



Aldersgate United Methodist Church Zoom Leadership Team Meeting

October 17, 2023; 7 p.m.

Zoom Leadership Team Call

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

Present: Paul Amos, Barb Roach, Patricia Barron, Ed Little, Sean Vermillion, Dave Halladay, John Driscoll, Leslie Belcher, Leah Matthews, Christine McElwain, John McRae, Sue Kane, Debbie Farson, Lorrie Rezendes, Melody Dillon, Jill Cox, Jon Poarch & Randy Orndorff

1. Welcome, Comments (*State of the Church Rpt/Lead Commitments*), and Opening Prayer – Paul Amos
2. The Wesley Challenge Book Chapter 20 – Dave
3. Work of the Church – Ministries
 - Strategic Plan Update – Debbie Farson and John McRae (*Communications Team update*)
 - Continuing our efforts to communicate * survey of new congregants still to be done
 - Engage – Barb Roach and Joe Salucci (*Fall Festival*)
 - Barb reported that the Engage team hosted a successful S'mores and Scriptures Fresh Expression event at the beginning of the month. We had several families and several single people come and enjoy the fire and fellowship. The next occurrence is on November 13th. She reminded the leadership team that we have a Prayer Walk at Ft. Hunt park this Saturday morning at 9:30am and encouraged everyone to attend.
 - She also reported that the Blessing of the Pets was well attended by over 50 people and at least 25 animals on October 8th. The Engage team was please to be able to order a new outdoor PA system due to the generous donation of a member of it's team and Andreas used if for the first time at this outdoor service. A wonderful and useful addition to our many outdoor Engage events- we are so thankful for this generous donation.
 - The Fall Festival and Trunk or Treat is less than two weeks away and there are several ways in which people from Aldersgate can still get involved and volunteer. There is a sign-up genius on the Church website with many opportunities to help the day of the event and there is still availability to enter a car into the Trunk or Treat by contacting Beth Bachmore at the Day School.
 - Connect – Connections, John Driscoll and Christine McElwain
 - Welcome Bags: The new mugs are in. We're in good shape regarding supplies.
 - Mentorship Program: Not much interest yet despite the ministry moment. I'll follow up with the Connect Team in early November and brainstorm ideas on how to generate more interest.
 - Church Christmas Decorating: Decorating date is November 19. The signup genius page for volunteers is drafted and will be launched early next week.
 - Christmas Services: The signup genius pages for ushers, communion servers and lay readers and candle lights are finished and will be launched soon.

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- Signup Genius Pages: Ushers, Communion Servers, Lay Readers, Fellowship Time pages are updated and extended into January.
- Connect – Worship, Steve Larkin and Dave Halladay
 - Worship Numbers

9/24/2023	119	92
10/1/2023	95	115
10/8/2023	96	85
10/15/23	82	113

- Weekly worship attendance for the past month is ---. Steve and Jon met to discuss Christmas worship. Since Christmas Eve is on Sunday, there will be five services--one morning service at 10:00AM and four evening services--3,5,7, and 9:00 PM. We anticipate 1,500-1,700.
- We will need 18 ushers--2 for the 10:00AM service and 4 each for the evening services. We will need 25 communion servers. Recruiting enough volunteers is critical. An email will go out to the congregation the first week in November and Worship will follow up.
- Church decoration will take place on November 19th. 41 volunteers are needed. People can signup through SignUp Genius.
- We need someone to help with altar decoration. Thus far outreach has proved unsuccessful.
- Equip – Education, Sue Kane and Leslie Belcher
 - Children’s ministry report: Sunday school classes going well and continuing to add new students. Paint-n-Sip has 13 kids signed up for this Sunday. Kids had fun stuffing scarecrows at Crafty Kids. Continuing to staff acolytes.
- Send – Mission & Service, Julie Pfister and Sandra Gehring
 - December mission focus - alternative giving
So far we have raised \$6,340 with additional \$\$ fyi add from online giving.
One week left - mention it in worship?! Online alternative giving will remain up through the month
Epiphany tree - molly and Deborah are running it and I don’t have any further details
Looking for leads for
Sunday lunches at rising hope
Flood buckets
Alternative giving (December 2024)
Co- lead for Phoenix Rising
Next month is hypothermia shelter and winter clothing drive
- Young Adults – Melody Dillon
- Youth Ministries
- UWF & UMM – Lorrie Rezendes & Ed Little
- Notes from Lorrie/UWF:
 - UWF is ramping up for their Christmas Market on SAT, NOV 11th from 9:00 am to 2:00 pm. The Leadership Team is personally invited along with the congregation and the community. There is something for everyone. Casseroles and baked good will be sold

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and we will have a Chick-fil-A Luncheon in the Faith Cafe. There will also be a white elephant section, jewelry and accessories, and vendors. It is a good day to start your Christmas shopping and all proceeds go to missions that support women, children, and families.

