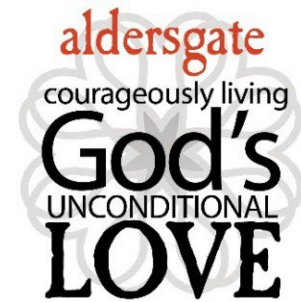


# Aldersgate United Methodist Church Leadership Team Meeting Minutes

July 18, 2023; 7 p.m.

Met by Zoom



<https://us02web.zoom.us/j/86201985042?pwd=c3QyaXFuTFRxVzA0a20yRWM2ZlpQdz09>

Present: Ed Little, Barb Roach, Paul Amos, Steve Larkin, Dave Halladay, Sue Kane, John Driscoll, Patricia Barron, Leslie Belcher, Lorrie Rezendes, Sean Vermillion, Randy Orndorff, Jon Poarch & Jill Cox

1. Welcome, Comments, and Opening Prayer – Paul Amos
2. The Wesley Challenge Book Chapter 17 – Ed
3. Work of the Church – Ministries
  - Strategic Plan Update – Debbie Farson and John McRae (*Results of the Leadership Summit*)
    - Aldersgate's second Leadership Summit this year was held July 9, 2023. Coach Ideal Curtis with Spiritual Leadership Inc. (SLI) led 30 attendees in discussing where AUMC has been, where we are now, and where we want to go.
    - Leadership Summits aren't just for AUMC's Leadership Team, and this one saw many members of the congregation joining in.
    - "Where we have been" included glory sightings such as Trustees now having a full team, seeing large numbers of children in Sunday School and registered for VBS, a waiting list that necessitated a second offering of the New Members class (now slated for 9:30 and 11 Sunday mornings for several weeks beginning in the Fall), increasing community involvement in AUMC's wellness classes, and full staffing with the recent hire of our new organist.
    - "Where we are" was a look at our existing ministry action plans (MAPs). Members of each team in the Discipleship Pathway - - Engage, Connect, Equip, Send, and Infrastructure (Trustees, Staff Parish Relations, etc.) - - discussed which goals have been accomplished, which still require action, and what might need to be added. The discussion included how well each team MAP is connected to the other teams' MAPs and to AUMC's overall, MAP.
    - "Where we are going" involved each team discussing how their MAP may need adjusting in light of goals accomplished. Special emphasis was given to how each team may assist the Equip ministries. Equip was highlighted because it will be engaging more and more people as we see an upward trend in new member and community involvement, and that team is responsible for the education component in making disciples.
    - Discussion leads at each table were asked to get summaries of their discussions to Debbie Farson and John McRae, with copies to Jill, by Friday 7/14. If you have not yet done so, please send those summaries asap.
    - Each team was also asked to make any revisions to their MAPs that seem indicated by the discussions and send those revised MAPS to Debbie as well.

**AUMC Values – Joyous, Risk-Taking, Welcoming, Faithful, and Generous**

- Engage – Barb Roach and Joe Salucci (*Community Picnic*)
  - Engage co-chair, Joe Salucci was unable to be on the Zoom call because he was attending a meeting for all participants in the Waynewood BBQ contest. (The BBQ contest will take place on Saturday, Sept. 9<sup>th</sup>)
  - Barb reported that the Churchwide/Community/Homecoming picnic will follow the 11:00 service this Sunday. We were excited to have been able to get a front-page article posted in this week's Mt. Vernon Gazette detailing the history of our guest preacher, the Rev. Jason Duley as well as advertising our community picnic. Our hope is that this will bring in additional folks from the community for this event.
  - Barb asked the committee heads on the Leadership team, to reflect on ways in which their team (be it Connect, Equip or Send) can reach out to people during the picnic and talk to them about their team and they types of things that they are doing here at Aldersgate. At the least, please look around for people who don't seem to be engaging with anyone at the picnic and make sure you say hello to them and maybe introduce them to someone at their table.
  - We are going to be using compostable paper products for the picnic so any staff members and leadership team members who can help folks recognize this and dispose of their trash in the correct bins will be greatly appreciated.
  - The tents for the picnic will be set up on the front lawn on Saturday at about 5pm. If anyone is free and wants to come help with this "tent raising" we would appreciate the extra hands.
  
