

Eagle River Church of the Nazarene



September Church Board Meeting Minutes

Note: Written reports are available in the notebook located in the church foyer.

Date of Meeting: September 12, 2005

Meeting Called To Order: 7:00 PM

Board Members Present: Dale Collins (Board Secretary), Frank Clemens (Stewards), Greg Wohrle (Church Board Treasurer), Matthew Allen (Stewards Chairman), Kris Kinney (Trustees Chairman), Ben King (Trustee), Cheryl Vargo (NYI President elect), Julie Wohrle (Sunday School Superintendent ex-officio).

Staff Members Present: Chris Brown, Associate Pastor

Others Present: David Boss, Shauna King

Board Members and Staff Absent: None

1. Prayer: Devotional time was included in this prayer time. 7:00-7:40 PM

2. Opening Devotional: Julie Wohrle.

3. Acceptance of Previous Board Meeting Minutes: Motion made to accept the August meeting minutes as written.

◆ Greg Wohrle moved

◆ Kris Kinney seconded

Motion Passed (7 For / 0 Against)

4. Acceptance of individual board reports: Motion made to accept all ministry reports as written.

◆ Frank Clemens moved

◆ Matt Allen seconded

Motion Passed (7 For / 0 Against)

MINISTRY DEPARTMENT		REPORT
Trustees		Yes
Stewards		Yes
NYI		Yes
NMI		N/A
Sunday School		Yes
Music and Worship		Yes
Pastor		N/A
	PTO Submitted	N/A
Associate Pastor		Yes
	PTO Submitted	Yes

5. Acceptance of Individual Committee Reports

COMMITTEE	REPORT
Sabbatical	See Item # 04/05-29
Policy & Procedure	See Item # 05/06-20
Nominations	See Item # 05/06-16

6. Approved the Financial Report. Motion made to accept the August financial report as written.

◆ Dale Collins moved

◆ Matt Allen seconded

Motion Passed (7 For / 0 Against)

7. New Business: None

8. New Business (Financial only): See Item # 05/06-21

9. Old Business:

Date & Action Item	ACTION	Board Member
<p>ITEM # 04/05-02: Refinancing Mortgage <u>ACTION STATEMENT:</u> Motion made to investigate refinancing mortgage. Matt Allen to provide information on the value of refinancing the mortgage to be brought to the next meeting. ♦ Matt Allen moved ♦ Bonnie King seconded Motion amended to <u>table</u> this item until June board meeting. ♦ Greg Wohrle moved ♦ Bonnie King seconded Motion Passed (8 For / 0 Against) <u>September 12, 2005</u> Recommendation was mad for final submission at the October meeting.</p>	<p>OPEN</p>	<p>Pastor and Matt Allen, Ben King, Greg Wohrle</p>

August 15, 2005

The committee will met and bring back final recommendation(s) for the next meeting. Recommendation to provide options for consideration.

July 5, 2005

Nothing to report.

June 13, 2005

Current financial matters as discussed in the board meeting must be taken into consideration in the pursuit of this action item. District Advisory board must be included in finalized actions regarding this item.

Motion made to establish all required information regarding the refinancing option by the August Board meeting, with final action to be considered at the September Board meeting.

◆ Dale Collins moved

◆ Matt Allen seconded

Motion Passed (7 For / 1 Against)

May 2, 2005

No Report

April 11, 2005

Paperwork has been provided to Greg Wohrle. Completion of paperwork will be accomplished cooperatively between Greg Wohrle and Matt Allen. Ben King has been appointed to serve as committee member.

March 7, 2005

No action taken.

February 8, 2005

Matt provided information from NWCFCU along with a checklist that would be required to begin the process of securing the loan. It was estimated that less than \$3000 would be required in closing costs on a 5-year 6.75% loan secured on the equity established for the commercial property.

Motion made to follow through on the plan for refinancing.

◆ Matt Allen moved

◆ Marshall Pickens seconded

Motion Passed (7 For / 0 Against)

January 11, 2005

No Action

December 7, 2004

Matt will provided basic information from NFCU regarding potential scenarios for paying down the church mortgage.

November 9, 2004

Recommended contacting Nazarene Credit Union to determine the fiscal viability of refinancing to pay down church debt. Matt will be contacting NFCU regarding prospective numbers on this matter.

