | November 29, 2019 |
| Christmas Eve | December 24, 2019 |
| Christmas | December 25, 2019 |

I am working with Michelle to update expected payroll expenses for staff for the 2019 Budget due to the changes in staff roles/positions and start dates.  The budget will be revised with the changes and openings mentioned above.

Finally, the past few months SPR, Trustees, and Finance have been in discussion around the use of our facilities to external groups. SPR agreed that a new position would need to be created to manage the use of our facilities.  The first year it would be a contractor role in hopes this will grow and be a self-funded role for year two.  Lantz Trust Committee agreed to providing start-up funds for the position, for a 20 hour a week associate, pending approval from Admin Board. And start up funds for any facility upgrades needed to allow use of the facilities (thermostat protectors, etc.)

***Motion approved to approve SPR to create this new contractor position (Activities Director), create a job description including roles and responsibilities, and begin to recruit for the role.   Using $20k Lantz Trust funds, $5k for supplies***

**Trustees Duke Scott**

1. Trustees continues to work on a variety of maintenance issues around the church. They have created a Google Doc that can be shared with any one who is interested that outlines their activities (reach out to Duke Scott for access).
2. Looking inward – there is one opening to be filled on the Trustees board
3. Looking outward – still negotiating for a HVAC service contract
4. Use of Facilities to be reviewed – license, insurance, cost

**Lantz Trust Russ Dunlap**

The Lantz Trust met on February 10, 2019, to discuss what had been done since the December Administrative Board meeting and plans for the Lantz Trust funds moving forward.  As approved by the Administrative Board in December, the Lantz Trust Committee was granted oversight of the $70,000 bequeathment from Pre-paid pledge and $70,000 was placed into a separate 7000 account for use in funding the new worship initiatives of the 8:45 Sunday worship service, no longer under Lantz Comm control. Oversight now with clergy and worship committee.  Additionally, as approved by the Admin Board, $21,796 from the Lantz Trust was applied towards the 2018 budget to balance the budget and $5,021.32 was applied towards the down payment on the Security Update Contract approved by the Trustees.

As of February 1, 2019, the Lantz Trust funds includes $214,261.47 in the investment account and $9,952.68 in a separate 73026 account for "Sound System and Other Projects," totaling $224,214.15 of undistributed funds.  This does **not** include the $70,000 for worship, which has already been set aside and is no longer under Lantz Trust committee control.  $15,000 was previously approved by the Admin Board for A/V purchases but those purchases have not yet been made.

The Lantz Trust Committee approved two new uses of the Lantz Trust/donated funds, upon approval of the Administrative Board: 1) if SPR and the Admin Board approve the new position of an Activities Director, $20,000 can be put towards a single year of salary for this new position, and $5,000 can be put towards the budget for that new employee, and 2) if Finance and the Admin Board approve a campaign to close the Restore II debt, up to $25,000 can be put forward to match whatever donations are made towards closing that debt, and $2,000 can be put forward for a "celebration" for the end of Restore II. Finance committee will oversee the matching campaign, sub-committee chaired by Carson Powell. Any funds over the $25k from donations and $25k from Lantz will go towards the rebuilding the reserve. Timing of campaign TBD.

***Motion to approve $25k from the Lantz Trust to fund a newly created Activities Director position passed unanimously.***

***Motion to approve $27k from the Lantz Trust to fund a matching campaign to retire Restore II debt passed unanimously.***

Finally, the Lantz Trust Committee all agreed that we would monitor the church's 2019 budget deficit as any further distributions are considered by the committee in order to ensure that the church remains in a financially stable position.

**Cemetery Les Hammond**

A copy of this report will be provided as an appendix.

**Foundation Les Hammond**

A copy of this report will be provided as an appendix.

**Finance Whitney Johnson**

January 31, 2019 January 31, 2018

Revenue: $87,196 $73,285

Expenses $81,051 $78,010

Difference $ 6,145 $ (4,725)

Restore II Capital Campaign

Balance on Loan: $149,629

Collected pledges toward debt: $(98,932)

Unpledged remainder: $ 50,697

***Motion presented to make changes to authorized signatories on financial accounts to remove Kathy Brannon and Chris Tench and to add Michelle Kandcer Watts passed unanimously***

***Motion presented for Michelle to secure credit account at United Methodist Connectional Federal Credit Union and to issue credit cards to approved staff members passed unanimously***

Credit Card – Bobby Wilmeth recommendation United Methodist Credit Union will issue cc with financial reports provided by Michelle. 2 signors not on acct.

Given to staff member we deem need the card, tied to their personal SSN.

Permission to pursue cc in the name of the church and determine who will receive it.

It was suggested that procedures and policies for credit cards, such as submission of receipts, be developed.

