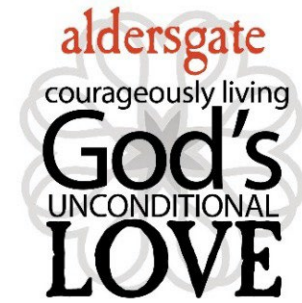


# Aldersgate United Methodist Church

## Zoom Leadership Team Meeting

April 18, 2023; 7 p.m.



Present: Randy Orndorff, Paul Amos, Jill Cox, Patricia Barron, Ed Little, Barb Roach,  
Sue Kane, Claire Woods, Lindsay Moses, John Driscoll., Lorrie Rezendes, Debbie Farson & Christine  
MsElwain

1. Welcome, Comments, and Opening Prayer – Paul Amos
2. The Wesley Challenge Book Chapter 14 – Steve Larkin
3. Work of the Church – Ministries
  - Strategic Plan Update – Debbie Farson (*Next Leadership Summit – 9 July*)
    - Debbie, pastors and Jill met this month to do a Reflect, Adjust, Do (RAD) on Strategic Priorities. Bottom line: What we developed as Strategic Priorities/Focus 2025 still looks strong as we reflect back and look to the future. We developed them before returning to normal operations post-Covid and they still hold up well. For each Strategic Priority, we reflected on accomplishments, considered where we may need to adjust what we did based on lessons learned, and discussed what we'll do in the future. Debbie will get a summary of that RAD process to everyone shortly. You'll see in that summary references to each of your ministry areas - - please consider those notes and how they affect what your team does going forward.
    - Please also continue your child MAP revisions if you've not completed them recently and provide Debbie your latest MAP. This year, we want to focus on child MAPs connecting strongly to parent MAP and to each other (by each other we mean if Engage makes new contacts, how do they get them to the Connect Team? how does Connect get people to Equip? How does Equip get people to Send? How does Send get people out into the community to Engage others?)
    - Don't forget when you report at LT meetings to frame your reports according to your MAPs. By this, I mean talk about the goals on your MAP, where your team is in relation to those goals, what there is to celebrate and what you need help with, etc.
    - Next Leadership Summit with coach Ideal will be Sunday, July 9. Make sure your teams know about it and are planning to come. If you as team lead cannot be there, find a team member who can be there as team lead in your place.
  - Engage – Barb Roach
    - -Even though the Rise Against Hunger was not an Engage event, it still had elements that brought together our community (rugby & football volunteers, their parents, scout troop volunteers) and hosting another large service project like this one during the slower winter months might be a great way to bring community members to our facility for the first time.
    - -A side project that the Engage team is working on is selling Aldersgate T-shirts to the congregation with any proceeds going towards future Engage events like our picnics or the Fall Festival. There will be a web site to order from as well as a table in Coffee hours for several weeks in May. There will be three styles to make a choice from.
    - -Engage team will have it's April meeting this Thursday evening at 7pm and we are busy working on the plans for the Summer picnic (July 23rd after the church service) and putting together a team to compete in the Waynewood BBQ contest for the first time this year! (Both great opportunities to wear the new T-Shirts we will be selling.
    - -Immediate Engage events are the first Bikes and Bibles of the year- this Sunday at 2pm meeting in the parking lot for Mt. Vernon Mansion. And on 4/30, Christine Curley will be

hosting the first Prayer Walk (which will also be a nature walk) of the year at Huntley Meadows park at 2pm.

