

## 2024.01.10 (January) 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 ( ):** Christy Miller, Wendy Miller Olapade, Terri Bracy, Liz Douglass, Ray Santiago, Paul Roberts, Julie Roberts, Erin Sennott, Tom Gerstenlauer

1. **Recruit Meeting Clerk** - Liz Douglass
2. **Opening Circle and Prayer** - Rev. Wendy - [Epiphany Prayer](#) from Steve Garnaas-Holmes
3. **Business Reports**
  - a. LC/COM Meeting Minutes - Call for motion to approve:
    - i. [2023.12.06 Meeting Minutes](#)
    - ii. - Paul Roberts makes a motion to approve the December 6, 2023, Committee of the Whole meeting minutes. Erin seconds. All in favor.
  - b. Treasurer's Report
    - i. [2023.01.10 Budget Versus Actuals](#)
      1. Music and SS payments to Hillside are now current
      2. Pending ARPA grant payments to Food Mission.
      3. Congregational Giving is low - currently 44% of 2023 year-end giving, which is 54% of the budget goal. 15% of the ARPA grant will come into our revenue stream. Any fundraising that we do for mission/programming that's not our own, we take a cap off the top, and food ministry is 20%.
    - ii. Final FY 2023 reconciliation needs support
      1. Need to hire Skilled consultant w. QB?
        - a. We'd need this long term as we transition our records, documentation, resources and become one organization with Hillside.
        - b. Someone in the Association or Conference with this type of expertise.
        - c. David Cleaver-Bartholomew - served the Conference as a financial minister. He is friends with Tom, who will reach out to him to see if he can help us.
        - d. Paul and trustees report
      2. Will need this support relationship when implementing changes in merger process

- c. Church Insurance Renewal - Need Volunteer to Review: 2024/25 will increase by 8% (as is) to \$6650. Review and recommend best choices for this coming year: new deductible options, value of properties, etc.
  - i. We are insured for \$900k of property - includes parsonage, some things in the parsonage (appliances, cabinets, etc.), and things in our rental unit (cost around \$250k).
  - ii. Terri volunteered to work on this.

#### 4. Next Steps

- a. Confirm All Hands Schedule (1st Wed, 7 - 8:00pm) - yes
  - i. Feb 7, 7 pm
  - ii. March 6, 7 pm
- b. Report on Dynamic Merger Overview
  - i. Tom and Wendy working on draft proposal for a balanced budget to present Jan 21
    - 1. [Current draft budget for our discussion](#)
  - ii. Need for shift from the luxury of not worrying about spending and staff support to reaching for a balanced budget and increased volunteer support
    - 1. Small steps in transition/trimming process (Cancel subscriptions like GiveSmart, Adobe; look for more donations and grant funds for ministries;
    - 2. Sexton (will retire Sept 2023)
    - 3. Finance Admin - needs detailed review and review
      - a. What are the economies of scale w. One church
      - b. are there any other roles/tsks no longer needed
      - c. which roles and tasks do we presume are needed for transition period/what is transition period
      - d. What is need for post transition/ long term?)
    - 4. Getting Am2pm & OWL back to self supporting mission, primarily staffing expense - consider grants, revenue, volunteers
  - iii. PENDING - Need Volunteers to complete Sanctuary Needs to complete draft of [25 Questions](#)
- c. Jan 21 Agenda - **see birdseye view below**
  - i. "Why we are better together" story - including Sanctuary's discernment process "outcome"
  - ii. The Path to a New Hillside:
    - 1. A Shared Ministry Model - mission, ministries, and staff
    - 2. Getting to Agreement
      - a. a joint proposal to present to both congregations
      - b. (2) congregational votes to proceed
      - c. the merger of institutions (legal and financial)
      - d. the merger of cultures
      - e. goal for a balanced budget for the merged congregation

iii. Decide on proposed next step(s).

