

# **Northwest Hills UMC Board Minutes**

**June 17, 2014**

**Members Present:** Neill Gruver, , Pastor Charlie Baskin, Ken Moyer, Greg Gitcho, Les Broomall, Carol Wratten, Allen Woelke, Jean Lenard, Patti Bizzell, Elizabeth Gunter, Gary Johnson, Nancy Gibson, Brad Hoffman, Associate Pastor Audrey Spencer

**Members Absent:** Daniel Dietz, Richard Wilkison, Elliot Moulton

## **Opening Prayer**

Meeting was called to order at 6:45 p.m. Opening prayer given by Associate Pastor Audrey Spencer.

## **Approval of minutes from May meeting.**

**Moved By:** Les Broomall

**2<sup>nd</sup> By:** Jean Leonard

**Discussion:** There was no discussion

**Vote:** Minutes passed unanimously.

## **Prayer/devotional time: Charlie Baskin**

Charlie read from Dick Wills' book, 'Waking to God's Dream', Chapter Four, re: God Honors and Blesses Obedience. He encouraged Board members to consider the message as they do the work of the church.

## **Purpose Team Ministries Review Report: Gary Johnson**

Gary provided a copy of the Purpose Team's Meeting Minutes from June 4, 2014. It included the Prayer Ministry/Spiritual Formation Report from Gail Parsons. He talked about the Children's Ministry, Camp Tejas, Confirmation Class, Easter Eggstravaganza; Parents Night Out, Vacation Bible Camp, Prayer Ministry, United Methodist Women, Communications Committee. He also talked about upcoming events: a healing service, Blessing of the Animals on October 4, Austin, Free Store, Emmaus Gathering on June 5<sup>th</sup>, 5<sup>th</sup> Sunday Ministry Fair on August 31, possible ministry fair for children in the fall and Lay Speaker training. These minutes are labeled "Attachment One" and are attached to these minutes and made a part hereof. Ken Moyer added two items to upcoming events: Jean Marinus' retirement reception on July 13 and the Fifth Sunday Fellowship Patriotic Ice Cream Social on June 29, 2014.

Audrey Spencer reported that she met with the Gallery Committee and conducted a ministry review with the members. The members decided to (1) donate \$200 to the After School program to purchase art supplies; (2) purchase a flower arrangement for the floral ministry; and (3) consider other ways they can reach beyond the church to fulfill its mission.

## **Trustee issues: Richard Wilkison was absent**

Allen Woelke knew of nothing to report.

**New Issues/Items:** Neill Gruver asked that the trustees consider adding additional lighting around the church's campus especially the area around the sanctuary steps and the area coming out of the choir room. Neill also noted that tree limbs were limiting the amount of light available to outside areas. Jean Leonard expressed concern that the gas gage on one of the busses was not working. Neill indicated that both busses had passed their annual inspections but offered to check on the gage issue. These items were taken under advisement by the trustees.

### **Financial issues: Les Broomall**

A. May Financial report:

1. We continue meeting our financial obligations except for paying the benevolence part of our apportionments with \$100,000 operating cash on hand thanks to the early payment of pledges in the February-March time frame. If we were paying the benevolence part of our apportionments, our operating cash on hand would be less than \$80,000. Most income accounts are close to budget except for expected income from our visitors, currently only 44% of the budgeted amount. The major expense accounts are all under budget.

2. The church's Operating and Money Market account at Compass Bank, all of the church's accounts at Texas Methodist Foundation and all of My Friend's House accounts at Compass Bank reconciled for the month of May. The two items that were out of balance for the Operating Account by \$3,058.33 and the Pay Pal Account by \$.01 for April did correct themselves in May.

B. Compromise of NWHUMC checking account at Compass Bank update:

1. The implementation of Positive Pay and ACH Block to our account at Compass Bank causes some additional actions by our Business Manager but is having the desired effect.

C. Lucy Milliron bequest;

1. The church received a copy of Lucy Milliron's will showing a bequest of \$10,000 to the church with no specification as to where it should go. The Finance Committee recommends the money go to the operating budget when received to help pay for the apportionment benevolence shortfall.

The Board unanimously passed a vote to accept the recommendation of the Finance Committee to apply Lucy Milliron's contribution of \$10,000 to the apportionment benevolence shortfall.

### **New Issues/Items**

Les Broomall suggested that the Board review the church's mid-year budget at their August Board meeting after the June Financials are reconciled in mid July. This would allow the Finance Committee to send updated budgets to the various committees with a request for them to review their budgets and offer any changes either up or down.

### **Staff Parish Relations issues: Jean Leonard**

**Search progress for Director Children's ministries replacement.**

Jean reported that an offer was made to an applicant but the offer was rejected because the church did not offer health care coverage. Efforts are being made to re-post the position.

