

Epworth United Methodist Church
Administrative Council Agenda
August 20, 2020

Opening - Eric Turner
Prayer - Pastor Mark

Reports:

- Finance
- SPRC
 - Report Attached
- Trustees
 - Report Attached
- Pastors
 - Report Attached
- Worship
- Missions/Outreach
 - Report Attached
- Scouts
 - Report Attached
- United Methodist Men
- Communications
- Reopening
- Old Business
- New Business
- Others:
- **Next Scheduled Meeting: TBD**
- Closing Prayer
 - Pastor Angela

Epworth United Methodist Church Administrative Council

Meeting Minutes

08/20/2020

Opening

The meeting was called to order at 1839 on 08/20/2020 in ZOOM format by Eric Turner.

Opening Devotion and Prayer: Mark Coursey

Present

Angela Harris	Mike Lillard	Cindy Kurzrock
Mark Coursey	Jeanie Barton	Doug Crothers
Kathy Heard	Nellie Elder	Blair Mowery
Laurie Evans-Ross	Donnie Reed	Russell Lindsey
John Meade	Janie Jefferson	Buff Groth
Paulette Wassel	Penny Vaughan	Kristen Lovan
Andrew King	Sarah Lillard	Vicki Campbell
Ron Miller	Nona Inglis	Eric Turner- Chair
Robin Crowell	Judy Wheeler	

Agenda (See attached)

Committee Reports

- Finance- John Meade
There are 6 considerations approved by Finance that need a final voting approval by the Administrative Council. Each one will be considered separately.
(see Attached Vote Tally)
 1. Interim Children and Youth Leaders, Jeanie and Andrew Barton will be hired ASAP at a total of \$1000 per month (2 people @ \$500 each)
Andrew King seconded. Vote taken and the motion passed 13-0-0
 2. A permanent Children's and Youth Director will **not** be hired during the remainder of 2020.
Kathy Heard seconded. Vote taken and motion passed 13-0-0
 3. Communication Director's pay will be changed to 30 hours/week (worship, marketing, social media, website) at a rate of \$18.50 per hour effective after the final approval by the Administrative Council. This decision will be revisited 60 days after final approval based on research concerning market rate of pay for such a position. Andrew King seconded the motion. *Discussion* included concern about possible **burn-out** by overloading Judy's 30 hours (which had been expressed at upwards of 50 hours a week at church involved with filming) when combined with **other**

work obligations. Concern expressed about the availability to attend staff meetings and worktime in the church office to collaborate and plan with other staff and various committees. Members of the SPRC offered that Judy's roles could be accommodated and remain flexible for her work at church. Laurie offered that Judy planned her work to take place in the evenings and weekends. Laurie discussed that an audit of actual hours worked had been done and the need for 30 hours verified. Further audits would be ongoing as needed. Laurie verified, with UMC guidance, that no conflict of interest would occur as many spouses worked in the same church throughout the conference. Other SPRC members expressed that the role of Communications in the church was especially needed in modern and pandemic times, as many people rely on social media, texting, email and online access to information and streaming to stay connected. SPRC felt that Judy was experienced and qualified to take on this expanded role at Epworth. After no further discussion, vote was taken, and the motion passed 13-0-0

