

Sylvania United Church of Christ

Cabinet Meeting Minutes

September 12, 2022 – 6:00pm – in Person, in Chapel/Hybrid

Attendance: Vern Swett (Pastor), Steve Long (Moderator), Kathryn Helleman (Vice Moderator), Jason Strasser (Treasurer), Jeanne Brockmyer (Clerk), Sandy Scherf (Co-Chair, Chancel), Kelli Michael (Health Ministries), Mary Meadows (Minister of Faith Formation), Warren Henry (Co-Chair, Trustees), Steve Ritzert (Co-Chair, Outreach), Mark Stender (Congregational Life), Sheila Banerji (Diaconate), Gretchen Weston (Personnel), Wendy Danzeisen

1. Sharing: Vern noted that the Sunday activities for the opening of the fall season had gone well.
2. Opening Meditation: Related to Sunday's sermon, Steve described examples of being "found." He encouraged all to look for such examples.
3. Minutes: Warren moved and Kathryn seconded that the minutes of 8/8/22 be approved. Approval was unanimous.
4. Financials: Jason reviewed the August and cumulative financials. He remains cautiously optimistic.
Operating Income: \$3,000 over budget (some new giving, rental income, LPGA)
Operating Expenses: \$6,000 under budget (most expenses were below budget)
There is a net surplus of \$9,000 for August, YTD there is a \$32,000 surplus
Jason also noted that Outreach has promised 129% of its budget
5. LPGA: There was a surplus of volunteers for the LPGA parking endeavor. Overall participation was up 40%. There is a need to ask Jeff Crandell to describe exactly what he does, when he does it, and whether or not he wants to maintain that role. **ACTION ITEM:** Steve will talk to Jeff C.
6. Connections and Engagement Position: The position has been posted several places including our web site and Facebook page, as well as on Indeed and in professional publications. Word of mouth will be important. Ken Streitenberger agreed to chair the Search Committee which has representation from a range of Boards and the Social Justice group. Members are: Dave Walker (Membership), Mark Stender (Fellowship), Grace Bell (Outreach), Jeanne Brockmyer (Social Justice). Kathryn Helleman will consult with the committee.
7. "Feed and Listen:" This young family event was held to get a sense of the current needs of the group. They like have activities available, on different days of the week, and early notice of activities is useful. Having the sermon and the children's lesson similar helps family conversations about topics in worship. The families appreciate even informal mentoring of children. Drop-in dinners are appreciated. Families are open to experimenting with different types of events. Diaconate and Faith formation are thinking about how to enhance opportunities for young family participation.

Mary noted that a brochure has gone out describing future activities for children, as well as a flyer for youth activities.

8. Lightning Round:

-Membership: Kathryn reported that there will be a “connection and engagement” meeting in October for potential new members. This will be a single new member event. Those who are interested will join 10/30/22.

There will be new yellow name tags for members who are willing to help Vern if individuals have questions. The name tags will read “Got questions, Ask Me.”

There has been a consistent stream of new and returning visitors. It is important that they be greeted by multiple people.

-Trustees: Warren reported that the air conditioning system should be repaired by the weekend. Trustees are planning a meeting to discuss short- and long-term strategies for the HVAC system which is currently running on 1997 software. In January, 2021, related to Covid, an ionization system was added to improve air quality. What may be needed is a comprehensive software and hardware upgrade. We discussed sending an email blast if there is no air conditioning. **ACTION ITEM:** Warren will talk to Bridget about sending an email blast when necessary.

Warren also noted that the building has passed several Head Start inspections and the program began today. The water temperature in the sinks downstairs was too hot and this will be corrected at Head Start’s expense. They might be getting a conditional use permit.

-Outreach: Discussing a rummage sale. Is it feasible? Is there leadership? Outreach would like to do a bed build next summer or fall.

-Diaconate: Discussing ways to enhance spiritual vitality. Asking the congregation for joys and concerns seems to be working. A reflective “chanting” song has been added to the service. Diaconate is working with the worship committee.

-Health Ministries: Working on internal policies.

