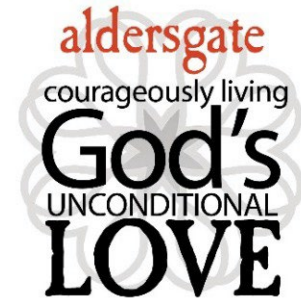


# Aldersgate United Methodist Church Leadership Meeting Minutes

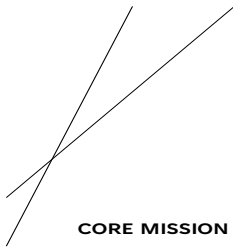
September 19, 2023; 7 p.m.

Attendance: Barb Roach, Paul Amos, Steve Larkin, Ed Little, John Driscoll, Sue Kane, Lindsay Moses, Leslie Belcher, John McRae, Debbie Farson, Joe Salucci, Christine McElwain, Randy Orndorff, Jon Poarch & Jill Cox



1. Welcome, Comments (*State of the Church Rpt/Lead Commitments due in Oct*), and Opening Prayer – Paul Amos
2. The Wesley Challenge Book Chapter 19 – John McRae
3. Work of the Church – Ministries
  - Strategic Plan Update – Debbie Farson and John McRae (*Communications Team update*)
    - Also include that we will be surveying new people about their ease in finding what they need on our website and in the bulletin (info sections, not order of service)

### Shared Slided



## HOW WE ALIGN OUR EFFORTS

#### CORE MISSION

Utilize all opportunities in communications to message to the congregation, community, prospective members, etc that Aldersgate is centered on "Courageously living God's unconditional love."

#### UTILIZE COMMS TEAM

Jill Cox and Molly Johnson represent the Aldersgate Communications Team. Utilizing the link on the Aldersgate homepage to push updates through the Communications Team will streamline announcements, PSAs, calls for assistance, etc. (SEE NEXT SLIDE)

#### FILE SHARING / DIGITAL COLLAB.

Intent is to use a link at the Aldersgate UMC homepage for ministry members to share files, communicate, edit, and collaborate

#### TRANSPARENCY

When possible, continue to share the good work being done behind the scenes in ministries that support the life of the church. Highlighting "behind the scenes" updates can draw Sunday parishioners and ministry teams even closer together.

- Engage – Barb Roach and Joe Salucci (*Results of BBQ Event*)
  - Joe will talk about the Waynewood BBQ and his magnificent team of grill masters
  - This Sunday evening is our Prayer Walk fresh Expression event. 6pm at Dyke Marsh- a beautiful walk led by Christine Curley who know just where to look to find owls, water fowl and the moonrise. Please join us if you haven't had the chance before.
  - We are gearing up for the Blessing of the Animals on October 8<sup>th</sup> from 4-5pm. Event will be held rain or shine and if raining we will conduct the service under some tents in conjunction with the Portico along the Sheppard Hall side of the church. All are welcome with all types of pets.
  - On Oct. 3<sup>rd</sup>- Pastor Jon will be hosting our first Smores and Scriptures- hoping for a nice evening to sit around the fire pit and roast marshmallows and share fellowship
  - Fall Festival /Trunk or Treat-

