



Minutes of the

Church Council Meeting

October 16, 2018

Administrative Council Meeting
October 16, 2018
Rm. 7:00 PM

Present:

Rev. Dr Miguel Balderas, Ruth Balderas, Linda Canales, Chuck Thompson, Dwayne Weigel, Dawn and John Kelley, Paul and Peggy Harris, Phil and George Anna Lunking, Brenda Watson, Hal Brown, Linda May, Barbara Smith, Nancy VanderWalde, Jann Dalrymple, Carolyn Goldman, Stan Thomas, Edith Williams, Kathy Martin, Darlene Bowles, Jim Doman and Sheila Hopkins. (Attachment 1).

Welcome & Devotion:

Chuck Thompson opened the meeting with a devotion based on Psalms 6:9 “Lord Hear Our Prayer” and followed with the opening prayer. Minutes were reviewed by those in attendance and a motion was made by Stan Thomas to accept the minutes as written. The motion was seconded by Kathy Martin and carried.

Council Report for Annual Meeting was presented by Chuck Thompson. The Administrative Council report was sent to the District Superintendent (DS) and Bishop. Chuck highlighted 5 recommendations that came from discussions with the DS on May 29, 2018. A summary of that report is provided. (Attachment 3)

Pastor Miguel attached a copy of the Council report to his Pastoral Summary provided for the Charge Conference. To summarize the DS’s response:

- If Millian cannot pay apportionments that’s okay for now.
- Millian must pay Pastor’s benefits through July 2019.
- DS asked how much we can Millian pay a Pastor.
- What type of church does Millian want to be, e.g. how much Outreach etc? This will drive the Conference’s decisions and actions.
- Pastor Miguel will meet with Finance, SPRC, and Church Council to formulate a salary package that Millian can afford and present to the conference. Based on that a decision will be made on pastor e.g. seminary student, share with another church.
- Pastor Balderas stated that the Bishop and DS do not want to close Millian.

Jim Doman asked if Millian planned to spend reserve funds to meet expenses until August. Chuck reiterated that the DS in his response did not recommend Millian continue to use reserve funds. However, Pastor Balderas reported that Millian was asked to take actions by the DS (reduce expenses) and while that has occurred it is not enough.

Based on being in the arrears \$16,000 on the Pastor’s package, Carolyn Goldman asked how much money would be needed to cover Pastor’s package through next July. Brenda Watson reported about \$5,800 from the van sale was applied to unpaid Pastor benefits. Edith commented that Millian should request immediate change because we cannot pay the current Pastor compensation package.

Pastor Balderas recommended the SPRC announce that Millian cannot vote nor pass the budget at the church conference meeting on October 26th.

Finance - Dwayne Weigel proposed the 2019 budget (Attachment 3). He summarized the motion made earlier via email and carried by the Church Council in a vote 8:2 to use investment funds to pay operating costs. (Attachment 4) This permitted Dwayne to use up to \$10,000 to meet operating expenses if:

- Insufficient funds to meet payroll
- Insufficient funds to pay Pastor's health benefits
- Insufficient funds to pay bills and avoid late fees.

In the 2019 Budget Proposal:

- Outreach was added as a budget item (6100).
- Figures for unpaid expenses were added (6300).
- Finance implemented Items 3 and 4 in the Council recommendations in the 2019 budget proposal.
- Music program was cut by \$14,000.
- Custodial services were cut by \$10,000.

Dwayne reported cuts were made but the only other cut available is the Pastor's compensation package and the Conference won't allow that. Edith Williams proposed that the Church Council vote to not accept the 2019 proposed budget. The motion was seconded by Kathy Martin and the motion carried.

SPRC report was provided by Kathy Martin.

- Greg Jones was hired to provide custodial services to the Millian campus with the exception of the pre-school.
- Music program was cut to save expenses.
- SPRC reviewed the Congregational profile, a conference requirement, before the Church Council. There was a trend in responses that the focus at Millian was on the lack of funds not on the ministry. Majority also felt the Conference ignored Millian's issues and requests. The profile will be submitted with the church conference package. (Attachment 5)
- When asked by Jim Doman what the value of the profile was Kathy indicated this was a Conference requirement. Chuck Thompson also pointed out that the responses will be helpful when hiring a new pastor.

Trustees report was provided by Jim Doman. The highlights are below. A full report is in provided. (Attachment 6)

- The trustees are in need of working members.
- The van was sold for \$16,000. Jim suggested some of the van proceeds be set aside for future needs to rent a van for special events at the June meeting. He would like to see that implemented

- He would also like to see money used to do an energy study of the sanctuary. He feels the sanctuary should be closed during the winter months to save heating costs.
- Several individuals and Asplundh Tree Company are using the parking lot. Asplundh offered to pay a rental fee for their trucks to park in the church lot at a rate of \$100 per truck per month.
- Jim conducts a weekly walk around the property. He has found trash in boiler room, outside of trashcans, and moldy food in the kitchen. He feels the issue is because there are many tenants and they do not clean up after events on church property.
- Chuck Thompson recommended renter fees be increased to cover cleaning costs and hire someone to clean the kitchen.
- Miguel has spoken to other church tenants about cleaning areas they use. John Kelly said Millian needs to recognize this is an ongoing problem and there is no staff to provide oversight of the grounds after groups use Millian's facilities.

Chuck Thompson asked for volunteers find solutions for some of the problem areas Jim mentioned.

- Edith Williams, Peggy Harris and John Kelley volunteered to research kitchen cleaning solutions.
- Paul Harris and Dwayne Weigel volunteered to find solutions for the trash issues.
- Stan Thomas and Chuck Thompson volunteered to look into parking lot issues.

Outreach-Edith Williams did not have any financial requests for Outreach and she thanked all for their response to previous Outreach needs.

- Thanksgiving bags will be available on October 21st to collect food for Thanksgiving dinners.
- The food pantry is in need of food.
- St. Johns and the Girl Scouts have provided food on many occasions to assist in stocking our shelves.
- \$220.34 was raised at the yard sale at the Fall festival
- St. Nicholas' Secret Shop will need donations. It's scheduled for the 2nd Saturday in December.
- Reducing Angel Tree to provide 20 presents for Parkland students and 20 for Wheaton Woods. Some presents are also given to some children in the congregation. Gifts should be in the \$25 range. Edith will supplement the Angel tree rather than asking the Finance committee for funds.

