

**UNION CONGREGATIONAL UNITED CHURCH OF CHRIST  
COMMON MINISTRY  
MINUTES OF THE MEETING OF SEPTEMBER 10, 2020**

**Present:**

**Absent:**

Pastors	Bridget Flad Daniels Jon Pahl		
Moderator	Sandy Polarek		
Vice Moderator	Heather Collins		
Treasurer	Jeff Gibson		
Clerk	Gail Hohenstein		
Education	Nancy Gibson		
Gifts & Memorials	Nicole Polarek	Phil Enscoe	
Inreach & Membership	Denise Olson		
Outreach	Achim Siefert	Christie Reese	
Stewardship	Clay Reese		
Worship	Betty Bienash		
Communications Coordinator		Avonelle Weist	
Guest(s)			

Meeting held via Zoom.

Moderator Sandy Polarek called the meeting to order at 6:04 p.m.

Sandy highlighted some of the upcoming events.

**Additions to the Agenda:** None

**Congregational Joys and Concerns:** Joys and concerns were shared.

**Gathering Prayer:** Betty shared a poem.

**Open Forum:** None.

**Ministers' Reports:**

Bridget – The Northeast Association’s Annual meeting will be virtual in October. Steve Jones and Jon Pahl will be delegates. She and a committee are working on implementing the Sex Offender Policy. In the next couple of weeks, she will be working with some folks to start evaluating how we fill the Sexton position.

Jon – 3 group Safe Church training sessions have been completed. There are still a couple of individual sessions to complete. He is collecting verification forms and background checks will be done. An area of focus has been how to move Faith Formation online this fall. Please give him feedback on how things are going as we start up. As far as Outreach, we sponsored a meeting between a few Union members and a few members of the Divine Temple Church of God in Christ community which resulted in productive dialog and discussion of building trust. There will be a prayer vigil at the Green Bay Correctional Institution every Thursday at 4 pm organized by Mark Smith and sponsored by the JOSHUA Prison Reform Task Force. Next Thursday there will be a meeting at the of the GIFT group at the UWGB Mauthe Center entitled “Rivers of Faith” focused on students struggling with their faith. Jon expressed thank to those who will be doing testimonials for the Stewardship giving campaign.

**Clerk’s Report**

The minutes for the regular meetings of August 13 were approved. (Heather/Clay)

## **Treasurer's Report**

Jeff distributed the regular financial report (attached). His report was approved (Achim/Clay).

JOSHUA: Jeff shared that the WI Justice Initiative has posted a piece on the Green Bay Correctional Institution, including communications between prisoners, their families and their attorneys regarding the conditions in the prison as of August 19. They were on lockdown for a couple of months with limited hygiene opportunities. COVID-19 cases have increased to from 4 on August 10 to 267 about a week ago. That some of the cases involve staff members increases need for lockdown. JOSHUA has been focused on ways to reduce the prison population, get people into community-based treatment, and release people with non-violent offenses. In the state there are several thousand who are elderly and/or ill, and JOSHUA is working on compassionate release for them. The vigil Jon mentioned is about all of these problems. JOSHUA also working on the evictions and homelessness issue, trying to get the County Board to make homelessness and receiving housing assistance a protected class so they cannot be discriminated against on that basis.

## **New Business**

- Pledge Campaign Information: Sandy pleased with new faces participating in the campaign organization and implementation. Clay reported that they met on Monday, and he observed good involvement and experience to bring to the campaign--particularly the digital aspect. The new additions to the team include Shaun Shouldeen, Eric Harkoff, Ruth Hudson and Mary Anne Homrighaus. The campaign will include the usual communication methods and will be supplemented with digital aspects, with the theme "We Are , , , More Than Ever," focused on the things that Union is about that are still happening even though we are meeting virtually. Jon is eliciting testimonials. The group will be testing some social media with the pledge campaign which will be used after the campaign, using digital media from things already created. Bridget and Jeff will be working on a budget to present to Common Ministry. Campaign kickoff is 9/27 and will wrap up 11/8. Sandy asked that Common Ministry try to get pledges in before 9/27.

## **Continuing Business**

- Reopening the Building Task Force Updates:
  - Outside Use –
    - Civic Music Small Group: A request by Seong to allow small group rehearsals and recording space for members of the Civic Symphony and a string quartet was approved. All sessions will have fewer than 10 participants. No brass or woodwind instruments will be included. (Jeff/Nicole)
    - Narcotics Anonymous: Request to return to meeting in the building was approved (Jeff/Heather).
    - Brain Center's request to return to the building was approved (Betty/Jeff).
  - Worship: Betty reported the group has been working on what in-person worship will be like when the DHS criteria are met. This will be a significant part of the next newsletter. Volunteers will be needed. They are in the process of ordering supplies and equipment.
  - Technology: Clay reported that streaming equipment is on order. Shaun will be here to install. May be ready in 3-4 weeks. An additional TV and stand were purchased by Stewardship to allow for broadcasting the service to another room in the church.
- Priorities & Budget Report: Heather distributed additional information relative to the recommendations of the task force prior to the meeting. Jon raised several questions and was excused. Heather reviewed the attachment. Jeff reviewed the budget projections and options. After significant discussion motion was approved that the position become half time beginning June 1, 2021 and be focused on Faith Formation (Gail/Achim).

