

Sanctuary UCC  
June 11, 2019  
Annual Meeting

Carvina Williams, Andrew Hill, Branwen Cook, Tom erstenlauer, Paul Roberts, Julie Roberts, Jeffrey Smith, Gini Berthiaume, Terri Bracy, Ray Santiago, Charlene Carle, Joanna Begin, Erin Sennott, Aaron Olapade, WendyMiller-Olapade, Liz Douglass, Anita Nackel, Bruce Roberts, Ose Manheim, Kathy Williams, Joy Harris, Fraelean Curtis, Anna Marie Ross Shu, Brenda Briggs, Jenny Briggs, Deb DiSciullo, Phil DiSciullo, Kim Grubb, Amy Santiago-Byrd

*Agenda Published Monday, May 27, 2019*

The Officers and Leadership Circle of the Congregational Church of West Medford |  
Sanctuary UCC issue this call to a meeting of the governing body with the agenda as follows:

1. Proposed CCWM/Sanctuary By-Law Change to shift fiscal and leadership cycle from calendar year to 'program year' (ie: July 1 through June 30): Receive, Discuss and Vote;
2. 2018 and partial 2019 CCWM/Sanctuary UCC Annual Ministry Report; Receive, Discuss and Vote to Accept;
3. 2018 CCWM/Sanctuary UCC Year-End and Partial 2019 Financial Reports: Receive, Discuss and Vote to Accept;
4. Proposed launch of the Lakota YouthStay Program (LYS) from CCWM/Sanctuary UCC ministries, effective August 02, 2019. Further details will be provided to the congregation: Receive, Discuss and Vote;
5. Proposed 2019/2020 Staffing Model and Ministry Plan: Receive and Discuss;
6. Proposed 07.01.2019—06.30.2020 Budget: Receive, Discuss and Vote;
7. Vote on extending guarantee of lead pastor contract to June 30, 2021;
8. Vote on nominations for Leadership Circle, Circles and Service Team and Trustees;
9. Consider other new business as brought forth by members of the congregation as per the bylaws.

Paul moved that we dispense with reading the call. Erin seconded. Motion passed.

Wendy opened the meeting in prayer.

### **First Agenda Item**

*Proposed CCWM/Sanctuary By-Law Change to shift fiscal and leadership cycle from calendar year to 'program year' (ie: July 1 through June 30): Receive, Discuss and Vote*

Joanna read the proposed bylaw changes (add from online).

Joanna made the motion that the bylaws are changed so that our financial and governing body of service is changed. Jenny seconded.

Discussion.

Fraelean asked when it would start, and Joanna said immediately. We would close June 30, 2019. We'll post the final numbers on that date onto the website.

Motion passed.

## **Second Agenda Item**

*2018 and partial 2019 CCWM/Sanctuary UCC Annual Ministry Report; Receive, Discuss and Vote to Accept*

Joanna explained that we held 7 meetings over the last year and a half, and we condensed the meeting minutes into 7 pages of printed material. All of the full meeting minutes are available online for anyone to read.

They bylaws were approved by the congregation in January 2018 and do not reflect the bylaw changes that were just approved in this meeting.

Joanna moved to vote to accept the 2018 and partial 2019 CCWMM and Sanctuary UCC annual ministry reports. Paul seconded.

Paul noted this is the 3<sup>rd</sup> time we've changed the time of the fiscal year. He recommends that we call the next fiscal year 2020 instead of 2019 – 2020 to eliminate some confusion.

Joanna read aloud the 2 scripture passages that she highlighted in the Moderator's Report. She also shared her personal connection to these passages. As we move from an experiment into a model of what Sanctuary is going to be, she wants to be sure God remains the cornerstone of our foundation. God loves us just as we are – Beloved.

Joy said she's reviewing the information for the first time, and she requested that this information is provided sooner. Joy requested that everyone has 5 minutes to read the report.

5 minute break.

