

Charter Oak Church Church Council Minutes

April 22, 2021 – Council Meeting

Council Members: Nathan Anderson, Cindy Carasia, Wendell Davis, Rich Hoffman, Keith Impink, Erin Irons, David Leuthold, Christina McCaffrey, Amanda Polinsky, Nick Watson, Chris Whitehead, Tom Beagan (Ex Officio)

Absent:

Guest Attendance: Mary Lou Palm, Naomi Rymer, Autumn Vinopal, Dave Wilcox

Prayer – Rich Hoffman

Bible Study – Chris Whitehead

- Mark 1: 21-35
- Through these chapters Jesus went to the synagogue, taught, healed (Simon's mother, and people with various diseases), drove out spirits, quieted the spirits, went off by himself, and prayed.
 - Man Done: went to synagogue, taught, went off by himself, and prayer
 - God Done: healed (Simon's mother and people with various diseases), drove out spirits, and quieted spirits
- You would think after a day like that, Jesus would want to take a few days off. But He did not. Instead, we learn in **Mark 1:35** that Jesus went to a solitary place to pray. Jesus did not let a hectic schedule jeopardize His time alone with God.
- As leaders we cannot possibly give away what we do not have. In other words, we cannot give from an empty bucket. Spending time with the Father must be a priority so that we know Him, and His character and our buckets are filled. Out of that overflow, we serve.

Review the March 2021 Meeting Minutes

- **MOTION** by Dave Leuthold to accept the March Council Meeting Minutes
 - Motion 2nd by Erin Irons
 - Motion ACCEPTED

Old Business

- Approved items from the March 2021 Church Council Meeting:
 - Tech upgrades at the Frye Farm Campus
 - Some of the equipment has been purchased and are working out the details
 - Wall bids for the Jeannette Campus
 - Will be asking for bids over the next coming month
 - Closure of the Branching Out Fund
 - All future giving will go to the Strengthening Our Future Fund

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- **MOTION** by Christina McCaffrey that effective April 22, 2021 all funds received for the Reserve Branching Out Fund be redirected to the Strengthening Our Future Fund.
 - Motion 2nd by Amanda Polinsky
 - Motion ACCEPTED
- Report from the Wesleyan Covenant Association
 - <https://wesleyancovenant.org/2021/04/15/departing-the-united-methodist-church/>
- Crossroads Campus Building
 - Jon Hartland (Crossroads Campus Pastor) is in the process of searching for three acres minimum of property to build a new Crossroads Campus building

Memorial Garden Report – Keith Impink

- See the attached document titled **Memorial Garden Report 4-22-21**
 - The committee is in the process of discussing landscaping options and possible marketing campaigns
 - The committee would like to have another informational Sunday for the members
 - The committee is requesting a formal dedication once the project is fully completed
 - Reminder to Church Council that once Shaffer Memorial is completed with the work, the final payment of roughly \$49,000 will be due
 - Discussion on the possibility of amending the below Memorial Garden Motion from August 27, 2020
 - *Motion by Keith Impink to approve an interest free loan from the Parsonage Reserve Fund in the amount Not-To-Exceed \$40,000, to be used to pay any remaining balance owed to Shaffer Memorials for the construction of the Memorial Garden Columbarium and sidewalk construction, as outlined on the attached quotation from Shaffer Memorials; once construction is completed and approved by the Trustees and Church Council.*
 - *Motion 2nd by Amanda Polinsky*
 - *Motion ACCEPTED*
 - Church Council will potentially revisit the above Memorial Garden Motion at the May 27, 2021 Church Council Meeting

Finance Report – Christina McCaffrey

- See the attached documents titled **Financial Report 4-22-21** and **Treasurer Report 4-22-21**
 - First Quarter Review

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- Tom Beagan will run projection analytic reports for next month's meeting

Questions from Visitors

- None

New Business

- Future Campus Development Plan
- Budget Process
 - Working three-year projected budget
 - See the attached document titled **DRAFT Three Year Working Budget 4-22-21**
 - Discussion on the Mission Share, Apportionment, and the Current Budget
 - **MOTION** by Wendell Davis that starting May 1, 2021 Charter Oak Church will no longer accrue the expense for the Connectional Apportionment.
 - Motion 2nd by Christina McCaffrey
 - Motion ACCEPTED
 - Three-year staffing plan
- Report from the Wesleyan Covenant Association
 - <https://wesleyancovenant.org/2021/04/15/departing-the-united-methodist-church/>
 - January 1, 2023 would be the first available day to join the Global Methodist Church and apportionment would be set at 7%
- Family Meeting
 - Scheduled for May 16, 2021
- Student Ministry Plan
 - See the attached documents titled **Student Center Vision and Plan 4-22-21** and **Student Center Budget 4-22-21**
 - **MOTION** by Wendell Davis to approve the Student Center Vision and Plan
 - Motion 2nd by Erin Irons
 - Motion ACCEPTED
 - Approval for Phase 1 was granted for the 2020-2021 Fiscal Year Budget
 - Approval for the remaining Phases was granted to be built into the 2021-2022 Fiscal Year Budget
 - **MOTION** by Amanda Polinsky to approve the withdraw of up to \$4,500 from the Parsonage Fund Reserve for the purchase of the Student Center carpet
 - Motion 2nd by Cindy Carasia
 - Motion ACCEPTED

Executive Session

- Church Council went into Executive Session.