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

- There are ways for everyone to help = you can donate candy- last year we had over 200 little ones come by – we need lots of candy
- You can decorate a car- This year we are asking the other groups- United Methodist Men, Women, Connect, Send and equip to consider decorating a car- It would be a great way to meet people and highlight the things that your team does in the church and our community.
- Set up and Clean-up crews will also be needed
- Connect – Connections, John Driscoll and Christine McElwain
  - Welcome Bags: I ordered more mugs. The mugs should arrive at the Church this week.
  - Mentorship Program: First mentor/mentee relationship has been formed and it's going well. Chesley Simpson and I recorded a ministry moment promoting the mentorship program. It will be shown during this Sunday's services.
  - Church Christmas Decorating: Decorating date is November 19. Plans are in the works. We will be launching a sign up genius page for volunteers sometime in October.
- Connect – Worship, Steve Larkin and Dave Halladay
  - Weekly attendance for the past seven weeks has averaged just short of 200--a good showing for the summer months. Scheduling volunteers continues to be a challenge. Volunteers have come forward to read. We are reaching out to usher and communion server volunteers to fill vacancies.
  - Steve met with Molly and Deborah to review Christmas decorations. Molly is writing up a plan. We need to promote the need for Christmas worship volunteers beginning 1 november.
- Equip – Education, Sue Kane and Leslie Belcher
  - Equip Ministries got off to an active start in September. Sunday school classes are back in session, and there are two Disciple's Path classes running this fall – one at 9:30 and one at 11:00, with Ann and John Nelson returning to lead and Diane Barbe and Leslie Belcher joining the team as new leaders. The House Church program has added a new Tuesday group, which will be meeting twice a month. On September 24<sup>th</sup> a group of women will be meeting to explore the idea of adding some kind of a women's group to Equip ministries. Finally, 3 women will be attending the National Capital Area Walk to Emmaus weekend.
- Send – Mission & Service, Julie Pfister and Sandra Gehring
  - Flood Bucket packing event - results
    - Molly created a beautiful "take-away" card that includes all the active SEND missions!
    - SEND / missions wall is a work in progress but should be getting where it needs to be soon.
    - new SEND calendar integrating all events and programs
    - provided \$5,000 towards apportionment during August
    - position descriptions for all needed leads and co-leads being developed
    - Alternative Giving - this will be Juanita's last year ( have job description from Juanita)
    - Co-Lead for Phoenix Rising - Frida Hopper is retiring after 12 years and Linda Bishop will be taking over -
    - Blood Drives - Claire Woods provided job description
    - Missions
  - October mission focus will be Rising Hope Food Pantry - we hope to collect 750 lbs of food and collect gift cards (?? I know the details of this need to be worked out whether gift cards or donations. Not sure how this jives with the whole "pass through" idea and

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

what Heather is hoping for via the donations” I’m hoping you can provide some clarity on what is best for church and finances and then get this info to Molly.

November mission focus will be “Be The Good” - Jill, Julie, Sandra and Becky Gorman

- Young Adults – Melody Dillon – not present
- Youth Ministries – Clara Lozar – not present
- UWF & UMM – Lorrie Rezendes & Ed Little – (Lorrie: not present)
- Ed Little (UMM):
  - UMM hosted a successful Golf Tournament on August 18th at the Pohick Regional Golf Course. The tournament provided a profit of over \$11,000.
  - UMM hosted a dinner in Wesley Hall on September 12th. Speakers were from the Wesley Theological Seminary. 43 dinners were served. The dinner provided a profit of \$140. Of interest for future planning it costs about \$300 to feed 40 persons (\$7.50/person). Next UMM dinner is on November 14th. Entertainment in planning is for a Barber Shop Quartet.
  - All UMM profits are distributed to missions at the end of the year.
- Day School Liaison – Barb Roach
  - Day school enjoyed their Ice cream social on the playground Sunday under cloudy skies.
  - The Back-to-school coffee was well attended, especially by new Day School families, and a big thank you to Randy and Jon for taking time the following week, once they were out of covid quarantine to stand out front during drop off and meet and greet with our Day School families.
  - We have a new women’s group is being started by new Aldersgate members who are also day school moms and teachers. A great way to encourage connections between the two groups.
  - October 23-27 is the Day School Fall Consignment sale- open to everyone so come by and encourage friends and neighbors to come by.
  - The day school has two new guinea pigs this year so I will encourage them to come out to the Blessing of the Pets.

