

**Hilltop United Methodist Church
Administrative Council Meeting Minutes
Thursday, August 15, 2019**

Present: Stacy Vanderwerf, Allison Bass, Bonnie Weingartz, Paulette Adams, Michelle Behsman, Karin Gavin, Onalee Green, Pastor Matt Sipe, Jocelin Reynolds, Don Putzier, Bill Scherer, and John Phelps (via phone).

Allison Bass provided an introduction to changes in the council meeting agenda and format. Meetings will begin with a short bible study, time of visioning, and discussion on leadership focus question. Time will then be allowed for future calendaring followed by brief attention to committee meeting reports.

- I. Approval of Minutes:** Onalee Green moved to approve the July church council minutes. Karin Gavin seconded. Motion carried.
- II. Bible Study:** John 10:1-10; 27
- III. Visioning:** Pastor Matt invited council members to think about church communications and shared a recent article from umc.org that discusses the use of the e-newsletter. Discussion followed on the topic of content, timing, and frequency of electronic communications. This conversation will continue at future meetings.
- IV. Leadership Focus Question for September:** How have I/we been praying for people who need Jesus and the church?
- V. Leadership Covenant:** Matt introduced the idea of a leadership covenant and Don Putzier and Allison Bass volunteered to explore ideas for this document.
- VI. Calendaring:**
 - September:**
 - Kids' Connection ready to begin September 8.
 - Youth events are planned for the school year.
 - October:**
 - Stewardship month culminating with Consecration Sunday on October 27.
 - November:**
 - Fall and Winter Walk to Emmaus events should be promoted.
 - December:**
 - Christmas Festival will be Saturday, December 7.
- VII. Brainstorming timeline/reports:** Allison asked for input on submitting committee reports prior to the monthly church council meetings. Two weeks prior to each council meeting, she will send a reminder to committee chairs to submit their report and they will have one week to submit. The council will then receive an email with all committee reports, previous month minutes, and agenda one week prior to the church council meeting.
- VIII. Committee Reports**
 - Outward:** Don Putzier brought up a couple of items on behalf of Steph that were Mission team responsibilities and should now be brought to the attention of the MCCI Signature ministry team. First, our commitment to the Salvation Army to serve noon meals is currently about three times a year and the next scheduled day is September 29. Steph is also wondering who is managing the care of the Green Bag Day ministry.

Trustees: Bill Scherer submitted a detailed report but drew attention to the recent work completed by Schwickerts, installing a new heat exchanger and test of pressure system. The trustees have contracted with Meisner Roofing to repair the flat roof and work will begin soon. Hobarts has not yet called to schedule the install on the new dishwasher. A bid was also received by Boelter Siding and Window to replace the north windows above the Fellowship Hall.

Finance: Michelle Behsman presented the financial report indicating \$217,593 in cash totals in all accounts at the start of the year and \$226,065 at the end of July. At the end of July there was \$21,613 in operating cash available in general checking. Don Putzier made a motion to approve the finance report and Bonnie Weingartz provided a second. The motion carried.

Kids Connections: Karin Gavin reported that Kids' Connection is ready to launch on September 8, with five teachers and several substitutes. Allison added that the online registration was simple and easy to use.

Youth: Jocelin Reynolds met with Pastor Matt to discuss youth programming and she shared that Wednesday nights will begin with a group supper at 6:00pm for all ages, then at 7:00pm the confirmation students will move to the parsonage, while senior high students (9-12 grade) will stay at the church for RISE youth group. Confirmation will be a 2 year program, offered to all 7th & 8th grade students. In 2020, a 5th & 6th grade "TWEEN" program would be added to Wednesday nights.

Wesley Foundation: John Phelps reported that Michelle Behsman was assisting with bi-monthly Sunday class meetings and student leaders, Brianna and Eric, were also stepping into leadership. The Wesley board is still in the process of recruiting a campus minister.

Endowment: John Phelps stated the Education and Leadership Endowment balance is \$35,440.50 which is up 11.3% for the year. The Property Fund Endowment balance is \$19,537.78, up 12.4% for the year.

Technology: Don Putzier reported that the technology group met July 28 with Pastor Matt to review various aspects of our sanctuary/worship technology needs. Pastor Matt indicated he will be using more media during our services in the future. Members will be working on integrating remote options for the projection of our Easy Worship software, temporarily adjusting lighting in the sanctuary, investigating live-streaming options for the future, and exploring additional media resources. Pastor Matt has requested purchasing a new microphone for his use during worship. Long-term changes in the sanctuary configuration, which would include permanent lighting improvements and a new screen and projector, will be addressed by the MCCI Sanctuary sub-committee in the near future.

Parking lot thoughts: Allison explained that this area was to be used for thoughts which may come up during the meeting that aren't related to the topic of discussion. Items will be added to "parking lot" to be discussed at future meetings.

- Stacy shared that this format for sharing would be helpful to the building and facilities team in visioning about our church spaces.
- Jocelin added that the youth were camping next week at Bray Park.

Meeting was closed with breakthrough prayer.

Respectfully submitted by Michelle Behsman