

**New Town United Methodist Church
Williamsburg, Virginia
Leadership Board Meeting Minutes
February 18, 2014**

Attendees

Members present:

Todd Freneaux, Chairperson
Pastor David Ford
Terry Bossieux
Ian Roberts
Tom Hassler
Carole Martin
Ellyn Hassell
Stephanie Turner
Pam Dumont
Mark Matney
Carl Timmer
Pam Klepec

Guests present:

Karen Goins
Jonathan Diggs
Donna Grannan
Gretchen Tisone
Carol Dyke

Welcome, Devotion, and Prayer

The New Town United Methodist Church Leadership Board (LB) held its monthly meeting on February 18, 2014 at 7:00 p.m. The meeting took place in the Youth room at NTUMC, 5209 Monticello Avenue and was called to order by Todd Freneaux.

Pam Klepec led a devotional from *The Dream Giver* by Bruce Wilkinson. Pastor David then reviewed the updated prayer points and the attendees broke into small groups for prayer.

Old Business

Approval of January 14th minutes:

**Correction - Under Future Action Items, Tom will bring a draft procedure to LB in February, not January.*

Tom Hassler made a motion to accept the minutes as corrected. Pam Klepec seconded the motion. The motion carried unanimously.

Finance/Treasurer's Report (Ian Roberts):

Referencing the January Financial Summary, Ian made the following comments:

The first part of the report format has changed to show both the operating budget and KCC/Mortgage income and expenses together.

- Operating: YTD actual operating income is \$57,008.99 and YTD operating expenses are \$79,225.51, a variance of \$22,216.52. This is due primarily to January being a three payroll month and payment of all the annual insurance premiums.
- Total: Including the mortgage payment of \$13,933.09, the YTD total deficit is \$32,046.61.
- Reserves: Operating \$59,896.57; Building Fund \$220,309.85.
- Preschool: YTD income \$24,756; YTD expenses \$22,423.11.
- KCC has four months left to run with a balance remaining of \$115,100.85. The KCC shortfall currently stands at \$82,886.72.
- Todd asked if there are plans for a final push for the fulfillment of pledges as we finish the KCC over the next few months. Conversations will be had with John and Stacie Lohr about implementing this.
- Ian also distributed the Average Weekly Giving and Total Attendance report.

New Business

Discuss the amendment of the 2014 budget (Ian Roberts):

Ian distributed and explained the “Recommended 2014 Budget Changes for the Preschool and Community Prayer Room” document (see Appendix A). SLT, Terry, and Gretchen have discussed and are in agreement with the changes outlined in the document. SLT recommends the outlined changes.

Terry recommended that when the Preschool budget is complete (early summer), it be brought to LB for review. Terry also recommended that a line item be included in the operating budget for preschool.

Tom asked does the Average Weekly Giving report include building fund donations and KCC payments? Ian confirmed the report does not include these numbers.

Jonathan questioned the idea of continuing to run the Preschool under the church as opposed to being run as an independent, self-sufficient operation. Jonathon recommended that LB consider the goal of making the Director of Preschool and Director of Children’s Ministries separate. Discussion points were made, but due to time constraints, the discussion ended and the meeting continued to other business.

Referring to the \$29,895 budget increase in the document, Todd asked how the Community Prayer Room rental of \$10,800 relates to this. Ian confirmed that the \$10,800 is part of the \$29,895. If donor designated funds continue to be applied to the Community Prayer room, the actual budget increase will be correspondingly less.

SLT made the following recommendation:

Retain Preschool/Children’s Ministry Director salary as it was in 2013 – i.e. \$9,969 charged to Preschool at line item #8010 and \$37,022 charged to the church at line item #5070. This does two things: It prepares the way for 100% of Gretchen Tisone’s salary to be covered by the church in 2015, and it reduces the Preschool deficit from the LB approved figure of (\$18,505) to (\$3,947) preparing the way for a zero deficit in 2015.

Add line item #5730 – Community Prayer Room rental - \$10,800.

After making these changes and adjusting the payroll tax and church tithe line items, the church budget increases by \$29,895 from \$948,002 to \$977,897 (\$780,805 to \$810,700 excluding the mortgage).

