

# Charter Oak Church

## Church Council Meeting Minutes

May 21, 2026 – Council Meeting

**Council Members:** Bob Carter, Wendell Davis, Duane Goodsell, Ben Little, Steve Manges, Jordan Morran, Adam Pardee, Amanda Polinsky, Brian Quinn, Larry Rybacki, Garth Shaner, Autumn Vinopal, Chris Whitehead, Jason Halfhill (Ex-Officio), Kristi Fellers (Ex-Officio)

**Absent:** Jason Halfhill

**Guest Attendance:** Skip Bennett, Jon Hartland

**Prayer:** Amanda Polinsky

### Review the April 2026 Meeting Minutes

- **MOTION** by Bob Carter to accept the April Church Council Meeting Minutes.
  - Motion 2<sup>nd</sup> by Duane Goodsell.
  - Motion ACCEPTED (13-0-0).

### Finance Report: Larry Rybacki

- See the attached documents titled **Treasurer Report 05-21-26** and **Treasurer Report Summary Notes 05-21-26**
  - Charter Oak Church continues to remain in a strong financial position over the first nine months of this fiscal year.

### Old Business

- Follow Up from Last Meeting Decisions
  - Loan to LLC for Renovation Work
    - Loan to LLC has been completed.
  - Increase Our Staff Paid Parental Leave from Two Weeks to Four Weeks
    - Staff Handbook has been updated, and the revised version has been sent to all staff.
  - Reseal Frye Farm Parking Lot
    - The Kids Min side has been resealed, and the Main Entrance side will be sealed tomorrow.
- MidTown Plaza Renovation
  - Discuss Finance Sub-Team Recommendation
    - Larry Rybacki from the Finance Sub-Team presented the Finance Sub-Team's written recommendation to Church Council. (See Handout: **Finance Sub-Team Recommendation to Charter Oak Church Council 05-21-26**)
      - The Finance Sub-Team's analysis demonstrates that the MidTown Plaza and Crossroads Campus project is financially manageable, strategically aligned with the mission of Charter Oak Church, and capable of supporting ministry growth for decades to come.
      - Church Council Members discussed the finances as presented in the Finance Sub-Team recommendation as well as potential options for bridging any deficits.

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- Church Council Members discussed the effect of the current market on the Guaranteed Maximum Price (GMP).
- Skip Bennett discussed the current proposed timeline for roof and parking lot repairs at the MidTown Plaza.
- Church Council Members discussed the certainty of housing the Crossroads Campus at MidTown Plaza. There were no objections to this plan.
- Church Council Members discussed the need for a capital campaign to fund the MidTown Plaza and the Crossroads Campus. No one felt strongly that this was necessary.
- Church Council Members discussed the potential opportunity for our congregation to participate in a directed giving initiative for the Crossroads Campus.
- The Finance Sub-Team recommends that Church Council:
  - Approve the MidTown Plaza and Crossroads Campus project as presented
  - Authorize financing not to exceed \$4.1 million
  - Call for a Church Conference in accordance with church bylaws
- Jon Hartland recommended that the new campus location be referred to as the Greensburg Campus moving forward. This name change was approved by the Crossroads Campus Leadership Team.
- Vote on Calling Church Conference
  - **MOTION** by Steve Manges to move forward with the MidTown Plaza and Greensburg Campus project as presented and call for a Church Conference in accordance with church bylaws.
    - Motion 2<sup>nd</sup> by Larry Rybacki.
    - Motion ACCEPTED (13-0-0).
- Executive Director Report (Jason Halfhill)
  - Church Council Members discussed the pros and cons that our online average attendance is nearly 250.
  - Through August 2025 – April 2026, first-time givers to Charter Oak Church have increased 18% from the same period last year.
  - All Staff Fun Day was held at Antiochian Village on Tuesday, May 5th. It was a fun day of instructor-led team building activities and a challenging low-ropes course.
  - Crossroads, Jeannette, and Mt. Pleasant- Scottsdale Student Ministries attended the Way Maker Youth Conference at Camp Allegheny on Saturday May 16th. The Way Maker Youth Conference is designed to unite teens across the region who are eager to learn more about God and how He is making a way in their lives.
  - Missions at Charter Oak Church held a quarterly missions book discussion on May 17th from 12:15 – 2:45 at the Frye Farm Campus. The book is called “Seeking Allah, Finding Jesus” by Nabeel Qureshi.
  - The Charter Oak Church Institute held a seminar called “The Puzzle of Predestination” on Saturday, May 16th from 8:30 – 11:00AM @ the Frye Farm Campus. This seminar tackles one of Christianity’s most debated questions through the lens of Arminian theology – the view embraced by John Wesley, founder of Methodism.

