

# Flagstaff Federated Community Church

## Board of Trustees Minutes

April 28, 2009

Lowing Insurance Agency, Business Automobile Policy # 0800106-09-355814  
Church Mutual Certificate of Insurance, Umbrella Liability, Lowing Insurance Agency Policy #800001  
(Master Policy under, Desert Southwest Conference)

Communion is served on the first Sunday of the month.

**CALL TO ORDER** – by the President, at 6:05 pm.

**TRUSTEES & OTHERS PRESENT** – 10 Trustees, 1 guest and 3 staff members

**TRUSTEES ABSENT** – 3 Trustees excused

**QUORUM PRESENT** – 8 are needed according to the By-Laws – A quorum was present.

**DEVOTION** – The President shared a reading called “Raising Good Corn”

**OPENING PRAYER** – The Pastor – opened the meeting with prayer

**CONGREGATIONAL CONCERNS** - None

**APPROVAL OF THE AGENDA** – A motion was made to accept the agenda as written. MSP

**PASTOR’S REPORT** – The Pastor – a written report is on file in the church office.

- Strategic Planning Team – Small “focus groups” will begin gathering in homes in the weeks to come and they will be surveyed by the Strategic Planning Team. He expects interesting conversation to come from the gatherings.
- Baptism –The Pastor requested the BOT’s permission to baptize twins during a morning service, not yet determined. The parents were married at FC, are not members, but attend upon occasion. A motion was made. MSP
- Form 4 from the Committee on Preparation for Ministry– A copy is on file in the church office. This form is filled out yearly by the CPM Committee of Presbytery. It will be filled out for a member at some point in her preparation for ministry.
- A retirement dinner will held on Friday, June 5<sup>th</sup> at Valley Presbyterian. The church van will be used to take anyone that would like to go.
- A new member class is planned for May. There will be between 10 to 12 people. The BOT decided that the Pastor’s idea was good – hold classes at 10:00 am during Sunday school hour so the children will have a place to go. The second class will be a brunch put on by the BOT. The Pastor will work with Membership to set dates.
- The National Day of Prayer Breakfast will be here at Federated on Thursday, May 7<sup>th</sup>.
- The Pastor and his wife will take their son to Florida State for mandatory orientation before school begins. The Pastor will miss the June BOT meeting.

**APPROVAL OF THE MINUTES**

- Regular BOT Meeting – March 24, 2009 – A motion was made to accept the minutes as written. MSP

**CLERK’S REPORT**

- A Trustee will be honored at the 25<sup>th</sup> Annual Senior Service Awards luncheon on Thursday, April 30<sup>th</sup> at Valley Presbyterian Church
- A written report on the “South of the Border” Dinner fund raiser for PAUMCS training is on file in the church office. \$922.00 was raised (which includes the donation of supplies). The BOT agreed that \$100.00 will be sent toward the scholarship and \$100.00 will pay the remaining amount owed. Any other money after the airline ticket and other expenses will stay in 5.235, Office Operations. Any remaining monies will be used for continuing education expenses for the church secretary.
- A letter was sent to the Head Start Chief Financial Officer, asking for help with the cost of snow removal – A check was received for \$3,392.25.

**CORRESPONDENCE RECEIVED AND SENT**

- Thank you e-mail from a individual for the use of the sanctuary for the Festival of Trumpets.
- Sunshine Rescue Mission and Hope Cottage – A thank you letter for quarterly contribution of \$336.00.

- Letter from TLC Landscape. They turned on the sprinkler system (sexton observed) and they will turn it off again in the fall.
- Flagstaff Family Food Center – A receipt for quarterly donation of \$250.00.

**PROGRAM DIRECTOR’S REPORT** – Associate Pastor– a written report is on file in the church office.

- The Associate Pastor reported that she would be gone for the coming week to be “Grandma” to her newest grandchild. Her time will be under Family Leave with no pay.
- The fund raiser for the youth this year will be a Rummage Sale on Saturday, May 16<sup>th</sup>. This will replace the Pumpkin Patch as a fund raiser.
- The Associate Pastor has a CD titled “Safety Tips On A Sensitive Subject: Child Sexual Abuse” on file in her office. It can be checked out.