- Connect – Connections, John Driscoll and Christine McElwain
  - JD:
    - Welcome Bags: We've gave out a number of bags during the Lenten Season and for Easter. The shopping bag and mug supplies are sufficient. We're out of the white, paper bags. We'll get more ordered.
    - Connect Team March Meeting: We talked about developing a mentorship program for new members. We also talked about increasing the number of fellowship time volunteers. For the
    - Mentorship Program, I made a rough draft of goals, expectation and survey questions. I circulated it for feedback. I'm making revisions and will circulate draft #2 to the connect team. For fellowship time volunteers, we thought reaching out to groups within the church might be a good course of action.
    - Connect Team April Meeting: This Sunday's meeting is being postponed. I'll be out of town this weekend. New date to be determined.
    - Signup genius pages: The volunteer pages are currently to the end of June. I'll work on getting them extended to September.
    - Child MAP: I haven't had much time to update the child MAP for the connect team. If someone could assist or take this over, that would be great.
  - Christine:
    - Fellowship
      - Going well. Meditation group has signed up to help in May.
      - Easter fellowship was successful.
      - Barb Roach picked up 300 donuts 🍩 . That was a perfect amount. Coffee ☕ could have used a couple more pots.
      - Journeys will have a bday celebration for Andreas on the 7th of May – SURPRISE!!!!
    - Facebook Hostess
      - The same amount of people are watching weekly
      - 11am distance Host is working well
- Connect – Worship, Steve Larkin (*Holy Week*)
  - Leading into Holy Week, weekly attendance continues to trend up with an average of 260. Easter attendance approximately 700.
  - Worship volunteers have been stepping up. We have had little trouble filling volunteer slots.
  - In promoting future volunteer opportunities we need to focus on the Signup Genius website link, promotion, and the volunteer leads. We must make sign ups volunteer friendly.
- Equip – Education, Sue Kane
  - Several small groups and adult Sunday school classes completed the church-wide Lenten Study. At least one group will also be participating in the Bible Study that is connected to the upcoming Creation Care sermon series. We will also be making the relevant scripture readings available in the newsletter and bulletin so that members of the congregation can participate in the study on their own without attending a group. House church continues meeting twice a month. Two new small group leaders have been identified and discussions are under way as to the logistics of topic, meeting times etc. Our 2022 MAP has been updated as to completed goals and continued goals, and we will be meeting soon to finalize our 2023 MAP.
- Send – Mission & Service, Julie Pfister & Claire Woods (Serve Sunday)
  - Serve Sunday was a huge success. We packaged all 30,000 meals in record time, and clean up went super fast as well! We were done with everything by ~ 1:30pm. We definitely met our goal of 200 volunteers as well. We had volunteers from Woodlawn, Aldersgate, Fort Hunt rugby, and Girl Scout troops. We're in the process of reaching out to those groups specifically to thank them for their help.
  - Mission focus for May: Fort Hunt school food drive. Also we're looking to highlight the Food for Neighbors/Red Bag Food Program during this time. This program acts as a bridge between the

community and local MS & HS students who struggle with food insecurity. POC is Laura Wainwright. Will try to promote this May 2023, depending on if we can get in touch with Laura and have her help on this (for example, getting a write-up about the program, more details, etc.).

- The other mission projects under Send seem to be going well. Any concerns or questions from team leads have been addressed as they come. The leads seem to like having “check in” meetings that are in person every few months, so we’re planning to have one of those soon now that Serve Sunday is done.
- Young Adults – Claire Woods – no activity
- Youth Ministries – Joel Simpson (input from Andreas Barrett – Director of Youth Ministries)
  - Youth involvement continues to be robust. Members of the youth group are participating actively in Sunday evening goings-on and, in several cases, are joining with the Journeys band to extend the reach of their ministry. Molly Gorman has now performed twice in worship on clarinet, Aiden Bratten joined the band on Trombone on Serve Sunday, Ben Jacobs will be playing clarinet on May 7, and this weekend, Journeys will play an anthem co-written by Andreas and Clara Lozar, our new youth representative. Clara will also lead the Call to Worship.
  - Youth group will plant annuals this weekend in conjunction with Earth Day/stewardship themes and will also have its second house church meeting on May 7 at the Bratten house.
  - Yesterday, April 16, marked the first rehearsal of the newly formed youth band. It was a terrific evening filled with great promise and potential. The second youth band rehearsal is slated for April 30 and the current concept is to stagger youth group and youth band from week to week. The goal is to include the band in worship ASAP.
  - On May 20, the youth will again head to Maryland, in partnership with Rising Hope, to transport food for community members who are food insecure.
- UWF & UMM – Lorrie Rezendes & Ed Little
  - Ed
    - Next UMM Dinner will be on Tuesday, May 9th. Speakers will be Angela Willingham, Vice President of Development at the Wesley Theological Seminary and Chaplain Tim Bowser an Army Chaplain pursuing a Doctoral Program at the Seminary. We will learn about the programs at the Seminary and how Chaplains minister at the Arlington National Cemetery.
    - The UMM Golf Tournament is scheduled for Friday, August 18th at the Pohick Regional Golf Course.
    - UMM will fill the roles for church services on Fathers Day, June 18th.
- Day School Liaison – Barb Roach
  - The day school Consignment sale- one of the largest fundraisers of the year for the Day School, will be held next week 4/25- 4/28 with shopping dates of Wed- Friday. (Volunteers for the sale get to shop early on Tuesday evening.) It is not too late to consign or volunteer.
  - Next year’s Day School enrollment will get us back to pre-covid levels! We will be bringing back an additional 5 day fours class and our Pre-K class (which will now be known as Junior Kindergarten). We are also adding a five day 3year old class, which will take the place of one of our current 3 day 3s class.
  - Enrollment is full in the One-year old & two-year old classes and we have a few spaces in all other age levels including our Kindergarten program.