Worship was presented by Barbara Smith. Barbara motioned to use up to \$1,500 for the Christmas Cantata. Stan Thomas seconded the motion and it carried. (Attachment 7)

2019 Lay Leadership Development Report was presented by Pastor Miguel Balderas. A report will be ready for the church conference and approved at next Church Council. A copy is provided (Attachment 8) for information only. Edith asked if the nominations committee looked

at individuals that are on the team that do not provide any service. He reminded those in attendance that if you are interested in being on a team to see him.

Jim Doman asked if the leaders meet the requirements. Many committee chairs e.g. SPRC have served longer than permitted. Pastor Miguel replied that some positions were extended for an additional year.

Additional Discussion –

Chuck Thompson mentioned that the Oakdale Church model is worthwhile to review and available on the Oakdale website. Oakdale has a board not a church council. He feels that Millian needs to look at new ways to get things done.

Jim Doman asked what Pastor Balderas did on his recent trip to San Diego and Tijuana Mexico. He feels that a report should have been provided to the church membership. Pastor responded that the DS and Bishop requested Pastor Balderas travel and he provided a report to the Conference for this pilot program. He will share the same info with membership.

Edith Williams asked when new leaders would be trained for their positions. Lay leadership is meeting December 3rd and training will be provided between December 22nd and December 29th.

Jim Doman asked how a budget can be drafted without having a stewardship campaign to request pledges and estimate Millian's projected income and expenses. Pastor Balderas requested that a Finance report be presented the first Sunday of the month as an ongoing Stewardship campaign. Chuck also said a budget can be drafted and then a request made of the congregation to pledge to meet that budget.

Pastor Balderas provided a closing prayer and the meeting was adjourned at 9:00 pm.

Respectfully submitted,
Sheila Hopkins
Recording Secretary

10/14/18 attendance

Shirley Hopkins

Kathy Martin

Paul Thompson

Cathy Solomon

Phillip Pinkney

George Anna Pinkney

Brenda Watson

Hal Brown

John Power

Alan Thomas

John Kelley

Dadene Bowles

Allegra DeLeon Kelley

Sinda May

Paul Harris

Peggy Harris

Edith Williams

Dwight Weigel

John Williams

Barbara Smith

Nancy Wood

MILLIAN MEMORIAL UMC CHURCH COUNCIL REPORT
Meeting Scheduled for October 25, 2018

Since Millian's September 16, 2017 Church Annual Meeting with the District Superintendent, the Church Council has been convened on the following dates:

- December 18, 2017
- February 15, 2018
- March 12, 2018
- April 23, 2018
- May 24, 2018
- June 26, 2018

Electronic copies of all Council Meeting Minutes are available upon requests to the Council Chair, or the church office.

Ad Hoc Meetings with Key Chair Persons and Other Church Leaders

- March 20, 2018
- May 9, 2018
- May 20, 2018

Other meetings/Important Communications

- Monthly Leadership Meetings (key leaders selected by Pastor Balderas, meeting leader), to problem solve and make recommendations for next steps.
- Weekly meetings between the Pastor, Lay Leader and Council Chair to strategize, problem solve and deal with the issues related to congregant concerns, and i.e. poor communication between the Pastor and the Leadership team with the Congregation as a whole.
- May 29, 2018 email correspondence and accompanying letter correspondence to Rev. Gerard Greene, District Superintendent and Bishop LaTrelle Easterling, BWC, from Ms. Kathy Martin, Chair, Millian's SPRC. The letter described Millian's status and requested a meeting with the District Superintendent to explore options for Millian going forward (See Appendix A 1 and 2).
- May 29, 2018 Email Response from Rev. Green, District Superintendent RE: Millian's May 29, 2018 correspondence. Rev. Green (See Appendix A 3.)

Current Status

Since our annual meeting last year, the Pastor, Council and other church leaders have continued to struggle with significant financial and programmatic problems related to the management of the church's operations, including both financial and church mission/outreach programs. In mid-May, church leaders met and recommended the following:

- Continue not paying apportionments until the church is financially stable;
- Take funds out of investments to meet operational expenses;
- Reduce custodial service costs – as suggested by DS in his response to our email – if we are unable to pay Pastor, then we must cut staff;
- Reduce music ministry costs – as suggested by DS in his response to our email – if we are unable to pay Pastor, then we must cut staff;
- Since personnel costs related to the pastor’s salary and benefits are the largest cost element, the group discussed options for reducing those costs. Discussion items included:
 - Asking conference support for the pastor’s salary (e.g. health insurance and pension benefits);
 - Cost sharing with the conference the pastor’s annual base salary;
 - Sharing the pastor with another congregation;
 - Seeking help from the District Superintendent to identify options available that we have not considered.

As noted above, on May 29, 2018, Ms. Kathy Martin, Chair, SPRC, conveyed those recommendations to Rev. Gerard Green, District Superintendent and Bishop LaTrelle Easterling. Rev. Green, D, responded to our letter via e-mail on May 29, 2018 (See Appendix A-3). In that response, Rev. Green stated clearly that it was up to Millian congregants to make decisions related to their revitalization efforts and formulate a plan for survival as a church. And again, if Millian was unable to pay the pastor, then they must cut staffing.

The following are the 5 recommendations in the original correspondence to Rev. Green, and the current status of each:

Recommendation 1: Continue not paying apportionments until the church is financially stable

Status: Unfortunately, we continue to lack the monthly income to resume paying our apportionments. As of September 30, 2018, we have only paid \$4,969.25 of our expected 2018 payment of \$61,758.00 apportionments. Based on current income vs. expenses, we don’t anticipate paying apportionments for the remainder of the year. One of the issues we face that exacerbates our financial problems is a lack of focus on stewardship within the church leadership. There was no stewardship campaign in 2016, a minimal effort in 2017 and no stewardship campaign thus far in 2018. The Pastor and the congregational leadership must both be held accountable for this lack of leadership.

