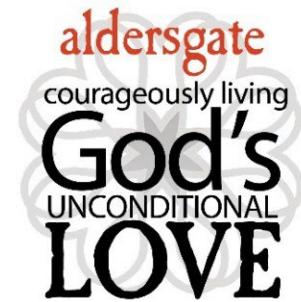


Aldersgate United Methodist Church
Zoom Leadership Team Meeting

August 15, 2023; 7 p.m.
Zoom Leadership Team Call



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

Called Charge Conference – Randy Orndorff

Submission to District:

Leadership Team Present: Paul Amos, Ed Little, Barb Roach, David Halladay, John Driscoll, Joseph Salucci, John McRae, Lindsay Moses, Clara Lozar, Sue Kane, Leah Matthews, Sandra Gehring, Sean Vermillion, Lorrie Rezendes, Patricia Barron, Jill Cox, Dr. Randy Orndorff and Jon Poarch

Congregation members present: Paul Tuohig Shari Van Buren & Molly Johnson.

Church Conference - Minutes Submitted to District Superintendent: Rev. Dr. Sarah Calvert - Northern VA District

The meeting opened with a welcome from Elder, Dr. Randy Orndorff. At that time Jill Cox, Executive Director, was nominated by Paul Amos to be Recorder and Secretary of Church Conference and second motion by Lindsay Moses. The Leadership Team and Congregational Members voted unanimously for Jill Cox to be appointed Recorder/Secretary of Church Conference.

Elder, Dr. Randy Orndorff called the Church Conference to order stating the purpose of the Charge Conference is to adjust Elder Jonathan Poarch's Clergy Compensation to the minimum salary of an ordained pastor. A small discussion occurred, Paul Amos motioned to pass the new salary and Lindsay Moses second the motion. The Leadership Team and Congregational Members voted unanimously for Elder Jonathan Poarch's Clergy Compensation to be approved.

Elder Dr. Randy Orndorff thanked everyone for attending.

Respectfully,

Jill Cox, Recorder

Elder Jonathan Poarch's Clergy Compensation Form and supporting documents are updated and uploaded on to Unity.

1. Welcome, Comments (*State of the Church Rpt/Lead Commitments*), and Opening Prayer – Paul Amos
2. The Wesley Challenge Book Chapter 18 – Paul
3. Work of the Church – Ministries
 - Strategic Plan Update – Debbie Farson and John McRae (*Status of Leadership Summit Due Outs*)
 - Engage – Barb Roach and Joe Salucci (*Results of Community Picnic*)
 - Barb reported that there were many God sightings from the July picnic, not the least of which being the beautiful weather and the presence of our guest minister the Rev. Jason Duley.
 - The picnic was well attended with over 120 people, and Engage team was especially

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- proud of being able to use fully compostable paper products at the potluck buffet.
- Barb thanked everyone for their responses from the leadership team, the church staff and the Engage team to her request for post-event analysis. She has compiled them to share with her team at the monthly meeting this Thursday.
- There are many upcoming events the Engage team is hosting this fall, the first of which will be the Aldersgate team who will represent us in the Annual Waynewood BBQ competition. Joe Salucci gave details on this event during his part of the meeting.
- After the BBQ event, Engage, in conjunction with the Day School will be hosting “Hugs and Mugs” - a pop up coffee bar event held during drop-off of the first two days of Preschool (Sept. 6 & 7) for those parents who need a few moments adjusting to leaving their little ones for the first time, as well as those who want to learn a bit more about Aldersgate. We offer coffee with fun toppings, fellowship, and tours of the building for those who wish to go on one. Church members are invited to join in the fun from 9-9:30 on these two mornings.
- And finally- the Fresh Expression arm of Engage has many upcoming events- a bike ride this Sunday during which we will ride across the Woodrow Wilson bridge to National Harbor, a 9/5 Custard and Communion event at the Custard shop, a 9/24 nature walk at Dyke Marsh and on Oct. 2nd- a new Fresh Expression- S’mores and Scriptures to be held around the church fire pit, unless someone comes forward and offers to host in their back yard.
- Barb also asked the Leadership team if anyone were artists or knew someone who might be willing and able to paint another of the “Selfie boards” that Lyndsay Moses’ Husband Mark built for our outdoor events. This one would be for the BBQ. Clara Lozar said that she had someone in mind that might be about to help with this!
- Connect – Connections, John Driscoll and Christine McElwain
 - Follow up with Church Picnic Visitors
 - Pastor Jon passed along the raffle cards with contact information.
 - My wife called the visitors. She mostly left voicemails thanking them for attending the picnic and letting them know about our worship schedule and start date for Sunday School. She reached one of the visitors who attends Good Shepard Church and knows a few of the band members.
 - Welcome Desk
 - We’re in good shape for the supplies. I’ll check again in a couple of weeks.
 - Signup Genius Pages for Ushers, Communion Servers, Lay Readers & Fellowship Time Volunteers
 - Pages are up to date. I extended the signup dates to the end of October/beginning of November.
 - Mentorship Program
 - We are seeking volunteers to serve as mentors.
 - Molly launched the questionnaire on the Church website. We haven’t received many responses yet. Steve suggested making a video announcement. I’ll bring it up at the connect team meeting next week. We also might want to make an announcement at community time.
 - Christmas Decorating:
 - Set up: November 19
 - Take down: January 7

