

Charter Oak Church Church Council Minutes

January 26, 2023 – Council Meeting

Council Members: Nathan Anderson, Cindy Carasia, Rich Hoffman, Erin Irons, Christina McCaffrey, Adam Pardee, Brian Quinn, Garth Shaner, Autumn Vinopal, Nick Watson, Chris Whitehead, Jason Halfhill (Ex Officio)

Absent: Rich Hoffman, Adam Pardee

Guest Attendance: None

Prayer: Nathan Anderson

Roles and Responsibilities of Church Council

- See the attached documents titled **Campus Pastor Team – Roles and Responsibilities (2016) 1-26-23** and **Church Council – Roles and Responsibilities (2016) 1-26-23**.
- Discussion ensued on the Roles and Responsibilities of the Campus Pastor Team and Church Council.
- The current structure of the Roles and Responsibilities for the Campus Pastor Team and Church Council were approved in 2016.
- The Roles and Responsibilities will be reviewed when writing the new Bylaws and Articles of Incorporation; look at ways we can enhance upon what we already do.
- When it comes to the meeting structure, it is the recommendation of Church Council to reorder the “Primary Function” category to read: Mission – Vision – Values, Human Resources, Financial, Property – Legal, and Voting Procedures.
- It was the suggestion by Church Council Chair Nathan Anderson to change the way Church Council is structured to offer more of a support to the ministry than just an administrative body.
- When it comes to writing the bylaws, it is important to write them to supersede any denomination that Charter Oak Church will be affiliated with.
- It is the recommendation to put together a team of individuals to draft the new bylaws and articles of incorporation, with Charter Oak Church’s attorney, that would be brought back to council for approval.
- The policy of auditing yearly financials should not change, they must remain.
- Developing a cadence of how information is presented with the vision paired with the budget and having flexibility within the structure.
- Incorporating cross functional teams and ad hoc committees that are created by Church Council that gives them a scope and a timeline with recommendation brought back to Church Council, with a decision coming from them, rather than from the cross functional teams or the ad hoc committee.

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- Discussion ensued on target dates to complete drafts for the Bylaws and Articles of Incorporation and who needs to work on each (both current council members and members of the congregation).

Review the December 2022 Meeting Minutes

- **MOTION** by Cindy Carasia to accept the December Council Meeting Minutes.
 - Motion 2nd by Nick Watson.
 - Motion ACCEPTED.

Old Business

- Denomination Subcommittee Team
 - The final disaffiliation vote will be held on February 2, 2023, beginning at 7:00 PM (Frye Farm Campus).
 - Nathan Anderson will be presenting on Addendum C and the Trustee Agreement from December 6, 2022, before the vote commences.
 - Nathan Anderson will present on the financials of the exit and the Disaffiliation Fund.
- Capital Improvements
 - The entrance signs at the Frye Farm Campus have been “refreshed”.
 - The Central Service office renovations are nearing completion and the total of the project will come under the \$20,000 budget.
 - The Frye Farm office wing heat is currently out and will be repaired this upcoming week.
- Crossroads Building Search
 - Jon Hartland has met with the Hempfield Township Zoning Board, and they do not see any problems in rezoning for the Garden Street property.
 - It is the policy of Charter Oak Church to receive three bank loan bids that would be used to finance the building out of the property.
 - Church Council discussed the need for a total property assessment of the property.
 - Discussion ensued on how the building would be financed and potential timelines.
 - **MOTION** by Christina McCaffrey to submit an offer to purchase the Garden Street / Thomas School Road (Greensburg) property for \$190,000 from the Branching Out Fund and Available Cash, contingent on a 45-day window to perform due diligence.
 - Motion 2nd by Garth Shaner.
 - Motion ACCEPTED (8-1).

Finance Report: Christina McCaffrey

- See the attached document titled **Treasurer Report 1-26-23**.

Comments from Visitors

- None.

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New Business

- 2023 Strategic Goals
 - Pastor Chris Whitehead presented the vision to Church Council on the goals of Charter Oak Church and each campus's strategic initiatives for 2023.
 - Discussion ensued upon selected goals and strategic initiatives.
- Housing Allowance Exclusion for Chow Juan (Executive Director – Frye Farm Campus)
 - **MOTION** by Brian Quinn to approve \$18,000 of the compensation paid to Reverend Chow Juan during 2023 be designated as a housing allowance exclusion in accordance with the provisions of Section 107 of the Internal Revenue Code.
 - Motion 2nd by Autumn Vinopal.
 - Motion ACCEPTED.

Executive Session

- Church Council went into Executive Session.

Next Church Council Meeting

- February 23, 2023 (Frye Farm Campus)
 - Start Time 7:00 PM

Respectfully Submitted,
Ty Holler
January 26, 2023

Campus Pastor Team

- Participants: Lead Pastor, staff at invitation of the Lead Pastor
- Adding/Removing: The Lead Pastor may add to, or remove any other person from the Campus Pastor Team at any time.
- Meetings: Weekly
- Overview: Set direction and priorities according to established mission, vision and values
- Accountability: To the Lead Pastor, and the Church Council to live out the mission, vision and values of the church.