October 11, 2004

No action.

September 14, 2004

Inclusion of multiple property sites on church owned property must be included in the refinancing assessment. Speaking with Nazarene Federal Credit Union (NFCU) may be another option to consider. PFD title may be a consideration for coordinating a pay-down of church debt.

August 10, 2004

Matt Allen spoke with Denali FCU and First National Bank. First National does not do fixed rate (Currently 8.5% with lender). They do a floating rate with a cap at 9.5%. Denali FCU suggested an 8% rate over 10 years, which would provide a monthly saving of \$300. Doubling the monthly payment would allow the church to pay off this debt in five years. A balance of \$111,670 as of 8 June exists on the property. Additional information will be provided with input from the Committee on Sale of the Parsonage Fund usage.

July 13, 2004

Wells Fargo and First National have been approached. They will need current financial numbers. Working with the Board Treasurer a proposed action.

June 17, 2004

Matt Allen reported that no progress has been made with the financial institution. He will follow-up and report back to the board at next months meeting.

<p>ITEM # 03/04-24: Church Self Study</p> <p><u>ACTION STATEMENT:</u> The Church Board Secretary presented several items that can be used for Church self-assessment. Items included questionnaires that are designed to assist churches in determining if they are meeting the desires of the congregation and the needs of all ministries. Discussion regarding other resources was presented. Questionnaire items included: Exploring Evangelism Questionnaire, Benchmarks of Healthy Churches, Church Congregation Self Assessment, Pastor Self Assessment, Board Self Assessment, and Committee Assessment of Pastoral staff were materials made available and discussed. Department end of year assessments were mentioned as a key component of this process. Pastor goals and Pastor goals for each department would be included in this self-study. The process itself would take approximately one year to complete. It was recommended that the Pastor have a chance to review all materials before any further action is taken.</p> <p><u>September 12, 2005</u></p> <p>The materials that accompanied the Survey were included with Pastor Wiese's office materials. Therefore the books were purchased to guide the evaluation and assessment process for this survey.</p> <p>Motion made to <u>table</u> this item until the report is generated by the Church Board Secretary and/or a report is received from former Pastor Wiese.</p> <ul style="list-style-type: none"> ◆ Dale Collins moved ◆ Matt Allen seconded <p>Motion Passed (5 For / 0 Against / 1 Abstained)</p>	<p>Tabled</p>	<p>Pastor & Church Board Secretary</p>
--	----------------------	--

August 15, 2005

Requested summary material from Pastor Wiese. The raw data will be sent to all Board members for review. However, interpretation of the data will be held until Pastor Wiese has submitted his final summary and recommendations. If no recommendations are received the Board will take steps to summarize the material.

July 5, 2005

No Action.

June 11, 2005

No action.

May 2, 2005

Pastor provided information regarding an introduction to church health development.

April 11, 2005

Pastor provided an initial table regarding the information received by the NCS Survey. Assessment and analysis has been provided to Pastor.

March 7, 2005

The New Church Specialties questionnaire was administered and completed on February 21 & 23. Questionnaires were submitted to NCS for analysis.

February 8, 2005

Pastor has obtained the New Church Specialties Church Health Survey and will move forward in the process of sending out survey invitations for Feb 21 & 28. Instruction and time to complete the survey will take less than an hour. Pastor shared a list of selected names that will be offered an opportunity to complete this survey.

January 11, 2005

Motion made to allocate \$150 for the cost of the New Church Specialties Church Health Survey. See description of survey instructions below. This survey provides a cost effective way to accomplish the second component of our church survey begun last year. It also provides the church with an external source to evaluate each response, compile the information, and analyze it with a summary document provided to the church.

♦ Dale Collins moved

♦ Greg Wohrle seconded

Motion Passed (7 For / 0 Against)

November 9, 2004

Motion made to **table** this item until **January 2005**. This will allow Pastor the time to gather more information concerning relevant assessment.

♦ Dale Collins moved

♦ Matt Allen seconded

Motion passed (7 For / 0 Against)

October 11, 2004

Questions have been solicited and received. Assembling the document has been delayed. Timeline is still late October early November.