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- The Connect Team is going to organize the Christmas decorating this season.
 - I'll have more information at the next connect team meeting.
 - Next Connect Team Meeting: Sunday, August 20 at 10:30 am in Wesley Hall during Fellowship Time
- Connect – Worship, Steve Larkin and Dave Halladay
 - Attendance at both services have remained strong through the summer
 - Volunteers for both services (ushers and communion servers) has been an issue but we have had some recent gains that will lighten the load on the faithful volunteers. Recommended changes to the Sunday bulletin could help us grow the list of volunteers
 - Diversity in the congregation is on the rise
 - When Steve Larkin returns he will be working on the Christmas inventory
- Equip – Education, Sue Kane and Leslie Belcher
 - The Equip Ministries group has been preparing for fall classes. We will be offering two Disciple's Path classes, beginning September 10 and running for 7 weeks. One class will be offered at 9:30 and one at 11:00. There are currently openings in each class. House Church is also working toward expanding by adding another House Church group and by training additional leaders. All classes and small groups will be advertised through digital ministries, through printed take-home materials in the bulletin, and during Fellowship Hour through a table staffed by Equip members. This summer, Pastor Randy and Pastor Jon completed 2 "deep dive" Enneagram classes, with 10-15 participants at each.
- Send – Mission & Service, Julie Pfister and Sandra Gehring
 - Current - School Supply drive and Food For Neighbors
 - Promoting help for Maui fire victims Donation to UMCOR
 - SEND Lead meeting set for Tuesday august 22. Updating our Map and calendar for 2024
 - upcoming
 - **Flood Bucket** packing party September 17th - promotion has begun?? signup genius available. Dollars to purchase flood bucket items provided by Kelsey's Fund and \$\$ raised by the HymnSing in June by the choir director (cant recall his name) pizza for the volunteers
 - **Mission Wall** - working on our mission wall to we will display promotion for three months out on our mission focus calendar
 - Actively looking for co-leads for
 - Alternative Giving
 - Blood Drives
 - Missions
- Young Adults – Melody Dillon – Not present
- 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 kayaking trip and we look forward to returning to regular activities after school starts. The youth band will start back to practice then as well.
 - We are excited to welcome new youth in the fall once school returns and we have regular activities. As a fun side note, the youth love community service projects! We hope to have more of those opportunities this year.
 - We are actively seeking help with teaching confirmation class this year and continue to seek Sunday school teachers too. We welcome your support of future projects and

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gatherings and will keep you updated. As always. Please let me know if there's anything we can do for the larger church community right now.

- UWF & UMM – Lorrie Rezendes & Ed Little
 - Ed:
 - 1. UMM Golf Tournament this Friday starting at 10AM at the Pohick Regional Golf Course.
 - 2. UMM dinner on Tuesday evening September 12th starting at 6:30 PM. Speakers will be from the Wesley Theological Seminary. Their topic is "Supporting the Spiritual Care of our Service Members." Sign up on line or sign up in Wesley Hall starting Sunday August 20. Dinner selection is chicken ala king.
 - Lorrie:
 - UWF:
 - * UWF helped out with the "Celebration of Life" ceremony and reception on SAT, AUG 12th.
 - * UWF provided and served lunch at Rising Hope on Sunday, August 13th.
 - *UWF is planning our Women's Celebration Sunday on OCT 1st. Janet Hendrick will be delivering the sermon and we will provide women for the Call to Worship, Opening Prayer, Ushers/Greeters, Offering Prayers, Communion Helpers, and provide a Mission Moment and present a UWF Pin at the 11:00 am service. A special cake will be provided at coffee hour too.
 - * UWF is preparing for the Christmas Marketplace on NOV 11th and Lydia Circle has already started collecting used jewelry.
 - Creation Care Input:
 - *Andreas and the youth will be spearheading the TREX Program to collect all sorts of plastic and bubble wrap and once we have 500 pounds we will receive a garden bench for our youth flower garden by the AC.
 - *The Creation Care Team is working on a plastic reduction plan for the church.
 - *The Day School wants to have a raised garden bed and will submit their plans to the trustees for approval.
 - *Native bushes will be planted in the garden by the AC this fall and native flowers in the spring.
 - *The trustees approved the planting of 10 native trees this fall and a plan and funding is being devised.
- Day School Liaison – Barb Roach
 - The Day school is excited to be getting ready to begin another school year. They are installing new carpet through both Sheppard Hall's first floor and all the way up to the Day school kitchen atrium. It will be the same pattern as the rest of the church, just in a slightly darker color.
 - The Day School has begun a Security Audit by a third party firm. When completed a tired list of upcoming security upgrades will be generated.