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Next Council Meeting

- May 27, 2021 (Frye Farm Campus and Zoom)
 - Start Time 7:00 PM

Respectfully Submitted,
Ty Holler
April 22, 2021

DRAFT

MEMORIAL GARDEN UPDATE FOR CHURCH COUNCIL – 4/22/21

In case you haven't heard, the pad for the Memorial Garden was poured on Monday and power washed on Tuesday to get the exposed aggregate look! 40 yards of concrete now fills the area that sat vacant for the last 6 months.

Here is the schedule for completion of the area by Shaffer Memorials:

- Sometime in the next few days they will remove the excess rocks and dirt and tie in the French drain to release the water pooling at the back right side of the pad.
- They will place about an 8' wide gravel bed around the two sides of the pad similar to the gravel they have behind the pad and at the bottom of the bank. They will also grade the right side of the area to level everything out.
- They will dig behind the upper parking lot to try to find the 4" conduits for electric coming from the basement and heading up to the upper outdoor gathering area (I need to find these conduits so that we can get new lighting and power to the memorial garden site)
- The small tree that was removed in front of the left side of the pad will be placed about halfway between the right side of the pad and the pole light on the right side of the pad.
- Around the end of next week Bo and I will visit the site to look at how the concrete is curing. If he feels comfortable that the pad has cured enough to stand up to the weight of the columbarium, he will have it delivered to the site.
- The columbarium is sitting in a truck dock in Georgia, waiting for Bo to have it delivered. He can have it here in a few days. His plan is that once the unit arrives in Greensburg, it will get delivered directly to the church and he will have a crane to unload it and to set the columbarium in place on our pad.
- Once the unit is set in place, then they will be able to work on the 150' of sidewalk along the back portion of the upper parking lot as well as the piece of sidewalk going back to the large pad.
- Once this sidewalk is poured and power washed similar to the main pad, then they will do final grading behind the sidewalk and restore the area ready for our committee to decide what type of landscaping we want to do.

With this schedule, we are looking at sometime around the middle of May until he is completely finished and off the site.

Items the committee will be working on at our next few meetings:

- 1) Discuss what we want to do with landscaping around the Garden
- 2) Review and update our informational pamphlets with current items
- 3) Discuss future marketing ideas moving forward. Some of our thoughts:
 - a. Do we need to make a new video?
 - b. Do we need to have another informational Sunday after services?
 - c. Can we put pictures of the completed Garden on the video boards before and after services?
 - d. Do we have any Marketing people in the church that might guide us moving forward, so that we are "Marketing" and not "Selling"?
 - e. Have our Pastors at Frye Farm mention the Memorial Garden from the Pulpit.

Our next meeting is scheduled for Thursday April 29, 2021 at 7:00.

Treasurer's Notes: MARCH 2021

** Numbers are based on a Revenue Budget of \$2,267,048, and an Expense Budget of \$2,161,077 (\$2,257,315, less \$96,238 charged to reserves).

Revenue	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	FYE 7/31/21		% of Bdg.
Frye Farm	\$ 134,216.30	\$ 114,583.58	\$ 104,577.20	\$ 157,732.06	\$ 196,906.07	\$ 121,178.65	\$ 125,987.35	\$ 117,955.76	\$ 1,073,136.97		
Central Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Cross Roads	\$ 22,160.50	\$ 17,654.00	\$ 17,148.50	\$ 20,696.75	\$ 43,016.00	\$ 18,961.25	\$ 23,616.50	\$ 24,088.48	\$ 187,341.98		
Jeanette	\$ 6,335.00	\$ 3,610.00	\$ 7,451.00	\$ 7,747.16	\$ 23,135.21	\$ 6,423.53	\$ 5,927.76	\$ 7,714.00	\$ 68,343.66		
Mt Pleasant / Scottdale	\$ 8,883.00	\$ 7,951.23	\$ 9,056.16	\$ 11,454.00	\$ 10,126.59	\$ 8,129.55	\$ 8,002.00	\$ 10,651.00	\$ 74,253.53		
Totals	\$ 171,594.80	\$ 143,798.81	\$ 138,232.86	\$ 197,629.97	\$ 273,183.87	\$ 154,692.98	\$ 163,533.61	\$ 160,409.24	\$ 1,403,076.14	\$ 1,556,447	90%
2019/2020	\$ 157,241.28	\$ 186,171.17	\$ 162,902.47	\$ 163,327.51	\$ 340,935.19	\$ 182,566.90	\$ 165,163.89	\$ 191,831.41	\$ 1,550,139.82		