Recommendation 2: Take funds out of investments to meet operational expenses

Status: In Rev. Green’s response to our email and letter, he recommended not dipping into investments for current expenses/operations. However, due to a lack of funds for payroll and other expenses, we have had to use investments for that purpose. As of September 30, 2018, we have had to withdraw \$3,500.00 from our reserve investment account to pay on-going expenses. The Finance Committee and Church Council agreed to this action with the caveat that those withdrawals be returned to our investment account when we become more financially stable. In

September, 2018, the Trustees and Council approved the sale of the church van for \$16,000.00. These funds are already being used for operational expenses, in lieu of our investments, to diminish the hit on those investments. If, however, our income continues to be less than our obligated expenses and we have expended all of the dollars from the sale of the van, the investments will again have to be used.

Recommendation 3: Reduce Custodial Service Costs

Status: In September, 2018 the scope of the custodial duties for the church and Pre-school was reduced. The Pre-school hired their own custodian. For the church custodian, the salary was reduced from \$26,160 to \$15,912, a savings of \$10,248. The performance under this reduced scope will be evaluated to insure the levels of cleanliness remain high.

Recommendation 4: Reduce Music Ministry Costs

Status: Starting in January, 2019, the Director of Music's hours will be reduced. The salary will be reduced from \$36,400 to \$22,100. The music programs will be modified to accommodate the reduced hours. With the director's hours reduced, less time will be available for choir, bells and other ancillary music forms and groups for worship. . The reality is these music ministries are barely functioning due to a lack of congregant participation. However, a robust music program can be a catalyst for growth. Therefore, this ministry must be evaluated to determine what the best approach to the music Ministry is at this time in the life of our church.

Recommendation 5: Reduce Staffing/Personnel Costs

We have reduced the salaries and scope of work for both the custodian and the director of music. In the letter to Rev. Green, we stated the personnel costs related to the pastor's salary and benefits are the largest cost element. Since Millian has no control over the Pastor's salary and benefits, we proposed options such as:

- Asking conference support for the pastor's salary (e.g. health insurance and pension benefits);
- Cost sharing with the conference the pastor's annual base salary;
- Sharing the pastor with another congregation;
- Seeking help from the District Superintendent to identify options available that we have not considered.

Status: In Rev. Green's response to our correspondence he stated, "Some difficult decisions need to be made, but the members of Millian are the ones who need to make those decisions". The following financial data have to be considered in making the decisions:

1. As of 10/31/2018, Millian owes \$6,883.25 for past due Medical Premiums for Pastor Balderas.
2. As of 10/31/2018, Millian owes \$10,021.50 for past due contributions to the Pastor's Pension Plan.
3. As of 10/31/2018, we are behind \$56,788.75 in the payment of our 2018 apportionments.

Actions Requested by the Conference for 2019

Based on our analysis of the current situation and the futility of our internal efforts to resolve our financial issues, the Millian congregation requests the District Superintendent Green and Bishop Easterling consider the following actions to help Millian survive the remainder of this year and calendar year 2019:

1. Review the algorithm/formula for determining the amount of our apportionment. Currently our apportionment goal set by the conference is \$61,758.00. That goal represents 18% of our 2018 budget. That amount is totally un-realistic for a church that has an average weekly attendance at 3 services of 75-85 (including children). The number of members who have contributed regularly in 2018 is 42. There has been no pledge campaign this year, minimal last year, and no pledge campaign in 2016. We should anticipate a decrease in the pledges for 2019. Our 2019 budget will reflect that.
2. Assign a less senior Pastor with a smaller salary package to Millian as soon as possible. It's evident Millian cannot continue with a Senior Pastor with a salary package projected at \$117,632 for 2019. This figure reflects the salary package dictated by the Conference. For the 2019 budget, the Finance Committee will adjust the 2019 budget to reflect the reality of what we can pay. Since we have not been able to pay pension and benefits throughout most of 2018, it's evident we are going to need help in 2019. We request the conference continue payment of Pastor Balderas' benefits and pension until a new Pastor is assigned. If Millian's financial status improves, we will attempt to start paying those obligations and, if possible, pay towards the payments we owe from early 2018.
3. Assign a Pastor who can work with the congregation to re-vitalize Millian. Currently we don't have a vision of what we need to become and we don't have leaders who can provide that. We do have lots of ideas that have been generated through numerous meetings and brain-storming sessions. In March 2017, we created a one year Strategic Plan that was a good start to at least re-think who we are and what we need to do going forward. Unfortunately, attempts to implement the actions in that plan were not successful, generally because of the failure of the Pastor and leaders who could not agree on a strategy for implementation. The "Plan" became "Shelf-ware".
4. Reconsider Millian's request to join with another congregation or share a Pastor with another congregation (a "Circuit Rider Pastor" commonly seen in small churches.) In February, 2018, the Church Council met with Dr. Rodney Smothers to discuss the "state of Millian". Dr. Smothers asked that Millian reassess its resources and make decisions that will allow the church to live within its means. He suggested investigating joining another church and sharing resources (legacy church). These ideas have been presented to the Conference and have evidently not been favorably considered since Pastor Balderas was re-assigned to Millian for 2019. We do not know actual outcome of our request since we have had no discussion with the DS and Bishop about this request.. Dr. Smothers and Rev. Green also recommended Millian explore finding other sources of income. Presently Millian has three tenant churches that provide approximately 21% of

our operating budget. We are exploring other income opportunities related to using our buildings and grounds space.

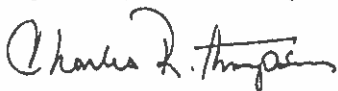
5. We need help from the Conference exploring how to increase our membership and bring new people to Christ, through innovative program/outreach design. We do not have internal leadership that can focus on strategies that would help Millian itself expand while expanding Disciples for Christ.

Summary:

In summary, we are struggling, but we are not dead – yet. There is still life at Millian. However, there are some members that feel that the Conference wants Millian to close. As suggested by Rev. Green, we have made the tough decisions to cut expenses by reducing the scope of work and salaries for those staff positions over which we have control. We request the Conference do the same with the assignment of a more junior Pastor with a salary package consistent with a small 75-85 person congregation. We believe with new church leadership and increased dialog with our District Superintendent and Bishop Easterling, we can create a “New Millian” that meets the needs of our church and community and achieves our church vision, “To be a Christ-centered church, positively impacting our neighborhood and world by helping our community replace intolerance with love and justice for all.”

