



Aldersgate United Methodist Church

Leadership Team Meeting Minutes

April 16, 2024; 7 p.m.
Zoom Leadership Team Call

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

Attending: Paul Amos, Steve Larkin, Ed Little, Sue Kane, Christine McIlwain, Barb Roach., John Driscoll, John McRae, Dave Halladay, Joe Salucci, Leah Matthews, Randy Orndorff, Jon Poarch and Jill Cox

1. Welcome, Comments, and Opening Prayer – Paul Amos
2. Don't Look Back Chapter 4 – Steve
3. Work of the Church – Ministries
 - Strategic Plan Update – Debbie Farson and John McRae
 - Engage – Barb Roach and Joe Salucci (*Blood Drive Results*)
 - Barb reported that the orange "Engage" button did not appear to be working on the Home page of our Aldersgate website.
 - Under Engage- Barb reported that there are 3 Fresh Expression events coming up this weekend-
 - Pierogi Making Saturday
 - Prayer Walk Saturday 9am (Hollin Hills Pool)
 - Bikes and Bibles Saturday 1pm Meet at Washington Sailing marina
 - The following week Pastor Jon will be hosting a Pub Theology at Chalkboard BBQ at 7pm - If you come, please bring a friend or neighbor with you!
 - Barb went on to say that the Engage team is very busy working on the Father/Daughter dance on May 18th (We need a group of volunteers to help decorate Wesley Hall earlier that day), and the Community Picnic which will be held June 2nd from 4:30-- 6:30pm. We have hired a band, and will need lots of volunteers from all of the committees of the church to make this afternoon a success.
 - Joe Salucci reported that this will be his last Leadership meeting as his work and family life prior to their move to Colorado will prevent him from attending May's meeting. Everyone wished Joe well and thanked him for all that he and his wife Noelle have done for and with our Aldersgate community. They will be missed!
 - Connect – Connections, John Driscoll and Christine McElwain
 - Welcome Bags
 - The ushers gave out a lot of welcome bags to first time visitors during Easter, Serve Sunday, and the services in between.
 - For welcome bags supplies, we have enough green shopping bags and candy. We might need more coffee mugs. I'll look at our supplies this weekend.
 - Signup Genius Pages

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- We are up to date for the Usher, Lay Reader, and Communion Server volunteer signup pages.
 - I'm working with Jill and Pastor Jon on revamping the Fellowship Time signup genius page. We are going to gear the signup page more towards groups instead of individuals.
- Connect – Worship, Steve Larkin and Dave Halladay (*Holy Week & Easter Results*).
 - Attached are the Worship notes for tonight's meeting. Dave, John, let me know if we need to add, change anything.
 - Without Palm Sunday and Easter Sunday, weekly worship attendance averaged 216. Palm Sunday attendance was 274 and Easter Sunday attendance was 664. Holy Week services were fully staffed. The key to this was advance planning and communication to identify specific needs.
 - We welcomed several new usher volunteers and weekly worship staffing is making progress.
 - Dave Halladay and Steve Larkin manned the Connections table at the Ministry Fair.
 - Going into summer, we need to focus on weekly worship staffing needs.
- Equip – Education, Sue Kane and Leslie Belcher
 - Sunday school classes and other small groups have continued to meet as scheduled, with Jeff Long's study "Invitation to John" and Deborah and Will Jones' Lenten Hymn study having both been completed. The spring Disciple's Path class is coming to completion as well, with another class planned for the fall. Pastor Jon and Pastor Randy have been leading a three-part Faith Sharing class, with 18-20 people attending. According to the Children's Ministry Director, the Children's Ministry is continuing its push to the end of the Sunday School calendar year, and looking forward to our summer programming. They have implemented a new children's check-in for Sunday morning 9:30 Sunday School, called "Kid Check", and the feedback from caregivers, so far, has been positive. They hosted a "Jesus Rocks" prayer rock painting event on April 7th, and they are planning another event called "Children Grow with God" on May 19th that will center around the Parable of the Sower. Regular Children's Sunday School schedule will come to a close on May 19th, with planning underway for summer programming. Finally, the basic teaching package for VBS has been purchased and promos for this event have begun. The Creation Care team hosted a church-wide educational event, and work on the grounds (weeding and planting) has been ongoing.
- Send – Mission & Service, Julie Pfister and Sandra Gehring (*Serve Sunday Results*)
 - Serve Sunday 30,000 meals
Date set for next year April 27
Thanks to staff for their support!
 - Special thanks to Jill and Molly who helped us with last minute posters for the ministry fair! Folks took the takeaway send paper but no one "signed up"
 - Next month mission focus is food snack drive for Ft Hunt Elementary summer care and share program. Food is distributed throughout the summer by the care and share committee to students who are on free and reduced price lunches.
 - So far this year we have donated 2,013 lbs of food to rising Hope. The numbers are down.
 - Still working on goals that we set after the leadership summit in February.
- Young Adults – Melody Dillon

