



**Minutes of the**

**Church Council Meeting**

**April 23, 2018**

Administrative Council Meeting  
April 23, 2018  
Sanctuary 7:00 PM

**Present:**

Rev. Dr Miguel Balderas, Chuck Thompson, Dwayne Weigel, Dawn and John Kelley, Paul and Peggy Harris, Brenda Watson, Roger Arnold, Harold Brown, Carolyn Goldman, Phil and George Anna Lunking, Barbara Smith, Keith Risley, Norm and Terri Sheetz, Darlene Bowles, Jim Doman and Sheila Hopkins. (Attachment 1)

**Welcome & Devotion:**

Chuck Thompson addressed agenda items and changes to upcoming meetings. Next meetings will be held on Tuesday, May 22, 2018 and Tuesday, June 19, 2018. Chuck read devotion "When You're Down".

The March 12, 2018 minutes were approved as written with one exception. Roger Arnold previously seconded a motion that he shouldn't have because he's not a voting member. Stan Thomas motioned church council appoint small committee to recommend actions to save Millian. That motion was seconded by Dawn Kelley and carried

**Trustees Report:**

Mark Warner was not able to attend and indicated he had no report to provide. Jim Doman emailed updates to Chuck and provided highlights for the last month. These included moving the plugged line from the mower shed so it drains to sidewalk, that a lawn service was under contract to mow the lawn; Montgomery County exempted the water shed requirement from Millian, Carolyn Goldman has continued to improve the Memorial Garden. Jim ordered new faucets to replace the leaky faucets in pre-school; closets were cleaned in Room 7. (Attachment 2) Dwayne told Jim to bill the church for the new faucets.

The pre-school received a letter from the county that required the pre-school perform lead tests on the water fountains. The pre-school pays \$21,000 for the use of the education building. Dwayne asked what services are included in that fee of \$21,000 per year. Jim Doman will forward the bill to the church for review.

**Finance Report:**

Dwayne reported that finances are not good. Money is not available to buy grocery cards. The church is paying late fees on bills. There was not enough money to meet payroll initially however Dwayne found money to meet payroll for the week. Millian at the time of the council meeting had \$1,000 in checking account and \$11,000 in bills pending payment. Expenses in 2018 are averaging \$28,000 per month, income at \$25,000 per month. Finance committee met and asked Dwayne to propose approval to discontinue paying apportionments. However Dwayne felt he should not do that as the decision was made for the church. Currently paying half of the apportionments of \$2,300 per month. The church will discontinue paying apportionments to the conference in order meet other expense requirements.

Chuck Thompson asked Pastor Miguel what options were available to Millian. Should Millian petition for more assistance through the District Superintendent? What can Millian expect from the conference? Chuck indicated that hard decisions need to be made and the church needs to know what options are available.

Pastor Miguel responded that if Millian can't pay apportionments because of shortages then they won't be paid. The issue is Millian is a small church in a big building. Options should include a decision on what can be cut from budget once Millian identifies its goals and ministries. Next step is for the Pastor to meet with finance committee, specifically Dwayne and Brenda. Pastor is working with Rev. Dr. Smothers, District Superintendent, on writing grant proposals. Based on Pastor's ethnicity and that of the neighborhood he is working with Religion and Race committee for possibility of obtaining grant money. Conference grants will also open in June and Millian will apply to those as well. Millian will need a grant writing team but will need a concrete plan with tangible outcomes in order to apply for grants. Chuck Thompson, John Kelley and Dwayne Weigel will meet with Pastor to document steps that can be taken. Dawn Kelley asked Pastor and Chuck if it's the church's responsibility or conference's responsibility to reach out to other churches that are in the same situation.

**Action Item: Chuck Thompson will set up meeting with Pastor Balderas, John Kelley and Dwayne Weigel to document and get a large portion of a tangible plan in place by mid-June and present to all in September, where we are and this is what can be done. Chuck has been presented with ideas from others within the church that will be considered. He will get an initial report back to the members within the next week.**

**Other finance comments:**

Jim Doman commented that the Pastor's salary is one of the largest expenses and should be cut. Dwayne reported that salaries as a whole totaled 50% of the church expenses. Jim mentioned that salaries are preventing Millian from meeting other expenses and his feelings are felt by other members of Millian. Feels church lacks leadership and that a change is needed. Chuck invited Jim to serve on a committee to assist with ideas to move forward.