Last, we appreciate the financial relief the Conference has afforded Millian throughout 2018. If the Bishop and the District Superintendent make a decision to recommend closing Millian based on our current inability to pay the full salary package for a Senior Pastor, the Council requests a meeting with Bishop Easterling and District Superintendent Green to explore whether EVERY option has been considered to allow Millian to survive.

Respectfully submitted by,



Charles R. Thompson, PhD
Chair, Millian Memorial UMC Church Council

Appendix A: Correspondence between Ms. Kathy Martin, Chair Millian SPRC and Rev. Gerard Green, District Superintendent

Appendix A
E-mail and Written Correspondence with the District Superintendent and Bishop, Baltimore-
Washington Conference

1. Email from Kathy Martin to Rev. Gerard Green, District Superintendent with Cc to Bishop LaTrelle Easterling

From: Kathy Martin <kmartmillian@gmail.com>
Sent: Tuesday, May 29, 2018 8:02 AM
To: Gerard Green <GGreen@bwcumc.org>
Cc: Bishop Easterling <bishoppeasterling@bwcumc.org>; Chuck Thompson <thompsoncr@aol.com>; John Kelley <mrjklb@verizon.net>; Miguel Balderas <mbald20879@gmail.com>

Subject: Millian Memorial UMC

Dear Rev. Dr. Green,

Attached is a letter that describes the financial situation at Millian. Millian sends this letter to you to request guidance and assistance from the BWC regarding the fact that Millian is a dying church.

- We are not sure of making payroll and paying our regular bills every week
- We have not been able to bring in new parishioners
- We cannot pay our monthly apportionment to the BWC, and
- As such, we are failing as a United Methodist Church.

We have met in our monthly church council meeting and stated as a group that we don't want to die. But, the strife surrounding our finances, specifically paying the Pastor's salary, is driving a wedge between parishioners and causing even more problems. Because of our financial situation we cannot come together to become Church.

Millian respectfully requests your guidance in how we should proceed and would like to meet with you as soon as possible to discuss Millian's inability both financially and corporeally to be Church.

Please let us know, coordinating with Pastor Balderas, when you can visit with us to discuss how the BWC can help Millian become Church again.

God's grace and blessings to you,

Kathy Martin
Millian Memorial UMC
SPRC Chair

2. Attached Formal Correspondence submitted to Rev. Gerard Green with Cc. to Bishop LaTrelle Easterling

May 29, 2018

Dear Rev. Dr. Green,

The purpose of this correspondence is to make you aware of Millian Memorial United Methodist Church's current status in dealing with continued problems that were articulated in our September 16, 2017 submission for our annual church meeting. The following are excerpts from that submission:

"The administrative council has continued to be concerned about the financial status of the church to include the following" (original text edited for brevity):

- Millian's inability to pay our full apportionments due to a lack of monthly cash flow.
- Rising costs due to an aging infrastructure. Routine building maintenance costs and unanticipated costs (e.g. flooding in parts of the church buildings and repair costs for the elevator repair) have continued to rise (specifics are documented in the Trustee and Finance Committee reports included in each Council meeting minutes);
- Concerns related to a smaller participating congregation and the inability to meet both the financial and mission/vision for Millian:
 - Many older congregants transitioning to other geographic areas and different living areas (e.g. assisted living, etc.);
 - Normal attrition due to death or moving outside the area;
 - The lack of growth in the congregation. In 2016, our average attendance was 75 for a given Sunday (this included all services). While no analysis of 2017 attendance was done for this report, the numbers appear similar, or perhaps less. One real concern is the number of new visitors who do not come back after 1-2 visits. We need more understanding of why Millian's worship experiences do not seem to meet their spiritual needs. With Pastor Miguel focusing on multi-cultural worship experiences and out-reach to our multi-cultural neighbors, Millian anticipated a growth in attendance from the Hispanic community. We have seen flat or minimal growth in that community. We have, however, been blessed with some growth in congregants from Africa and other countries. The growth, however, is not as great as our attrition of other members.
- An inability to fill leadership positions in the church. While we have a good Strategic Plan that has actionable objectives, in many instances we don't have people to fill committee leadership or member positions. Thus, church programs are not as robust or consistent as they could be. There remains concern that the plan's goals and objectives cannot be met without full commitment by ALL Millian congregants."

Since 2016, the Millian Leadership team, including the church committee chairs, have taken the following steps to problem solve and determine next steps for going forward:

- May, 2017 - Congregational 360 Evaluation Administered via Questionnaire to all congregants
- May – June, 2017 – Advisory committee Analysis of Evaluation Data

- June 11, 2016 – Results of the 360 Evaluation presented to Congregation
- June 2016 – March 2017 – Advisory Committee finalized Strategic Plan
- March 10, 2017 – Strategic Plan Approved by the church council and copies provided to the congregation
- March 2017 to Present – continued implementation of the 360 evaluation recommendations
- February, 2018 – Dr. Smothers met with the Millian council and presented strategies “dying” churches have used to re-vitalize their church
- March 2018, a unanimous vote by the church council to work to revitalize the church

In the last two months, however, our financial situation has become more serious. In April we had insufficient funds to meet basic operational needs of the church, such as paying payroll. We also had to delay payment of on-going expenses such as utilities and insurance. Some congregants paid their May tithe early in order to pay on-going expenses.

On May 15, 2018, a group of committee chairs and other church leaders met with the pastor with the objective to identify measures that can be taken immediately to stabilize our financial situation. The group recommended the following:

- Continue not paying apportionments until we are financially stable;
- Take dollars out of reserves to meet operational expenses;
- Reduce custodial service costs;
- Reduce music ministry costs;
- Since personnel costs related to the pastor’s salary and benefits are the largest cost element, the group discussed options for reducing those costs. Discussion items included:
 - Asking conference support for the pastor’s salary (e.g. health insurance and pension benefits);
 - Cost sharing with the conference the pastor’s annual base salary;
 - Sharing the pastor with another congregation;
 - Seeking help from the District Superintendent to identify options available that we have not considered.