- Connect – Connections, John Driscoll and Christine McElwain
  - JD: 1. Mentorship Program: Molly is sending survey questions out to church members to gauge volunteer interest. 2. Welcome Bags: I'm going to order some more mugs in the next week or so. 3. Connect Team Meeting: We had our meeting on July 2. We discussed reviving the church directory. Pastor Jon said Jill is working on this.
  - Christine: We keep having plenty of guests for coffee hour, It's nice to have groups using the tables for event sign ups. Still always in need of ppl to help clean/set up. Providing summer treats like watermelon 🍉 and ice cream bars . Cindy Amos and I got with Barb and said we would keep the water 💧 and lemonade full for the picnic. I've spoken with Juanita about using compostable cups for coffee hr. The price is pretty much the same, but my concern is who is going to deal with the left over tub of liquid and taking the cups to the landfill?
  
- Connect – Worship, Steve Larkin and Dave Halladay
  - Weekly attendance for the past month has been 179. Weekly online worship attendance averaged 244. A big "thank-you" to Dave for doing double duty in my absence! Altar Guild will be brought under the Connections Map. We are working with Beverly to finalize. We are meeting with Pastor Jon on July 25 to make Christmas decoration plans. Our biggest near-term challenge will be to recruit enough volunteers to usher and serve communion.
  
- Equip – Education, Sue Kane and Leslie Belcher
  - Leslie Belcher and other members of the Equip Team participated in the Leadership Summit in July, and Leslie presented updated MAP goals. We have been successful in offering small group studies over the past year, with the most successful groups being the Disciple's Path class, led by Ann and John Nelson, and the House Church group

**AUMC Values – Joyous, Risk-Taking, Welcoming, Faithful, and Generous**

initiated by Pastor Jon Poarch. New classes of Disciple's Path will be offered in the fall, with two new leaders on board. The House Church program has also grown to the point that it is looking to expand in the fall. We will be moving ahead with more small groups and studies in the fall, and we will be focusing on improving communication with the pastoral staff and other ministry areas.

- Send – Mission & Service, Julie Pfister and Sandra Gehring
- Young Adults – Melody Dillon
- Youth Ministries – Clara Lozar
  - The youth continue to connect this summer through Wednesday youth room hours and the Alexandria Methodist Co-Op. Recently, the youth participated in a pool party hosted through the Co-Op and we look forward to an afternoon of kayaking on July 29th. The youth band also continues to practice. After a short break this month we will return to regular rehearsals soon!
  - We are excited to welcome new youth in the fall once school returns and some of our recent confirmands join our activities.
  - If you'd like to join us for kayaking, please do! We also welcome your support of future projects and gatherings and will keep you updated. Please let me know if there's anything we can do for the larger church community right now.
- UWF & UMM – Lorrie Rezendes & Ed Little
  - Lorrie: UWF: The Sewing Circle is sewing 70 more heart pillows for the Mount Vernon Hospitals and will deliver them by the end of JUL. Lydia Circle is collecting used jewelry for the Christmas Market place. All of other circles are taking the summer off and gearing up for our fall events.
  - Creation Care Update:
    - The Engage Team ordered compostable plates for the church picnic. This is great news!!!
    - Ed Little volunteered to be the point of contact for energy/solar assistance and information with the Faith Alliance for Climate Change (FAC).
    - Sean Vermillion took the stumps out by the area by the AC with his heavy machine. Thanks Sean. Cardboard will be laid down on Friday and mulch will be delivered on SAT. A native garden will be planting here this fall.
    - A grant request has been submitted for assistance with the "English Ivy Removal Project" with the Audubon Society.
    - A request has been submitted to the Trustees to plant 10 more native trees this fall. Once approved another grant will be written up and submitted.
  - Ed:
    1. Arnie Westphal's burial at Arlington National Cemetery (ANC) is scheduled for Monday, July 31st at 9 AM. Procession to the burial site starts at 8:15 AM. We have a 14-passenger van leaving the church for ANC at 7:15 AM. Currently 10 people have signed up. Contact Ed Little if you want to reserve a seat.
    2. The Annual UMM Golf Tournament is scheduled for Friday August 18th at the Pohick Bay Golf Course starting at 10 AM. Cost is \$150 per person/\$175 for a family. Cost includes golf cart, range balls, door prizes, and meal. Proceeds from this event are UMM's primary funding support of missions throughout the year.
- Day School Liaison – Barb Roach

**AUMC Values – Joyous, Risk-Taking, Welcoming, Faithful, and Generous**

- The day school is helping promote the Community Picnic event, by posting it on their FB page, and by emailing the day school families. Hopefully some of them will come join us on Sunday.

