

OUR CHURCH COUNCIL

Executive Team

Moderator: Jason Jacque (2024)
Associate Moderator: Jodi Cowen (2024)
Clerk: Rhonda Thompson (2025)
Treasurer: *currently vacant* (2025)

Team Representatives

Christian Education: Shandy Roehrig (2024)
Fellowship: Jennifer Dimmer (2025)
Staff Support and Review: Ken Matthews (2024)
Property: Bill Bond (2025)
Community Outreach: Eric Olson (2024)
Liturgy: Tracy Greymont (2025)
Stewardship: *currently vacant* (2025)

CHURCH COUNCIL MEETING MINUTES

The October minutes were approved at the November 9, 2023 Church Council meeting.

FIRST CONGREGATIONAL CHURCH Church Council Minutes October 19, 2023

Call to Order by Jason Jacque, Moderator, @ 6:36 pm.

Pastor Scott, Jason Jacque, Bill Bond, Eric Olson, Jodi Cowen, Jennifer Dimmer, Ken Matthews, and Rhonda Thompson.

Opening Meditation - (Jennifer) - Jennifer read a daily devotion, The Cave by Kaji Dousa.

Approval of the Minutes - September 2023 Shandy motions to approve the September minutes and Bill seconds the motion. The minutes are approved.

Financial Administrator Updates - (Phil Stepanski)

- Monthly Budget Review - Looking at the Budget vs Actual Report through August of 2023, things are progressing as expected. Gross Profit total of \$151,072 (2023 Budget is \$202,186), Total Expenditures come to \$169,425 (2023 Budget is \$255,926) for a \$18,353 deficit (2023 Budget is estimated to end with \$53,740 deficit). The Bank Account Balances as of September 30, 2023 are as follows: Main Checking is \$856.36 ; Scrip Checking is \$1674.89 ; Mission Account is \$1890.00 (Mission Commitment is \$1690.00); Memorial Account Savings is \$40,753.02 (Making All Things New Commitment is \$23,780.00) and the Cornerstone Fund is \$25,650.82 . Total money

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available is \$48,435.09 . The Window Loan balance total is \$1094.75. The Home Depot Raise Right gift card balance is at \$39.56.

- Job Description/Projects List- There was an ad placed for the Financial Administrator in the Ozaukee Press. Today we received an application. The Finance Team would conduct the interview with a staff liaison. Phil should be included in the interview also.

Old Business

Elevator Repair - (Bill) - Update/ Quotes - The Property Team has received three quotes. The Property Team prepared a spreadsheet for comparison of Otis, MEI, and Northwestern Elevator with estimated cost lead time and what's included or not in service/repair. There will be a drilling fee separate from any of the companies' repair costs. That estimate is \$30,000-\$45,000. We are currently in the last year of a five year service contract with Otis. That cost is \$1,600 annually. A bill from Otis for the initial exploratory work is \$4,600. The Property Team is advising that we budget a 15% increase in the estimated cost to cover what is hidden and not known when it comes to actually repairing the elevator. The Property Team is estimating an all-in repair cost of \$115,805. They are hoping to meet once more to try to figure out more of the unknowns and possibly get a repair maximum dollar amount. To make a more informed decision. An anonymous member would like to cover half of the cost of the elevator repair up to \$32,000. What other options can be considered? Lifts are not an option as floor to floor height exceeds the maximum lift height. The platform is not wide enough for caskets either. They will locate a contractor to quote building a ramp if it's even possible. With the cost as high as it is, a loan is more than likely needed. There are a couple of options beyond a local bank. Another source might be another Cornerstone Fund or a Church Building and Loan. The interest earned on either of those loans goes to help support the denomination.

-Congregational Meeting-The Council voted to have a special meeting once we have the information to present and the congregation has been made aware a meeting will be happening as soon as possible.

Property Team/Building Maintenance - (Bill) Goetzke was here and the fire and safety equipment is operational except for a sensor in the sanctuary, but supplies to fix that have been ordered. Doors are all fixed. Solar panels are still needing repair.

2024 Budget (Jason) - This draft of the budget does not have any elevator repair costs included. Jason presented a budget packet for talking points for the Council. Costs continue to outpace pledges. Seventy five percent of income comes from pledges. Pledge trends the past few years show decrease, but they may be leveling off. Building and Operation Expenses

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have been cut. Mission costs are fixed to pledge income. There are some tough decisions that need to be made on how to go forward with some listening and talking sessions with the congregation. There are four options with various cuts to the budget and various impacts on the bottom line of the budget. Council will need to refine the budget options by the end of October for November 2 Executive Council meeting and listening sessions November 5 for congregation. The new budget should include a repair line expense of \$1000 a month or \$12,000 annually for elevator or ramp.