Jenny asked how we plan to set up goals, benchmarks, etc.? Joanna said it's in the ministry plan, and part of closing the experimental phase is spending the next year focused on developing policies and procedures. The Circles and Service Team:

- a. develops job descriptions for various volunteer positions as needed;
- b. documents processes and practices for circles and ministries within policy guidelines defined by these bylaws and congregational policies;
- c. connects with and discovers people's gifts and interests for ministries and programs;
- d. canvasses and nominates volunteers to serve on the Leadership Circle, standing committees and ministry teams; and
- e. identifies nominees prior to the congregational meeting at which they will be elected

The LC struggles with not having a process by which to filter new ideas, and partnering the Circles and Service team will help to get this done.

Kathy noted there's no report for nominations. Joanna said there is no longer a nominating team; instead we now have the Circles and Service Team to fulfill these nominations. Wendy said the LC did the nominating this past year since the Circles and Service Team didn't get the work done. Wendy said the 3 people being nominated for Circles and Service have agreed to this new model.

Joy asked if any long term members about serving on the LC. Joanna said that yes, several people were asked. Gini noted that we put a call out at the Visioning Meeting for anyone interested in joining. Joy noted that all new LC members are newer church members, and she'd like to see older members.

Motion passed.

### **Third Agenda Item**

*2018 CCWM/Sanctuary UCC Year-End and Partial 2019 Financial Reports: Receive, Discuss and Vote to Accept*

Joanna moved to accept 2018 CCWM/Sanctuary UCC Year-End and Partial 2019 Financial Reports. Gini seconded.

Wendy shared a review of the reports. We are currently at \$3.3M, but our financial position isn't final yet; our intention is to provide a final financial statement of position on June 30, 2019. Erin's goal is to have these reports provided online by August 1, 2019.

The Trustees Report is finalized as of May 31, 2019. Bruce said this number has gone up by about \$5,000 since May 31<sup>st</sup>. Paul said the market correction is expected to be 10-20% in the next year or two. We are very fortunate with what the market has given us. The parsonage is likely to be in the \$700k-\$750k range due to the recent external and internal remodeling.

The books are reconciled through April, so the content of Quickbooks through this fiscal year is not final yet. The budget vs. actuals report was run before reconciliation and run against a full year's budget.

Harold Roy Pinkam Fund – the only member who's died in combat. We took a collection, and that money has been here all this time. Kathy would like to spend the money this year and asked for ideas on how to benefit veterans. Wendy suggested a Tufts student that's a veteran.

(Amy joined)

Paul said the work that Erin and Wendy did in producing this document is almost impossible. He also recognized Amanda Coughlin who reordered the books after moving to the online platform, Quickbooks. Paul noted that Amanda is still available and on call to help us when needed.

Joy asked for an update on the grants. Joanna said we applied for 7 grants and awarded 2 grants and not awarded 2 other grants. We are pending answers on 5 more grants. Wendy said we weren't particularly successful and have only received \$2,000 this year. Joanna said that we've been doing things backwards. We need to have the programs in place before writing grants, and we've been writing grants before we have the programs in place.

Kathy asked to change "Workman's Compensation" to "Worker's Compensation."

Ray asked what alternative worship is. Wendy explained that one of the grants we're working to apply for is from an organization that has grant opportunities for congregations have lay leaders drive new ways of doing worship.

Motion passed.

#### **Fourth Agenda Item**

*Proposed launch of the Lakota YouthStay Program (LYS) from CCWM/Sanctuary UCC ministries, effective August 02, 2019. Further details will be provided to the congregation: Receive, Discuss and Vote*

Tom made a motion as outlined. Branwen seconded.

Phil asked what the non-disclosure agreement document is and asked how we can vote on something that we aren't reading now. Phil asked about the members who are being asked to sign? Joanna explained that this legal document is confidential between the parties on the agreement. Phil doesn't agree that this is normal nor the 7 members' idea to do this. He said it came about in the November meeting. Joanna explained that all the names listed on the proposal are listed on the agreement and has nothing to do with members' status or commitments to Sanctuary. The attorney felt the need for all members listed on the proposal to sign the Separation Agreement. Wendy explained the separation agreement can't be finalized until the congregation determines the action.

Kathy asked that when voting for this proposal, she's not agreeing the Separation Agreement isn't complete. Joanna said the negotiation is still ongoing and not complete.

