

ST. PAUL UNITED CHURCH OF CHRIST ~ COUNCIL MEETING MINUTES

Tuesday, December 12, 2017, 7:30 p.m.

Council members present: Pastor Geoff Drutchas, Mark Ennis, Allen Gunther, Beverley Gunther, Michael Isaacs, David Lange, Pamela Lange, Frederick Miller, Gary Peters, Diane Poet, Dee Salsbury, Barbara Schultz, and John Smith.

Council member absent: David Badarak

Council member excused: Kristi Caruso

Guests of Council: Dan Case and Jim Poet

President Fred Miller declared the meeting open at 7:32 p.m. Rev. Geoffrey Drutchas offered a prayer to begin the meeting.

Motion was made by John Smith seconded by Mark Ennis to approve the minutes of the November 14, 2017 Council Meeting. Motion approved.

President Fred Miller asked for any additions or deletions to the printed Agenda. Dave Lange asked that we include a letter to go out concerning Electronic Donations. There being no further additions, the Agenda was approved by unanimous vote.

Council Guest Jim Poet gave verbal information concerning Kitchen Cleanliness. (Jim Poet is St. Paul's official Kitchen Supervisor regarding the correct methods of cleaning and kitchen usage; he is our Certified Food Handler by the County of Wayne and has passed all the requirements of food handling and food safety.) At the last Cabinet Meeting, it was voted we would not host a coffee hour on the Sunday when we decorated the building for the Christmas Holidays. When Jim entered the Fellowship Hall that Sunday morning, he found that coffee had been set up and that pies and desserts were going to be served. A lengthy discussion followed concerning specific information on how we are to serving food and to save food. **Printed rules for use of the kitchen, for clean up of the kitchen, etc. are to be posted in the kitchen so that anyone using the kitchen will clean up as they should.** Coffee pots and other clean utensils are to be 'sanitized' with very hot water – and then they are to be returned to the cupboards. The high heat will, almost instantly, dry off any water on coffee urns or other dishes.

A Motion was made by Dee Salsbury seconded by Pastor Drutchas to support Jim Poet in ensuring the rules of Wayne County are printed, posted, and put in place as required by Wayne County. The ruling of Cabinet (to not host a coffee hour) must, in the future, be posted in the kitchen - or communicated to all church groups – so that we can all follow through appropriately on issues voted upon. Motion carried.

Dan Case spoke concerning the update and printing of the new telephone/address directory. We've been in contact with Cathedral Publishing with a plan to move forward on this project. It is hoped that by March of 2018 we will be able to provide all necessary information to Cathedral and the new directory will be ready to print.

Gary Peters provided a printed report and offered an overview of the Treasurer's Report for the month of November. Expenses, once again, exceeded our income. Gary indicated that later in this meeting we will have further discussion on the new Budget, and other details will then be dealt with.

Motion was made by Dave Lange seconded by Al Gunther to accept the Treasurer's Report. Motion carried.

Pastor Drutchas provided a printed report and also gave a verbal outline of his recent pastoral duties. Thanksgiving, Stewardship program, and other seasonal concerns were discussed. He indicated that a group of around five persons is likely to be joining the church within the upcoming months.

Kathy Williams provided a printed report of her recent duties as the Parish Nurse.

Pastor Cheryl Schalm provided a printed report concerning Christian Education and the many activities she is leading now and planning for next year.

The Trustee/Building and Grounds report was given by Michael Isaacs. Heating in the kitchen was not operating for a time. Air 'purgers' are installed in our lines, but are not all working as they should. Building and Grounds will be looking into replacing these inoperable pieces of equipment. Water has been found on the floor of the new lavatory adjacent to the Family Room and also in the hallway nearby. These issues will be looked into and solutions for the problems will be suggested by our next meeting.

Dee Salsbury reported for the Deacons that neither adults nor young children using the Family Room have anywhere to hang their coats or any place for wet boots. This will begin to be a real problem as we continue through a snowy winter season. Pastor Drutchas suggested we might consider a peg type of hanging area for coats and a mat or plastic boot tray might be useful for wet footwear. It was suggested that the hallway restroom could also be used for boots. Pastor further talked about a single coat rack that would probably hold as many coats as needed.

A question was raised concerning the November attendance report. The Thanksgiving Eve service did not have a Deacon in attendance. It was estimated that somewhere between 40 and 45 persons were in attendance on Thanksgiving Eve. (Pastor Drutchas' estimate of attendance included choir and other service participants).

Dave Lange discussed the November communion numbers and also the plans for serving communion during the Christmas season.

Motion was made by Diane Poet and seconded by Dave Lange to accept the proposed 2018 Budget. A lengthy discussion concerning financial details of the proposed 2018 Budget followed. Each line item was noted and any that were changed from the budget of 2017 were noted and thoroughly discussed. Among the many details of the budget discussion was an offer made by Rev. Drutchas to return an amount of \$2,000 from his 2018 income as his personal help for St. Paul in meeting the financial needs this church family we will encounter. All of council gratefully acknowledged his gift to all of us and offered our respect and our thanks for his generosity.

Discussion was concluded, and the vote on the above budget for 2018 was called for. Motion carried.

Motion made by Gary Peters seconded by Dave Lange to transfer from the contingency fund any monetary shortfall (amount unknown at this time) we may incur at the final accounting for the 2017 Budget. The funds borrowed from the Contingency Fund are to be repaid throughout the year of 2018. Motion carried.

Nominees for the positions to open on the slate of candidates for the 2018 Council were discussed. At this time, Dee Salsbury, Deacon; Barbara Schultz, Elder; and Dave Badarak, Trustee; has each agreed to seek a new term of office. At the time of the meeting, one person had been asked to serve as our 2nd Vice President, and one person had been asked to serve as Council Secretary. We do not yet have a confirmation of acceptance for either of those positions.

Gary Peters shared his knowledge of the ongoing search for a new Bookkeeper. Three candidates are currently being considered and telephone interviews are in the planning. After the Christmas Holidays we will be able to move forward in the search. The position of Office Manager will need to have a detailed job description, and depending on other factors, this may affect our budget numbers. We have a job description for the Bookkeeper but we do not have one for the Office Manager. Due to the fact that the St. Paul Office Manager is not directly involved with monetary matters, Pastor Drutchas voiced his opinion that we do not require a job description for that position.

Listed on the meeting Agenda was a request for Annual Reports. It was determined that Cabinet Members are the group leaders who are asked to provide annual reports for the upcoming Congregational Meeting.

A printed schedule of 2018 Paid Holidays was provided to Council.

Motion was made by Barbara Schultz seconded by Dave Lange to approve the schedule as printed. Motion carried.

A 2018 Calendar of Activities was to have been e-mailed to council members. Some members had a copy while others did not.

Motion was made by Dave Lange and seconded by Mark Ennis to accept the 2018 Calendar of Activities. Motion carried.

The Ushering Schedule for Christmas Eve was provided (additional copies were made for Council members who did not have a copy).

Dave Lange briefly discussed the proposed topic of Electronic Giving. Many of our younger members appear to be interested in this method of giving rather than by use of the weekly offering envelopes. Dave suggested we may want to have in the pew racks, some kind of card that Electronic Givers could place in the plate. Using the card might give those donors some comfort, since 'just watching the plate go by', makes many people uncomfortable.

Motion was made by Mark Ennis seconded by Michael Isaacs to adjourn the meeting. Motion carried.

The meeting adjourned at 10:00 p.m. with a unison recitation of the Lord's Prayer.

Respectfully submitted,
Beverley Gunther