

Sylvania United Church of Christ

Cabinet Meeting Minutes

October 10, 2022 – 6:00pm – in Person, in Chapel/Hybrid

Attendance: Vern Swett (Pastor), Steve Long (Moderator), Kathryn Helleman (Vice Moderator), Jeanne Brockmyer (Clerk), Kelli Michael (Health Ministries), Steve Ritzert (Co- Chair, Outreach), Mark Stender (Congregational Life), Gretchen Weston (Personnel), Irland Tashima (Co-Chair, Trustees), Kate Russell (Membership), Russ Miller (Diaconate), Nancy Wellman (Chancel)

1. Sharing: The health of various Cabinet members was noted.
2. Opening Meditation: Steve Long presented an opening meditation.
3. Minutes: The spelling of Wendy's last name was corrected. There was a brief discussion about whether AA or Alanon were still meeting at the church. **ACTION ITEM:** This will be looked into. Nancy moved and Russ seconded that the minutes of 8/8/22 be approved. Approval was unanimous.
4. Covid Committee: Steve Long reported that, despite Lucas County being in the orange zone of incidence, the Covid Committee did not believe there was a need for a change in protocols for the church. The circumstances now are very different than at the beginning of the pandemic (vaccination, treatment options). The Covid Committee will meet if there is a dramatic shift in incidence or other developments.
5. Financials: Jason sent a report reviewing the August and cumulative financials. He remains cautiously optimistic.
In September, operating income again exceeded what was budgeted and operating expenses were under budget. Building maintenance was over budget due to the need to buy a control unit for the HVAC system. Funds from "loose cash" in the offering have increased. From the LPGA receipts, \$8,000 will go to Operating Expenses, \$4,000 to Capital Improvements, and \$4,000 to Outreach.
6. Connections and Engagement Position: As of the Cabinet meeting, three resumes had been received. (Note: Since then, more resumes have come in). The Search Committee is meeting expeditiously to review resumes and speak with candidates.
Cabinet discussed the question of whether the funds promised by Endowment should continue to be withdrawn since one of the positions being supported is currently vacant. It is important not to distort the financial picture of the church. Endowment funds are stock-oriented so draws should be minimized when possible. Cabinet decided that we should go back to the relevant finance Chairs and ask to withdraw only half the funds for the time being. Christy is actually doing the draw. **ACTION ITEM:** Steve Long will contact Jason, John Brenner, and Jim Cummins.
7. Capital Improvements: It seems the campaign may have lost some momentum. The Trustees are still gathering information about costs, particularly for various options for the HVAC system. The three committees have been working. **ACTION ITEM:** Steve Long will talk to Warren about the progress of the campaign.

8. Lightning Round:

- Outreach: Gearing up for various end of year activities. They are planning a bed build for next year.
- Chancel: Sponsoring drop-in dinner next Monday. They are working on a problem with the front door lock (door to the street). The key will not engage.
- Diaconate: Changes in worship have been received well. A pre-worship welcome slide is being considered. Still working on when announcements should be given—the half sheet with the order of worship and weekly calendar is helpful.
- Faith Formation: Working on addressing needs of young families. Discussing providing something for parents while children are at church for activities.

Upcoming Events:

11/20 Decorate the sanctuary

11/27 Advent event. Activities for families and children.

Next Fall: Discussing possible Chidester lecture speakers.

-Membership: “Connection and Engagement” meeting for potential new members. A Tuesday evening meeting will also be offered if needed. The Board hopes to have more opportunities per year for new members to join. Thanks to Bridget for quickly answering a reimbursement question.

-Health Ministries: Now reviewing their different ministries. Should they be in charge of the card-writing ministry? Working on vaccine handouts, ride service, inventory of equipment. Flu shots will probably not be offered since there has been low turnout recently.

-Personnel: Primary focus still to replace C & E position.

-Trustees: Are in the process of re-evaluating the HVAC and phone systems; both are malfunctioning.

Codes to enter building are now operative 24 hours a day. People needing a code should call Bridget. The purpose is to provide access to all who need to do church work.

We discussed what message is sent by locking the church during services. We also discussed parking outside the Narthex door. There have been incidents where fire and rescue had a difficult time entering the church. At least two couples and one other person use the Narthex door. **ACTION ITEM:** Nancy will ask the ushers to do a count of (1) people entering by the Narthex door and (2) people parking in that area. It was suggested that we provide external signage indicating how people can enter the building during certain hours. **ACTION ITEM:** The Trustees need to authorize and facilitate signage. Irland will work with Chancel and the Worship Board.

There have been some issues about how to interface with Head Start on use of the kitchen. Head Start’s license has very specific requirements. Mark is working on a protocol about use of the kitchen. From 7 Am to 3 or 3:30 they need exclusive use of the center table. We cannot mix our food and Head Start food. Special occasions (funerals) may be difficult. One solution may be to deliver food to the office the day of an event. Bridget has made some good suggestions and will be our liaison with Head Start on use

of the kitchen. She has already engaged with the Head Start Director. Irland and Warren will be meeting with Head Start. **ACTION ITEM:** Mark will write up information to communicate to the Boards, Committees and congregation. It will be important to recognize that there will be different kitchen procedures Monday through Thursday as opposed to Friday through Saturday.

-Fellowship: The Stone Soup event went well. They expect to have some role in the Advent gathering, possibly helping with a light snack.

9. Emergency Response Team: We discussed the openings on the Team and decided we need more information about the plan and various member responsibilities. At one point the plan was in the Policy and Procedures manual. **ACTION ITEM:** Steve will talk to Bridget about making the plan available to Cabinet members.
10. Senior Pastor Comments: A group including the youth and some children had a successful trip to a corn maze last Saturday. This Sunday there will be a connections and engagement meeting for potential new members. There has been a regular stream of visitors and many continue coming. We are in a good place now, but we need to keep thinking about the future.

On Thursday the new Pastoral Relations Committee will meet for the first time.

This Sunday there will be a "soft start" for the Stewardship campaign. The following Sunday there will be a speaker and video presentation. Russ Miller is the speaker and Kathy Tashima is working on the video.

11. No Old Business
12. No New Business
13. Vern offered the closing prayer.
14. The meeting was adjourned at 7:23 PM.

Minutes respectfully submitted by Jeanne Brockmyer, Clerk.

NEXT MEETING: Monday, November 14th at 6 PM