

Administrative Council Meeting

September 15, 2011

7:15 p.m.

In attendance: Cathy Mottar, Sunny Ahn, JoAnne Gregorash, Marianne Rogenski, Elizabeth Bowen, Julie Kuhn, Doug Meneeley, Carolyn Meneely, Jill Wood-Naatz, Leo Gac, Bruce Bedingfield, Ian Rogenski, Steve Miller, Melinda Taylor.

Opening Prayer & Introductions

- Cathy led us in prayer at 7:20. Introductions were made around the room.

Devotions

- Jill Wood-Naatz read a devotion about the fish and the loaves story, leading into a peaceful scenario having Jesus right there next to us, then closing in prayer.
- Sunny volunteered Ian for next month's devotions (Ian agreed).

Administration

- Calendar was provided. News letter reminder
- Doug moved, Bruce seconded, that August minutes be approved; carried on voice vote.

Sharing

- Senior Pastor's Report
Sunny reported that we have received many of the membership profile sheets; they are due back next Sunday. They will be compiled. Leona's 103rd birthday is coming up; would be nice to have a membership list for everyone's birthday, just found out about Leona through word of mouth.
November 19th at 11:00 a.m. is charge conference. All committee reports are due by October 31.
Passed out "Vital Congregations Goal Setting 2012-2015" form to be filled out for charge conference. We have formed goals already, but only went out 4 years. Cathy interjected that this form should be the focus of our meeting next month, rather than the usual updates. Sunny reviewed the Ministry Plan on the back. (note from Sunny: When you send out the meeting minutes to everyone, you can attach these two also for them to think through before our October meeting. As I mentioned, this is one of the forms we need to include it at the charge conference on Saturday, 11/19, at 11am. Thanks. - copies attached below)
Sunny turned to Julie Kuhn for the lay leaders report. Julie said Nominations will meet again Oct 2. Most of the committees have been filled. Julie will bring full report next meeting. Sunny mentioned Finance; Alan Thiele left Finance because he thought it should end in September with the budget process for the next year (should really be through end of year). Carolyn Meneeley, Melinda Taylor, and Rich Hill will join Finance for the class of 2014. Carolyn and Rich will be co-chairs. There was a meeting last Monday, and they got up-to-date on finance matters.
Young Adult ministry will begin this Sunday in the basement of Sunny's house. Will meet to shop, cook, and clean-up together. They will meet every Sunday at 6:00 pm.
- Education Pastor's Report (see report below)
Have trained over 60 people in Safe Sanctuary policies. Can claim that as a "brand", which is important to people who are shopping churches. There are forms that need to be filled out to volunteer. Will offer mini-training before special events such as 30-hour famine.
Brochures were handed out in Sunday School

Next meeting is October 18th.

Rally Day was successful. Two new young students. Adult Sunday School is “bursting at the seams”.

- Youth Director’s Report (see report below)

14 youth attended first event. Several adults as well who have attended training will help with youth group, including several young adults.

ASP meeting is next Thursday for next year’s trip. There are changes to the program; they are stressing that it is for youth and their leaders (we have always been adult heavy). They do have adult trips. We now have to pay a big chunk of the deposit on Nov. 1st (was in the spring). Will need an early commitment; good result is that everyone will be here for all the training.

A student Josh Lindgren from Schaumburg High School passed away this week; keep in prayers. SHS website says family wants others to be aware of choking game.

Committee reports

- Staff Parish

Doug said they kicked off the appraisal process for staff. Sunny will work with each staff person to complete a self-assessment, including reflections of goals. Also, there will be input from the congregation. Sunny asked for feedback from everyone. Liaisons are sending out questionnaires about the staff members. They will be compiled. At the end of October, each staff person will have a meeting with Sunny and the liaison to review. Sunny added that there will be a meeting to review the overview.

Khareen Raiz, Ivan Gomez, Jeff Greenwalt are the new members to begin next year.

SP approved a new keyboard position.

- Finance

Carolyn passed out 2 reports, for July & August. In July, giving was down 4%, in August down 10%, as compared to budget; not uncommon for summer, expect it to rebound. Good news is that we are doing well with expenses. Compared to last year, giving is up. After Monday’s meeting, Carolyn pulled together info from Alan & Donna (will gather more info); added CD info to report. Transition has been smooth.

Going forward, the budget will be a focus. Can send out spreadsheet by email, or can be filled out on paper form.

There is a discrepancy in the Memorial Committee fund, which will be investigated.

Steve brought up that “Other Income” is significantly down; Carolyn suggested several possible scenarios, including the cell tower income. (Just got the info in the last few days).

