

## 2023.12.06 (December) Committee of the Whole All Hands Meeting

### Agenda/Objective for tonight's meeting

Minutes from previous meetings. [Ministry Meeting Minutes Archive](#)

[Join Zoom Meeting](#); Meeting ID: 825 8167 0394; Passcode: 487224; By phone: 309.205.3325

Agenda/Minutes

liaison

**In attendance (10):** Christy Miller, Wendy Miller Olapade, Terri Bracy, Ben Jacques, Becky Jacques, Liz Douglass, Ray Santiago, Fraelean Curtis, Paul Roberts, Julie Roberts.

1. **Recruit Meeting Clerk** - Liz Douglass
2. **Opening Circle and Prayer** - Rev. Wendy; [How the Light Comes](#) by Jan Richardson
3. **Review Agenda/Your Hot Topics - Tabled**
4. **Business Reports**
  - a. Clerk's Report - VOTE: At his request - Tom Gerstenlauer asks to be moved from member to partner and letter of transfer offered to church in Doylestown, OH.
    - i. Will allow his pastoral standing to be moved to where he currently lives.
    - ii. He will remain a partner to participate in what happens in the future of Sanctuary.
    - iii. Paul Roberts made a motion to move Tom Gersenlauer from a Sanctuary member to a Sanctuary partner. Terri seconded; All in favor; None opposed.
  - b. [Vote of the Leadership Circle](#) (aka: Board) for ARPA Grant  
That Rev. Wendy Miller Olapade, an employee and the lead pastor of the corporation, be and hereby is authorized to affix the Corporate Seal, sign, and deliver in the name and behalf of the corporation the ARPA Covid-19 community recovery efforts grant agreement; and also to seal and execute, as above, any insurance documents necessary to comply with such agreement, all in such form and on such terms and conditions as he/she, by the execution thereof, shall deem proper.
    - Terri made a motion to authorize Rev. Wendy Miller Olapade, an employee and the lead pastor of the corporation, be and hereby is authorized to affix the Corporate Seal, sign, and deliver in the name and behalf of the corporation the ARPA Covid-19 community recovery efforts grant agreement; and also to seal and execute, as above, any insurance documents necessary to comply with such agreement, all in such form and on such terms and conditions as he/she, by the execution thereof, shall deem proper. Ben seconded. All in favor. None opposed.
  - c. Dynamic Merger Process - See *item 8B below*
    - i. Tom and Wendy have decided to shift the proposal. Tom and Wendy are working on a balanced budget and what that would mean for Sanctuary. Our assets remain around \$2.2 million (\$3.25 million with the parsonage). Sanctuary would spend our assets at the rate that Hillside states (5%). \$20,000 congregational

income revenue would also come with Sanctuary. It costs the congregation \$130,000 to keep Wendy on staff.

- ii. 25 questions - Wendy is working on this for Sanctuary.
  - iii. The next thing we do is have a meeting that everyone is invited to. Sanctuary presents the “why we’re better together” story. Come up with a proposal by May for the two congregations to come together - by the June annual meeting.
  - iv. \$100,000 set aside to renovate the Hillside space so that the sanctuary becomes multi-purpose place and pews go away - summer 2024. This leaves space for more creative options around ministry.
  - v. July 2024 - January 2025 (the end of Sanctuary’s lease) - integrate the budget and merge during the time. We will need to acquire legal counsel during the merger.
  - vi. By July 2025 - goal of fully merged, including budget.
  - vii. Impact of merger on various aspects of the ministries. Identify differences in the organizational cultures.
  - viii. What are the implications for Sanctuary moving into a balanced budget
  - ix. Think about this in phases (Wendy and Christy will work on this)
    - 1. From now to the decision point when a road map is then made
    - 2. ....
    - 3. ....
    - 4. ....
  - x. As we think of the endowment, there is around \$200,000 tied up in restrictions that we would need to hire an attorney and begin the work as soon as a decision is made. Based on past guidance, Paul doesn’t see a problem with this since the money will continue to go towards religious work/ministries.
  - xi. What are Hillside’s expectations of us (question from Fraelean)?
    - 1. The proposal and next steps are phase II of discernment. In early January all members of congregations and both pastors would come together, and Sanctuary would share our story of why we believe we’d be better together. We’d share a timeline and what it would look like from a practical perspectives. Leadership from each church would spend February through May about what this means in practical terms with a facilitator. Then each congregation would vote on whether the outcome from this discernment process is in favor of a merger.
  - xii. Proposal for all sanctuaries meeting is Sunday, January 21st during coffee hour
  - xiii. Next All Hands Meeting is January 10, 2024. Wendy plans to have more information about the proposed budget.
- d. LC/COM Meeting Minutes - Call for motion to approve:
- [2023.09.13 \(September\) Committee of the Whole/LC Meeting Minutes](#)
  - [2023.10.18 \(October\) All Hands/LC Meeting Minutes; Video Recording of this 2023.10.18 Zoom Meeting](#)

- No Meeting November by vote of LC
- Liz makes a motion to approve the September 13, 2024 and October 18, 2024 All Hands meeting minutes. Terri seconds. All in favor. None opposed.

b. Treasurer's Report

- FY 2024 Budget implemented in QB
- [2023.12.06 YTD Budget vs Actuals](#) - not sure about when reconciled, missing Music and SS payments to Hillside
- Final FY 2023 reconciliation in process -
  1. Status of Accountant support for Erin w. QB?
  2. Will need this support relationship when implementing changes in merger process
- Chase Business CC Account changes have been implemented