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- Children's Ministries – Lisa's report
 - The Children's Ministry is continuing its push to the end of the Sunday School calendar year and looking forward to our summer programming.
 - We have implemented a new children's check-in for Sunday morning 9:30 Sunday School, called "Kid Check". This is a very basic sticker security system with coordinating alpha-numeric labels for the child attending Sunday School and the adult dropping off and picking up. We hope to iron out any logistical issues with this system and identify a more permanent/sustainable computer program and printed label registration system to kick off in the Fall. The feedback from caregivers, so far, has been positive.
 - We hosted our "Jesus Rocks" prayer rock painting event on April 7th. The event was a success with beautiful weather, a lovely devotion, and many wonderful prayer rock creations!
 - We will be hosting another Children's Ministry event called "Children Grow with God" on May 19th that will center around the Parable of the Sower. We will have a "Godly Play" Bible study with Melody, followed by clay pot painting and flower seed planting. This should be a fun afternoon of fellowship.
 - Regular Children's Sunday School schedule will come to a close on May 19th. We will present Sunday School teachers with a small gift of appreciation to include a beverage tumbler and a gift card to Hollin Hall Pastry Shop.
 - Summer Sunday School planning is in the works! I hope to provide Sunday School every Sunday throughout the summer in an all-ages group setting in the Guback Center. I feel this will help retain families during the summer season and attract new families who may be moving into our area and looking for a church home. More to come on what programming for this will look like.
 - Lastly, Vacation Bible School! The basic teaching package has been purchased and we're excited to start recruiting volunteers and teachers for this fun week! Promos for this event have begun and look awesome.
- Youth Ministries – Andreas' report
 - The Aldersgate youth continue to be devoted participants in the life of our active church. Most recently, the Youth Band was featured during worship on Serve Sunday and many families stayed after to help package 30,000 meals in conjunction with Rise Against Hunger. Wednesday Open House continues to thrive as a welcoming arm of our multi-faceted youth ministry, giving students a safe place to spend time with friends and explore their faith. In late April, the Aldersgate youth are also scheduled once again to join Rising Hope in assisting with their ongoing food ministry. That same weekend, Youth House Church will have its first session of 2024.
- UWF & UMM – Lorrie Rezendes & Ed Little
 - **UWF:** Women's Prayer Breakfast will be on SAT, MAY 11th from 9 to 11 am. Pastor Emily Moore-Diamond will be talking about "Steadfast Love" and a love offering will be taken for the Aldersgate Preschool Scholarship Fund. All women are invited and can sign up online or at coffee hour.
 - **Creation Care:** Free energy audits are being conducted with recommendations to save money. (Ed Little might want to add more information)
 - A table was set up at the Ministry Fair and flyers for Earth Day Celebration and Native Plant Brochures were handed out. We are promoting the Fort Hunt Expo at Fort Hunt Park on SAT, APR 27th from 11am to 3 pm as they have something to offer for all ages.