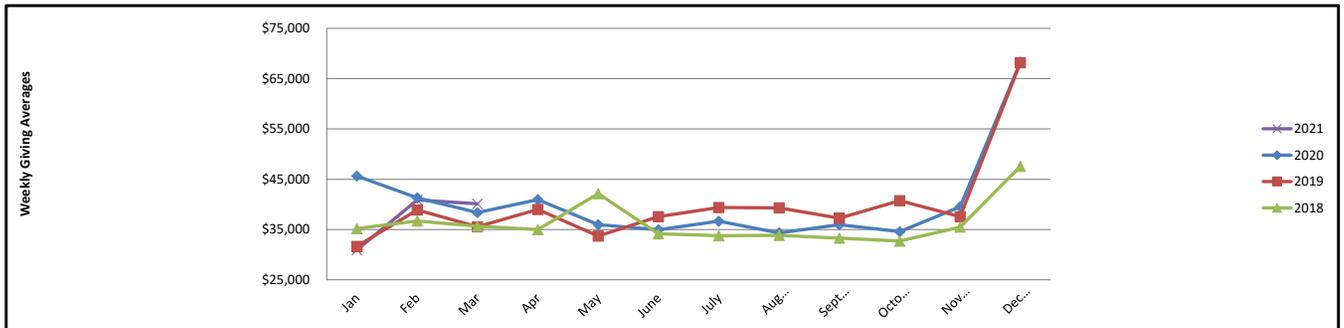
Expenses	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	FYE 7/31/21		% of Bdg.
Frye Farm	\$ 103,511.59	\$ 115,965.79	\$ 116,729.70	\$ 122,007.40	\$ 133,034.61	\$ 118,259.77	\$ 115,262.91	\$ 118,046.83	\$ 942,818.60		
Central Services	\$ 9,689.76	\$ 13,942.65	\$ 8,260.99	\$ (3,439.19)	\$ (16,935.50)	\$ 8,282.18	\$ 6,825.05	\$ 11,494.01	\$ 38,119.95		
Cross Roads	\$ 19,224.68	\$ 18,541.90	\$ 18,956.83	\$ 22,078.29	\$ 27,125.58	\$ 22,977.73	\$ 22,528.15	\$ 22,750.59	\$ 174,183.75		
Jeanette	\$ 12,521.90	\$ 12,273.31	\$ 12,183.34	\$ 12,387.15	\$ 16,789.02	\$ 12,033.50	\$ 13,304.91	\$ 16,096.43	\$ 107,589.56		
Mt Pleasant / Scottdale	\$ 11,143.44	\$ 11,069.79	\$ 11,731.58	\$ 12,562.10	\$ 12,218.53	\$ 12,091.03	\$ 11,077.76	\$ 13,031.16	\$ 94,925.39		
Totals	\$ 156,091.37	\$ 171,793.44	\$ 167,862.44	\$ 165,595.75	\$ 172,232.24	\$ 173,644.21	\$ 168,998.78	\$ 181,419.02	\$ 1,357,637.25	\$ 1,506,683	90%
2019/2020	\$ 169,577.30	\$ 147,796.27	\$ 156,283.39	\$ 151,794.32	\$ 173,484.51	\$ 154,473.29	\$ 135,368.76	\$ 133,200.81	\$ 1,221,978.65		

	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	FYE 7/31/21
Unadjusted Net Income	\$ 15,503.43	\$ (27,994.63)	\$ (29,629.58)	\$ 32,034.22	\$ 100,951.63	\$ (18,951.23)	\$ (5,465.17)	\$ (21,009.78)	\$ 45,438.89
Mortgage Principle	\$ (8,874.23)	\$ (8,907.51)	\$ (8,907.51)	\$ (9,007.83)	\$ (9,008.09)	\$ (9,008.10)	\$ (9,075.78)	\$ (9,109.81)	\$ (71,898.86)
Adjusted Total Profit / (Loss)	\$ 6,629.20	\$ (36,902.14)	\$ (38,537.09)	\$ 23,026.39	\$ 91,943.54	\$ (27,959.33)	\$ (14,540.95)	\$ (30,119.59)	\$ (26,459.97)
2019/2020 Unadjusted Net Income	\$ (12,336.02)	\$ 38,374.90	\$ 6,619.08	\$ 11,533.19	\$ 167,450.68	\$ 28,093.61	\$ 29,795.13	\$ 58,630.60	\$ 328,161.17

Available Cash	
	Mar-21
Total Cash on Hand	\$ 1,188,739.07
Hennon Fund	\$ (2,507.73)
Memorial Garden Fund	\$ (42,650.46)
Reserve Commitments	\$ (539,739.23)
Outstanding Payables	\$ (60,267.13)
Payroll Related & Pension HSA Liability	\$ (15,140.33)
Jeanette Funding	\$ (18,254.74)
Available Cash	\$ 510,179.45

Weekly Giving Averages	Jan	Feb	Mar	Apr	May	June	July	August	September	October	November	December	Total Avg/Mo
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	\$ 36,282.17
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	\$ 39,900.92
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	\$ 40,537.00
2021	\$ 30,939	\$ 40,883	\$ 40,102										\$ 55,962.00
w=# of weeks, compared for '19, '20, & '21	'19=4w; '20=4w; '21=5w		'19=5w; '20=5w		'19=4w; '20=5w	'19=5w; '20=4w		'19=4w; '20=5w	'19=5w; '20=4w		'19=4w; '20=5w	19=5w; '20=4w	

E-Newsletter Calculation	
	FYE 7/31/21
Revenue	
From P&L	\$ 1,403,076.14
Expenses	
From P&L	\$ 1,357,637.25
Campus Cost From Reserves	\$ (93,253.76)
Mortgage Principle	\$ 71,898.86
	\$ 1,336,282.35
Net Income	\$ 66,793.79



Notes:

1. April 2021 (3 of 4 Weeks) - General Fund: \$115,366; SOF: \$4,251; BO: \$1,493
2. 3/31/21 Balance available in Jeanette Funding (Reserve) is \$18,254.74 which includes \$25,000 transfer from SOF in February '21

Budget Percentages				
	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Personnel	40%	44%	43%	42%
Operations/Admin	30%	23%	23%	22%
Ministry	8%	10%	9%	9%
Future	4%	4%	5%	6%
Missions	3%	3%	4%	5%
Central Services	16%	<u>16%</u>	<u>16%</u>	<u>16%</u>
	100%	100%	100%	100%
Future Apportionment			\$ 86,220	\$ 155,195
Personnel	\$ 898,664	\$ 909,503	\$ 907,945	\$ 931,172
Operations/Admin	\$ 676,917	\$ 463,997	\$ 485,645	\$ 487,757
Ministry	\$ 170,253	\$ 205,000	\$ 190,035	\$ 199,537
Future	\$ 90,689	\$ 82,000	\$ 105,575	\$ 133,025
Missions	\$ 60,000	\$ 61,500	\$ 84,460	\$ 110,854
Central Services	<u>\$ 361,242</u>	<u>\$ 328,000</u>	<u>\$ 337,840</u>	<u>\$ 354,732</u>
	\$ 2,257,765	\$ 2,050,000	\$ 2,111,500	\$ 2,217,075
		-10%	+3%	+5%
Mission Share	\$ 212,974			
Current Budget	\$ 2,044,791			
Giving				
1st 8 Months	\$ 1,403,076			
4 months x \$160,000	<u>\$ 640,000</u>			
	\$ 2,043,076			
Difference	\$ (1,715)			

Student Center Vision and Plan

Why do we need to update our Student Ministry spaces?

