

**Administrative Council Minutes - DRAFT**  
**November 5, 2014**

Deanne Hackman opened the meeting on November 5, 2014, at 6:00pm. In attendance were: Deanne Hackman, Pastor Knapp, Pastor Riegerix, Wayne Hackman, Sandy Sunderland, Julie Burdin, Rhonda Linsley, Betty Vancil, Debbie Baker, Karen Shearer, and Ellen Gehringer.

**Old Business:** Deidre Ritter met with the Council at the meeting's opening to discuss what she and Rhonda Linsley learned in their introduction and review of ServantKeeper, a church management software that we are considering purchasing. The system itself provides many options that we have not had access to with our old management system, PowerChurch, including a communication system (SK Notify) that will allow the church office to communicate easily with church members through email or texting. ServantKeeper appears to be user-friendly which PowerChurch is not. We have been unsuccessful in finding training or handbooks to better understand the current system. Deidre presented comparison information on other systems and ServantKeeper appears to be the best match for us. The initial cost is \$1,149, which includes \$299 for one year of Help Desk support. An additional \$600 for the year will purchase the SK Notify communication software. Ellen Gehringer made a motion that at least two references be obtained from actual users of ServantKeeper, and if they are positive, the Council support the purchase of the software in the amount of \$1,800. Karen Shearer seconded the motion and it carried.

Draft minutes of the October meeting were reviewed and Wayne Hackman made a motion for acceptance. Rhonda Linsley seconded the motion and the minutes were approved.

**Treasurer's Report:** Debbie Baker led the review of the September financial report as we did not meet in October and efforts have been focused on putting together the 2015 budget. Karen Shearer made a motion to accept the Treasurer's report for September. Sandy Sunderland seconded the motion and it carried.

**Uplifters/Worship:** Pastor Knapp shared that he'll be continuing with the stewardship series for another two weeks. Youth Sunday is November 23 and he is beginning work on Christmas. Nothing has been finalized but Christmas plans include two Christmas Eve services, at 7:00pm and 11:00pm.

**United Methodist Men:** United Methodist Men will be cooking lunch for the Fall Bazaar on November 8. They have also scheduled their annual Leaf Raking Day on November 9, beginning at 1:00pm.

**SPRC:** Betty Vancil shared the SPRC met in October and forwarded recommendations for staff salaries to the Finance Committee. Responsibilities are divided between two teams and both groups have already been working on various issues, including hiring a new Nursery Attendant – Rachel Israel Butner – who started last Sunday. The team will meet next on December 8.

Betty reminded us that the Church Conference will be taking place on Sunday, November 9, at 2:00pm, at Mt. Zion Church. A charge conference is a meeting for all elected officials of the area churches and all members of Admin Council are considered voting representatives for MUMC.

**Children's Ministry:** Rhonda Linsley reported that the K-5 group has been working on items for the Bazaar. She reminded everyone that Operation Christmas Child is well underway and there are still boxes remaining to be filled.

Three Unity Services will occur before the end of the year – November 30, December 14, and December 28. All are scheduled to begin at 10:00am and there will be no Sunday School on those dates.

**Youth Ministries:** Pastor Riegerix shared that Youth Sunday is November 23, and shared information on the Youth Lock-In that is happening the same evening as there is no school the following day.

**Family Ministry:** No report.

**Sharing Team:** Sandy Sunderland reported that the neighborhood canvassing project was successful. Approximately 40 packets were handed out.

**Serving Team:** Julie Burdin reported on the Serving Saturday held on October 18. Participation was limited but the bike-a-thon raised around \$350. A group also went to Lentner to work on Mrs. Cooper's home, we continued the Laundromat Ministry, and completed more dresses for the Dress-a-Girl program. Julie also shared that the five individuals who'd participated in the Oklahoma mission trip returned and reported that it went very well.

The Festival of Sharing gathered over 100 old cell phones and twice as many eyeglasses. In addition, \$1,000 was raised for Rainbow Network.

Preparations are ongoing for the Fall Bazaar and Soup Luncheon on November 8. It will run from 11:00am to 1:00pm. Set-up is the evening before.

Julie shared that Clint Shannon had written the Sharing Team requesting support of his participation in an "Alternate Break" where he would travel to Taos, NM, and work on a Habitat for Humanity project. The Serving Team is going to sponsor Clint in his endeavors.

MUMC's next opportunity to assist the community will be Helping Hands at Christmas which will start soon. Next Serving Saturday is scheduled for January 17, 2015, when we will have another Jump-a-thon.

**Scholarship:** No report.

**Camping:** Julie Burdin reported for the Camping Team. They had recently met and are planning a Family Ministry Weekend for the Memorial Day Weekend, with a rain date of the following weekend. The location has yet to be determined, but it will be somewhere local within 30 minutes of Macon.

**Finance:** Wayne Hackman led the Council in a review of the proposed budget for 2015. The Pastoral Support Plans for Pastor Knapp and Pastor Riegerix were both reviewed. Karen Shearer moved to accept both Pastoral Packages and the 2015 MUMC budget, Julie Burdin seconded, and all were approved.

**Trustees:** Pastor Knapp reported that the sale of the parsonage will be closed on Thursday, November 6. It sold for \$140,000. We are required to place \$50,000 in a money market account for 10 years to use in the event we need to purchase a parsonage again. The remainder will be used for church facility improvements.

**Lay Leader:** No report.

**Pastor:** In preparation for Charge Conference, Pastor Knapp shared a copy of the list of Ministry Team Leaders for 2015 and Local Church Officials. Debbie Baker moved that the leader/official lists be approved, Betty Vancil seconded the motion and it carried.

Pastor Knapp shared that the youth will be decorating the church on November 23. A review of the decorations we have on hand shows they are worn and dated. He proposes that we set aside funds to refurbish our decorations, part to be purchased for this season, and the remainder to be purchased after

the holidays when things have gone on sale for next year. Kathy Nelson has volunteered to lead this activity. Karen Shearer made the motion to spend up to \$1,000 for the purpose of updating our Christmas decorations, Julie Burdin seconded and the motion carried.

Pastor Knapp also shared that he and Deanne Hackman have had some preliminary discussions to move forward in examining how we are applying our resources – leadership, facilities, finance, etc. – to support our Mission Statement. He suggests that we look at asset mapping, a process to match our assets to needs. We need to be looking at how we are supporting our MUMC mission, but even more so as it is understood that we will need to be expending a large amount of our financial resources to repair the roof and handle other facility repairs. We want to make sure we have examined where we want to be and utilize our resources wisely and effectively as we move into the future. In upcoming meetings, we will discuss ways to gather information from the congregation to help in the planning process.

**New Business:** Pastor Knapp shared that the District is hosting a Going Away Dinner for the Leonards on November 23, from 2:00pm to 4:00pm.

Karen Shearer made a motion to accept all submitted reports. Julie Burdin seconded the motion and it was approved unanimously.

Sandy Sunderland made a motion that the meeting adjourn. Pastor Riegerix seconded and the meeting was adjourned.

Respectfully submitted,

Ellen Gehringer