4. **Communication Director's pay will be granted benefits, which cost \$645 per month, effective after final approval by Administrative Council. This decision will be revisited 60 day after the final approval based on research concerning market rate for such a position.** Robin Crowell seconded the motion. *Discussion* Laurie updated that she had researched with IRS and UMC guidelines that 30 hours is considered full-time to receive benefits. Up to this time, Judy had been repaying the church \$645 for spousal benefits. Concern was expressed that part-time staff was not eligible and that previous full-time Youth and Children's Director did not receive fully paid benefits and may be perceived as unfair. Previous SPRC chair, Buff Groth, clarified that paid benefits are negotiable, and the church did "kick-in" \$200 toward benefits and included some money for her student loans in lieu of fully paid benefits. After no further discussion, the vote was taken, and the motion passed. 10-1-2
5. **Due to continued on-line worship through August, our Worship and Music Director, Ricardo King will remain on furlough through the end of August. At that time, we will determine if he will remain on furlough or resume his part-time position as Worship and Music Director.** Nona Inglis seconded the motion. *Discussion* The Re-opening Committee Meeting is planned for 8/24/202. After no further discussion the vote was taken, and the motion passed. 13-0-0
6. **Epworth United Methodist Church will not allow the Reserve Cash Account to fall below a threshold amount of \$140,000 without notification of and Administrative Council approval and vote.** Kathy Heard seconded the motion. *Discussion* John Meade offered the purpose of this motion is to provide transparency regarding church finances and to serve as an early warning mechanism. The procedure has been to maintain the monthly church balance by removing amounts to make up a deficit OR to add surplus amounts back to the fund. In lieu of these uncertain times, a closer scrutiny is

needed. After no further discussion, the vote was taken, and the motion passed. 13-0-0

Finance Committee will meet again September 17, 2020

- **Trustees**

A report was submitted by Randy Crowell and Mike Lillard (see attached)
Most pressing will be to meet with Re-opening Team to assess needs, protocols and any assistance required.

- **Pastors**

A report was submitted by Angela Harris (see attached)
Staff returned to their offices August 17 and now taking appointments for visitors and meetings. Access to the building remains limited to staff only.
Mark announced he will be starting a new Prayer Meeting, Live on Zoom - on Wednesday evenings. Anyone may join and encouraged to offer up prayer concerns live, by text, call-ins or email. Look for more information coming.

- **Worship**

Jeannie Barton said the committee is waiting for word from the re-opening team and would then meet for assistance.

- **Mission Outreach**

A report was submitted by Kathy Heard, chair (see attached). The team is contacted by email when pressing needs are submitted or identified. Recently a request for funds to buy yearly supplies of firewood for our partners at BUMP was identified. A semi-truckload of wood costs \$1800 of which \$1000 has been allotted. We are requesting additional donations from the congregation to buy an entire truckload of wood.

- **Scouts**

Donnie Reed submitted a report (see attached). Donnie shared a letter of thanks from the Scout Master and Leaders for Epworth's continued support and use of the Pavilion for meetings. Donnie noted the Scouts are willing to "pick up the tab" for the use of the PortaPotty at the Pavilion. The scouts are always on the lookout for service projects as well. Please contact Donnie for any ideas or needs.

- **United Methodist Men**

John Meade announced they are meeting every Saturday at the Pavilion and all men are welcome to attend prayer, Bible study and the occasional breakfast.

- **Communications-** no report

- **Re-Opening Team**

Eric announced that a meeting is planned for Monday 8/24/2020. They are asking for additional interested members to contact Kathy. Eric discussed that the Bishop has a 4 Phase plan of guidelines for churches to consider. Many members have expressed an interest to return to Sanctuary services ASAP. The team will be considering all options in their discussions.

- **Old Business**

Nona announced that she and Sarah Lillard are exploring ways to continue the Summer Festival in some "new" way that might include online auction or drive-in selling of baked goods, canning and auction items. Stay Tuned

- **New Business- none**

- **Other-** Laurie Evans asked people to consider helping out with ideas for music in services as currently Judy has been choosing music, recruiting people and recording performances. Kathy Heard suggested that perhaps the Worship Committee could lend a hand with that. Jeannie added that she has spoken to Judy about that, but it's best if one person handles those calls in order to coordinate schedules.

Penny would like to see adults (ages 25-50) be a focus group of efforts to include them in plans for future outreach efforts.

- No further business was offered. Closing Prayer by

Angela Harris.

Meeting was adjourned at 2040.

The next meeting will be announced at a later time. Minutes

submitted by: Vicki Campbell

Approved by: Eric Turner

Trustee Report- August 2020

We conducted our first meeting in person Monday 17th August 2020 all members in attendance.

