

Congregational Church of West Medford, dba Sanctuary UCC
2022.06.23 Annual Meeting of the Congregation

Meeting Minutes

June 23, 2022

6:00pm

Attendees: Joanna Begin, Liz Douglass, Paul Roberts, Fraelene Curtis, Ginny Bertiaume, Erin Sennott, Paul Sennott, Aaron Olapade, Christy Miller, Jeff Smith, John Sinclair, Charlene Carle, Branwen Cook

The Officers and Leadership Circle of the Congregational Church of West Medford | Sanctuary UCC issue this call to the Annual Congregational Meeting of the Governing Body with the agenda as follows:

1. *Receive: Annual Ministry Report 2022.06.01;*
2. *Receive, Discuss, Vote to Approve: 2021-2022 Year-To-Date Draft Financial Reports;*
3. *Receive Leadership Circle Recommendation for 2022-2023 Ministry Plan;*
4. *Vote on LC Recommendation regarding bylaws*
 1. *Use a "Committee of Whole" model for 2022-2023 to address the work of the Leadership Circle;*
 2. *Renew last year's suspension of bylaw requirement for two standing committees for 2022/2023 (Circles and Service Team and Pastor Parish Relations Committee)*
 3. *Consider the viability of the bylaw model during 2022/2023*
5. *Receive, Discuss, Vote to Approve: Proposed 07.01.2022—06.30.2023 Budget;*
6. *Vote to elect Committee of the Whole as Leadership Circle and Trustees;*
7. *Vote on Lead Pastor Contract to June 30, 2024;*
8. *Consider other new business as brought forth by members of the congregation as per the bylaws.*

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1. Receive: Annual Ministry Report 2022.06.01;
2. Receive, Discuss, Vote to Approve: 2021-2022 Year-To-Date Draft Financial Reports;
3. Receive Leadership Circle Recommendation for 2022-2023 Ministry Plan;
4. Vote on LC Recommendation regarding Sanctuary UCC Bylaws:
 - a. Use a "Committee of the Whole" model for 2022-2023 to address the work of the Leadership
 - b. Circle as defined in Bylaws Article V. Leadership Circle (Board);
 - c. Renew last year's suspension of bylaw requirement for two standing committees for 2022/2023;
 - i. Article VII. A. Circles and Service Team; and
 - ii. Article VII. C. Pastor Parish Relations Committee;
 - d. Consider the viability of the bylaw model before 2022/2023;

5. Receive, Discuss, Vote to Approve: Proposed 07.01.2022—06.30.2023 Budget;
6. Vote to elect "Committee of the Whole" as the Leadership Circle for 2022/2023 and Trustees;
7. Vote on Lead Pastor Contract to June 30, 2024;
8. Consider other new business as brought forth by members of the congregation as per the bylaws

Paul moved to dispense of the reading of the congregational meeting minutes. Erin seconded. All in favor.

[Circle of Care and Outreach of Justice](#) - The following report reflects our financial and spiritual mission efforts.

[Clerks Report](#) - the 42 members and partners has not changed.

Moderator's Report - this is not complete. Joanna did not have the time/capacity to complete the report. At the Visioning Meeting, Joanna expressed the need for all members to become part of the Leadership Circle.

[Lead Pastor's Report](#) - Wendy requested that everyone take the time after the meeting to read the report so that members present have the time to engage and discuss the details for the rest of the meeting.

[Circles and Service Team Report](#) -

[Ministry Plan and Budget](#) -

- Mission: Discernment in a Liminal Time - short term (2022/2023) we recommend continued discernment with renewed investment, commitment, and passion for "Being Uniquely Sanctuary"
 - Question about everyone as inspiration and encouraging - what do these bullets mean:
 - from knowing to unknowing - Wendy explained that it's part of the unknown of the future. We recognize that we love to be in control and think we know what's happening, but when we don't know, we want to know. We need to be comfortable with not knowing.
 - from striving to surrender - We strive to make things be the way they're supposed to be. Recognize that we need to surrender to the conditions and just be in it. We can then see what God knows.
 - from advocating to attending - When we think we know where we're going, we advocate for that and try to make it be what we think it should be instead of what God thinks it should be. Pay attention to each other and what's unfolding.
 - The LC thinks it's important for everyone to be a part of these decisions next year, which is why they've proposed the Committee of the Whole

- Ministry: What does God Need from us? What are we called to be and do as a church?
 - Propose that our partnership with Hillside to take 20% of our mission for the next year.
 - We want to focus 75% of our commitment to build up Sanctuary's unique ministry.
 - Prioritize building partnerships across the city
 - These are the things we want the Committee of the Whole to be attending to this year.
- Beyond 2022/2023 - The Future of Sanctuary?

[Draft Annual Report of the Trustees](#) - Bruce Roberts and Paul talked about an air market for 5 years, and it's finally occurred. We have dropped to \$2.8m in our total invested funds. It's decreased 9% in assets compared to the major markets and 20-30% below previous performance. We took out \$220,000 so far this year, and we expect it to be \$240,000 for the entire year. We are still ahead of where we were four years ago, and we sustained ourselves for four years.

