

Hopkins Community Church
Consistory Meeting Minutes
January 20, 2020 at 6:30 PM

Members Present: Pastor Jon, Dick Boverhof, Sally Burgess, Lee DeZeeuw, Dan Kisner, Bob Larr, Troy Clement, Joel Eding, Rich Huizinga, Jen Kerber, Lupe Martinez, Eric Porter and Evan Crowe.

Opening Prayer: Pastor Jon

Devotions: John 15:5-17. Passage read and meditated on by all, then breakout discussion with district partners sharing together what came to mind while reading this passage. Time for reflection around the table together.

Approval of Agenda: Motion made by Joel E., supported by Bob L., all in favor.

Approval of December 2019 Minutes: Motion made by Joel E., supported by Sally B., no discussion and all in favor.

NEW BUSINESS

Meeting Date and Time: 3rd Monday of the month at 6:30 PM.

Short discussion on whether this is still a good day and time for all; agreed upon to continue meeting on this day and time. Pastor Jon will send out a reminder notice/ email for the next scheduled meeting.

Mini-Golf Event: Saturday, January 25 from 11:00 AM – 3:00 PM.

Pastor Jon mentioned the need for people to support this event, sharing the event through Facebook and word of mouth, and added that he could use some volunteers to help with the clean-up and setting up the sanctuary for worship afterwards. Dave Volkens is planning to assist with the food/ refreshments that will be made available.

Congregation Informational Update Meeting: Sunday, January 26 at 4:00 PM and Monday, January 27 at 7:00 PM.

The consistory is encouraged to be present for one or both meetings and to let Pastor Jon know which meeting they will be attending. The goal is to have each meeting last no more than one hour. Information to be discussed and shared will be things such as the search committee formation, facility manager position, other potential future staffing needs, a recap of 2019 and year-end giving and expense report, etc.

2019 Wrap-up and Recommendations:

First part of the discussion revolved around directing attention to our final numbers on the year-end report. The consistory reflected on and celebrated the fact that between increased giving and under budget spending resulted in a \$48,000 surplus for the end of the year! Pastor Jon made a point to underscore what a blessing this is and to recognize the congregation's faithfulness in support of the ministries both in and outside of HCC. This is also a reflection of the consistory reading the book about giving along with preaching about tithing, talking about this more openly and implementing electronic giving along with writing personal thank you notes to our giving members. We recognize and celebrate with much joy and gratitude the faithfulness in 2019!

Financial Recommendations:

The following recommendations were presented to the consistory and discussion followed.

R1: To set the base balance of the savings account to \$30,000 and move any excess funds to the General Fund (working funds) checking account.

Amount to be moved: \$1,511.42

(As a recap, the savings account balance is set to be approximately 1-2 months' worth of expenses that can be accessed if needed on short notice.)

R2: To set the base balance of the General Fund (working funds) checking account to \$60,000 and move any excess funds to the Surplus Fund designated fund/ account.

Amount to be moved: \$28,934.24

R3: To tithe from the excess funds moved from the GF checking (working funds) into the Surplus Fund account in the amount of \$3,045.00 in the following manner:

Chris Walker (missionary in Papua, New Guinea) - \$1,550.00
Senior High YG mission trip/ funds for building materials - \$1,495.00

Amount to be tithed: \$3,045.00

Funds will be taken directly from the Surplus Fund designated account and sent to Chris Walker and given directly to the Senior High youth group when they are ready to go on their trip in the summer of 2020. These funds will not be reassigned to any other line item for tracking.

Discussion and Amendments to Recommendations above:

After discussion on the savings account balance, Jen Kerber suggested not going below \$18,000 and the remaining balance should be transferred to the Surplus Funds. Sally Burgess made a motion to leave \$20,000 in the savings account and move \$11,511.42 to the Surplus Funds designated account. This motion would then increase the total amount moved from the General Fund (working funds) to \$40,445.66 in order to leave \$60,000 in the General Fund. Bob Larr supported this motion, all in favor.

Amended amount to be moved from savings: \$11,511.42

Amended amount to be moved from General Fund checking: \$40,445.66

After further discussion on the amounts to be tithed, Pastor Jon indicated he felt \$4,045 as a tithe would be in order. We would give \$1,550 to Chris Walker for his ministry but raise the amount to \$2,500 to the Senior High youth group for their mission trip. This amount matches the funds that were given to the Costa Rica mission trip team in 2019. These funds are to be used for purchasing building materials and supplies while they are down in the Bahamas working on rebuilding projects. The Praying Pelican organization requires them to do their own fundraising to cover these expenses and this is a great way that HCC can support this fundraising effort, somewhat alleviating that burden from the Senior High mission trip group. Motion to support this by Joel Eding, supported by Bob Larr and all in favor.

Amended amount to be given to the SR High mission trip: \$2,500.00

Surplus Fund Conversation:

Total Surplus Fund balance after transfers are completed: \$60,966.53

The option/ question to discuss further use of the Surplus Fund balance was raised, and it was decided that this should be put on hold to give prayerful consideration for where these funds are most needed. The consistory plans to revisit this topic at a future meeting after time has been taken for further prayer and discernment.

