

The Church in Aurora
Board Meeting Minutes FINAL
February 21, 2022

Present: Laura Holman, Mike Esposito, Pastor Derek Hickman, Liz Sutter, Denny Mervis, Lance Bell, Ward Crane, Jay Perez, Bob Harris, Nancy Gallik, Betty Marlar, Chad Calder, Staci Reardon, Bethany Schmittel, Russ Piazza, Brooke Anderson

Laura Holman, Moderator, called the meeting to order at 7:02 pm and a quorum was determined to be present. Laura then asked Pastor Derek to share his devotion and prayer.

Devotion:

Pastor Derek Hickman told a story of Esther, and reminded us of the importance of forgoing self-preservation in an effort to serve the greater good. He is looking forward to how God can help the board use their positions to help grow the health of the congregation. Pastor Derek then closed his devotion with prayer.

Review and Approval of January 12, 2022 Meeting Minutes:

Laura then asked if there was any discussion about the January 2022 Board minutes. Seeing that there was none, she asked for a motion to approve. Denny Mervis moved to approve the minutes and Betty Marlar seconded the motion.

Moderator:

Laura went through a board orientation in order to initiate new members of the board. She reminded members that they represent the congregation, and that transparency is a goal. She welcomed questions from members and asked them to direct questions to herself, or Associate Moderator Mike Esposito. Members responded to an excerpt from the "Oath of Church Officers" and went over group expectations.

Old Business:

- There were no COVID-19 updates of note.
- Church services will be going from two services to one service starting on March 6th.
- Board retreat will occur Saturday 26th, from 9am-3pm in fellowship hall.

New Business:

- The 2022 Professional Expense Allowances was presented by treasurer Staci Reardon.** Laura asked if there was any discussion about the document. Seeing that there was none, she asked for a motion to approve. Staci Reardon moved to approve the minutes and Bob Harris seconded the motion. The motion passed unanimously.
- The 2022 Housing Allowance was presented by treasurer Staci Reardon.** Laura asked if there was any discussion about the document. Bob Harris asked if the amount factored in rising inflation, due to concern about the language "future years". There was a note to look into legal language for future documentation. Laura asked for a motion to approve. Staci Reardon moved to approve the minutes and Nancy Gallik seconded the motion. The motion passed unanimously.

-Mike Esposito motioned to create a new fund for board account 2297, board directed funds in order to start up programs in support of the strategic plan. He mentions that long term funding for any implemented strategies/programs would come from the operational budget. Lance Bell mentioned that we need to assess the long term financial commitment before funding start up so we can add appropriately to the budget. Mike Esposito motioned to create the board account for \$15,290.00, Denny Mervis seconded. The motion passed unanimously.

-Pastor Derek Hickman shared that the new church website is up and running. One of the goals was to enhance communication with the congregation and community. Work was completed by Charene Creative of Aurora, OH. The new website is <https://thechurchinaurora.org/>

REPORTS

Treasurer: Staci Reardon reported

Revenue and Expense Budget:

January's actual Year to Date (YTD) revenue of \$134,170 was 38.5% or \$37,295 above budget. Total Revenue for January 2022 as compared to January 2021 decreased \$46,791. As we kicked off the first month on 2022, TCIA recorded close to budget \$94,944 for 2022 prepaid Faith Promises. There was a substantial amount of \$37,853 from 2022 prepaid non-Promised funds which contributed to our increased revenue in January.

The actual YTD expenses of \$42,925 were 16.8% or \$8,670 below budget at the end of January. The budgeted expenses are mainly divided evenly over 12 months. Each committee is responsible for reviewing and maintaining their expenses within their yearly budget allowances.

Attached are YTD revenue and expense comparison sheets which detail this year to last along with percentages to budget through the end of January 2022.

Board Directed Reserve:

As approved by the Board and at the 2021 Annual Meeting, \$91,636 from the 2020 surplus was transferred from the Board Designated Fund to the Board Balanced Budget Directed Fund. This amount was intended to be used if funds were needed to balance the 2021 budget. However, the funds were unused in 2021 and were moved in the month of January 2022 back into the Board Designated Fund. Once all funds were properly moved to start off the new year, the finance team did our final transfer and moved the board approved amount of \$113,451 out of the Board Designated fund into the Balanced Budget fund for 2022. We will determine as the year progresses if funds from this fund will be needed if we should experience a shortfall at any time. The Board Designated Fund started the year with a balance of \$786.24. After the movement of the 2021 and 2022 Balanced Budget Funds in and out of this fund, and the balance of the 2021 carry over of \$72,254.85 added to it, the Board Designated Fund has a balance of \$51,226.09. See as well below:

\$91,636.00 of unused Board Balanced Budget Directed Funds from 2021 moved back to Board Designated Fund \$72,254.85 was our carry over from 2021 and this amount was moved into the Board Designated Funds
\$786.24 was in the Board Designated Funds at the beginning of 2021
\$164,677.09 was the total in the Board Designated Fund.

