

Hopkins Community Church

Consistory Meeting Minutes

September 21, 2020 at 6:00 PM

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

Guests: Kyle Hoffmaster (Search Team) and Kevin Dewey (Facilities Manager)

Absent: Sally Burgess

Opening Prayer: Pastor Jon

Devotions/ Meditation: Matthew 9:35-38 read by Pastor Jon, Kyle Hoffmaster (Search Team)

Time of self-reflection and prayer on these verses (“the workers are few”)

Spent the first portion of the meeting following the devotions walking through the Ministry Audit Team Questions with Consistory. This audit is being used to determine our next steps - enabling us to look at what we're doing and asking the question, “can we do it better?” Time was spent going around the table asking the deacons and elders to give feedback as to their specific roles in Consistory and how they see this as a ministry or service role. How does this reflect the church mission statement, how do all the answers dovetail into a ministry job description?

Approval of Agenda: Motion to accept by Bob L; supported by Dick B.

- Note slight change in agenda: we will move Property Team report to the top of the agenda so that Kevin Dewey can meet with us at the beginning of the meeting.
- Kyle Hoffmaster is here with us tonight on behalf of the Search Committee and joining with us in devotions

Approval of August 2020 minutes: Motion to accept minutes by Bob L; supported by Dick B; all in favor.

NEW BUSINESS

HVAC Proposal (Kevin Dewey)

Kevin Dewey recapped the roofing situation and our humidity issue, and that he met with Seaman's Mechanical and they have the ability to set us up with a whole building dehumidifier that is designed for the square footage we have and will be efficient. He outlined the scope of what Seaman's can do for HCC (concrete pad with curb allowing water to be directed away from building; AC unit will sit on this and unit will be proper size for building; 5 ton unit is what we have and we'll be gaining a 20 ton unit). The work already done to alleviate water issues has been helping (drainage tile around building and new gutters). Kevin expressed trust in this company and the contractor/engineer. The HVAC system and concrete plan are to go together. Kevin also expressed that he didn't want to necessarily tell the Consistory which project to prioritize, but the next step in this process would be calling Bob at Seaman's to inquire on the timeline for this work, how long it would take to build the system and then also questions on the installation timeline. This work will be somewhat weather-dependent as we're already into the fall season and the weather could inhibit the work, or we may have a window of opportunity in November/December to still pour the concrete and get the unit set up. It was discussed that we could put a down payment on the unit so they can start building it, then determine installation based on weather. Quote for Seaman's and the concrete is \$37,500 and the funds would come from the Capital Improvement designated fund.

Motion made by Bob L to allow Kevin to contact Seaman's to get the project underway with installation to be determined based on weather. Supported by Dick B; all in favor.

Security System Proposal (Kevin Dewey)

There are several components to a security system for HCC. One part involves cameras by the entrance/exit doors and interior of the church. Additionally, we need to upgrade the locking mechanisms of several interior doors (addressed by Dan Kisner on behalf of the Security Team). There will also be an enhanced entry system for the front doors to replace the need for keyed access. This involves a key card access reader, intercom and monitor in the church offices. Kevin has quotes for the work that needs to be done and has met with several companies before deciding on what he feels would be best suited for HCC's needs.

A combined security package with the above features/ installation will run about \$11,000 and would also be funded by the Capital Improvement (or possibly the Surplus Funds) designated fund.

Motion made by Dan K to proceed with the security package. Supported by Lee DeZeeuw; all in favor.

Lee DZ will be in contact with Kevin and will let him know to proceed on both proposals. Lee was also instructed to convey the Consistory's gratefulness and thanks to Kevin for the time and effort put into these two projects.

Future Property Team Needs (Kevin Dewey)

Kevin was asked to make a list of a few of the future needs of the church from his perspective. The following are a few examples of some of the potential repairs and improvements that may be needed.

Basketball Hoop Backboards – replacement of broken backboards (estimated \$600/ each)

Exterior Lighting – lighting concerns around the basketball hoop area and youth barn, mentioned that lighting is dim especially during 5th Quarter events. Possibly check on solar options in the future.

Parking Lot – to repave the church parking lot will be upwards of \$115,000+ but this will be a future need.

Carpet – the church carpet will need replacing at some point in the future (original, 16 years of use)

Church Van – Kevin looked at the van recently after it was used by the youth group (Cindy K) and she had a complaint on the brakes. Potential issues in general with it “rotting out” as well as the brake lines/ calipers etc. The van sits in the church parking lot and is not used all that much. Overall use is estimated at about 2,000 miles or less per year. There may need to be some follow-up discussion on the van and funding if we keep it, plus whatever current repairs are necessary to keep it in good working order.

2021 Budget (Jen K, Deacons)

Thank you to the deacons who had conversation or met with Ministry Team leaders to come up with our 2021 budget numbers. In general, there is about a \$5,000 increase overall in the budget which is not a notable change. The Administrative budget is not locked in at this time as we wait for the RCA salary guidelines to be issued as well as any insurance changes/ updates. Jen Kerber made the suggestion to increase the Property Team budget. We currently allocate \$3,000 per quarter (\$12k annually) from the budget to be placed in the Capital Improvement designated fund which is earmarked for property needs. In anticipation of some elevated expenses for the building, we could increase this funding to expand and grow the Capital Improvement fund to cover these projected costs. A request to amend the Capital Improvement budget line to \$40,000 annually (\$10k per quarter). The reasoning behind this increase is that we need to be forward thinking in our property needs as well as bring transparency to the congregation. The additional item for discussion was the church van budget line of \$3,000 annually that is currently unused; it's likely this was intended to be set aside each year in a designated fund for future van replacement or funding major repair work. **Noted:** some research will need to be done to determine if we want to proceed with setting those funds aside at the end of 2020 and research the current van situation going into 2021.

