

CONCORD TRINITY UNITED METHODIST CHURCH

Church Leadership Council

Meeting Minutes

March 13, 2023

Our Mission: Making new disciples of Jesus Christ for the transformation of the world.

Our Vision: Connecting people in the community to Christ and to each other.

Council Members Attending: Glenn Kvidahl, Sarah Lord, Darren Mitchell, Diane Nichols, Kurt Oakes, Jami Jackson, Bob Pennycuick, Gale Preston, Parker Givens, Dave Genthon

Guests Attending: JT Young

Not in Attendance: Pastor Mary Rodgers-Weaver

- Visioning session- Gale to host a meeting of the CLC to continue brainstorming/visioning at her house on April 1 from 9- noon.
- Director of Worship and Director for Family Ministries jobs have been posted.
- Interview panel for Director of Worship Arts will include Di, Jami, Darren. Interview panel for Director of Family Ministry will include Parker, Darren, plus a children/youth volunteer TBD.
- The CLC will be introduced to the congregation at the end of the 9:00a and start of the 10:30a services on Sunday, 3/26.
- Pastor Mary's last Sunday at CTUMC will be 6/4.
- Agreed the existing policy will determine the use of the gymnasium.
- Gale has agreed to go through the Trustee boxes recently found.
- Tabled the discussion around changes to the transept area and pray ground. Hope to have a diagram to review at the next CLC meeting.
- Cherrie Burroughs will be the delegate at the Annual Conference.
- Choir will take the lead on Lori farewell celebration.
- Darrin and Parker will participate in Samantha's exit interview.
- CLC agrees to provide Samantha with a gift certificate in appreciation for her work at CTUMC.
- Cottage & parsonage inspection completed. Parsonage floor needs to be replaced prior to new pastor arrival. Joel to get 3 bids. Cottage will need to come down.
- Safe Gathering certification needs to be complete. Go to safegatherings.com and click on "Start Application". Make sure you put our church's name in when prompted so the cost is covered.
- CLC votes on the following
 - Fire panel- Gale motions to accept Tech Electronics bid of \$8,703 to replace fire panel. Sarah seconds. Motion passed unanimously.
 - Parking lot drain- Kurt motions to pay Crowder Construction \$2,234 to fix drain. Darrin seconds. Motion passed unanimously with Dave abstaining.
 - Funeral policy- Gale motions to accept the funeral policy as amended. Darrin seconds. Motion passed unanimously.
 - Eagle Scout project- Sarah motions to approve \$800 to match amount raised as previously agreed for Gaga Pit. Kurt seconds. Motion passed unanimously.

- Home Sweet Home- Di motions to allocate \$1,500 to purchase dressers to be put together for Home Sweet Home. Gale seconds. Motion passed unanimously.
- Relocate Gaga Pit- Gale motions to relocate proposed Gaga Pit to the back by the Youth Door. Parker seconds. Motion passed unanimously.
- UMW fundraiser- No motion or vote to approve. Agreed that the CLC supports the UMW mission objectives. Agreed they need to follow the fund raising policy as written. (See below)



CTUMC Fundraising
Policy (1).pdf

- CLC minutes February 13,2023 - Di motioned to approve the minutes as written. Sarah seconds. Motion passed unanimously.

- Closed Session
- Communicate Out- It's important for the CLC to be upbeat when communicating about the leadership changes happening at CTUMC. Change = Opportunity.
- Closing prayer- Di

NEXT MEETING: MONDAY, APRIL 10, 2023 @ 6:30PM

Open Devotional- Di
Closing Prayer- Glenn

Concord Trinity United Methodist Church Fundraising Policy

I. PURPOSE

The purpose of this policy is to assure that all fundraisers conducted on Concord Trinity United Methodist Church (CTUMC) property or for the benefit of CTUMC follow uniform, established procedures. No one is authorized to conduct a fundraiser except in accordance with this policy.

II. SCOPE

It is the policy of CTUMC to approve and fund its ministries through its regular budget process. The Church Leadership Council (CLC) approve the ministries and budget. Fundraisers will not be allowed except for authorized church ministries.

All fundraisers must relate to the mission, vision and values of CTUMC and are expected to contribute to the goals and objectives of CTUMC. The ability to raise funds, and/or the desire for the benefits of those funds would obtain, is not necessarily a compelling reason for raising those funds. Fundraisers should never overshadow the practice of generosity and stewardship.

Any stewardship campaign, capital campaign, special UMC affiliated offerings, and worship offerings are outside the scope of this policy. Events for which an entry fee is charged solely to recover the cost of presenter's fees, consumable supplies, food, books, and training materials are not considered

fundraising. All other fundraising activities connected to CTUMC for any purpose, by any means, and at any location, shall be applied for with attached application, be reviewed and approved under this policy. All requests will be reviewed against a master calendar of currently approved events.

