ADMINISTRATIVE COUNCIL MEETING MINUTES (On Zoom + in person)
August 28, 2025

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

Joys and Concerns were shared.

Opening prayer.

The Secretary's report from the April 23, 2025 meeting was reviewed and a motion made to approve the minutes as written. The motion was passed.

Ministry Reports:

Trustees: No report, but it was reported that the current value of the portfolio maintained by the Trustee as of July 3 is $1,462,841.73 which includes the $606,371.79 bequest from Jim Hynson (up to $300,000 of which is restricted to use on the stained glass).

Community Suppers: There is nothing new to report. Pam is coordinating the September dinner and the UM Men are coordinating October. The 5th Sundays have been covered by the Girl Scouts. There was a discussion of operation and funding of the 5th Sundays. Contributions have been received and dinners should be funded through the end of the year.

Pastors Report: Pastor Angela is back from vacation and has been busy since returning. Pastor Mauren will be attending a workshop for Latino Ministries from 9/27 to 10/2. She will be on vacation from 10/12 to 10/29 – she is looking for coverage.
The annual Church Conference will be held on 11/2 from 1:00 to 3:00 pm. There are several changes this year. Among them, there will be only one vote on all the items. Therefore, all conference packets must be together and ready for review by parishioners by 10/19. On 10/9 the Parish SPCR meets with the Superintendent to review the pastor compensation package for the coming year. The Conference Forms are available on the portal web site now. The focus of the Conference will be on worship rather than a "business meeting".
United Women in Faith – all churches are mandated to have a group. There will be a meeting of the UWF in Auburn on 10/25.

Staff Parish Report: Pam reported there have been some "blips" with the custodian. Heather, the contracted custodian, has been sending another person to clean and the cleaning has been less than satisfactory. But after a discussion with Heather, the cleaning has been better.

Lay Leader: There was a note from Patsy to update us. Her concerns include:
All the wires behind the railing – this will be taken care of with the upgrade to the sound system.
Boxes in the kitchen on the counter. One box is from Betty S and contained vases. It was decided Jaye would take them to be donated to a florist. Another box contained boat-like food containers – these will be used for the community suppers. Pam will take them to the Christ Church.
The freezer is full of food and there is no room for the chicken pot pies. The building use form states that food should not be put in or stored in the refrigerator. It was determined the food belongs to The Rotary and will be removed tomorrow.
Patsy also stated she enjoyed attending the National Conference and encouraged others to attend too.

UM Men: Their next meeting is 9/20. This is also the date of the Blessing of the Animals at the church. The UMM will be available 10/18 to curve turkeys.

Worship Committee: The committee meets next on 9/10 at 10:00am.

Caring Team: The Caring Team continues to visit nursing homes in the area. The upcoming Missions are as follows:
September – The Parish is coordinating the collection of Thanksgiving food items to support the United Methodist Economic Ministries. Baskets will be made up and monetary donations will go to purchase turkeys.
October is still in discussion, November – food for Thanksgiving baskets, December – Christmas donations.
There was also a discussion on doing a Trunk or Treat in Randolph. This is something the Randolph church had been doing for several years. But where could it be held? Pastor Angela will ask the District Superintendent if the former church parking lot could be used. Carol Trott will organize this.

Benevolence: There is $2,556.13 currently in the Benevolence Fund.

Parish Representative: The Parish Council met 7/31 and focused on three goals: One on communication, one on creating a policy for the Randolph funds (raised through the sale of the church). This will be a grant application. Each church will need a representative to sit on the board to evaluate submissions. The value of the fund, as of 6/30 is $247,795.95 which is held in the United Methodist Foundation.
The third goal is regarding benevolence in the Parish. All churches have the new form used to record information from those seeking help to pass onto the Pastors. No dollar amounts are put onto the requests – the pastors will make that decision. The Pastors are working on a document to track requests so there is no overlap. Also, a map was designed to show which church covers which town.

Parish Coordinating team: The Team has been busy this summer with the joint service, the booths that were set up for Old Hallowell Days and Richmond Days. There is the Blessing of the Animals scheduled for 9/20. And a Parish Picnic is set for 10/18 from 11:00am to 1:00pm at Camp Mechuwana.
The representatives of the Parish Committees will be getting together 10/9 from 4:00pm to 6:00pm at Cox UMC.

Stewardship & Finance: The next meeting will be 9/16 and the 2026 proposed budget will be discussed. There will be a public turkey supper 10/18.

There is currently $18,189.21 in the General Fund. The Memorial Fund has $3,440. The $10,000 CD will be rolled over for another six months.

Old Business:

1. **Safe Sanctuary Policy:** The new policy needs to be sent out and approved by the members of the Administrative Council.

2. **Emergency Planning Issues:** Phil has run into some roadblocks with this. He states it been difficult to work on – he's been busy and basically working on his own. He is looking for some help on this.

New Business:

1. **New Church Telephone and Answering Machine**: Pat will research this and make a purchase.

**There was a motion made to authorize the research and purchase of a new telephone and answering machine spending up to $100, using the churches debit card. The motion was seconded and approved.

2. **Timing of Announcements during Worship:** There's been some concern concerning the reading of the announcements during worship – some felt is should be done at the end of worship and some felt it should be done before prayer time.

** There was a motion made to allow Vicki to do a written survey (with 3 options) asking when people would prefer to hear the announcements. The motion was seconded and approved.

FUTURE ADMINISTRAVE COUNCIL MEETING DATES: 11/20/25, 2/26/26, 5/28/26 at 6:00PM

ADDENDUM: On September 4, 2025 Administrative Council chairman Phil Garwood sent an email asking for yes/no votes on the following:

The new Safe Sanctuary Policy. A copy was attached and sent out to all members of the Administrative Council asking for approval There were 12 yeas and 0 nays.