- Lorrie Rezendes and Emily Edgerton will be going to the NOVA UWF District Meeting this SAT.
- We are thrilled that a new circle will be starting up with young women and their first meeting will be OCT 26th.
- Notes from Creation Care:
 - Ten native trees and 11 native shrubs were planted with the help of the boy scouts, two tree stewards, and three congregation members. We want to thank Sean for fixing the spigot by door #3 so the trees by the parking lot can be watered.
 - Ed/UMM:
 - UMM. Next UMM dinner is scheduled for 6:30 PM on Tuesday, November 14th. Entertainment will be a Barber Shop Quartet. Menu is beef stroganoff.
- Day School Liaison – Barb Roach
 - The Day School is very busy this week setting up for and hosting its semi-annual Consignment sale. Barb asked the leadership team to spread the news to their neighbors and to stop by themselves and see the amazing amount of gently used merchandise that is for sale. This will be the first time the sale will have hours on Saturday.

4. Church Work – Operations

- Finance Update – Patricia Barron (*Review of 2024 draft budget*)

Budget Category	Proposed Budget 2024	Annual Budget (2023)	Change YoY
Apportionments			
Conference Apportionments	\$180,420	\$169,908	Higher
District Apportionments	\$23,664	\$23,052	Higher
Missions			
Engage	\$7,000	\$6,750	Higher
Connect	\$38,315	\$48,170	Lower
Equip	\$13,100	\$14,200	Lower
Send	\$2,650	\$2,100	Higher
Communications	\$15,075	\$11,100	Higher
Administration	\$98,280	\$98,610	Lower
Finance	\$26,445	\$27,220	Lower
Trustees			
Total Capital Improvements	\$4,000	\$4,000	Same
Total Property Maintenance	\$268,768	\$268,700	Higher
Total Other Operating Expense	\$147,675	\$152,000	Lower
Total Trustee's Reserve Fund	\$10,000	\$40,000	Lower
Leadership Team Presentation of 2024 Draft Budget			
Staff Parish			
Ministerial Salaries	\$144,000	\$143,000	Higher
Professional Salaries	\$430,406	\$422,639	Higher
Other Personnel Expenses	\$100,589	\$94,689	Higher

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TOTAL EXPENSES			\$1,510,387	\$1,526,138	Lower
SUMMARY					YTD 2023
		Estimated Revenues	\$1,385,700	\$1,505,700	\$867,694
Estimated Expenses	\$1,510,387	\$1,505,738	\$1,055,976		
Net			-\$124,687	-\$38	
SHEPHERD HALL		Expenses for Mortgage	\$153,912		

- Trustee Update – Lindsay Moses and Sean Vermillion (*Update on Facilities Boy Scout Agreement*)

BSA Update (provided by Ed Little): Ken Latta reports that the Troop 996 and Scout Pack 888 Charter Agreements and Facility Usage Agreements (FUAs) between the Friends of Fort Hunt Scouting, Inc. and the National Capital Area Council of the BSA have been received. Aldersgate's FUAs are in effect for one year starting on September 1, 2023.

Ken is pursuing insurance coverage from a company specializing in non-profit organizations. Once the insurance policy is obtained, Aldersgate can cancel the current church policy with an expected rebate. Of the two trailers, one will be retained and covered with the new insurance policy, the second will be transferred.

- **FINANCE REVIEW**

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

- **PROJECT: Capital Lighting Project**

- Equipment Installation – 10/15 deadline
 - Remaining two lights (priority) - received
 - Hanging microphones (secondary) - reviewing
 - Lift – scheduling post Tony completion of lift training
- Programming – to be completed after equipment installation

- **PROJECT: 3rd Floor Storage Cleanouts**

- ACCT – in progress per 8/28 Lindsay/Marg discussion
- Trustees cage clean and digitization/organization of plans – need to schedule

- **PROJECT: Potential Mold Remediation**

- Location: finance office and potentially other offices; children's restrooms; door 3 area
- Remediation - Tony to call Serv-Pro etc to obtain proposals and investigation

- **Facilities Partners**

- ACCT - Marg to attend 10/27 Trustees/Facilities mtg
 - Use of Wesley Hall, facilities door propping/security, signage, etc

