CALL TO ANNUAL CONGREGATIONAL MEETING (2025)

Congregational Church of West Medford DBA Sanctuary United Church of Christ

ONLINE ONLY – Tuesday, 12/02/2025 (7:00 – 8:30 pm)

Attendees: Dyanne London, Aaron Olapade, Jackie Kerstner, Susan D'Arcy Fuller, Christy Miller, Erin Sennott, Paul Sennott, Charlene Carle, Wendy Miller Olapade, Ray Santiago, Fraelean Curtis, Gini Berthiaume, Paul Roberts, Carvina Williams

Location: Sanctuary UCC via Zoom

Dear Sanctuary UCC Members and Partners,

You are called, and your presence and participation are faithfully requested at an Annual Congregational Meeting scheduled for Tuesday, December 02, 2025, at 7:00 pm via Zoom Meeting; the access for which is listed below. The 2025 Annual Congregational Meeting was previously postponed by a Special Congregational Meeting vote on 07.01.2025.

The Leadership Circle of the Congregational Church of West Medford | Sanctuary UCC issues this call to the 2025 Annual Congregational Meeting of the Governing Body with the **Agenda as follows:**

*** Rev. Wendy opens up the meeting with a musical piece, as a way to center the group and have something to reflect on as we begin discussion.**

1. Receive & Vote to Accept Congregational Meeting Minutes (minutes below)
    - *A motion was made by Erin S. to approve the Congregational meeting minutes and was seconded by Paul S. The motion passed unanimously.*
2. Receive Annual Ministry Reports (Clerk's Report on Membership and Circles and Service Nominations below). Given the pursuit of the Church Legacy & Closure Process, no additional reports have been written. Please note minutes and actions from the following meetings:

    1. 2023.03.02 + .04 Merger Team Meeting following Hillside end to Partnership,
    2. 2025.07.01 Special Congregational Meeting, and
    3. 2025.10.07 Special Congregational Meeting;
3. Receive, Discuss, Vote to Approve: 2024-2025 Year-End Financial Reports (reports below);
    - *A motion was made by Paul S. to approve the 2024-2025 Year-End Financial Reports and was seconded by Christy M. The motion passed unanimously.*
4. Vote on LC Recommendation regarding Sanctuary UCC Bylaws to extend actions to:
        1. Use a "Committee of the Whole" model for 2025-2026 to address the work of the Leadership Circle as defined in Bylaws Article V. Leadership Circle (Board);
        - *A motion was made by Paul R. to approve the "Committee of the Whole" model for 2025-2026 and was seconded by Paul S. The motion passed unanimously.*
        2. Suspend bylaw requirement for two standing committees for 2025/2026;
            1. Article VII. A. Circles and Service Team; and
            2. Article VII. C. Pastor Parish Relations Committee.
            - *A motion was made by Paul S. to approve suspension of the bylaw requirement for the two standing committees and was seconded by Erin S. The motion passed unanimously.*
5. Motion and Vote to elect Trustee and Committee of the Whole;
    - *The Circles and Service Nomination was made by Rev. Wendy Miller Olapade to elect Trustees and Committee of the Whole. The motion passed unanimously.*
6. Vote to extend Lead Pastor Contract & Guarantee to June 30, 2027;

    -Sue asked if this is the place for a discussion about how the roles and responsibilities of the lead pastor on behalf of the Legacy Process will get defined.

-Rev. Wendy suggested this is a good question for us to tackle - and noted the chapter on the Legacy Pastor in the “Living Legacy” Resource Guide, but that we would have that discussion as part of the Legacy process (not in this Congregational Business meeting).

- *A motion was made by Erin S. to approve the extension of the Lead Paster Contract and Guarantee through June 2027, seconded by Ray S. The motion passed with all members in favor, except for one abstention (Rev. Wendy Miller Olapade)*

7. Receive, Discuss, Vote to Approve: Proposed 07.01.2025—06.30.2026 Budget;
    - **Paul R.** raised a concern that passing the budget in its current form may be problematic due to the unknowns regarding projected annual revenue and expenditures. He noted that certain revenue-generating grants and programs may not run in the coming calendar year, which would make the revenue assumptions inaccurate and leave the overall budget misaligned.
    - **Erin S.** expressed that while the discussion about revenue discrepancies is important, the priority should be continuing to invest in the community as we move toward closure. She feels that focusing on this opportunity is most important.
    - **Susan D’Arcy F.** asked whether the budget could be revised to make the line-item allocations more general.
    - **Rev. Wendy** clarified that both the bylaws and our financial policies and practices do not allow spending funds budgeted for one line item on another expense without the LC/Board’s approval.
    - Further discussion observed that this budget (proposed by LC at Nov. meeting) provides a generous path (based on the previous year’s programs, which may not happen this year) for us to be able to operate while we figure out what the Legacy Process needs, what our path will be, and what the expected expenses will be. The monthly Budget Versus Actuals Reports provided to the LC will be another source of confidence in financial management.