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4. Church Work – Operations

- Finance Update – Patricia Barron

Finance Report to Leadership Team
August 15, 2023
(July Financial Reports)

<u>Operating Budget</u>	<u>July'23</u>	<u>YTD</u>	<u>July'22</u>	<u>Budget</u>
Inflows:				
Pledged	\$ 75,075	\$ 504,978	\$ 497,917	\$1,000,000
Non-Pledged (includes additional)	\$ 20,638	\$ 209,291	\$ 182,247	\$ 505,700
Outflows				
Apportionments	\$ 0	\$ 85,800	\$ 90,800	\$ 192,960
Four Pillars	\$ 834	\$ 19,298	\$ 10,495	\$ 71,220
Infrastructure & Comm.	\$15,270	\$ 72,126	\$ 93,590	\$ 125,830
Trustees	\$ 19,981	\$ 261,858	\$ 227,221	\$ 464,700
SPRC	\$ 59,231	\$ 383,466	\$ 337,127	\$ 659,628
Net Flows (from reports)	8	<u>(\$ 113,087)</u>	<u>(\$ 86,961)</u>	

(rounded)

Summary and Analysis:

Pledged giving increased in July over June. Non-pledged giving was steady and if one considers that \$5,000 was contributed from the Lenten Appeal to Rising, Hope non-pledged giving increased. Expenses did not increase month-over-month resulting in a July end balance in the positive.

<u>Extraordinary Expenditures:</u>	<u>Amount</u>	<u>Source</u>
Rising Hope	\$,5000	Operating – Lenten Appeal

Bank Balances (actual):

Atlantic Union Bank	\$162,931
Burke & Herbert Bank	\$241,986
Bank of America	\$ 28,581

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Comments and Notes

- Employee Retention Tax Credit application has been submitted.
- The annual “review” has been completed and the results read as follows: “Based on our review, we are not aware of any material modifications that should be made to accompanying financial statements in order for them to be in accordance with the modified cash basis of accounting.” (Full report is available to anyone who would like it.)

By way of definition and scope, “a review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements taken as a whole. Accordingly, we do not express such an opinion.”

- Account balances are within acceptable FDIC limits.
- Preparation of the 2024 Annual Budget will begin in August/September and will be presented at Conference in October. Worksheets will be distributed shortly, and I will be scheduling short meetings with all the team leads to discuss.
- The Endowment account reflects a negative balance of approximately \$405,000. This is an error and is in the process of being reviewed and corrected.
- Designated Accounts restricted account carries a \$5,000 negative balance. This resulted from the prior roof repairs exceeding the balance in this restricted account. I recommend that we transfer \$5000 from a Shepherd Hall restricted account to cover this balance. Alternatively, this balance should be a “write off” as there are no fundraising plans to replenish this account.

- **Trustee Update – Lindsay Moses and Sean Vermillion (*Update on Facilities Boy Scout Agreement*)**
- **FINANCE REVIEW – June report pending**
 - YTD thru May (\$70,177) variance revenue to expenses
 - Investigation of the ‘roof expense’ resulting in the negative balance in restricted funds – reclass with Patricia
 - YTD \$14,622 balance ‘Gifts & Memorial’ – Trustees discretion
 - Growing Lives Capital Campaign balance – with Patricia
 - Faith Alliance for Climate Solutions grant – with Ed
 - If/when received, who is authorized to decide how to deploy?
 - ERTC grant – with Patricia
 - If/when received, who is authorized to decide how to deploy?
 - 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!
 - 2024 Budget

- **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

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- **PROJECT: 3rd 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
 - Wesley hall microwave replacement – pricing replacement
 - Carpet
 - Day School Hallway Replacement – Beth scheduling
 - Door 1 vestibule – ABM to replace
 - Parking lot curb painting – in progress w/ Quinn; DNE budget of \$500
 - Status of power washer repair?
 - 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 to 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
 - Future plantings of 10 trees – pending trustees/facilities approval per 7/29 addtl provided detail
 - Administration
 - Janitorial Contract & Supplies bidding – with Lindsay
 - Roof map updating – Lindsay updating
 - 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
 - Facilities scope of work provided to day school for clarification – trustees/facilities to draft for day school to comment