DRAFT [Statement of Financial Position](#) - Total assets are \$3.5m.

[Restricted Fund and and Restricted Saving](#) -

- The restricted fund is down \$4,000
- In the restricted savings account, we currently have almost \$21,000

[YTD Budget to Actuals](#)

- The reconciliation down to the penny hasn't happened since May 31, 2022, so some income isn't accounted for.
- Achieved 53% of our revenue goal. Our personal stewardship isn't doing well.
- We spent \$291,000 though we were budgeted \$230,000 - about 90%.
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Joanna motioned to accept the YTD Budget to Actuals, Restricted Fund and Restricted Savings, Statement of Financial Position, and the Draft Annual Report of the Trustees reports. Paul Sennott seconded. All in favor.

[Proposed Budget](#) and the [Compare 2022 Actuals/Budget to 2023 Proposed Budget](#)

- Our mission and ministry proposal is that we spend time this year deciding what it takes to do the mission and what resources we'll need to do so.
- We will have an 8/9 and 5% class for OWL - increase of \$6,000 included in the proposed budget.
- We have started to use our space as rental, so \$1500 has been added.
- Our banking fees have increased.
- Oil and fuel have been increased based on today's cost of oil.
- Property maintenance and repair have been reduced.
- Reduced the cost of Mobile Cause by \$2,000

- Consulting services have been cut in half due to resolved conflict.
- Reduced budget for advertising by \$1,500
- \$15,000 spent on the musicians - shared cost with Hillside
- Budget increase for Messy Church
- Bottom line - we are increasing the budget by \$15,000
- Paul Roberts moved to accept the budget as proposed by the Leadership Circle. Paul Sennott seconded. All in favor.

Motion to Implement a Committee of the Whole Governance Model

- The Leadership Circle is feeling the significant burden of making decisions for the church, and they ask to consider a model of governance that puts the responsibility of leading the church on the entirety of the people as a Committee of the Whole.
- Paul Roberts recommended changing the quorum number from 5 to 7 to ensure fair due process. Paul retracted his statement after realizing the Leadership Circle can't make any changes without the full vote at a Congregational Meeting. Paul Sennott recommended adding a minimum two week notice for all Leadership Circle meetings similar to what's in place for calling a Congregational Meeting. The decision was to not include a notice period for Leadership Circle meetings.

Motion to:

1. Implement a Committee of The Whole Model of governance of Sanctuary UCC for the fiscal year 2022.2023; wherein all members of the congregation are elected and assume the responsibilities of the Leadership Circle as defined in the Bylaws Article V.D.
2. To implement this model allow for the following adjustments to the bylaws for the fiscal year 2022/2023:
 - a. Change the maximum number of members of the LC from nine to unlimited in Article V. A.
 - b. Suspend the details of term rotation and duration in Article V. C. so as to implement this model for fiscal year 2022.2023.
3. Set the number of LC members present to be a quorum for decision making and transaction of business for the fiscal year 2022.2023 to five members (see Article V. E. 1.)
4. Article VI. Officers
 - a. Elected at July LC Meeting
 - ~~b. Allow for alternate models for Moderator, Vice Moderator, Clerk c. Maintain Treasurer—Erin Sennott~~

Joanna made a motion to implement a Committee of the Whole Model of governance of Sanctuary UCC for the fiscal year 2022.2023; wherein all members of the congregation are elected and assume the responsibilities of the Leadership Circle as defined in the Bylaws Article V.D. One person abstained. All others in favor.

Joanna made a motion to continue to suspend the bylaw requirements for two Standing Committees (Article VII):

1. Circles and Service Team (Bylaw VII. A); and
2. Pastor Parish Relations Committee (PPRC) (Bylaw VII. C.)

for 2022.2023 and allow LC to lead these roles (as needed), while we build relationships and sustainability; and assess their future implementation. Paul Roberts seconded. All in favor.

[Motion to Extend the Lead Pastor's Contract Through Fiscal Year 2024](#)

LC talked to Wendy this year about changing this so that a vote isn't necessary each year. Wendy and the LC decided to wait on this until the following year.

Joanna made a motion to extend the guarantee of the lead pastor's contract to June 30, 2024. Erin seconded. One abstained. All others in favor.

[Circles and Service Team Nominations](#)

- Election of Erin Sennott to a new three year term as Treasurer.
- All other members are elected to a one year term as members of the Committee of the Whole.
- Aaron Olapade is elected as Trustee.

Joanna made a motion that we vote to elect Erin Sennott to her second three year term as Treasurer; to elect all members of Sanctuary UCC to a one year term as members of the Committee of the Whole; elect Aaron Olapade to a three year term as a member of the Board of Trustees. Paul Roberts seconded. Three abstained. All others in favor.

The first meeting of the Committee of the Whole is scheduled for July 7th from 5:00pm - 6:30pm.

Paul Roberts thanked the Leadership Circle and Wendy for their preparation of this meeting.

Joanna closed the meeting.

