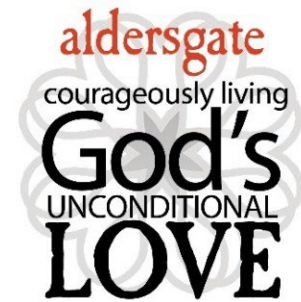


Aldersgate United Methodist Church Leadership Team Meeting

February 20, 2024; 7 p.m.
Zoom Leadership Team Call



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

LT Participants: Paul Amos, Sue Kane, Steve Larkin, Ed Little, Debbie Farson, John McRae, Joe Salucci, Barb Roach, Leslie Belcher, Christine McElwain, John Driscoll, Patricia Barron, Jon Poarch, Randy Orndorff and Jill Cox

Congregants: Joni Koons

1. Welcome, Comments, and Opening Prayer – Paul Amos
2. Don't Look Back Chapter 2 – Leah
3. Work of the Church – Ministries
 - Strategic Plan Update – Debbie Farson and John McRae (*RAD on Leadership Summit*)
 - Link to presentation: [Aldersgate UMC Winter 2024 Leadership Summit: Ministry Notes](#)
 - Engage – Barb Roach and Joe Salucci
 - Joe Salucci reported that the first Family Movie night was well received and well attended. Over 40 people attended and enjoyed the pizza and the movie. Engage will hold another movie night the first Friday in March.
 - Engage team held its first in-person meeting of the New Year on Feb. 15, We welcomed through email several new members to our team and are looking forward to their new ideas and assistance with this active ministry.
 - We have been brainstorming both with Pastor Jon, some folks at the Leadership Summit and our team itself and our spring Calendar is beginning to shape up.
 - Movie Night becoming a semi regular event- we will be hosting a second one on Friday, March 1st at 5:30 pm.
 - New Fresh Expression- Lessons in the Kitchen will kick off with Judy Jurkowski teaching us how to Make Pierogies on Saturday, April 13th.
 - Our first Prayer Walk is the Saturday evening at Dyke Marsh- please come and join us.
 - Looking to the spring, we have already schedule additional planning meetings next week to begin working on our two largest spring community events - a Father Daughter dance and our Church Community Picnic which will have a summer theme. The Dance is going to be held Saturday, May 18th in the evening and the Church picnic will be Sunday June 2nd
 - We have lots of details to work through but may need additional assistance from other groups in the church to fully staff these exciting events- so please stay tuned for details
 - Connect – Connections, John Driscoll and Christine McElwain
 - Welcome Bags
 - More first time visitors have been attending services.
 - I prepared another 4 or 5 welcome bags last week.

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- Signup Genius Pages
 - Easter Services:
 - Need volunteers for communion servers. Not a lot of people have signed up.
 - Ushers: A lot of people signed up this past week but we still need volunteers for 9:30 am and 11 am Easter services.
 - Ushers, Communion Servers, Fellowship Time, Lay Readers: Signup genius pages up to date.
- Connect Team Meeting
 - We have a meeting scheduled for Sunday, March 3rd at 3 pm at Steve Larkin's house.
- Possible Topics:
 - Welcome Bags at Pizza with the Pastors
 - Mentorship Program.
- Connect – Worship, Steve Larkin and Dave Halladay
 - Weekly worship attendance for the past month has averaged 230. Ash Wednesday attendance was 100.
 - Near term worship volunteer slots have filled up. Slots remain vacant in April and May. The likely reason is the people don't have their schedules firmed up. We should monitor and promote as necessary.
 - People are responding to the Holy Week volunteer request issued on Ash Wednesday. We will continue to follow up. I am lead volunteer at 6:30; JD is 9:30 lead and John Pike is 11:00 lead.
- Equip – Education, Sue Kane and Leslie Belcher
- Send – Mission & Service, Julie Pfister and Sandra Gehring
 - Alternative Giving unofficial total is \$20,155.00.
 - Jane is preparing a list of names that donated in honor of Juanita to send to the Csontos family
 - funds will be sent ASAP
 - Surpassed the goal of cans of soup for Rising Hope and still counting
 - March monthly mission focus
 - Woodlawn food distribution - giving check for 1,200
 - Blood Drive on March 28th - Deanna Pivoroff is coordinating
 - Contract has been signed for Rise Against Hunger in April
 - Contact has been made by SEND and all Mission leads to names from time and talent cards
 - Building off brainstorming sessions from the leadership summit -
 - Ministry fair in April??
 - help from noms committee and connect with Equip and other groups for volunteers and mission leads
 - liaison with other churches
- Young Adults – Melody Dillon – not present
- Youth Ministries – Andreas' report
- UWF & UMM – Lorrie Rezendes & Ed Little
- UMM Report:
 - Six UMM members participated in Rising Hope Hypothermia cooking on January 9th and 30th

