

First Congregational United Church of Christ

Portland, Oregon

CHURCH COUNCIL MINUTES

July 20, 2017

Members Present: Peace Young, Al Horn, Karen Hurst, Belinda Moos, Karin Wriggle, Rev. Michael Ellick, Rev. Elizabeth Durant. Members Absent: Frank Baldwin, Christian Logerstedt

Staff Present: Cara Rothe

Guests: Grant Helbley

1. Opening Prayer: Peace Young gave the opening prayer.
2. E-Vote Record:
 - a. On June 29, 2017, Council approved the June 15, 2017 Council Meeting Minutes by e-vote.
 - b. On July 3, 2017, Council approved the appointment of Alison Killeen to the Member-At-Large position on the Budget Development Committee by e-vote.
3. Announcements/Updates/Reminders
 - a. Council Member Support (Peace): Peace thanked Council members for their service and asked members to reach out to her if they need support in relation to their role on Council. Karin will arrive at 6 pm for Council Meetings.
 - b. Safety Team Update (Cara):
 - i. Cara handed out a booklet, "Open and Safe: An Emergency Response Plan", a draft emergency action plan for the church developed by the Safety Team. She asked Council members to review and critique this draft. The Safety Team would like Council to approve this document within the next couple of months.
 - ii. Point of Contact: The Safety Team hosted a meeting after church recently to recruit people to be the rotating Safety Point of Contact [SPOC] person on Sunday mornings. So far several people are interested. There will be quarterly trainings for SPOC's over the next year, with the first session starting this fall.
 - iii. There will be a Story Lab Aug 5 around church safety. There will also be a congregational gathering around church safety in November.
 - iv. Evacuation route signs are up in the church.
 - c. Budget Development Committee Update (Belinda): See Treasurer's Report below.
 - d. Around the Room Announcements:
 - i. Al: Updated Financial Policies and Personnel Policies are being developed, with a goal of getting them approved by Council in the next few months.
 - ii. Elizabeth: The Family Ministry Group has reviewed the Child Safety Policy and believes the policy does not need revising. Steps have been taken to strengthen implementation of the policy, e.g. training for those working with children.
4. Minister Reports
 - a. Senior Minister Report: See attached report. Rev. Michael highlighted the following:

- i. A community-wide Beloved Community Forum will be held every month, beginning on July 23 with the Oregon justice Resource Center at Ainsworth UCC. Rev. Ellick's vision is that the monthly Story Lab and Beloved Community Forum will become part of the liturgical life of the church.
 - ii. There will be special church services the next 2 Sundays. On July 23 Alison Killeen and Rev. Michael will be creating a nontraditional service. On July 30 Holy Fool Arts will be creating a very different kind of service .
 - b. Assistant Minister Report: See attached report. Rev. Elizabeth highlighted the following:
 - i. Hiring Youth Ministry Leader: The church is still advertising for the position. A suggestion was made to post the job at local seminaries, e.g. George Fox, Marylhurst.
 - ii. The church has hired Carolyn Patetta as the church's new nursery care person.
 - iii. Rev. Elizabeth is developing a Congregational Care Ministry Team with the Community Core Ministry Facilitator. This team would match member needs [such as rides, meals, support, visits] with people who can meet those needs. This team would not only be of great help during Rev. Michael's paternity leave, it would continue to strengthen the community bonds within the church beyond the time of Michael's leave. The Council was enthusiastic about this program.
 - iv. Rev. Elizabeth's Pastoral Relations Committee will begin meeting soon.
- 5. Core Ministry Facilitator Voice and Reports - Grant Helbley: See Assistant Minister Report, iii above.
- 6. Visioning: See Agenda item 8
- 7. Treasurer's Report - Belinda Moos:
 - a. Monthly Financial Reports:
 - i. Monthly net income for June was down \$21.6K compared to budget due to 1) June being a 3 payroll month, 2) a bookkeeping reclassification of Other Designated Donations, and 3) Pledge income being below budget both MTD and YTD.
 - ii. YTD income is positive [+\$66K], due to 1) the \$16K Bud Shafer bequest, 2) Building Repair expense being under budget, and 3) not yet hiring a Youth Teacher.
 - iii. The Shafer bequest will be moved to a Youth Leader Reserve Fund next month.
 - iv. Pledges in which the pledger has paid nothing on their pledge so far in 2017 total about \$14,000. Of the 15 people making these pledges, 9 are listed as either "quarterly" or "annual". Therefore the actual pledge may come in later.
 - v. The UCC Synod unexpectedly reimbursed the church \$2312 for expenses paid for our Ministers in Discernment to attend General Synod. Net cost to the church is actually about \$600, not the \$2900 expected.
 - vi. SECA and Life/Disability Insurance payments for the ministers have not been paid, but will be paid up within the next month.
 - vii. In future monthly reports, line 6970 "Unrealized gain (loss) on funds" will be moved to a different section of the report. This change will give a more accurate picture of actual net income.
 - b. The Financial Oversight Committee will meet with the Director of United Church Funds' Socially Responsible Investing [SRI] program on September 10 to discuss SRI.