Motion made by Bob L to increase the Property Team budget to amend the Capital Improvement line to \$40,000. Supported by Lupe M. All in favor.

Motion made by Bob L to approve the updated 2021 Proposed Budget total of \$422,211.00. Supported by Jen K. All in favor.

Motion made by Bob L to approve the 2021 Proposed Budget with follow-up and finalization to take place at the October 2020 meeting. Supported by Dan Kisner. All in favor.

Consistory Nominations 2021-2023

The list of nominees for Elder and Deacon were presented. Need to ask the first six on the list by September 22-23 and ask for a response within a week from those nominated. Duplicate names (those who were nominated for both positions) may be asked to serve for each and can decide which one they prefer to accept. Communicate back to Pastor Jon once they've gone down the list as instructed.

Learning Hub

Nothing to report and no new information to bring to Consistory at this time.

OLD BUSINESS

Debit Card Policy

A second draft of the debit card policy was received by Consistory with work done by Kathy to enhance and expand upon the first version presented. Following a short discussion, there will be some slight revisions made to further clarify a couple sections of the policy. The update will be done and ready for the October 2020 meeting.

Policy Review

Noted that the name of the Benevolence Fund should be changed to HELP Fund. Review is being done on the SOP for the count team and Kathy is continuing to work on the updates and putting all the policies into one document with updates noted and recorded on each document going forward. This will aid our update process in the future.

RCA Growth Fund/ Loan Modification Application

Rich H mentioned that the bank where he does business seems to offer lower, more competitive rates for loans than what we are being offered by the RCA/ CGF. He will check on this and get back to Pastor Jon within a week so that a decision can be made.

MINISTRY TEAM REPORTS

1. **Elders' Report:** Elder/Deacon nominees to be asked this week to serve. We celebrate 1 adult baptism by immersion, and 4 more infant/child baptisms coming up for Sunday, October 4, 2020. We plan to welcome 12 new members to HCC on Sunday, October 11, 2020.
2. **Deacon's Report (Jen K):** 2021 proposed budget mostly complete. Final review on October 19, 2020 at the next Consistory meeting and then publish/ distribute information to the congregation allowing 3 weeks of publication prior to the November 8, 2020 Congregational Meeting.
3. **Finance:** a slight decrease in giving was noted over the past couple months in general. Nothing to be overly concerned with as our spending continues to stay below budget.
4. **Search Team (Pastor Jon):** the team is proceeding through the mission framework.
5. **Property Team (Lee DeZeeuw):** see Kevin's proposals/ report earlier in the meeting.
6. **Worship Team (Pastor Jon):** see handout; Pastor Jon is working on block scheduling and planning through December. Ongoing work with the job description of the Worship Team in general and reviewing that as to how it aligns with mission framework.
7. **Outreach:** Pastor Jim is taking the bulk of the small group facilitating and leadership development with the ministry team leaders. Pastor Jon has been working on community engagement (outreach) and the upcoming ways that HCC can be involved in the community. The end of September will be the village clean-up. October and December will feature the Red Cross blood drives. Future endeavors may include the possibility of a Hopkins neighborhood watch and some added security at the north park, working in step with the village council on this.
8. **Youth Ministry:** Cindy Kukor has requested funding for some minor updates to the youth barn. She would like to have funds reassigned within her budget (high school) to be allocated for this She is estimating to need about \$500 for some paint and decorations. Approval granted.

Football Game Proposal/ Discussion

Cindy K was contacted by Coach Francis to see if it might be possible to have HCC host a football watch party considering there is no 5th Quarter this year as fans are limited on site to watch the games. Discussion of this followed. It was decided that Pastor Jon would communicate to Cindy K that the church would really not be in a good position to offer this type of gathering as we'd need someone to commit to overseeing and organizing it from the church and require as many volunteers as 5th Quarter if not more.

Reopening Update and Debriefing

Discussion around the projected October 4, 2020 "Phase 2" portion of the reopening plan for HCC. Do we allow WOW, nursery, discipleship to resume? Have we heard feedback from various leaders? What about the holidays and how that impacts the ability for lessons to resume, etc.? The consensus by all is that October 4 is a bit soon and will present some challenges. Proposal made by Joel Eding to delay resuming Discipleship Hour, WOW, and nursery to the target date of January 1, 2021 with discussion taking place at the December 2020 Consistory meeting.

Jen K supported this proposal; all in favor.

Pastor Jon extended a thank you to all for the Implementation of our reopening, review of what we stated we would do and the fact that it was done well. Many thanks to all who assisted in this endeavor!

Question was asked if we are still comfortable/ happy with what we're doing with reopening HCC?

The reality is that a vast majority are in favor and expressed positivity with everything. We will not be able to meet each person's individual concerns, yet we want to care about people. Discussion centered on the community room (red band room/ MP Room for those with most concerns about social distancing and wearing of masks at church) and what we can do to help those families and individuals feel more welcome and included. Some various options discussed including having others volunteer to sit in this room to allow for more fellowship and inclusiveness. We'll continue keeping the FM radio broadcast going indefinitely and possibly consider having Pastor Jon preach in that room vs. the sanctuary on a rotating basis. Reach out to those who are noticeably absent and check in with them, caring for them and praying with/for them. A passage in Romans 14 was read by Pastor Jim and that we should not forsake the 1 for the 99.

Motion made to adjourn meeting: Troy C.

Motion supported: Rich H.

All in favor.

Meeting adjourned: 9:30 PM

Next Meeting: October 19, 2020 at 6:00 PM

Closing Prayer: Pastor Jon