The CLC, with conferral of Lead Pastor, is responsible for overseeing and approving all fundraising efforts of authorized CTUMC ministries. The CLC may delegate specific aspects of fundraising and scheduling oversight to staff or committees as deemed appropriate.

III. PRINCIPLES

In order to help CTUMC practice good stewardship, to act respectfully toward members of the congregation and others who are asked to support the church and its fundraisers, these principles are offered as a foundation for church fundraising:

- The group raising funds must be aware of and respectful of the needs, customs, and integrity of church ministries and organizations, and should seek to build partnership in cooperation with other groups to avoid competition and duplication.
- CTUMC, in its administration of other funds raised, has a responsibility to be a good steward of these funds.
- The CLC and CTUMC should be informed, in a timely manner, before and after any fundraiser as to the goals and accomplishments of those fundraisers, including prompt reporting of final totals and acknowledgment of volunteers of the fundraiser. This report is due no later than two weeks after the end of the event.
- Fundraisers must serve the mission and vision of CTUMC. Fundraising will not be done to benefit non-sponsored organizations or for-profit entities.
- Individuals who own and/or operate a home-based business, e.g., Mary Kay, Avon, Pampered Chef, etc., may not use the church facilities for fundraisers, even if any percentage of the profits are designated for CTUMC.
- Individuals who work in sales businesses, e.g., real estate, auto sales, financial services, insurance, etc., may not use the church directory to make “cold calls” on church members. This policy does not prevent individual members from “networking” with each other on an informal basis or inviting individuals to participate in organizations, activities, and businesses not associated with the church, but it does prohibit people from using the church directory for the purpose of “prospecting” for business.
- Church members may not use the church’s name, in any fashion, in advertising or to allude church support of public or private businesses, corporations, products, political organizations, etc.
- Every request for a fundraiser must be made in writing using the CTUMC Fundraising Application.
- Solicitation for fundraisers shall not normally last more than two consecutive Sundays. The CLC and/or Lead Pastor can approve exceptions to the two-Sunday period.
- Fundraising requests do not carry over from one year to the next.
- No request for fundraising through gambling activities will be accepted, including raffles and bingo.

IV. PROCEDURES

1. Approval:

- The CTUMC Fundraising Application may be obtained from the church office or from the church website. It is to be submitted to the church office at least one month prior to the event.

- Fundraising activities are not entered onto the church calendar until approved by the CLC and Lead Pastor.
- Applications will be reviewed by the CLC at the next regularly scheduled meeting or through email
- After the CLC has voted on a proposal, a response will be provided to the contact person listed on the application.
- When evaluating a fundraising proposal, the following criteria will be considered:
 - Compliance with fundraising policy
 - Time elapsed since the last fundraiser by the same proponents or for the same purpose
 - Time elapsed since the last fundraiser at or for CTUMC
 - The impact of the fundraiser on the church's facilities, staff and volunteer resources.
 - Potential interference with already scheduled church activities.

2. Handling of Funds:

- All checks collected must be written to Concord Trinity United Methodist Church or the appropriate church organization. (No checks should be written to individuals.)
- All money (cash and checks) is to be submitted to the church office to be put into the safe within 3 days of the fundraiser.
- No expenses shall be paid out of "cash received" (no petty cash expenses).
- Receipts of all fundraisers will be placed in the appropriate restricted fund set up for that project or ministry.
- Request for reimbursements is to be completed and submitted the Business Manager by the project leader on a timely basis.
- In the event that a fundraiser for goods is held and someone submits money for the event, the policies above must still be followed. In such instances the money will usually be deposited into a missions fund or the fund for the ministry that oversaw the fundraiser.
- Any group or organization that maintains their own accounting system and separate bank account are exempt from these Handling of Funds requirements (i.e., UMW, UMM, etc.).

3. Exceptions:

Exceptions to this policy or to any part of it should never be assumed by the fundraising group and will only be granted by way of the application and approval process.

Concord Trinity United Methodist Church
Fundraising Application Form

Name of Committee/Group/Ministry Sponsor (must be a recognized church ministry):

Contact Person: _____

Email: _____ Phone: _____

For what purpose are you raising funds?

What event or activity are you wishing to conduct?

Date(s) desired for fundraiser: _____ Time: _____

Location: _____

Note: Your fundraiser, if approved, will still need to be scheduled through the main office. This form does not constitute a request or confirmation for rooms or dates at CTUMC. You must also fill out a Calendar and Building Request Form.

What is your fundraising goal amount? _____

What is the cost (before profit) that you will expend in order to fundraise? _____

How does this activity you are sponsoring reflect the mission and vision of CTUMC?

_____ I have read and understand the Concord Trinity United Methodist Church Fundraising Policy.

Signature of Ministry Lead/Sponsor Head: _____

Date: _____

Signature of CLC Chair/Member: _____

Date: _____

Approved: _____ Disapproved: _____