- Our vision to infuse passion for Jesus into the people of Westmoreland County.
 - We want to provide space for outsiders to become insiders.
 - We value relationships and community, and we want our students to feel like they belong here at Charter Oak when they engage with our Student Ministry spaces.
 - Students need a safe place to connect and explore their faith. We can provide that by creating a “home” for them at Charter Oak Church.
 - Students need to know that Jesus loves them and wants to have a relationship with them. And students need to know that they are loved by Charter Oak Church, by our small group leaders, and by their peers.
- An updated Student Center will allow us greater flexibility to do ministry, enabling us to create spaces to specifically target high school students more effectively.
 - During Student Ministry, we will have the option to run simultaneous large group gatherings with excellence, to accommodate for times when we want to breakout high school/middle school groups and boys/girls groups.
 - This will position us to do ministry in the short term more effectively and in the long term strategically by making updates to our Student Ministry spaces.

Why now?

- We have had many ministry events cancelled. Therefore, we have funds available in our budget to reinvest into our students.
- These funds will not be available next year due to our planned year of ministry ahead.
- We have the opportunity to reinvigorate our brand all at once, combined with our Student Ministry logo update.
- As public gatherings begin to open up, we want Student Ministry to be well positioned to welcome back our students and families who have stepped back from in-person gatherings and to reach new students who have not yet been part of our ministry.
- Our Student Ministry spaces have not seen major updates since 2015. Many areas need repair.

How will updating our Student Ministry spaces help us accomplish our vision?

- An investment in our space is an investment in our students’ spiritual growth.
- We are committed to providing excellent environments in which to do ministry.
- We conducted a survey of our students back in February regarding our Student Ministry spaces and that has brought great ideas and insights into what our students are looking for in this space.
- Providing spaces that are excellent, welcoming, and relational, along with our great leaders, will inspire students to invite their friends.
- Providing spaces where students can ask questions and explore their faith will help equip them to be fully-devoted followers of Jesus and disciple makers who make more disciple makers.

- The seeds we are able to plant because of this investment will flourish into lifelong faith that produces 100 times what was planted, as we all are faithful to God.

How will we use the spaces?

- We will have a large open area in the back of the room, with a stage and AVL capabilities to accommodate up to 70 people. The stage will be large enough for a worship team and the sound booth will fit two people.
- We will have community-oriented spaces in the front of the room with groups of couches, space for table games, building relationships, and having small group conversations.
- During Sunday mornings, this could be a hangout space for students and small group to connect before, between, or after services.
- During the week, we have the option to use this as a “third space” for our students.
- During the week, our staff will be able to take full advantage of this space for staff meetings, staff worship, church council, etc.

What changes are we making?

Stage

- Moving the stage from the front of the room to the back of the room.
- The stage will be 16x12ft along the back wall, with two wings of curtains on either side and along the back. These wings serve multiple purposes.
 - Frame the stage to make it visually appealing.
 - Cover up/block light coming in from the rear exit and window. The curtains will be movable to preserve access to rear exit.
 - Conceal storage for AVL equipment.
- Moving the current mounted TVs in line with the front of the stage.
- Purchasing new speakers that will also have some portability if we are doing an outdoor worship set.
- Purchasing new lighting.
- Installing basic rigging to mount lighting.
- Purchasing cabling and lighting software.
- Reconfiguring the sound booth to accommodate two people.
- Purchasing an iMac to accommodate AVL and presentation needs.

Community Spaces

- Updating and fixing pool table, foosball, and air hockey.
- Fixing ping pong table to make portable again. This will be moved out into the CLC on Sunday nights.
- Get rid of the basketball hoops and one of the foosball tables.
- Purchasing two shelving units to store Bibles and board games.
- Purchasing two bistro table/chairs sets.
- Purchasing new lamps.
- Purchasing rugs.

- Update wall art and décor.
- New paint and color scheme.
- Move big brown sectional to the front of the room.
- Move big gray sectional from 223 to main space.

Miscellaneous

- Cover concrete floor with carpet tiles.
- Purchase new tablet for check-in.
- Update signage with new logo.

What about Room 223?

- We will continue to utilize this room as a game room.
- In our survey, updated video game options were a popular request. Video games play an important role in connecting our students over shared experience and competition, especially for the boys.
- Our video game consoles are two generations behind. We would plan to get a Nintendo Switch and a PlayStation 5.
- We will prioritize multiplayer and party games.
- We plan to update this room at a later date, by the end of 2021. Black Friday and the Christmas shopping season is a better time to make these purchases.
- The current sectional will be swapped out with some of the older furniture in the main Student Center for the time being. We plan to get more gamer-friendly furniture.