**Report on Ministry Areas to the Administrative Board – February 2019**

**Family Life**

On February 8, the City of Chamblee hosted their Daddy-Daughter Dance in our Fellowship Hall. Members of Family Life were there to participate and observe, with the idea of possibly taking over the event from the city. It was a great event, and at our next scheduled meeting in March, we will recommend holding this event going forward under the umbrella of Family Life. While this would be a church event, we would work with the city to advertise it to the community. We are in the planning stages for the Easter Egg Hunt on April 13 and would welcome any individuals or groups who would like to stuff eggs prior to the hunt, hide eggs that morning, or help in any other way. The hunt and volunteer opportunities will be advertised within the next few weeks. We will also begin advertising soon for vendors for the Fall Festival Artist Market and would welcome everyone’s help encouraging friends or family to consider sign up as a vendor so that this portion of our Fall Festival can continue to grow. As a reminder, vendors are asked to donate a silent auction item, and the proceeds of those sales benefit our Thanksgiving Food Drive ministry.

**Scouting**

Scout Sunday February 24th – we will be recognizing all of our Boy/Girl/Cub Scouts at the 11 am service. Girl Scouts – Chamblee Service Unit Cookie season has begun for the troops we support. On Saturday March 23rd, the Girl Scouts of Greater Atlanta will be using the Fellowship Hall and Scout Hut for outdoor leader training. This is the first time they have held their training at Chamblee Methodist; we’re hopeful they will return in the future. Cub Scouts – Pack 268 The Cub Scout pack continues to grow – we are now at 30 boys; the largest Pack 268 has been in eight years. The target size for the pack is 40-50. Scott Gillispie is actively looking for someone to take over as pack committee chair; ideally a current Cub parent who is a member of Chamblee Methodist. Saturday March 9th will be the pack pinewood derby, at the Scout Hut; Sunday March 17th the pack will hold its Blue and Gold Banquet in the Fellowship Hall. The district Cub Scout Day Camp (for North DeKalb) will be held at Chamblee Methodist June 3rd through 7th. Scott will be involved in their planning meetings (first meeting on February 26th.) Boy Scouts – Troop 268 Tim Fancher’s Eagle Court of Honor was held on January 27th. The troop only has about 8 active Scouts right now, which makes planning our monthly camping outings a challenge; we need at least 6 able to go to have a reasonably sized group. It will be another year before we have any Cubs cross over from the pack. The troop will be selling Camp Cards at Scout Sunday, before and after the 11 am service. The district will use our Scout Hut for outdoor leader training on the weekend of April 27th and 28th; this will involve leaders camped out overnight around the hut.

**Outreach**

The Outreach Committee is currently reforming around two key areas of focus in 2019 – creating important connections with the City of Chamblee and expanding our external communications. We are excited to report we have successfully made important (re)connections with the City of Chamblee. In the past two months we have assisted the city with its Breakfast with Santa event, as well as hosted the City Of Chamblee’s successful 2019 Daddy-Daughter Dance on Feb. 11 in our Fellowship Hall. These are high-profile, revenue-generating events. Best of all, Chamblee First has taken full ownership of these community events going forward. Our Church 2019 Breakfast with Santa event will be the only one in the City of Chamblee this December. The Daddy-Daughter Dance will likely be hosted by Chamblee Methodist in Feb. 2020. We are continuing to explore further synergies with the City Of Chamblee, and we do expect additional partnerships to occur in 2019, particularly with the City’s Parks and Recreation Department. In addition, we negotiated an increased sponsorship level for our church during The City of Chamblee’s 2019 Summer Concert Series (a series of four concerts during the upcoming summer season).

**Missions**

During January and February, the missions committee has been busy planning our upcoming events. George Hall has been leading the effort to organize and promote the upcoming mission trip to El Salvador which will be held from March 30 to April 6. The team has been formed and is asking for the church's support through prayers, letters for the team and donations for supplies needed for the trip. Sam McEntyre is also organizing a team for a local mission to Camp Glisson, scheduled for April 6 and all are welcome to attend! Additionally, Cheryl Atkins has been coordinating our next Rise Against Hunger event which will be scheduled for Good Friday, April 19th. The committee is also expanding our knowledge of mission opportunities including George's participation in Emergency Response Team (ERT) training, Margaret Sanchez's investigation of the new organization supporting Meals on Wheels (Open Hand Atlanta), and discussions of new programs such as Kids Hope (mentoring) and Family Promise (assisting homeless).

**Children**

We celebrate the engaging time of children's worship we incorporate into each Sunday. During the month of February, we have been learning about prayer though engaging songs, videos and small group conversations. We also celebrate the upcoming week of VBS, June 10-14, 9am-12pm, grades rising K-5th. This year's theme is "To Mars and Beyond": Explore Where God's Power Can Take You. Registration for children and volunteers will be online and opens the first weekend of March. More details about how to serve and volunteer in this important ministry will be coming soon!

