

*Our Mission is to enable persons to encounter the living God as disclosed through Jesus Christ, to serve and celebrate God in an ever-changing society.*

BROADWAY CHRISTIAN CHURCH  
BOARD MEETING  
December 10, 2024

**PRESENT** - 2 Staff, 22 Members

**OPENING PRAYER** - Darren Day

**INFORMATION ITEMS**

**STAFFING WAGE ADJUSTMENTS** - email from Darren Day to officers

Dear Broadway Christian Church Board Members:

At the October Board meeting we discussed the need for hiring staff. The Executive Committee along with personnel and finance committee members have been analyzing and adjusting the personnel budget in order to accomplish goals for Broadway's staff. All of the adjustments fall within the budget approved for the 2024/2025 year. I want to provide transparency for how staff positions are being adjusted to accomplish these goals. These changes are in line with the suggestions done by the consultant we utilized for Broadway's Staffing Analysis to be a fair and consistent employer.

**The staffing adjustments will accomplish the following:**

- Standardize Broadway's Program Staff pay based on responsibilities and remedy discrepancies for staff pay.
- Provide a team for each program which will allow for better continuity when someone leaves and meet safe conduct procedures for Broadway youth by having two adults present for events and provide consistency for participants if a program staff needs to be absent.
- Rightsize the number of hours staff have to provide the support for Broadway's programs
- Fully fill positions that were budgeted, but not previously hired.
- Allow for more connection of program staff with children and youth based on numbers and based on what Broadway has identified as priorities.

**Below are the adjustments to the staffing organization:**

- Church Administrator - This position has been changed to part time (28 hrs/wk) and the Financial responsibilities will be separated out based on suggestions from the staffing analysis.
- Finance Manager - (20 hrs/wk) with potential of some outsourcing.
- For our 2024/25 budget, we had approved a Children's Ministry Assistant Director, but had not hired this position. This position has been hired. Director (25 hrs/wk) and

Assistant Director (20 hrs/wk) and the pay has been adjusted to be in line with other program staff.

- The Youth Director position has been changed to part time (25 hrs/wk) and an Assistant Director position (20 hrs/wk) is being proposed.
- The Director of Music has been made part time (25 hrs/wk) and Assistant Director (25 hrs/wk). The pay for the Director and Assistant Director of Music is being adjusted to be in line with other program director pay scales.

This is an information item for the upcoming Board meeting. While all of these adjustments fall into existing funds in the 2024/25 budget for personnel, the one item that would need approval according to the bylaws is the position of the Assistant Director of Youth. This is being requested for approval at the first Board meeting in 2025 contingent upon staying within the personnel budget. The Board would need to approve the actual position as the bylaws state that the Board must approve positions and the budget.

**LIST OF STAFF POSITIONS AND SUPERVISORS** - Provided by Adrienne Black, Personnel chair.

<b><u>POSITION</u></b>	<b><u>SUPERVISOR</u></b>
Lead Pastor	Board
Associate Pastor	Board
.Music Director	Lead Pastor
Assoc. Music Director	Lead Pastor
Daybreak Music Director	Lead Pastor
Chancel Bells Director	Music Director
Worship Technology Director	Music Director
Director of Youth Ministry	Assoc. Pastor
Assoc. Director of Youth Ministry	Assoc. Pastor
Youth Intern	Director of Youth Ministry
Summer Intern	Director of Youth Ministry
Director of Children's Ministry	Assoc. Pastor
Assoc. Director of Children's Ministry	Associate Pastor
Nursery Attendants	Director of Children's Ministry
Office Administrator	Lead Pastor
Finance Manager	Lead Pastor
Director of Communications	Lead Pastor
Facilities superintendent	Assoc. Pastor
Custodial Associate	Assoc. Pastor

**DEC. 29 (story), JAN 5 -will be All Means All Services at 10:00 AM**

**BOARD MEETING DATES PROPOSAL**

February 25

April 22

May 27

July 22  
September 23  
November 18

## **MINISTRY AREA REPORTS**

### **A. CHILDREN AND YOUTH - Barb Stephenson**

#### **RECENT DEVELOPMENTS**

- We have hired a Director of Children's Ministries, Catherine Wallis and an Assoc. Director of Children's Ministries, Kloee Cardenas. Both started on Sunday, November 24.
- We will be advertising for a nursery director to manage volunteers for the nursery in the coming days.