Per approval by Board and Congregation Annual meeting, \$113,451.00 was the amount determined to

help balance the 2022 budget. This amount was moved from the Board Designated Fund into the Balanced Budget fund for 2022. This leaves at the end of January a balance of \$51,226.09 in the Board Designated Fund, which any movement is to be determined.

Directed Funds:

Funds received by TCIA in 2021 for 2022 Faith Promises were removed from the Deferred Income Direct Fund into the 2022 Faith Promises Income account as we made proper adjustments to begin the year.

Savings Account/Bank Balances:

The bank balances as of the end of January were \$875,182.33. This was a decrease of \$4,590.60 as compared to the end of December 2021. Bank balances fluctuate from month to month based on receipts and disbursements. Please review the attached balance sheet information and let me know if you have any questions.

Other Comments:

Out of the Trustees Insurance Claim fund, \$33,324 was paid out in January for the beginning of the restoration work and appliance replacement. Proceeds from our insurance claim were held in this fund to be used for this renovation project.

Attached are current Financials, along with the above-mentioned Revenue and Expense Sheets for your review. Should you have any questions concerning the church finances, your budget or actual church expenditures, please let me know.

Christian Education and Missions Director Report: [Liz Sutter reported](#)

- Our first church-wide Service Sunday was a great success on January 23. We were able to supply three Portage County service organizations with 337 kits for homeless people in our area. The amount of participation showed us that these types of events are a worthwhile endeavor. The Outreach team and I are excited to plan another such event in the spring.
- We are gearing up for our 7th annual Parents Night Out on February 27. This is the first time that we have opened this event to the community. We are planning lots of fun activities, and our youth are ready to help.
- Play-N-Worship registration is open for two classes, one morning and one afternoon. I expect both classes to fill soon. We will begin on March 15.

- On Jan 30, I received a lot of great insight from our high school students regarding their hopes and preferences for the future programming of our church. Pastor Derek will have a similar check-in with the students on March 6.
- We visited Haven Home on February 9 with another great meal from Women's Guild 3-H.
- Mark your calendars for March 13...our youth are excited to offer you a great Youth Sunday.
- Our Outreach program just completed its 100th week of food distribution. The program has grown and improved affecting many lives in the process. Please see the assistance breakdown for the month of January below:

Financial Assistance

Case # (Initial-Year)	Description/Category	Description/Notes	Approved ?	Date Approved	Amount Approved
CG-2021	Transportation	Car Repair	Y	1/4/2022	\$401.91
CW-2020-MT	Utilities	Water	Y	1/11/2022 2	\$343.15
ES-2022	Housing	Trailer Lot Rent	Y	1/14/2022 2	\$464.00
SS-2021-MT	Educational	Extracurricular tuition	Y	1/20/2022 2	\$405.00
RM-2022-MT	Educational	K tuition	Y	1/28/2022 2	\$1,000.00
					\$2,614.06

Food Distribution

Week #	Date	Households	Total People	Spent per Person	Total Spent
93	1/7/2022	42	156	\$5.09	\$794.67
94	1/14/2022	41	153	\$5.22	\$798.60
95	1/21/2022	41	151	\$5.12	\$772.73
96	1/28/2022	40	144	\$4.48	\$645.83
					\$3,011.83

Elders Report: Chad Calder reported

The Elders met on February 6th at the church. All Elders were present with the Moderator, Associate Moderator, and Senior Pastor in attendance. Associate Pastor had a conflict and was unable to attend.

Summary of Discussions

- The Elders elected committee roles:
 - Chad Calder elected Chair of the Elders
 - Kyla Errington elected Vice Chair
 - Karen Pope elected Secretary
- Sunday Service Schedule - Moving forward with a plan to go from two services each Sunday to a single service and 10:00 AM. Kyla Errington drafted a letter on behalf of the Elders to be presented to the Church Board and then the Congregation to communicate the change.
- Discussed possibility of moving Laity Sunday from August to September. Thought is we would have more involvement and participation from the congregation after Labor Day and children are back in school.
- Prayer Requests - Input is that the congregation likes to hear names uplifted during church services. Derek to investigate ways to incorporate this in future services.
- Adding Laity Participation in Sunday Service – Derek looking to get more involvement from church members with reading, offering prayers, etc. during the church service. Derek to poll members for interest. Derek looking for people to participate even when he and Kevin are in attendance. Training to be provided.