Bruce commented that it is nice to know that we have leaders, and that Carolyn stepped up to the plate so quickly.

- Stewardship

Ian reported that there is a much larger committee than in the past. Have added Erin Hale, Sunny, Greg Noxon, Dan Murray (has been part previously), Mary Knoppel, Dann Gire, and representation from Finance (Rich, Carolyn, and/or Melinda).

Stewardship will become a year-round function. Will move to a faith-finance relationship.

Key dates:

Stewardship campaign begins 9/18 (this Sunday), with announcements 9/25 and 10/2, and final collection of cards 10/9, thank everyone on 10/16, and meeting with finance 10/18. At 10/20 Ad Council meeting will present results. 10/31 budget is due for charge conference.

Will ask Ad Council members to make commitments early to set a faith example (by 9/18 or

Will be investigating automatic withdrawal; check writing peaked in 1993. Encourages regular giving, easy option, benefits the church with a steady income, opportunity to discuss regular giving as a faith matter. May look into a card saying "I gave automatically" to have something to put into the collection plate. Young people don't use checkbooks, or use cash. This would make it easier for people to give. Still investigating; there will be some cost to the church, some effort & difficulty involved.

Looking into buying ORUMC cross & flame logo pens.

Have some suggestions on what to say prior to offering time, and will work with worship committee on this. Perhaps visitors want to participate by giving; send the message that giving is an important part of our faith. Bruce suggested something about "response to blessing".

- Trustees

Lee reported that we had an inspection by the conference insurance company. Will have a fire inspection service monthly, insurance forms by outside groups (forms on Donna's desk), need exit maps. They want a safety railing around the deck up by the organ pipes. Will begin using numbers for the named rooms, going from #1 (jr hi room) to #4 (music room), east to west. Jill mentioned that we will all need to know the room numbers, for visitors, etc.

Marianne added that the groups have also changed in using the rooms, so names may not apply.

The security system is in the process of being installed. There are questions and policies that the Ad Council needs to address:

- Is it safe for one person to be in the building working alone?

- With the door locks in place, when should we let someone in that staff is not familiar with?

- Should there be certain hours for the food pantry? Should we have some sort of registration for those who come for food from the pantry?

- Who is responsible for locking the building after meetings? Probably the last person to leave.

- What should be the guidelines for who is allowed into the building?

Please bring comments to Trustees.

Jill mentioned that Jim will be back on Tuesday with Jeff Oster to finish the security system. At that point, the back entrance will need a code to enter (day care parents/staff already have this code). At the main door, there will be a buzzer and speaker. The other end is in the office; Donna will decide whether or not to buzz them in. When Donna leaves, she will turn the security system off. Then keys will be used to open the door. Keys can always be used for the side door by the nursery. Jill brought up that all the food and the wagon was stolen on Sunday; feels strongly that the food pantry should be locked. Doug mentioned that on Friday he was here, and two people were here needing help; no one was here, but he was able to help them since there was no lock. Bruce said that a committee had been formed to create food pantry policies, and it was decided that the pantry be locked; unfortunately, it was not purchased. He will ask Donna to buy one. Lee mentioned that if we lock the doors, will it be necessary? JoAnne said that we could be busy elsewhere and someone could walk in. Marianne and Ian stressed that we can't leave in fear, and these people were in need. Cathy asked that we move on (now 8:30).

- Worship / Music

Jill said that the Tuesday before Thanksgiving will be a special music service. That Saturday morning, we need to decorate the church (Nov 26) because otherwise we'd have Christmas

We are almost out of the ORUMC cups; what budget does it come out of? Carolyn said that there is \$0 in the Evangelism budget. Jill is asking permission to order more. JoAnne has the number of the person who we bought them from before.

Mary Illg will make new white banners.

Keyboard person will be accompanist, organist, and praise team.

Starting in October, we are changing the order of the service. The announcements and passing of the peace will be before worship actually begins. Prelude ("praylude") will be after the greetings. Hope to change the culture so that people come a bit early.

- Micah Ministries
Jon reported that there is no update as they meet in October.

- Caring Ministries
Bruce said that Peg Sanford is no longer able to coordinate TLC (bringing meals). Was discussed at the UMW meeting. Annette Brown is willing to make phone calls. He did call Annette, but hasn't heard back yet; would like to have a go-to person who has that passion. If we don't have someone, will need a call out from the pulpit. Julie asked if there are any guidelines for who and how long these meals are provided. Jill responded that is just by request. Julie suggested that it might be easy to keep program going if it were more well-defined. Bruce said that once we have people willing to take that responsibility, they could come up with guidelines.
Bruce said Donna was very upset by what happened with the theft, but the food pantry is a passion of hers. The security system in place will help; important that the congregation continue to contribute and fill the pantry.
Crop Walk is Sunday, Oct. 16 at Our Savior's. Announcements will be in bulletin starting next week.