#### **FUTURE PLANS**

- The children's Christmas pageant is December 15. A special shout out to Ellen Flottman for her leadership.

### **B. CHILDREN AND YOUTH - Mike Crews**

#### **RECENT DEVELOPMENTS**

- 14 youth and 6 adults participated in Youth Make a Difference Day
- Youth assisted with set up, serving and cleanup for Interfaith Thanksgiving potluck
- Sunday evening Religions of the World discussion sessions
- November 24 and December 1 youth nights hosted by the Taylor Peck family.
- Welcome to our new Director of Youth Ministry, Dr. Chelsea Parks!!

#### **FUTURE PLANS**

- December 8 youth Christmas party hosted at the Taylor Peck residence. Plan for a White Elephant gift exchange
- December 15 caroling at the Terrace Retirement Home - time TBD
- Continued discussion and development of our youth ministry program for 2025

### **C. DEACONS - Melissa Kerns**

Until further notice, the Elder and Deacon schedule remain in play.

#### **D. DISCIPLESHIP - ADULT ED SMALL GROUPS - Martha Jolly**

##### **RECENT DEVELOPMENTS**

- Discipleship team met 11/14 to discuss churchwide focus to coordinate with preaching series based on the lectionary and the hymn "When God Was a Child." It was agreed to purchase "Starry Nights" from The Salt Project for use by the congregation and classes/small groups as a study resource for the Advent Season
- Parent Lounge continues during Sunday discipleship hour for parents of children 0-18. Current discussion focus is discussion of Rob Bell video series, Nooma, now until Lent.
- Disciples 101/Broadway 201 classes were held December 1 and 8.

##### **FUTURE PLANS**

- Rev. Andrew has visited/met with Sunday morning classes and several of Broadway's small groups. He will continue to connect with small groups in the new year.
- The Adult Discipleship Team will research and promote adult study/devotional resources for the Lenten season.

#### **CARE LINK - Patsy Dalton/Linda Poehlmann**

##### **RECENT DEVELOPMENTS**

- We are so pleased to be working with Rev. Andrew Peck and Rev. Dr. Sarah Taylor Peck as we continue to develop responsive CareLink services for our church family. So it is actually "church family caring for church family" as we always say.
- Right now we are working on getting the Care Center Ministry back up and running. We actually have two sets of people who will help get this service rolling.
- We have had another strong month of church family members who have had surgeries, other health issues and family issues. We would like to ask ALL Board members to assist us by letting us know of needs that you may know about in our church families. And, of course, we always welcome you to join us in this important ministry.

##### **FUTURE PLANS**

- As you might imagine we could always use more Carelink volunteers for such things as prayer ministry, flower ministry, meal ministry, card ministry, calls of concern ministry and another seven ministries.
- It is vital that all of our Board members assist Carelink in letting us know of needs in our church family. Here's how it works: If you know of a church family in need, please call the church office and let the staff know. They will send that information to the ministers and the CareLink co-chairs. And then the co-chairs will send the information to the appropriate CareLink ministries. Of course, the ministers will also take appropriate action. AND as always, we count on our own CareLink ministries to let us know of

needs among the church family. This is an extremely important ministry and almost all of us will receive CareLink love and care at some time over the years. If you ever know of a time that you would like to have a CareLink program given to your various groups or duties, please call Patsy Dalton (573-356-6036) or Linda Poehmann. We are always happy to help educate our church.

