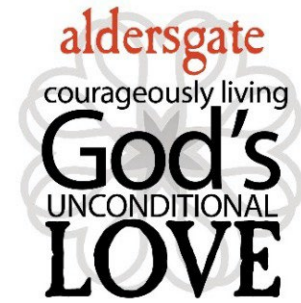


Aldersgate United Methodist Church Leadership Team Meeting Minutes

June 20, 2023; 7 p.m.
Zoom Leadership Team Call



Present: Patricia Barron, Paul Amos, Ed Little, Clara Lozar, Barb Roach, Leslie Belcher, John Driscoll, Sue Kane, Sean Vermillon, Debbie Farson, Leah Matthews, Jon Poarch and Jill Cox

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

1. Welcome, Comments, and Opening Prayer – Paul Amos (*Quick update on Annual Conference*)
2. The Wesley Challenge Book Chapter 16 – JD
3. Work of the Church – Ministries
 - Strategic Plan Update – Debbie Farson (*Next Leadership Summit on 9 July*)
 - Leadership Summit is 7/9/23, 12:15 – 5:00.
 - Send Randy list of team members asap or those you know are interested so he can get the invitation to them.
 - If any of our primary teams – Engage, Connect, Equip, Send and Infrastructure teams of Finance, Trustees, and SPRC – won't have at least one leader there, please find a team member who can attend as "point" for you and let Jill and me know who that will be.
 - Will follow Loving/Learning/Leading focused agenda.
 - Loving will include successes (glory sightings.) Come ready to share glory sightings for your team over these first 6 mos. of 2023. If you have slides you want to show during this time, email them to ideal.c@spiritual-leadership.org by July 1.
 - In learning, we will do a Reflect/ Adjust/ Do (RAD) of child MAPS; will have available copies of the most recent one you've provided me.
 - In Leading, we will focus on Equip. Why? Because we are doing so well! We are growing. We need to nourish people in their faith once they're here, so they will stay and be fruitful. This growth and education component is largely an Equip function. Questions we will address: How can the other teams help Equip, how can Equip help the other teams.
 - Please put out the word in your teams; encourage as many people as possible from your teams to attend.
 - Remember, as you report out at LT meetings, please refer to your MAP strategies and goals -- where does your team stand with regard to them – recently accomplished (since last meeting)? In process, on track? In process need help? Etc.
 - Engage – Barb Roach
 - The T-shirt sale ended selling 85 shirts and making almost \$400 when asked by Paul Amos if additional shirts would be available to order it was explained that we can order more shirts in the future but they will be a slightly higher price than the one offered during our fundraiser. The shirt should be delivered Tuesday or Wednesday of this week.
 - Fresh expression events are happening each month and custard and communion is making its comeback this year with a meet up next Monday the 26 at the Custard shop from 7 to 8 PM. Pastor Joh will be leading a spiritual discussion about Joy, and

