



Gum Spring United Methodist Church
Administrative Council Minutes
February 9, 2009

I. OPENING PRAYER:

Prayer concerns: Rinnie Brown in the death of her mother, Grayson Alvis, Brenda Watson, Those effected by Orange Co. Layoffs, Estelle Pruden, The Family of Audrey Henley, Mandi Haas & Family.

II. REVIEW OF MINUTES:

Jeff Haugh made the motion to accept the minutes as written. Second by Becky Bruce. The motion carried.

III. COMMITTEE REPORTS:

a. Worship:

Edith Hall reported that the Worship Committee met on January 19th. At this meeting the Role Descriptions for the Worship Committee, including the area coordinators, were discussed. The Flower Coordinator's Role Description was amended. It now states that flowers would be sent only at the death of a church member, not in cases of crises, celebrations or hospital stays. It was also changed to state that, in the place of a single rose, a stuffed animal would be placed on the communion table in honor of the birth of a child. The Role Description for the ushers was reviewed and amended. These role descriptions were given to Jeff Haugh to be printed in the Role Description Handbook. This handbook will be kept in the church office. The Role Descriptions for the Worship Committee Chairperson, Communion Stewart, Acolyte Coordinator, Nursery Coordinator and Greeter Coordinator were accepted as written. These will also be printed in the handbook and kept in the church office. A Role Description was needed for the position of Greeter. Edith stated that she has drafted this description. It was given to Jeff Haugh and Shayne Estes and, if found acceptable, will be printed in the handbook.

2. At the January meeting the committee reviewed the 2009 Worship Budget. Faye Burkett urged the committee to be prudent in their spending. Edith stated that only three Sundays were budgeted to pay supply pastors. Payment for two of the three Sundays has already been made. She stated that Jeff anticipates being away one Sunday in May. Edith asked that the worship chairpersons be made aware of any spending from the worship budget other than that made by work area coordinators or a chairperson.

3. Edith stated that Jeff Haugh will begin a sermon series on the *Five Practices of a Fruitful Congregation* in March & April.

5. Edith stated that reverence during communion was also discussed at the meeting. It was decided that Jeff Haugh would hold a training session for those serving as Communion Stewards. It was decided that only adults will serve as ushers on Communion Sunday. Children will be encouraged to serve as ushers when communion is not being served. Training sessions for other worship areas were discussed. Dale Hawk will arrange for a training session for the 11:00 ushers. The Worship Co-chairs, Edith Hall and Faye Burkett, plan to contact Stephanie Stoneman, the Acolyte Coordinator, regarding a training session for acolytes. This session would teach the children a better understanding of their role as acolytes. The Worship Co-Chairs plan to ask Frankie Jones to assist Stephanie with this project.

6. The Girl Scout Troop meeting at GSUMC will be asked to participate in a worship service, probably on March 8th. The Ash Wednesday service will be held on February 28th at GSUMC. Bethel UMC and St. Matthew's UMC will also participate in this service. The Good Friday Service will be held at GSUMC on April 10th. The Easter schedule for April 12th is as follows: The Youth will lead the Sunrise Service at 7:00 a.m. followed by breakfast provided by the Wright Class. Worship will be at 8:45 and 11:00 a.m. and Sunday School at 9:45 a.m. The choir, led by Susan Duty will present an Easter Music Cantata. There will be a recognition on Mother's Day, May 10th and Father's Day, June 21st. A patriotic recognition will be on the Sunday before Memorial Day, May 24th and the on July 5th. Homecoming Sunday will be on August 2nd and Revival on August 3rd, 4th, and 5th. The Bishop or the District Superintendent will be contacted as possible speakers for Homecoming. The committee suggested that Gus Wright, Sam NeSmith, Jim McClung and Derrick Parson be contacted as possible speakers for Revival.

7. The next Worship Committee meeting is scheduled for July 20th at 7:30 p.m.

b. Trustees:

1. Jeff Haugh reported that the committee met on January 22nd. At this meeting David Holcomb was selected as chair of the committee.

2. The committee will continue to work on projects that have been ongoing.

3. The committee has planned a workday on Saturday, April 4th at 8:30 a.m.-12:30 p.m.

4. At the January 22nd meeting a walk through of the inside of the church was done. A walk through of the outside of the church will be done at the next scheduled meeting.

5. The council held discussion on two open wells on the new property. Jeff stated that Ben Isbell has placed plywood and rocks over the well. This matter will be turned over to the Trustees Committee.