**SPRC Report:**

Kathy Martin was unable to attend and no report was provided. Chuck Thompson spoke to Kathy and asked the SPRC meet to look at the goals and objectives of the church. Kathy will convene with the SPRC to work on goals as none have been identified at this time.

**Action Item: Chuck will follow up with Kathy and Pastor Balderas on status.**

**Outreach Report:**

Edith Williams was not in attendance and no report was provided.

**Board Model for Church Leadership:**

Copies of the UMC Leadership Board model (Attachment 3), a modified organizational structure, were provided to those in attendance. The conference proposed Millian to consider this model in the future. Chuck commented that it is not too different from what Millian has in place currently but asked those in attendance to look at the guidance and be familiar with it as

meetings with small groups are held. Hal Brown asked if this structure was in lieu of Church Council structure and would it be added to the Book of Discipline. Pastor Balderas indicated that the purpose of the structure in assisting smaller congregations who cannot sustain the traditional structure is the same in the discipline but more practical. The way decisions are made is a little different but again covered in the Book of Discipline. This document is the result of large churches becoming small churches and how Millian can handle the change. Chuck indicated Millian can keep the Council in place but if we want to streamline this model is a way to do that. Chuck was not clear on whether this was the new Discipline.

**Status of Council Motion for Small Groups:**

Chuck Thompson will be writing a purpose statement and tapping 2 different groups, Pastor Balderas and John Kelley will meet to finalize the purpose statement on Thursday. Chuck looking at this as an administrative management function and then a mission function. Invited those interested in assisting to contact him.

**Additional Issues/Comments from floor:**

Dwayne responded to Jim Doman's earlier question on whether the church would be viable through 2018. Currently Millian is losing \$3,000 each month. If Millian does not pay the \$2,300 each month in reduced apportionments it will help the financial situation however the church will continue to operate in the hole. The \$85,000 in capital improvement funds cannot be used to pay operating expenses. The Ghanaians are leaving in June so it will result in a loss of revenue. We need to generate additional revenue from other sources e.g. rent paid by other groups to use the church facilities.

Jim said the Trustees try to complete projects to save money but the pool of people that can assist with maintenance is getting older and more repairs etc. will need to be contracted out by the church.

At the May meeting recommendations will be provided to the church council for consideration on the future of Millian.

Pastor Balderas provided a closing prayer and further commented, after Chuck asked for volunteers to help the church, a member offered to donate computers to the pre-school and church, another church is inquiring about renting space at the church, the Ghanaian congregation has approached the Pastor about staying.

Dawn also thanked the Pastor, Chuck Thompson and John Kelley for their work and devotion to the church.

The meeting was adjourned at 8:10 pm.

Respectfully submitted,  
Sheila Hopkins  
Recording Secretary

Sign the Sheet April 23, 2018

Dwayne Weiger  
Dawn Kelley  
Miguel A. Balderas  
Paul Harris  
Peggy Harris  
Brenda Watson  
Royce L. Arnold  
Herald Brown  
Cathy Aldman  
Phil Luffman  
George Anne Lumber  
John Kelley  
Barbara Smith  
Kurt Casper  
Norma Tami Shultz  
Dorine Bender

# **TRUSTEE ACTIVITIES**

## For

### Church Council Meeting – April 23, 2018

1. We modified the drain off the roof of the mower shed so that rain water is discharged to the sidewalk rather than to the forever plugged storm sewer drain. Don Smith (plumber) tried to open the plugged storm sewer drain, but it was not possible.
2. We initiated our contracted summer grass cutting of the front and side lawns. We placed two push mowers into service and started cutting grass around the large parking lot.
3. With help of a volunteer (Terrance), we have cleaned trash from the large parking lot.
4. We agreed to allow F.O. Day use our large parking lot for temporary storage of equipment while they resurface roads in the Aspen Hill area. In return they will widen the entrance to the handicapped lot from Hallet Street.
5. We received notice that the county DEP will not be installing the watershed restoration basins along the Grenoble/Hallet/Parkland.
6. The garden sprinkler system will be activated on April 25.
7. Mark Warner cleaned debris out of the window wells.
8. Carolyn Goldman has cleaned and re-planted, as necessary, the Memorial Garden and the small gardens on both sides of the Narthex.
9. Mark, Jim and Terrance have cleaned the mower shed and discarded many no-longer-needed items.
10. Jim has ordered new faucets for two rooms in the Education Building. They are used daily by the Pre-School and do not work properly.
11. Jim installed previously used tiles to replace missing tiles in the hallway and at the entrance to Room 5 in the undercroft of the sanctuary.
12. As time permits, we will continue to investigate the apparent blockage of the sanitary sewer under the Chapel Building.
13. Jim and Terrance reorganized storage of the outdoor banners in Room 7 closet. Also, removed all food and drink from the closet and discarded same or moved it to the Room 7 kitchen.
14. The Pre-school received notice that they must test for lead in all drinking water outlets. We are not sure how to handle this. Is it the responsibility of the Pre-school or Millian, and are Millian's faucets also affected?