-Chancel: Has been working on opening and closing the church. The door by the office was left open the last few weeks but needs to be locked once the service begins. There have been positive comments about the order of worship handout.

-Personnel: Is focusing on the Connections and Engagement position.

-Fellowship: Is working on a “stone soup” activity 10/2/22. The concept is based on a children’s book and is basically “God will provide.” They are also discussing future activities.

Kelli noted that she has been contacted by Julie about re-engaging in Trunk or Treat. Olivet and St. Stephen are not participating. Mary said that Children’s is planning a chili cookoff on 10/23. Cabinet discussed the activity and decided that the timing will not work. **ACTION ITEM:** Mary to call Julie. Let her know we may be interested in other future collaborations.

There was a good turnout for mini-golf.

-Faith Formation: Six youth are attending. Two will be confirmed this fall.

A donation from Gifts and Memorials was used to create the new Youth Room downstairs.

9. Scheduling: Cabinet members were encouraged to consult the church calendar before scheduling a meeting (see <https://sylvaniaucc.org/calendar/>). We need to try to avoid doubling up on events.

Cabinet discussed one possible conflict: On 11/20, which marks the end of the pledge campaign, Faith Formation and Fellowship are sponsoring a Consecration luncheon to celebrate and lift up our stewardship. The following Sunday there will be an Advent Beginnings event, focusing on how to celebrate Advent in the home. There will be several activities, as well as information about alternate gifts for Christmas. Both events are for the entire congregation and it is not possible to move either one.

Cabinet decided to try having events two Sundays in a row. There will be advance publicity and signups for the luncheon. We need to make sure that the advertising is clear that these are two separate and different events.

ACTION ITEM: There will be a celebration of Joycelyn's ministry on 11/13. Fellowship will provide a cake following the service.

10. Pastor's Thoughts: Vern noted that 10/2 will be Stone Soup Sunday, Worldwide Communion, and the Civil Rights group will be commissioned.

During the "walking tacos" activity, Vern spoke to a visitor and noted that she spoke to many members.

Vern reported that Louann Glover's mother died 9/11/22.

11. Old Business:

-Financial Procedures document: This document was brought to Cabinet last May and has since been updated. Additional comments were provided: 2b-Names of the approved signers were removed. These are currently Jason, Jeff Crandell, and Bob Forcht. They were apparently chosen for their backgrounds. Jason noted that any change in signers requires all three to go to the bank at the same time. **ACTION ITEM:** Jason will ask Bob and Jeff if they want to continue to be check signers.

It was noted that being a check signer did not really require a financial background and that at some point a female check signer should be appointed.

The final language for this issue in 2b was recommended to be "and two other members of the church, approved by the Cabinet."

In 4e and 4g the recommendation was to insert "the Facilities Manager (Brue Glover)" instead of just his name.

Mark moved to accept the amended Financial Procedures document. Seconded by Warren, passed unanimously by Cabinet.

Cabinet expressed thanks to Warren and the Trustees for their work on the document.

12. Comments from Kate Russell:

-Kate suggested that we need more emphasis on the fact that our campus is non-smoking. Cabinet discussed ways to do this. More signage is needed by the outside door where people often smoke while members are exiting. We do not have a designated

smoking area. AA members might have a problem with a total ban on smoking anywhere on the property. We talked about waiving the smoking policy, at least outside the building, for groups not affiliated with the church. We need to say that no smoking is preferable to members and regular attendees. Note: The discussion seems unfinished. -We were encouraged to use the recycle bins.

13. New Business: It was noted that, under the new system, the Covid level in Lucas County was high, thus triggering the guideline that masks should be worn in church. The Covid committee has not met recently. **ACTION ITEM:** Steve will email committee members to discuss whether a change in policy is warranted. (Note: Steve assessed the level of Covid over a few days, and it bounced back and forth between categories. He conveyed this to the committee and they decided we should not make any policy changes based on this apparently unstable metric.)
14. Closing Prayer: Vern gave the closing prayer.
15. Adjourn: The meeting was adjourned at 7:35.

Minutes respectfully submitted by Jeanne Brockmyer, Clerk.