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- Weeding and mulching were completed by all 20 native trees and the native flower garden by the front church sign. In May the flower garden by the AC will be weeded, mulched, and new native flowers planted.
- **UMM:** UMM has distributed their total donations of \$10,500 for 2023. Donations were made to United Community, New Hope Housing, Rising Hope, Alternative Giving for Cambodia, Kelsey’s Mission, and Provision Church.
 - Bill Armstrong will be our next dinner speaker on May 14th. He will give a video presentation and discussion of his recent worldwide National Geographic trip of a lifetime. The menu for dinner will be our special beef stroganoff.
 - UMM will support the Community Summer Picnic on June 2nd by grilling hot dogs.
 - The UMM Golf Tournament will be in September. A specific date is yet to be determined.
- Day School Liaison – Barb Roach
 - The day school will be holding their spring Consignment sale next week in Wesley Hall. For the second time they will be offering Saturday hours.
 - The day school also reported that they are moving forward with the installation of Security doors in early May.

4. Church Work – Operations

- Finance Update – Jill Cox

Monthly Financial Synopsis	MARCH 2024			
	MTD Actual	YTD Actual	YTD Budget	Budget 2024
REVENUE				
Pledged	\$126,978.00	\$267,219.50	\$237,500.01	\$950,000.00
Non-Pledged	\$22,144.20	\$93,501.94	\$120,750.00	\$483,000.00
Add'l Revenue	\$10,412.36	\$19,459.14	\$9,937.53	\$39,750.00
Total Revenue	\$159,534.56	\$380,180.58	\$368,187.54	\$1,472,750.00
EXPENSES				
Apportionments	\$13,200.00	\$36,300.00	\$51,021.00	\$204,084.00
Engage	\$0.00	\$3.72	\$1,749.99	\$7,000.00
Connect	\$3,206.76	\$5,324.47	\$9,578.76	\$38,315.00
Equip	\$1,024.72	\$1,703.18	\$3,274.98	\$13,100.00
Send	\$152.39	\$397.37	\$662.52	\$2,650.00
Communications	\$488.92	\$2,229.17	\$3,768.75	\$15,075.00
Adminstration	\$5,391.64	\$27,587.49	\$29,473.77	\$117,895.00
Trustee	\$32,470.99	\$98,021.53	\$111,754.56	\$447,018.00
Personnel	\$75,032.42	\$196,372.28	\$169,106.82	\$676,427.31
Total Expenses	\$130,967.84	\$367,939.21	\$380,391.15	\$1,521,564.31
Net	\$28,566.72	\$12,241.37	-\$12,203.61	-\$48,814.31
SH Revenue Pledged	\$20,364.18	\$38,512.86	\$31,482.33	\$188,894.00
SH Revenue Non-Pledged	\$3,510.00	\$12,795.00		
SH Other Revenue	\$550.00	\$550.00		
SH Revenue Total	\$24,424.18	\$51,857.86		
SH Expenses	\$12,826.28	\$40,906.62		
SH Net	\$11,597.90	\$10,951.24		
Bank Balances				
AUB	\$184,811.63			
BoA	\$140,580.04			
B&H	\$234,644.29			
Total Bank Balances	\$560,035.96			
Other Assets/Amoritization Loan Costs	\$53,336.48			
Endowments	\$1,356,433.09			
Total Assets	\$1,969,805.53			

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- Trustee Update – Sean Vermillion (*Update on Facilities*)
- **FINANCE REVIEW**
 - Trustees Emergency Fund (unofficial title) – restricted accounts
 - (01-825600 - Gifts & Memorials) - Funded from funeral revenue; Trustees discretion confirmed (Has been used for security issues in the past) Amount in Fund \$18,197.35.
 - Guback Endowment – Trustees request if funds needed for this area of the building There are funds in the Endowment that can be used for Guback Center. This also pays for time share fees. Time share is managed by Endowment Committee and we need to approach them on the future plans of the time share. We should make decision in 2024. Sean to schedule meeting with Endowment Committee – John Pike and Cindy Culbertson_
 - Faith Alliance for Climate Solutions grant – with Ed,
 - HVAC duct inspection and sealing has been performed
 - Cooling tower inspection has been performed
 - Thermostats, waiting on possible recommendations
 - Waiting on report about Carrier unit operations
 - Electrical/Lighting - waiting on next inspection
 - ERTC grant – expect by year end, administration Everything has been submitted. Currently Government is dealing with a lot of fraud cases.
 - Security grant – Sent email with available grants
 - Energy Grant – Fairfax County offers up to \$15,000 in energy grants, JD to look into this to see what we need to qualify
- **Facilities Partners**
 - Lawn sign sharing, need to look at installing another frame in future - Update on this item
 - ACCT
 - Storage cleanout
 - Additional revenue - ACCT events, installation of Love Offering
 - Day School
 - 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 Ed has given Beth a rough draft of the Statement of Justification, waiting on Beth to respond. We will need an affidavit from Randy
 - Review of security audit requests Beth is looking for Architect to draw up the drawings, once she finds the person we will get back involved. Beth has had a contractor out to look at the installation of the new doors. We are waiting on proposal. Still need to coordinate connections to security system and fire alarm system.
 - We will require the new doors to be installed with door holders connected to the fire alarm system.
 - BSA – w/ Ed
 - Facilities policy and Certificate of insurance – Updated for 2024
 - Document exterior and interior storage use
 - We are still waiting on BSA to get insurance for trailers
- **Church Repairs and Maintenance**