Announcements

- Nothing to announce currently

Actions for Board review

- None currently

Next meeting date is currently scheduled for March 6, 2022 @ 11:45am

Trustees Report: Denny Mervis reported

Officers-

Denny Mervis was elected chairman and Bob Emrick was elected co-chairman of the Trustees for 2022.

Contracts-

Bob Messner Inc's contract for Feb. 1, 2022 to Jan. 30 2023 was discussed and approved.

Debbie Davis is working with Fitzgerald Landscaping, our landscaping and snow removal contractor, to re-do our contract with them. We are re-defining the scope of work in this process.

2022 capital projects-

Reviewed the capital projects that we identified during the budget process to do in 2022. We decided not to do the Escape chimney project in 2022 and moved it to 2023. The other identified projects will be done and a two person Trustee team was assigned as owner of each capital project.

Inside Restoration Project-

On the Sunday of the Annual Meeting the Trustee's opened up the area that is going to be renovated and took interested people through and discussed the renovation with them. It was also discussed as part of the annual meeting agenda. With one exception we have received positive feedback on the work to be done.

The work on the project will start a little earlier than projected as the contractor plans to have plumbers and wallpaper removers on site the week of February 21. We are still looking at a projected completion date of the end of May.

Final payment has been received from Church Mutual our insurance company. They submitted a check to us for their portion of the architect fee.

The Trustees have agreed to a change order of \$4400 to replace all the ceiling tile in the back two meeting rooms. New ceiling tile had already been quoted for the library/conference room.

Long Range Capital Planning Sanctuary Restoration Project-

As part of Long Range Capital planning the Trustees are working with Frost Architectural Preservation, the company who did the outside restoral project last summer, on a project to restore the ceilings, walls, floors, and pews in the main sanctuary, choir loft, and entry area. This is a project that is going to have to be done by the church at some time due to the slow deterioration of the plaster on the walls and ceilings. We will need to hire a structural engineer to assist us which may require us to have to come to the Board for approval and funds. We hope to have something that we can discuss with Long Range Planning later this year to determine the need and a projected timeframe if we are to proceed with this project.

Stewardship Report: [Lance Bell reported](#)

The Stewardship Committee met via Zoom on February 16 to establish roles and responsibilities for 2022. Assignments are as follows:

Committee Chairperson- Lance Bell

Representative to Nominating Committee- Karen Mitchell

Budget 2023 Preparation-Jeff Emrick supported by Jim Niebuhr

Faith Promise Campaign 2023 Leader- Lance Bell

Manage Counting Teams and Process-Eric Swiatek

TCIA Financial Review 2022 (for 2021 fiscal year)- Jay Perez (Jay will work with Sheryl

Reynolds to identify and engage an external financial resource to conduct this review. He has a copy of the 2020 Financial review for reference).

Time and Talent Survey-Lance Bell will work on identifying a process to replace the traditional time and talent survey. The survey process has yielded minimal congregational feedback to the Nominating Committee. Initial approach is to evaluate use of current member and non-member data stored in Realm. Communication content to new member classes will also be evaluated. Member terms scheduled to expire in January 2023 are Lance Bell (end of first three-year term), Jeff Emrick (Jeff started filling an unexpired term and needs to rotate off to comply with church policy), and Jim Niebuhr (filling a one-year unexpired term). Lance plans to serve a second term to ensure continuity in building longer term financial stability of church finances. Lance and Karen will ask for Jim's intent prior to starting the nominations process for 2023.

Fellowship Report: [Bethany Schmittel Reported](#)

Fellowship met 2/16/2022 to review our 2022 event calendar to put before the board for review. Please see below a list of events scheduled for each quarter of 2022. Details for events scheduled in the second, third and fourth quarters will be available as our event chairs finalize details.

Our St. Patricks Day "Potluck to Go" will be a boxed lunch with a corn beef sandwich, chips, water and a cookie. Members will have the option to take their boxed lunch home or enjoy it in Fellowship Hall following services on March 18th. Our committee will have a sign-up sheet March 6th and March 13th before and after services.

First Quarter Event - St. Patricks Day Potluck to Go

Date - March 20th

Budget - \$500.00

Chair - Bethany Schmittel

Second Quarter Event - VBS Sunday Breakfast

Date - June 12th

Budget - \$500.00

Chair - Wanda Himmel

Third Quarter Event - Church Picnic

Date - August 14th

Budget - \$1,250

Chair - Michelle Clark and Carrie Yasenosky

Fourth Quarter Event - Holiday Potluck TBD

Date - TBD

Budget - \$500.00

Chair - Debbie Lejune-McDowell

Missions Report: Muriel French reported

Missions met and welcomed our two new members - Lissa Bates and Bob Harris. We also decided to honor a request from Kalyann Radzanowski to help her with expenses for a mission trip to Panama in May. She is a student at Ohio State University and majoring in biochemistry and signed up for a volunteering position in mobile medical clinics under the auspices of VAW, Volunteers Around the World. She is one of our own and we are proud to be able to fund her airline tickets for \$700. God bless. Muriel

Deacons Report: Rob Frazier reported

New Deacon Co-Chairs Scott Holman and Rob Frazier meet on 2/7.

