

**Signal Crest United Methodist Church  
Church Council Minutes  
September 22, 2019**

1. **In Attendance:** See attached roster of attendees.
2. **Devotion.** Tom Cofer, Church Council Vice Chair, opened the meeting with a humorous devotion based on Genesis. God created one animal each of the first three days and offered each a certain lifespan, but told each that it had a responsibility to do. All three animals asked for a shorter lifespan in return for not having responsibility: the dog gave back ten years to not have to guard the house, the monkey gave back ten years to not have to entertain, and the cow gave back forty years to not have to work the fields. The fourth day Man was created and was offered a lifespan of 20 years to eat, sleep, and play. Man felt that 20 years was too short, so he asked for the lifespan the animals had given back. This is why we eat, sleep and play for the first 20 years of our life, then for 40 years we work, then for 10 years we do monkey tricks for our grandkids, then for the last 10 years we sit on the front porch and bark at everyone.
3. **Approval of Prior Meeting Minutes.** The August Church Council meeting minutes were submitted for approval. Lisa Andrews made a motion to approve, and Paul Jensen seconded the motion. The August 2019 meeting minutes were then unanimously approved.
4. **Staff-Parish Relations.** Lynn Lancaster and Josh Kilbourne presented for Staff-Parish Relations (SPR). Josh has been meeting with various groups to discuss current processes and procedures. Based on these meetings, he has identified that we have been relying heavily on volunteers to manage and track our approximately \$1 million annual budget. We are currently paying an accountant \$50 per hour to help with our financial records and books. Josh met with a group of church leaders, and that group team looked at what volunteers and existing staff are doing with regard to financial and administrative tasks. The consensus was to recommend creation of a part-time salaried position to address needs in accounting, financial reporting, and other ongoing administrative tasks.

Mark Smith, Church Council Chair, contributed that the position would initially be focused on accounting services. Lynn Lancaster said that SPR is in agreement, and that they are moving forward with a draft job description. The plan is to proceed with an interim staffing solution through January or February 2020 to close the books on fiscal year 2019. During that time an interview committee will be assembled, and candidates will be identified for a permanent hire.

Bill Thornton asked how the expected salaried position would compare to the current expenditure of \$50/hour. Lynn responded that SPR believes that there is room in the church budget for this position. SPR looked at current staff and volunteer roles to develop the draft job description. Mark said that the leadership felt that many of the volunteer finance positions have such large responsibilities that there are concerns with sustainability. All current volunteer roles will still exist along with the new staff position, but some will have reduced responsibilities.

Hugh Bullock asked if the new role will require CPA credentials. As presently envisioned, the new position will require an accounting background, but the person does not necessarily need to be a CPA.

Lynn informed the Church Council that a new tuition policy is in process of being defined, and will be presented to Church Council when completed. This policy will assist full time staff with continuing education and higher learning.

5. **Trustees.** Mike Garvich informed the Church Council that the Trustees met the previous Sunday. The usage fee schedule for birthdays and weddings was reviewed. Room 308 was still listed as a party room, and need to be reclassified. Safety film has been installed on the windows in the downstairs children's area. Tim Tomisek, who is leading the a newly established security team, has executed a safety review and has made recommendations. A total of sixteen items have been found that need to be addressed for safety and security.

Mike discussed a list of action items the Trustees are considering, which include:

- Adding safety rods to the front doors to be in code.
- Installing an intercom system for the main entrance along with hardware to allow remote entry.
- Installing a camera system.
- Adding a door to the children's area to better secure the area at the rear entrance.
- Addressing issues with the A/V equipment in the Sanctuary.
- Improving signage throughout the church and outside.

Kristy Stewart, speaking for Communications, said that improvements for the two signs in front of the church are being considered. Tom Cofer noted that currently it is difficult to see our church well when driving South on Highway 27.

The sign directly in front of the Sanctuary is old and is difficult to see. The Communications Team proposes to relocate that sign to a space above the exit driveway in front of the parking lot, and to update it.

Tom Cofer and Bob Waller have put together an option to put a two-sided metal sign over the existing stone sign at the corner of Laurel Street. The letters from the old sign will be preserved. Tom and Bob have mocked up the proposed improvement, and anticipate that the cost to implement will be approximately \$3,000. The money for both signs would come from Communications budget and Trustees.

Tom said that the desire at this time is to inform Council of the plans for the signs, and to get feedback and approval before engaging the Town. Mark Smith asked if the sign at the corner of Laurel would be visible at night with the new configuration, and Tom confirmed that the existing lighting would continue to light the sign with the changes. No major concerns were expressed, so Tom will proceed with putting together additional detail, pricing both signs, and working with the government on approvals.

The Council thanked Tifni Herlevic for painting the letters on the stone sign to improve its appearance.

Hugh Bullock expressed support from the Hospitality committee. Hugh asked about needing signage directing people where to go once parked. Kirby Johnson responded that possibly we could put feather signs or other non-permanent signage to direct people.