Primary Function

- Nominate Church Council members and recommend, in consultation with the Church Council to Charge Conference for a vote.
- Author and present the Annual Budget (or subsequent increases) to the Church Council.
- Serve as full-voting members of the Church Council (if members of the church) in the following instances:
 - When searching for a new Teaching Pastor/Lead Pastor
 - When recommending changes to mission, vision or values.
- Present for approval to the Church Council any land acquisitions, facility construction or expansion projects, or other significant legal obligations.
- Present significant changes in ministry methods to the Church Council for their review and input.
- Present for approval to the Church Council any request for changes to the Annual Budget.

Church Council

- Participants: Lead Pastor, Church Council Chairperson and 7-10 lay leaders. (It is advised that these lay leaders include experts in finances, human resources, and legal issues as often as possible.) Treasurer & Financial Secretary shall be members of the Church Council
- Adding/Removing: Nominations by the Campus Pastor Team, voted on by Church Council and then at a duly called Charge Conference.
- Meetings: Monthly.
- Overview: Protect the vision and values of the church, and make significant ministry decisions; develop and approve changes, in consultation with, and based on recommendation of the Campus Pastor Team
- Accountability: Hold Lead Pastor responsible for the ministry of the church and COC's paid staff.

Primary Function

FINANCIAL

- Determine compensation of the Teaching Pastor/Lead Pastor, and other Teaching Pastors
- Approve compensation of all others on the Campus Pastor Team
- Review annual budget and present to Charge Conference for approval:
 - Church Council's job is not to prioritize spending.
 - Church Council's job is to ensure that no monies are allocated outside the parameters of COC's mission, vision and values.
 - Church Council's job is also to ensure that funds are accurately projected to be available for the budget.
- Provide oversight of annual audit.
- As financial expertise is needed, the Church Council can pull together a task force (sub-group of the Church Council and/or other COC members) for a specific project or task.

HUMAN RESOURCES

- Approve the hiring of any member of the Campus Pastor Team & any other staff (it will be the Church Council's discretion as to the extent of their involvement in this hiring process).
- In the event of the death or departure of an appointed staff member, members of the Church Council and Campus Pastor Team may serve as members of a Recommendation Team to work in conjunction with the bishop and cabinet in the making of the appointment.
- Be advocates for the staff, calling the people of the church to nurture, care for, pray for, and encourage their staff.
- As human resource expertise is needed, the Church Council can pull together a task force (sub-group of the Church Council and/or other COC members) for a specific project or task.
- Develop an Executive Church Council Team to oversee confidential staff issues as needed.

PROPERTY/LEGAL

- Approve any land acquisitions, facility construction, expansion, major renovation projects, or other significant legal obligations.
- Serve as the Board of Directors of Charter Oak United Methodist Church, Inc. according to our Articles of Incorporation
- Serve as the Board of Trustees according to the Book of Discipline.
- Conduct an annual inspection of all church property.
- As legal or property expertise is needed, the Church Council can pull together a task force (sub-group of the Church Council and/or other COC members) for a specific project or task.

MISSION, VISION, VALUES

- Champion the mission, vision and values of the church; review periodically making changes as needed; if change is necessary, all members of the Campus Pastor Team (who are church members) would be full-voting members.

VOTING PROCEDURES

- In cases of Nominations for Church Council Members & for making changes in the Mission, Vision & Values of the church when Campus Pastor Team members are permitted to vote, a 66% majority must be met for any motion to pass.
- A quorum of 70% of the voting members must be present for any votes to be taken.

Treasurer's Notes: December '22

** Numbers are based on a Revenue Budget of \$2,269,728, and an Expense Budget of \$2,115,124

Revenue	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	FYE 7/31/23		
Frye Farm	126,060	120,832	128,904	123,511	165,713	665,020		
Central Services	-	-	-	-	-	-		
Crossroads	24,238	20,008	25,156	19,630	41,136	130,168		
Jeannette	9,013	6,700	9,101	7,835	26,184	58,833		
Mt Pleasant / Scottdale	7,679	7,702	8,732	7,752	10,016	41,881	Budget	% of Bdgt.
Totals	166,990	155,242	171,893	158,728	243,049	895,902	945,503	95%
2021	180,873	159,305	178,335	162,195	275,910	956,618		