- c. The Budget Development Committee has begun to meet. Plans are to present a preliminary budget to Council in October and a final budget in November. They are also planning a Budget Q&A session 2 weeks before the Annual Meeting in December.
- d. Stewardship: Council needs to work with the ministers to recruit a Stewardship Captain(s). Hector Lopez [see #8 below] could be great staff person to help with stewardship.

8. Minister Support for August – October:

- a. Peace presented a list of 4 options, with pros and cons, for providing support to Rev. Elizabeth while Rev. Michael is on paternity leave from mid-August to mid-October. The options include various combinations of 1) hiring a temporary minister from outside the church and 2) relying on member volunteers, including members who are retired ministers.
- b. The Council discussed the four options with the following comments:
 - i. Using volunteers would cost less, but what if volunteers don't step forward when needed.
 - ii. Pros and cons of relying on volunteer retired ministers within the congregation were discussed.
 - iii. A Congregational Care Team [CCT] (see 4.b.iii. above) could be very helpful, but setting up and launching the team could consume significant minister time.
 - iv. Hiring Rev. Hector Lopez as a temporary minister could be a good solution. Rev. Michael has approached him, and he is willing to take the job.
 - v. The cost could be \$2000 to \$3000 (10-15 hours per week). Rev. Michael said he has talked with an anonymous member who is willing to donate up to \$3000 for this purpose.
 - vi. Rev. Elizabeth said she feels comfortable with Rev. Lopez as her assistant and believes he would be accepted by the congregation. His pastoral participation in sensitive situations could be evaluated as each situation arises.
- c. The Council affirmed that Revs. Michael and Elizabeth should proceed as they see fit in hiring Rev. Lopez and in making other arrangements (e.g. setting up a CCT) to support Rev. Elizabeth during Rev. Michael's leave.

9. Safety Team: Emergency Action Plan: this item was covered in 3.b.i-iii. Above.

10. Fundraising Committee Objectives Draft Review

- a. Should the Committee focus on just Grants and Capital Campaigns? Or can they do bequest items too? Should we start small in two areas before making scope bigger?
Comments:
 - i. We have writers in our membership, so do grants. We don't have a lot of extroverts, so don't do big campaigns.
 - ii. Bequests have been a key component of church income. How do we encourage people to make a bequest to the church in their wills?
 - iii. We need more education around pledging. This committee could help with this.
 - iv. Stewardship is a top priority - not just to bring in money. Stewardship should be seen as integral to creating buy-in in the church. Grant writing/obtaining is also important.
- b. Are we missing any major fundraising sections?
 - i. Support for smaller groups (e.g. Eve's Circle) that do fundraising.
 - ii. Need to coordinate small group fundraising so that groups don't overlap or compete.

