

ADMINISTRATIVE COUNCIL MEETING MINUTES (On Zoom + in person)
September 5, 2023

Members present: **Rev. Angela Rotherham, Pastor Mauren Julião, Kitty Cogley (interim chairperson), Joan Anastasio, Connie Greenleaf, Rusty Greenleaf, Kay Gregory, Pat McKee, Judy Meserve, Vicki Record, and Patsy Tessier,**

Joys and Concerns were shared.

Pastor Mauren led us in prayer.

The Secretary's report from May 22, 2023 was read. Joan asked a question about why the Memorial Funds were not included in the Financial Reports. Pat addressed her question and replied that there was about \$12,000 in the Memorial and Robinson Funds. The report was approved.

Ministry Reports:

Trustees: Rusty stated that the Trustees would be meeting in October. They have transferred monies into the operating budget to help pay for the fuel expenses. They are moving forward with the Verizon use of the steeple. He reviewed the process to date for Rev. Angela. They have signed a lease and gone through the conference.

Sunday School: No report

Community Suppers: Phil Garwood and Pam Mitchel hosted the supper last Sunday (September 3). Phil stated that there were about 15 in attendance, and they had good interactions with the attendees. He shared a story about a homeless man looking for work. The UM Men will be doing the supper in October and the Highlanders are responsible for November. Pastor Angela was surprised at the low numbers, mentioning that Dresden/Richmond UMC had 50 for their breakfast. Phil explained the change in the policy that GAMA (Gardiner Area Ministers Association) initiated – allowing only one take home meal after the in-person meals have been served. It was mentioned that Pastors Angela and Mauren need information regarding GAMA. It was also noted that Chrysalis Place numbers had increased dramatically. Bev. Fernald LaPlante has sent information regarding their needs.

Lay Leader / Staff Parish Relations Committee: Patsy talked about the Cooperative Parish. The coaching sessions have started. They are trying to determine what kind of Cooperative Parish this is going to be. Pat McKee and Patsy are on the Parish Council. They will have books available for those who will be on the Visioning Team and a couple of copies for anyone else who is interested in the process. The Visioning Team will meet once a month and will discuss the process and how things are going. They are acting as intermediaries between the church and the Parish Council. There will also be Prayer Clouds (people who pray for the Cooperative Parish and the Council). Regarding the Staff/Parish Relations Committee, she said they need to schedule a meeting. They plan to talk to the custodian, Doug Mason, regarding his responsibilities.

Pastor's Report: Pastor Angela will be on vacation September 11-25; Pastor Mauren will be available for emergencies, and she will have emergency back-up if needed. A Cooperative Parish Bible Study will begin in October on Tuesdays. There are several from other churches that plan to attend. There is an evening Zoom option for those who can't attend the Tuesday morning sessions.

UM Men: Phil clarified that the Pastors are honorary members of the UM Men so are welcome to attend the Saturday morning breakfasts.

UM Women/ United Women in Faith: Kay mentioned the potluck that was well attended in May. She plans to have a meeting on September 20 at 6:30 pm to address business (The meeting has been changed to September 27th)

Caring Team: The Caring Team will meet on September 19th at noon. Sandy Nisbet and members of the team have been visiting various facilities to sing, including the Woodlands in Hallowell to see Vicki's mom, The Pierce House in Farmington to see Joan Cummings, and the Alzheimer's Care Center in Gardiner, where Sandy Hickey - who has recently moved in - is looking forward to seeing them come.

Stewardship & Finance:

Hannaford Cards – Kay mentioned she took a \$6000 order yesterday which nets about \$300 for the church. She collects two times a month (the first and third Mondays). 31 people ordered refills on their cards. The money the church earns goes to the operating budget. She also mentioned that they have some cards available that do not allow purchase of liquor or cigarettes that could be purchased with benevolence funds for those in need.

Kitty mentioned that the committee will meet on Thursday.

