

# Wilkesboro United Methodist Church

## ADMINISTRATIVE COUNCIL

### September 25, 2018 – Unapproved Minutes

The Administrative Council met this date with Chairman Mike Inscore presiding. Kay Hayes led the group in devotions. The group shared in Our Vision. Ad Council minutes of May 20, 2018 were approved.

TODAY'S OFFERING: John Groce reported offering for September 23 was \$8,545.00.

FINANCE REPORT ending August 31 was presented by Wanda Sapp. Reports accepted and approved. Item requiring discussion was the Creation Express CD which matured in August and is now in the hands of our Finance Committee. The CD is in an amount of \$1500+. There is much interest in this money going into a program for children. Pastor Karen shared that she is working on possibly securing a grant for a Literacy Program for children. This grant could come from The Duke Endowment. Should we be successful in securing this, the former classrooms used by Creation Express could be used for this program and the Creation Express CD could be used to help with funding for such a program. A person has already been selected to manage such a program. Children would be here from 7:30 in the morning until 5:00 in the evening. Wanda Sapp made motion that with this plan in mind that we hold this money until such time we know whether or not this is a possibility. In the event we are not accepted, Finance will revisit the use of the CD. Motion was approved. Kay Hayes reminded board of the need of re-paying loan to the McEntire fund. Wanda Sapp indicated that in the near future we must make budget requests for year 2019.

TRUSTEES: Ed Snyder reported trustees had been approached by Bill Mastin who owns the property located in the lower part joining WUMC property requesting to purchase 5 one hundredths of an acre. Also there are trees on our property on the hill which Mr. Mastin considers to be of risk to his building and is requesting permission to have them cut at his expense. Permission for the trees to be cut was approved. Sale of the property brought many questions and must be left until concerns are taken care of and no decision was made until later date. Ed advised that Parker Productions had been called to fine tune some areas in our sound system. They had to replace a modem and some cameras. This was a cost of \$1,035.48. A request has been made by St. Paul's Episcopal to use our kitchen each Thursday for their Crisis Ministry for hours 10:30-2:00. Their Fellowship Hall is in process of being remodeled to better meet their needs. They prepare for around 60 people. Approval given. David Taylor will be working with Mrs. [Carol] Canter in this project. Ed reported that gutters over the HERITAGE ROOM have been cleaned at a cost of \$700.00. Sheet of the upcoming needed repairs as noted by Cubic are available upon request from the trustees. Contract amount is totaled at \$16,505.

CHARGE CONFERENCE has been postponed to October 21 at 12:00 noon. This was necessary due to our conference changing requirements on the day before our meeting and with requests being questionable.

STAFF-PARISH RELATIONS: Chairman Carol Patton presented a proposal of a 2% cost of living increase in our pastor's salary for 2019 making her base salary of \$72,828.

OTHER REPORTS: Chuck Byers advised that Congregational Therapy providing pastoral care is being provided to our shut-ins. Chuck, Jenny Miller, and Jan Taylor provide this service and would like to have others to join in this ministry.

PASTOR'S REPORT: The Pastor shall give a report on the state of the church and an account of pastoral ministry as it relates to (¶ 340): providing support, guidance, and training to the lay membership in the church; ministering within the congregation and to the world; and administering the temporal affairs of the congregation. Include as a part of the report a statement outlining the pastor's program of continuing education and spiritual growth for the past year and plans for the year to come (¶ 349).

Wilkesboro United Methodist Church continues to be a vital congregation serving the needs of the community as we live out our mission: sharing the good news of Jesus Christ, comforting the troubled, and embracing God's love. In the past year we have lived this mission internally as we have taken steps to improve and expand our witness within our walls. We hired a Ministry Intern as a way of giving back by offering support to a young Certified Candidate for Ordained Ministry. This young student from Appalachian State has learned about worship planning, worship leading, preaching, and leading youth groups. We celebrate the achievement of hiring this position because it points to our continued financial recovery to which we have been committed for the past two years. We have also been able to upgrade our sound system and make other needed repairs to our facility. Together we participated in the District Dialogues and learned more about our neighbors. Our church membership grew as we welcomed 3 new members, confirmed 8 more, and baptized 7 throughout the year.

