

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

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

Joys and Concerns were shared.

Pastor Angela led us in prayer.

The Secretary's report from September 5, 2023 was read. The report was approved unanimously.

**Ministry Reports:**

**Trustees:** There will be a meeting next Tuesday. Pat mentioned that she talked with Rusty and Jim about transferring \$5000 from the investments for help with the fuel bill. She noted that there was an increase in the insurance bill. Rev. Angela noted that the property insurance bills were increasing in all churches due to the number of frozen pipes claims last year. She also mentioned that the Emergency Planning Team has been working on disaster plans for the churches.

**Sunday School/Bible Study:** Rev. Angela announced that the new Bible Study had 18 people join in person and 20 in the evening on Zoom.

**Community Suppers:** Vicki mentioned that the Highlanders are responsible for the Community Supper in November. Connie said she had the understanding that we were not doing Community Suppers anymore. Kitty clarified that we had addressed that at the Council meetings in the past but had decided to put the decision on hold given that GAMA had changed the rules regarding take-out and it seems to have addressed the concerns. There was a discussion about the numbers taking advantage of the suppers. It was decided that this should continue to be discussed at future meetings. It was suggested that we may need to let go of some of the ministries that aren't working in order to make room for others. This will remain on the agenda.

On an aside, Rev. Angela mentioned that she had been invited by Ken Smith to attend the GAMA meetings. She noted that First Baptist was having Soup and Bread lunch on Sunday at 12:30 with a speaker from Mercy Ships.

**Lay Leader / Staff Parish Relations Committee:** Patsy talked about the Cooperative Parish and the possibilities of sharing opportunities such as the Trunk or Treat at Randolph and the Christmas Fair at Cox Memorial. There will be a discussion about streamlining committees at the next Parish Council meeting. Some thoughts were a parish wide Staff/Parish committee with representatives from each church. Other thoughts included a joint United Women in Faith. A comment was made that the Cooperative Parish was moving too fast and it was not giving people a chance to adjust to the changes.

Regarding Staff/Parish, Pat, Gail-Ellen (Kelley) and Patsy met with the custodian to discuss the work. They suggested to him that he work (2) three hour shifts so as to accomplish more. They also mentioned encouraging him when things were going well.

**Pastor's Report:** Pastor Angela mentioned that Green Street Church has a Recovery Ministry Sunday and bags with materials on recovery and Narcan were given to all the River Churches. The use of Narcan was discussed. The bag is currently in the church office closet. She mentioned that the pastors were joining Sandy Nisbet and members of the Caring team on the 24<sup>th</sup> to sing at the Alzheimer's Care Center in Gardiner.

A discussion was continued about making the church more handicap accessible by removing the front pew. It would be replaced with chairs that could be moved as needed. One suggestion was that Green Street may have chairs available since they are selling their building, however it wasn't sure how soon or if they would want to do that. Kay reminded us that there were two chairs that had been purchased for the hallway greeters that weren't being used and could be used for that purpose.

Advent starts November 26. Christmas Eve falls on a Sunday. Randolph will be joining Highland Avenue on Sunday morning and then Rev. Angela will be leading a service of lessons and carols that evening at 5pm and then will lead one at Green Street at 6:30pm. A suggestion was made that anyone from a church that is not holding a December 24 morning service could join Highland Avenue. A question was asked about the Advent Wreath lighting on Christmas Eve morning. Rev. Angela said just light the previous 4 candles and the Christ Candle would be lit on Christmas Eve. Connie noted that many members has spoken to her about the desire to have traditional Christmas hymns for the season of Advent. Rev. Angela assured her that that would happen.

**Worship Committee:** Connie said that the Worship Committee would meet on October 17. She asked what needed to be discussed. Pastor Angela suggested discussing themes for after the New Year. Vicki mentioned the use of Congregant's Choice slips asking people to list topics they might light to hear about during a worship service.

**UM Men:** Phil was not present but Pastor Angela noted that the UM Men's breakfast was open to women also who wanted to attend. It was suggested that if any planned to attend, they should contact Phil so that he would be sure to have enough food.