## **Ministry Reports (unless covered in Ministry meeting minutes)**

EDUCATION

Faith Formation begins on Sunday. Some parents have expressed concerned that kids are getting burned out on computers. We will try virtual sessions and see how it works. Teachers will be doing drop-offs to their students before Sunday.

GIFTS & MEMORIALS

No report.

MEMBERSHIP & INREACH

CM members signed up for the upcoming New Member sessions.

OUTREACH

Blessing box has been a blessing and has been much-used. Stock the Box will be held every Saturday before a Communion Sunday from 9-12 am. Souper Cooks is on again in September.

STEWARDSHIP

Bill Johnson has been doing a lot of work at the church. Floor refinishing problems in the Fellowship Room have been resolved.

WORSHIP

Please consider volunteering for in-church services. We still need creative ideas for Christmas Eve.

**Communications:** No Report.

**Adjournment**

Motion to adjourn was approved. After prayer, the meeting was adjourned at 8:36 p.m. (Heather/Clay)

Respectfully submitted,

Gail Hohenstein  
Clerk

Next meeting: October 8, 2020 – 6:00 p.m. – Via Zoom

Future Schedule:

Common Ministry Meetings	Gathering Prayer	Treats
October 8		Christie/Clay
November 12		Nancy
December 10		Heather
January 14		Bridget

**Union Congregational UCC  
Treasurer's Report (Updated)  
Changes in Red  
August 2020**

<u>Income</u>	<u>2020 Actual</u>	<u>2020 Budgeted</u>	<u>2019 Actual</u>
January	\$80,947	\$91,733	\$103,568
February	23,891	19,039	12,498
March	29,554	21,141	19,535
April	47,819	32,925	30,012
May	22,912	34,399	29,812
June	33,698	16,889	14,696
July	33,623	17,858	14,236
August	21,889	32,708	33,073
September	-	-	-
October	-	-	-
November	-	-	-
December	-	-	-
<b>Total</b>	<b>\$294,333</b>	<b>\$266,692</b>	<b>\$257,430</b>
G&M Cont.	\$33,333	\$33,333	\$33,333
<b>Total Revenue</b>	<b>\$327,666</b>	<b>\$300,025</b>	<b>\$290,763</b>
PPP	\$77,833		
<b>Revenue w/PPP</b>	<b>\$405,499</b>		
<u>Expenses</u>	<u>(thru August 31)</u>		
Actual:	\$318,478		
Budget:	\$340,852		
Last Year:	\$330,650		

**Comments:**

Pledge plus Non-pledge income through August exceeds our budgeted estimate by approximately \$38,000, a decrease from last month of \$9,000. and overall General Fund revenue exceeds our estimates by \$28,000, a decrease of \$10,000 over last month. Declines in Loose Plate, Church School, Prior Year Pledges and Room Rentals account for the \$10,000 difference. Expenses are about \$22,000 below expected for the YTD which is a larger gap than last month by about \$1,000. For the year Building Maintenance expenses are about \$2,700 under our estimate. These figures do not include the positive impact of the PPP revenue.

Respectfully submitted, Jeff Gibson

Priorities and Budget Team Proposal-Additional Details  
September 2, 2020

Members of Common Ministry,

We are responding to your request to further consider our recommendation. We very much appreciate your thoughtfulness as you make this decision. From the perspective of concerns raised in the August Common Ministry Meeting, we wish to address 3 main points:

- The July Treasurer's Report provided a better financial position than anticipated.
- The stress of COVID-19 has brought forward unforeseen concerns into the conversation. Additional changes at year-end may be difficult for the church community.
- A potential concern of the congregation's reaction to a change in Jon's employment prior to him completing 3 years with Union. While Jon's Call Agreement does not specify a length of employment, the congregation did vote to use Gifts and Memorials funds to augment budget funds for the position for 3 years. There was a request to move the restructure, if financially feasible, to either April 12 (which would be the 3 year point) or the end of May (which is the end of the church's program year and which could be a logical point to make a change).

During our team's work we have been mindful of our charge to develop and recommend a sustainable budget and the urgency of our timeline.

In preparation to resume our work after the August Common Ministry meeting, an in-depth review and projection of the remainder of 2020 and a draft of the 2021 budget was performed. The work was done by Winnie Hutjens, Jeff Gibson, Heather Collins and Bridget Flad Daniels with additional consultation with Stewardship Ministry on specific items. The projection is enclosed for your review. You will find 3 possible staffing scenarios outlined.

This new information made us even more mindful of the importance of making a decision now. We acknowledge that this is a very difficult decision in a difficult time. The impact of no decision affects not only the pledge drive, but also the on-going operations of the ministries. If we do not make a difficult decision now, we will likely be in a very similar position in the short-term. This team was put together with the goal of creating a sustainable budget – if we do not act now, the budget that is being presented to the congregation will not be sustainable.