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- We agree to install a lockset on the electrical room door to allow it to be opened from the exterior. Tony to schedule with Jay **Complete**
- Wesley Hall - ABM proposal in progress to replace pipe not rated for proper temperature **Still Nothing**
- Trustees storage cleanout on 3rd floor **Ongoing**
- Exterior water spigot repairs between doors 3 & 4 – proposal pending The valves are all off so spigots are not leaking, will revisit before spring, end of March **Sean to take apart**
- Parking Lot Pavement/Water Update Proposal to replacement pavements and repair water have come in with a range of \$240,000 to \$350,000. Another option would be to install a trench with pipe and gravel at the edge of the pavement/grass area and route it to the drainage system. The estimated cost for this would be \$12,000. We can approach the day school to see if they would be willing to cover half of the cost **What is the process in approaching day school?**
- Parking Lot Paver repairs We need to pick up sand (4 bags) and have it spread out to stabilize pavers **Not done yet**
- Parking Lot Lighting Several lights are out. Tony to order 6 fixtures (They come 3 to a pack). Lights by door 1 not working. **3 fixtures have come in.**
- HVAC
 - HVAC wrap and insulation – investigating solutions We will reevaluate when we switch from heat to ac
 - Water shutoff valve installation to be able to isolate chillers – pending proposal - \$\$\$ This will be done in spring We still have not received proposal, Tony to follow up so we can make a decision on whether to proceed. Also proposal for filter installation **We need proposal before changeover. Changeover scheduled for 22nd**
 - Full property condition report – Report provided, waiting on proposals to replace pipe that was not rated at high enough temperature and install VRF systems We still have not received proposal
 - Water Treatment – Chemical drain and cleaned Feb 2021? Why is it still dirty? Need to follow up with ARC
 - Office areas still getting to hot. The problem could be in IVU system. We are looking for someone familiar with IVU or possibility of taking training
- Guback flooring replacement – We need to engage Endowment (Joni Koons & John Pike) team to seek funds for update Move this item to long term goal after we verify funding possibilities. Would prefer hard floors instead of carpet.
- Power washing
 - Parking lot curb painting – Waiting on Quinn this spring
 - Courtyard and sidewalks – Tony to schedule with volunteers
- Landscaping
 - Creation Care Team
 - Sanctuary front exterior bed drip hose and plant installation plan –Lorrie working on
- Conservation Landscaping – Lorrie leading, applying for grant – On hold until Fall
- Door 8 Sunday Access vs relocating signs **Complete, reprogrammed to be open**
- Kitchen Hood Suppression System Hydro Test – Maintenance Schedule shows due 2022 Check label for last test
- Kitchen hood cleaning – only clean main kitchen if needed. We can do in house inspection 1st