Rental Space Update - (Pastor Scott)-Harbor Village Infants Program. Pastor Scott has not heard back. He will follow up and contact them again.

-Advertising of Space - Beckie and Jason decided to run the first ad for Financial Administrator and then focus on the space. Should we advertise in the Newsletter for a member to help promote and find potential renters for the classroom space. Pastor Scott will write something up for the newsletter. Some investment would need to be made to upgrade.

Council Updates from Pastor Parish Relations - (Shandy) - Shandy says survey is live and due to end at the end of the month. The responses have been slow to come in. They were hoping for a return of a minimum of 50, but ideally 70. Responses are secure with no way to trace it back; only date and time appears. Paper responses are electronically submitted and then shredded. It is anonymous. Filling out the survey partially is acceptable. At the end of the month they will graph and trend it.

Ministry Options Survey - (Pastor Scott) - The survey is closed. Pastor Scott will email responses out to the Council. He had about 25 responses. He will email the Council the results.

Council Positions - (Jason/Pastor Scott) Treasurer/Stewardship/Financial Administrator - Pastor Scott is hoping to have Stewardship materials ready to go by November 8th. They are trying to simplify it and keep it to one sheet of paper. The target date for return pledges would be the second Sunday of December. This allows a change in pledge line amount for budget vote in January. One application turned in as mentioned above for Financial Administrator, but nothing for Treasurer.

Brunch with Santa - Planning is in express mode. It's set for Saturday December 16. Price will be \$10 a child and \$12 for an adult. Tickets can be sold at PWSB and the tree lot. Amy has it on her radar to create flyers. Same food as the Seuss event back in March. Is there any limit as to the number of tickets that can be sold, based on time with Santa? There will be activities and reading while in line.

Additional Team Updates (Shandy, Eric, Jennifer, Tracy, Ken) - Shandy says Church School is piloting a new Kids Club the third Sunday of the month in November and December. They will start in the service and then will head

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into the classrooms for an activity. If Kids Club works they may try an evening activity. Eric, with Community Outreach, dropped the food off and they were thankful. Eric plans to reach out to collect ten children for families to sponsor for Holiday gift giving. The Fellowship BBQ was a hit. Next month they will make bows to put on the wreaths. Jennifer will assign teams for Fellowship Sundays. Ken says Staff Support and Review will start this year's staff reviews.

New Business

Christmas Tree Sales (Pastor Scott)- The sign has been updated with a new graphic logo. The tree supplier is limited on taller trees. They reached out to see if Costco will sell us some. The lot will be set up Saturday Nov 11 at 8 am. Beckie is going to get Sign Up Genius ready again. The team plans to meet Wednesday before Thanksgiving to make sure every little detail is ready. They cut a half hour off the weekday night shift.

Worship Location - Results of the survey show the majority prefer holding the service in Fellowship Hall. The Sanctuary is available for use. Eventually the service could be streamed into the Sanctuary. Shandy motions we continue to hold Sunday 8 & 10 am services in Fellowship Hall, sharing that the Sanctuary is open for individual and personal use; special services- Communion Sundays, the 8am service will be in the Sanctuary as will the 9 pm Christmas Eve service, once technology is set up the service will be streamed into the Sanctuary, evaluations will be ongoing. The vote passes.

Any Other New Business to Come Before the Council? Shandy asked if the cost of the mugs was covered with donations. Donations would still be collected. The mugs will be available for sale to members.

Closing Prayer and Adjournment at 9:43 pm
Submitted by, Rhonda Thompson - Clerk



PROPERTY TEAM MEETING MINUTES

Our Property Team is an active church team comprised of a handful of folks from our church. The team keeps a close eye on our church and works to maintain all aspects of our church building and grounds. The team would like to share their recent monthly meeting minutes - [November 2023 Property Team Minutes](#)



RECORDINGS OF WORSHIP SERVICES

We continue to record our Sunday worship services each week for those who are unable to attend. Be sure to subscribe to our [YouTube channel](#) ("First Congregational Church of Port Washington"). This allows you to receive immediate notification when a service is uploaded.