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- attendees should buy their custard and then join him in the parking lot of the building next door.
- Bikes and Bibles has been hosting 5-8 bike riders each month and their next ride will be July 16th from church to the Custard shop.
 - The prayer walk group, and the frolic and fellowship groups met up together last month at Fort Hunt Park, where about eight people attended with their pups for an evening walk.
 - The Aldersgate community picnic is fast approaching, and will be held on July 23. It will be a celebration of the return of Pastor Duley's son, Jason Dudley, to Aldersgate, who will also be our guest preacher that day. Jason was a child when his father was the senior pastor at Aldersgate many years ago and Jason now is a pastor of his own church in Reston, VA. We will hold a community pot-luck picnic following services that day.
 - Barb And the Engage team are trying to contact a reporter from the Connection Newspapers or the Alexandria or Mount Vernon Gazette, in hopes that they will write an article about this story. We have been unsuccessful in contacting them so far and if anyone knows someone or has a connection with these publications, please contact Barb
 - Our new Leadership team member Joe Salucci will be leading the Engage team's efforts to submit an entry to the Waynewood barbecue cook off for the first time this year. if you are interested in helping please contact him or the Engage team. Otherwise standby for more details about this event next month.
- Connect – Connections, John Driscoll and Christine McElwain
 - Welcome Desk
 - We've had fewer first time visitors so we haven't given out as many welcome bags.
 - This isn't unusual. Church attendance does seem to decline during summer months.
 - The number of new visitors will likely increase as we move into the autumn months. I'll keep an eye on the welcome bag supplies
 - Signup Genius Pages for Ushers, Communion Servers, Lay Readers & Fellowship Time Volunteers
 - Pages are up to date. I deleted most of the past dates so that the pages are easier to navigate.
 - Mentorship Program
 - We met with Pastor Jon and discussed the details.
 - The next step is to gather a list of potential mentor volunteers.
 - Next Connect Team Meeting: Sunday, July 2 at 10:30 am in Wesley Hall during Fellowship Time
 - Connect – Worship, Steve Larkin
 - Steve Larkin attended Jon's ordination at the Annual Conference. He enjoyed meeting Jon's family and helping to celebrate with Jon and Vanessa. Worship attendance has averaged 185 over the past month. We have communion servers for July and August. We are short on ushers for July and August and Lay readers for August.
 - Equip – Education, Sue Kane
 - The Equip Ministries Team (specifically Sue Kane, Leslie Belcher and Ann and John Nelson) has been working on our Child MAP in preparation for the upcoming Leadership Team. Separate MAPs are being developed by Youth and Children's Ministries, Social Justice Ministries, and the House Church Ministries. The most

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exciting and fun Equipping to take place this month was the series of Soul Space classes taught by our intern Melody Dillon. Melody led 4 classes that were attended by an average of 8 to 10 participants. We are following up with Melody to see if we can access the curriculum that she used in case we'd like to offer similar classes in the future.

- Send – Mission & Service, Julie Pfister & Claire Woods
 - So Super grateful and excited to welcome **Sandra Gehring as SEND Co-Lead**. We are working on updating our MAP and trying to fill spots for upcoming SEND projects.
 - We are saying farewell and THANK YOU to **CLAIRE WOODS** for her work as SEND co lead this last year. We are excited to see what Claire will do as she starts Medical School and wish her and her fiance the BEST :)
Juanita Csontos planned and executed a beautiful luncheon for Missionary Helen Camarce. She gave a presentation about the mission in Cambodia.
 - **We will have an informal SEND team gathering during coffee fellowship time on Sunday July 16th - so after the 9:30 service.**
 - Proposed dates for SEND lead meeting - week of September 11-14 or 18-22. I know its a long way out but..... keep it on your radar :)
 - Our June Mission Focus is on **Phoenix Rising - Thank you Frida Hopper and Linda Bishop for keeping this ministry running smoothly!**
 - July Mission Focus will be on Mondloch House :) Patti Millet has run this important program for many years.
 - We will also highlight Food for Neighbors Red Bag Program in July and August - (August will also be our school supply drive for Fort Hunt Elementary)
 - Would you like to help students in your area receive the healthy food they need to succeed in school? Even in a county as wealthy as ours, one in four kids in our area are struggling with hunger. Through the Food For Neighbors' Red Bag Program, you'll make a difference in a local student's life just by adding a few extra items to your shopping cart five times a year. And the best part - our students will immediately benefit from your generosity! To learn more about how you can help, visit the Food For Neighbors' website at www.foodforneighbors.org/get-involved.
 - SEND will have a Team Leads meeting during the first week or two of September.
- Young Adults – Claire Woods (not present)
- Youth Ministries – Clara Lozar
 - Recent Youth Group Events:
 - - bowling
 - - service project with Rising Hope (food pantry drop-off)
 - - last Wednesday afternoon youth group at custard shack
 - - welcomed new confirmation group with a snow cone party
 - Upcoming Youth Group Events:
 - - cooperation youth events with other Alexandria Methodist churches around the area
- UWF & UMM – Lorrie Rezendes & Ed Little
- UWF