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- Stanley Access – What are we getting for the yearly payment **We need to review contract to evaluate**
- Boiler Inspection – Scheduled for March 2024 Required by Hartford Insurance Annually **Complete**
- Elevator PM – TBD? Waiting on inspection, need to verify the PM performed **Issue with billing for unplanned trip before they will come out. Tony looking into this**
- Steeple Tightening – Did we do? Add company that Tony is in contact with to AUMC Maintenance Schedule **Not Done**
- Administration
 - Volunteer – Tony to provide comprehensive email to group
 - Preventative Maintenance schedule updating –
 - Facilities Security plan Tony is working on this, he will see if the old PA system works or if he can use the phone system as a PA system
 - Blueprint digitization
- **New Items: Legal documents, Ed brought the question of where the legal documents are kept, safe deposit box at bank or our safe?? Trustees are to review legal documents**
- **Entry door flooring at door 2 damaged**
- **Tony looking into installing a Knox box. Knox box is used to store a key or code to enter the building in an emergency. Copies of keys to fire alarm system should also be in the Knox box. The fire department has key to Knox box. Tony to coordinate with fire department**
- **Collingwood Parsonage Repairs and Maintenance**
 - Schedule April Inspection
 - Backyard steps installation – Tony to coordinate with volunteers; Randy discretionary funds We can move forward with this, Sean will schedule start date
 - Back deck stair repairs – Tony to coordinate with volunteers; Randy discretionary funds We can move forward with this, Sean will schedule start date
- **Anesbury Parsonage Repairs and Maintenance – All repairs will wait until after the inspection in April**
 - Schedule April Inspection
 - 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 Partially complete
- Leadership Mtg is Tuesday 4/16
- Tony, Jill and Trustees (Sean, JD, Ed) to meet monthly in person – Next meeting Friday May 17 @ 11am
- Executive Director Update – Jill Cox (*Fellowship Time Plan*)
 - Focus: Palm Sunday (Fresh Palms for Processional, Palm Crosses), Holy Week & Easter (production of 5 bulletins, Event Card bulletin insert, In Memory of bulletin insert), Memorial Plant Sale of Easter Flowers, Plant Delivery and Distribution for Easter Decorating, Coverage of Receptionist Duties during Medical Leave, Developing Team of Volunteers to Cover Reception Desk (phones & door access), Nominations for LT, Serve Sunday Prep, Website Updates w/ more General Conference information, Safer Sanctuaries Conference Prep, VBS Marketing Prep, Father Daughter Dance Prep, Kid Check In Communications, Fire Inspection Follow Up, Elevator Inspection/Credentials Follow Up, Developing Executive Assistant Role.
 - First and foremost – thanks so much to all who helped cover the desk while

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Christine was out on medical leave. You truly were a huge help to the operation!



- Palm Sunday, Holy Week and Easter were a huge success and enjoyed by many. I thought the photo back drop was a big success and was enjoyed by many.
- We continue to post important information on our website regarding upcoming General Conference and any information surrounding follow up coming back to us directly. The newsletter is also an important tool if you want to easily track this information and have it at your fingertips.
- Nominations Team continues to meet, solicit applications, and interview candidates for positions.
- Serve Sunday preparations to include AV needs and setup. This event is a once-a-year event where we have one worship service and an International food service project with Rise Against Hunger. We do all this in partnership with Woodlawn Faith. Event was a great success and enjoyed by many. We learned additional information from it again that will be beneficial when doing it again next year. We made 30,000 meals.
- Attended Endowment Meeting – April 4th - offering ideas that might make communication easier and more private for those doing the screening of applicants. I will be working with our IT update company for a Not Too Far From Here distribution email address to be established. Ntffh@aldersgate.net. I will be working with Molly to get a section under SEND on the website to list contact information to apply to program, application and FAQs for those wondering if they are eligible. Also this NTFH page will contain helpful information spot for those in need to find other possibilities for assistance through different programs and agencies outside of AUMC. Documents from Bray office retrieved that have information that discusses Endowments and how they were established specifically. The Endowment Team will be looking through these soon to glean what they can for future use of Endowments. This was a huge accomplishment and one that has been worked on for a while! Great job to John Pike and John Driscoll for all their hard work on this.
 - I oversee the functions of Office Management, HR Onboarding/Hiring Panel, IT, Receptionist (Christine McElwain), Finance Department (Jane Kratovil), Facility Management (Tony Pittman) and Digital Ministry (Molly Johnson) which includes our newsletter, social media platforms, website, slide production for worship services and weekly bulletin production for worship services. I work closely with all Ministry Teams, Finance, Trustees and Endowment.
- Nominations – Randy – please see Pastor Updates