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- Additional revenue - ACCT events, installation of Love Offering
 - Day School – Lindsay held 2nd mtg 10/2
 - Facilities scope of work provided to day school for clarification
 - Use of Founders Hall, esp the toy storage
 - Expansion of zoning to accommodate larger school size (increase revenue to school which would increase school donation, all with minimal impact) – w/ Ed to see through
 - BSA
 - Facilities policy and Certificate of insurance – BSA to provide
 - Document exterior and interior storage use
- **Church Repairs and Maintenance**
 - Fire Marshall re-inspection - pending
 - Kitchen leak – pending roofer inspection, ABM ruled out
 - Lighting Repairs For Future Consideration -
 - Lighting above door 1 - property enhancement
 - Motion lighting at shed/dumpster area
 - Motion lighting at BSA shed back corner
 - Small spot light on church day school sign at Collingwood Rd entrance
 - Sand pit inspection – repairs/maintenance as a result planned for 2024- \$8k estimated
 - Water fountain (2x) replacement – ME Flow proposal pending
 - HVAC
 - Guback pump leak – proposal pending
 - HVAC wrap and insulation
 - Wesley Hall stage blower installation – expected in September - \$4k HOLD
 - Water shutoff valve installation to be able to isolate chillers – pending proposal - \$\$\$ HOLD
 - Relief valve piping to sanctuary hot water line repair – pending proposal
 - Full property condition report – Tony to schedule meeting for December with facilities team and Trustees
 - Door 5 repair – Precision Door onsite 9/15, parts on order
 - Exterior steeple light repairs – Sean/Tony obtaining final proposal from DACO - \$5,500 approved, scheduling
 - Gutter cleaning (esp by playground) – Tony to schedule with handyman in October
 - Guback flooring replacement – Lindsay to engage Endowment (Joni Koons & John Pike) team to seek funds for update
 - Power washing
 - Parking lot curb painting – Tony to schedule volunteers to complete job
 - Power washer repair – scheduling pickup
 - Courtyard and sidewalks – Tony to schedule with volunteers
 - Landscaping
 - Snow removal prep – Sean/Lindsay bidding
 - Creation Care Team
 - Mechanical yard area new plantings – September installation
 - Oak tree review and recommendation – with Lorrie
 - English ivy removal grant – pending report from Audubon Society (grantor) and plan drafting (Lorrie)

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- Sanctuary front exterior bed drip hose and plant installation plan – Lindsay working with Lorrie to detail
 - Administration
 - Volunteer – Tony to provide comprehensive email to group
 - Little Well – facilities agreement out for execution
 - Roof map updating – Lindsay updating
 - Preventative Maintenance schedule updating – with Lindsay
 - Contract and COI tracking summary document updating – with Lindsay
 - Janitorial bidding - K&S and CleanNet
 - Facilities Security plan – future project
- **Collingwood Parsonage Repairs and Maintenance**
 - Garage door weather stripping - Tony to schedule with handyman
 - Front porch refinishing – Tony to coordinate with volunteers
 - Backyard steps installation – Tony to coordinate with volunteers
 - Back deck stair repairs – Tony to coordinate with volunteers
- **Anesbury Parsonage Repairs and Maintenance**
 - Oven burner repair – expected replacement in 2024
 - Bathroom caulking – Tony to schedule with handyman
 - Dining room ceiling repair– Tony to schedule with painter
 - Storm window replacement – Tony to schedule with handyman
 - Exterior porch wood rot – Tony to schedule with handyman
 - Backyard deck/steps refinishing – Tony to coordinate with handyman
 - Front porch refinishing – Tony to coordinate with volunteers
 - Siding pressure washing – Tony to coordinate with handyman
- Executive Director Update – Jill Cox
 - ERTC application was submitted – I have had a few other documents that will be sent that I will hopefully be signing off on those as well. Not expecting the payout in 2023.
 - Budget prep – finalized & help form the Draft Budget submitted tonight
 - Finalizing Documents needed for Church Conference – October 24th
 - Working with Day School to ensure small requested projects are completed
 - Working on Bulletin handout for upcoming December events: Caroling on the Corner, Christmas Concert, Youth Christmas Party, Longest Night Service of Light, Kings’s Kids Christmas Celebration & Christmas Children’s Pageant
 - This card will serve as also a invite card for friends and neighbors – will include Christmas Eve Candle Light services on the back.
 - Thinking about not doing an expense bulk mail out about Christmas Eve services will be looking at possible other options in the community to advertise.
 - 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.
 - Announcement Request form is live and being used. – this system has been in place for about a month and is working well.
 - Facility Request form is live and being used – this system has been in place for about a month and is working well.