- c. What are Council's perspective on the team?
 - i. Peace has talked to 3 people who could do writing and might volunteer for this team.
 - ii. We need someone with sales or marketing background or interest.
- 11. Church Council 2017 Visioning Retreat Ideas Generation: Not discussed due to lack of time.
- 12. Parking Lot Items (Quick and Minimal Assigned Action Items or Discussion Points) Not discussed due to lack of time
 - a. Add e-mail recording for missed phone calls to Office processes. (Complete)
 - b. Research video camera for Sunday sermon recording. (Cara)
 - c. Cell phone/laptop adapter for anywhere in church conference call capabilities
- 13. Closing Prayer: Peace led the closing prayer.

Addendum:

Prior to the formal start of the meeting, Rev. Michael discussed with Peace Young and Al Horn the evolving situation with people camping on the church porch. This item was not discussed during the meeting due to time constraints.

The practice of allowing people to sleep overnight on the church porch was begun as an expression of compassion during harsh winter weather. The idea was that people would be allowed to stay on the porch only during the night. However, people have begun camping on the porch during the day as well. Campers have caused problems with church staff and members. Recently, an exit door was blocked by campers belongings, creating a potential safety hazard in case of fire.

Rev. Michael believes it is time to close down the evening/nighttime use of the front church porch for now. By not allowing overnight camping, it will be easier to send the message that loitering on the porch is not allowed at any time. Rev. Michael acknowledges that church members have differing perspectives on the subject of allowing porch camping. He will be working with people on all sides of the issue to work towards consensus during this process.

Senior Minister's Report to the Board: July, 2017

Internal

- Pastoral calls/visits: 51+ since last Meeting
- Sunday Worship ongoing,
- Thursday meditation groups
- Summer Reading Series: Creating True Peace
- Supervision/Management of all staff and core functions.
- Annual Budget Formation Meetings
- Mentorship for our MIDs
- Meetings with core ministry facilitators one on one...
- New Visitor Breakfast and New Member Joining
- New Member Integration
- Immigration Taskforce
- "Finding Home" StoryLab
- Safety Team Point of Contact Recruitment / Orientation
- Front Porch Hospitality Shift
- Bud Schafer Memorial
- Daily Lectio Divina practice for all church members in conjunction with Peace House.
- Church Baby Shower (yay!)

External

- American Baptist National Gathering
- Strategy work with the Institute for Christian Muslim Relations following MAX murders.
- Meeting with PSU Professor Tom Hastings on Potential De-Escalation Trainings
- Interfaith Lunch with other faith leaders and city / county government types.
- Board Work for "Teach Me to Fish"
- Meetings with Rev. Hector Lopez about potential "fill in" work during my paternity leave.
- Meetings with Bobbin Singh, E.D. of the Oregon Justice Resource Center
- Consulting for EMO (Ecumenical Ministries of Oregon) and the Beloved Community of Oregon

In Development

- Monthly StoryLabs in Development as a regular monthly series (1st on August 5th)
- Special Sunday Service on July 30th with "Holy Fool Arts" Group
- Prep for my own paternity leave mid-August to mid-October

- **First “Beloved Community Forums,” on July 23rd with the Oregon Justice Resource Center**
- Children’s Ministry recruitment (still looking for someone to fill this role)

Assistant Minister's Report to the Board - July 2017

Internal

- Preached twice and helped lead worship & children's time
- Pastoral care: ~35 calls and in-person visits (was on vacation week of June 28 – July 5)
- PRIDE Sunday
- Memorial for Bud Shafer on June 25
- New Member Sunday
- Hired new Child Care Provider for nursery & celebrated Nell's farewell
- Abuse Prevention Training for staff and volunteers
- Youth Lounge (snacks, games, conversation on third Sundays of the month)
- Youth summer mission trip planning; coordinating with Salem & Wilsonville
- Planning for Family Camp in late August
- Convening my own Pastoral Relations Committee (PRC)
- Support Members-in-Discernment
- Support for Peacemaking (Spare Change donation; immigration efforts)
- Promoted kids & youth events (web, email, bulletin board, in-person invites)
- Proofread bulletin & weekly email; make sure Pilgrim sent out
- Assist with planning for Bob Larsen memorial in September
- Planning for Michael's paternity leave