Balances after transferring of funds:

Savings account: \$20,000.00

General Fund (working funds): \$60,000.00

Surplus Funds: \$60,966.53

Consistorial Inquiry Document: the consistory went through the questionnaire and answers together.

Severe Weather Policy: Need for volunteers from consistory to create a "weather advisory team" effort to assist with weather cancellations. Involvement is basically getting up and out, checking out the road conditions when weather is an issue and reporting that back to Pastor Jon. Those who offered: Dick Boverhof, Eric Porter, Joel Eding, Bob Larr, Lupe Martinez. Pastor Jon is usually the one responsible to call in and post the cancellations. In the event of a Tornado Watch one hour prior to the service, church is automatically cancelled (same for Cadets/GEMS or any other group meeting).

Church Security Review: Review of the 2018 statement agreed upon by consistory and put to the congregation. This subject comes up each time there is a church shooting, etc.

We have 5 individuals on the list for conceal/carry but have not pursued anything further with this.

Questions – is this enough? Do we need to do more? Dan Kisner offered some ideas and conversation about this after attending a seminar recently.

Bob Larr suggested that this should have further discussion and possibly put 2-3 people to work with Dan Kisner. The consistory can then come up with a recommendation together and a deadline of March for a written recommendation was noted. Dan K will take the lead on this.

Mobile Mammography Unit:

Pastor Jon mentioned that HCC received a request by email to allow a mobile mammography unit to operate on the church premises for a day, running from 8 AM – 5 PM. They ask that we allow them to use our bathrooms and parking lot for the day. General consensus is that this is a great outreach opportunity, and all agreed to allow this to move forward. More information will be gathered from them as to a date, advertising, etc.

OLD BUSINESS

Search Team Update: We have 9 people on the newly formed search team – Kathy Athearn, Robin Ballard, Denise Eding, Bob Hennip, Kyle Hoffmaster, Stephanie Hoffmaster, Kammy Leep, Bob Kerber, and Thom Scott. There will be a first meeting and then the committee will provide the consistory with updates/ reports. Discussion of whether we need a representative from consistory on the Search Committee. Sally Burgess did express a desire to be part of this and asked for prayer as she contemplates adding on this responsibility.

Pastor Jon offered a brief prayer for the Search Team and for Sally for clarity and discernment.

Kitchen Standard Operating Procedures (SOP): the document is complete. Bob Larr has coordinated this with both Judy Kennedy and Dave Volkens. Motion made by Lee DeZeeuw to approve this policy, Jen K supported, all in favor.

Kitchen Conversation Update (Stove/Oven): Pastor Jon attended the LFTL meeting to learn a bit more about the needs in the kitchen, specific to the stove/oven situation. Our current two units are not functioning properly (they don't hold their heat) and are also 15 years old. The LFTL researched purchasing commercial grade residential convection ovens to replace what we have after receiving an offer for a free commercial stove that was donated to HCC that would need commercial retrofitting and a fire suppression system installed. There would also need to be some modification made to the cabinets in the kitchen to allow for the space of the donated unit. Joel Eding made a motion to allow the LFTL to get the appropriate ovens they need that will not require the commercial fire suppression system. Pastor Jon will talk with Rog Hunderman who has the donated unit. Funds for the new units would come from the LFTL designated fund, not from the general fund budget.

Executive Team Report: Facility Manager Position

Bob Larr reported that one person had applied for the Facilities Manager position at HCC. The committee interviewed Kevin Dewey for this position and recommended him to the consistory. The position would begin on February 1, 2020. Motion made by Bob Larr to hire Kevin Dewey, Lupe Martinez supported, and all in favor. Bob will get in touch with Kevin and work on coordinating the hiring paperwork with the office manager, etc.

Pastor of Prayer and Discipleship:

Previously, the November 2019 discussion was tabled until the new consistory commenced in 2020.

To review:

- We are looking at a ¼ time, 10 hour per week salaried position for a Pastor of Prayer and Discipleship.
- \$19,500 salary estimation for one year with Classis funding of about \$3,000.
- The position salary is to be paid out of the surplus funds.
- No need for a search team as this position would be offered to Jim Harrison if congregational approval.

Seems to be a good deal of support and people feel a real need for this based on the feedback given from the congregation, as well as some concerns about the funding and financial constraints. Overall consensus by the consistory is in favor of a Pastor of Prayer and Discipleship and this should be brought to the district meetings/ congregation for discussion. We want to make sure we address any and all concerns before moving forward with any type of decision; no decision to be made on hiring at this time.

Motion made by Lee DeZeeuw to adjourn, Sally Burgess supported, all in favor.

Adjourned meeting at 9:18 PM.

Next meeting will be Monday, February 17, 2020 at 6:30 PM.

Closing prayer – Lupe Martinez

Minutes submitted by Kathy Westendorp