#### **E. ELDERS - Logan Howard/Eric Lybeck-Brown**

##### **RECENT DEVELOPMENTS**

- We spent time discussing recent staffing changes, including both outgoing and incoming staff - including implications and congregational reactions, as well as our role as Elders during this time of change.
- We continue to pray for the congregation and the leadership here at BCC.
- We continue to provide a unifying presence and voice as we simultaneously grow together and get settled together.
- We continue to be a touchpoint as needed for conversation and questions.
- We continue to represent BCC to our homebound members by sharing communion and to the Terrace by leading a monthly worship service with them.
- We pray for the interviewees and the interviewers as new positions continue to be filled to enhance the life of this vibrant congregation! Many have been hired and more are yet to come.

#### **F. FELLOWSHIP - Steve Westgate/Cheryl Shigaki**

##### **RECENT DEVELOPMENTS**

- The Fellowship committee continues to function well due to the constant help of a core group of volunteers. We always need more people to get involved. Signups are usually announced in our Broadway electronic newsletter
- We recently had a wonderful meal after the installation service for our new ministers.
- We had a nice celebration celebrating Ingrid upon her retirement

##### **FUTURE PLANS**

- Need volunteers for Goodie Sunday on December 15. We encourage people to bring and share their favorite goodies, and we need help in setup and cleanup as usual
- We need people to sign up for Christmas Eve luncheon following the 11 AM service. We especially need people to contribute food and time for this event.
- We have an ongoing need for people to set up and host our Sunday morning gathering time during the 10 AM Sunday School hour between services.

## **G. MOM - John Poehlmann/Stuart Smith**

### **RECENT DEVELOPMENTS**

- \$13,417 paid in October from tithe
- \$1,390 for Reconciliation Special Day offering
- \$1,570 collected for Hurricane Helene (Week of Compassion)
- P.E.A.C.E. Trivia Night \$500 with Andrew Taylor Peck rep'
- November 10 BCC hosted Friendship banquet,, 20 church attending
- Beehives will aid community Garden
- Room at the Inn is running at capacity; Sandwiches from Installation Sunday delivered
- BCC volunteers at The Wardrobe to help clothe the needy, including students of all ages and non-housed
- 160 families served food Nov 13 at TCC with Mobile Food Bank
- Center for Early Learning-North teachers, our Partner in Ed' were fed four days of Parent-Teacher conferences
- Columbia Crop Walk raised \$26,748 this year
- Don Harter continues to use BCC bus transporting an Afghan sewing group
- Dec 6, 7, 13, 14, 20, 21 BCC signup for kettle ringing at Hy-Vee west (inside thanks to Don Harter)

### **FUTURE PLANS**

- Dec 8 & 15 SERRV (Sustainable Employment, Resources, Rights and a Vision of hope) sale benefitting private entrepreneurs in other countries.
- Dec 9 - Gifts for Tree of Hope due back
- Dec 9-14 Voluntary Action Center hosted at BCC for holiday families' gifts
- Dec 11 - Mobile Food Pantry
- Dec 16 - Mission & Outreach meeting
- Jan 10 - deadline to sign up for mission trip with Enlace to Guatemala
- April 5 - Habitat for Humanity garage sale
- Sept 21 - Columbia Crop Walk
- Dates have been received for the 2025 Mobile Food Bank.

## **H. PERMANENT FUNDS - Ken Askren**

### **RECENT DEVELOPMENTS**

- No activity to report. Value continues to increase incrementally.

## **I. RESOURCES - PROPERTY - Ken Welty**

### **RECENT DEVELOPMENTS**

- Property workday was held on Saturday, October 26. Trimmed evergreens on north side of entrance. Cleaned up evergreens on south side of parking lot. Cut out overgrown bushes on west side of parking lot.
- Work was also done on the courtyard flower garden.
- Tiger Security has completed the upgrade to our security system.
- Christenson Construction completed work on north parking lot.
- All four (4) units in CLC have been installed and are currently heating the CLC. Work continues to finish the required work.
- Contracted with Korte Tree Service to remove dead evergreens between west side of parking lot and Boone County Bank.

### **FUTURE PLANS**

- The committee asks that groups using meeting rooms be responsible for turning off the lights when finished.