September 14, 2004

Production of the survey draft will be coordinated with Pastor and with Church Board input. Dale Collins will be meeting with Pastor to finalize draft questions at the end of September.

August 10, 2004

A one to two page summary of the initial survey information will be published in the Monthly Newsletter. The complete summary document will be posted in the Meeting Minutes binder located in the Church lobby.

July 13, 2004

Confirmation of questionnaire destruction was obtained. A *draft* summary of the questionnaire was assembled by the Board Secretary and distributed. The development of a one-two page narrative summary consolidating relevant information will be generated for review and distribution at the August Board meeting. Suggestions were made regarding 'servant-link' program that may facilitate ministry development in areas that have been identified.

June 17, 2004

Thirty-eight questionnaires were sent to The Nazarene Research Center for independent analysis.

Motion made to destroy the surveys.

♦ Dale Collins moved

♦ Matt Allen seconded

Motion Passed (6 For / 0 Against)

March 9, 2004

Motion made to revisit this item in June 2004 following administration and receipt of initial church survey. Item tabled until June 04.

♦ Dale Collins moved

♦ Greg Wohrle seconded

Motion passed (8 For / 0 Against)

February 10, 2004

Timeline was shared regarding activation of an initial congregation survey. April-May was designated as the month of the initial survey. Results will be externally evaluated and reviewed for refinement and expansion (if necessary) for an Oct-Nov survey. Findings of survey information will be shared with the congregation.

January 13, 2004

Pastor and Church Board Secretary will meet and establish a plan of action for pursuit of the self-study.

<p>ITEM # 04/05-29: Sabbatical Information</p> <p><u>ACTION STATEMENT:</u> Rev. Michael Couch, District Superintendent, shared with the board the guidelines and requirements for planning and managing the Senior Pastor's sabbatical. Sabbatical/Study leave: 129.9 Manual cited. One to three months, according to Pastor Couch, is the normal length of time for a standard sabbatical. All financial obligations will be maintained throughout this time period. Recommendation was made for a minimum of one month sabbatical with full pay. Desires for time-off, potential goals/objectives of the sabbatical, and recommendations from the Church board in concert with the Senior Pastor will be developed prior to this leave time. Motion made to grant a two-month sabbatical for the Senior Pastor.</p> <ul style="list-style-type: none"> ◆ Kris Kinney moved ◆ Marshall Pickens seconded <p>Motion Passed (6 For / 0 Against)</p> <p>Move to establish a committee for the Senior Pastor's sabbatical planning with the recommendation that Dale Collins chair the committee.</p> <ul style="list-style-type: none"> ◆ Greg Wohrle moved ◆ Dale Collins seconded <p>Motion Passed (5 For / 0 Against / 2 Abstained)</p> <p>Committee members include: Chair, Dale Collins, Julie Wohrle (Brd mbr), Chris Brown (staff), Matt Allen, two congregation members (min.) Board preparation; Pulpit supply; Congregation preparation; consideration of a special offering concerning financing aspects of this sabbatical.</p> <p><u>September 12, 2005</u></p> <p>A scheduled meeting for September 15, 2005 is planned. The committee will discuss recommendations at that time. A report will be available to the board at the October meeting.</p>	<p>Open</p>	<p>Rev. Michael Couch Committee established (Dale Collins Chair)</p>
---	--------------------	--

August 15, 2005

Since the resignation of the Pastor all activities associated with church administration rests with the Board. The charge for establishing the fall schedule has been relinquished to the Board and current ex-officio member Julie Wohlre and Associate Pastor Chris Brown. The Sabbatical Committee will meet to formalize recommendations for outlining proposals for continuation.

July 5, 2005

Sabbatical committee will be discussing the fall schedule.

June 13, 2005

Pastor provided guidelines concerning leadership during the time of the sabbatical. Dale Collins will chair the next two Board meetings. A pro-tempore will be considered for the next two board meetings to fill the temporary vacancy of Board Secretary. The Board was informed that the five AM pulpit supply that Pastor Chris Brown is scheduled for has been agreed upon by the committee and Pastor Wiese. Weekly meetings with Pastor Brown will be coordinated with the Board Secretary. The recommendation of the sabbatical committee is to accept the sabbatical committee pulpit supply. Recommendation was made to not fill the pulpit for July 3 and August 7.