### **New Issues/Items**

Charlie said that he met with the Business Manager who asked that the Board consider a review of the janitor positions including their job responsibilities and pay. Les suggested that the Board consider this issue when they review the budget in August.

### **UMM update: Ken Moyer**

Ken said that the UMM Steak Dinner is scheduled for September 21<sup>st</sup> and that the speaker will be Matt Mitchell from KVUE.

### **UMW update: Nancy Gibson**

Nancy said that UMW does not meet in June and July but will reconvene in August when they begin making casseroles for persons in need.

### **Youth update: Audrey Spencer**

The youth are currently on a mission trip to Slidell, Louisiana.

There was no other Youth Update report.

### **Communications Team Update: Audrey Spencer**

Audrey reported that the committee continues to work on the design of the Events Form for various committees to use. The intent of the form is to help schedule internal and external events for the church. The new banners are up. Helen is working on the possibility of adding an additional events calendar that excludes the daily/routine/reoccurring events.

### **Fifth Sunday Fellowship, June 29<sup>th</sup> plan: Patti Bizzell**

Susan Hammond has placed an article in the church bulletin inviting people to sign up to bring homemade or favorite store bought ice cream and toppings for the FSF on June 29th. She plans to offer small prizes for "the best flavor"; "the prettiest", etc. for homemade ice creams only. The event will be in the FLC at 4:00 p.m. Someone will give a Healthy Church Initiative update on Evangelism/Discipleship. It was decided to have a patriotic theme since it is so close to July 4 (suggest that people wear red/white/blue). Charlie said than Ben (choir director) will organize singing patriotic hymns. Most of the time will be spent in fellowship giving folks a chance to visit. Nancy Gibson suggested that people be encouraged to bring cookies if they do not want to bring ice cream.

### **Fifth Sunday Fellowship, August 31 plan: Neill Gruver**

Neill Gruver and Patti Bizzell met with Gail Parsons who is organizing a Ministries Fair for the FSF for August 31. Approximately 25 ministries were identified for participation. Gail is working on ways to communicate with appropriate members of the ministries to encourage them to present information about the goals of each ministry and invite participation from members of the congregation.

### **SPRC Overview: Jean Leonard**

Jean provided a copy of a memo that describes the purpose of the Staff, Parish Relations Committee which is attached to these minutes as Attachment Two. She indicated that much of the purpose of this committee is identified in the church's Discipline. It includes identifying and clarifying its value for ministry by engaging in biblical and theological reflections on the mission of the church; reflecting on the role and work of the pastors and staff; assisting the pastors and staff in assessing their gifts and setting priorities for leadership and service; promoting unity in the church; providing annual evaluations and continuing education needs of staff; and keeping job descriptions and the employee manual updated.

### **Healthy Church Initiative update. Charlie Baskin**

Charlie said that he had no update for this month.

### **Closing prayer**

Meeting was adjourned at 8:20 p.m. with closing prayer from Charlie Baskin.

Next meeting is scheduled for Tuesday, July 15th at 6:45 p.m.

## **ATTACHMENT ONE**

### **NORTHWEST HILLS UMC**

### **PURPOSE TEAM MEETING**

### **Reports from Gary Johnson and Gail Parsons**

**June 4, 2014**

Bill Cain opened with prayer and Shirley Shaw led us in song. Bill then reviewed the minutes of the last committee meeting.

***The Children's Ministry:* Denise Cornell** filed the following report:.

The K-5<sup>th</sup> grade focused on the **Spring Musical**. It was different this year since it was performed at both services. The musical was conducted by volunteers Nancy Woelke and Terri Sloan. The children were very pleased and received many compliments on the good job they had done. They will remember this Bible story since they had to do so much memorization of it. Problems were that scheduled rehearsals fell over Spring break leading to a full effort needed to make it ready for the Sunday musical.

**Camp Tejas** was held the weekend before Mother's Day. As such, participation is always a challenge for this event.

**Confirmation Class** for this year: Any interest in it? Response-yes, as long as we have active children. This is a way to expand our reach but it must always have advanced communications.

**Easter Eggstavanza:** This year it was more Biblically focused. The reading of the Easter story set the tone. Resurrection eggs were included with the story. There were also crafts performed that were

delivered to the nursing homes. This event was put together at the last minute and there was no plan in place to engage visitors "post-event."

**Parents Night Out:** This is for children 1 year to 4<sup>th</sup>/5<sup>th</sup> graders. It occurs for four hours on Saturday, every other month. This has changed from monthly because of budget issues. There has not been follow-up with parents. Question: How can we use this as an effective evangelism tool?

This is also a means and opportunity to develop leadership in older children that assist with this program. Unfortunately, we have a small group of children and parents and they are very busy and tired! (Too much going on)

**Vacation Bible Camp:** This year will be very Biblically based and now will be for 4 days instead of 5. It will occur June 23-26.