**UM Women/ United Women in Faith:** Kay mentioned that the group decided not to hold a Christmas Fair this year, however they would help with the Christmas Fair at Cox Memorial. Kay and Sandy are stepping down as president and vice-president after the first of the year. The group will be dissolved if no one steps forward to take over and the monies in the treasury will be divided among the various missions that the group has supported.

**Caring Team:** The Caring Team will meet on October 24. There is one more chicken pie available. It was suggested that it might be given to Russell Hickey. Patsy will be making more next Friday.

### **Stewardship & Finance:**

The committee has done a Foodless Supper and are planning a Soup-to-Go fundraiser October 22 after worship. They are also planning a Thanksgiving Dessert Sale just before Thanksgiving and a Poinsettia sale for the season of Advent.

### **Financial Reports**

**Financial Treasurer:** Pat shared the Statement of Activities. There was a question about the Pastors' salaries being paid to the Parish. The three larger churches, (Cox, Green St, and Highland Ave.), contribute 22.22% of the expenses. This amounts to \$2500/month (\$30,000 total). The smaller churches (Randolph, E. Pittston, and DRUM) contribute 11.11%. Pat shared the River Churches Cooperative Parish Financial Report prepared by Barb Learned, Parish Treasurer. Rev. Angela mentioned that the lines in the budget for Pastor's Pension, Continuing Education and travel could be removed from the budget since it's included in the 22% Parish Budget. But Conference Expenses need to continue to be included. Pat also shared the Memorial Fund balance.

A discussion was held as to where the money received from the Cox Memorial Fair sales would go, given that in the past, the money went into the UMWomen (UWF) treasury to support their missions, etc. It was decided to donate the funds to the general budget as their contribution to the church budget as they have done

in the past. and give credit to the United Women in Faith. Monies for the cash box should come from the general fund.

A motion was made that the Christmas Fair monies received from the sales at the Cox Memorial Christmas Fair should go into the general fund as a contribution from the United Women in Faith. The vote was unanimous.

**Financial Secretary:** Kitty shared the Funds Received Summary from January 1-September 30. She mentioned that she has received \$6363 less in pledges so far this year. She reported that the monies received for local missions was going strong. Kay reported she received \$450 from the Hannaford Credit Card for three months. This will be deposited in the general fund.

**Benevolence:** No report. Angela mentioned that she could go with Judy anytime to be added to the bank account.

### Old Business:

1. **Pew Removal:** The Trustees are going to address it at their meeting.
2. **2024 Budget:** Kitty mentioned that she and Pat McKee were working on it. Pastor Angela mentioned that it didn't need to be completed by the Church Conference since most churches would not have had their Consecration Sunday by then. She also mentioned that printed copies of Conference forms were in the office for those who didn't feel comfortable using the new digital message. She stated that it wasn't necessary to do the Pastoral Compensation Form.

### New Business:

1. **Girls Scouts use of Fellowship Hall:** The Girl Scouts want to use the Fellowship Hall on the first Wednesday of the month and the Wesley Room on the last Wednesday. They will made a donation for the use. A motion was made to allow the use of the space pending pastoral approval. The vote was unanimously approved. Rev. Angela said she needed to review the Building Use Form. She explained that since the suit brought regarding the Boy Scouts, a clause prepared by the Attorney for the United Methodist Church needed to be included in all forms. Vicki will send current copies of the form to Rev. Angela.
2. **Add Worship Committee Position to Ad Council:** It was noted that the Worship Committee position was not included on the Ad Council in the Nominations report. A motion was made to add the Worship Committee to the Nominations report and the chairperson to be added as a member of the Administrative Council. The motion was seconded and unanimously approved.
3. **Communications:** Cooperative Parish ↔ church leadership ↔ parishioners: tabled until the next meeting.

**Next meeting scheduled for December 7, 2023, at 6:30 pm in the sanctuary**

### **Addendum – October 30, 2023**

On October 28, an email vote was taken to approve the new Building Use Policy. The vote was unanimous to approve the new policy. Pat McKee noted that the form should be updated periodically when the Administrative Council chair or the Trustee chair changes to reflect those changes.

### **Addendum – November 12, 2023**

On November 12, there was a meeting after church to approve the budget for 2024. It was passed unanimously.