A Phased Approach

- Due to budget and cash flow considerations, we are taking a phased approach to the project. We want to complete our bigger expenditures (stage and floor) first so we do not run out of cash in the middle of the project.
- Phases 1-3 will be completed in FYE 7/31/21
- Phase 4 will be completed in FYE 7/31/22

Phase 1 (May-June) – approximately \$6,000

- Purchasing AVL equipment, curtains, move the stage, sound booth
- *Using Student Ministry funds*

Phase 2 (as soon as council believes it is feasible) – approximately \$4,500

- Flooring – carpet squares
 - Requesting this as an upgrade for the Frye Farm Campus as it will benefit the whole campus
 - Increases usability for the whole campus including events outside of Student Ministry
 - Carpet will be more attractive, add warmth, and improve acoustics.
- *Using non-Student Ministry funds*

Phase 3 (as soon as council believes it is feasible) – approximately \$2,500

- Update wall art
- Fix table games
- Purchase lamps, rugs, shelves
- *Using Student Ministry Funds*

Phase 4 (Late 2021) – approximately \$2,000

- Room 223
- Video game consoles
- Update furniture in 223
- *Using Student Ministry funds*

How much will all this cost?

- FYE 7/31/21 – approximately \$10,500
 - In our budget for Student Ministry for the FYE 7/31/21, we have \$14,000 in undesignated funds remaining.
- FYE 7/31/22 – approximately \$4,500

Student Center Updates

	When?
Phase 1	May
Phase 2	as soon as council believes it is feasible
Phase 3	as soon as council believes it is feasible
Phase 4	Late 2021

Description
Stage - lights, speakers, curtains, sound booth
Floor - carpet squares
Décor/Furniture/Paint
223 Game Room

Phase 1 Total	5970
Phase 2 Total	4400
Phase 3 Total	2600
Phase 4 Total	1940
Phase 1-3 Total	14910

266 Student Center

Item	Quantity	Cost	Total	Date
Shelves	2	80	160	July
Rugs	4	50	200	July
			0	
			0	
Board Games	1	100	100	July
Lamps	6	30	180	July
Bistro Table/Chairs	2	80	160	July
			0	
Fix Ping Pong	1	50	50	July
Fix Air Hockey	1	50	50	July
Fix Pool Table	1	500	500	July
Fix/Replace Foosball	1	200	200	July
			0	
Floor	1	4400	4400	June
Fix Trim/Metal	1	100	100	July
Wall Décor	1	300	300	July
Paint	1	200	200	July
			0	
			0	
			0	
Signage	1	200	200	June
Tablet	1	200	200	July
			0	
			0	
TOTALS			7000	

266 Stage

Item	Quantity	Cost	Total	Date
Lights	4	500	2000	May
Sound Equipment	2	800	1600	May
			0	
			0	
			0	
Platform	1	400	400	May
Sound Booth Rebuild	1	400	400	May
			0	
			0	
Cables	1	120	120	May
PVC	1	100	100	May
Rigging	1	200	200	May
Curtains	1	400	400	May
			0	
			0	
Computer	1	750	750	March
			0	
			0	
			0	
			0	
TOTALS			5970	

223 Game Room

Item	Quantity	Cost	Total	Date
Nintendo Switch	1	300	300	
Controllers	2	80	160	
Games	4	50	200	
			0	
PS5	1	500	500	
Controllers	3	60	180	
Games	4	50	200	
			0	
Console Tables	1	100	100	
Stools	6	50	300	
			0	
			0	
			0	
			0	
			0	
			0	
			0	
			0	
			0	
			0	
TOTALS			1940	

GRAND TOTAL 14910

MEMORIAL GARDEN UPDATE FOR CHURCH COUNCIL – 4/22/21

In case you haven't heard, the pad for the Memorial Garden was poured on Monday and power washed on Tuesday to get the exposed aggregate look! 40 yards of concrete now fills the area that sat vacant for the last 6 months.

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- Once this sidewalk is poured and power washed similar to the main pad, then they will do final grading behind the sidewalk and restore the area ready for our committee to decide what type of landscaping we want to do.

With this schedule, we are looking at sometime around the middle of May until he is completely finished and off the site.

Items the committee will be working on at our next few meetings:

- 1) Discuss what we want to do with landscaping around the Garden
- 2) Review and update our informational pamphlets with current items
- 3) Discuss future marketing ideas moving forward. Some of our thoughts:
 - a. Do we need to make a new video?
 - b. Do we need to have another informational Sunday after services?
 - c. Can we put pictures of the completed Garden on the video boards before and after services?
 - d. Do we have any Marketing people in the church that might guide us moving forward, so that we are "Marketing" and not "Selling"?
 - e. Have our Pastors at Frye Farm mention the Memorial Garden from the Pulpit.

Our next meeting is scheduled for Thursday April 29, 2021 at 7:00.

Treasurer's Notes: MARCH 2021

** Numbers are based on a Revenue Budget of \$2,267,048, and an Expense Budget of \$2,161,077 (\$2,257,315, less \$96,238 charged to reserves).