The following items were discussed:

- Review of the TCIA Deacons manual and identify updates and revisions as needed.
- Development of a checklist/quick reference guide that Deacons can use for Sunday services.
- Easter Lilly logistics
- Agenda for the new Deacon meeting to be held the week of 2/21.

Thank you to the Scouts that helped at the Sunday service on 2/13. Scouts assisted with handing out bulletins, collection of offerings, and most importantly ringing of the Church bell to start the service. It was an enjoyable experience getting to know and working with the Scouts during the service.

Women's Guild Report: Betty Marlar reported

Circle 3-H has resumed meeting in-person the first Friday of each month at 10:00 AM in the church's Fellowship Hall. February 9 ladies of the circle prepared a home cooked meal for 30 people, which was delivered to Haven Home, an overflow shelter for women and children. Diane Brubaker (to date) has collected 68 pair of prescription glasses to be donated for the benefit those in need through the outreach of the Lion's Club of Ravenna.

Membership Report: Nancy Gallik reported

The Membership Committee met via Zoom on February 9. We were happy to officially welcome Ann Scott and Sonja Koning to our committee. They will be great additions!

We discussed the various roles that our committee provides for the church. Each responsibility was explained and everyone chose the roles that they would like to handle. So we are ready for our various events as they come up during the year.

The Greeter Schedule is complete up to Easter Sunday. We are thankful for all of those attenders who signed up to serve in this way. Ann Scott will take over the reminders to the greeters and she will make sure their nametags are ready for each Sunday. She will let us know when it is time to set up another table to sign up greeters for the summer.

We also discussed the process of providing Gift Bags to our visiting guests as well as sending welcome notes to these guests. We are also ready to plan for our next Discover TCIA event as soon as the church calendar is determined and the first New Member Sunday for 2022 is planned. We know of a few people who might be ready to be inducted into membership early this spring.

Nancy informed the committee that the Hospitality Training is now planned for Saturday, April 2 in the morning. Our committee will participate in this. We would like to have the deacons, potential greeters and any others who are interested in providing welcoming hospitality to our guests, visitors and members. Invitations to attend to this training will be forthcoming.

We began our study of the book Fusion: Turning First Time Guests into Fully Engaged Members of Your Church by Nelson Searcy. Everyone had been assigned to read the introduction and Chapter One. They were given several questions for discussion around this reading. Here are some of our discussion points:

1. The one common goal that all church leaders share is to **lead people into a growing relationship with Jesus Christ**. This can begin the first time a guest comes through the doors their church.
2. The local church aims to **assimilate its guests from being visitors to being fully engaged, participating members of the church**. Assimilation is a process of integration into the church membership where one has the best opportunity to grow in their relationship with Jesus Christ and with other worshippers.
3. We might be tempted to look at the numbers of people who become committed to the church through membership. But the numbers are not the most important detail. The most important fact is that each of **these people who have moved from being guests to being assimilated into the life of the church, has now found their church home**. They have a road to spiritual growth and a life with Jesus Christ.
4. The very **first step to assimilation is to treat newcomers to the same hospitality that Jesus would have provided**. That would include offering a friendly greeting, grace, and understanding. This will require a well-planned assimilation system.

The committee was assigned to read Chapters 2 and 3 in Fusion for the next meeting.

Long Range Planning Report: [Mike Esposito reported](#)

With the kickoff of the Worship Strategy core team of Pastor Derek, Daryl Koning and Paula Messner, all Wave 1 strategies are in motion. While there is certainly more work to be done, it is noteworthy that each of the first four strategies are complete or underway. Over the next few months, board engagement with the Strategic Plan will include:

Completing Wave 1

- o Supporting the teams to bring their strategies to fruition
- o Developing sustainability plans for each Wave 1 strategy that is expected to be ongoing operationally

Providing funding for Strategic Plan implementation

- o The Worship Strategy is the first effort in the Strategic Plan that is not aligned with an existing budget item, therefore separate funding is needed
- o An action item will be proposed at the February 21 st Board meeting to transfer funds previously allocated for the development of the Strategic Plan to an account created to support implementation of the Strategic Plan

Discussing additional strategy implementation, beginning at the February 26 Board Retreat