4. Church Work – Operations

- Finance Update – Patricia Barron

**Finance Report to Leadership Team  
April 18, 2023**

<u>Operating Budget</u>	<u>Mar'23</u>	<u>YTD</u>	<u>Mar'22</u>	<u>Budget</u>
<b>Inflows:</b>				
Pledged	\$ 94,093	\$ 231,612	\$ 242,845	\$1,000,000
Non-Pledged (includes additional)	\$ 33,346	\$ 109,926	\$ 71,508	\$ 505,700
<b>Outflows</b>				
Apportionments	\$ 16,500	\$ 42,900	\$ 34,700	\$ 192,960
Four Pillars	\$ 3,178	\$ 6,769	\$ 5,254	\$ 71,220
Infrastructure & Comm.	\$ 9,928	\$ 28,557	\$ 42,890	\$ 125,830
Trustees	\$ 57,181	\$ 143,485	\$ 102,884	\$ 464,700
SPRC	\$ 56,504	\$ 166,894	\$ 132,385	\$ 659,628
<b>Net Flows</b>	<b><u>(\$ 16,711)</u></b>	<b><u>(\$ 48,684)</u></b>	<b><u>132</u></b>	

(rounded)

**Summary and Analysis:**

Pledges to date for the operating account are \$858,000, a difference of \$142,000 lower than our budget estimate of \$1 million.

Total revenues and expenses year-to-date have been in line with 2022 and 2021; however, the revenue figure is \$30,000 lower than 2020 primarily attributed to Pledged Giving. This is a diminimus comparison unless it is identifying a trend.

Revenue streams are 23% of the budget and expenses are 26% of the expected budget, however, it is possible if not probable the revenue streams will diminish as we enter summer.

<u>Extraordinary Expenditures:</u>	<u>Amount</u>	<u>Source</u>
Par#1 Leaking Windows	\$4,129	Operating
Par#2 Floor Replacement	\$1,263	Operating
HVAC Repair	\$20,307	Operating

**Bank Balances (actual):**

Atlantic Union Bank	\$223,010
Burke & Herbert Bank	\$230,442
Bank of America	\$ 81,680

(As of March 31, 2023)

**Comments and Notes**

The annual audit is currently being conducted. Results to be presented at a later meeting.

Account balances are within acceptable FDIC limits.

ACCT now has a budget line item added for any contributions.

“Mortgage May” will kick off May 1<sup>st</sup>.