Revenue	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	FYE 7/31/21		% of Bdgt.
Frye Farm	\$ 134,216.30	\$ 114,583.58	\$ 104,577.20	\$ 157,732.06	\$ 196,906.07	\$ 121,178.65	\$ 125,987.35	\$ 117,955.76	\$ 1,073,136.97		
Central Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Cross Roads	\$ 22,160.50	\$ 17,654.00	\$ 17,148.50	\$ 20,696.75	\$ 43,016.00	\$ 18,961.25	\$ 23,616.50	\$ 24,088.48	\$ 187,341.98		
Jeanette	\$ 6,335.00	\$ 3,610.00	\$ 7,451.00	\$ 7,747.16	\$ 23,135.21	\$ 6,423.53	\$ 5,927.76	\$ 7,714.00	\$ 68,343.66		
Mt Pleasant / Scottdale	\$ 8,883.00	\$ 7,951.23	\$ 9,056.16	\$ 11,454.00	\$ 10,126.59	\$ 8,129.55	\$ 8,002.00	\$ 10,651.00	\$ 74,253.53		
Totals	\$ 171,594.80	\$ 143,798.81	\$ 138,232.86	\$ 197,629.97	\$ 273,183.87	\$ 154,692.98	\$ 163,533.61	\$ 160,409.24	\$ 1,403,076.14	\$ 1,556,447	90%
2019/2020	\$ 157,241.28	\$ 186,171.17	\$ 162,902.47	\$ 163,327.51	\$ 340,935.19	\$ 182,566.90	\$ 165,163.89	\$ 191,831.41	\$ 1,550,139.82		

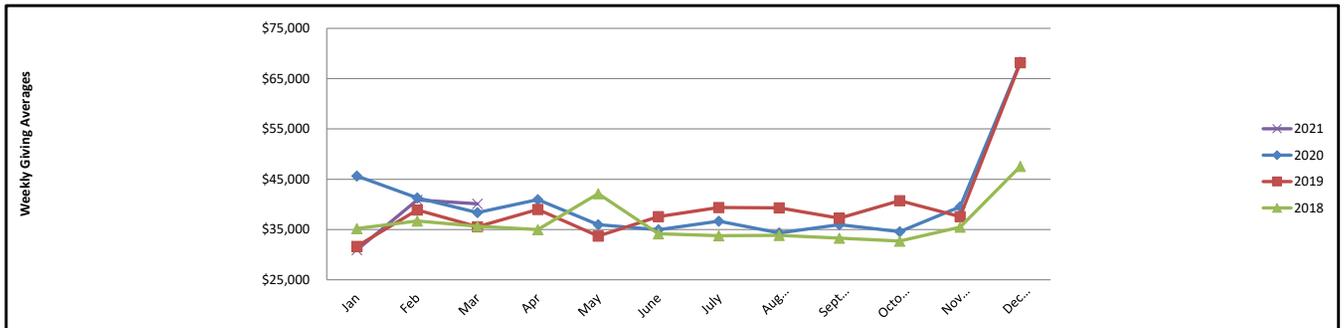
Expenses	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	FYE 7/31/21		% of Bdgt.
Frye Farm	\$ 103,511.59	\$ 115,965.79	\$ 116,729.70	\$ 122,007.40	\$ 133,034.61	\$ 118,259.77	\$ 115,262.91	\$ 118,046.83	\$ 942,818.60		
Central Services	\$ 9,689.76	\$ 13,942.65	\$ 8,260.99	\$ (3,439.19)	\$ (16,935.50)	\$ 8,282.18	\$ 6,825.05	\$ 11,494.01	\$ 38,119.95		
Cross Roads	\$ 19,224.68	\$ 18,541.90	\$ 18,956.83	\$ 22,078.29	\$ 27,125.58	\$ 22,977.73	\$ 22,528.15	\$ 22,750.59	\$ 174,183.75		
Jeanette	\$ 12,521.90	\$ 12,273.31	\$ 12,183.34	\$ 12,387.15	\$ 16,789.02	\$ 12,033.50	\$ 13,304.91	\$ 16,096.43	\$ 107,589.56		
Mt Pleasant / Scottdale	\$ 11,143.44	\$ 11,069.79	\$ 11,731.58	\$ 12,562.10	\$ 12,218.53	\$ 12,091.03	\$ 11,077.76	\$ 13,031.16	\$ 94,925.39		
Totals	\$ 156,091.37	\$ 171,793.44	\$ 167,862.44	\$ 165,595.75	\$ 172,232.24	\$ 173,644.21	\$ 168,998.78	\$ 181,419.02	\$ 1,357,637.25	\$ 1,506,683	90%
2019/2020	\$ 169,577.30	\$ 147,796.27	\$ 156,283.39	\$ 151,794.32	\$ 173,484.51	\$ 154,473.29	\$ 135,368.76	\$ 133,200.81	\$ 1,221,978.65		

	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	FYE 7/31/21
Unadjusted Net Income	\$ 15,503.43	\$ (27,994.63)	\$ (29,629.58)	\$ 32,034.22	\$ 100,951.63	\$ (18,951.23)	\$ (5,465.17)	\$ (21,009.78)	\$ 45,438.89
Mortgage Principle	\$ (8,874.23)	\$ (8,907.51)	\$ (8,907.51)	\$ (9,007.83)	\$ (9,008.09)	\$ (9,008.10)	\$ (9,075.78)	\$ (9,109.81)	\$ (71,898.86)
Adjusted Total Profit / (Loss)	\$ 6,629.20	\$ (36,902.14)	\$ (38,537.09)	\$ 23,026.39	\$ 91,943.54	\$ (27,959.33)	\$ (14,540.95)	\$ (30,119.59)	\$ (26,459.97)
2019/2020 Unadjusted Net Income	\$ (12,336.02)	\$ 38,374.90	\$ 6,619.08	\$ 11,533.19	\$ 167,450.68	\$ 28,093.61	\$ 29,795.13	\$ 58,630.60	\$ 328,161.17

Available Cash	
	Mar-21
Total Cash on Hand	\$ 1,188,739.07
Hennon Fund	\$ (2,507.73)
Memorial Garden Fund	\$ (42,650.46)
Reserve Commitments	\$ (539,739.23)
Outstanding Payables	\$ (60,267.13)
Payroll Related & Pension HSA Liability	\$ (15,140.33)
Jeanette Funding	\$ (18,254.74)
Available Cash	\$ 510,179.45