Motion made to accept the pulpit supply schedule and consider modifications per recommendations as discussed by the board.

◆ Dale Collins moved

◆ Matt Allen seconded

Motion Passed (7 For / 0 Against / 0 Abstained)

May 2, 2005

The Committee met on April 21, 2005. Pastor has elected to forgo the Dallas Theological Seminary (DTS) component of his original sabbatical plan. This is due to the inability to coordinate Linda's time off work. The DTS requires Pastors and wives to attend. After further review Pastor and the Committee agreed that the work he has with the School of Leadership Development as well as analysis of the recent Church Health/Growth Survey will provide significant educational opportunity.

April 11, 2005

Committee meeting postponed. FAQ's have been submitted to committee members for comment.

March 7, 2005

The SC would like to make three recommendations.

1. Approve Pastor's vacation time during the sabbatical as presented.
2. Approve the submitted sabbatical plan.
3. Approve authorization for funding for all sabbatical expenses.

Move to approve Pastor's vacation during sabbatical.

◆ Dale moved

◆ Matt seconded

Motion passed (8 For / 0 Against)

Motion made to accept the submitted sabbatical plan as presented.

◆ Dale Collins moved

◆ Matt Allen seconded

Motion Passed (7 For / 0 Against / 1Abstained)

Motion made to approve authorization for funding for all sabbatical expenses.

◆ Dale Collins moved

◆ Kris Kinney seconded

Motion passed (7 For / 0 Against / 1Abstained)

February 8, 2005

Committee work is still in progress. Next committee meeting is on Feb. 17.

<p>ITEM # 04/05-08: Church Financial Records <u>ACTION STATEMENT:</u> Motion made to coordinate the Audit of Church records for the past two Church Board years with Greg Wohrle. The report will be returned to Kris Kinney for review and presentation to the Board. ◆ Dale Collins moved ◆ Matt Allen seconded Motion Passed (7 For / 0 Against / 1 Abstained) <u>September 12, 2005</u> Not completed. Fine points have been reviewed. W3's and Annual financial report are pending review.</p>	<p>OPEN</p>	<p>Greg Wohrle & Kris Kinney</p>
<p><u>August 15, 2005</u> Cathy Spooner has nearly completed the audit. <u>July 5, 2005</u> Spoken with Cathy Spooner and she will be submitting audit information on 2003-04 Church year. <u>June 13, 2005</u> No action. <u>May 2, 2005</u> No Action. <u>April 11, 2005</u> Cathy Spooner now has the information and will be processing. <u>March 7, 2005</u> No Action Taken. <u>February 8, 2005</u> Item not discussed. <u>November 9, 2004</u> Carrie Gold was contacted and was willing to relinquish her commitment to provide auditing services. See September 14, 2004 notation. Motion made to table until February 2005. ◆ Dale Collins moved ◆ Matt Allen seconded Motion passed (7 For / 0 Against) <u>October 11, 2004</u> No recommendations. <u>September 14, 2004</u> Cathy Spooner has been contacted to provide a financial audit. Motion made to have Cathy Spooner to provide an audit of the church financial records. This will be conditional based on first speaking with Carrie Gold and relieving her of the responsibility for the financial audit. ◆ Greg Wohrle moved ◆ Julie Wohrle seconded Motion Passed (6 For / 0 Against) <u>August 10, 2004</u> No Action. <u>July 13, 2004</u> No Action. <u>June 17, 2004</u> No Action. <u>May 11, 2004</u> Changed title of this to Church Financial Records. No action taken at this time.</p>		