Our involvement in the community has continued to be a vital part of what we do. This year we partnered for the first time with St. Paul Episcopal Church to host the first annual Easter Sunrise Service in the new downtown commons area in which approximately 130 people attended. When the tornado hit our town on October 23, 2017, we opened our doors as an emergency Red Cross shelter and housed 5 individuals in need of oxygen that night. We are now a designated shelter for future emergencies. We continue with vital ministries such as our partnership with Boy Scouts and Girls Scouts and our Hand in Hand Ministry partnership in which we have adopted Moravian Falls Elementary School. We are also housing many non-profits by offering meeting space and in the

future possibly office space for their programs.

Our devotion to missions continues as we participate in global missions such as building teams to Honduras and Armenia, and Rise Against Hunger. In addition, we continue to be connected to local missions such as Crisis Ministry, Homeless shelters, Circles of Care, Relay for Life, and others we strive to offer support. We are dreaming of new endeavors as we explore a partnership with Duke to provide a summer literacy program for the children of our community. We are also exploring being a host site for Truth Café in 2019.

As I lead this congregation toward the completion of our third year together I am excited about the future of this church and this community. I am seeking to better model a deep spiritual faith by being more devoted to prayer and reflection time. I strive for personal and professional growth and this year have been blessed with many excellent opportunities. I am participating in the Bishop's Leadership Initiative and meet with a coach each month to work on strengthening leadership skills. I am participating in the Institute of Preaching to sharpen and improve my preaching skills. I will soon be trained as a Transformation Journey Guide. In the past year I have attended the Dale Carnegie Women in Leadership Event and the Rural Church Convocation. I also serve as a member of the DCOM team, on the Board of Directors at S.A.F.E., and a Mentor for a student at Asbury Theological Seminary. My plate is quite full but I feel blessed by so many opportunities to serve Christ's church and the Western North Carolina Conference.

Meeting dismissed with prayer by our pastor.

Respectfully Submitted by; Pat M.Day, recording secretary

ATTENDEES: Mike Inscore, Karen Roberts, Pat Day, Carol Patton, John Patton, Arnold Lakey, Jenny Miller, Antha Reid, Caroline Randolph, John Groce, Jeff Atwell, David Taylor, Gilbert Cox, Chuck Byers, Mike Hanville, Angela Thornton, Wanda Sapp, Margaret Cooper, Jan Taylor, Kay Hayes, Robert Rizoti, Ed Snyder, Cindy Winslow, Dereck Smithey

## ITEMS REQUIRING A VOTE

**FINANCE COMMITTEE:** See the recommendation via Finance Committee meeting 8/19/18 Minutes below regarding the Creation Express CD proceeds.

A motion was made to recommend to the Administrative Counsel to designate the proceeds of the Creation Express certificate for the Duke Literacy Program. In the event we are not accepted for the program we can re-visit the use of the CD. The motion was seconded and all approved.

**STAFF-PARISH RELATIONS COMMITTEE:** SPRC will present an item requiring a vote.

**TRUSTEES COMMITTEE:** The Trustees will present an item that may require a vote.

**CONSENT AGENDA** – A vote will be taken without any discussion regarding the Consent Agenda items below.

**ADMINISTRATIVE COUNCIL:** May 20, 2018 Ad Council minutes is attached.

**FINANCE COMMITTEE:** August 2018 Treasurer Reports are attached for informational purposes only.

**PARSONAGE COMMITTEE:** No Report per Caroline Randolph, Parsonage Chair.

**Wilkesboro United Methodist Church**  
**Financial Report - General Fund**  
as of August 31, 2018

Cash Position	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	Jun 2018
Opening Balance	\$ 94,210	\$ 103,182	\$ 103,706	\$ 94,619	\$ 88,110	\$ 87,006
Receipts	\$ 37,705	\$ 24,736	\$ 24,188	\$ 32,312	\$ 29,792	\$ 32,388
Expenses	\$ (28,452)	\$ (24,736)	\$ (33,274)	\$ (38,174)	\$ (30,601)	\$ (27,036)
Non-Cash Transactions	\$ (281)	\$ 524	\$ (1)	\$ (647)	\$ (295)	\$ (145)
Balance	\$ 103,182	\$ 103,706	\$ 94,619	\$ 88,110	\$ 87,006	\$ 92,213

Cash Position	Jul 2018	Aug 2018	Sept 2018	Oct 2018	Nov 2018	Dec 2018
Opening Balance	\$ 92,213	\$ 94,092				
Receipts	\$ 32,742	\$ 27,278				
Expenses	\$ (32,225)	\$ (26,526)				
Non-Cash Transactions	\$ 1,362	\$ (111)				
Balance	\$ 94,092	\$ 94,733	\$ -	\$ -	\$ -	\$ -