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- UMM is sponsoring a Creation Care Dinner with UWF on March 12th. The menu for dinner is chicken ala King.
- UMM makes decisions in January selecting the mission areas where we plan to donate our mission gifts. During recent meetings this topic has spurred interest and questions. Are the UMM gifts duplicating other church sponsored gifts or are there other needs which are not being supported? UMM/UWF and the Send groups are the main groups in the church donating to missions. As a result of our questions and concerns UMM reached out to UWF and the Send chair asking them to provide their lists of mission planned giving. The response from UWF and Send has given UMM a good understanding of the full scope of church mission giving so that UMM can contribute where necessary and most needed.
- Day School Liaison – Barb Roach
 - The Day School Cookie dough fundraiser ends 2/26 if you want to place an order
 - The Day School spring Consignment sale will take place from April 23-27
 - Classes for the 2024-2025 school year are nearing capacity-
 - The only classes with open spots are 2 day 3 Year olds, Jr. Kindergarten and the Kindergarten class has only 4 openings remaining.

4. Church Work – Operations

- Finance Update – Patricia Barron – see finance reports, no synopsis provided

Trustee Update – Sean Vermillion (Update on Facilities & BSA Agreement)

AGENDA: 2/9/2024

- **FINANCE REVIEW**

- Trustees Emergency Fund (unofficial title) – restricted accounts
 - (01-825600 - Gifts & Memorials) - Funded from funeral revenue; Trustees discretion confirmed
 - 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.**
 - Other funds – Patricia researching
- Faith Alliance for Climate Solutions grant – with Ed **The HVAC inspection is complete and Dominion Energy has been notified. Next step is to wait for Dominion Energy to respond. One item that was identified as needing to be completed is removing leaves from fenced yard**
- ERTC grant – expect by year end, administration **Everything has been submitted. Currently Government is dealing with a lot of fraud cases. Not sure anything will ever happen with this but will leave on agenda for now**
- Security grant – with Finance Committee **Remove this item, Nothing happening**

- **Facilities Partners**

- Lawn sign sharing, need to look at installing another frame in future **This item needs to be completed soon.**
- ACCT
 - Storage cleanout **Ongoing issue, we will circle back to this in January**
 - Additional revenue - ACCT events, installation of Love Offering
- Day School

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- 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**
 - 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**
 - BSA – w/ Ed
 - Facilities policy and Certificate of insurance – BSA to provide **Need update from Ken on insurance and check on Facility Use Agreement**
 - Document exterior and interior storage use
- **Church Repairs and Maintenance**
 - Wesley Hall ceiling water leak in small back room – pipe replacement needed; ABM proposal in progress (no heat at Door 1 while repairs are pending)
 - Trustees storage cleanout on 3rd floor **Postponed will deal with this with the rest of the 3rd floor**
 - 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**
 - Kitchen leak – pending roofer inspection, ABM ruled out **Roof patch, leak fixed**
 - Roof Leak 3rd Floor – **Setting up roofer for next week**
 - HVAC
 - HVAC wrap and insulation – investigating solutions
 - HVAC Evaluation, compare pipe replacement and repairs with new VRF systems. Waiting on input/proposals from ABM
 - Water shutoff valve installation to be able to isolate chillers – pending proposal - \$\$\$ This will be done in spring
 - Full property condition report – Report provided, waiting on proposals to replace pipe that was not rated at high enough temperature and install VRF systems
 - Sanctuary HVAC Motor – Heat is out in the sanctuary, replacement of the motor will be scheduled. Proposal Received
 - Guback flooring replacement – Lindsay 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 – Lindsay working with Lorrie to detail, spring '24 estimated
 - 2nd Floor Bathrooms – Water pressure too high on sink faucets – **Aerators need to be replaced, will order**
 - Administration
 - Volunteer – Tony to provide comprehensive email to group
 - Roof map updating – **Updated version attached. Tony to verify what sections were replaced in 2023**
 - Preventative Maintenance schedule updating – with Lindsay