#### 4. Church Work – Operations

- Finance Update – Patricia Barron (*Status of 2024 budget prep*) – not present
- Trustee Update – Lindsay Moses and Sean Vermillion (*Update on Facilities Boy Scout Agreement*)

##### 1. FINANCE REVIEW

- a. YTD thru July (\$113,086) variance revenue to expenses
- b. Trustees Emergency Fund (unofficial title) – restricted accounts
  - i. YTD \$15,522 balance (01-825600 - Gifts & Memorials) - Funded from funeral revenue; Trustees discretion confirmed
  - ii. Guback Endowment – Trustees request if funds needed for this area of the building
  - iii. Other funds – Patricia researching
- c. Faith Alliance for Climate Solutions grant – with Ed
- d. ERTC grant – expect by year end, administration TBD
- e. Security grant – with Finance Committee

##### 2. PROJECT: Capital Lighting Project

- a. Equipment Installation – 10/15 deadline
  - i. Remaining two lights (priority) - received

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

- ii. Hanging microphones (secondary) - reviewing
    - iii. Lift – scheduling post Tony completion of lift training
  - b. Programming – to be completed after equipment installation
- 3. PROJECT: 3rd Floor Storage Cleanouts
  - a. ACCT – in progress per 8/28 Lindsay/Marg discussion
  - b. Trustees cage clean and digitization/organization of plans – need to schedule
- 4. PROJECT: Potential Mold Remediation
  - a. Location: finance office and potentially other offices; children’s restrooms; door 3 area
  - b. Remediation - Tony to call Serv-Pro etc to obtain proposals and investigation
- 5. Facilities Partners
  - a. ACCT - Lindsay scheduling 2nd meeting
    - i. Use of Wesley Hall, facilities door propping/security, signage, etc
    - ii. Additional revenue - ACCT events, installation of Love Offering
  - b. Day School – Lindsay scheduling 2nd meeting
    - i. Facilities scope of work provided to day school for clarification
    - ii. Use of Founders Hall, esp the toy storage
    - iii. Expansion of zoning to accommodate larger school size (increase revenue to school which would increase school donation, all with minimal impact) – Lindsay working with County, September mtg scheduled
  - c. BSA
    - i. Facilities policy and Certificate of insurance – BSA to provide
    - ii. Document exterior and interior storage use
- 6. Church Repairs and Maintenance
  - a. Sand pit inspection – repairs/maintenance as a result planned for 2024- \$8k estimated
  - b. Water fountain replacement – ME Flow proposal pending
  - c. HVAC
    - i. HVAC wrap and insulation
    - ii. Wesley Hall stage blower installation – expected in September - \$4k HOLD
    - iii. Water shutoff valve installation to be able to isolate chillers – pending proposal - \$\$\$ HOLD
    - iv. Relief valve piping to sanctuary hot water line repair – pending proposal
    - v. Full property condition report – Tony to schedule meeting for December with facilities team and Trustees
  - d. Door 5 repair – Precision Door onsite 9/15
  - e. Exterior steeple light repairs – Sean/Tony obtaining final proposal from DACO - \$5,500 approved, scheduling
  - f. Exterior lighting repairs (door 5 and parking lot) – Lindsay to do early morning audit
  - g. Gutter cleaning (esp by playground) – Tony to schedule with handyman in October
  - h. Guback flooring replacement – Lindsay to engage Endowment (Joni Koons & John Pike) team to seek funds for update
  - i. Power washing
    - i. Parking lot curb painting – Tony to schedule volunteers to complete job
    - ii. Power washer repair – scheduling pickup
    - iii. Courtyard and sidewalks – Tony to schedule with volunteers

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

- j. Landscaping
  - i. Snow removal prep – Sean/Lindsay bidding
  - ii. Creation Care Team
    - 1. Mechanical yard area new plantings – September installation
    - 2. Oak tree review and recommendation – with Lorrie
    - 3. English ivy removal grant – pending report from Audubon Society (grantor) and plan drafting (Lorrie)
    - 4. Future plantings of 10 trees - 8/11 plan approved by Trustees – specific dogwood locations pending
      - a. Parking lot striping and communication effort to remove parking on new tree beds
    - 5. Sanctuary front exterior bed drip hose and plant installation plan – Lindsay working with Lorrie to detail
- k. Administration
  - i. Volunteer – Tony to provide comprehensive email to group
  - ii. Little Well – facilities agreement out for execution
  - iii. Roof map updating – Lindsay updating
  - iv. Preventative Maintenance schedule updating – with Lindsay
  - v. Contract and COI tracking summary document updating – with Lindsay
    - 1. Janitorial bidding
      - a. K&S – bidding as of 9/15
      - b. CleanNet – bidding as of 9/15
  - vi. Facilities Security plan – future project