J. Doman

Attachment [2]

# A Model for a UMC Leadership Board

## (Conference Guidance)

### General Information:

The following is a summary to guide churches shifting from the former United Methodist Church's structure that include an Administrative Council, Finance Committee, Board of Trustees, and a PPR Committee, to the new "Leadership Board" or "Single Board" alternative structure comprised of anywhere from 9-15 members.

### Leadership Board Purpose

- Utilize a leadership style that combines accountability, responsibility and authority
- Reduce micro management
- Synchronize and align all the church's ministries with **the mission, vision, and goals**
- Reduce the number of people engaged in administration and free up resources (time, gifts, talents, etc...) for hands-on ministry and engagement in the mission field
- Empower the pastor to lead
- Assist smaller congregations who cannot sustain the traditional structure

### Leadership Board Responsibilities

- Establish the church's yearly budget
- Confirm the vision cast by the pastor and establish yearly goals for the church
- Work in partnership with programs and ministries to ensure they fulfill the mission and vision of the church
- Work with the District Superintendent to hold the pastor accountable

*\*This team is not responsible for hearing reports. Other avenues for communication (bulletins, email, Facebook, newsletters, Town Hall meetings, etc...) within the congregation must be efficiently employed.*

### Pastor's Role

- Cast the church's vision
- Hire, supervise, assess (and if needed, terminate) both paid and unpaid staff
- Hold staff (paid and unpaid) accountable for leading their ministry areas and fulfilling the mission and vision of the church
- Monitor the accomplishment of church goals and make adjustments as required to ensure achievement of those goals
- Equip present leaders and raise up new leaders for the work of ministry

### Guidelines to Ensure the Alternative Structure's Success

- Churches may choose to designate members of the Leadership Board to serve as liaisons between the Leadership Board and each various ministry team or group within the church. (for example: Nurture Team, Witness Team, Mission Team, etc...)
  - This promotes communication and allows for avenues of evaluation and decision making.
  - NOTE: THE LIAISON IS NOT EXPECTED TO BECOME AN ACTIVE PART OF THAT ARM OF THE CHURCH, BUT SIMPLY TO PROVIDE A BRIDGE FOR CONNECTEDNESS.

- The Leadership Board should meet regularly in the beginning of this structural shift to monitor goals, mission, and vision (and to counteract miscommunications) until church business has been effectively streamlined.
- The Leadership Board may conduct 2-4 Town Hall meetings a year or issue a “State of the Church” report in conjunction with the annual Charge Conference.
- When making significant decisions for the entire congregation, the Leadership Board may solicit input from the congregation.
  - It is best to offer the congregation 2-3 acceptable solutions/choices (which have already been thought out and perfected) to maximize success.
- It is recommended that the Leadership Board members rotate off after their term, to eliminate small circles of power and promote the development of new leaders.
- It is highly recommended that in the fall of each year, all groups and teams within the church draft their budget requests for the following year, along with 3 goals for the new year.
  - Including an explanation of how those goals fit the overall mission and vision of the church and a report on how goals were accomplished the previous year.
- Once the budget is approved, the pastor, staff, teams, and groups automatically have permission to spend the money they have requested, after communication occurs between the Treasurer and at least one Finance representative on the Leadership Board.
  - This ensures that funds are available before funds are spent.
  - The Leadership Board may also establish a spending cap (for example: any purchase under \$300 is permissible without requiring communication with the Treasurer/Finance representative.)
  - Every Leadership Board member is not required to vote on every expenditure.
  - In a case when a team or group wishes to spend money for an item not already in the budget, the issue is taken to the Leadership Board.
- Once the Leadership Board is in place, the role of the Vision Team and Leadership Team (or other teams formed for the purpose of facilitating the HCI process) may be dissolved and absorbed into the new Leadership Board – unless the HCI prescriptions require their continuation.

Source: Rev. Dr. Rodney Smothers  
Date: April 22, 2018