Kristy Stewart discussed the need for improved Audio/Visual in the Sanctuary. Currently half of sound board in the Sanctuary is not working, and an option is to move the sound board from the Crest Center to the Sanctuary and purchase a new digital sound board for the Crest Center. Steve Strickler, as Crest A/V Volunteer lead, commented that the Crest A/V team would benefit from having presets for the sound board in the Crest Center due to it being used by multiple groups. Kristy said that televisions for the Sanctuary were considered, but due to costs is being put on hold for a year. Putting a television in the Narthex is being looked at in the interim.

6. **Finance.** Tina Close stated that the deadline for submission of committee budget requests is September 30. There will likely be two Finance Committee meetings in October to prepare for Charge Conference.

The Youth Pancake Breakfast fundraising effort exceeded last year's Pancake breakfast event. Council made a special thanks to Will Glass for serving as the chef for this event.

7. **Stewardship.** Anne Pitts reported that the 2020 Stewardship campaign will start in November 2019, which is a change from recent years when the campaign began in January. The Stewardship Committee is crafting an impactful dual message that encourages a needed strong finish to 2019 along with making commitments for 2020.

Fred Wildman inquired how we are planning to build a capital account to address facility needs, such as the roof. Bill Thornton, Associate Pastor, suggested that the Finance Committee could recommend another formal Capital campaign. Tina Close, Finance Committee chair, responded that we need to have an accountant in place and certain work completed before we can proceed with a capital campaign. Anne pointed out that the weekly bulletin lists both the \$1.07 million goal for operating needs, and a \$1.2 million total that includes capital needs.

Paul Jensen suggested that we move any money left over from 2019 to the building fund, and to publicize this move in communications to emphasize the capital needs for facilities. Kirby Johnson asked if any progress had been made on developing a reserve fund, and Tina responded that it has not happened yet. Tom Cofer suggested potentially refinancing debt in light of recent drops in interest rates.

8. **Pastor's Report.** Josh Kilbourne, Senior Pastor, presented the Pastor's report. Josh provided an overview of the goals for the upcoming Charge Conference, which include approving the pastor's compensation packages and approving nominations for 2020 committee chairpersons and members. The Charge Conference is scheduled for November 17 at 6:30 p.m. If needed there may be a brief Church Council meeting before the Charge Conference.

The Nominations Committee has been working to fill positions for 2020 has had a good response from the first set of requests to serve.

Jan McCool and Mitchell Johnson have pursued certified Lay Minister training.

Drew Barton is working on the high school and college student inventory, which is useful for the Wesley Foundation.

Josh Kilbourne and Allison Maynard attended the Scenic South District meeting that was held on September 22. Allison stated that Signal Crest paid 100% of its apportionment for 2018. To qualify for the five star award a church must fully pay its annual apportionment, and also meet minimum missional giving requirements. Signal Crest will include this giving in the Missions budget for 2020.

The District is looking for alternate delegates for the Annual Conference. If anyone would be interested in this role then please inform our Church leadership. The Annual conference in June will respond to the called General conference in May.

Bill Thornton contributed that our church is on the right trajectory. He is seeing new families in the Crest service and traditional services every week, and we are stronger than we have been in years.

The next Church Council meeting will be October 20.

The meeting was closed with prayer led by Bill Thornton.

The meeting was then adjourned.

Steve Strickler, Secretary

Signal Crest United Methodist Church  
Church Council Meeting Attendance  
September 22, 2019

Lisa Andrews LISA ANDREWS

Drew Barton \_\_\_\_\_

June Bilbrey June Bilbrey

Hugh Bullock Hugh A. Bullock

Tina Close Tina Close

Tom Cofer Tom Cofer

Rachael Dow \_\_\_\_\_

Rebekah Ducote \_\_\_\_\_

Kelly Eller \_\_\_\_\_

Mike Garvich MIKE GARVICH

Patrice Glass \_\_\_\_\_

Carla Helm \_\_\_\_\_

Sherry Hubbard \_\_\_\_\_

Paul Jensen Paul Jensen

Josh Kilbourne Josh Kilbourne

~~Paul Jensen~~  
Kirby Johnson ~~Paul Jensen~~

Colin Johnson \_\_\_\_\_

Lynn Lancaster Lynn Lancaster

Doranne Lane Doranne Lane

Allan Ledford \_\_\_\_\_

Bill Leonard \_\_\_\_\_

Allison Maynard Allison Maynard

John Maynard, Jr. \_\_\_\_\_

Taylor Moore \_\_\_\_\_

Jeff Norwood J. S. Norwood

Anne Pitts Anne Pitts

Kathy Robertson Kathy Robertson

Kristin Robertson \_\_\_\_\_

Mark Smith Mark Smith

Kristy Stewart *Kristy S*

Steve Strickler *Steve Strickler*

David Tonahill

Bill Thornton *Bill Thornton*

Carole Waller *Carole R. Waller*

Marti Wayland

Please print name and sign

*FRED WILDMAN*

*Martha Nagle*

*Penny Selman*

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