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- Memorial Garden Fund
  - Jason has moved the monies over to the appropriate fund.

### Questions/Comments from Visitors

- None

### New Business

- Discuss New Job Descriptions and Future Hires (Amanda Polinsky)
  - The new job descriptions for Congregational Care Coordinator, Campus Pastor, and Lead Pastor were discussed.
  - The Congregational Care Coordinator job description has been established to capture the detailed responsibilities of this role.
    - Church Council Members agreed to move forward in recruiting and filling the Congregational Care Coordinator role.
  - The Lead Pastor job description has been rewritten to include more detail of authority and responsibility as well as an update of the detailed responsibilities of this role.
    - Church Council Members reviewed and gave input on elements of the job description.
      - Church Council Members approved the Lead Pastor job description.
  - The Campus Pastor job description has been rewritten to include feedback from our Campus Pastors and the Frye Farm staff.
    - This job description will be used for the Campus Pastor role regardless of the Campus at which they serve.
    - Church Council Members discussed some elements that might be missing from this job description, including ministry ideation and creativity (i.e. “Actively participates in the creative development of new ministries.”)
      - Church Council Members approved the Campus Pastor job description.
      - Church Council Members discussed the search team for hiring the Frye Farm Campus Pastor role. It would include the Lead Pastor, a Campus Pastor, a Frye Farm Staff member, a Church Council Member, and a member of the congregation.
      - Church Council Members agreed to move forward in the recruitment and interviewing of candidates for the Frye Farm Campus Pastor role.
- COBRA Proposal
  - The Human Resources Subcommittee submitted a COBRA proposal for consideration and discussion.
    - **MOTION** by Amanda Polinsky that Charter Oak Church will pay 50% of the COBRA premium rate for employees retiring following 20+ years of service for up to six months or until Medicare eligibility, whichever is sooner.
      - Motion 2<sup>nd</sup> by Wendell Davis.
      - Motion ACCEPTED (13-0-0).
- Business – Budget First Look; Capital Improvement Report
  - Budget First Look
    - Larry Rybacki presented a first look at the FY2026-2027 budget.
    - Church Council Members discussed aspects of the proposed budget.

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- Capital Improvement Report
  - We are waiting for the items needed for the approved lighting panel at the Frye Farm Campus.
  - The sound board has been installed at the Frye Farm Campus.
  - An HVAC proposal for the Frye Farm Campus is expected for the June meeting.
- Ministry – Worship Arts: Wins, Challenges, Stories
  - Mount Pleasant/Scottdale – Students attended a worship experience at Camp Allegheny. Several of the students gave their life to Christ at the event.
  - Crossroads – We have had incredible growth in numbers and discipleship at the Campus level. The Worship Arts team has had great growth spiritually and relationally. The congregation is growing in their understanding of worship and application in their lives. There have been several worship outreach initiatives with college students in the area.
  - Jeannette – Featuring people’s testimonies has been a new initiative during the Sunday service. These testimonies are impacting other people’s lives. The Jeannette Campus started Story Sunday quarterly in 2026.
  - Frye Farm – The Women’s Event in April had powerful worship and a great speaker. Many women were greatly impacted by this event. Also, the baptism testimonies at the Frye Farm Campus this past weekend were great stories of salvation.

### Open Items for Next Month’s Meeting

- Directed Giving Initiative

### Executive Session

- Church Council went into Executive Session.