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- UWF helped Juanita set up and clean up the luncheon for Missionary Helen Camarce. It was a wonderful event with 41 in attendance and a wonderful update about the projects in Cambodia. Helen gave a hand embroidered banner to the church in appreciation of all the support Aldersgate UMC has given Cambodia Missions.
 - UWF also is working on getting ready for "Women's Celebration Day" on OCT 1st and our annual "Christmas Marketplace" on NOV 11th.
 - Creation Care Update:
 - The area by the AC unit is cleared of invasive plants. Cardboard and woodchips will be laid down to smother any plants that might want to try to come back. In the fall native flowers, bushes, and trees will be planted.
 - Creation Care Team sold marigolds, peppers, sunflowers, and coleus plants for Rising Hope. Money raised from sales will be given to Rising Hope so they can continue their tremendous program to grow fresh vegetables for their luncheons and teaching sustainability.
 - Missionary Helen Camarce's Luncheon was the first luncheon that used all compostable plates, cups, napkins and all those and any uneaten food was composted!!!!
 - A Certified Consultant Arborist will be making a walk thru to recommend suggestions for tree health on the church property especially four oaks that are declining.
 - Thanks to Jon and Randy for a wonderful Sermon Series.
 - Next Creation Care Meeting will be TUES, JUN 27th at 3:00 in room 203.
 - UMM
 - The Arlington National Cemetery funeral burial for Arnie Westphal is scheduled for Monday, July 31st at 9 AM. UMM will assist in coordinating transportation.
 - 2. Upcoming Events scheduled:
 - a. Golf Tournament at Pohick Golf Course on Friday, August 18th. Starts at 10 AM
 - b. UMM Dinner on Tuesday September 12th
 - Day School Liaison – Barb Roach
4. Church Work – Operations
- Finance Update – Patricia Barron

**Finance Report to Leadership Team
June 20, 2023**

<u>Operating Budget</u>	<u>May'23</u>	<u>YTD</u>	<u>May'22</u>	<u>Budget</u>
Inflows:				
Pledged	\$ 74,705	\$ 381,490	\$ 359,589	\$1,000,000
Non-Pledged (includes additional)	\$ 24,828	\$ 166,281	\$ 129,907	\$ 505,700
Outflows				
Apportionments	\$ 16,500	\$ 72,000	\$ 61,100	\$ 192,960
Four Pillars	\$ 2,527	\$ 13,365	\$ 8,235	\$ 71,220
Infrastructure & Comm.	\$ 12,521	\$ 48,759	\$ 74,539	\$ 125,830
Trustees	\$ 36,041	\$ 174,726	\$ 160,160	\$ 464,700
SPRC	\$ 53,730	\$ 210,767	\$ 234,325	\$ 659,628
Net Flows (from reports)	(\$21,786)	(\$ 70,177)	(\$ 56,755)	

(rounded)

Summary and Analysis:

Pledged giving kept pace with May. Non-pledged giving dropped 21% from prior month (plate giving dropped 58%); however, part of this can be attributed to Lenten giving last month and Mortgage May this month as some contributions that would have normally been allocated to the operating budget were instead allocated to Mortgage May by the contributor.

Total revenue YTD exceeds 2021 and 2022.

Expenses have increased 10% year-over-year, which is in keeping with the current inflation numbers and unusually high infrastructure repairs and maintenance. As inflation decreases so hopefully will these expense numbers as supplies and vendor services become less expensive, although any decrease will most likely be nominal. The previous high year for expenses was 2018.

Extraordinary Expenditures:

Amount

Source

None of note

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Bank Balances (actual):

Atlantic Union Bank	\$203,943
Burke & Herbert Bank	\$241,188
Bank of America	\$112,314

(As of May 31, 2023)

Comments and Notes

Employee Retention Tax Credit application is close to submission.

