

Church of The Redeemer  
Council of Elders Meeting Minutes  
May 19, 2014

**Elders Present:** Thomas McKenzie, Abbie Hudgens, Jean Hepper, Kyle Williams, Jack Haynes, Mark Nicholas, Debbie Taylor, and Trevor Henderson.

**Others Present:** Linda Shepherd

**I. Opening Prayer and Welcome**

**II. Review and approval of April Minutes**

- a. The minutes were corrected to show that Grace was not present at the April Meeting and the parenthesis were removed from the year to date column of the Financial Report. "ACNA Required Travel Expenses" was clarified as the line item description for section III, f.
- b. Jean moved to approve the minutes as amended, Trevor seconded. The motion passed.

**III. April 2014 Treasurer's Report Review**

- a. April 2014 Actual vs. Budget Summary

	<b>Actual</b>	<b>YearToDate</b>	<b>BudgetedYearToDate</b>
Tithe	\$ 61,465.00	\$758,645.50	\$645,833.33
Ordinary Expenses	<u>\$ 62,861.24</u>	<u>\$637,645.31</u>	<u>\$646,169.02</u>
Net Ordinary Income/Loss	\$(1,396.24)	\$121,009.19	\$(335.69)

Bank Account Balances as of 30 April 2014:

Cedarstone Bank--General Operations	\$ 200,356.70
Cedarstone Bank--Reserve Account	\$ 299,754.16
Schwab--Money Market	\$ 514.00
Pastors' Discretionary	\$ <u>9,727.92</u>
<b>Total in all bank accounts</b>	<b>\$510,352.78</b>

- a. Linda Shepherd was not present at the April meeting. So the Elders followed up on their questions on the March Financial Report with Linda.
- b. Chance hopes to have the double charges associated with the youth retreat resolved by next week and Linda explained that the copier expense issue has been resolved.
- c. Jean followed up with Linda about whether we had been making our payments to the Diocese –something that came up in last meeting. Thomas explained a clerical error. The Diocese and the Province are currently located in the same building and Redeemer's payments have been going to the wrong address. Instead of hitting the Diocese's account the payment have been going to the Province. Since 2012, more than \$50,000 has been sent to the Province. Thomas spoke to the Archbishop who assured Thomas that the account will be considered settled, due to the Diocese's giving relationship to the Province.
- d. Mark made a motion to approve the March Financial Report. Jack Haynes seconded and the motion passed.
- e. Linda shifted the attention of the group to the April Financial Report. Attendance numbers have been missing so it is difficult to get an accurate read on the month's totals. Linda needs to go through some items on the Balance Sheet.
- f. There is anew computer in the counting room and the files have been converted. Now, Linda and the accountants can access the files remotely and is already saving a lot of time.

- g. Line 2220 Designated Distributable has a coding error and she will correct it. Several items have been booked to 2236 that should probably be in 2238, including one item that should be voided. Linda will correct that for next month. T
- h. here are also a few items related to the columbarium and the bathroom renovation that have since been paid out. The exchange category, 1330, has several items from the ACNA visit that need to be moved into that ACNA Required Travel line item.
- i. A correction has been made on line item 6410 to make sure that giving to Missions more precisely reflects 10% of COTR's tithe.
- j. Line 6530 is high because everything purchased at Sam's has been incorrectly hitting this account.
- k. Jean asked Linda about an expense under computers hardware and software. Thomas and Linda explained that the expense was from the networking improvements done at the Church.
- l. Kyle moved to approve the May minutes, Debbie seconded, the motion passed.

#### IV. Staff Report

- a. **Chance Perdue:** Sunday school with FAM went well. There were 7 or 8 kids from FAM that showed up. Yard Sale for Guatemala is Saturday and inventory is low. Since Wednesdays are over for the summer, Chance is attempting to get together with the youth about every other week. Chance had his psychiatric examination for ordination purposes and is waiting to schedule a Commission on Missionary interview. Chance explained that Redeemer was recognized as a finalist for Room In The Inn. This year, COTR provided 31 beds, 62 meals and 242 hours of service.
- b. **Jenna Martin:** thanked the elders for their support during her sickness. Has had a good few days and was able to get to go the women's retreat. The committee did a great job putting the retreat together. Jenna will be meeting with Joy Pratt to organize the next season's volunteers. Stephens Ministry has entered phase two with several of COTR's care givers having been paired with care receivers. Stephen's ministers are also meeting at COTR twice a month for supervision and continued training.
- c. **Danny Bryant:** was not present at the Elder's Meeting.
- d. **Grace Spriggs:** was not present at the Elder's Meeting.

#### V. Pastor's Report

- a. Thomas traveled to Seaside with Laura for a vacation at Water Color.
- b. Thomas spent time with Cannon Marry who said that the retreat went well.
- c. Book sales went very well at first, and the past few weeks have seen a gradual slow down. A lot of people have downloaded the book and 85 people responded to the email he sent to the congregation and downloaded the book. Thomas told a story about someone on Twitter that is doing a book study on the book in Puerto Rico. A woman is also using it in the seminary in northern Uganda. A seminary in Cairo is also using it and wants to translate it into Arabic.
- d. Joshua, a Chinese missionary and his wife are moving here temporarily in June and there is a possibility that he and she will help Danny with the St. Mary's plant. One of them speaks one of the Burmese dialects. He has started the ordination process with the Diocese of Pittsburgh.

#### VI. Old Business

- a. Linda recommended that the Elders should log Anglican Way book purchases under the Christian Education line item.
- b. Thomas has asked the staff to get him information on how to change the upcoming budget. A discussion arose about what small changes would be needed overall, for the

upcoming budget extension. Jenna spoke about increasing the instrumentalist/vocalist line item so she could shift some more of her time to her pastoral role, Stephen's Ministry needs a few new line items, organizing our giving to ACNA, pension adjustments, and increasing Christian Education were among the proposed adjustments. Linda also spoke to the Elders about her conversation regarding Redeemer seeking independent Health Insurance instead of sticking with the ACNA's coverage. Thomas suggested that Linda prepare a one page addendum to the budget detailing all the proposed changes. A discussion ensued about how to stage giving to St. Mary's so that Redeemer's giving goals to the diocese can be met for both this fiscal year and next fiscal year.

- c. Jack suggested that the basement needs to be cleaned out because construction should begin this week. An Oak Hill construction permit is \$750. Jean asked about whether this permitting process will require us to bring a certain part of the building up to code. Linda thought that would not be necessary. Thomas will email the congregation about the upcoming renovation.
- d. Columbarium Update: Abbie and Pat S. will be putting together a marketing plan and the structure is being built as we speak.

## **VII. New Business**

- a. Mark Nicholas presented an Easement Request from one of Redeemer's neighbors seeking permission to maintenance and repair plumbing that travels under Redeemer's grass parking lot. The Elders thought the proposal was unlimited in nature and asked Mark to find an attorney to review it and revise to be more protective of COTR.
- b. The annual meeting is typically done in August but Redeemer's 10 year anniversary is also during this time. Thomas wanted to know if we could do a big party on the 17<sup>th</sup> of August and compress the annual meeting requirements to a meeting held between services. The Elders discussed and thought it would be best for the 10 Year Celebration to happen on the 17<sup>th</sup> and have the annual meeting on the 24<sup>th</sup>.

## **VIII. Closing Prayer and Adjournment**

- a. A motion was made to adjourn and move to executive session. The motion was seconded and passed.

## **IX. Next Meeting: June 16, 2014 at 6:30pm**

*Submitted by Kyle Williams*