### Next Church Council Meeting

- Thursday, June 18, 2026

Respectfully Submitted,  
Kristi Fellers  
May 21, 2026

Treasurer's Notes: Apr '26

\*\* Numbers are based on a Revenue Budget of \$2,711,103, and an Expense Budget of \$2,590,854

Revenue	9 MONTHS ENDED										Budget	% of Bdgt.
	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	04/30/26		
Frye Farm	165,517	155,136	268,980	198,655	231,004	139,212	168,067	201,236	155,110	1,682,917		
Central Services	-	-	-	-	-	-	-	-	-	-		
Expansion	983	-	408	359	104	-	690	461	153	3,158		
Crossroads	31,423	24,257	22,744	27,576	49,163	24,183	32,987	36,527	29,630	278,490		
Jeannette	10,936	26,063	10,181	12,596	14,365	11,591	10,813	22,084	12,464	131,093		
Mt Pleasant / Scottdale	15,172	10,381	10,388	14,032	11,090	9,358	10,668	12,399	9,939	103,426		
<b>Totals</b>	<b>224,031</b>	<b>215,837</b>	<b>312,701</b>	<b>253,218</b>	<b>305,726</b>	<b>184,343</b>	<b>223,225</b>	<b>272,707</b>	<b>207,296</b>	<b>2,199,085</b>	2,711,103	81%
2024/2025	165,873	207,236	181,720	186,195	267,600	217,534	191,964	258,273	188,099	1,864,494	Note>9/12=	75%

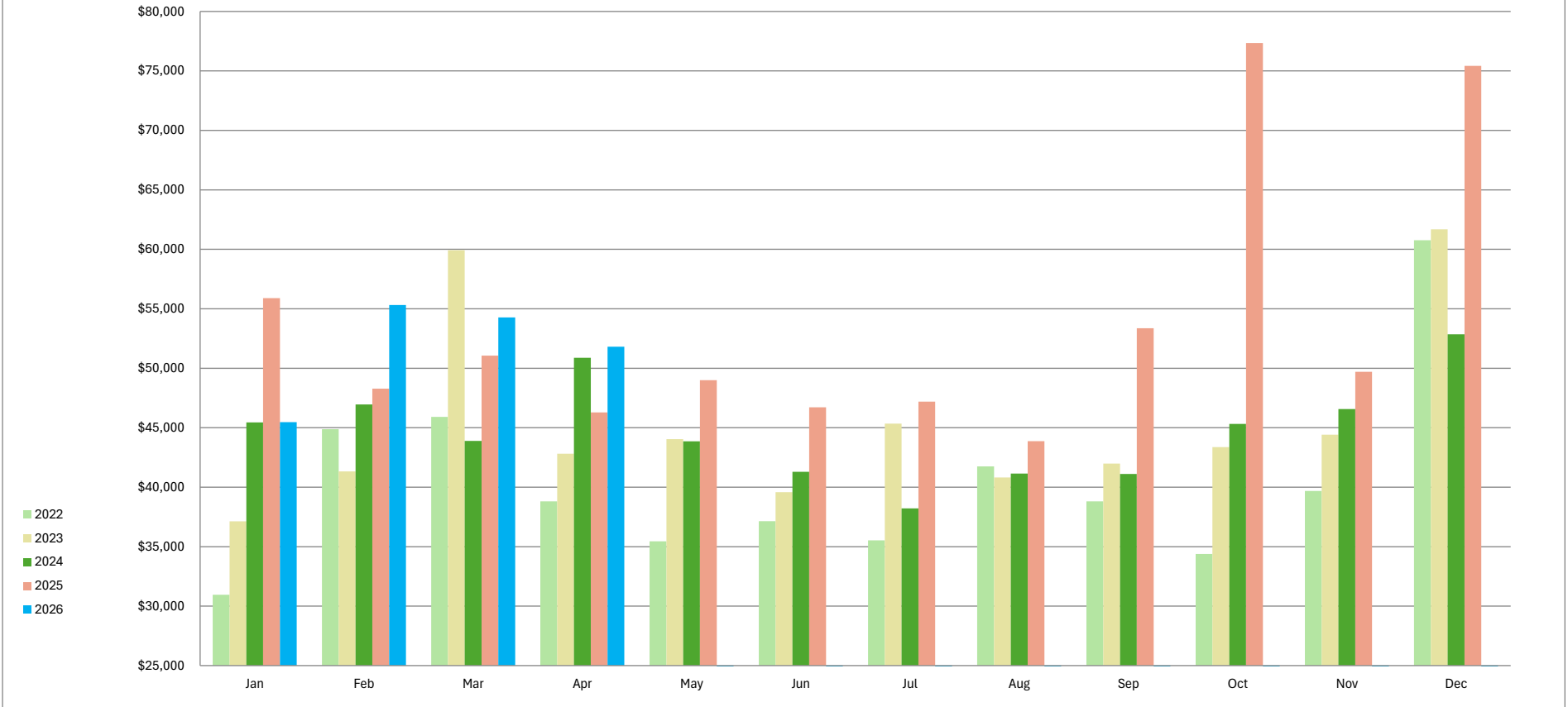
Expenses	9 MONTHS ENDED										Budget	% of Bdgt.
	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	04/30/26		
Frye Farm	103,532	115,677	141,111	139,733	143,181	113,484	121,843	201,492	114,689	1,194,742		
Central Services	20,326	30,341	7,478	19,138	13,221	35,584	26,792	20,141	29,619	202,640		
Expansion	983	-	408	359	104	0	690	461	153	3,158		
Crossroads	29,518	28,134	28,276	29,365	34,739	28,197	35,903	34,037	30,980	279,149		
Jeannette	12,432	15,436	14,341	14,135	15,214	14,672	17,524	16,140	15,669	135,563		
Mt Pleasant / Scottdale	5,026	5,277	6,761	5,219	5,421	5,490	7,127	6,568	5,935	52,823		
<b>Totals</b>	<b>171,817</b>	<b>194,865</b>	<b>198,375</b>	<b>207,949</b>	<b>211,880</b>	<b>197,426</b>	<b>209,879</b>	<b>278,839</b>	<b>197,045</b>	<b>1,868,075</b>	2,590,854	72%
2024/2025	185,306	182,865	186,552	194,300	173,651	209,565	195,280	253,238	208,584	1,789,341	Note>9/12=	75%