As you can determine from the points raised in this letter and previous discussions we’ve had with you, we are at a place in the life of Millian UMC that we must have frank discussions with you about the options available to us as a struggling UMC congregation. We request that you work with Pastor Balderas to coordinate a meeting with the church council as soon as possible to explore next steps for us. Our next church council meeting is scheduled for June 18, 2018 at 7:00 p.m.

Yours in Christ,

Pastor Miguel Balderas
 Kathy Martin, SPRC Chair
 John Kelley, Lay Leader
 Chuck Thompson, Church Council Chair

3. Response from Rev. Gerard Green, via E-mail

RE: Millian Memorial UMC

Tue, May 29, 2018 3:27 pm

Gerard Green (ggreen@bwcumc.org) To: you + 4 more Details

Dear Ms. Martin,

Grace and peace to you in the name of our Lord and Savior Jesus Christ. I pray that this communication finds you well. Thank you for your letter describing concerns related to the financial situation at Millian.

As you are aware, I have met with your Council Chair, Mr. Chuck Thompson, your Lay Leader, Mr. John Kelley, and Pastor Balderas concerning the progress at Millian. You have a strategic plan that was developed after having gone through a Readiness 360. When I met with Pastor Balderas, Mr. Thompson and Mr. Kelley, I also invited Dr. Smothers to sit in and listen to the conversation. As a result of that meeting, Dr. Smothers met with your council and presented strategies that churches have used to revitalize their church. In follow up conversations with Pastor Balderas after the council, he spoke of a desire on the part of the congregation to take the necessary steps to become a vital congregation. He also mentioned that there was a small but vocal group within the congregation that felt as though the church should close.

In your communication you state that on May 15, 2018, there was a meeting to discuss measures to address your financial situation. You presented a number of options. Which ones do you wish to move on? What decisions were made? You have requested that Pastor Balderas and I work to coordinate a meeting to have frank discussions about options. I request that you work with Pastor Balderas, to have the frank discussions with each other and develop a plan that the members of Millian are willing to invest in. You have begun the work. Some difficult decisions need to be made, but the members of Millian are the ones who need to make those decision. The leadership at Millian has their pulse on whether the membership is willing to commit to revitalization or not.

I would recommend that you not continue to dip into your reserves in order to pay current expenses. If your current finances will not accommodate current staffing you must reduce staffing. What are the ministries that are vital to Millian? In what ministries are you willing to invest in order that Millian might become vital to the community in which it is located.

I will be in conversation with Pastor Balderas regarding when Millian will be prepared to present the plan for moving forward.

Sincerely,

Gerard Green

William Memorial UMC
Proposed Budget for Calendar Year 2019

2018	2019	2019
Spending and Income	Budget	realistic budget
(Assumes that all expenses from current and prior years are paid)		
500-Administration	\$900	\$900
5001-Office Postage	\$840	\$900
5002-Office Supp. & Equipment	\$1,818	\$2,150
5003-Equipment-Copier	\$8,185	\$8,250
Total 500-Administration	\$10,843	\$11,300
5100-Finance	\$719	\$750
5104-Payroll Contract	\$719	\$750
5101-Finance Operations	\$2,170	\$2,100
5102-Conference Benevolences	\$4,969	\$55,717
Total 5100-Finance	\$7,858	\$58,567
5200-Fellowship	\$433	\$450
5205-Fellowship Flour	\$433	\$450
52??-Thanksgiving Dinner	\$0	\$150
Total 5200-Fellowship	\$433	\$600
5300-Mission & Vision	\$239	\$250
5310-Publications	\$239	\$250
5311-Sale Sanctuary	\$180	\$150
Total 5300-Mission & Vision	\$419	\$400
5500-Staff-Parish	\$48,912	\$48,912
5510-Preaching & Pastoral	\$48,912	\$48,912
5511-Salary	\$48,912	\$48,912
5512-Medical Insurance	\$15,912	\$16,708
5513-Pension-Employer	\$13,428	\$13,428
5514-Reimbursable Expenses	\$4,100	\$4,100
5515-Pastor's Additional Compensation	\$5,884	\$5,884
5516-Floating Allowance	\$27,500	\$27,500
5517-Annual Conference Expense	\$1,100	\$1,100
Total 5510-Preaching & Pastoral	\$116,836	\$117,632
5520-Church Administrator	\$21,970	\$21,970
5521-Salary	\$21,970	\$21,970
5524-Professional Expenses	\$25	\$25
Total-Church Administrator	\$21,995	\$21,995
5530-Music Dir/Organist/Min.	\$36,400	\$22,100
5531-Salary	\$36,400	\$22,100
5534-Professional Expenses	\$500	\$500
5535-Latino/Hisp. Music Ministry	\$7,800	\$0
Total-Music Dir/Organist/Min.	\$44,700	\$22,600
5550-Custodian	\$26,160	\$15,912
5551-Salary	\$26,160	\$15,912
5560-Nursery Worker	\$1,500	\$1,500
5567-Part-time Staff-Salary	\$1,500	\$1,500
5580-Temporary Help	\$2,000	\$0
5599-Social Security-Employer	\$7,051	\$4,589
5610-SPRC Miscellaneous	\$50	\$50
5620=Lay Delegates to Annual Conf.	\$1,500	\$1,500
5630-Honorariums	\$350	\$350
Total 5500-Staff-Parish	\$222,142	\$186,128