7. Collingwood Parsonage Repairs and Maintenance

- a. Garage door weather stripping - Tony to schedule with handyman
- b. Front porch refinishing – Tony to coordinate with volunteers
- c. Backyard steps installation – Tony to coordinate with volunteers
- d. Back deck stair repairs – Tony to coordinate with volunteers

8. Anesbury Parsonage Repairs and Maintenance

- a. Oven burner repair – expected replacement in 2024
- b. Bathroom caulking – Tony to schedule with handyman
- c. Dining room ceiling repair– Tony to schedule with painter
- d. Storm window replacement – Tony to schedule with handyman
- e. Exterior porch wood rot – Tony to schedule with handyman
- f. Backyard deck/steps refinishing – Tony to coordinate with handyman
- g. Front porch refinishing – Tony to coordinate with volunteers
- h. Siding pressure washing – Tony to coordinate with handyman

• Executive Director Update – Jill Cox

- ERTC application has been submitted and approved – hope to receive payout in the next 3-9 months.
- Budget prep – have met with Jon (Engage, Connect, Equip & Send), Music Dept, Trustees & SPRC. I will compile the information submitted to review with Patricia Barron to bring together Draft Budget to be discussed and voted on in October at LT Meeting (17<sup>th</sup>) & Conference (24<sup>th</sup>)
- Beginning prep – for Church Conference – October 24th
- Great opening of Day School for upcoming school year. – Cleaning and Repair projects

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

- completed
- QR Code for Events & Worship Times in place on Playground
- Great kick off for Back to Church
- Provided at Back to Church in bulletins
  - Events Card -featuring children & adult events we have upcoming
  - Equip Ministries Card – listing all Adult Sunday School classes & Adult Small Groups + on other side Discipleship Pathway explanation
  - Send Ministries Card – listing all local missions + other side listing all national & international missions we are participating in.
- 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.
- Have put together universal email addresses for each ministry area such as [Engage@aldersgate.net](mailto:Engage@aldersgate.net) will be a distribution email list that will go to Barb & Joe. These will be issued in the next couple of weeks. Still making sure that [Connect@aldersgate.net](mailto:Connect@aldersgate.net) not being used elsewhere.
- Announcement Request form is live and being used.
- Facility Request form is live and being used
- Facility Policy has been updated and in circulation. Now includes our Children & Youth Safe Sanctuary Policy and Waivers for Wellness Program.
- 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, contracts for upcoming year meeting place, letters of transfer, etc.
- Completed and executed contract for Opera performance held in Sanctuary for proceeds to go to United Community.
- Management of Columbarium Plaque Ordering & Memorial Services
- Oversee Security Systems and IT
- Completed interview process and working on boarding new Children’s Choir Director.

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

Randy:

What a wonderful summer we have had here at Aldersgate UMC. We celebrated our homecoming services with Pastor Jason Duley and shared in a community picnic. There have been several children and youth events, our Back to Church Sunday, the Waynewood BBQ food booth and Hugs and Mugs part 1 and part 2. Plus, our Flood Buckets this past Sunday.

We have seen new families and individuals join the church with more baptisms and new members to come.

We are working diligently on stewardship and have a great team with Mark Easton. The theme- “Do All the Good You Can” has been selected with I Timothy 6:18, “Command them to do good, to be rich in good deeds, and to be generous and willing to share.” A graphic has also been selected and our color scheme is orange. Leadership team, staff and stewardship team members are all being encouraged to share Leda Gifts pledges by October 17<sup>th</sup> to be used by clergy to share number of gifts and total amount committed by our leadership. Plus, we will have a music Sunday Oct 29 at both services to start our stewardship series.

We have had a couple funerals and 2 more for October at this point.

Our staff is working together well, and we have a full staff- I’ll leave that report to our SPRC lead Leah.

We will soon be planning for Advent and Christmas and will focus on Finding God and Jesus in the story of the Nutcracker. We have lots of kids/youth /families that do this in our area every year.

