

CARLISLE UNITED METHODIST CHURCH
LEADERSHIP COUNCIL
November 21, 2016
MINUTES

Our Mission: “Inviting all to become disciples of Jesus Christ serving Carlisle and beyond.”

Present: Gary Ankabrandt, Jeff Barnes, Kathy Charette, Ron Chipriano, Kerm Leitner, Stephanie Peffer, Tracy Sands, Jim VanZandt, Lois Weibley and Bill Yufer. Absent: Mira Hewett. Guests: Marian Gibble, Jack Maddox and John Seaton.

- I. The meeting was called to order at 5:53pm by Kerm Leitner, chair, following an Executive Session.
- II. Kathy Charette led the meeting with opening devotions and prayer.
- III. Moments with the Pastor
 - A. Pastor Jim:
 1. Pastor Mira is on vacation.
 2. August through December is a busy time of the year for staff. Be cognizant of this when requesting help from the staff. Between Thanksgiving and Christmas is the busiest time of the year.
 3. Mark your calendar for the many upcoming events: Christmas Eve Services at 4pm, 5:30pm, 7pm and 10pm; Christmas Day at 10am; and New Year’s Day, Worship Services at 8:15am, 9:45am and 11am.
 4. The MPR stage is being updated. Everyone is encouraged to check out the work being done there.
 5. Nine staff members and Kerm attended a one-day “Catalyst” seminar two weeks ago in Lancaster.
 6. We appreciate all Sue Barnes does as she encourages visitors to return to CUMC. We’ve seen an increase in attendance, and on November 6 we welcomed 8 new members into our CUMC church family. If you see these new folks, extend a big welcome to them.
- IV. Announcements
 - A. Action taken during the Executive Session prior to this Open Session:
 1. The LC unanimously approved:
 - a. Architect for the Spring Garden Campus – Waldon Studio Architects of Columbia, MD.
 - b. Contractor for the Spring Garden Campus – Arthur Frank and Sons, Inc. of Lebanon, PA.
 - c. Civil engineer for Land Development – Dawood Engineering of Enola, PA.
 - d. Creation of a new part-time position – Assistant Facilities Manager.
 - e. Redefined the Financial Pillar Roles.

- B. Kerm thanked Ron and Jan Chipriano for preparing the altar for Thanksgiving and thanked Peters Orchard for supplying the fruits and vegetables. These were donated to Project Share following Sunday's service. Kerm also thanked Ron Chipriano for coordinating 30 volunteers on Sunday in "greening" the church for the Christmas season and for the lunch he and Jan provided. Ron will send a thank-you note to Steve and Earl Shughart.
- C. The LC was reminded of the Staff Appreciation Dinner to be held on December 3. Cost: \$20 per person/\$40 per couple. Check should be made out to CUMC and given to Pastor Mira.
- D. Lois Weibley received a request from Jeff Horgan that the annual corn roast be a part of CONNECT. This would have no impact on CONNECT's budget since there are funds available for the corn roast through the United Methodist Men's account and thus will become a part of CONNECT. The LC agreed as long as there is no cost to the church for this event.

V. Finance Report

- A. Stephanie presented a recommendation by Jeff Harpel, chair of the Finance Team, that the new facility (Spring Garden Campus) be listed as a Fixed Asset. Additional information was requested from the LC on this recommendation. Jeff, Kathy and Stephanie will meet with Jeff Harpel to discuss.
- B. Stephanie presented new expense approving procedures. These improved procedures protect the church, the approver, Leadership Council and the pastors to a higher degree than our current practice. By consensus, the Leadership Council approved the Expense Approving Procedures.
- C. Stephanie and others are reviewing an automated interface between the credit card company and our finance system to simplify the credit card reconciliation process.
- D. Stephanie presented a document defining Operating and Non-Operating Revenue and Expenses for budgeting and reporting purposes. By consensus, the Leadership Council approved the Operating and Non-Operating Revenue and Expenses document.

VI. Budget Items

- A. 2016 Budget Review:
 - 1. During November the LC conducted a budget review of this year's budget. Each department provided their estimated revenue and expenses for the remainder of this year. The results of the budget review were presented by Stephanie and Kathy.
 - 2. Following a motion by Kathy Charette and a second by Stephanie Peffer, the Leadership Council unanimously approved expense increases in the 2016 budget for GROW Adult (\$2,284), GROW Children (\$1,406) and GROW Youth (\$16,221). Cost savings in other departments will be used to offset these approved increases. Specific line item details will be provided to the bookkeeper for GROW Children and GROW Youth.
 - 3. Stephanie thanked Kathy for all her assistance in the budget process.
- B. Draft 2017 Budget: The 2017 Budget has a deficit of \$154,563. Stephanie asked each LC member and the pastors to review their respective budget(s) and consider areas within their budget where we could reduce our budget requirements. The LC was asked to provide

budget updates to Stephanie by November 29. She will provide them to the bookkeeper to update the draft budget for LC review on Dec 5.

C. Shares of Ministry for 2016 and 2017.

1. 2016 – Shares of Ministry is \$139,232; we are scheduled to pay \$123,088, which is 88%.
2. 2017 – Shares of Ministry is \$153,064; the LC approved paying \$135,396, which is 88% and a 10% increase from the 2016 Shares of Ministry.

VII. Old Business

- A. Weapons Policy Update: Kerm distributed the final version of the Weapons Policy to LC members.
- B. Orientation of new LC members:
 1. The first session will be held November 29 at 8am. Pastor Jim, Pastor Mira and Kerm will conduct that orientation.
 2. The second session will occur on December 5, 2016 at 5pm.
 - a. LC members will choose roles for 2017.
 - b. If time permits, the current LC members will review their area responsibilities with the new person assuming that area.

VIII. New Business

- A. The By-Laws of CUMC needed to be amended to include a change in the date of election of LC members. Following a motion by Kerm Leitner and a second by Kathy Charette, the Leadership Council unanimously approved two amendments to the By-Laws of Carlisle United Methodist Church. Under *Article V, Section 1*, the election of the three open Leadership Council seats shall occur annually on the last Sunday in October. Under *Article V, Section 2*, the organizational meeting of the Leadership Council shall be held in December or January.
- B. Rich Charette suggested a policy be written on the use of Panic Fobs. Following a motion by Kerm Leitner and a second by Ron Chipriano, the Leadership Council unanimously approved the Panic Fobs Policy. The primary use of the Panic Fob is to alert police in an emergency situation that their presence is immediately required at the facility. Office staff and selected Little Lights personnel will be issued the Panic Fobs.
- C. The LC discussed having insurance for the new facility. Jeff Barnes will add the new property after settlement.

VIX. The open session was adjourned at 7:20pm.

X. Kerm Leitner, chair, reconvened the open session at 7:35pm.

XI. Stewardship Committee Update:

- A. The Stewardship Committee has met. They discussed the following:
 1. Chapter from the book, *Bounty* and the Giving Rocket information.
 2. CUMC Online Giving site.
 3. Thanking givers.
 4. Monthly call to action.

5. Giving in a more favorable way.

XII. The open session was adjourned at 7:45pm.

Next Meeting: Monday, December 12, 2016 – Executive Session, 5:00pm and Open Session at 5:30pm.

Respectfully submitted,

Marian Gible, Recording Secretary