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- 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
1. **Collingwood Parsonage Repairs and Maintenance**
 - a. Backyard steps installation – Tony to coordinate with volunteers; Randy discretionary funds **On We can move forward with this, Sean will schedule start date**
 - b. Back deck stair repairs – Tony to coordinate with volunteers; Randy discretionary funds **We can move forward with this, Sean will schedule start date**
 2. **Anesbury Parsonage Repairs and Maintenance – All repairs will wait until after the inspection in April**
 - a. Storm window replacement – Tony to schedule with handyman
Exterior porch wood rot – Tony to schedule with handyman
 - b. Backyard deck/steps refinishing – Tony to coordinate with handyman
 - c. Front porch refinishing – Tony to coordinate with volunteers **Partially complete**
 3. Church and Parsonage Inspections
 - a. Church should be inspected periodically
 - b. Parsonages inspected once per year
- Leadership Mtg is Tuesday 2/21
 - Tony, Jill, Patricia, and Trustees (Lindsay, Sean, JD, Ed) to meet monthly in person – Next meeting Friday 3/5 @ 11am
 - Executive Director Update – Jill Cox
 - February 2024 Focus: Leadership Summit, Leadership Summit Recap, Preparation for Ash Wednesday and Beginning of Lent, Begin Nominations Prep, Creation of Distribution Emails, Donation of Red Hymnals, Additional Bank Signers.
 - As mentioned, my husband, Jay has been in severe pain with his back and is basically bedridden. It has been a tough several of weeks and we are waiting phase before surgery that lies weeks away. Please keep him in your prayers.
 - This past month I have been working on preparation for our Leadership Summit that took place on February 4th. We had a great turn out and another rejuvenation of more insight, comradery, purpose and ideas. With Ash Wednesday falling on February 14th this year we hardly feel the new year has begun.
 - I have been working with the Pastors and Molly on getting all our documents together for the Nominations campaign for the incoming Leadership Team.
 - I have been working with our IT company, Idea Tech, to get created distribution list email addresses. To streamline communication to leaders of Engage, Connect, Equip and Send.
 - I have been working with the Virginia Conference to see if we can get hymnals from disaffiliated UMC churches. Fortunately, Pastor Randy knows of a church that can give us several since they are leaving the denomination. We have them and are distributing them in our pews with the Pew Patrol team!
 - I am working with the Finance Team and getting 2 additional signers for our bank accounts. Currently myself, Ed Little and Arnie Westphal (deceased) are the signers. We are fortunate to have Cindy Culbertson and Sean Vermillion as new signers. We will be making appointments with our bank to get them on the documents upcoming.
 - I am finishing up employee performance reviews.
 - Lastly, Christine McElwain is leaving as the Connect / Welcoming Events Leader. She has been helping to host Fellowship Time for 3 years. She has expressed the challenge of being the person who has to be present every Sunday. So in brainstorming solutions we

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realized that if all our different groups joined up to host Fellowship Time – 4 times a year we would be covered and lighten the load for all. Fellowship Time is an opportunity for groups to advertise upcoming events and introduce themselves to new potential members. More to come on how easy it is to do and how to sign up.

- 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.

5. Pastor Updates – Jon Poarch (*Status of Time and Talent Cards*) & Randy Orndorff

Pastor Jon:

Fellowship Time list and group involvement

- Jill and I are working with the Connect Team to build a new model of Fellowship Time where groups help to cover instead of the three-four individuals who help every Sunday.

General Conference Website info

- Pastor Randy and I have been working with Sue Kane to provide information to the congregation about the upcoming General Conference.

Time and Talent

- If you have not yet, please reach out to individuals on your list from Time and Talent responses.

Ashes to Go

- We had a successful event at Hollin Hall Pastry Shop offering Ashes to Go. I distributed ashes to about 25-30 people, most of whom were Aldersgate people who could not make one of our services. It also provided a chance to have conversation with and offer ashes to non-AUMC people.

Pastor Randy:

Randy shared about the upcoming Nominations season to start Monday March 4th. From the Leadership team 2 people are moving, , 2 extending 6 months, 2 recently resigned, 4 are rolling off, 11 are returning and stepping up. We will speak to UM Men, UWF about their Presidents being on the team and a young adult and youth rep. Nomination packets are updated for the 2024-2025 season. If you have someone to Nominate let Randy know or find the packet on our webpage.

Our Honduras Team is preparing for our trip July 16-23rd with 12 members. We are hoping to do a fund raiser on May 5 after the spring concert with a Cinco De Mayo flare.

Donations accepted.

We have our Endowment Event coming up Saturday March 2- Life Stages Planning Seminar with several workshops to that end.

We have a couple new families joining the church the next few weeks, and a several baptisms to include children and youth.

Pizza with the Pastors is set for Monday March 11th at 6pm. Invitations will go out soon.

Performance reviews for my direct reports are completed, signed and goals will be worked on throughout the coming year.

We will be placing a General Conference information page on our web page so our congregation can

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stay informed about upcoming decisions.

We will keep the congregation informed through this web page and make updates as needed moving into General conference and beyond.

Just prior to General Conference we will offer 3-part sermon series on the Three Simple Rules April 14, 21 and 28. We invite you to read the book and follow along in prayer.

There will be a clergy pre brief on April 17th offered by our district leadership. After General Conference there will be a debrief for all laity and clergy on May 8th at 7pm by Zoom. We will offer a Town Hall on Sunday May 19th at 6pm on What's Next? For Aldersgate UMC. More to come.

On a personal note, I will be participating in our adopted granddaughter's baptism on Sunday March 25th and celebrating her 2nd birthday.

Also, my mother has been in the hospital again and will look to transition to rehab this week.

Thanks for all each of you do and for who you are,

Randy

6. Closed Session

- Staff Parish Relations Committee update – Leah Matthews (*Progress on Children Ministry and Executive Assistant positions and Performance Reviews*)

7. Future dates and closing prayer:

- Mar 01 – Nominations process begins
- Mar 19, 2024 Leadership Team Meeting, 7 p.m., chapter 3 of Don't Look Back (Paul)
- Apr 16, 2024 Leadership Team Meeting, 7 p.m., chapter 4 of Don't Look Back
- May 18, 2024 Town Hall (What's Next), 6 p.m., Founders Hall
- May 21, 2024 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