Weekly Giving Averages	Jan	Feb	Mar	Apr	May	June	July	August	September	October	November	December	Total Avg/Mo
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	\$ 36,282.17
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	\$ 39,900.92
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	\$ 40,537.00
2021	\$ 30,939	\$ 40,883	\$ 40,102										\$ 55,962.00
w=# of weeks, compared for '19, '20, & '21	'19=4w; '20=4w; '21=5w		'19=5w; '20=5w		'19=4w; '20=5w	'19=5w; '20=4w		'19=4w; '20=5w	'19=5w; '20=4w		'19=4w; '20=5w	19=5w; '20=4w	

E-Newsletter Calculation	
	FYE 7/31/21
Revenue	
From P&L	\$ 1,403,076.14
Expenses	
From P&L	\$ 1,357,637.25
Campus Cost From Reserves	\$ (93,253.76)
Mortgage Principle	\$ 71,898.86
	\$ 1,336,282.35
Net Income	\$ 66,793.79



Notes:

1. April 2021 (3 of 4 Weeks) - General Fund: \$115,366; SOF: \$4,251; BO: \$1,493
2. 3/31/21 Balance available in Jeanette Funding (Reserve) is \$18,254.74 which includes \$25,000 transfer from SOF in February '21

Budget Percentages				
	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Personnel	40%	44%	43%	42%
Operations/Admin	30%	23%	23%	22%
Ministry	8%	10%	9%	9%
Future	4%	4%	5%	6%
Missions	3%	3%	4%	5%
Central Services	16%	<u>16%</u>	<u>16%</u>	<u>16%</u>
	100%	100%	100%	100%
Future Apportionment			\$ 86,220	\$ 155,195
Personnel	\$ 898,664	\$ 909,503	\$ 907,945	\$ 931,172
Operations/Admin	\$ 676,917	\$ 463,997	\$ 485,645	\$ 487,757
Ministry	\$ 170,253	\$ 205,000	\$ 190,035	\$ 199,537
Future	\$ 90,689	\$ 82,000	\$ 105,575	\$ 133,025
Missions	\$ 60,000	\$ 61,500	\$ 84,460	\$ 110,854
Central Services	<u>\$ 361,242</u>	<u>\$ 328,000</u>	<u>\$ 337,840</u>	<u>\$ 354,732</u>
	\$ 2,257,765	\$ 2,050,000	\$ 2,111,500	\$ 2,217,075
		-10%	+3%	+5%
Mission Share	\$ 212,974			
Current Budget	\$ 2,044,791			
Giving				
1st 8 Months	\$ 1,403,076			
4 months x \$160,000	<u>\$ 640,000</u>			
	\$ 2,043,076			
Difference	\$ (1,715)			

Student Center Vision and Plan

Why do we need to update our Student Ministry spaces?

- Our vision to infuse passion for Jesus into the people of Westmoreland County.
 - We want to provide space for outsiders to become insiders.
 - We value relationships and community, and we want our students to feel like they belong here at Charter Oak when they engage with our Student Ministry spaces.
 - Students need a safe place to connect and explore their faith. We can provide that by creating a “home” for them at Charter Oak Church.
 - Students need to know that Jesus loves them and wants to have a relationship with them. And students need to know that they are loved by Charter Oak Church, by our small group leaders, and by their peers.
- An updated Student Center will allow us greater flexibility to do ministry, enabling us to create spaces to specifically target high school students more effectively.
 - During Student Ministry, we will have the option to run simultaneous large group gatherings with excellence, to accommodate for times when we want to breakout high school/middle school groups and boys/girls groups.
 - This will position us to do ministry in the short term more effectively and in the long term strategically by making updates to our Student Ministry spaces.

Why now?

- We have had many ministry events cancelled. Therefore, we have funds available in our budget to reinvest into our students.
- These funds will not be available next year due to our planned year of ministry ahead.
- We have the opportunity to reinvigorate our brand all at once, combined with our Student Ministry logo update.
- As public gatherings begin to open up, we want Student Ministry to be well positioned to welcome back our students and families who have stepped back from in-person gatherings and to reach new students who have not yet been part of our ministry.
- Our Student Ministry spaces have not seen major updates since 2015. Many areas need repair.

How will updating our Student Ministry spaces help us accomplish our vision?

- An investment in our space is an investment in our students’ spiritual growth.
- We are committed to providing excellent environments in which to do ministry.
- We conducted a survey of our students back in February regarding our Student Ministry spaces and that has brought great ideas and insights into what our students are looking for in this space.
- Providing spaces that are excellent, welcoming, and relational, along with our great leaders, will inspire students to invite their friends.
- Providing spaces where students can ask questions and explore their faith will help equip them to be fully-devoted followers of Jesus and disciple makers who make more disciple makers.

- The seeds we are able to plant because of this investment will flourish into lifelong faith that produces 100 times what was planted, as we all are faithful to God.

How will we use the spaces?

- We will have a large open area in the back of the room, with a stage and AVL capabilities to accommodate up to 70 people. The stage will be large enough for a worship team and the sound booth will fit two people.
- We will have community-oriented spaces in the front of the room with groups of couches, space for table games, building relationships, and having small group conversations.
- During Sunday mornings, this could be a hangout space for students and small group to connect before, between, or after services.
- During the week, we have the option to use this as a “third space” for our students.
- During the week, our staff will be able to take full advantage of this space for staff meetings, staff worship, church council, etc.