- Nominations
Julie said that there is now a regular meeting slot on the calendar. Will have update next meeting.

- UMW
Quarterly meeting will be on Dec 6 at 6:00 p.m. for potluck supper. There are 11 women going to the Women of Faith conference. Two women from outside the church are going. Still 2 slots open. (addition: the September meeting was successful, about 25 women there; Mary Knoppel gave a presentation for the prayer shawl & pillowcase ministries. Several small groups have had activities, more to come. Still need a co-chairman for next year, as Mary Zalay is stepping down after many years of service).

- WTTF
Steve reported (see below). Asked Carolyn to take matter back to Finance to see if they can go ahead with sound system. If not decided very soon, may need to get new bid.

- UMM
Steve reported (see below).

- Evangelism
Sunny reported that it is in the re-forming stage. Rhonda Wilkes is leading; have a good number of people. Bruce passed out copies of a letter that he has sent out to neighbors

of the church; has been doing it about 3 times a year for about 12 years. Julie asked if he would like to join Rhonda, Bruce thanked her and declined (but he will talk to Rhonda).

- Lay Leader – no report
- Memorial Committee – no report
- Christian Corner – no report

- Family Ministry
Sunny thanked Gwyn, Cathy, Rhonda for the wonderful picnic.

Next regularly scheduled administrative council meeting –Thursday, October 20th, at 7:15pm.

Cathy noted that the agenda will be altered to cover each committee's report for charge conference. Send them to Melinda and she can attach them to the minutes.

Closing Prayer

Joys and concerns were shared, and Bruce led us in prayer at about 9:00 p.m.

Respectfully,
Melinda Taylor
Secretary

Youth Director's Report

The sr. high ice cream kickoff went very well. We had 14 youth there and they all seemed to have fun. I look forward to the year as we meet with this new group.

We have several adults committed to this youth group this year and that is very exciting! I will be there each week, Michelle Hill and Ron Gorvett will be alternating weeks, Ben Kessler has committed to being there each week and Justin and Jeremy Miller will also be there sometimes. It is wonderful to have some young adults in leadership roles! Melissa Bland and Rob Mottar will help at service projects (which will be once per month) and Fawn Breda is a sub.

ASP meeting is September 22, 7-8:30pm. This is for anyone interested in the trip. ASP has made changes to how they are offering the summer program and how they are handling the financial part of it. So, we will also be making some changes. They are stressing that this is a trip for high school students and their leaders so we need to be more mindful of that—typically we are very heavy on adults. It is wonderful that here at ORUMC we now have 2 mission opportunities so our adults who love missions will not be left out. The other major change coming from ASP is timing of our financial commitment. They are requiring a deposit to be made in November this year instead of the usual March. This means that we will need to have financial commitment from people by the end of October. While this is going to be a change I think that it will be a very good thing. This will ensure that our group has plenty of time to bond and figure out strengths, weaknesses, and personalities—people will need to commit much earlier so they will be able to participate in the entire program. I am looking forward to this new year of ASP!

Education Report

Education - We had over 60 people who volunteer and work with our children and youth trained in our Safe Sanctuary policies and procedures in August. This makes us a Safe Sanctuary church!

If you are interested in volunteering with our children and youth ministries Marianne and I will offer mini-training sessions throughout the year for ongoing events such as 30-Hour Famine, VBS and ASP.

Rally Day was a huge success with 21 of our 28 students showing up for Sunday school. We even had two new children attend. In the Adult class we are bursting at the seams with 15 members – two of which are new. We are finishing up the book by John Claypool – “The Stories Jesus Still Tells.” Confirmation and junior high Sunday school begins this Sunday.

Education Brochures have been updated for the 2011 Sept.-Dec. calendar and were handed out in Sunday school. They will be available on the website.

We have added Jean Walters and Kelsey Gorvett to the Education Team and Mary Stehlin, Stephanie Edwards and Justin Miller to those who assist in teaching.

Our next Education Team meeting is Tuesday, October 18 at 6:45PM.

Sunday, November 20 from 12-2:30PM The Education Committee will offer an Advent program for children, youth and the entire ORUMC family on the meaning of Advent. We will start with a potluck lunch followed by making Advent wreaths, ornaments and cookies. We will learn together about the meaning and symbols of the season. Childcare offered.

Helpers Needed Please consider helping Sunday, November 20th for the Advent Extravaganza. This is a great multi-age opportunity! Helpers are needed to help make wreaths, lanterns or ornaments; or help set-up and clean-up. Interested contact Rev. Elizabeth Bowes.