Jenny wants to edit the motion so that it includes the other party's attorney as well as the church's attorney. Joanna explained that LYS isn't an entity.

Joy gave a recap of how LYS came to be at this point of proposed separation. She explained that after submitting a proposal, they received a legal agreement several weeks later, which was surprising. They then found an attorney to review. Some of the items LYS listed in the agreement weren't included, so they sent the revisions back. None of these revisions/changes are reflected in the motion on the table, and Joy said there hasn't been any type of negotiation.

Joanna explained she and Bruce began discussions in January under the assumption that Bruce was relaying these messages to the LYS. Joanna said repeatedly that a non-disparagement and nondisclosure agreement would be needed. Joanna doesn't understand what's been left out of the agreement that the LYS wants to see. Tom said his understanding of the motion is what we're asking the congregation to accept or decline and doesn't include the legal language. Once approved, the attorneys will work on the legal language.

Joy explained that the non disparagement clause doesn't refer to both parties. She also noted the trouble with finding liability insurance that would cover the particular needs of the LYS homestay program. Joy said that just today a company in South Dakota is going to be covering their insurance needs going forward. Joy said it's estimated at \$1,700.

Wendy explained the congregation decides tonight on how much to give to the LYS program, and we aren't going to determine how they spend the money.

Joy moved to amend the dollar amount to include the \$1,700 liability insurance.

Gini shared her frustrations with the challenges the LC and Sanctuary leadership have faced over the last 12 months regarding this issue. She requested that we have a decision made by the congregation tonight.

Joy said the LYS is excited and anxious to move to the WMCC, and she also feels frustrations regarding this separation process.

Joanna said that in the original proposal from the LYS, \$27,000 was what was requested. When we found out the insurance wouldn't be acquired before the youth stay, we decided to change the separation date until after the youth leave. She recommends Joy make a motion to change the number to reflect what they need.

Tom is fine with amending his motion to include the extra \$700 to cover the full cost of the insurance.

Tom withdraws his motion.

Aaron finds it surprising that we need to include the non-disparagement part of the agreement, especially given that we're a church. He doesn't understand why we'd deliberately bad mouth the LYS. Kathy agrees with Aaron and thinks it was likely inadvertent. She said it's just something that needs to be clarified in the agreement. Wendy said that it's not inadvertent. We're turning over funds. She also said that members of the LYS have deliberately disparaged Sanctuary and its members. Wendy said we've sought help to launch the program well in respectful ways and get to an agreement that everyone agrees with.

Tom resubmits his motion for \$27,700 to accommodate the cost of the liability insurance. Branwen seconded.

Deb doesn't see how healing will happen, and separating won't cause healing for her, especially after hearing Gini's frustrations. Joanna is tabling this conversation.

Joy said her concern is that the agreement absolutely needs to go both ways. She also has experienced disparagement and wants the agreement to be mutually non-disparagement.

Motion to close discussion and call a vote.  
Motion passed. Terri abstained.

Motion called to voted on the \$27,700 and full call.  
Motion passed. Wendy, Amy, Terri, and Anna Marie abstained.

### **Fifth Agenda Item**

*Proposed 2019/2020 Staffing Model and Ministry Plan: Receive and Discuss*

Wendy read her Lead Pastor's Report.

Joanna explained her thinking behind the new model inspiration. She said the Arts Team is a model for how best to put this new ministry idea into practice. Nothing needs to be voted on.

Paul said that over the last 3 years we've honed in on what we know works and needs to work. 7 children were baptized recently, which is something that couldn't be conceived 3 years ago. We also have 3 young parents on the LC. We now have 2 members that provide music for services. Paul thinks we're ready to bear more fruit.

### **Sixth Agenda Item**

*Proposed 07.01.2019—06.30.2020 Budget: Receive, Discuss and Vote*

Joanna moves to accept the 07.01.2019—06.30.2020 Budget. Erin seconded.

Joanna said that the LC has voted to ask our partners that use our space to give 10% of their restricted fundraising.

Joanna read the Executive Summary Report.

Paul said for the tithing calculation shows the bank interest is \$3.83 which is negligible.

Wendy said that our bylaws state that 10% of our revenue goes to outreach and mission.