## 5. Old Business / Action Items (previously tabled)

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

## 6. New Business

### 7. Ministry Updates / Reports

- a. Tom Parental Leave Part 2 (1/7 - 2/11)
- b. New Members Program - Build Your Own Beliefs; (4) Sundays (2/25 - 3/17; 11:45 - 1:00 pm); receive new members on or about Easter Sunday (TBD)
- c. Worship Plans
  - i. In With the New (3 weeks; 12/31 - 1/14)
  - ii. Gospel of Mark: Come Follow Me (10 weeks; 1/21 - Holy Weekj)
  - iii. 3/31 - Easter Sunrise - Ecumenical; 10:30 am - New Members Join
  - iv. 4/7 - Laity Sunday
  - v. 4/14 - Holy Hialrity Sunday
  - vi. Connect: From Me to We (4 weeks; 4/21 - 5/12 Mother's Day)
  - vii. Jeremiah: They will be My People (12 weeks; 5/19 - 6/9 and 6/23 - 7/28
  - viii. 6/19 - Youth Sunday
- d. Messy Church continues with Jennifer (Jenni ending her time due to schooling; new staff will be hired for second person)
- e. Arts and Inspiration/Circles
  - i. no pending programming will meet in February to assess capacity and vision
  - ii. Note the impact of lamMigration Arts programs on community and support of Haitian Immigrants (Pop-Up pantry, Liaisons to Haitian Community)
- f. Socials and Fun - Community Meals Scheduled:
  - i. 1/14 - New Year, New Flavors
  - ii. 2/18 - International Cuisine
  - iii. 3/24 - Palm Sunday - Foods of the Middle East
  - iv. 5/5 - Cinco de Mayo Fiesta
  - v. 6/19 - Youth Sunday/Father's Day - Dad's Favorite Dish
- g. Food/Micropantry Mission
  - i. Micropantry Mission
    1. Additional donations from Outreach Program, Summit Hill Foods, Food Link, Rotary - for ongoing Gift Cards and Pop Up Pantries
  - ii. Proposal - BOL (Monthly Pantry Delivery & Bi-Monthly Meal)
    1. Due to limited capacity - close these hand-on ministry following December Commitment; make a financial commitment of \$100.00 per bimonthly for the next year (\$600.00) - VOTE?
    2. Change to Monthly Meal Making / Deliver to Friday Cafe led by Rev. Tom (ie: Thursday meal making and delivery same night; specifics tbd)

- h. Youth Mission
  - i. OWL 2023/2024 (programs not at capacity, running @ financial loss)
    - 1. Grade 5/6, 10 sessions with current facilitator team (Oct 1 - Jan)
    - 2. Grade 8/9, 16 sessions - December through Spring
    - 3. 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. Grants/Fundraising updates
      - a. Cummings Grant application submitted 12/23 (notice May 2024); 3 year grant of 33K
      - b. Tufts Medicine Community Health Initiative Grant submitted 1/24 (notice 2/1/2024); 4 year grant of 60K
      - c. Teen Mental Health/OWL Grant possibilities
        - i. City of Medford Community Grant 2024 (10K)
        - ii. Tufts Community Grant 2024 (3K)
        - iii. Eastern Bank - (10K)

**Meeting adjourned: Terri, proposed; Ray second, unanimous vote to adjourn, 8:10 pm**

**A Merger Birdseye view for Reference (January 10, 2024):**

1. **Timeline** (organize this as phases, codependencies)
  - a. 2024 Feb through May - (2) leadership teams come to proposal for congregations' vote @ 2024 Annual Meeting
  - b. June, 2024 Decision
  - c. Summer 2024 Hillside Renovations to integrate Sanctuary/new ways of ministry
  - d. July 2024 - June 2025 budgeting
    - i. Integrate ministry budgets
    - ii. Designate separately the expense, legal and practical work of merger
  - e. July 2024 - Jan 2025
    - i. moving out of 458 High
    - ii. Renovations at parsonage to maintain any Sanctuary/CCWM legal requirements?? and/or Storage
  - f. Jan 2025 - end of 458 High Street lease (is six months realistic?)
  - g. July 2025 - one congregation/one balanced budget
2. **Impact on cultural, practical, and ministry model/contexts**
  - a. Co-pastors with clearly defined portfolio
  - b. 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
  - c. Need to identify the differences in organizational culture and compensation model

- d. Need to Identify physical, practical, leadership roles, bylaws, & identity changes
  - e. Need to identify the implications (for sanctuary) of a balanced budget (change in staffing, spending, some community relationships)
3. **Leadership Teams Develop Merged Model** (with facilitator) proposal for congregations' votes @ respective 2024 Annual Meetings - beginning in February (TBD)
4. **Additional Resources Needed**
- a. Legal Counsel
  - b. Accounting Support
  - c. Restricted Endowments
  - d. Third party to support the merger conversation, advising on the way - help with power differential (Tom pursuing)
  - e. 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
  - f. Imagine practical aspects of leaving 458 High Street
    - i. 6 months notice to landlord - when would we be ready to imply we might leave?
    - ii. Storage and/or release of "things"
    - iii. Change to models of ministry