Discussed the responsibilities of "protocol" which is more of an administrative issue than property:

"We need to establish protocols that members can follow so that everyone is aware what rules are in place before they use our facilities. "

A better scope of the Trustees participation in this endeavor outside of Cleaning supplies, cleaning recommendations and scheduling as well as signage to direct/inform the parishioners will need to be determined.

Completed Items Noted:

- Gutter replacement completed at the Parsonage for \$1000.00
- Funds made available from the Trustee account to purchase Video Equipment up to \$1500.00 For a Canon Vixia G50 4K30P, Camcorder and a Basic Sling Studio Live Streaming and recording equipment . Around \$1275.90 estimated to have been spent.

Addressed Items during Meeting

- Sourcing/Contracting a tree removal service to remove the large hackberry tree in front of the parsonage and quote removal or pruning of the large Hackberry to the left rear of the property. Stump grinding included as well in the project.
- Removal and or replacement options for the Dead and Dying plants in the front of the New Site Sanctuary. Options and timing being considered.
- Continue exploring Window tinting/shading options for the New Site Sanctuary East and West sides.
- Reviewed the Parsonage requests submitted for repair/maintenance and improvements. Discussions in progress on addressing the issues and outlining an action plan.
- Discussion of the property access to the rear of the Property and pothole repair on 4340 Arno Rd.
- Electrical Inspections recommendations for 4241 and 4306 Arno Road re-visited.
- Security/Training recommendations for the Room at the Inn Program re-visited.

Respectively Submitted

Randy Crowell, Mike Lillard co-chairs.

Trustee

Pastor's Report for Administrative Board Meeting- August 20, 2020

God is good. God is faithful. God is in control. Each of these is a message that that we hold true in our very souls, and each is a message that we need to be reminded of from time to time. This season of faith and life that we are walking through is unlike any that we have ever known, or lived through before. The novel covid-19 virus swept through our world, nation, state and city beginning in March.

Church life as we knew it came to a standstill as we took an immediate deep dive into learning new technology for communication, ministry and worship. Pastoral care was prioritized through the development of phone trees, and the implementation of Vimeo and Zoom technologies within the fellowship and worship life of the church. Copious amounts of calls, Facetimes, zoom meetings, cards and letters, emails, Facebook messages, texts and Front porch and driveway visits have been shared over the last months as we have sought new ways to connect, to pray, and to love one another in faith. While imperfect, care and connection has been pursued with earnestness, faithfulness, compassion and great dedication on the part of the laity and the staff.

One of the most disorienting aspects of this season is the vast amount of unknown that there is for us, and the rapid pace of change and adaptation that has had to occur seemingly overnight. What we once thought would last a couple of weeks, became a month, two, and now looms ahead of us for an unknown season until immunity can be reached. While we lament these things, we also hold close the truths that- **God is good, God is faithful, and God is in control.**

Worship moved online in March at the advice of our Bishop. This summer a Re-Opening Team was formed of committee leads and staff that participate in worship. That committee has met monthly and made recommendations for the worship life of the church. Opinions have not always been unanimous, but have ended with a clear majority each session. The committee moved to begin live worship in June, and was able to host one service before the next was rained out. Following that Sunday, the virus surged higher in our County and the Reopening Committee recommended that worship return online for the month of August. Worship is available online at the church website, Facebook and on Vimeo. We lament that some of our members have been unable, or unwilling to embrace and to learn the technology that would connect them to the church family's worship life in this interim season. We continue to look forward to gathering in person, and to worshipping God weekly in whatever avenue we have, with joy and gratitude, as we trust that- **God is good, God is faithful, and God is in control.**

Dutch watchmaker, and Good Samaritan that helped saved many Jewish people from the Nazis in WWII Corrie ten Boom, is known for having said that we should - "*Never be afraid to trust an unknown future to a known God.*" And so- we wait. We watch. We pray. We worship. And we remember the two greatest commandments- that we love God, and that we love our neighbor. May we find the courage to trust God in the middle spaces and places, and

lean into our faith believing with all that we are, and all that we hope to be that- **God is good, God is faithful, and God is in control.**