The annual audit is expected to be completed shortly.

Account balances are within acceptable FDIC limits.

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

“Book Sales” in restricted accounts carries a negative balance of \$1,813.68 with no opportunity to replenish. This balance will most likely be charged off in accordance with Church practices and procedures.

The Endowment account reflects a negative balance of \$405,434.98. This is an error and is in the process of being corrected.

Mortgage May reached \$55,019.53 in contributions and an additional principal payment will be made with these funds within two weeks. After this payment is made, the outstanding principal balance will be below \$2 million.

The Financial Health Team will meet on Monday July 24th.

- Trustee Update – Hank Henderson & Lindsey Moses (*Facilities update*)
- **PROJECT: Capital Lighting Project**
 - Programming - Adjusting stage lights Lighting controls reset
 - Equipment - Remaining two lights on backorder
 - Financial - \$5k refund pending due to duplicate payment
- **PROJECT: 3rd Floor Storage Cleanouts**
 - Ed kicked off announcement at 4/18 leadership mtg – Mens and Womens groups done, Day School done, Ed coordinating with ACCT
 - Trustees storage cage cleaning day
 - Digitization/organization of plans
- **Church**
 - Repairs & Maintenance
 - Parking lot curb painting – in progress w/ Quinn; DNE budget of \$500
 - Wesley kitchen ice machine coil clean – scheduling
 - HVAC
 - Large boiler expansion tank – holding; purchasing gauge to further study
 - Sanctuary hot water pump – proposal pending
 - Chill water expansion tank replacement – holding; est \$9,000
 - Chiller fan replacement – proposal pending
 - Carpet cleaning and/or replacement – scheduling
 - 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

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- 2nd floor Shepard Hall restroom sink audits (noticeable sink issues – recommend full audit on bathrooms)
 - Landscaping
 - Reidy Landscape reduced contract – proposal pending
 - Oak tree review – arborist proposals for oak tree and entire campus in progress
 - Administration
 - Growing Lives Capital Campaign – Ed & Jayne to determine balance for facilities so this group can plan accordingly
 - Electronic, paint, bulb, etc recycling – Lindsay to dispose of materials once Tony collects
 - Preventative Maintenance schedule updating – with Lindsay
 - Contract and COI tracking summary document updating – with Lindsay
 - 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
 - Add to discussion above-standard services costs
 - 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
 - Handyman
 - 90 day trial in progress with JMC Service LLC
 - Scope review – in progress
- **Collingwood Parsonage**
 - Repairs & Maintenance
 - Air filter swap – scheduling
 - Front porch refinishing – coordinating volunteers
 - Backyard steps installation
 - Back deck stair repairs
- **Anesbury Parsonage**
 - Repairs & Maintenance
 - Oven burner repair – Tony gaining proposal for repair; appliance replacement in consideration if repair is too expensive
 - Siding pressure washing – coordinating with volunteers.
 - Dining room ceiling repair– proposal in review from Rick’s (\$1,270); caulking in house prior to paint
 - Backyard deck refinishing – coordinating volunteers
- **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 current scope provided
 - Window washing