- *Rev. Wendy moved to approve the proposed budget. The motion passed with all members in favor, except for one abstention (Sue D'Arcy).*

8. Share information about Legacy Process, including the following documentation provided by SNEUCC Legacy Corporation:
    1. Checklist Living Legacy v2025 Appendix A
    2. Legacy Working Group Description
    3. Ministry Completion and Legacy Process
    4. Legacy Church Cost Considerations
    5. Romero Prayer
    6. Complete Living Legacy: Church Legacy & Closure Resource 2025 ed.
9. Recruit the Legacy & Discernment Working Group to explore our viable paths forward.

Rev. Wendy presented the materials above and invited the congregation to allow her to recruit members of the Legacy Working Group. The congregation agreed.

Printed copies of the reports can be made available via USMail by request – please email finance@SanctuaryUCC.org.

All Members, Partners, and friends are encouraged to participate.

The bylaws as revised and approved by the congregation on January 27, 2018, and the Leadership Circle's current Membership/Partnership records will apply regarding eligibility to vote. Questions regarding individual Member/Partner eligibility to vote can be directed to Liz Douglass, Interim Clerk.

With blessings,

The Leadership Circle/All Hands Meeting

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Join Zoom Meeting
Meeting ID: 825 8167 0394
Passcode: 487224
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Dial by your location: +1 309 205 3325 US
Meeting ID: 825 8167 0394
Passcode: 487224
Find your local number: https://us02web.zoom.us/u/keFgMU7lKv

Electronic Access*: As per the congregation's bylaws, "Voting is available to those who are present either in person or via electronic means whereby the member is able to listen and participate in discussion." We ask that all who seek to participate electronically do so via AltarLive streaming or telephone to allow for a single point of electronic entry to the meeting. The identity and eligibility to vote of those who join electronically will be affirmed and recorded by the Clerk upon the participant's arrival to the Virtual Meeting. Those who are participating electronically will be invited to participate in discussion as part of each agenda item and those who are eligible to vote will be invited to state their vote on each decision. We ask that all electronic participants keep their access on mute until they are invited to participate.*

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2024-07.01 – 2025.06.2025 Annual Meeting Reports, Actions, and Documentation

Congregational Meeting Minutes

- 2024 CCWM dba Sanctuary UCC Annual Meeting Minutes
- 2025.07.01 Special Congregational Meeting Minutes (to delay annual meeting & operate as per 2024 budget/bylaws)
- 2025.10.07 Special Congregational Meeting Minutes (to consider Church Closure and Legacy Process)

Annual Ministry Reports

- 2025.06.30 Clerk's Report (2024.07.01 – 2025.06.30);
- 2025.06.30 Circles and Service – Governance Nominations (2025.07.01 – 2026.06.30);

Budget Action

- For Reference – 2024.2025 Proposed Budget (with 2024.06.30 Budget vs Actuals Report)
- 2025.2026 Proposed Budget (includes legal fee estimate of 35,000.00)

Additional 2025 Annual Meeting Actions

- Motion to Continue Committee of the Whole for Leadership Circle 2025/2026
- Motion to Continue to Suspend Bylaw Requirement for Circles and Service Team and Pastor Parish Relations Committee for 2025/2026
- Motion to Extend the Lead Pastor's Contract & Guarantee Through Fiscal Year 2027

Financial Reports for 2025 Annual Meeting

- 2024.07.01 – 2025.06.20 YTD Budget Versus Actuals
- 2025.06.30 YTD Financial Position (QB Report Manually Updated with 06.30.2025 UCF)
- 2025.06.30 Report of the Trustees
- 2025.06.30 Restricted Fund and Restricted Savings Report

For Information: 2025.12.01 Budget Versus Actuals