## **J. WORSHIP - Rita Allen/Lynelle Phillips**

### **RECENT DEVELOPMENTS**

- The Worship team has been discussing the current worship schedule and concerns regarding that, as well as assisting with the decorating of the church for Advent and Christmas. We wish to thank those who have helped with the decorating to make our church look beautiful and welcoming and to Kate for heading up the decorating.

## **K. PERSONNEL - Adrienne Black**

### **RECENT DEVELOPMENTS**

- Welcomed 4 new staff members:  
Catherine Wallis, Director of Children's Ministry  
Kloe Cardenas, Assoc Director of Children's Ministry  
Dr. Chelease Parks, Director of Youth Ministry  
Shawna Ayres, Finance Manager
- In collaboration with the Executive and Finance committees, analyzed and adjusted the Personnel budget in order to accomplish goals of being a fair and consistent employer.
- Completed check-in interviews with current staff. Gathered feedback and provided clarity to staff on various topics.

- Off-boarded Ingrid Luckenbill as full-time employee. Contracted Ingrid to return on an hourly basis as an independent contractor as needed for training and year-end tasks.

## FUTURE PLANS

- Recruitment for nursery attendant position to replace Brett Bell.
- Proposal for Associate Director of Youth Ministry position.

## QUESTIONS FOR OR REQUESTED ATTENTION OF THE BOARD

- Approval of updated Personnel Policy Manual

## MEMBERSHIP REPORT - Carla Espy

As of November 30, 2024, our total membership stands at 545. There was one membership loss due to the death of Tom Spurling.

## FINANCIAL REPORT - Nancy Welty

Nancy reports that the committee is working on outsourcing payroll through our software company.

## EXECUTIVE COMMITTEE REPORT - Darren Day - No new information

## ACTION ITEMS

### NOMINATING COMMITTEE

Proposed members of the nominating committee are:

Elders: Eric Lybeck-Brown, Ellie Stansberry

Deacons: Dana Fritz, Cinda Eichler

Members at Large: Jan Farr, Ken Butler

Vice-Chair - Melanie Karrick

Ex-Officio Staff: Rev. Dr. Sarah Taylor Peck.

It was moved by Meliae Karrick and seconded by Logan Howard that the committee be approved. The motion passed.

Adrienne Black moved and Logan Howard seconded that the Revised Personnel Policy be approved. The motion passed.

## NEW BUSINESS

- Assoc. Director of Youth is a new position.
- Sarah has worked hard to comply with standards to avoid lawsuits and keep within budget.
- Teams of two have been hired for accountability. This will also help us stay within the guidelines of Safe Kids since fewer volunteers will be needed. The team approach assures transparency.

- After hosting youth groups in their home, Rev. Andrew feels that it would be advantageous to divide middle schoolers from high schoolers.
- On Friday, Chelease Parks, Catherine Wallis and Kloee Cardenas transitioned into their roles.
- Rev. Andrew can now unlock the church doors from home if admittance is needed after hours.
- Sign up is starting for Guatemala.

Melanie moved to pass the staff restructuring. Ken Askren seconded. The motion passed.

#### **MINISTERS' REMARKS - Rev. Dr. Sarah Taylor Peck**

#### **RECENT DEVELOPMENTS**

- Led staff retreat in Rocheport, 10/23
- Launched survey for 3-service feedback
- 11/13 completed CPR training for staff
- 10/27 Hosted Executive team meeting with Rev. David Shirey as we vision for future
- 10/28 hosted thank you dinner for search team that brought me and Andrew
- 11/4 hosted Music Department social at our house to continue to build relationships
- Assembled search team for Youth Ministry Director of 6 individuals including 2 youth, invited 6 candidates to interview, successfully hired Chelease Parks as Director
- Assembled search team for Children's Ministry staff involving 4 lay leaders, interviewed 6 candidates, successfully hired Kloee Cardinas and Catherine Wallis
- Assembled search team for Finance Manager involving 4 lay leaders, interviewed 2 candidates, successfully hired Shawna Ayres
- Taught December membership class with 14 participants, potential 9 new members, pending Dedication Sunday, December 15
- Hosted November and December youth group and youth holiday party with average attendance of 17 youth and 3 adults
- Hosted Columbia-wide Disciples clergy lunch at Broadway and facilitated workshop
- Was officially installed November 17. Thank you to all those who contributed! It was beautiful!
- Since last Board meeting, completed 24 hospital, homebound and pastoral visits/conversations