5900-Faith Development	\$2,150	\$2,150	\$2,150
5901-Sunday Church School	\$1,300	\$1,300	\$1,300
5902-Vacation Bible School	\$0	\$0	\$0
5903-Stephen Ministry	\$100	\$100	\$100
Total 5900-Faith Development	\$3,550	\$3,550	\$1,577
6000-Trustees	\$3,700	\$3,700	\$3,700
6003-Pepco-Ed. Bldg	\$6,850	\$6,850	\$6,850
6004-Pepco-Church Sanctuary	\$4,200	\$4,200	\$4,200
6005-Pepco-Multipurpose Bldg	\$5,000	\$5,000	\$5,027
6006-1-Gas-Parkland	\$18,300	\$18,300	\$18,277
6006-2-Gas-Grenoble	\$8,150	\$8,150	\$8,141
6006-3-All Other Utilities	\$1,800	\$1,800	\$1,824
Total 6006-Other Church Utilities	\$33,250	\$33,250	\$33,269
6007-Main & Improvements	\$16,000	\$16,000	\$15,945
6008-Insurance	\$95,750	\$95,750	\$95,709
Total 6000-Trustees	\$95,750	\$95,750	\$95,709
6100-Outreach	\$2,000	\$2,000	\$0
6105-Camp Joy	\$10,540	\$10,540	\$0
6102-Food Pantry	\$400	\$400	\$0
6112-Fall Festival	\$327	\$327	\$0
6122-Easter egg roll	\$100	\$100	\$0
6122-July 4th Lunch	\$13,367	\$13,367	\$0
Total 6100-Outreach	\$13,367	\$13,367	\$0
6200-Worship	\$200	\$200	\$214
Total 6201-Worship Expenses	\$200	\$200	\$214
Total 6202-Printed Music & Supplies	\$200	\$200	\$168
6204-Care of Instruments	\$3,150	\$3,150	\$3,132
6205-Professional Fees	\$600	\$600	\$588
6206-Visiting Musicians	\$1,450	\$1,450	\$1,440
6207-Christmas Cantato	\$1,500	\$1,500	\$1,500
Total 6200-Worship	\$7,100	\$7,100	\$7,042
6300-Unpaid expenses from prior years	\$0	\$72,228	\$0
5102-Confidence benevolences	\$0	\$8,260	\$0
5512-Medical Insurance	\$0	\$6,155	\$0
5513-Pension-Employer	\$0	\$86,643	\$0
Total Unpaid expenses from prior years	\$0	\$463,405	\$346,023
Total Expense	\$321,045	\$321,045	\$321,045
4000-Operating Income	\$214,000	\$214,000	\$214,000
4001-Pledge Offering	\$2,600	\$2,600	\$2,600
4002-Loose Offering	\$350	\$350	\$350
4003-Sunday School Offering	\$200	\$200	\$200
4004-Initial Offering	\$23,300	\$23,300	\$23,300
4005-Preschool Donations	\$68,500	\$68,500	\$67,500 #
4006-Tenant Donations	\$4,200	\$4,200	\$4,200
4007-Miscellaneous Income	\$0	\$0	\$0
4008-Latino/Hisp. Music Min. Grant	\$313,150	\$313,150	\$312,150
Total 4000-Operating Income	\$7,895,000	\$7,895,000	\$7,895,000
Net Income			

Proposed Motion to the Church Council:

Criteria for Use of Investment Funds Left Over From the Sale of Parsonages

Millian Memorial UMC currently has about \$81,000 invested in Wells Fargo Bank. Almost all of this money is leftover from the sale of parsonages many years ago and, thus, is subject to controls set out in the 2016 Book of Discipline.

At the same time, Millian is currently under such severe financial stress that it is questionable—indeed doubtful—that the congregation can survive over the next several years without major steps—merger with another congregation, for example—aimed at reestablishing a viable financial foundation.

For the reasons stated above, the Committee on Finance believes that the subject investment funds should be available for use, as a to help meet current operating expenses when pledge, tenant church donations, and other sources of income are insufficient for that purpose.

Therefore, the Committee on Finance moves that the Church Council adopt as Church policy the position stated in the paragraph immediately above. Also, the Committee moves that the Church Council authorize the Committee Chair to withdraw up to \$10,000 of the Funds invested in Wells Fargo to pay current operating expenses. To withdraw an amount in excess of \$10,000, the Committee must first obtain the approval of the Church Council. Withdrawal of Wells Fargo funds is subject to the following criteria:

- cash on hand is insufficient to meet payroll and related taxes,
- cash on hand is insufficient to avoid late payment of bills and fees for late payment, and
- cash on hand is insufficient to pay the Pastor's monthly health insurance premium and/or pension contribution to the Baltimore-Washington Conference.

Attachment 4



**Congregation Profile (2018)
Millian Memorial UMC**

Church Name:

GW | Millian Memorial || Rockville ||| 9430

List and discuss three of the current strengths of your congregation:

- 1) A core group of congregants that contribute to its leadership and to the various ministries of Millian Church.
- 2) Strong support by congregation of Millian and its ministries. Excellent community outreach program lead by congregants who want to serve the community through our Food Bank, School Lunch Sacks, Angel Tree and Thanksgiving Basket distribution.
- 3) Active Stephen Ministry that cares for congregants and others in the community.
- 4) Good location inside of the Aspen Hill Community. Aspen Hill is one of the most diverse areas within the State of Maryland. The community has walking-distance Elementary and Middle Schools with bus stops to other Middle Schools and to High Schools nearby.
- 5) A beautiful and large Sanctuary, a Pre-school that serves the Aspen Hill Community, Fellowship Hall with a kitchen, 2 small kitchens and many different-sized rooms on campus that provide meeting space for congregants, fellow Christians and the non-profit community. These meetings spaces have been and continue to be a source of income for Millian.

List and discuss three critical needs of your congregation:

- 1) More members and increased attendance.
- 2) More income and tithes. We are currently renting our space to 3 other churches, but along with that income and tithes received, we still are unable to pay all of our bills in a timely manner. During this year have been unable to pay our apportionments and the Pastor's benefits. We have just recently made 2 payments toward the Pastor's benefits, because we just sold our Church van. We have used and depleted our savings account. Now we may be forced to spend our reserves for Capital improvement for operational expenses.
- 3) A clear vision articulated by the Pastor and Church leadership that can be used as a roadmap to:
 - a. re-vitalize Millian
 - b. teach current/future leaders
 - c. motivate others by helping the church leaders design ministries and outreach that will make people want to come to Millian and worship.
 - d. address Millian's significant financial and ministerial needs.
- 4) A Pastor who is totally engaged with Millian and who provides the leadership to get things done. A dynamic Pastor who is capable of providing leadership and discipleship to Millennials and Gen Xers along with the current congregation. A Pastor with a smaller financial packet; Millian's regular attendance of 50-60 people on a Sunday cannot meet our current budget for the Pastor. A Pastor with a strong skill-set in organizational development, recruitment, training and management that can stimulate the congregation spiritually with messages for Millian and these times.