Receipts	Budget	Prior	Current	Total	of Budget	Expected
						% of
Offerings	\$ 384,050	\$ 213,663	\$ 27,278	\$ 240,941		
Rental Fees		\$ 200		\$ 200		
Expense Reimbursements		\$ -				
Other Receipts		\$ -				
<b>Total Receipts</b>	<b>\$ 384,050</b>	<b>\$ 213,863</b>	<b>\$ 27,278</b>	<b>\$ 241,141</b>	<b>63%</b>	<b>67%</b>

Expenses	Budget	Prior Month YTD	Current Month	Total	Balance remaining in Budget	
Discipleship	\$ 18,000	\$ 4,890	\$ (153)	\$ 4,737	\$ 13,263	26%
Evangelism/Witness	\$ 4,000	\$ 417	\$ 570	\$ 987	\$ 3,013	25%
Missions	\$ 16,000	\$ 8,400	\$ 1,500	\$ 9,900	\$ 6,100	62%
Worship	\$ 4,100	\$ 714	\$ 195	\$ 909	\$ 3,191	22%
District/Outreach	\$ 41,685	\$ 24,316	\$ 3,474	\$ 27,790	\$ 13,895	67%
Staff-Parish Relations	\$ 202,765	\$ 106,767	\$ 15,707	\$ 122,474	\$ 80,291	60%
Trustees	\$ 91,500	\$ 64,150	\$ 4,704	\$ 68,854	\$ 22,646	75%
Finance	\$ 6,000	\$ 4,844	\$ 529	\$ 5,373	\$ 627	90%
<b>Total Expenses</b>	<b>\$ 384,050</b>	<b>\$ 214,498</b>	<b>\$ 26,526</b>	<b>\$ 241,024</b>	<b>\$ 143,026</b>	<b>63%</b>

**Wilkesboro United Methodist Church**  
**Financial Report - Donor Designated Funds**  
as of August 31, 2018

Cash Activity	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	Jun 2018
Opening Balance	\$ 57,017	\$ 63,446	\$ 60,429	\$ 59,785	\$ 57,615	\$ 54,962
Receipts	\$ 11,200	\$ 4,908	\$ 13,930	\$ 9,106	\$ 1,395	\$ 1,406
Expenses	\$ (4,773)	\$ (7,926)	\$ (14,573)	\$ (11,275)	\$ (4,048)	\$ (5,704)
Other Receipts	\$ 2	\$ 1	\$ (1)	\$ (1)		\$ 3
Balance	\$ 63,446	\$ 60,429	\$ 59,785	\$ 57,615	\$ 54,962	\$ 50,667

Cash Activity	Jul 2018	Aug 2018	Sept 2018	Oct 2018	Nov 2018	Dec 2018
Opening Balance	\$ 50,667	\$ 49,063				
Receipts	\$ 304	\$ 2,827				
Expenses	\$ (1,908)	\$ (2,049)				
Other Receipts						
Balance	\$ 49,063	\$ 49,841	\$ -	\$ -	\$ -	

Donor Designated Fund	Beginning	Receipts	Expenses	Ending
Bereavement Fund	\$ 164			\$ 164
Flower Fund	\$ (114)	\$ 41		\$ (73)
Hand-In-Hand	\$ 5,063	\$ 1,066	\$ 1,157	\$ 4,972
Handbell/Choir	\$ 6,999		\$ 65	\$ 6,934
Home Missions	\$ 4,882		\$ 325	\$ 4,557
Missions/Outreach Activities	\$ 7,791	\$ 1,570	\$ 350	\$ 9,011
Parsonage Repair	\$ 3,584		\$ 138	\$ 3,446
Youth/Youth Missions	\$ 6,616			\$ 6,616
Youth Blanket	\$ -			\$ -
Building Fund	\$ 10,541			\$ 10,541
Kitchen Equipment Replacement Fund	\$ 2,134			\$ 2,134
Endowment Distributions	\$ -			\$ -
Education Scholarships	\$ 195			\$ 195
Growth of Membership Fund	\$ 498			\$ 498
Emmaus Reunion Group	\$ 441			\$ 441
Pass Through	\$ 332			\$ 332
Sales Tax	\$ (63)	\$ 150	\$ 14	\$ 73
<b>Total</b>	<b>\$ 49,063</b>	<b>\$ 2,827</b>	<b>\$ 2,049</b>	<b>\$ 49,841</b>