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- 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.
- Management of Columbarium Plaque Ordering & Memorial Services
- Oversee Security Systems and IT
- Have onboarded new Children's Choir Director, Alison Wilson – working on creating announcements, with Molly Johnson, to get the word out when practices are so children can sign up to begin.
- Preparation for All Saints Service – October 31st
- Finalizing preparation for the UMC VA Conference Workshop that will be held all day at AUMC in Founders & Guback on AI and how it will affect ministry in the future. – October 24th

5. Pastor Updates – Jon Poarch & Randy Orndorff

- Randy

- It is truly a blessing to be serving with such a wonderful group of laity here at Aldersgate and a deeply committed group of spiritual leaders. I hear so many Glory Sightings and things God is up to at each meeting from each person.
- Here are a few key things I'd like to add this evening:
- Stewardship plans for this fall are in full gear. The first letter has gone out, the second nearing completion and a second mailing is to go out Nov 6 time frame with a 15 day prayer calendar and commitment card. Thanks to all the Leadership team, staff, and Stewardship team for their lead commitments. Thanks to Mark Esaton for his dedication to our stewardship programs.
- We will have had around 21 new families join the church since last church conference and at least 3 more planning to join over the next several Sundays.
- All Saint's service plans are under way, invitations have been sent, and we will remember those laid to rest in our columbarium on Sunday October 29, at 12:30pm
- A Honduras Team interest meeting will be held Wed Nov 8 at 7pm by Zoom. We have room for 22 people, to include youth with heir parent(s) and have 14 people currently interested.
- Our Social Justice Team met and reviewed our pastors meeting with Pastor Brian looking at future exchanges both from the pulpit and musically. We discussed and prayed about the war in Israel and also discussed gun violence using the UM resource on that topic from Social Justice ministries.
- I am currently in training with my Coach for what is called Pastoral Intelligence Training learning how to manage emotions of others and myself. It's already proven to be helpful, especially in challenging situations. There are 9 sessions , 3 hours long so I will complete this in May of 2024.
- My wife, Lee Anne has had 2 women's retreats in the month of October totaling 40 plus women. It takes a lot of her time, but she loves it and feels called to it. I hope she will do one here at AUMC again sometime.
- Thanks to all for all the work you do for the Lord. Please be sure to take your sabbath and get rest and refreshment when you need it.

- Jon

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- All Saints Service on October 29 at 12:30
 - We look forward to having this annual service in Founders.
- Music Sunday on October 29
 - As part of our Stewardship kickoff, we will have Music Sunday.
 - At 9:30 you will hear Journeys, the Youth Band, and other special music tied to our series theme.
 - At 11:00 you will hear the Wesley Choir, Wesley Ringers, and organ.
 - It will be a great way to highlight this vital ministry of our church.
- House Church
 - The launch of our Tuesday group has gone well and has seen new people attend. The different time has also made it easier for those commuting to get to House Church.
 - For both groups, we have seen more leaders step up by having more people teach, new people host and offer other gifts.
 - We are focusing a lot on being invitational as well as being in the community to have fellowship time and connect with others about House Church.
- Time away
 - Oct 19-22 for a trip to visit friends in Houston.
 - November 2-5 for Emmaus.
- Provision Church
 - We are excited to partner with Provision Church for our Trunk or Treat event and other upcoming events.
 - Rev. Alyssa Densham who used to attend Aldersgate and was a staff member at Kingstowne Communion launched this ministry earlier this year.
 - Provision Church operates three Community Cafés at two different sites where we offer chef-curated, nutritious and delicious light meals and snacks, our house-roasted coffee, and cold beverages in a space of abundant welcome where our insecurely housed neighbors can linger for as long as they want. Our cafes also host a free store where individuals can find items for sleeping rough, clothing, and books. At our cafes, our Community Connections Coordinator and our Community Connections Advisors who are currently experiencing homelessness provide support, counseling, and community for cafe customers. Last week, we served 120 meals across our three cafes and have served around 400 meals each month since August. When people choose to support Provision, every dollar they donate goes to provide direct services at our Cafes whether that's in the form of food, coffee, or counseling.

6. Closed Session

- Staff Parish Relations Committee update – Leah Matthews (*Staff Christmas Luncheon*)

7. Future dates and closing prayer:

- Oct 24, 2023, Church Conference, 7 p.m. (*Located in Founder Hall*)
- Nov – No Leadership Team Meeting

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- 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, 2024 Leadership Team Meeting, 7 p.m., chapter 1 of The Three Simple Rules
- Feb 04, 2024, Leadership Summit, 1230 – 1700, Guback Center
- Feb 20, 2024 Leadership Team Meeting, 7 p.m., chapter 2 of The Three Simple Rules