5. **Ministry Updates / Reports**

a. Worship

- i. Christmas Movies (11/26 - 12/10),
- ii. Unrehearsed Christmas Pageant (12/17)
- iii. No morning worship on 12/24, Christmas Eve 5:30
- iv. In With the New (12/31 - 1/14)
- v. Gospel of Mark (1/21 - Easter)
- vi. Messy Church continues with Jennifer (Jenni ending her time due to schooling)
- vii. Tom Parental Leave Part 2 (1/7 - 2/11)

b. Arts and Inspiration/Circles

- i. [IAmMigration: Haitian Colors](#) - Gallery Installation (Sept - Nov)
  1. Outdoor Reception/Celebration with Music & Food
  2. (2) Art Church Type - Circles with Artists
- ii. Faith and Film - TBD
- iii. Spoken Word Event (TBD)
- iv. Soul Collage - TBD

c. Socials and Fun

- i. Fall season - Community Meals, Apples & Wine, Kids Games and Movie, Pumpkin Carving
- ii. Winter - Community Meals

d. Food/Micropantry Mission

- i. \$25K - city of Medford ARPA Grant Award
  1. Gift Cards and Pop Up Pantries
- ii. BOL (Monthly Pantry Delivery & Bi-Monthly Meal)
  1. Propose - Close this hand-on ministry following December Commitment; make a financial commitment of \$100.00 per bimonthly (\$600.00)
- iii. Change to Monthly Meal Making / Deliver to Friday Cafe (Thursday TBD)

e. Youth Mission

- i. OWL 2023/2024 (Not full, financial loss)

1. Grade 5/6, 10 sessions with current facilitator team (Oct 1 - Jan)
  2. Trained New Sanctuary Staff in 7-9/10-12; Kashawna, Danny, Ralph
  3. Grade 8/9, 16 sessions - December through Spring
  4. Looking for grants for this topic
- ii. am2pm 2023.2024
1. Tufts Grant of 3K - pending for Teen Mental Health First Aid Program to train our own trainers - to deliver as community-wide program in 2024
  2. Low engagement -
  3. Grants/Fundraising updates
    - a. Cummings Grant Invited to Apply for 2024
    - b. Will add the focus of teen mental health to the grant proposals and pursue:
      - i. City of Medford Community Grant 2024
      - ii. Tufts Community Grant 2024
      - iii. Eastern Bank - 10K immediate
      - iv. Monogram Foods - tbd immediate
    - c. Also look for grants for teen mental health
- f. Feedback from LC:

#### 6. **Old Business / Action Items (previously tabled)**

- a. Stewardship Campaign(s)
- b. Parsonage Energy Audit - Audit is complete - solar an option, is there anyone who can take this on?

#### 7. **New Business - none identified**

#### 8. **Next**

- a. All Hands Schedule (1st Wed, 7 - 8:00pm)
  - i. Change to January 10
- b. Dynamic Merger Overview
  - i. Tom and Wendy working on proposal for a balanced budget; Wendy digging in to Sanctuary spending details to begin transition to balancing budget asap; grant funds for ministries
  - ii. Sanctuary Needs to complete draft of [25 Questions](#)
  - iii. Next step proposal - Jan 14 (MLK Weekend, regular potluck) or Jan 21 (separate meeting after church)
    1. Both congregations meet with pastors for
      - a. "Why we are better together" story - including Sanctuary's discernment process "outcome"
      - b. A birdseye view of Wendy/Tom thoughts on:
        - i. Timeline (organize this as phases, codependencies)
          1. 2024 Feb through May - (2) leadership teams come to proposal for congregations' vote @ 2024 Annual Meeting

2. June, 2024 Decision
3. Summer 2024 Hillside Renovations to integrate Sanctuary/new ways of ministry
4. July 2024 - June 2025 budgeting
  - a. Integrate ministry budgets
  - b. Designate separately the expense, legal and practical work of merger
5. July 2024 - Jan 2025
  - a. moving out of 458 High
  - b. Renovations at parsonage to maintain any Sanctuary/CCWM legal requirements?? and/or Storage
6. Jan 2025 - end of 458 High Street lease (is six months realistic?)
7. July 2025 - one congregation/one balanced budget
- ii. Impact on cultural, practical, and ministry model/contexts
  1. Co-pastors with clearly defined portfolio
  2. The merger Hillside is interested in is an adoption model, most of Sanctuary ministries integrated and financed (not necessarily all); some would be reimagined; Hillside identity, lay leadership, and bylaws
  3. Identify the differences in organizational culture and compensation model
  4. Identify physical, practical, leadership roles, bylaws, & identity changes
  5. Identify the implications (for sanctuary) of a balanced budget (change in staffing, spending, some community relationships)
2. Leadership Teams Meet (with facilitator) to develop a proposal for congregations' votes @ respective 2024 Annual Meetings - beginning in February (TBD)
- iv. Additional Resources Needed
  1. Legal Counsel
  2. Restricted Endowments
  3. Third party to support the merger conversation, advising on the way - help with power differential (Tom pursuing)
  4. Leaving 458 High Street will require new ways of doing ministry and mission (arts, food, staffing) and we have begun to imagine a third way
  5. Imagine practical aspects of leaving 458 High Street
    - a. 6 months notice to landlord

- b. Storage and/or release of “things”
- c. Change to models of ministry

**Meeting adjourned, 8:35 pm, Payer from Terri Bracy**