Congregation Profile (2018) Millian Memorial UMC

Check any issues within the congregation that need to be addressed:

- Financial Concerns
- Conflicts within the congregation
- Fundraising
- Staffing shortages
- Changes or conflicts

If you selected any, please explain:

1) For the last 2 years, we have articulated all of these issues to the Conference, both verbally and in writing and we continue to struggle with these issues. Until there is a true, objective assessment of Millian, its leadership and ministries, and its potential for survival, the downward death spiral will continue.

2) Due to current financial issues, focus is being lost on the role and ministry of the Church.

3) Financial Concerns- We have rented out space on our campus that limits congregational use because we need the money. We look at the money coming in that is critical to our existence today, but this comes at a price that wasn't calculated. The wear and tear on the physical facility has proved more than we originally realized and it also impedes congregational use of the facility at certain times. We have so many groups renting a using the facility at times we have trouble managing the space or finding a place to meet.

4) Fellowship - Church should be a place where new friends are made, mingle, plan and work on projects, chatting, a place to have fun, etc. We are almost void of fellowship - coffee after church is a sometime thing; therefore, people who come when there's nothing on the table stop coming. This results in a small congregation who doesn't know each other.

5) Training for Laity - Church members are reluctant to accept leadership roles because they don't clearly understand what is expected. We need a process for a seamless transition of individuals into new positions and out of old positions.

What is the vision for the congregation and community over the next 3-5 years?

1) That Millian is fiscally and morally solvent. That it can increase Church membership and community participation in and support for the Church, bringing disciples to Christ.

2) Millian is a welcoming church where people want to come to hear the Gospel and participate in ministries that support the Church and the community.

3) Millian has a dynamic and energetic pastor who establishes synergy with the congregation and forges forward with the congregation to make Millian a spirit-filled church that will draw the community near and far to us.

4) Millian has a well-defined and operational discipleship program.

5) Millian has an organizational structure designed for it. A structure that is utilized by the Pastor and parishioners in order to achieve our goals and mission as Church.

How will the congregation and pastor work in collaboration towards accomplishing the critical needs and issues?

Congregation Profile (2018)
Millian Memorial UMC

By creating a clear vision of Millian and working toward that vision. Helping to solve both our fiscal and membership crises.

What are the expectations that have not been met through pastoral leadership that you expect to be met in the future? List up to three:

See question 2 above; specifically helping the congregation to create a vision and change leadership.

If you were to receive a new pastor, list and discuss three expectations you have for them:

1) An English-speaking Pastor fluent in Spanish.

2) A leader; someone who can provide the congregation with vision and a plan for growth and who can help turn around a dying church. A Pastor that will draw Millennials and Gen Xers to us. A Pastor who can develop a working system of visitation, communion, etc. for shut-ins (hospitals, home bound, rehabilitation centers) and the elderly.

3) A Pastor who can develop a strong discipleship plan for Millian and a spiritual ministry for current and future congregants. A Pastor who is dynamic and energetic, one that can provide relevant and spiritually rich sermons that touch the hearts and souls of the congregation propelling them to action and to serve.

4) A Pastor who will become active within the area and county ministerially in order to provide insight to local needs and interests, e.g., immigration, citizenship, food insecurity, health care, job training, etc. so that Millian may better serve its community

If you were to receive a new pastor, provide the following information:

Preferred Salary:

Unable to state at this time, but we are working on the numbers.

Parsonage or Housing Allowance:

Parsonage

FICA Payments:

No

Car Provided:

No

Club membership:

No

Pension:

Yes

Health insurance paid by church:

Yes

Other benefits:

Defined benefit, Defined contribution, CCP/Comp Plan.

Items list above as YES, are part of our current Pastor's compensation package.



**Congregation Profile (2018)
Millian Memorial UMC**

List any additional information that might be helpful to the Cabinet while make appointments:

Due to our financial condition we are unable to pay for our current Pastor's compensation plan; therefore, we respectfully request reassignment of our Pastor to another appointment. In the meantime, we are in process of reviewing what we can afford for Pastor compensation.

PREPARED BY: Please have all members of the Staff Parish Relations Committee and the clergyperson sign this evaluation. The clergyperson's signature confirms consultation with the SPRC Committee.

Printed Name:

Kathleen Martin

Position:

Chair, SPRC

Date:

10/19/2018

Printed Name:

Position:

Date:

Printed Name

Position:

Date:

Printed Name:

Position:

Date:

Printed Name

Position:

Date:

Printed Name:

Position:

Date:

Printed Name:

Position:

Date:

Printed Name



Baltimore-Washington Conference
The United Methodist Church

Congregation Profile (2018)
Millian Memorial UMC

Position:

Date:

Pastor's/Deacon's Name:
Miguel Balderas

Date:
10/19/2018

Form Status:
Complete

Trustee Report

October 2018

1. Three Trustees retire at end of 2018: Jim Doman, Phil Lunking and Andrea Sharp. Two Trustees retire at end of 2019: Brian McGahey and Roderick Williams. Paul Harris retired several years ago but still serves as a Trustee. No Trustees serving in the 2020 term. New 2021 Trustees will be by themselves.
2. Van sold for \$16,000. At June 26th Church Council Meeting it was stated that some of the \$16K be set aside for future rental of a van if needed. Also, Jim would like to see some of the \$16K set aside for HVAC improvements.
3. We need to decide on a use policy for people using our parking lot, not only Asplundh but for other vehicles parked in the church's lot.
4. We need to decide on how the Social Hall will be used. Do we still want Cub Scouts and other organizations to use it or just set it aside for rental. Where do we put the youth and their equipment, such as ping pong table or pool table.
5. We need to clarify who is responsible for cleaning the kitchens and area around the trash cans. Also, there should be a clear work description for our janitor and a clear line of supervision. This issue addressed in letter to SPRC and consequently to Pastor.
6. Trustees lack manpower to do many tasks that used to be done by them. Hired a locksmith to fix lock at Pre-School main door. Need to hire someone to take out trash from boiler room (old pool table).
7. Potential improvements to the church's HVAC systems are being investigated with potential for savings. Also, better monitoring of gas usage or electrical usage will provide a basis for cost sharing with our tenant churches and the Pre-School.
8. We need to consider moving the 10:00 am service to the Chapel Building in winter due to small attendance and corresponding high cost to heat the Sanctuary. Depends on other use by our tenants.