<p>Item 05/06-16: Board vacancies in NMI and SS Superintendent. <u>ACTION STATEMENT:</u> Given the resignation of Linda Wiese as NMI President and the appointment of Julie Wohrle as SS Superintendent the board recognizes the process of nomination and election to fill such vacancies. The Board will configure a nominations committee over the next three weeks to solicit candidates for both of these positions. Motion made to follow the normal process to fill the vacancies of NMI and SS Superintendent. ♦ Matt Allen moved ♦ Cheryl Vargo seconded Motion Passed (5 For / 2 Against / 0 Abstained) <u>September 12, 2005</u> Motion made to accept the recommendations of Marshall Pickens and Nancy Wold as congregation members of the Nominations committee. A committee meeting will be scheduled within the week. Motion Passed (6 For / 0 Against / 1 Abstained)</p>	<p>OPEN</p>	<p>Board & Nominations committee</p>
<p><u>August 15, 2005</u> Voting for membership on the nominations committee was conducted. Cheryl Vargo and Greg Wohrle will serve as board members on the nominations committee. Two additional church members will be selected. Dale Collins will chair the committee ex-officio as board secretary.</p>		
<p>Item # 05/06-17: Motion made to authorize funding for sound booth construction not to exceed \$1,000. <u>ACTION STATEMENT:</u> The Board Secretary has authorized Chris Brown to secure the materials for construction of the sound booth based on a developed plan working with Tony Vargo. This will be presented to the board once a design has been drafted. ♦ Dale Collins moved ♦ Matt Allen seconded Motion Passed (7 For / 0 Against) <u>September 12, 2005</u> See Associate Pastor report.</p>	<p>OPEN</p>	<p>Board, Tony Vargo, Associate Pastor Chris Brown</p>
<p>Item # 05/06-19: Request for consideration of salary increase. <u>ACTION STATEMENT:</u> Associate Pastor Chris Brown has requested consideration of a salary increase during this interim period. The Board met in executive session regarding this matter. Motion made to address pay increase based on annual evaluation. ♦ Matt Allen moved ♦ Greg Wohrle seconded Motion Passed (7 For / 0 Against) <u>September 12, 2005</u> Board responses have been received. Final evaluation pending submission of Chris Brown's self evaluation.</p>	<p>OPEN</p>	<p>Board</p>

<p>Item # 05/06-20 Policy Review approval. ACTION STATEMENT: The Policy Review Committee makes the motion to accept changes with recommendations for modifications to be communicated to the Chair, Frank Clemens, for the Church Use Policy and Equipment Use Policy. Accepted changes will be considered and incorporated into the Policy document. ♦ Frank Clemens moved ♦ Dale Collins seconded Motion Passed (6 For / 0 Against / 1 Abstained) Note: It was requested that a listing of Policies be made available to the church board. This will be accomplished prior to the next meeting.</p>	<p>OPEN</p>	<p>Policy & Procedures Review Committee</p>
<p>Item # 05/06-21 Funds for Christmas Program. ACTION STATEMENT: A need for funding of a Children’s Christmas program was requested. Motion made to allocate \$300 for children’s Christmas program. ♦ Cheryl Vargo moved ♦ Kris Kinney seconded Motion Passed (7 For / 0 Against)</p>	<p>CLOSED</p>	<p>Board</p>
<p>Item # 05/06-22: Ladies ministry retreat monies. ACTION STATEMENT: Motion made to provide funding for Women’s/Ladies retreat. This equates to approximately \$125-150. This amount will be donated to Pauline Reshetar. ♦ Matt Allen moved ♦ Kris Kinney seconded Motion Passed (7 For / 0 Against)</p>	<p>CLOSED</p>	<p>Board</p>
<p>Item #05/06-23: Pastoral search phone interview. ACTION STATEMENT: Discussion of the reference responses took place following the formal board meeting. This session convened immediately after adjournment of the regular board meeting. The two candidates under consideration have had references check by board members. Those results were shared and discussed. It was agreed that both candidates warranted a phone interview. Motion made to schedule a phone interview with Rick Reitz and Michael Yost as soon as possible. ♦ Greg Wohrle moved ♦ Dale Collins seconded Motion Passed (4 For / 0 Against / 1 Abstained) It was requested that the DS be contacted regarding whether both candidates were still available. Also, the DS will be asked if his presence is necessary at the interview session.</p>	<p>OPEN</p>	<p>Board</p>

10. Announcements:

1. Key access has become a concern. Safety issues and supervision concerns regarding who has access and who needs access was discussed. It will be determined whether to change the access code for future use. This will require informing those who currently require access for ministry, maintenance, or other service related activities. Notice will be posted at the time a change occurs.

12. Next Board meeting is scheduled for: October 10, 2005

13. Next regular board meeting devotional will be lead by:

14. Meeting concluded at: 10:12 PM

Respectfully submitted,

Dale E. Collins
Church Board Secretary