

Approved Minutes for Administration Council

April 19, 2017

Attendees: Pearle Wood, Norma Ethridge, Stanley Colvin; Brian Brightly, Renee Stephens, Joe Newton, Pam Tullous, Joyce Estes, Marty Stephens, Tom Wood

Meeting was called to order at 10:35 a.m. by Tom Wood. Prayer was given by Brian Brightly. There was no devotional.

Upgrade for the Thrift Store (awning and stone) was discussed. It was pointed out that the Thrift Store is a source of income. Joe Newton moved to accept the proposed improvements. Motion was seconded and approved unanimously.

Second Mile Giving update: Stanley Colvin reported that sixteen pledge cards have been returned with \$6,670 pledged to Second Mile Giving. Joyce Estes voiced concerns about designated funds. It was pointed out that all monies go to the Second Mile Giving account and then is determined by the Mission Committee as to where the funds are disbursed. Joyce Estes moved that all monies for Second Mile Giving funds, if not spent already, be rolled over to General Fund at the end of the year. Joe Newton seconded the motion. Motion passed unanimously.

Joe Newton will work on policy for sending thank you letters for donations. He will also work up the wording for said letter. Stanley Colvin mentioned that the letter should include wording in the memo area which notes where the funds go should be added to all checks.

Trustee Chair: Brian Brightly reported that Joyce Estes has been asked to be a trustee and Norma Ethridge will be the vice president of SPR. The trustees will vote on a chair when all Trustee positions have been filled.

Web Master: Brian Brightly reported that Nikki Lindsey has been promoted to Administrative Assistant starting April 24. She will continue to work sixteen hours per week at fourteen dollars an hour. Her position expanded to coordinating Pastor's visitation schedule, assessing and computing attendance and new prospects, as well as attending to pastoral planning on mission-related

prospects. She will also work five hours a week outside of her Administrative Assistant hours to continue her excellent work on our new website as webmaster. This five hours will be spent on the website and associated social media channels. Her pay for this position is eighteen dollars an hour.

Brian Brightly (as representative of SPR) moved that Nikki Lindsey be hired as webmaster for five hours a week at eighteen dollars an hour and promote her to Administrative Assistant with a raise to fourteen dollars an hour. This was approved by Finance and then unanimously approved by Council.

Lay Leader: This is still under consideration and should have recommendations within the month.

Purchase of lots: No progress

Silver Celebration: Reported by Pearle Wood – committee met on 4/11/17. Invitations have been sent out and several responses have been received. Next committee meeting will be Tuesday, 4/25, at Sea Oats. Pearle Wood and Norma Ethridge will meet with Pastor Brian on Friday, 4/22, to discuss the worship service for that day. Several of the women of UMW met on Wednesday, 4/19, to work on creating prayer beads for souvenirs of the celebration.

Administrative Council: July 5th meeting is moved to July 12th.

Website workshop: Tom Wood, Pam Tullous and Nikki Lindsey will meet to work out the structure of the website as discussed in the workshop.

Administrative workshop: Tom Wood, Nikki Lindsey and one other person to be determined will be to work on the discussion from that workshop.

Joyce Estes will be conducting a “Making the Ask and Getting the Yes” workshop for council members, finance committee and trustees on May 11 at 11:00 in the Fellowship Hall. This workshop will be repeated in the Fall.

Charge Council: Tom Wood would like to set up a schedule at the May meeting to prepare for the Charge Council in September. This would include nominations.

Worship Report: Brian Brightly reported. Pastor has been thinking through the new year to expand Passionate Worship. He is preparing a music staff person job description to present to SPR.

Several people will be joining the church as associates or new members:
Associates – Sims, Bird and Burgess; New Members -- Bean

Treasurer/Finance Report: Joe Newton reported that the church is solvent.

It was suggested that the church host a Chamber of Commerce lunch. Chamber members pay \$12 a person to attend and the average attendees are 50. We would provide fried chicken and side dishes. This would be a fundraiser and provide visibility for the church.

When turning in invoices/purchase orders for payment, it should be noted what the expense is for, who is requesting it, where it was used.

Pastor Report: Pastor Brian and Joyce Estes participated in the training of lay servants March 31 and April 1. This training went well.

UMW: Pearle Wood reported. April birthdays will be celebrated April 24 at Red Pirate at 11:45. Church wide brunch is Sunday, April 23rd. Ground breaking for the Chapel at the Madison Youth Rand is May 2nd at 10:30. District UMW Day Apart is April 29 at Salem UMC in Havana. Sopchoppy UMW Annual Luncheon and Program is Tuesday, May 9th. Backpack Buddies is going well. There have been \$750 in donations so far. \$300 will provide a backpack for one year for one child.

Meeting adjourned at noon. Next meeting is Wednesday, May 24th.

Respectfully submitted by,
Pam Tullous
Acting Secretary

Sign In:

4-19-17

Pam Tullous

Renée Stephens

Marty Stephens

Joe Neeton

Tom Wood

Norma Ethridge

Rene Wood

~~Pat~~
Jaye Est