ADMINISTRATIVE COUNCIL MEETING MINUTES (On Zoom + in person)
February 22, 2026

Members present**: Phil Garwood (chairman), Angela Rotherham, Pat McKee, Jaye Trimm, Kitty Cogley, Kay Gregory, Sandy Batten, Vicki Record, Connie Greenleaf, Diann Bailey, Pam Mitchel, and Rusty Greenleaf**

Joys and Concerns were shared.

Opening prayer.

The Secretary's report from the November 20, 2025 meeting was reviewed and a motion made to approve the minutes with three corrections. The motion was seconded and passed.

Ministry Reports:

Trustees: As of January 31, 2026 there is $1,541,106.47 in investments. On March 10th the Trustees will be meeting with their financial advisors.

Community Suppers: Pam reported there are approximately 11-15 people being served at the suppers. The first Sunday in April (Easter) the supper is cancelled. The dinner is all set for this Sunday (3/1).

Lay Leader: There was a co-Lay Leader orientation held which Pat attended. It was mostly for new co-Lay Leaders. Pat will discuss with Patsy and provide her with the information. Having two Lay Leaders works better than one because of all the responsibilities.

Parish Representative: Pat reported there was a River Parish meeting with the three committees, SPRC, Council, and Coordinating Team January 31st. There are two members from each church on each committee. Various items were discussed and calendars were set for each group. Communication is being worked on. The first Parish Council meeting is 3/19. They meet quarterly.

Pastors Report: Pastor Angela is back from vacation. Pastor Mauren led the Ash Wednesday services, which went well. She found them to be personally meaningful.
Pastor Angela is taking a continuing education class on Finance. It's been going for two months and ends in June. Pastor Mauren is taking classes for ordination, which is the equivalent to a Masters in Divinity. The New Members class starts next week – in person only this time. Pastor Angela is helping to prepare for the Maine Methodist Jubilee, taking place at Cox Memorial April 17th and 18th.
May 13-17 she will be in Indianapolis for a United Women in Faith gathering She is looking for inspiration on how we might be able to revitalize the group in our Parish.

Staff Parish Report: Pam reported that the custodian resigned at the end of January. But a new custodian has been found and hopes to start March 2nd, if approved. She is Nicole Pinkham and lives in West Gardiner. Pam stated she was very impressive at her interview and her background check was good. Her pay would be the same as the previous custodian.
** A motion was made to hire Coley's Cleaning to clean the church. The motion was seconded and approved.
The next SPRC meeting is 3/5.

UM Men: Their last meeting was last weekend, there were 9 in attendance. Next meeting is 3/21.
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Worship Committee: The Worship Committee met 2/4. We've started something new during worship – the Congregation Choice Hymn. Parishioners are asked to suggest a hymn and Ralph will call on them. If Ralph isn't in worship, Sandy has volunteered to play for him.
The list of individuals leading worship has been completed through June.
A suggestion was made, to be discussed next meeting, that each woman be given a flower on Mother's Day and then perhaps have the women come forward to honor their mother or mentor.
An introduction to the church letter has been created to give to new people coming to church. It is filled with information about the church.
Their next meeting is 3/18.

Caring Team: The Caring Team has been meeting monthly. They've been going to the Dresden Center (the Gardiner Alzheimer Center). They will no longer go to Farmington but have started going to the Cony Flatiron. Pastor Ruth has now joined the team. The Caring Team, in conjunction with Pastor Angela and Pastor Ruth, will host a "Getting to Know You Better" gathering for anyone in the church. It will be held April 26th at 2:00pm.

Benevolence: There is approximately $4,500 in the Benevolence Fund.