Jeff requested that the am2pm program be open to the Everett public school systems.

Wendy said it's open to anyone who can travel to Medford.

Kathy asked about the ministry, leadership, and development contractor. Joanna said this will be filled by Susan Corso. The LC has spent time with Susan over the last year, and we're suggesting that she become a contractor as needed. Kathy said that last year we were told that Susan was hired as a grant writer. Susan also did quite a bit of other work which wasn't grant writing. Kathy said that a position like this should be set out for interviews, especially since we've redefined the position. Susan is not UCC which is something we should explore. Joanna said we haven't negotiated a contract with Susan yet. Joanna assumes we'd continue at her \$75/hour rate. Kathy stated that her expertise hasn't been stated, and she also noted that Susan lives in NY. Are we covering her travel expenses? Kathy doesn't feel comfortable that this is the best idea.

Joy said that this doesn't follow the same procedures we follow with other new hires. She wants to know if we'll be following the same process for this.

Joanna said the LC saw this more as a job shift instead of a new position.

Wendy explained that in the seeking to write grants, her role was much more as a collaborator in writing these grants and developing programs than solely as a grant writer; it all went hand in hand.

Kathy said we hired her on an emergency basis and agreed not to go through the interview process. Kathy thinks that at this point we should go through the interview process for this new position.

Joanna tabled Susan's shift from grant writer to ministry, leadership, and development contractor. We can discuss this at agenda item #9.

Joy noted that when hiring someone, we should look to past job performance. Susan has only brought in \$2,000 over the last two years when her task was to bring in \$100,000. She also asked if the UCC provides spiritual advising? No. Branwen noted that there's a line item in the ministerial contract that includes the minister's education fund. This includes this type of advising.

Joanna is tabling all further discussion on job performance and specific roles.

Joy asked about the 10% donation of partners' restricted funds? Joanna explained that we currently have 2 partnerships in the community. The 10% will apply to all restricted fundraising that comes through the church's fundraising tools. All donations given to Sanctuary through any programs will require a 10% fee to be given to the general operating fund of Sanctuary. Joy said that they're donors will need to be informed that 10% of their donations will be given to Sanctuary. Joanna is tabling the LYS 10% donation until agenda item #9.

Motion passed. Wendy and Bruce abstained.

### **Seventh Agenda Item**

*Vote on extending guarantee of lead pastor contract to June 30, 2021*

Joanna made a motion to extend the lead pastor contract to June 30, 2021. Jenny seconded.

Paul explained that if a minister is looking for employment, it takes 10-18 months to find a suitable position. This vote is a way of getting Wendy's full commitment to the life of the church without seeking new employment. Making a shift would be dramatically difficult, and Wendy gives her all in this position. Paul thinks losing Wendy would be a significant loss, and this is insurance for our future.

Motion passed. Wendy, Joy, Deb, Phil, Kim, Bruce, Ose abstained.

### **Eighth Agenda Item**

*Vote on nominations for Leadership Circle, Circles and Service Team and Trustees*

Joanna made a motion to elect the nominations for the Leadership Circle, Circles and Service Team and Trustees. Paul seconded.

Kathy asked about Susan Corso being a coach for the Circles and Service Team. Wendy said we'll strike Susan's name from the nominations.

Joy is volunteering to be on the LC for a 1-year term through 2020.

Anna Marie Ross Shu volunteered for the Circles and Service Team.

Motion passed. Wendy abstained.

### **Ninth Agenda Item**

*Consider other new business as brought forth by members of the congregation as per the bylaws.*

Joanna explained that the LC meetings are changing. They will continue to meet on the second Tuesday of the month to discuss business. Instead of meeting on the fourth Tuesday of the month, the Circles and Service Team will meet. Until this team is up and running, the LC will moderate this time which is open to anybody with new ideas/concerns/passions to discuss. June 25<sup>th</sup> will be the first new meeting.

The tabled items from this meeting will be discussed at the next LC meeting on July 9<sup>th</sup>. Joy requested that anything discussed about LYS wait until August once the youth depart.

Paul made a motion the meeting adjourn. Ray seconded. Motion passed.