Jim Doman

From: **Charles Thompson**

thompsondrcr@gmail.com

Subject: **Worship Committee Motion**

Date: **Oct 16, 2018 at 10:17:08 AM**

To: **Barbara Smith** Bls907@comcast.net

Morning Barb,

Here's text you can use, if you wish, for the motion for the council tonight: Feel free to edit as you see fit.

The 2018 church budget includes \$1,500.00 for the church cantata scheduled for December 16, 2018. As Chair of Worship, I would like to make a motion that the council approve using up to \$1,500 of the budgeted amount, as needed.

Thanks Barb - see you this evening.

Chuck

Attachment 7

Rev. Dr. Miguel Balderas
October 15, 2018

**MILLIAN MEMORIAL UNITED METHODIST CHURCH
2019 LAY LEADERSHIP DEVELOPMENT TEAM**

ADMINISTRATIVE BOARD – (SINGLE BOARD)

Chair -		Stan Thomas
Recording Secretary -		?
Lay Leader (ex officio member of all Committees and Teams)		John Kelley Interim
Lay Members to Annual Conference –	Dawn Kelley	
Trustees Chair –		Jim Doman Interim,
Finance Chair –		Dwayne Weigel
Disbursement Treasurer -	Brenda Watson	
Financial Secretaries –	Helen Doman	
SPRC Chair –		Kathy Martin
Church Historians –	Jann Dalrymple, <i>Brenda Watson</i>	
United Methodist Women President -		Nancy Gray (2017)
United Methodist Men President -		Keith Risley (2018)
Hospitality & Fellowship –	Emelia Annum	
	Carolyn Goldman (co-chair)	
Prayer and Care Acting Chair –	? Andrea Sharp (Co-chair)	
Faith Development Chair –		Emelia Annum
Outreach Chair –		Nicole Andre
Worship Chair –		Barbara Smith
Senior Millianaires President –		Stan Thomas
Membership Secretaries –	Brenda Watson	
Gifts and Memorials Chair –	Darlene Bowles	
Preschool Committee Chair –		Roger Arnold
Communications	No chair	
Stephen Ministry	Jann Dalrymple	

LEADERSHIP TEAM SINGLE BOARD

Administrative Board Chair -	Stan Thomas
Lay Leader -	John Kelly
Finances-	Dwayne Weigel
Trustees-	Jim Doman
Faith Development Team Chair -	Emelia Annum
Outreach Team Chair -	Nicole Andre
Worship Chair -	Barbara Smith (2015)
Seniors Chair -	Stan Thomas
United Methodist Men President -	Keith Risley (2015)
United Methodist Women President -	Nancy Gray (2017)
SPRC – Youth Coordinator-	Kathy Martin
Pastor-	Miguel Balderas
Secretary-	Linda Canelas

COMMITTEES AND TEAMS

LEADERSHIP DEVELOPMENT		
2019	2020	2021
Carmen Boulware	Linda May	Nicole Andre
Marcella Welch	Keith Risley	
	Lori Thomas	

SPRC		
2019	2020	2021
Terri Sheetz	Kathy Martin	Dawn Kelley
Victor Garcia		Pierre Moundou
Marguerite Eimer		John Watson

BOARD OF TRUSTEES		
2019	2020	2021
Roderick Williams	Brian McGahey	John Kelley
Luis Nuñez		Hal Brown
Andrea Sharp		Carolyn Goldman

FINANCE COMMITTEE	
Chair -	Dwayne Weigel
Secretary -	Brenda Watson
Disbursement Treasurer -	Brenda Watson
Payroll-	Ministry Works
Lay Members to Annual Conference -	Dawn Kelley
Financial Secretaries -	Helen Doman
Administrative Board Chair -	Stan Thomas
SPRC Chair/Representative -	Kathy Martin
Board of Trustees Representative -	Jim Doman
Gifts and Memorials-	Darlene Bowles
Audit Chair / Representative-	Jim Turner

AUDIT COMMITTEE		
Chair: Jim Turner	Kathy Martin	Jerry Wisor

COMMUNICATIONS MEDIA & TECHNOLOGY		
John Kelley	Dawn Kelley	Hal Brown
Barbara Smith	Philip Lunking	Harry Andre (web and Face)

HOSPITALITY & FELLOWSHIP TEAM	
Emelia Annum	Carolyn Goldman

Rev. Dr. Miguel Balderas
October 15, 2018

PRAYER AND CARE TEAM	
Chair: Barbara Smith	Co-Chair: Andrea Sharp (Lay Eucharist Ministry)
Peggy Harris (Funeral Meals)	Jeanne Roesch – (Prayer Shaw/Ministry)
Barbara Smith (Prayer Chain)	Leslie Turner
Terri Sheetz	

FAITH DEVELOPMENT TEAM	
Chair	Emelia Annum
	Ruth O Wong de Balderas (Sunday School Super)
	Linda Canelas (Co- Sunday School Super)
	Roger Arnold (Preschool Com. Chair)
	Louisa Hoar
	George Anna Lunking
	Ruth O Wong de Balderas (VBS director 2018)

OUTREACH TEAM	
Chair	Nicole Andre
	Dwayne Weigel
	Nancy Gray
	Dawn Kelley
	Patricia Doherty
	Lori Thomas
	Luisa Montano

WORSHIP TEAM	
Chair:	Barbara Smith (2015)
	Darlene Bowles (Altar Guild)
	George Anna Lunking (Ushers)
	Walt Roesch
	Nancy van der Walde
	Linda Hepner
	Mary Kreinbihl
	Linda May (Acolyte trainer)

PRESCHOOL COMMITTEE	
Chair	Roger Arnold
	Margaret Jackson (Preschool Director)
	Dwayne Weigel (Preschool Treasurer)
	Miguel Balderas (Pastor)
	Jenny Alvarado (Teacher)
	Monica Silvestro (Teacher)
	Jim Doman (Trustees rep)