Preparation of the 2024 Annual Budget will begin in August/September

- Trustee Update – Hank Henderson & Lindsey Moses (*Facilities update to include Sanctuary Lighting*)
  - PROJECT: Security Access Control
    - CIA – Lindsay negotiating discount with IT; 3/29 last follow up with Bill and Mike at CIA
    - Grant program – Janet (Financial Health Committee) researching possible grant refund as shared by Randy
    - PROJECT: Capital Lighting Project – in progress
  - Church
    - Preventative Maintenance
    - Sand pit cleanout – status?
    - Preventative Maintenance Schedule – to be provided for future meetings
  - Repairs & Maintenance
    - HVAC – need operation status and current plan to address issues
      - Wesley Hall pipe failures due to heat stress
      - Boiler expansion tank rust
      - Compensation from Perry Aire (JD)
      - Digitizing blueprints – Tony to provide for Lindsay to execute
    - Sanctuary roof tiles repair – scheduling
    - Exterior landscaping supplemental work – Creation Care Team is drafting plan for mechanical yard clean up (scope and cost pending) and additional tress plantings (paid for by grant)
    - Atrium and Guback floor trim install (Charles)
    - 2nd floor Shepard Hall restroom sink audits (noticeable sink issues – recommend full audit on bathrooms) (Charles)
    - Reidy Landscape reduction exploration (Jill) – Reidy will perform duties at church; Kwame will cut grass at parsonages; Volunteers will perform leaf pickup at parsonages
  - Administration
    - Facilities Security plan - drafting
    - Facilities Use Agreement w/ Child Protection Policy– 3/6 edits returned to group by Lindsay; 3/16 JD returned comments (Jill)
    - Fitness waiver – 3/6 edits returned to group by Lindsay; 3/16 JD returned comments (Jill)
    - Facilities booking process and ACCT/Day School – kick off conversations internally (Jill)
      - Add to discussion above-standard services costs
    - Parsonage audits per district – scheduled for April 17th
  - Misc
    - Trespassers – researching options to barr, provide charity assistance, etc (Ed)
  - Collingwood Parsonage
    - Repairs & Maintenance
    - Preventative Maintenance Schedule – to be provided for future meetings
    - Microwave mount (Charles)
  - Anesbury Parsonage
    - Repairs & Maintenance
      - Preventative Maintenance Schedule – to be provided for future meetings
      - Pressure Washing – coordinating with volunteers
      - Dining room ceiling repair– proposal in review from Rick’s (\$1,270) – HOLD while ME Flow investigating
      - Flooring repair – proposal approved from Rick’s flooring (\$2,525), scheduling

- Closet repair – in house repair (Charles)
  - Front entrance door – proposal by Rick's pending
- Future Projects/2024 Planning
  - MEP
    - ARC/ABM closed loop water system flush
    - Overhead door preventative maintenance for interior roller doors
    - Fire Life Safety Monitoring bidding
- Cleaning
  - Janitorial Contract & Supplies bidding – Lindsay to bid when Jill provides scope
  - Window washing
  - Façade washing
- CapEx
  - Exterior steeple lights not working – DACO refused to bid; researching other vendors
  - Solar panel project re-investigation
  - Roof replacement plan – map with corresponding proposals in progress (Tony)
  - Flooring replacement
    - Guback – CCA provided several proposals which were shared as of 1/9
    - School hallway – CCA provided several proposals which were shared as of 1/9
- Security
  - Additional security cameras
  - Internal access control
  - Door signage via Fast Signs (Tony)
  - Hard key reconciliation (Tony)
- Grounds/Landscaping
  - Green weaving through mechanical fence
- Charles/Handyman
  - Schedule switching to weekdays (Tony) – in progress
  - Projects
    - Workshop setup (room outside Elaine's office)
    - 3rd floor cleanup
    - Ceiling tile replacement to new standard
- Kwame – contract drafting/discussion
- Executive Director Update – Jill Cox
  - Busy Productive Lenten Season – our postcard that was a mail out reached all the homes we were looking to reach in our area, we were able to raise a significant amount for our Missions Programs to include \$5K to the NTFHH Fund.
  - Our Finance Reporting will look a little different now on the website. We will be include the Financial information that Patricia Barron passes off still in the LT Minutes but also at the beginning of the Financial Monthly Statements.
  - New addition coming for the Newsletter is adding in the LT Agenda which will include the link for the Zoom and invites all to join in the meeting. Hopeful that more will want to participate and become inspire to join LT or Volunteer with our different groups with Engage, Connect, Equip and Send.
  - In addition to working with my team (Jane, Finance – Tony, Facilities – Molly, Digital Ministry – Christine, Reception here are my Top Projects
    - Church Conference Upcoming on May 23<sup>rd</sup>
    - Finalizing all the notes and additions to the Facilities Policy
    - Adding new verbiage to the Employee Handbook to include Staff Covenant, Email/Building Access/Credit Protocol
    - QR Code for Playground that gives people access to all our events