#### 4. Church Work – Operations

- Finance Update – Patricia Barron
  - Please see Financial Reports on website – no Financial Synopsis for July included in minutes.
- Trustee Update – Lindsay Moses and Sean Vermillion (*Facilities update*)
  - From Ed: Together with 10 other local churches we have submitted a letter to the Department of Energy supporting the Fairfax County’s (Faith Alliance for Climate Solutions) program. Support of this program may result in receiving federal grants for electrical upgrades which may include funding for energy audits and energy saving equipment including solar panels.
  - **FINANCE REVIEW**
    - YTD thru May (\$70,177) variance revenue to expenses
      - Investigation of the ‘roof expense’ resulting in the negative balance in restricted funds
    - YTD \$14,622 balance ‘Gifts & Memorial’ – Trustees discretion
    - Growing Lives Capital Campaign – Ed & Jayne to determine balance
    - Faith Alliance for Climate Solutions grant – with Ed
    - PPP grant – with Jill
    - Security grant – with Janet via Finance Committee
    - AUMC finance report review – Ed, Patricia, Lindsay meeting 9am on Sunday 8/13 in AUMC library – all welcome!
  - **PROJECT: Capital Lighting Project**
    - Programming - Adjusting stage lights Lighting controls reset – expected in September
    - Equipment - Remaining two lights on backorder, confirmed mid-August delivery and late August installation
    - Financial - \$8k refund pending due to duplicate payment
  - **PROJECT: 3<sup>rd</sup> Floor Storage Cleanouts**
    - Mens and Womens groups done, Day School done, Ed coordinating with ACCT
    - Trustees storage cage cleaning day
    - Digitization/organization of plans
  - **Church**
    - Repairs & Maintenance
      - Gas line replacement – 7/25 thru 7/26 scheduled
      - Carpet
        - Cleaning – day school to share purchased equipment
        - Replacement – day school hallway, funded by day school pending Facilities approval
        - Door 1 vestibule – ABM to replace

**AUMC Values – Joyous, Risk-Taking, Welcoming, Faithful, and Generous**

- Parking lot curb painting – in progress w/ Quinn; DNE budget of \$500
- Water fountain repair – parts on order
- HVAC
  - Water line leaks – scheduling repairs to Wesley Hall stage blower
  - Water shutoff valve installation to be able to isolate chillers – pending proposal
  - Sanctuary hot water pump – parts ordered
  - Cooling tower fan – parts ordered
  - Full property condition report – in progress with ABM, expected at 1 year contract mark
    - Possible compensation from Perry Aire
- Roofing repairs
  - Roof map updating – Lindsay updating
  - Sanctuary roof tiles – scheduling
- Landscaping
  - Reidy Landscape reduced contract – proposal pending
  - Oak tree review – arborist proposals for oak tree and entire campus in progress
  - English ivy removal grant – with Creative Care team to provide report from Audobon Society (grantor) post site visit
  - Mechanical yard - complete
  - Future plantings of 10 trees – pending trustees/facilities approval of arborist report
- Administration
  - BSA chartering – 8/7 via Zoom Ken Latta to present plan in final stages; this to be followed by formal presentation to AUMC Leadership Committee on 8/15
  - Janitorial Contract & Supplies bidding – with Lindsay
  - Preventative Maintenance schedule updating – with Lindsay
  - Contract and COI tracking summary document updating – with Lindsay
  - Facilities Security plan – with Tony
  - Facilities Use Agreement w/ Child Protection Policy– with Jill
  - Fitness waiver – with Jill
  - Facilities partners
    - ACCT use of Wesley Hall – 8/28 mtg scheduled to discuss
    - Day School above standard services – 7/24 Lindsay to meet with Beth to discuss mutually agreed upon baseline
  - BSA projects – Sean creating a ‘wish list’ for pre-approved Eagle or scout projects
- Misc
  - Kwame – Kwame requested increase in pay (Trustees declined); confirmed schedule and scope of work needed – Tony to invite Kwame to 8/4 trustees/facilities meeting; Lindsay invited Bill
  - Handyman
    - 90 day trial in progress with JMC Service LLC
    - Scope review – in progress