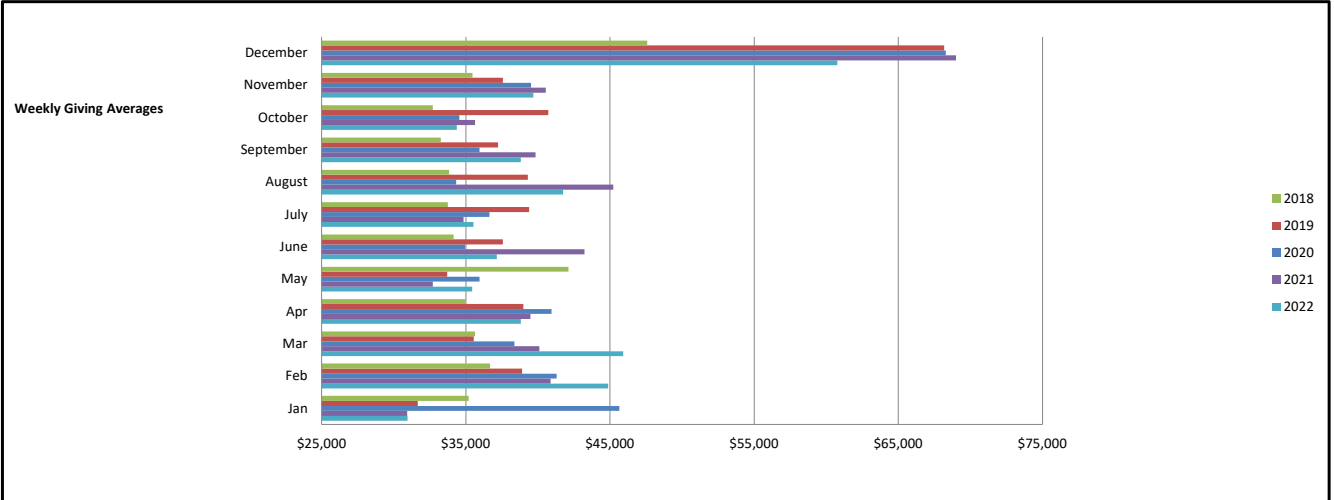
Expenses	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	FYE 7/31/23		
Frye Farm	107,283	113,376	119,867	109,597	123,380	573,503		
Central Services	16,226	11,281	10,057	18,934	1,319	57,817		
Crossroads	23,155	22,556	28,630	18,201	25,114	117,656		
Jeannette	10,985	11,586	11,967	11,775	12,676	58,989		
Mt Pleasant / Scottdale	12,542	8,534	10,304	8,397	8,444	48,221	Budget	% of Bdgt.
Totals	170,191	167,333	180,825	166,904	170,933	856,186	869,546	98%
2021	140,394	154,363	170,614	168,744	177,283	811,398		

	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	FYE 7/31/23
Unadjusted Net Income	(3,201)	(12,091)	(8,932)	(8,176)	72,116	39,716
Mortgage Principle	(9,672)	(9,709)	(9,745)	(9,781)	(9,818)	(48,725)
Adjusted Total Profit / (Loss)	(12,873)	(21,800)	(18,677)	(17,957)	62,298	(9,009)
2021 Unadjusted Net Income	40,479	4,942	7,721	(6,549)	98,627	145,220

Weekly Giving Averages													Weekly Avg/Yr
	Jan	Feb	Mar	Apr	May	June	July	August	September	October	November	December	
2018	\$ 35,203	\$ 36,678	\$ 35,639	\$ 34,989	\$ 42,113	\$ 34,156	\$ 33,759	\$ 33,841	\$ 33,272	\$ 32,704	\$ 35,460	\$ 47,572	\$ 36,282
2019	\$ 31,660	\$ 38,897	\$ 35,554	\$ 39,001	\$ 33,715	\$ 37,571	\$ 39,384	\$ 39,310	\$ 37,234	\$ 40,726	\$ 37,572	\$ 68,187	\$ 39,901
2020	\$ 45,642	\$ 41,291	\$ 38,366	\$ 40,953	\$ 35,954	\$ 34,941	\$ 36,648	\$ 34,319	\$ 35,950	\$ 34,558	\$ 39,526	\$ 68,296	\$ 40,537
2021	\$ 30,939	\$ 40,883	\$ 40,102	\$ 39,476	\$ 32,706	\$ 43,226	\$ 34,848	\$ 45,218	\$ 39,826	\$ 35,647	\$ 40,549	\$ 69,003	\$ 41,035
2022	\$ 30,953	\$ 44,876	\$ 45,915	\$ 38,804	\$ 35,449	\$ 37,142	\$ 35,532	\$ 41,748	\$ 38,811	\$ 34,379	\$ 39,682	\$ 60,762	\$ 40,338
w=# of weeks	21=5w; 22=5w		19=5w; 20=5w		20=5w; 21=5w; 22=5w	19=5w	18=5w; 22=5w	20=5w; 21=5w	19=5w	21=5w; 22=5w	20=5w	19=5w	

Available Cash	
Total Cash on Hand	\$ 1,713,285
Hennon Fund	(1,680)
Memorial Garden Fund	(9,071)
Reserve Commitments	(927,497)
Strengthening Our Future	438,195
Reserve for Capital Improvement	89,532
Disaffiliation Fund	102,800
Outstanding Payables	(240,126)
Payroll Related & Pens. HSA Liability	(20,850)
Available Cash	\$ 1,144,588

E-Newsletter Calculation	
FYE 7/31/23	
Revenue	
From P&L	\$ 895,902
Expenses	
From P&L	\$ 856,186
Mortgage Principle	48,725
	\$ 904,911
Net Income	\$ (9,009)



- Notes:
- Strengthening Our Future giving:

August	September	October	November	December
\$9,395	\$12,216	\$27,581	\$24,960	\$59,372

 17 Contributors
 - Disaffiliation Fund giving:

December
\$102,800

 18 Contributors