

**Brecksville UMC Administrative Board**  
**October 6, 2008**

In attendance: Leslie Miller, Karen Oehl, Lisa Drew, John Dietrich, Mary Jane Matts, Elizabeth Jaszczak, Nancy Smith, Don Yates, Joe Holmes, Ruth Holmes, Bob Andree, Ruth McDonel, Lynn Hobzek, Dee Lancaster, Jenny Gee, Betsy Wooster, Joy Fenton.

Review of minutes from July 7, 2008.

Corrections: Jenny Scheufler misspelled in missions report. Youth board report—the YSP trip is to Michigan next summer and they will be celebrating 20 years of mission trip. Add Nancy Smith and Mary Jane Matts to attendance list.

Approved as corrected.

Items of information: Nancy Knowlton will be the new recording secretary of Council on Ministries and Administrative Board, Janine Telischak is new Commission on Education chairperson.

Committee reports:

**Church and Society**—Speaker on October 20, 7:30 pm in the parlor, from the Cleveland Clinic will be speaking on Integrative Medicine.

**Evangelism**, Dee Lancaster—Met right before Ad Board. Members of the committee are continuing bread delivery to first time visitors. They are also helping to care for special members and shut-ins through cards and greetings. They have begun a program of contacting those who have not been seen recently in worship. They are also developing a plan to follow up with regular visitors through contact by someone who lives relatively close to them, as was done in former years.

**Finance**, Mary Jane Matts—Shared with us the September financial report. If we had been spending up to budget, we would have about a \$19,000 deficit by now. Spending has been held down so far. However, with colder weather coming and unknown costs we will certainly need to spend beyond our revenues before the end of the year.

Mary Jane moved/Michael Jaszczak seconded giving Les Buttolph, treasure, authority to use General Reserve funds to cover expenses beyond revenues in our regular operation until the end of the year. Les is to report this activity to the Finance Committee. Motion passed.

The Celebration Garden (bricks) will be dedicated on November 2, All Saints Sunday. At this point, we probably have covered the cost of the bricks and installation. There will continue to be times when bricks are made available for future installation, providing ongoing support for the operating budget.

Question on financial report. The Sunday School offering is recorded in the revenues of the church. However, the way they are generally handled is that the children help to

choose a special mission project where these offerings are sent (usually about \$1,000 a year). So this is not really part of regular operating funds. This issue will be checked with Les when he returns to the office.

“Fan the Flame” stewardship campaign begins in October 12 worship. Mailing will go out next week with letter, preliminary budget summary, pledge card, financial statements, and shrinky dinks from the children.

The final 2009 budget should come before the January Administrative Board meeting for approval.

**Gifts and Memorials**—A line of credit has been established from Gifts and Memorials funds that will be used to pay the bills for the remodeling as they come in, then paid back from pledges and gifts to the Capital Campaign. The cost of the projection/screens will be forgiven. Gifts and Memorials also approved funds for renovating the two rooms and kitchen off 301. A contract has been signed and this work should begin soon.

**Koinonia**, Jenny Gee--The fall hayride/bonfire/farm event will be on October 26, 2-6 pm at Hillside Orchard and Farm Market in Hinckley. Koinonia will provide a supper of hot dogs, chips, etc. There will be games and activities. Cost is \$5 per person, 2 and under free. People may choose to pick apples for a separate fee.

**Missions.** Planning a trip to Brookside, watch for upcoming information.

**Staff Parish Relations**, Elizabeth Jaszczak—New staff in nursery. Angie Andersen is Nursery Supervisor, Kathy Goebel is Nursery Caregiver. New custodian Dan Handzel is here on Sunday mornings, so please take time to say hello and introduce yourself.

This fall the committee met with District Superintendent Dan Drew for annual consultation on the appointed clergy. They prepared paperwork for charge conference and district files. They are now finishing up fall staff reviews in preparation for making decisions about salaries for next year.

**Trustees**, John Dietrich—The renovation is probably 95% done. Mostly small adjustments, waiting for the communion table, replacement of blind that fell in the wind storm, etc. The new office furniture is in. There is new carpeting in the preschool rooms due to damage during the remodeling.

The area off 301 will be remodeled with walls and doorways to create two usable classrooms. New carpeting, paint, etc.

Looking ahead. There are repairs to the building and grounds that are being done with more major work projected for next summer on gutters, parking lot, sprinklers. The trustees are also looking ahead to replacement of the hot water tanks in the boiler system.

**Worship,** Lynn Hobzek—Worship has received a gift from Gifts and Memorials to replace and refurbish the Christmas decorations. A plan has been made for using new sanctuary configuration and making decorations consistent throughout building as much as possible. Bev Huber continues to work with acolytes and trained 5 new acolytes on Saturday, March 4. The major work of worship this fall is in recruiting and scheduling people for ushering and greeting. There are hospitality captains for each Sunday. While some people make a regular commitment, the need for volunteers will be ongoing.