**Closing Summary:** This is a time of transition for the Children's Ministry with Jean retiring. This is also a GREAT opportunity. We need more advanced planning and communications.

**Prayer Ministry:** **Gail Parsons** made a presentation and provided a handout of the **Prayer Ministry/Spiritual Formation Report** (see attached).

**Summary:** The Prayer Ministry involves many areas of the Church and is critical to the Spiritual Health of the Church. It involves the following activities and ministries:

**Prayer Shawl Ministry**

**Intercessory Prayer Chain**

**Thursday Prayer Service**

**The Prayer Team**

**Global Day of Prayer with Prayer Guides**

**The prayer study *Breakthrough Prayer* for six weeks beginning in May.**

**Prayer classes being developed through the *Pathway to Discipleship* process**

**United Methodist Women:** **Shirley Shaw** made a presentation and took a two minute personal privilege. Shirley is a 10<sup>th</sup> generation Methodist. "We are "methodical" or we are not Methodist! It is intentional and universal. "

Why do we have the United Methodist Women? Because it is a part of the ministry of the Methodist Church. It is not a choice. This is not well understood in the UMC. Shirley was concerned that it will go away unless something does not change.

The UMW prepares casseroles each year in support of the Care Ministries of the Church. This past year the UMW was also involved in the **Fair Trade** presentations and sales; and the establishment and promotion of the **Free Store**.

In addition, there was a **Women's Day** at the Church in March where 50 different women's related activities/ministries were discussed and presented. These all involve the UMW.

Shirley discussed the challenges facing the UMW. The biggest challenge is the lack of involvement by the younger women of the Church. The UMW meets only during the morning at 9:30. Younger women generally find this time inconvenient if they have young children or if they work full time.

There was a discussion about how this might be resolved. One suggestion was to have two groups within the UMW that could meet at different times and coordinate their efforts. A second suggestion was to have a call-in or conference call so that more women could remotely connect to the UMW meeting discussions.

**Communications Committee:** Audrey provided an update on the activities of the Communications Committee.

The Committee had a presentation for the use of interactive forms for use on the website (registration, visitors registration on Sunday mornings, calendar updates, etc. The presentation discussed the possibilities and costs associated with the use of internet driven software based on cloud computing platforms. There are almost endless possibilities for use by the Church including the scheduling of events, registration, payments, scheduling of account drafts for tithing, acceptance of credit cards, S.S. class updates, financials and tracking visitors to our website. Such Church software systems are in use (Westlake UMC) and provide a communications link to the Church for everyone, especially the tech savvy **young adults**, that may decide to check us out at any time of the day or night. Young Adults have an expectation to be able to access everything about the Church before deciding to visit. A key to successful communications with members, guests and visitors is in having the capability on the website to provide responses to the basic questions of WHO-WHAT-WHEN-WHERE.

**Fran** is also working on the creation of a new website. The Evangelism and Discipleship Committee is tied into this process.

#### **Upcoming Events:**

- A **healing service** on either June 22 or 23?
- **Blessing of the Animals on October 4:** 10-12AM, bringing in Pet Smart and Austin Pet's Alive and advertise through KLUV radio. A blessing service would begin at 10:45 and last about 15 minutes.
- **Austin Free Store** collection beginning the first Sunday in May and each first Sunday in the future.
- **Emmaus Gathering** the first Saturday in June. This is a change in that it is on a Saturday, will involve a "cake auction scholarship fundraiser", will have a guest speaker (Tina Carter), will include sponsorship training, a children's cake walk, an agape feast before the gathering service and followed by the traditional music, fourth day speaker and communion service. This event will run from 5-8 PM at NWHUMC.
- **5<sup>th</sup> Sunday Ministry Fair on August 31.**
- Possible **Ministry Fair for Children.** Terri Sloan had pointed out the need for involving the early service folks by having the ministry fair also during the S.S. hour instead of after the late service. Bill offered that we have the fair on September 13 in order to get more children and family participation in available ministries.
- **Lay Speaker training** (two Saturdays) on September 13 and September 27 at Faith UMC.

Submitted by Gary Johnson

**Prayer Ministry/ Spiritual Formation Report June 2014**

The ministries involved continue to reach out, the Prayer Shawl ministry which is chaired by Karen Bowker, continues to produce prayer shawls (1334), and baby blankets( as well as 66 prayer beads. There are 3 new members that are from other churches.

The Prayer Warriors which is chaired by Heidi Baskin has increased in number of prayers, they pray for the church and pastors and staff at home in groups of 4 for an assigned week, Their numbers have increased.