Pam Dumont made a motion to accept the recommendation. Tom Hassler seconded the motion. The motion carried unanimously.

Discussion of Sub-Teams within LB and Lay Leader to Annual Conference (Pastor David):

Pastor David recommended the following Sub-Teams be implemented in 2014:

Nominations – Carole Martin, Tom Hassler, Ellyn Hassell

Finance – Terry Bossieux, Tom Hassler, Mark Matney

Staff Parish – Pam Dumont, Carl Timmer, Pam Klepec

Pastor David will approach LB members to fulfill two additional positions for 2014: Lay Member to the Virginia Annual Conference in June (in Hampton, VA) as well as the Lay Leader.

Discussion on Wesleyan Covenant Network (Pastor David):

Distributing the Wesleyan Covenant Network pamphlet, Pastor David explained the purpose of the network and offered additional insight as to where he stands in support of the organization. WCN is a network of churches and pastors who network together within the structure of the United Methodist Church to the end of revival.

Pastor David encouraged LB to consider joining WCN on behalf of NTUMC and recommended LB vote on this at the March LB meeting.

Bishop Cho's Prayer Covenant (Pastor David):

Distributing the "Covenant for Spiritual Discipline" document, Pastor David explained that Bishop Cho has challenged the entire Virginia Annual Conference about their prayer life. Congregations are invited to become a part of this covenant.

Pastor David encouraged LB to consider becoming a *Prayer Covenant Congregation* on behalf of NTUMC and recommended LB vote on this at the March LB meeting.

Future Action Items (continued)

- Wesleyan Covenant Network – By the March LB meeting, Pastor David recommends LB vote on whether or not to join this organization on behalf of NTUMC.
- Covenant for Spiritual Discipline – By the March LB meeting, Pastor David recommends LB vote on whether or not to become a *Prayer Covenant Congregation* on behalf of NTUMC.
- How can we more effectively communicate LB business to the congregation (i.e., agenda, approved minutes, include LB meeting on the church-wide event calendar, include LB meeting in the bulletin the week prior, etc.)?
- To what degree is the preschool a ministry of the church? Where do we categorize this ministry? How does the preschool ministry relate to the church?

- Since the preschool is a ministry of NTUMC, is the money spent for this ministry reflected in our operational expenses report for the Annual Conference?

Adjournment

Todd adjourned the LB portion of the meeting at 8:25 p.m.

The next LB meeting will be held March 18th, 2013 7:00 p.m., NTUMC Youth room.

Respectfully submitted by Elyn Hassell, Leadership Board Secretary

Appendix A

Recommended 2014 Budget changes re Preschool and Community Prayer Room

Preschool - to do because they are the right things to do:

Move towards:

1. Covering the salary of the Director of Preschool and Children's Ministry entirely by the Church.
2. Preschool having no deficit.

Preschool operating buffer and savings:

Preschool maintains an operating buffer which carries forward from year to year - \$40,948 was c/f 2012 to 2013; \$35,031 was c/f 2013 to 2014 - this is approximately 3 months worth of salaries in reserve throughout a year - any savings in the savings account is additional and has never been needed or used to fund a deficit.

Other budget considerations:

The 2014 budget approved by the LB in October 2013 showed a Preschool deficit of (\$18,505) and an operating budget of \$780,805. The decision has been made to add the amount of \$10,800 to the church budget for the Community Prayer Room annual rental. (Note: Any budget increase will be partially offset by \$2,236 per month for each month that the Director of Worship position is not filled and by \$2,943 per month for each month that the Director of Care and A/V positions are not filled).

Budget Recommendation:

Retain Preschool/Children's Ministry Director salary as it was in 2013 - i.e. \$9,969 charged to Preschool at line item #8010 and \$37,022 charged to the church at line item #5070. This does two things: It prepares the way for 100% of GT salary to be covered by the church in 2015, and it reduces the Preschool deficit from the LB approved figure of (\$18,505) to (\$3,947) preparing the way for a zero deficit in 2015.

Add line item #5730 - Community Prayer Room rental - \$10,800.

After making these changes and adjusting the payroll tax and church tithe line items, the church budget increases by \$29,895 from \$948,002 to \$977,897 (\$780,805 to \$810,700 excluding the mortgage).