Our Social Justice/Creation Care team will meet again on Monday October 9 at 7pm by Zoom and Pastor

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

Jon and I continue to be in touch with Pastor Brian at Woodlawn UMC.

I am sad to report we have 122 churches about to disaffiliate on Saturday Oct 7 at a called Annual Conference by Zoom. This should be the last time we have these meetings with over 220 churches leaving the United Methodist Church. Our focus moving forward will be Don't Look Back. More to come on a new Learning opportunity for LT members and staff.

Pastor Jon and I met with our Bishop yesterday at Christ Church with other clergy and that went very well.

Jon:

- House Church
  - Our new Tuesday group will begin on September 26.
  - New leaders are continuing to step up to host, teach, and provide childcare.
  - New people are getting engaged and participating in House Church!
- Fresh Expressions
  - Smores event on October 3<sup>rd</sup>. Please bring a lawn chair and a friend!
  - Pickle Ball Training event is tentatively set for November. Details are still being worked out.
- Trunk or Treat
  - Please consider having a car to represent your team, build connections and support this churchwide event.
- Judy's ministries
  - Attached in other document
- Young Adult events resuming in November
  - Melody Dillon will kick things off in November for Young Adult gatherings and the Soul Space ministry.
- Back to Church RAD
  - We had a very fruitful Back to Church Sunday and activities surrounding it. The Mugs & Hugs event and Waynewood BBQ were great events connecting with our community prior to our Sunday worship. The Flood Bucket packing on September 17 was a great follow-up, which saw some new families come and participate in an intergenerational event.
  - There are some tweaks that should be explored to verify information for any future handouts, especially that lists time, date, and location for groups.
  - We also want to make sure all of our signage for Sunday School classes is all set.
  - A big question to explore is whether we should move our Back to Church Sunday to coincide with the start of school? With the school year now starting a few weeks earlier, does it make sense to adjust our fall schedule? What are the pros and cons of this?
    - We discussed some of this during our staff meeting and shared some options.
    - Randy and I heard from a few families on August 20 that they were ready for Sunday School to start back with their kids starting school the next day.
    - We also saw that many people were back in worship on August 20 and 27 with around or over 250 in attendance.
    - One option would be:
      - Keep Back to Church the Sunday following Labor Day Weekend.
      - Have Blessing of the Backpacks the Sunday prior to the first day of school.

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

- Have a Children’s Message during worship the Sunday after the Blessing of the Backpacks.
- Highlights of Wellness and Congregational Care Program – September 2023
- **CHEER Team volunteers** – 26 Total, making up 13 teams of 2 volunteers each, continue to visit elderly, home bound or nursing center church members on a weekly basis. This is one of the longest standing ministries of AUMC. Recruitment of new volunteers to join the team planned for October 2023.
- **Wellness Book Study Group** – meets weekly on Mondays at 12 Noon – attendance 5-7.
- **Gentle Yoga** classes meet Monday and Thursday mornings – average attendance 25-30.
- **Senior Strength & Stretch** classes meet Mondays and Wednesdays – average attendance between 20 and 28.
- **Yoga In The Yard** Event – scheduled for Friday, October 13th at 4:30PM.
- **Monthly Caregiver Support Group** – third Wednesday – between 2 and 4 attending.
- **Monthly Grief Support Group** – fourth Wednesday – between 2 and 4 attending.
- **Weekly Church Prayer List** – maintains list of prayer requests.

#### 6. Closed Session

- Staff Parish Relations Committee update – Leah Matthews (*Children’s Choir Director Update & Staff Christmas Luncheon*)

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

- Oct 17, 2023, Leadership Team Meeting, 7 p.m., chapter 20 of The Wesley Challenge – Dave Halladay
- Oct 24, 2023, Church Conference, 7 p.m.
- Nov – No Leadership Team Meeting
- Dec 12, 2023, Leadership Team Meeting, 7 p.m., chapter 21 of The Wesley Challenge (*In Person*)
- Dec 12, 2023, Staff & Leadership Christmas Luncheon
- Jan 16, 2021 Leadership Team Meeting, 7 p.m., chapter 1 of The Three Simple Rules