	9 MONTHS ENDED										Budget
	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	04/30/26	
Unadjusted Net Income	52,214	20,972	114,326	45,269	93,846	(13,083)	13,346	(6,132)	10,251	331,009	120,249
Mortgage Principal	(8,956)	(9,004)	(9,248)	(9,101)	(9,101)	(9,101)	(9,247)	(9,868)	(9,348)	(82,973)	
Adjusted Total Profit / (Loss)	43,258	11,968	105,078	36,168	84,745	(22,183)	4,099	(16,000)	903	248,036	
2024/2025 Unadjusted Net Income	(19,433)	24,371	(4,832)	(8,105)	93,949	7,969	(3,316)	5,035	(20,485)	75,153	

Available Cash	Apr-26	Mar-26	
Total Bank Accounts	1,483,114	1,437,594	45,520
Outstanding Payables / Prepays	27,362	-	(27,362)
Payroll Liabilities	(24,057)	(23,939)	118
Reserve Commitments	(1,061,098)	(1,024,582)	36,516
Unrestricted Cash	\$ 425,321	\$ 389,073	\$ 36,248

Balances of Select Reserve Accounts:	Apr-26	Mar-26	
Crossroads Future Start Up	215,270	215,236	34
Reserve for Capital Improvement	158,774	248,389	(89,615)
Strengthening Our Future	198,439	205,520	(7,081)
COC Holdings LLC Operating Account	916	37,691	(36,775)
Reserve Capital Campaign	-	-	-

WEEKLY GIVING AVERAGES



Weekly Giving Averages	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Weekly Avg/Mo
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
2023	\$ 37,125	\$ 41,325	\$ 59,924	\$ 42,816	\$ 44,036	\$ 39,578	\$ 45,339	\$ 40,816	\$ 41,980	\$ 43,368	\$ 44,415	\$ 61,679	\$ 45,200
2024	\$ 45,450	\$ 46,953	\$ 43,891	\$ 50,883	\$ 43,857	\$ 41,296	\$ 38,216	\$ 41,142	\$ 41,107	\$ 45,324	\$ 46,573	\$ 52,860	\$ 44,796
2025	\$ 55,892	\$ 48,285	\$ 51,064	\$ 46,289	\$ 48,993	\$ 46,715	\$ 47,192	\$ 43,869	\$ 53,363	\$ 77,341	\$ 49,700	\$ 75,419	\$ 53,677
2026	\$ 45,472	\$ 55,318	\$ 54,268	\$ 51,812									\$ 51,717
w=# of weeks	'23=5w		'24, '25, <b>26</b> = 5w	'23=5w	'22, <b>26</b> = 5w	'24, '25 = 5w	'23 = 5w	'25, <b>26</b> = 5w	24 = 5w	'23 = 5w	'25, <b>26</b> = 5w	'24 = 5w	