**AUMC Values – Joyous, Risk-Taking, Welcoming, Faithful, and Generous**

- **Collingwood Parsonage**
    - Repairs & Maintenance
      - Air filter swap – scheduling with handyman
      - Front porch refinishing – coordinating volunteers
      - Backyard steps installation – with Sean
      - Back deck stair repairs – with Sean
      - Bathroom stopper repair – scheduling with handyman
  
  - **Anesbury Parsonage**
    - Repairs & Maintenance
      - Oven burner repair – scheduling with handyman
      - Siding pressure washing – coordinating with volunteers.
      - Dining room ceiling repair– scheduling with handyman
      - Backyard deck refinishing – coordinating volunteers
  
  - **Future Projects/2024 Planning**
    - MEP
      - Exterior steeple lights not working – \$5,526 proposal via DACO
      - ARC/ABM closed loop water system flush
      - Overhead door preventative maintenance for interior roller doors
      - Fire Life Safety Monitoring bidding
    - Cleaning
      - Window washing
      - Façade washing
    - CapEx
      - Ice machine replacement
      - Solar panel project re-investigation
      - Flooring replacement
        - Guback – CCA provided several proposals which were shared as of 1/9
        - Guback floor trim install
        - Sanctuary carpet
      - Parking lot repaving and resolution to water near dumpster
      - Exterior electrical outlets
      - Exterior water spout audit and repairs
    - Security
      - Additional security cameras
      - Internal access control
    - Misc.
      - Workshop setup (room outside Elaine’s office)
  - Ceiling tile replacement to new standard
- 
- Executive Director Update – Jill Cox
  - Helped plan and execute another successful Leadership Summit on July 9<sup>th</sup>
  - Have had 18 month calendaring meeting with staff and gathered information from all

**AUMC Values – Joyous, Risk-Taking, Welcoming, Faithful, and Generous**

- groups for what they have currently planned for the upcoming calendar year
- Even though we have had our 18 month calendaring meeting please feel free to email: [Office@aldersgate.net](mailto:Office@aldersgate.net) with any additions. This email box comes to me and Receptionist (Christine McElwain)
  - Completed annual review of Employee Handbook citing new entries to include: codes, email addresses and added Staff Covenant to Handbook
  - Finishing up ERTC application for additional funding for church
  - Populate Stewardship Reports for our lead to begin to analyze information
  - Beginning budgeting process: analysis of past year spending for first 2 quarters and trends for past years when at full capacity
  - Working with Digital Ministry to put in place QR Code flyer for playground so visitors can easily access information on children's programs and worship times
  - Developing bulletin further to include QR codes that take you to full calendar of events
  - In depth discussions with Day School & Trustees to further align what we offer and additional costs
  - Continuing to develop better ways of fielding information sent in to Digital Ministry and Office.
  - Facilities: working with Tony to try to find solutions to the HVAC issues, repair issues left behind by damaged HVAC system. Meeting with Trustees to work through list of repairs and maintenance. Working with cleaning crew and setup team for building cleanliness and room setups.
  - HVAC is almost in working order in all rooms. Chillers are running currently at 100% which is great news. Few issues in Wesley to still get resolved but most of the major working systems are back in order after a few very hot weeks in the building.
  - Monitoring of deep cleaning of Day School over summer months.- Cleaning crew is not cleaning parts of the building due to no usage for Day School or Sunday School so have them working on deep cleaning projects instead so we don't incur additional charges.
  - Reception: working with Christine to complete print out of weekly bulletins and funerals, Facility Scheduler and communication through Setup Book, manage office email mailbox, resource equipment and office supplies, worship attendance and e-newsletter contacts list.
  - Working on setting up distribution email boxes that send to more than one person: [communications@aldersgate.net](mailto:communications@aldersgate.net) will go to myself and Digital Ministry (Molly Johnson). I am looking into setup distribution email boxes for Engage, Connect, Equip & Send.
  - Digital Ministry: working with Molly on promotion of all events to include a new upcoming Events – Please now email: [Communications@aldersgate.net](mailto:Communications@aldersgate.net) with any newsletter, slide, social media or promotion you are looking to get out there to the public or congregation.
  - In addition to working with Jane in Finance, Tony in Facilities, Molly in Digital Ministry and Christine in Reception I have been working on the following: staff meeting agendas, LT agendas, letters to congregation for picnic
  - Management of Columbarium Plaque Ordering & Memorial Services
  - Oversee Security Systems and IT
  - Continuing to work with outside agencies that want to rent space for cost
  - Handle Management of Realm Administration
  - Beginning preparation for being on vacation first part of August (7<sup>th</sup> – 11<sup>th</sup>)

**AUMC Values – Joyous, Risk-Taking, Welcoming, Faithful, and Generous**

## 5. Pastor Updates – Jon Poarch & Randy Orndorff

Pastor Randy Orndorff: Was honored to be part of our Lay Leader Paul Amos' retirement celebration at the Pentagon today. Paul cares about everyone he works with at work and in the church and we all care about him.