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- Façade washing
- CapEx
 - Exterior steeple lights not working – DACO proposal pending
 - Solar panel project re-investigation
 - Flooring replacement
 - Guback – CCA provided several proposals which were shared as of 1/9
 - Guback floor trim install
 - School hallway – CCA provided several proposals which were shared as of 1/9
 - Sanctuary carpet
 - Parking lot repaving and resolution to water near dumpster
 - Exterior electrical outlets and lighting repairs
 - Exterior water spout audit and repairs
- Security
 - Additional security cameras
 - Internal access control
 - Hard key reconciliation
- Misc.
 - Projects
 - Workshop setup (room outside Elaine's office)
 - Ceiling tile replacement to new standard
 -
- Executive Director Update – Jill Cox
- Report from Jill Cox:
- Great orientation of our new Leadership Team members
- Planning of execution of Summer Leadership Summit – July 11th
- Please remember to order lunch for Leadership Summit
- Finance: working with Jane & Patricia on ERTC Application and Requirements, Accounts Payable, Cost Analysis and Trends
- 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.
- Developing plan and schedule for coordinate deep cleaning of Day School over summer months.
- 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.
- Please remember to send 18 month calendar needs for 2023-2024
- Digital Ministry: working with Molly on promotion of all event to include a new upcoming Events
- New Events Card in circulation
- 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 Meetings: put together agendas with Pastors and communication to staff – 2 per month
- Trying to find solutions to ongoing HVAC issues and why not resolved.
- Management of Columbarium Plaque Ordering & Memorial Services
- Onboarded new organist Doug VanDenBerg
- Parsonage Reviews Submitted
- Oversee Security Systems and IT
- Continuing to work with outside agencies that want to rent space for cost
- Updating Nominations Packet w/ MAP information 2024-2025
- Handle Management of Realm Administration

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5. Pastor Updates – Jon Poarch & Randy Orndorff (*Written Report*)

Senior Pastor Randy Orndorff:

It's hard to believe summer is here. We have had a good spring with our Creation Care Sermon series along with Mother's Day – thanks Sue Kane, and Confirmation Sunday- thanks Molly Johnson. We had 18 youth join the church, 2 baptisms, and 5 others join this past month. Sadly, we see 3 of our active families moving on- the Fergusons, Van Buskirk's- I will miss the electric guitar at 9:30, and the Landreth's. All 3 participated in Journeys.

Most of what I might share you will likely already hear. We have an Organist! The Annual Conference was a very positive experience. You know Jon was ordained. Our new Bishop Sue was welcomed with open arms. Paul has likely shared about the Christmas Conference support.

We are moving towards our Leadership Summit and are getting prepared and have had several meetings thus far. Debbie shared; I am sure.

We onboarded 3 of our 8 new LT members as well on June 13th. Thanks, Jill, for the well-done leadership manual. Jill will get this to you if she hasn't already. We do need a person or 2 to serve with Leah and Sue on SPRC and the same with Patricia on Finance, so let Jill, Jon or Paul know if you are interested and/or willing., see page 8 of the LT manual.

As we head into summer Jon, and I look forward to sharing the Enneagram series with you. If you have taken the survey and know your type, you might look up Forty Days of..., whatever your number is and get that 40-day devotional. We'll invite the congregation to do so on July 16th.

I do want to thank Melody Dillon for serving as our 4-week intern. She has done a great job and God has great plans for her. She is soon to be off to Berlin for a couple weeks.

I am with Lee Anne on a much-needed vacation! Have a blessed week and see you back the week starting Monday, June 26th.

Jon Poarch, Associate Pastor

Ordination

- Thank you to everyone for your love, support, and congratulations on this personal accomplishment. The support at Aldersgate has meant a lot to me and I am grateful to all who helped plan the reception on June 18.

Fresh Expressions

- I hope you'll join me for a fun conversation on Monday, June 26 at 7:00 at the Custard Shack! The topic will be joy.
- There will be a Fresh Expressions Training on Thursday, July 20 at 7:00 pm in Guback. If you have a hobby and are interested in learning how to use that to serve God and share your faith, I hope you'll come to the training!

Enneagram Series and Class

- If you haven't yet, I encourage you to take the Enneagram test (RHETI): <https://tests.enneagraminstitute.com/orders/create>
- Alongside our Enneagram Sermon Series we will have a three-week class to dive in deeper to the Enneagram. It will be July 31, August 7, and August 14 at 7:00 pm.

House Church

- We continue to have fruitful conversations about expanding the House Church to two this fall. We will likely start to solicit feedback starting in July.

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6. Closed Session

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

7. Future dates and closing prayer:

- July 9, 2023, Leadership Summit, 12:00 – 5:00 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
- 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