5. The council held discussion on the need to select a Trustee to replace the position held by Audrey Henley.

c. Finance Committee:

1. Beth Hildebrand reported that the committee met on February 1st. At this meeting the **committee agreed on a recommendation to take the un-designated 2008 money totaling \$28,227.43 and create a 6-month operating budget reserve.** Twenty-five percent of the budget is also being held as reserve .**This recommendation was presented to the council as a motion. Following discussion, a vote was taken with the council in favor of this recommendation.** (copy attached)
2. At the February 1st meeting it was agreed on by the committee to continue to move money from the Bank of Goochland to minimize our uninsured FDIC coverage. Approximately \$227, 469.10 in CD211136 will mature on 1-10-09. This amount and funds remaining in savings beyond \$60,000 (estimated amount to use in building expenses for 2009) will be moved to the CDARS program at BB&T for 6 months. (Copy attached)
3. Beth stated that the next Finance Committee Meeting will be on March 10th at 7:00 p.m.

d. Building Committee:

1. Jack Anderson reported that the Building Committee and the Finance Committee will be in communication with each other regarding the building plans and available funds for these plans.
2. The Building Committee met two weeks ago. At this meeting the Building Committee's responsibilities from the 2008 Book of Discipline were reviewed. (copy attached) Jack stated that the Building Committee will follow these steps and that many of the responsibilities on the list have already been accomplished. The next step to accomplish is coming to a decision on a fitting site plan and schematic design. This would be submitted to the District Office for approval and then come back to the church for approval from the congregation. Once approved, work would begin on a final set of drawings. These plans would also go to the District for approval and then come to the church for approval. The last responsibility on the list is to be sure of having enough funds to begin construction. The committee estimates that completing the recommended responsibilities from the Book of Discipline would take eight to nine months.
3. Jack then asked the council for feedback on the committee's plan to go to bid in February-March of 2010 and beginning construction in June of 2010. This time frame would coincide with the end of the Capital Campaign in October of 2010. The committee hopes to narrow the final bids to three or four contractors and to use only one contractor for the site work and construction. Following discussion in which the council was in agreement to this time frame, Jack asked for feedback on the best way to present this information to the congregation. Discussion was held and the council agreed that, to reach a broader audience and this being a short update of no more than ten minutes, it should be presented it at the end of the 8:45 and

11:00 services. Jack stated that he would take this recommendation to the committee at the February 12th meeting.

4. Jack stated the committee plans to hold more open discussions providing programs, committees, and individuals an opportunity to express suggestions for an environment that would help them better serve at GSUMC. These would be held in the evening.

e. UMW:

Connie Jarvis reported that the group is scheduled to provide a dinner to the Goochland Forum on March 5th. This will serve as a fund-raiser. She stated that she has asked CHANCE to move their Thursday school date to another day, but has not heard back as yet.

f. Youth Council:

Eston Pruden asked if an adult had been assigned to the Youth's checking account, along with Ricky Rowe. Jeff Haugh stated this decision is on-going.

IV. PASTORS REPORT:

a. A copy of the Pastor's Report was distributed with the Agenda. (copy attached)

b. In addition to this report Jeff Haugh stated that the Ash Wednesday service will be at GSUMC, with Bethel UMC and St. Matthew UMC participating. John Hall will lead the service.

c. Jeff plans to hold the *Five Practices of a Fruitful Congregation* retreat on Saturday, April 25th in the morning. This will follow the lenten sermon series on the *Five Practices* in March and April.

d. Also handed out were graphs that show the percentage of different generations of members and non-members who attend GSUMC.

e. Edith Carney asked that it be made known to the congregation, through an article in the newsletter, that office space at the church has been made available to Rob Moore from the UM Urban Ministries.

f. Edith Carney asked for more information regarding the change of wording for baptisms. Jeff Haugh stated that the wording of the vows will include prayers, presence, service and witness. Edith suggested that this change be made known to the congregation through publication in the newsletter.

g. Edith Carney asked the council if our church belongs to the Virginia Conference Media Center. The response was yes, GSUMC is a member of the Media Center. Suggestions were made to help the congregation be aware of this membership and the materials available from the Media Center. These suggestions included publishing the information in the bulletin and newsletter and posting a sign, with information regarding the Media Center, in the church library.

V. Treasurer's Report:

a. Doris Wiltshire distributed copies of the Treasurer's Report (copy attached)

b. In addition, Doris reported that portions of the Christmas Love Gift collection, that was donated to March Oil for heating assistance, has been

distributed to as many as eight families/individuals. More funds will be distributed in the future.

c. It was suggested that this information be made known to the congregation by publishing it in the bulletin.

VI. Old Business:

a. Fellowship Hall Floor:

1. Jeff Haugh stated that there have been several comments regarding the condition of the floor. Discussion was held on the feasibility of replacing the floor at this point. Jeff stated that this issue would be turned over to the Trustees.

VII. Program Evaluation:

a. Gospel Gathering;

1. Comments were made that the Gospel Gathering was uplifting and entertaining.

b. Chili Cook Off:

1. This event was well attended and some in attendance were from the community.

VIII. New Business:

a. July Council Meeting

1. The July Council meeting will conflict with VBS. The matter of deciding on an alternate date was tabled until the March Council meeting.

IX. REVIEW UPCOMING EVENTS/CHURCH CALENDAR:

a. Additions to the calendar:

1. The Good Friday Service, April 10th, will be held at 7:30 p.m., **not 12:00 noon.**

2. Worship Committee Meeting , Monday, July 20th at 7:30 p.m.

3. Prayer Shawl Ministry Retreat, Saturday, September 12th, 10:00 a.m.- 2:00 p.m. (Fellowship Hall reserved for the entire day.)

X. CLOSING PRAYER:

Jeff Haugh closed with prayer.

Respectfully submitted:

Stephen Eaton
Chairman, Administrative Council