**Music,** Michael Jaszczak—People have appreciated all the special music this summer provided by various ensembles, quartets, etc. The Music Board is planning several special programs, a recital series of sorts. Recital on Sunday, October 12 at 4:00 by Michael Jaszczak with interludes by Betsy Jaszczak, free will offering to support Capital Campaign. On November 9 Craig Galinski, our organist, will be doing a *piano* recital. The Board is planning a gala event on January 9 on the Cuyahoga Valley Scenic Railroad. This is a formal event meant to be a major fundraiser for music programming. The sound system in Fellowship Hall is now completed with the cables now run up the wall and out of sight. New headset microphones available for use. The board is also moving forward on ordering the chairs that will be the ones to be used in the chancel in the sanctuary. Currently Dan is moving the choir room chairs back and forth each Sunday!

**United Methodist Women,** Ruth McDonel—Soup Sunday is November 16, with soup on hand and to go. Will see how it works with new arrangements and schedule. Cookie Walk Saturday December 13. Very successful last year on a Saturday. Don't plan on leftovers on Sunday!

**Commission on Education,** Betsy Wooster—Mostly have been busy getting ready for the kick-off of the new fall Sunday School classes. Starting to work on other projects and leadership. The new missions coordinator is Kathy Bartholomew, supply room coordinator is Scott Ford.

Another thing being worked on are fire evacuation procedures for Sunday morning. All children will be escorted by teachers and shepherds to the lawn by the gazebo, where parents can find them. Trick in an emergency would be to keep parents from rushing to get their children in the building. Some “drills” might be planned to practice the plan this year. Jeff Hastings from Trustees has been helping with this. Ushers and greeters should also be trained in emergency procedures.

**Staff reports:**

Betsy Wooster—148 from crib through 12<sup>th</sup> grade have registered for classes this fall. Probably more will be active but have not registered yet. 122 have been regularly attending, 12 higher than September of last year. This does not count Sprouts, where there are some repeats, but also some children who are only in worship and Sprouts. If you add teachers to the count and then adults in education there are 265 involved in Christian Education on Sunday mornings. Sprouts is going well, although additional teachers need to be trained. Spirit Kids has started, with Debbie Falko and Karen Rickert

helping in the coordination. This year it is 4<sup>th</sup> and 5<sup>th</sup> graders. We are recruiting mentors for the confirmation class of 20! Things are going well in the nursery with the new staff and schedule. Hospitality volunteers have been helpful in directing people on Sunday mornings. 6<sup>th</sup> graders have been moved from rotation to the Young Disciples middle school Sunday School program, which seems more age appropriate and has been well received.

Lisa Drew—New Sr. High Sunday School program of 4-week tracks, 2 choices each time just kicked off this past Sunday with 20 participants in two classes on heaven and message in the movies. Lisa is recruiting and coordinating teachers. Quest, the new mid-week middle school program, has also begun with 10-12 each week. George and Jenny Gee are helping to teach. The youth room has been renovated and the youth are excited to use it. Epic is now Sr. High only. It kicks off this coming Sunday. There will be other activities for service and discipleship throughout the year, sometimes for all youth, sometimes split between Middle School and Sr. High. Spiritual Life overnight October 24-25<sup>th</sup> for middle school. Rockathon in December for all youth to meet our Nothing But Nets goal.

Joy Fenton—Focus has been very much on worship in the last few months. Joy was at first preparing the Power Point presentation each week for worship. Alex Vastartis has taken over preparation with Joy reviewing it. The need to have this work done has created new dynamic for worship planning. Sound issues in sanctuary: Joy has hired a consultant to come in during worship and give us a proposal for helping to improve the acoustics. Music Board will cover the consultation fee. It is likely that solutions will be costly. CMAP—Christian Musical Arts Program—has begun with 3 age-level choirs. Two sang in worship on Sunday with the chancel choir. The program began with 33 this year (began with 16 last year). Expect to keep seeing them in worship.

Karen Oehl—Charge Conference is tomorrow night, our yearly business meeting, an opportunity to connect with another church and the District Superintendent. At North Royalton at 7:00. All invited. Nominations are open for new lay speakers and anyone interested in being nominated to be a district member-at-large to annual conference in 2010.

**Transition responses:**

Joy is overwhelmed by the number and dedication of her Sunday School class members. People are disturbed by lack of coat racks on the sanctuary level. Some ideas are having greeters remind people to use downstairs cloak room, a coat check, etc. An eye will be kept on this situation.

Parking has not been a problem. Many early arrivals and families are using alternative parking, as suggested.

Greeters need to be available from 9:45 to 10:00, leaving worship a bit early if it is running long.

**Goal setting:**

Leslie brought up an issue raised at Transition Task Force meeting about finding a way to set and oversee goals and long range planning. Committees and boards are usually engaged with the task at hand. Should there be a task force, a separate committee, members from current committees who meet twice a year?

After discussion that included concern for committees already stretched and mentioning the work already done by the Strategic Planning group, decided that at the January meeting we would have Ad Board meet and take care of business from 7:00-8:00, then a “Strategic Planning reunion” inviting those part of that original planning to join us for some goal brainstorming and dreaming based on what has been accomplished and what is still in process.

Next meeting January 5 **7:00**.

Respectfully submitted, Karen Oehl