Worship Committee: Connie mentioned that the information for worship had been included in the last newsletter. The Parish Coordination Team are planning for Christmas Eve. The next meeting will be October 17 at 9am. Anyone is welcome. Pastor Angela mentioned that a Sermon series is being planned for October and Advent. Scripture and themes are available on the Parish Calendar. The pastors preach two services on Sunday. Pastor Mauren is preaching 2-3 Sundays a month depending on the number of Sundays in a month. A question was asked about honorariums for those who are filling in on the Sundays that the pastors are not available. Pastor Mauren mentioned that Cox Memorial UMC is adding \$800 to their budget for next year for that purpose. The suggested honorarium if required is \$150 for a lay person and \$250 for clergy. Many are offering their services without an honorarium. An idea is being floated to have some open houses once a month at the various churches. Pat suggested an early coffee fellowship before worship so that the pastors could attend, but Connie noted Choir practice prior to the service would make it difficult.

Financial Reports

Financial Treasurer: Pat circulated reports including the Bank Reconciliation Report, Statement of Activities, as well as a report from the Parish Treasurer. She explained that we are paying 22% of the parsonage expenses, excluding capital expenses (new roof, dishwasher, etc). The bill is sent and paid at the end of the month. The Parish Treasurer (Barbara Learned) pays the bills for the parsonage. Pastor Angela mentioned that we received a grant to pay for the coaching sessions.

Pat explained about the transfer from the investment funds the Trustees manage to the operating budget to help pay for the oil. Phil explained that the transfers had been suspended temporarily until needed but were always intended to be available.

Pastor Angela mentioned that she would be preaching about stewardship on November 12 and that might be a good time to hold Stewardship Sunday.

Financial Secretary: Kitty circulated Funds received from January – August 27, 2023 reports which included pledges received to date, miscellaneous donations, Hannaford Income and Fundraisers as well as amounts donated to local missions and monies in the Memorial fund.

Joan asked a question about whether the Treasurer needed to be bonded. Pastor Angela explained that the conference bonds the treasurer as long as the accounts are audited each year by someone that does not have access to the handling of money. It was explained that we do that and every three years we have an outside auditor (Jeff Toothacher) do an audit.

Benevolence: There is \$1,156.52 in the Benevolence Fund, coming from communion and miscellaneous donations. Pastor Angela asked about how that money was accessed, and it was explained that a form was available to fill out. Judy mentioned that we need to remove Pastor Kathleen from the account and Pastor Angela should be added. A motion was made and seconded that Pastor Angela Rotherham be added as a signer on the Benevolence account and Pastor Kathleen Decker Szakas be removed. The vote was unanimous. Judy explained that Pastor Angela would need to go to the bank with her. It was decided to do it after her vacation.

Old Business:

Community Supper: It was mentioned it was going well after the new policies were instituted.

New Business:

Annual Budget: Pat and Kitty are in the process of preparing the proposed budget for 2024. They mentioned that if any committee heads needed money for their budget, please let them know. Kay mentioned that the Caring Team would like to request \$200 for stamps, cards, chicken pie expenses, etc.

Add Caring Team Position to Ad Council: It was noted that the Caring Team representative was not included on the Ad Council in the Nominations report. A motion was made to add the Caring Team to the Nominations report and the chairperson to be added as a member of the Administrative Council. The motion was seconded and unanimously approved.

Choose New Meeting Date and Time for Ad Council: A discussion was held and it was decided that the Council would meet on the first Thursday at 6:30 pm in the Sanctuary and on zoom.

Removal of Front Pew for Accessibility: It was suggested that the first pew (nearest the organ) be removed and replaced with chairs to allow access for anyone with disabilities. Phil said he would talk to Rusty and the Trustees would vote on it.

Emergency Planning Committee: Phil discussed the Emergency Planning Committee meetings and the wish to have members from each church attend.

Next meeting scheduled for October 5, 2023, at 6:30pm