## **MINISTRY TEAM PLANS, GOALS & ACTION REPORTS**

**Buildings & Grounds** – It was reported that the Peace Poll and bike racks have been installed.

- An estimate has been received from a contractor for electrical work. The team has not reviewed it yet. It will include a surge protector for the fire alarm system, repair of the electrical outlet in the floor of Rees Hall, and repair of the lights in Rees Hall.
- The Pepsi machine is being moved downstairs. The machine costs more to run than it makes, so the price is being raised from .50 cents to .75 cents a can to help cover the cost of operating the machine.
- Bids have been submitted for repair of the front exterior doors to the Sanctuary and to the exterior of the yellow rental house.
- Work days have been set for May 2<sup>nd</sup> by the B & G Team, only, and for the congregation on Saturday, June 6<sup>th</sup>.
- The space heaters in the organ chambers need to be replaced. Infrared heaters should be used because they use less electricity. They cost \$430.00 a piece. It is thought that the organ fund should be responsible for the cost of replacing the heaters because the heaters are needed to keep the organ pipes at a constant temperature.
- Additional people are needed to work in the church gardens.
- A volunteer has agreed to make more cupboards for coffee cup storage in Rees Hall.
- The basement flooded again due to a plugged up sewer line. Thanks to the sextons for their cleanup efforts.

**Fellowship** – A written report is on file in the church office.

**Finance & Treasurer** – A written report is on file in the church office.

**Stewardship** – A written report is on file in the church office.

**Personnel** – It was reported that two individuals have been hired as Directors of the Nursery. Personnel is very pleased with the good job they are doing. The Personnel team is looking for an Assistant Youth Director and has reinstated the Youth Advisory Board.

**Care** –Home Touch letters continue to be sent out each week to those members that have difficulty getting to church on a regular basis. Team members are making an effort to attend Communion when the Pastor serves it monthly at a local retirement center. A meal will be taken to a church member following his last chemo treatment.

**Worship & Music** – A written report is on file in the church office. It was reported that Holy Humor Sunday has been canceled and there will not be a replacement for it at this time. The attendance at Open Sanctuary has increased.

**Church Promotion** – A written report is on file in the church office. Team members are delivering flowers from the Sunday bouquet to those new visitors that include their addresses on the Friendship Pad. It has been well received.

- Faith in Action Day would be a good time to bring friends. Federated will be working at a home for “at risk” teens.

**Outreach & Social Action** – A written report is on file in the church office. With the departure of a team member, there is a large void to be filled. She will be greatly missed. All of her duties have been given to other members of her team. Donations of food were solicited from the congregation.

- May 6<sup>th</sup> is Teacher Appreciation Day and members of the committee will be taking lunch to the teachers

at Christensen and South Beaver Schools.

**Membership** –An individual has requested a transfer of membership from Trinity Heights United Methodist to Federated Church – A motion was made that the transfer be granted. MSP The new member will be Methodist Roll #983 effective April 28, 2009.

**Lay Leaders** - Desert Southwest Conference Update, It was reported that the Desert Southwest Conference has issued an appeal for funds for the establishment of new churches in the Conference. As a Desert Southwest Conference Church, Federated is invited to participate. The funds will be taken to the annual Methodist Conference where a roll call of churches will begin the annual meeting and the funds will be collected.

- Following discussion, a motion was made that since a check from Coco's had been received in the amount of \$312.15, that half of that (\$150.00) go toward the Desert Southwest Conference Fund and the other half toward a retirement love gift. MSP

**Foundation Team, Discipleship, Boy Scout Troop 31 – No Report**

**OLD BUSINESS**

- An Organ Fund update was given.

**NEW BUSINESS** - None

**PRESIDENT'S REMARKS** – The use of the church van was discussed and it was decided by the BOT that the Sunday van drivers will pick up an individual if she does not have a ride to church. She lives two streets away from Federated.

**ADJOURNMENT**

**CLOSING PRAYER** – The Pastor

**Respectfully submitted,**

**Clerk**