After due consideration, we remain committed to a change in the staffing model as outlined in our original proposal. The team's work was grounded in several months of analysis of financials, surveys, and feedback from each ministry and the wider congregation. This information gathering led us to define a list of congregational priorities. This analysis motivated the recommendation that returning to a half-time Minister of Faith Formation would meet the congregation's priorities and be both faithful and sustainable.

This team made a commitment to the congregation that we would provide a specific plan, by September, to move forward with a sustainable budget. In light of

that commitment, and the information we provide, we ask for your support of our proposal.

Respectfully,

Budget and Priorities Team Members - Jeff Carels (absent), Heather Collins (Chair), Bridget Flad Daniels, Susan Forsythe, Jeff Gibson, Betty Hartman, Barbara McClure-Lukens, Nicole Polarek (absent), Sandy Polarek, and Ryan Rieth.

Approved

	2020			2020 Notes
	YTD Balance	Annual Budget	2020 YE Projection	
Pledge Income	238,855.59	360,000.00	360,000.00	
One-Time Gifts	4,520.55	10,000.00	8,000.00	Based on giving through 6/2020
Non-Pledge Income	28,261.00	30,000.00	46,000.00	Based on giving through 6/2020
Loose Plate	912.03	5,000.00	1,500.00	
Church School		50.00	0.00	
Prior Year Pledge	3,735.00	5,000.00	3,735.00	
<b>Total Gen Giving</b>	<b>276,284.17</b>	<b>410,050.00</b>	<b>419,235.00</b>	
Room Rentals	3,640.00	15,000.00	3,640.00	
Fundraisers	435.51	7,500.00	2,800.00	addition to current YTD Pizza and Tree sales
<b>Total Gen Fund Income</b>	<b>280,359.68</b>	<b>432,550.00</b>	<b>425,675.00</b>	
PPP	77,833.00	0.00	77,833.00	
G&M Contribution	0.00	50,000.00	50,000.00	
<b>Total Revenue</b>	<b>358,192.68</b>	<b>482,550.00</b>	<b>553,508.00</b>	
Total Worship Ministry	5,764.75	6,125.00	7,500.00	On-line product'n & add'l supplies for in-person worship
Total Education Ministry	3,061.74	6,365.00	6,365.00	
Total Inreach Ministry	690.94	3,975.00	1,000.00	
Total Outreach Misc	1,000.00	1,400.00	1,400.00	
Total Outreach Denom	11,126.00	17,363.00	17,363.00	
Total Stewardship Ministry	57.14	400.00	1,000.00	Additional expense for on-line pledge campaign
New Member Ministry	32.36	150.00	100.00	
Total Publicity	125.55	1,000.00	1,000.00	
<b>Total Program Exp</b>	<b>21,858.48</b>	<b>36,778.00</b>	<b>35,728.00</b>	
Total Sr Pastor Exp	77,142.67	125,498.00	125,498.00	
Total Assoc Pastor Exp	55,056.09	87,737.00	87,737.00	
<b>Total Pastors Exp</b>	<b>132,198.76</b>	<b>213,235.00</b>	<b>213,235.00</b>	
Music Dir Salary	9,520.00	16,320.00	16,320.00	
Children's Choir	1,286.80	2,815.00	2,815.00	



2021 Projected Budget

2021 Notes

	Minister of Faith Formation & Community Outreach 12 months full time	Minister of Faith Formation & Community Outreach 5 months full time, Minister of Faith Formation 7	Minister of Faith Formation 12 months half time	
Pledge Income	360,000.00	360,000.00	360,000.00	
One-Time Gifts	10,000.00	10,000.00	10,000.00	
Non-Pledge Income	40,000.00	40,000.00	40,000.00	
Loose Plate	4,000.00	4,000.00	4,000.00	
Church School	0.00	0.00	0.00	
Prior Year Pledge	5,000.00	5,000.00	5,000.00	
<b>Total Gen Giving</b>	<b>419,000.00</b>	<b>419,000.00</b>	<b>419,000.00</b>	
Room Rentals	5,500.00	5,500.00	5,500.00	Assuming Brain Center has 12 months occupancy
Fundraisers	3,000.00	3,000.00	3,000.00	
<b>Total Gen Fund Income</b>	<b>427,500.00</b>	<b>427,500.00</b>	<b>427,500.00</b>	
PPP	0.00	0.00	0.00	
G&M Contribution	0.00	0.00	0.00	
<b>Total Revenue</b>	<b>427,500.00</b>	<b>427,500.00</b>	<b>427,500.00</b>	
Total Worship Ministry	6,125.00	6,125.00	6,125.00	
Total Education Ministry	6,365.00	6,365.00	6,365.00	
Total Inreach Ministry	3,975.00	3,975.00	3,975.00	
Total Outreach Misc	1,400.00	1,400.00	1,400.00	
Total Outreach Denom	17,363.00	17,363.00	17,363.00	
Total Stewardship Ministry	1,000.00	1,000.00	1,000.00	
New Member Ministry	150.00	150.00	150.00	
Total Publicity	1,000.00	1,000.00	1,000.00	
<b>Total Program Exp</b>	<b>37,378.00</b>	<b>37,378.00</b>	<b>37,378.00</b>	