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- This should include scope for the day school dedicated classrooms, but also common areas to begin to align the baseline
 - 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
 - Relocation of bell choir to give Day School almost exclusive use of hallway, which would accommodate school expansion and give them additional dedicated space beyond the common areas
 - BSA
 - 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
 - Facilities policy execution
 - Certificate of insurance
 - Document exterior and interior storage use
 - Mtg to discuss flow of communications (i.e. Ken to work through Jill) - scheduling
 - Volunteer project coordination – Sean creating a ‘wish list’ for pre-approved Eagle or scout projects
 - Misc
 - Kwame – 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 – evaluation and decision
 - Scope review – in progress
- 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 – proposal via DACO being revised
 - ARC/ABM closed loop water system flush

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- 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
 - ERTC application has been submitted and awaiting rough estimate of what we may receive back
 - Budget prep is in still underway
 - 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
 - Continue to develop bulletins based on feedback about communications
 - Working on deep cleaning projects to get Day School ready for opening beginning of September. Trying to be frugal and utilized down time of cleaning crew to use some time towards these tasks to keep costs lower
 - Was blessed to have a congregant clean some spots that had been left from group that used Wesley and tracking on carpet plus water damage at front of Wesley entry from Welcome Area
 - HVAC system is finally properly working and shut down didn't need to occur. We will replace the levers at a later date when turning of HVAC is less issue due to the heat
 - 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 with Jon and Ministry Areas (Engage, Connect, Equip & Send) to see if it would help to have universal email for people to reach out to I
 - For Digital Ministry needs please reach out to email: Communications@aldersgate.net with any newsletter, slide, social media or promotion you are looking to get out there to the public or congregation. Form coming soon on line.
 - 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,

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LT agendas, etc.

- 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 – working with event for charity with UM and Opera Singer for Phil Bolin event
- Handle Management of Realm Administration & Newsletter Add Ons in Constant Contact
- Beginning preparation for Jane Kratovil, Finance Manager being on vacation for 3 weeks
- Working with group in Guback – Partnership with Kid Create for part of proceeds
- Working with Molly (DM) for Events card & Equip Ministries card to give out at Back to Church Sunday – September 10th

5. Pastor Updates – Jon Poarch & Randy Orndorff

Pastor Randy Orndorff:

Thanks to all of our wonderful hard working, dedicated LT members for all you do. Here are some items beyond all that has been shared.

-We are working on a funeral on Tuesday Aug 29th for a friend of Wil and Nancy Riggins, Tony Potts was recently killed in plane crash. His service at Arlington is the same day in the afternoon. Our staff will assist in this celebration of life to assist this military family who live out of the area.

- We have 2 families joining the church this month, Maria Friedman and family and Andrew and Dawn Halter and family.

-Homecoming with Pastor Jason Duley and wife Jen was fabulous.

-Lee Anne Orndorff and Pastor Jon have shared messages at Woodlawn Faith in August and I am on to do so August 28 at 11am as part of our Social Justice Partnership.

-Our small group is wrapping up the Jesus Outside the Lines book study and preparing to study Disciple- Invitation to Romans s this fall. Interested? Let Pastor Randy know.

-Pizza with the Pastor is coming up again on Monday Aug 28th at 6pm. We will reach out to all new families from this summer who have not yet attended plus VBS families.

-We are about to begin our Stewardship work around the theme “Do All the Good You Can”- Wesleyan quote. The first full team meeting is Wed Aug 30th at 7 by Zoom.

Our SPRC sub team will be meeting Wed Sept 13th to look at ways to help support our staff.

-Our new Bishop Sue will be on the district to meet with clergy on Monday Sept 18th

-Frankie Galvin just finished his Eagle project- the new bench in the columbarium- and is now up for his Eagle award.

- We have a fresh repaired and painted front porch at the Collingwood Parsonage. Thanks Jim Charlton!

-Lee Anne and I are looking to lead Mission team to Honduras July 16-23, 2024. If you would like to be on this team let me know.

Lots of other things happening and God is moving in many hearts and lives in many ways. Glad to be part of our work together here at Aldesgate UMC.

- House Church
 - Continues to go well and we’re eyeing a September or January launch of our second group.
- Fresh Expression- Pickel ball
 - Looking for support to start a Pickel Ball Fresh Expression

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- Ministry Fair
 - Coffee Hour on Back to Church Sunday will be a “Ministry Fair” as Engage, Connect, Equip, and Send will have booths to promote their ministries, invite volunteers, and share about what we’re doing.
- CPR training Sept 5 at 12:15
 - Day School is hosting this training for those interested.
- Tsunami Waterslide Children’s Event
 - This was a huge success as we had about 45 kids including new families and people from the community. It has been amazing to watch this event grow each year I’ve been here.
- Young Adults
 - Melody is working on events to restart this ministry. One way will be sending cards and notes to Aldersgate members who are away at college.

6. Closed Session

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

7. Future dates and closing prayer:

- 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
- Oct 24, 2023, Church Conference/Leadership Team Meeting, 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