What changes are we making?

Stage

- Moving the stage from the front of the room to the back of the room.
- The stage will be 16x12ft along the back wall, with two wings of curtains on either side and along the back. These wings serve multiple purposes.
 - Frame the stage to make it visually appealing.
 - Cover up/block light coming in from the rear exit and window. The curtains will be movable to preserve access to rear exit.
 - Conceal storage for AVL equipment.
- Moving the current mounted TVs in line with the front of the stage.
- Purchasing new speakers that will also have some portability if we are doing an outdoor worship set.
- Purchasing new lighting.
- Installing basic rigging to mount lighting.
- Purchasing cabling and lighting software.
- Reconfiguring the sound booth to accommodate two people.
- Purchasing an iMac to accommodate AVL and presentation needs.

Community Spaces

- Updating and fixing pool table, foosball, and air hockey.
- Fixing ping pong table to make portable again. This will be moved out into the CLC on Sunday nights.
- Get rid of the basketball hoops and one of the foosball tables.
- Purchasing two shelving units to store Bibles and board games.
- Purchasing two bistro table/chairs sets.
- Purchasing new lamps.
- Purchasing rugs.

- Update wall art and décor.
- New paint and color scheme.
- Move big brown sectional to the front of the room.
- Move big gray sectional from 223 to main space.

Miscellaneous

- Cover concrete floor with carpet tiles.
- Purchase new tablet for check-in.
- Update signage with new logo.

What about Room 223?

- We will continue to utilize this room as a game room.
- In our survey, updated video game options were a popular request. Video games play an important role in connecting our students over shared experience and competition, especially for the boys.
- Our video game consoles are two generations behind. We would plan to get a Nintendo Switch and a PlayStation 5.
- We will prioritize multiplayer and party games.
- We plan to update this room at a later date, by the end of 2021. Black Friday and the Christmas shopping season is a better time to make these purchases.
- The current sectional will be swapped out with some of the older furniture in the main Student Center for the time being. We plan to get more gamer-friendly furniture.

A Phased Approach

- Due to budget and cash flow considerations, we are taking a phased approach to the project. We want to complete our bigger expenditures (stage and floor) first so we do not run out of cash in the middle of the project.
- Phases 1-3 will be completed in FYE 7/31/21
- Phase 4 will be completed in FYE 7/31/22

Phase 1 (May-June) – approximately \$6,000

- Purchasing AVL equipment, curtains, move the stage, sound booth
- *Using Student Ministry funds*

Phase 2 (as soon as council believes it is feasible) – approximately \$4,500

- Flooring – carpet squares
 - Requesting this as an upgrade for the Frye Farm Campus as it will benefit the whole campus
 - Increases usability for the whole campus including events outside of Student Ministry
 - Carpet will be more attractive, add warmth, and improve acoustics.
- *Using non-Student Ministry funds*

Phase 3 (as soon as council believes it is feasible) – approximately \$2,500

- Update wall art
- Fix table games
- Purchase lamps, rugs, shelves
- *Using Student Ministry Funds*

Phase 4 (Late 2021) – approximately \$2,000

- Room 223
- Video game consoles
- Update furniture in 223
- *Using Student Ministry funds*

How much will all this cost?

- FYE 7/31/21 – approximately \$10,500
 - In our budget for Student Ministry for the FYE 7/31/21, we have \$14,000 in undesignated funds remaining.
- FYE 7/31/22 – approximately \$4,500

Student Center Updates

	When?
Phase 1	May
Phase 2	as soon as council believes it is feasible
Phase 3	as soon as council believes it is feasible
Phase 4	Late 2021

Description
Stage - lights, speakers, curtains, sound booth
Floor - carpet squares
Décor/Furniture/Paint
223 Game Room

Phase 1 Total	5970
Phase 2 Total	4400
Phase 3 Total	2600
Phase 4 Total	1940
Phase 1-3 Total	14910

266 Student Center

Item	Quantity	Cost	Total	Date
Shelves	2	80	160	July
Rugs	4	50	200	July
			0	
			0	
Board Games	1	100	100	July
Lamps	6	30	180	July
Bistro Table/Chairs	2	80	160	July
			0	
Fix Ping Pong	1	50	50	July
Fix Air Hockey	1	50	50	July
Fix Pool Table	1	500	500	July
Fix/Replace Foosball	1	200	200	July
			0	
Floor	1	4400	4400	June
Fix Trim/Metal	1	100	100	July
Wall Décor	1	300	300	July
Paint	1	200	200	July
			0	
			0	
			0	
Signage	1	200	200	June
Tablet	1	200	200	July
			0	
			0	
TOTALS			7000	

266 Stage

Item	Quantity	Cost	Total	Date
Lights	4	500	2000	May
Sound Equipment	2	800	1600	May
			0	
			0	
			0	
Platform	1	400	400	May
Sound Booth Rebuild	1	400	400	May
			0	
			0	
Cables	1	120	120	May
PVC	1	100	100	May
Rigging	1	200	200	May
Curtains	1	400	400	May
			0	
			0	
Computer	1	750	750	March
			0	
			0	
			0	
TOTALS			5970	

223 Game Room

Item	Quantity	Cost	Total	Date
Nintendo Switch	1	300	300	
Controllers	2	80	160	
Games	4	50	200	
			0	
PS5	1	500	500	
Controllers	3	60	180	
Games	4	50	200	
			0	
Console Tables	1	100	100	
Stools	6	50	300	
			0	
			0	
			0	
			0	
			0	
			0	
			0	
			0	
			0	
			0	
TOTALS			1940	

GRAND TOTAL 14910