Parish Coordinating team: The Coordinating Team met 2/15. They discussed communication. All churches now have access to the Parish calendar. Ash Wednesday was discussed.
The joint Parish mission will be in June – it will be a backpack program for Salem. They may do a "homeless" project in the Fall.
Holy Week schedule: Maundy Thursday service will be hosted by Green Street at 6:00pm and Good Friday service will be at East Pittston at 6:00pm.
There was a question raised of starting up the Lunch & Sharing series again. Last year they averaged 25 or so people. Could we change it to a Lunch & Learn? With Speakers? Our suggestion: maybe hold them monthly – six months a year – and bring your own lunch.
Dates for the Parish joint service – either 7/12 or 8/2 – at Mill Park. Nothing firm yet.
Vacation Bible School will be 7/21 to 7/24 at DRUM. Next meeting 4/14.

Stewardship & Finance: There is currently $30,817.68 in the General Fund. The Memorial Fund has $3,585.04 There is also $10,365.48 in a CD which was rolled over.
Financial Reports were distributed.

Jaye report the Finance and Stewardship Committee met 1/20. Dates were chosen for this year's fundraisers: Dessert Auction 3/7, Ham Dinner 5/2, Turkey Dinner 10/17, Christmas Fair TBD, Soup to Go 11/15
Kim and Lisa will be doing the audit for 2025.
Revision of the Financial Policy is ongoing.
The Dessert Auction will have a bean supper before the auction. All Parish churches will be invited.

Old Business:

1. **Survey Results for Announcements:** Complete

2. **Suggestion for a Tag Sale:** Carryover to next meeting.

3. **Revise Rental Agreement:** There was a discussion regarding the revising the Churches Rental Agreement to include information about cleaning staff for weddings held there. Funerals also if the decedent is not a member of the church or related to a member. There was a suggestion about raising the rates for rentals – this will be referred to the Trustees. Also, the option to rent the Music Room should be removed from the agreement.

4. **Kitchen Remodel:** It was felt this was long overdue. A subcommittee was suggested having at least one Trustee on the subcommittee. The subcommittee should be open all members of the congregation.

New Business:

1. **Developing Written Procedures for Operating Tasks:** A suggestion was made to develop a notebook filled with instructions for performing all tasks around the church so that, in someone's absence, the tasks could be performed more easily. There was agreement that this was a good idea. Several are already written up: Zoom & Powerpoint, Church Website, Communion and Greeter.

2. **Introductory Information Sheet for New Members/Attendees:** This has been done and is ready for distribution.

3. **Camp Mechawana:** Kay reported that camp prices were going up approximately $50 this year. Regarding the scholarships awarded to campers by the Trustees, it was decided by that group to pay the scholarships in full this year. The Trustees thought it would be good to give the opportunity for Christian education to the children of the church. As this vote by the Trustees affected Rusty and Dwight personally, they abstained from voting. The guidelines they set were to use unrestricted funds, one scholarship per child. There are no limits on the number of children to receive the scholarships but they must be related to a member of the church. As the Trustees have agreed to this scholarship program, no vote by the Administrative Council is necessary.

   March 22 there will be a Maple Brunch held at Mechawana from 9am to 12pm. They will be using their own syrup.

Next Meeting Date: 5/28/26 at 6:00PM

ADDENDUM: On March 15, 2026 Phil Garwood sent an email to Vicki to be distributed to all members of the Administrative Council with the following information and asking for a vote: "The Board of Trustees voted March 10, 2026 to pay the rent for the Clothes Closet for one year. At present, the Clothes Closet is paying $400/month, so this amounts to a $4800 donation. This action requires Administrative Council approval to go forward. Additional information: the total value of the portfolio as of February 27, 2026 was $1,553,018.30 The Judgement of the Board was that the proposed $4800 donation from the portfolio will not threaten the stability of the portfolio in any way.

The resulting vote (via email) was YES with fourteen members responding. There were no nay votes.

ADDENDUM: On May 27, 2026 Phil Garwood sent an email to Vicki to be distributed to all members of the Administrative Council with the following information and asking for a vote: " The Board of Trustees has voted to recommend to the Admin Council that we provide the funds to purchase a new self-propelled lawn mower for Mechawana to replace their mower that stopped working". An addendum to that motion suggesting that $400 be approved from the Memorial Funds.

The resulting vote (via email) was YES with fourteen members responding. There were no nay votes.