The Intercessory Prayer Chain, chaired by Marty and Sharon Donley, prays for requests received on Sunday morning and any that are passed on from pastors or other contacts, there is an increase in number of Pray-ers, The challenge they are working on is the logistics of getting prayer requests on Sunday mornings and communication of requests that come into the church office or pastors. Improved signage for Prayer Garden is now in place, update of Prayer Room and guide books for prayers has been completed with new smaller folders, book shelf and storage from the Narthex has been added, large white table has been removed and addition of storage cabinet and container for yarn as well as table and chairs from the Prayer Shawl ministry have also been added. Moving the room is not feasible at this time and access to the chapel and Prayer Garden is an asset for its current location even with the drawbacks. the funds to relocate or create another space are not available at this time. The Prayer Room is used by the Prayer Shawl Ministry to crochet an pray over the shawls and other groups, as well as individuals at various times throughout the week.

Thursday Prayer Service led by Heidi Baskin has increased. The increased use of the Prayer Garden and the beatification of the garden by Heidi Baskin are also blessings.

The Prayer Team continues to pray with the Pastors and at the altar before and after each service with increase in number of Pray-ers. A group meets monthly to pray for the HCI and the Board and any areas of concern as we continue through the process of change. We also continue to receive requests from the Navigators,( International students led by Daniel Evans) and remain available to pray with any group or individuals that ask. We attend the Thursday Prayer Service and are available for prayer after the service. We are also sponsoring the Global Day of Prayer, with Prayer Guides printed up and handed out after services May 18 and 25. These guides are for praying the 10 days up to Pentecost Sunday. The Global Day of Prayer falls on June 8 and we will have a World Prayer in the bulletin which will be read during worship and also at the International Worship service that evening. In addition there will be a 90 day Prayer Guide available for continued prayer beginning June 9.

Spiritual Formation offerings include a Prayer Study, Breakthrough Prayer in May for 6 weeks and a Healing and Prayer Retreat August 22-23 with Jack and Anna Marie Sheffield of Deep River Ministries as speakers and leaders. We are also working with the Pathway to Discipleship process to develop Prayer classes that will be suitable for beginner pray-ers as well as those seeking to grow deeper in their relationship and prayer life. A focus on the spiritual growth of our congregation as well new "seekers" is a challenge as we look to create new disciples.

The challenge is always to recruit more Pray-ers for each of the ministries. Budget needs remain stable, as we try to cover cost of books and retreats as they occur. There is a need and request for \$500.00 in the budget for the Prayer Shawl Ministry for cost of beads for the making of the Prayer Beads. There is a surplus in the Spiritual Formation fund through donations and the Prayer Shawl Ministry also receives donations of yarn and money from its members. The expense of the beads is a problem.

The Prayer Ministry is not a measurable ministry in terms of numbers of lives changed, the presence of the Holy Spirit among us and the outreach of prayer for those requesting and being prayed for is a comfort and a presence that is shared and we know lives and circumstances are changed . Our goal remains for everything in the church be covered in prayer, that we all be in prayer for God's will in the life of the church and in our lives as well.

Submitted by Gail Parsons

## **ATTACHMENT TWO**

### **Staff, Parish, Relations Committee**

Committee shall identify and clarify its value for ministry.

- Engage in biblical and theological reflections on the mission of the church
- Reflect, biblically and theologically, on the role and work of the pastors and staff as they carry out their leadership responsibilities.
- Assist the pastors and staff in assessing their gifts and setting priorities for leadership and service. Communicate to Council/Board when there is a need for other leaders or for employed staff to perform in areas where utilization of the gifts of the pastors and staff proves an inappropriate stewardship of time.
- Specifications on make-up: 5-9 persons including one young adult (and maybe a youth). Three year term with the "classes". Meet at least quarterly. Pastor should be present at meetings. If meeting without the pastor, must inform the District Superintendent (but have to tell the pastor).
- Duties:
  - Encourage, strengthen, nurture, support, and respect the pastors, staff, and their families;
  - Promote unity in the church;
  - Confer/Counsel with pastors and staff on effectiveness of ministry; relationships with the congregation; conditions that may impede the effectiveness of ministry, and interpret the nature and function of the ministry.
  - Provide annual evaluation and to identify continuing education needs/plans and spiritual renewal;
  - Develop/Approve written job descriptions and title for pastors and staff;
  - Present candidates to the charge conference for lay preachers and persons for candidacy for ordained ministry and missionary service;
  - Confer with pastor and staff if a change in pastor is needed. Relationship to DS and bishop is advisory only;
  - Recommend, with the pastor, other staff positions needed to carry out the work of the church. Written policy and procedures for hiring, contracting, evaluating, promoting, retiring, and dismissing staff. Address health insurance, retirement;
  - Stay informed of personnel matter in relationship to church's policy, professional standards, liability issues, and civil law.
  - Consult on budget for pastors and staff.