ADMINISTRATIVE COUNCIL MEETING MINUTES (On Zoom + in person)
November 20, 2025

Members present**: Phil Garwood (chairman), Mauren Juliao, Pat McKee, Jaye Trimm, Kitty Cogley, Judy Meserve, Vicki Record, Connie Greenleaf, Diann Bailey, and Patsy Tessier**

Joys and Concerns were shared.

Opening prayer.

The Secretary's report from the August 28, 2025 meeting was reviewed and a motion made to approve the minutes with two corrections. The motion was seconded and passed.

Ministry Reports:

Trustees: Nothing new to report as they haven't met.

Community Suppers: Pam is coordinating the December dinner. The 5th Sunday in November will be covered by the Girl Scouts. Pam is looking for someone to do the January dinner. It was been difficult getting people to fill in on those months when no group has been specified. We need people to come forward to help especially as several of the groups that put on the dinners previously are no longer together, the UMW for example. This topic will be added to the agenda for the next meeting to discuss options.

Lay Leader: Nothing to report.

Pastors Report: Pastor Mauren suggested we review the report presented at Annual Conference. She stated that she enjoyed the leaders that spoke to the congregation and if we have concerns to bring them to the pastors. She is hoping to do a leadership training class next year.
Trustee and Administrative Council chairpersons need to be elected at the first meeting of the year. It was decided that the Admin Council would meet January 4th after worship to vote on this.
There was a discussion on the format at the Annual Conference this year. Pat stated she liked the new format of just one vote for everything.
Bible Study will follow the Advent Devotional. 11/25 is the first meeting.

Staff Parish Report: No report.

UM Men: Phil reported there were a couple new people at their last meeting for breakfast
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Worship Committee: Copies were given of the calendar for fill-in pastors. Vicki has gotten all Sundays covered through Father's Day. A mention was made that Ralph's music was slowing down and Connie has spoken to Ralph about this. A request was made for more Christmas Carols to be sung.
To the pastors: A suggestion was made to shorten the service a little – there are times when it runs 10-15 minutes over 60 minutes.
The nativity scene from Randolph will be set up on the piano.
It was suggested a box was needed at the microphone for shorter people to stand on to reach the microphone.

Caring Team: The Caring Team met 11/18 and afterwards went to the Alzheimer Center in Gardiner to sing. Sandy and the Winsome Souls provided the entertainment. There will be no visit to the Woodlands next month.

Benevolence: There is $2,842.23 currently in the Benevolence Fund. There have been a couple of requests that have come in. These requests have been for heating oil.
The Giving Tree will be available 11/30.

Parish Representative: There was a Parish Council meeting at the end of October. Monies from the sale of the Randolph parish house will go into a fund to be used as grants. Pat reported criteria for the grants will be written up and fund distribution will be made by group committee made up of one member from each of the churches. The committee is waiting for the new year to form as new members will be coming on.

Parish Coordinating team: There will be a Christmas Fair at Cox Memorial on Saturday November 29th from 8:00 am to 2:00 pm. The committee has plans for bringing back Soup and Sharing in the Spring. There will be a joint celebration of Parish Teams and Leaders at Cox Memorial. The Disciple Bible study finished up last week with a pot luck luncheon. The committee is considering a joint choir for this coming Easter.

Stewardship & Finance: There is currently $18,846.04 in the General Fund. The Memorial Fund has $3,314.87. Reports were distributed.

Old Business:

1. **Safe Sanctuary Policy:** The new policy has been approved.

2. **Survey Results for Announcements:** The survey given to the parishioners showed most people wanted the announcements to stay at the end of the service and to add the prayer at the end.

3. **Church Office Phone:** Pat was approved the purchase of a new phone for the office, but instead she brought one from home for church use.

4. **Suggestion of a Tag Sale:** There may be items in the church that need to be removed and it was suggested to have a tag sale to sell them. Someone will speak to Patsy about it – and perhaps a list could be made of items that are no longer of use.

New Business:

1. **Kitchen Remodel**: Pat suggested at perhaps it was time to look at a remodel of the kitchen. And perhaps the monies donated by Jim Hynsom could be used.

2. **Rental Agreement with those using church facilities:** There's been several new requests for using our facilities and it's getting difficult to schedule them all. There are new requests from TOPS and KOPS (Keep off pounds sensibly) and the Girl Scouts. Changes may need to be made to the Policy for Use of the Church. The process of approval for use is: Vicki gets the initial request and notifies Rusty, Phil, and Pastor Angela. Once they've made a decision, Vicki notifies the group.
It was decided that one time use would be okay but any groups wanting to use the facility on an on-going basis would need approval.

    - A motion was made to place a moratorium on new groups wanting to use the church facilities for repeat encounters. This does not apply to single use requests. The motion was seconded and approved.

Next Meeting Date: 2/26/26 at 6:00PM

ADDENDUM: There was an Administrative Council meeting held January 4, 2026 after worship to elect a chairperson for this committee. Phil Garwood was nominated for the position and he accepted.

*****A motion was made to elect Phil Garwood as Chairman of the Administrative Council committee. The motion was approved and unanimously passed.