

CALVARY UNITED METHODIST CHURCH
ADMINISTRATIVE COUNCIL MEETING
2/9/09

Those in attendance were:

Hannah Ayer	Sharon French	Marion Schreiber
Edsel Bradbury	Kellee Milheim	Janet Talbert
Norma Bradbury	Russ Milheim	Wayne Welsh
Pastor Carter	Jennifer Santos	

Russ Milheim called the meeting to order at 7:07p.m.

Pastor Carter began the meeting with prayer.

The minutes from the last council meeting were passed out and read. Kellee made a motion to accept minutes as read and Wayne seconded.

Norma reported that bills were paid and the staff had been paid.

The “Committee of the Month” was Staff Parish Relations Committee. Kellee (SPRC’s chairperson) gave this report. It was explained that SPRC is the committee that improves relations between staff and parish. Helps with the hiring and firing, annual reviews, and Safe Sanctuaries. This past year was especially busy as we had to replace two employees. We had to come up with a Safe Sanctuary policy. Which is a policy to help keep children safe at all times while on the church premises. We also keep updated sexual misconduct forms, fingerprinting and background checks. We do not want any child to be alone with an adult behind closed doors. We will look into putting windows in doors or a window next to the door so anyone can look in at any time. Last month SPRC met and came up with 5 objectives or “Smart Goals” for the pastor while keeping in mind to try to follow the Act 11 church outline. They are:

1. Encourage the growth of an inviting-not just welcoming-culture in both congregations.
2. Organize a visitation group/homebound-communion ministry.
3. Take a leadership role in establishing a community youth ministry.
4. Lead congregation into the immersion series “Five Practices of a Fruitful Congregation”
5. Develop/Oversees and guides Lay Leadership development.

We want to increase our worship attendance by 2%. We want to pay our apportionments in full. Also, increase in new members at the rate of 1 for every 25 members.

Marion mentioned that she has invited Shiloh women to come and join the Friendship Club here at Calvary.

Safe Deposit Box inventory has been done thanks to Wayne Welsh. Most of the 45 items are contracts, deeds and historical. The box is in the new PNC bank next to Best Buy in Waldorf. PNC has waved the cost of the box for one year. Wayne recommends that we consider using a safe in the office. Also, have the office and the Trustee Chair have a key. Someone mention that we might have a safe in the office already. It will be looked into.

Normal brought in records from last year and wants to go over them with Keith.

Pastor's items: Lent - Ash Wed. Services will be with Waldorf churches and Shiloh will have them with the 210- Corridor churches. Maundy Thursday will be joint with Shiloh.

Worship Committee has concerns about ringing cell phones and electronic devices during worship. They want to put up a sign in the narthex as well as reminders in the bulletin. They are also concerned about children leaving the Sanctuary by themselves. They should be escorted.

Mildred has concerns about newsletter articles. She is not receiving any. She spends too much time searching for fillers.

Annual Conference has reduced apportionment formula this year. We had budgeted \$3,046 and now it will be \$2,530. What shall we do with the extra \$500 a month? That will be an agenda item for next meeting.

Pastor explained that Wesley has an Intern Program and it would be no cost to us. We would have to evaluate the Intern and the duties would have to be varied (not just youth). Pastor suggested the we go ahead and fill out an application for next fall. Everyone agreed.

Pastor explained about the "Immersion" series. It would involve study groups, sermon series, Sunday School, really everyone. This series focus on 5 practices of a faithful church. They are: hospitality, worship, faith development, risk taking mission and service and generosity. Kellee made a motion to authorize the \$175 to purchase the program material. Wayne seconded and all were in favor.

It has now been a year since we did the survey of the "Natural Church Development" Now is the time to do another survey to see how we have done. Another 31 survey's will cost \$175 and additional items at the cost of \$70. We have already invested a lot of time and money, we should see it through. Wayne made a motion to purchase the 31 surveys. Sharon seconded and all were in favor.

It was brought up that Dawn now has someone sit in the room with her but she still is the only one to count the offerings. Two people should count the money in case of discrepancy.

Pastor closed in prayer at 8:45p.m.

Respectfully submitted,

Sharon French, secretary