Dr. Angela Harris

Outreach Report to Church Council-August 20, 2020

The Outreach Team has continued to meet via email since the buildings have been closed. Our planned annual Mission Sunday in April was cancelled due to the pandemic, so we do not have new Faith Promise pledges. However, we continue to receive donations to the Faith Promise budget at slightly lower levels than previously. We temporarily froze the budget until we could see the donation trend. We have since set a modest budget shown below to continue support of our long-time ministry partners, based on initial trends. Disbursement of these amounts will depend on how much Faith Promise donations are received. We had a great response with donations of books and snacks for Project Transformation. We are currently accepting additional donations to help purchase firewood for the Blackfeet United Methodist Parish. We have also begun a relationship with Creekside Elementary School, providing needed items and encouraging cards and posters. We do not know yet if we will be able to host Room in the Inn guests. If we can't, we may still be able to provide meals to a location in Nashville. Other hands-on service opportunities are limited, but not totally eliminated. We stay in touch with both local and global partners who all appreciate our continued support in these difficult times.

Holding Crossses	\$3000
Community Angels	1000
Creekside Elementary	500
GraceWorks	1000
FrankTown Open Hearts	2000
Project Transformation	2500
Room in the Inn	500
4:13 Strong	500
BUMP	1000
House of Hope	2000
Pommern Parish	2000
Contingency	1000
Total	17,000

Submitted by Kathy Heard

Missions

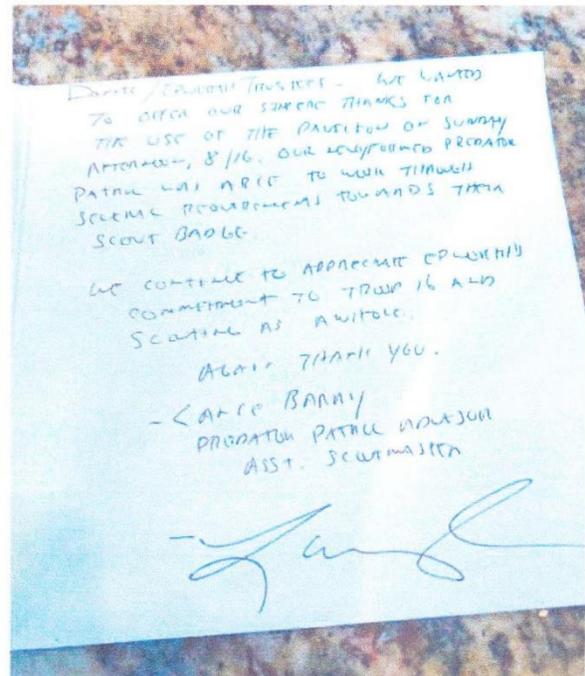
August 2020 - Epworth Scouting Ministries Report

Pack 290

The Pack will begin their new season with regular Monday meetings Monday, August 24th at the pavilion. They have a calendar of events already worked up and are excited to continue their scouting program. In July they had a crossover ceremony of the older boys crossing into Boy Scouts. Troop 16 picked up several scouts. An additional ceremony was for each group within the pack moving to the next age level group. All get togethers were families only. The Pack has been adhering to the safety guidelines Epworth provided. Their first Pack Outing will be a family hike at Marcella Vivrette Smith Park on Saturday, August 29th

Troop 16

The Troop presented seven scouts their Eagle Scout Award back in March. Several Scouts have been working on Eagle projects since then and they look to have another big group attaining Eagle Rank early next year. Currently the Troop has been meeting at the Pavilion on Tuesday nights since mid July. One of the new scout patrols met recently on the weekend at the pavilion and worked on several requirements for the first rank in Scouting. I recently received a note of thanks from one of the Assistant Scoutmasters thanking Epworth for the use of the pavilion. See photo below.



Yours in Scouting,

Donnie Reed
Epworth Charter Organization Rep