

**Irvine United Congregational Church
Administration Board Meeting Minutes
April 20, 2015**

Attendance:

Board: Anne Rosse, Tricia Aynes, Cindy O'Dell, Jerry Price, and Jerrod Anderson

Chair of Ministries Board: Dawn Price

Committee/Task Force Chairs: Wayne Banwell, Bill Lawrence, Lyle Norton, and Dave Schofield

Staff: Pastor Paul Tellström, Matthew Redrich, and Michael Spindle

Visitors: Tommie Kozlov, Pat Sauter, Bonnie Shaffstall, and Nancy Dreckman

1. Call to Order: The meeting was called to order at 7:05 p.m. by Moderator Anne Rosse.
2. Opening Prayer: The opening prayer was led by the Rev. Paul Tellström.
3. Approval of March 16, 2015 Minutes: It was moved by Jerrod Anderson, seconded by Jerry Price, to approve the Minutes from the March 16, 2015, meeting. The motion carried.
4. Task Force on Bylaws, Policies and Procedures Report: Bylaws Task Force Chair Dave Schofield distributed his February 2015 Progress Update to reflect two proposed changes to Recommendation 4 (Definitions):
 - Add "Licensed Pastor" to the definitions as follows: *An employee who has been licensed by the Southern Association of the Southern California Nevada Conference of the United Church of Christ and hired by the Congregation to serve as a pastor of this Church;* and
 - Update "Pastoral Staff definition to accommodate addition of "Licensed Pastor" as follows: *An employee who has been ordained and called by the Congregation to serve as a pastor or has been licensed by the Southern California Association of the Southern California Nevada Conference of the United Church of Christ and hired by the Congregation of this Church.*

Right now, our Bylaws refer only to a called Pastor. This change will give Sarah Fiske-Phillips (or anyone else vested with the title of Licensed Pastor) the authority to act as a pastor at IUCC with the ability to perform many pastoral duties such as preaching, giving communion, performing weddings, and/or being on call for emergencies. If approved, this would be an Administration Board decision that will go before the congregation at the upcoming May 17, 2015, Congregational Meeting. The license is specific to the church being served and ends if the licensed pastor leaves the church. Termination of employment would end the license. This gives us flexibility moving forward. While we don't have to have a licensed pastor, this language gives us option to do it. There is no financial obligation involved. Cindy would like it spelled out that the Licensed Pastor position would be filled by the Administration Board on behalf of the congregation.

MOTION: It was moved by Jerrod Anderson, seconded by Cindy O'Dell, to approve the two amended Bylaw definitions. The motion carried.

5. Treasurer's Report: Treasurer Mark Allen was unable to attend tonight's meeting, but sent his report. Per Anne Rosse, he said there is nothing to be concerned about. He recommends we consider rescinding the ECC rent relief next month. He asked that we review the report and email any questions to him.

6. Building & Grounds Report: Co-Chair Wayne Banwell reported that this last period was relatively quiet. One of the toilets in the ECC girls' bathroom has been leaking – the plywood underneath the linoleum is totally black and separating. We are in the process of getting a quote to replace the plywood floor and put waterproof flooring in. We will know more in a couple of weeks. Some preschool staff have complained about an odor, which may be related to the damaged plywood. We are still trying to determine if regular termite control measures are needed. There has not been any progress on an air conditioning service contract.

7. Fund Development/Stewardship Report: Co-Chair Bill Lawrence reported that there will be a dessert and wine auction at the upcoming All Church Bon Vivant. He will meet with the director of the Northwest Boys Choir to plan for their concert on July 18.

8. Child Care Committee Report: Chair Laura Long is out of town but submitted a written report (attached). Anne asked if we wanted the ECC to reflect on tuition rates for next year, and there was no objection. She will request that it be put on their agenda before the next term begins.

9. Technology Committee Report: Chair Matthew Redrich reported that everything is working. Due to the generosity of a congregation member, we have purchased a second TV for the sanctuary – it matches the first one. It will be placed on the wall, with no stand. There will be some expense related to the installation. The second TV will be installed later this year.

10. Ministries Chair Report: Dawn Price had distributed her written report earlier (see attached). There were no questions.

11. Moderator's Report: Moderator Anne Rosse had distributed her written report previously (see attached). The Spring Congregational Meeting will take place on Sunday, May 17 at 12:15 p.m. May 6 is the deadline for committee chairs to get their annual reports in to Church Administrator Michael Spindle. Please send them to him in doc format. The Nominating Committee is making good progress regarding our 2015-16 leadership slate and will share it once they have finalized a few remaining nominations. She reminded us that June is our transition month and requested that we meet with any new people to transfer information. The new Policies and Procedures are now online on the "Documents" page of our IUCC website.

Update on Building Project – We finally got the traffic study approved, and a company will set up a counter. If our count is too high, the city may want to create a right turn lane (adding to our costs). The city responded to our submission and gave us new paperwork to fill out. The Capital Campaign pre-planning committee will meet next Sunday. \$103,503.87 had been expended by the end of March. We will still have billing in April, May, and June. The congregation approved \$150,000 for this phase, so we are fine. Barring anything unexpected, we should be approaching the finish line in the next couple of months, depending on the City of Irvine's speed in reviewing our remaining submissions.