**Recreation**

Youth Basketball: We had over 110 kids on 12 teams playing basketball during the 2018-2019 season. All the coaches, scorekeepers and concession workers are volunteers; if anyone is interested in coaching or wanting more information please contact myself or Chad Henderson. With the Program and Concessions – Youth Basketball produces a nice profit overall. The program just keeps getting better and better!!

Golf Tournament: We have hosted a golf tournament on the third Monday of September for the last ten years. This year will be September 23 and we once again will be using the funds towards the “upkeep and improvement” of the recreation facilities.

Disc Golf: We have redesigned and enhanced the existing course. In addition, we held an event that raised around $300 that will be used for upkeep and improvements. We are looking to have some events in 2019 which are currently being reviewed. The events will be advertised on the Georgia Disc Golf Association web site, the disc golf newsletter and of course on the Church’s web-site and Sunday bulletins. The course is used nearly every day by local enthusiasts. We are working with a couple of those enthusiasts to help coordinate the events.

**Youth**

We have 14 students going on our Spring SLR retreat. Twice as many as last year! We have had 5 new visitors to the youth in 2019. We have an average of 10 students attending our weekly Sunday evening youth gatherings.

**Membership Care and Hospitality**

We are updating the homebound list that now includes 35+ people and we are scheduling the care team to take communion to those who would like it. We are sending a questionnaire to Sunday school classes and UMW groups, etc to gauge interest in volunteer opportunities and programs/small group offerings. We will begin weekly Wednesday noon prayer time beginning Ash Wednesday. Nancy Duncan is starting a monthly book club in March (religious fiction). Brad Sherrill is scheduled to begin a small group on Wednesday evenings at n March. We are recruiting volunteers to join the Wednesday Night Supper team via signup genius. We are setting up separate email distribution lists for prayer concerns, WNS, etc. so people can opt in to receive these communications. We are following up with visitors every week with a call or email and working on a card to provide to visitors and a new member packet.

**Music**

The Music Ministry is back in full swing for 2019. Children's Choirs alternate Sundays with Cherub (younger to 1st grade) and Spirit (older to 5th grade). The children recently went on a "field trip" to the sanctuary for an organ demonstration by Bill Callaway. The children will not only be learning songs, but melody ringers (small handbells) as well. Children's Choirs will be singing in worship on Palm Sunday and will also provide entertainment for a Wednesday Night Supper in May.

Chancel Ringers are rehearsing and will be ringing in worship on Palm Sunday. We have a new music ensemble rehearsing at CFUMC, Atlanta Concert Ringers. They will be providing maintenance on our handbells, which is a significant monetary savings for us. They will also be giving us mentoring on ringing techniques.

The Chancel Choir continues weekly preparations for Sunday worship services and will soon begin rehearsing for special services for Ash Wednesday, during Holy Week, and Easter. We will have a brass ensemble for Easter at 11:00. Guest instrumentalists, such as our violinist this past Sunday, will join us periodically both from within our membership and outside.

**Men**

The Men's Committee met in February to begin planning activities and events for 2019, including some new opportunities for the men of Chamblee FUMC to fellowship together. On Saturday, March 16, at a location to-be-determined, the men are planning on meeting to watch some March Madness together at 2:00 PM. In addition, we are currently looking at dates in late April or early May to schedule a Men's Retreat to take place on a Friday night/Saturday morning at Camp Glisson. Finally, we have gone ahead and scheduled the annual Men's BBQ for Sunday, August 25, and will once again host a low-country boil for the men on Saturday night, August 24.

**UMW**

We started out the year sponsoring the Mother-Daughter-Friend dinner on February 1. Many thanks to Brittany Dunlap and her planning committee and to our waiters for making the dinner a massive success. As always, we’re looking forward to participating in the activities of the church this year and to continuing the individual mission projects of each circle. As a unit, our social action project for the year is Family Haven, which provides temporary shelter and other services to domestic violence victims.

**Old Business** none

**New Business**

Stephen Shirk – Youth Council Chair requested assistance with Meal sign-ups for UMYF, Signupgenius link on website under Youth

**Pastor’s Report Rev. Lee**

Combined with Ministries reports as included above.

Things the pastors have been working on:

1. Continuing Education
   1. Rev. Bagwell trip to Israel
   2. Rev. Lee – Doctoral Program
2. Way forward – Sharing information, educating the congregation

Two Celebrations:

1. Worship – 8:45 am service doing it differently in order, music, etc. Marked increase in attendance, new faces, Linda King following up.
2. Community Relationship Building – With programs and events like basketball league, Father/Daughter Dance, Mother/Daughter/Friend Dinner, and Kindergarten/PMO seeing more people on campus

One thing to leave with:

New Roles, New staff, New committee chairs – in order to grow as a church we need to empower leadership to lead.

**Closing Prayer/Dismissal Carson Powell**