

**OLD NORTH CHURCH MARBLEHEAD  
PRUDENTIAL MINISTRY BOARD MEETING MINUTES  
December 14, 2021 7:00 PM**

**Present:**

Sally Sands, Chair  
Rev. Dennis Calhoun  
Mark Adams  
David Bennet  
Scott Fillenworth  
Betsy Halbert  
Blair Lord  
John Tatum

**Call to Order**

Sally Sands called meeting to order at 7:05 PM.

**AGENDA:**

Sally opened the meeting at 7:05pm ET.

Dennis opened the meeting with a prayer.

**Review of November Meeting Minutes**

The November meeting minutes were approved.

**Church Update:** Dennis

Dennis reported that Christmas preparations underway. He also reported that Maria was injured in a nasty fall and had surgery on her rotator cuff. The extent of her rehabilitation is unknown presently but will not be able to play the organ during Christmas services. It's been difficult to find a replacement organist but we now appear to be all set. Proceeding with our plans recognizing that Covid could throw a wrench in things: Longest Night service, 3 Christmas Eve services and the Sunday service 2 days later.

**Financial Review**

Blair reported that we will end the year with a surplus of at least \$50K due to the Federal programs. This money goes into the accumulated reserve fund and there are no restrictions on the use of those funds. We could use these funds to help offset any deficits in 2022.

**Stewardship Campaign**

Sally reported the good news that we received 25 additional pledges adding up to 170 total pledges and \$360,841 pledged. There are still 91 people who pledged last year who haven't this year with some of them being some of our more sizable donors. The plan is to do an email blast this week and then conduct follow up calls (if necessary) after the holiday.

### **Capital Campaign**

Dennis, Betsey, and Sally reported that finding a chair of the campaign has been a challenge. There are a number of individuals interested but not in the chair capacity. The UCC capital campaign rubric is somewhat daunting in its complexity but Stow has shared that he has some ideas of how this could be executed in a more straightforward manner. He is to meet with Sally and Betsey to discuss. Good news is that some contributions are already starting to come in!

### **Property**

David reviewed the Sanctuary/Narthex Air Purification System Proposal. 2 Matterhorn air handling systems are to be installed in the attic to address the Sanctuary. There will be 8 vents, 4 along each of the center aisles. Any noise factor will be muted due to the location of the air handlers as well as vibration deadening materials used in their installation. Smaller supplemental systems will be installed in the Narthex. The total estimated cost of approximately \$55K includes a 10% contingency. How could this project be funded? The Legacy fund has \$45K and the Legacy Investment Returns has \$143K. The Memorial Gift fund has \$44K (this fund is designed to fund improvements to enhance worship). And the Unrestricted Reserve fund has \$157K. The proposal was passed unanimously.

David also reviewed a proposal for a water detection system. A number of specific places have been identified where we should place water and temperature detection devices. The total cost of this project is \$6,800 (\$2,600 – Stacey Street and \$4,200 – Church). David is going to confirm that the wireless frequency won't affect or be affected by other wireless signals happening in the facilities. This proposal was passed unanimously.

Sally reported that Board of Health will not allow use of our kitchen due to an expired certification. We are required to have someone with the Food Service Management and Choke Safe certification. We are hopeful that they may certify us ahead of actually having met this condition so long as we get these certifications within a certain length of time. Sally is looking into the availability of these courses and we'll need to find a volunteer(s) to achieve these certifications.

David reports that work continues to progress in the water remediation effort behind the stage in the Parish Hall.

And the Fall grounds clean up is in process.

## **2022 Properties Operating Budget**

Blair shared that, based on current circumstances, level funding is recommended for 2022.

Any potential adds would need to be absorbed into the operational budget.

- About \$4K per year for spring/fall clean up.
- Live streaming services monthly cost - approximately \$100/mo.
- Enhanced IT support monthly cost - approximately \$100/mo.
- Contingency for administrative staff compensation adjustments (?).

It was agreed that there is a need to reinstate a Personnel Committee for 2023 at the latest. However, in the meantime, there is a perceived need to revisit staff compensation. Dennis to reach out to Deb Tyrell to see if she has any cycles for this and, if she's willing to assist, Scott is willing to partner with Deb to explore our approach.

## **Any Other Business**

### **Our Church's Wider Mission**

Outreach is asking for additional monies which begs the question of our church's wider mission. There was a miscalculation of how much was to be funded to Outreach this year. As a result, we overpaid the UCC last year and that overpayment was exacerbated in the early months of this year. This is leading us to expand conversations longer term about how our local and national contributions are calculated, how they are funded and where they are directed. Consideration whether payment should be made to the UCC or to our own missions. There is some thinking to cut the contribution to the UCC and use the money locally. We need to determine where this expense belongs in our budgeting process and how to best fund it, either as a percentage or as a fixed expense. There still is an outstanding bill of \$8K that needs to be paid to the UCC.

## **Adjourn**

The meeting was closed at 9:27pm ET.

Next Meeting: January 11, 2022, 7pm ET.

Minutes Prepared by  
Scott Fillenworth