12. Pastor's Report: Pastor Paul submitted his written report (attached). It was a beautiful Easter week at IUCC. We had our highest attendance ever at first service on Easter, though probably one of our smallest at second service. Two new members joined: Sarah Fiske-Phillips and Holly Mitchell. He will be working on special Sundays and forums to lift up and discuss various issues from a faith viewpoint. The idea is to invite preachers and speakers with voices different from his who have passion for and experience in their topic. This Saturday, we are hosting the ordination of Thea Mateau. We are also having confirmation camp to get ready for Pentecost Sunday. The Annual Gathering is coming up, and Matthew Redrich and Sarah Fiske-Phillips are on the committee. As we discuss our deed and relationship to the Conference, it would help to have greater representation. The Annual Gathering will

be June 5 & 6 at Chapman University. We have room for two more delegates for anyone who would like to attend.

13. Old Business

A. Update on Deed Discussions: Anne Rosse reported as follows: Conversations about our deed are part of our due diligence. We know that Felix Villanueva has stated quite strongly that the Conference intends to keep the deed. Our plan was as follows: (1) Continue to be in dialogue with Felix; (2) Mark to follow up with Keith Clark; and (3) Paul to follow up with Gordon Gilles of Cornerstone. Gordon has not yet returned Paul's call, so he will try again. Mark, Martha and Rob Thornton met on March 27 to discuss the situation. Rob is in discussion with one of his law partners who is a bankruptcy specialist and can do research on our behalf. One possibility under discussion is for us to get a lease from the conference – might give us some protection. Martha asked Felix how many deeds were held by Conference and was told it holds 20% of deeds. She asked how many had started capital campaigns but received no response. Mark talked with Keith Clark, Executive Associate Conference Minister, about the disparity on info on their website and was told the difference was due to financial issues at Pilgrim Pines. Anne read from letter we received from Keith Clerk, which said in part:

“We have given ourselves this 4 to 6 year timeline, not because that is when we will be bankrupt. Far from that! This is when we will have exhausted the unrestricted cash that was intended to be utilized for the expansion of ministry beyond what our basic conference income would provide. Yes, we have challenges to face as the needs of this size of a Conference are beyond the current ability of our congregations to support. Your staff and Board of Directors are dedicated to discerning and implementing a model that is sustainable ... Thank you again for reaching out. I understand where anxiety would be raised if the congregation has the misunderstanding that the Conference is in some sort of financial trouble or nearing bankruptcy. This is just not the case. We are in the process of careful discernment of how to form and shape the model of ministry within the constraints of our financial situation, the same as every congregation and denomination where giving is in decline. We have at least four to six years to accomplish this goal. I hope this provides you some assurance that an investment in your own congregation's growth and future is not in any way at risk due to the Conference's financial condition.”

Anne reported that there will be further conversations with Rob, and we will continue to explore options. Jerry Price added that he thought our best plan should be to support the Conference and encourage other congregations to do so as well.

B. Update on OC Assessor's Property Use Report: Per Anne and Michael, we haven't heard back from the county. The mosque is still working on getting their 501c3 status and we continue to not collect rent from them. We will recoup rent from them once they are successful. We've had to turn down two calls of revenue producing income because they were not non-profits. For the past 5-6 years as we've utilized more of our space, we've done less and less leasing out of our property, so the impact is pretty minimal (under \$5,000).

14. New Business -Proposed "Deacons" Program: Dawn and Jerry Price discussed the proposed deacons program at IUC. There is a rich tradition of deacons in the UCC denomination. This would not involve a Bylaws change at first. In her role as Ministries Board Chair, Dawn has noticed a series of holes that fall into the same categories over and over. Consistency of service is needed. Jerry Price served as a deacon at a previous church for three years, and he is willing to lead. Deacons are committed to

providing administrative infrastructure services primarily on Sunday morning. There would be a team every Sunday that coordinates tasks. It would involve set up for Sunday morning and ensuring that all systems are ready to go. Deacons are a cohesive team of people who have a title and a purpose together. They rotate duties throughout their terms so everybody learns everyone else's jobs. It grows leaders. The Prices are proposing a 4-6 month experiment where they would recruit a group of 18 to 24 deacons starting in mid to late summer. Deacons would meet monthly to distribute tasks requested by various ministries. There will be an evaluation in late October to see if we want to codify the arrangement with a Bylaw change at the January 2016 Congregational meeting. Dawn met with Chris Redrich, Outreach Chair, who is willing to use Outreach money to purchase matching shirts for the deacons. Being a deacon has real spiritual meaning and is an honored position in the church. Some have negative feeling about the title, so we would need to be very intentional and sensitive in how we introduce the concept. It really is a common cause for common good (Paul). The idea would be to try and recruit additional people, not the same ones already on the two boards. We would start announcing it next month, then start initiating in summer. Deacons would need to be invited to serve. Dawn will send an email to members of both boards to ask them for feedback. Jerry would leave Administration Board to lead the deacons.

15. Old Business-Coffee maker: Michael is exploring costs. Plumer Hall might not be ideal for the electrical needs of a new coffee maker. It needs to be grounded. There are more costs beyond just the machine (Anne). The big coffee maker has died (Pat). There was some discussion on how we can get by with what we have in meantime.

16. Adjournment/Closing Prayer: The meeting adjourned at 8:32 p.m., and the closing prayer was led by Pastor Paul.

Our next Administration Board meeting will be May 18, 2015.

Respectfully Submitted,

Tricia Aynes
Clerk of the Administration Board