UMM REPORT

Pizza Fundraiser:

Taking orders for pizza sales through Sunday October 9th.

Assembling pizzas on Saturday October 15th.

Delivering pizzas on Sunday October 16th.

Men's Annual Retreat:

Friday October 21st and Saturday October 22nd.

WTTF REPORT

Sound System:

Looking for final decision on whether or not we will have the funds to upgrade the sanctuary sound system.

Web Site:

We have additional help from Dan Wilkes to update and maintain the web site. Dan will be asking group chairs and co-chairs to contribute updated content for their respective sections of the web site.

Tech Booth training:

We will be conducting training (October / November) on how to run the tech booth during the services and how to build PowerPoint presentations that are needed for the Sunday services.

Still looking for additional volunteers!

Sincerely,
Steven L. Miller

Don't miss the forms below – page down!

Vital Congregations Goal Setting 2012-2015

CHURCH NAME: Our Redeemer's UMC **DISTRICT:** Elgin

CLERGY LEADERSHIP: Rev. Dr. Sunny Ahn

A. SETTING VITAL CHURCH GOALS – SPIRITUAL GUIDEPOSTS FOR YOUR FUTURE

Vital signs should be seen in both quantitative and qualitative ways. Indicate on the chart below signs related to numerical fruit. In addition, note testimonies of what God's spirit has done in each of these areas. **Attach these testimonies to your plan.** Pray, giving thanks for God's activity through your congregation. (I Thessalonians 5:16).

Complete and Print the form below and submit to your District Superintendent. Also, go to the UM Vital Congregations website, www.vitalcongregations.org and plug in the goals set by your congregation. The goals will be collected by each district and conference, and then presented at General Conference 2012.

These commitments will be gathered by your annual conference and presented to General Conference as an offering from your congregation. Identify a realistic target for each of the five areas for 2012-2015.

People and Ministry	2012	2013	2014	2015
1. Disciples Worship Average Worship Attendance				
2. Disciples make new disciples Number of people who will join by profession of faith.				
3. Disciples engage in growing as a disciple Number of small groups, Sunday school classes and Bible studies.				
4. Disciples engage in mission Number of people from the congregation engaged in local, national and international mission/outreach.				
5. Disciples give to mission The total amount given by your congregation to other organizations for support of benevolent and charitable ministries (this amount includes apportionments paid and support for all United Methodist and non-United Methodist organizations active in work such as advocacy, education, health, justice, mercy, outreach, and welfare anywhere in the world).				

Summarize the emerging description of your church from this information.

Now write a 50-word or less description of what you feel God is leading your church to be in five years.



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The Mission of ORUMC is to make disciples of Jesus Christ for the transformation of the world.
The Vision of ORUMC is to be the home—welcoming, nurturing, and celebrating God and Everyone.

MINISTRY PLAN

Revised February 26, 2011

Phase I (2011): Strengthen Foundation [Unifying the Community]→ Focusing on Welcoming Ministry

- Strengthen ORUMC's administration by realigning ORUMC's administration to the UMC rules and the conference rules
- Strengthen Evangelism Ministry for connecting ORUMC within itself and with the surrounding community
- Strengthen the Financial Life by paying back the reserve fund we borrowed from ourselves for covering the operational cost 2011 & by implementing a strong stewardship program
- Strengthen the leadership of ORUMC by adding new leaders: (1) Encourage members who are not active to be active in sharing leadership; (2) Have at least one ethnic and a young adult/youth to serve as a leader
- Strengthen the implication of Safe Sanctuary Policy and provide childcare for all church events/meetings
- Start Young Adult (ages 18-35) Ministry
- *Numeric Goals:* Have Net Increase Membership by 10, Worship Attendance to 250

Phase II (2012): Stabilize the Ministry→ Focusing on Nurturing Ministry

- Stabilize the Financial Life; Integrate the New Members into the Leadership; Start 3 New Small Groups
- *Numeric Goals:* Have Net Increase Membership by 15, Worship Attendance to 300

Phase III (2013): Open House→ Focusing on Celebration Ministry

- Show Off the Ministry of ORUMC to the Surrounding Community
- Start 3 New Small Groups
- Plan and journey to the 50th Anniversary of ORUMC in 2014
- *Numeric Goals:* Have Net Increase Membership by 15, Worship Attendance to 330

Phase IV (2014): Blooming→ Focusing on Celebration Ministry

- Celebrate the 50th Anniversary of ORUMC
- Share the Resource with Others
- *Numeric Goals:* Have Net Increase Membership by 15, Worship Attendance to 350