

Sylvania United Church of Christ

Cabinet Meeting Minutes

November 14, 2022 – 6:00pm – in Person, in Chapel/Hybrid

Attendance: Vern Swett (Pastor), Steve Long (Moderator), Jeanne Brockmyer (Clerk), Kelli Michael (Health Ministries), Steve Ritzert (Co- Chair, Outreach), Mark Stender (Congregational Life), Gretchen Weston (Personnel), Warren Henry (Co-Chair, Trustees) Kate Russell (Membership), Nancy Wellman (Chancel), Sheila Banerji (Faith Formation), Mary Meadows (Associate Pastor)

1. Sharing: Steve Long noted that his mother is gravely ill.
2. Opening Prayer: Steve Long presented an opening prayer
3. Minutes: Steve L. made a correction in the minutes about the Endowment draw. With that change, approval of the minutes was unanimous.
4. Financials: Jason sent a report reviewing the October and cumulative financials. There is a cumulative net surplus of about \$30,000 due in part to the open Connections and Engagement position. Vern suggested that the congregation be reminded that the funds coming in from Endowment are only temporary.
5. Covid Committee: Steve L. reported that Lucas County is currently in the yellow zone of incidence.
6. - Lightning Round:
  - Wendi Danzeisen started her new position today.
  - Outreach: Has been asked to participate in a Faith Build for playhouses. Our contribution will be \$5,000.
  - Faith Formation: Working on addressing needs of young families. Discussing providing something for parents while children are at church for activities. There was a meeting with Grace where it was learned that they are having some difficulties. Outreach is sponsoring a drop-in dinner 2/20/22.
  - Trustees: The phone system has been replaced with a web-based system through United Communications Systems. The monthly cost has decreased about \$60. Bridget has done a great job in facilitating the transition from the old system. There is now a direct connection to the elevator and the security system. The HVAC system is being worked on. Bruce Glover came in weekends and evenings to turn the boilers on and off. Trustees have signed a purchase order for Trane for \$10,972 for new controllers that we may have by Christmas. The controllers will not be compatible with our current computer system. That would require expenditure of an additional \$30,000. Rich Dittes has been consulting on these issues. Matt Racey is also available to consult. **ACTION ITEM:** Warren will talk with Matt Racey.

The elevator has had problems running. The elevator is critical for Head Start in transporting food for the children. On 11/10 a purchase order for \$3,376 was signed and the elevator was fixed today (11/14).

Nancy Wellman asked about the status of the capital campaign. Warren said it should start in mid-January. More input is g from Boards about what needs they perceive. There are both mechanical and building envelope (painting, etc.) issues to consider. There will be an all-church gathering in January to determine the scope of the campaign.

-Congregational Life: Will be hosting the Advent gathering 11/27. There will be a dinner 1/6 to celebrate Epiphany. Pubology is 11/15 at Georgio's on Main.

-Faith Formation: Still talking about worship changes. They want to make sure that the church mission is in the forefront of our thinking, including for new programming.

-Membership: Four individuals joined recently and several others attend regularly. Vern noted that the weekly update will include information about the new couples who recently joined. Membership is still looking for members to wear the Ask Me name tags. and be available for questions from visitors.

-Associate Pastor: Is working with Congregational Life to plan the Epiphany dinner. She is also working on the children's Christmas play and with the confirmands.

-Health Ministries: Restocked the first aid kits. An AED is on backorder. Mary is coordinating Blue Christmas on 12/18. Kelli is organizing food for this with some volunteers. A lot of members are providing meals for other members. There has not been a problem filling this need. Chancel Board and others need to be retrained on where supplies and equipment are kept and CPR. Peggy Meisner can help with this.

-Chancel: Ushers are assigned through Christmas. The Board is working on identifying ushers for three services on Christmas Eve.

-Stewardship: Consecration Sunday is 11/20; pledges will be received and there will be a celebratory luncheon. There will be two offerings in December. One will be for the church to distribute. Vern noted that this special Christmas offering is good practice and last year it helped with the deficit. This year we are in a better financial situation. The other is the loose offering given on Christmas Eve that goes to Veterans of the Cross.

It was noted that Grace is having significant financial challenges. In addition to Christmas baskets and gift cards, it was proposed that the annual Christmas offering be split 50-50 with Grace and our Trustees. Warren asked that a subgroup be identified to determine important and immediate non-budgeted needs. **ACTION ITEM:** Steve L. will talk with Jason, Endowment and others. Mark moved that the split of the special offering to the church be 50 Grace-10 Shepherd's Fund- and 40 to Cabinet/Trustees. There is now \$3400 in the Shepherd's Fund. Mark changed the motion to 60 Grace and 40 to the HVAC system. Kelly seconded that motion and Cabinet passed it unanimously.

7. Growing Forward in Faith: A email was received from Jim Cummins for Endowment recommending that the Endowment contribution for the quarter beginning in November be held, given that the Connections and Engagement position had been

open. This is not a recommendation to reduce the total contribution, just to defer the payment. Cabinet supports this deferment. **ACTION ITEM:** Steve L. will contact Jim Cummins.

8. Emergency Response Team: **ACTION ITEM:** Steve L. will follow up with Chris Nye and Rick St. John.
9. Senior Pastor: Vern reported that the structure of his health care benefits will change in the next few months. Almost all who have UCC insurance go with a Humana Advantage program. The church's contribution to Vern's health care could decrease. Some Cabinet members suggested that Vern get professional consultation about the differences between various plans, especially the differences between Advantage and other plans. Vern reported that he would be performing Mary Jo Scheiderer's memorial service. Technical people are needed for the Christmas Eve services as neither Mike or Bruce will be available. Some others are partially trained and may be able to help. Wendi seems like a great fit for the position. Her office hours will be posted soon. All the staff have cell phones and all have the option to have their own "church number." They are working on this process, with Bridget taking the lead. The numbers will be in the church directory.
10. Old Business: None
11. New Business: None
12. Closing Prayer: Given by Vern.
13. The meeting was adjourned at 7:10 PM.

Minutes respectfully submitted by Jeanne Brockmyer, Clerk.

**NEXT MEETING:** December 12, 2022.