I am looking forward as many of you are to our Homecoming services this weekend with Pastor Jason Duley who was born was is the son of Rev James Duley and of course the community picnic this Sunday.

Pizza with the Pastors had 5 families last evening, and we have followed up with all of them. This included 8 children.

Pastor Jon and Bill Perry and I head to the Fairfax this Thursday afternoon to visit with our members there and offer communion.

Have my one on one with our DS tomorrow morning- She may be here on Sunday.

Have a number of baptisms in the works.

Arnie Westphal's service is at Arlington July 31<sup>st</sup> at 9am. Be in touch with Ed Little if you would like to attend and need a ride.

Will be assisting with the deeper dive on the Enneagram class with Pastor Jon July 31<sup>st</sup>, Aug 7 and 14<sup>th</sup>. Come join us.

Stewardship Team meets next Monday evening at 7pm. Our theme is leaning towards Do All the Good You Can. Mark Easton is chairing at this point. Looking for a co-chair.

Scouting- Ken Latta now has paper work and looks as if we will be asked to support Scouting through a Facilities Use Agreement. More details next month.

### Pastor Jon Poarch:

- House Church
  - Continues to have stable and solid numbers through the summer. According to our coach, Rev. Benson McGlone, this is a really positive sign as the first time he launched a house church ministry, they took the summer off.
  - We are continuing to plan and work toward a launch of a second House Church in September.
- Fresh Expressions Training
  - We have our first ever Fresh Expressions Training on Thursday, July 20 at 7:00 pm. Everyone is invited to this and we anticipate having youth, adults, folks who are not active in Fresh Expression, and those who are leading these ministries.
- Fresh Expression Updates
  - Custard and Communion went well on July 10 with 10 people present and a conversation on Joy. We look forward to August 1 and a potential date in September.
  - Bikes and Bibles was still able to meet on July 16 despite some weather challenges. It was a smaller crew of four people but it was still a fruitful time and we had one new person.
  - Frolic and Fellowship We decided to put a "paws" on this Fresh Expression for the near term and try to find a better way to address this Expression. It has not been very fruitful this year in bringing anyone in. We had a good start last year, but it has been really a

**AUMC Values – Joyous, Risk-Taking, Welcoming, Faithful, and Generous**



non-starter this year. So we decided today to put a "paws" on it. We are considering moving it to Westgrove park to make it closer to home. We are also considering making it part of the prayer walks, particularly at Fort Hunt. Lastly we are looking at making it part of the Ides of Bark affair in the spring. So our current thoughts are putting it on

- "paws."
- Enneagram Class
  - We being our Enneagram Class July 31st, Aug 7th and 14<sup>th</sup> from 7:00-8:30 each night. We hope you join us!
- Wedding
  - It was a gift to celebrate the marriage of Winston and Gosia on July 15 at Aldersgate. It was the first one in the sanctuary in quite some time.
- VBS
  - We are excited to offer VBS once again this year and the first time since COVID. Elaine has done a great job with this and we look forward to learning what our three-day evening VBS will be like.

#### 6. Closed Session

- Staff Parish Relations Committee update – Leah Matthews

#### 7. Future dates and closing prayer:

- Aug 15, 2023, Leadership Team Meeting, 7 p.m., chapter 18 of The Wesley Challenge
- Sep 19, 2023, Leadership Team Meeting, 7 p.m., chapter 19 of The Wesley Challenge
- Oct 17, 2023, Leadership Team Meeting, 7 p.m., chapter 20 of The Wesley Challenge
- Thursday Nov 16, 2023, Church Conference/Leadership Team Meeting, 7 p.m.,
- Dec 12, 2023, Leadership Team Meeting, 7 p.m., chapter 21 of The Wesley Challenge
- Dec 12, 2023, Staff & Leadership Christmas Luncheon