#### **FUTURE PLANS**

- 12/13 - hosting staff Christmas party
- 12/15 - Hostling Elder and Deacon Christmas party
- Planning 2 All Means All Services 12/29 and 1/05
- Gearing up for first Christmas Eve experience at Broadway
- Will be taking 3 vacation days: January 2, January 5 (Rick Frost to preach) and January 6.

- Continuing COMO Disciples clergy gatherings in January, next one scheduled 1/16/25
- Travelling to Phoenix, AZ, January 28 - 30 for facilitator training as part of my service to our larger denomination as a leader in Cornerstones Initiative through pension fund.
- Bumping the staff review of personnel handbook to January when we have all new staff in the rhythm of meeting regularly
- Planning an additional staff CPR training for January with new hires in youth and children's
- Planning a Narcan training for staff in January or February, facilitated by Heather Harlan

**MINISTERS REMARKS** - Rev. Andrew Peck

- The main developments since the last Board meeting are hiring and training four of our five new staff members: Catherine Wallis, Children's Ministry Director; Kloee Cardenas, Asst Children's Ministry Director; Chelsea Parks, Youth Ministry Director and Dana Hammond, Office Administrator
- I worked extensively with Catherine and Kloee (while she was available) transferring all of the information that I received from Sara Merz regarding the children's program, updated contact information for the volunteers and family with K-5 age children
- I created a transition binder for the program, reviewed all of the tasks for the position and took them on an extensive tour of the CLC spaces and resources. I also worked extensively with Chelease to review the transition binder John Delaport created, reviewed the tasks and gave her a tour of the spaces and resources for the youth program
- Most importantly, I added to the transition binder detailed contact information for the youth and families in the program that John had not provided.
- Sarah and I hosted the youth group at our house for the past three Sundays and introduced Chelease to our youth
- I also worked with Dana to train and learn multiple systems after Ingrid's retirement including the key card security system, ACS calendar system, Google calendar and other systems
- I officiated the Blue Christmas service on December 3, preached on December 8 and served as the emcee for the November 10 Interfaith Thanksgiving potluck
- I continued pastoral care visits, cards and calls to 30 Broadway church members
- I am working with Patsy Dalton and the Elders to streamline and improve pastoral care systems that Ingrid had done, especially the home communion visitation and prayer list systems
- I continued to attend the following committees: MOM, Property, Children's Ministry, Youth Ministry, Safe Church Policy, adult discipleship
- I co-taught the Enneagram Sunday school class with Eric Lybeck-Brown for four Sundays and organized the Parent Lounge for 3 Sundays
- I attended the Bob Evans Men's Group, fellowship with The Fellas and Sisters in Study as I was able
- I am directing recruitment and organizing for the March 2025 mission trip to Guatemala with Enlace

- I attend weekly staff meetings, worship planning meetings and will soon start weekly office staff meetings
- I fill in the worship bulletin information each week except for the music

### **CLOSING COMMENTS - Darren Day**

The Executive team has been focused on the following items:

- Safe Conduct Policy Revision. Some discussion was had regarding allowing sex offenders to attend Broadway. This will go back to the Children and Youth team For more discussion before it is presented to the Board.
- Adjustments to staffing - Some adjustments will be made to the budget to cover positions. With several staff leaving or retiring, we needed to change some positions to better fit our current model.

### **PRAYER - Melanie Karrick**

Submitted by Carla Espy, Secretary

THE NEXT BOARD MEETING - FEBRUARY 25 - 7:00 PM