5. Pastor Updates – Jon Poarch & Randy Orndorff

Pastor Randy: Our focus over these next weeks will be helping our church family stay up to date on our 2024 General Conference. We will offer a 3-part sermon series on the Three Simple Rules, already started, and encourage people to watch the Post Conference debrief on Thursday May 9th at 7pm form the conference by Zoom, please register. Then we will offer a Twon Hall on Sunday May 19th at 6pm in Founders Hall for What's Next for Aldersgate UMC?

Plus, there is a ton of information on our webpage about General conference and you can tune in live form the General Conference web page if you wish to do so.

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Our Honduras VIM team is coming together nicely with 15 team members preparing to go to Rio Lindo and serve with the Central American Ministry and build 3 houses. Thanks to several church families and our congregation for your prayers and financial support. We have a fund raiser on Sunday May 19th- Pentecost Sunday right after the 11am service and all are invited to attend- A Taco Bowl fundraiser to hear more about our trip, meet the team members and I this will be donation only.

We have had many people join the church and many baptisms to include babies, children, and youth. We also have 3 families who will be departing in the coming weeks- the Dillon, Salucci and the Bauch families and we will offer Prayers of Farewell to them.

Our next Pizza with the Pastors is set for Monday May 13th at 6pm.

We have had 2 funerals, Delores Newmon and Richard Lacquement and 4 are in progress- Deal Tompkins- June 2 , Dee Bodkin, May 11th at 5pm, George Graveson and Lois Altz – the last 2 Bill Perry will perform.

It was a joy to share with Pastor Jon in facilitating the Faith Sharing class for 3 weeks with 20 of us involved. I will look to offer a sermon series on this in June- a 3-part series.

On a personal note- we will hold a 33rd birthday celebration in honor of our daughter Kelsey on May 4th at 11am at Riverton church in Front Royal, VA. We will pack 75 flood buckets, 125 hygiene kits all totaling \$7500. Eat pizza from her favorite Pizza place, Melting Pot and watch a slide show and eat skittles. T shirts will also be available for sale.

Plus, my mother's health continues to decline, and she is now on hospice. Thanks for your prayers.

Pastor Jon:

Ministry Fair

- Thank you to all who participated. Overall, it was a success but we're trying to figure out why certain groups did not show up and how to avoid that in the future.
- Look for August to be our next Ministry Fair.

Enneagram

- I was able to lead an Enneagram workshop with the Day School teachers. It was a lot of fun and I'm grateful I was able to offer a deep dive.

House Church

- Both groups are going well with new teachers continuing to step up and new people participating. We had our highest attended Wednesday (since the Tuesday group formed) with 25 kids and adults on April 10.
- We're beginning summer planning and scheduling.

Mixology/Pub Theology- TBD

- I'm working with the Engage Team and Michelle Matthews to reschedule this for times in May, June, and July. More information to come.

Baptisms

- We continue to be in a season of baptisms and new members, some of whom are teenagers and young adults.

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Faith Sharing

- This class has been well attended with 15 people our first week and 18 our second week. We're already see folks grow in their confidence and knowledge around sharing their faith.

6. Closed Session

- Staff Parish Relations Committee update – Leah Matthews

7. Future dates and closing prayer:

- May 19, 2024 Town Hall (What's Next), 6 p.m., Founders Hall
- May 21, 2024 Church Conference (Nominations)/Leadership Team Meeting, 7 p.m., chapter 5 of Don't Look Back
- Jun 18, 2024 Leadership Team Meeting, 7 p.m., chapter 6 of Don't Look Back
- Jun 20 – 22 2024 Virginia Annual Conference
- July 16, 2024 Leadership Team Meeting, 7 p.m., chapter 7 of Don't Look Back
- Aug 20, 2024 Leadership Team Meeting, 7 p.m., chapter 8 of Don't Look Back