- Nominations – Randy Orndorff – *please see Pastor report*

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

### ○ Randy

- What a wonderful Holy week and Easter season we had followed by SERVE Sunday. Good worship, participation, attendance, and many positive expressions of gratitude.
- Staff and Worship Planning did a RAD on all services and celebrated many positive things and will make some adjustments next year as needed. I encourage ministry teams to do the same.
- You will have received the Nominations report which will be presented at next month's meeting, which is a Church Conference. We need to get word out at least 10 days prior to the congregation.
- We will be going to The Fairfax for shared time of fellowship, devotion, and communion on Thursday.
- Making contacts for many new guests for Pizza with the Pastors ON May 1 at 6pm. LT members are invited. 29 Invites to go out.
- Meet with Fin Health team next Monday. Have 2 training sessions next week with SLI Coach training and District Clergy training.
- Last evening's Strategic Planning and MAP Rad went extremely well.
- Our staff seems to be doing well and working together in a healthy way.
- We have experienced 2 family losses in the last few weeks and had Joe Tomkins' memorial Sunday at 9 in the columbarium.
- We have new members joining in the weeks ahead and confirmation Sunday is May 21<sup>st</sup>.
- Sue Kane will share the Mother's Day message.
- Through Kelsey's Missions delivered 9 meals on Easter Sunday to the Mt Vernon Fire Station Company 9.

### ○ Jon

#### House Church:

- There is much to celebrate as we have established healthy rhythms and are starting to find our groove. We have had (so far) no repeats for hosts with so many willing to offer their homes for an evening. We are starting to plan for summer gatherings and we are looking at growing this ministry beyond our church through gatherings in the community, such as a picnic at Fort Hunt Park.

#### Fresh Expressions:

- I have been working on a Fresh Expressions Manual to help our current ministries, our Engage Team, and to use it as a tool for our entire church. I will be sharing more at a later date with the Leadership Team. We're hopeful to have a Fresh Expressions training with this manual potentially this summer.

#### Creation Care

- The Holy Ground Creation Care Sermon Series starts on April 23<sup>rd</sup>. Our Creation Care team will have displays in Wesley Hall to bring awareness to the team and ways people can get involved individually. As you can see through our newsletter and community time, there are many events and activities related to Creation Care for all ages.

#### Glory Sightings

- I want to celebrate the many gifts and wonderful last few weeks we've had with Holy Week and Serve Sunday! There is much to be thankful for as we reflect on all God is doing at Aldersgate.
- We have twice given a gift to Hollin Hall Pastry Shop of \$250 to help cover the cost of food and beverage until it gets used up. The most recent time was March 20. This gift usually lasts about an hour and they are told it is a gift from Aldersgate. This has been received well and I usually am present to observe what's going on while working on a sermon. We received an email from an attorney who works with victims of domestic violence and sexual assault survivors. She shared the following in an email:

- “About two weeks ago, I went to the pastry shop to pickup breakfast for a young (19yo) sexual assault survivor. She was randomly assaulted on the street in DC and decided to report and testify because she didn't want the person who harmed her to be able to harm anyone else. She ultimately had to put up with a full hour of cross examination from a defense attorney who blamed her for a random assault, but ultimately her assailant was found guilty. I wanted to let you know that the morning of trial, I was incredibly thankful to find that Aldersgate was buying breakfast and that your small gesture filled the belly of a young woman on one of the hardest days of her life.”

#### 6. Closed Session

- Staff Parish Relations Committee update – Leah Matthews (*Update on Organist position*)

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

- May 23, 2023, Church Conference (Nomination’s report/vote), Leadership Team Meeting, 7 p.m., chapter 15 of The Wesley Challenge
- June 12, 2023, New Leadership Team member orientation, 7 p.m. in the Library
- June 20, 2023, Leadership Team Meeting, 7 p.m., chapter 16 of The Wesley Challenge
- June 14 – 17 2023, Virginia Annual Conference in Roanoke, VA
- July 9, 2023, Leadership Summit, 7 p.m. in the Guback Center
- July 18, 2023, Leadership Team Meeting, 7 p.m., chapter 17 of The Wesley Challenge
- Aug 15, 2023, Leadership Team Meeting, 7 p.m., chapter 18 of The Wesley Challenge

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