External

- "Gresham Dreamers" CPC Group
- SURJ Interfaith Action Group Meetings & promotion of interfaith events
- Ordination for UU colleague in Corvallis (with many area UCC & DOC clergy)

In Development

- Family Gathering Picnic in the Park on July 22
- Chaplain for 4th and 5th graders at Camp Adams July 23-29
- Called to Care & Family Ministries Meetings in early August
- OWL Training (Youth Sexuality Curriculum) in mid-August
- Developing new Congregational Care Ministry Team in collaboration with Community Core Ministry Facilitator

1st Congregational UCC of Portland

Profit & Loss Budget Performance

	June	June Budget	\$ vs Budget	Jan-June YTD	YTD Budget	\$vs. Budget	Annual Budget
Ordinary Income/Expense							
Income							
4000 - Giving							
4050 - Pledges	9,377.50	14,166.67	-4,789.17	76,545.50	85,000.02	-8,454.52	170,000.00
4051 - General gifts	5,925.00	3,500.00	2,425.00	31,028.00	21,000.00	10,028.00	42,000.00
4052 - Flowers	0.00	75.00	-75.00	545.00	450.00	95.00	900.00
4053 - Memorials and bequests	0.00	166.67	-166.67	16,108.14	1,000.02	15,108.12	2,000.00
Total 4000 - Giving	15,302.50	17,908.34	-2,605.84	124,226.64	107,450.04	16,776.60	214,900.00
4100 - Tower receipts	125.00	166.67	-41.67	1,190.00	1,000.02	189.98	2,000.00
4200 - Designated gifts							
4202 - Pastors Discretionary donations	0.00	41.67	-41.67	0.00	250.02	-250.02	500.00
4205 - Youth missions donations	0.00	0.00	0.00	701.00	0.00	701.00	0.00
4210 - Choir donations	0.00	8.33	-8.33	435.00	49.98	385.02	100.00
4212 - Eve's Circle	0.00	0.00	0.00	945.00	0.00	945.00	0.00
4213 - Eve's Grandma Agnes donations	0.00	0.00	0.00	30.00	0.00	30.00	0.00
4216 - ArtReach	0.00	416.67	-416.67	10,089.48	2,500.02	7,589.46	5,000.00
4218 - Other Designated Donations	-3,929.00	0.00	-3,929.00	2,150.00	0.00	2,150.00	0.00
Total 4200 - Designated gifts	-3,929.00	466.67	-4,395.67	14,350.48	2,800.02	11,550.46	5,600.00
4300 - Building income							
4301 - PCPA lease	15,877.00	15,877.00	0.00	95,262.00	95,262.00	0.00	190,524.00
4305 - Building rentals	1,183.75	5,416.67	-4,232.92	31,682.75	32,500.02	-817.27	65,000.00
4310 - Annex subleases	599.99	2,333.33	-1,733.34	12,899.94	13,999.98	-1,100.04	28,000.00
4315 - Weddings	0.00	0.00	0.00	1,600.00	4,000.00	-2,400.00	8,000.00
Total 4300 - Building income	17,660.74	23,627.00	-5,966.26	141,444.69	145,762.00	-4,317.31	291,524.00
4400 - Grants							
4401 - Brown Grant #1	0.00	0.00	0.00	0.00	0.00	0.00	10,352.00
4402 - Brown Grant #2	0.00	0.00	0.00	0.00	0.00	0.00	103,829.00
Total 4400 - Grants	0.00	0.00	0.00	0.00	0.00	0.00	114,181.00
4500 - In kind donations	95.17	0.00	95.17	656.12	0.00	656.12	0.00
4600 - Church sponsored activities							
4601 - Art Reach commissions	0.00	83.33	-83.33	0.00	499.98	-499.98	1,000.00
4602 - Oliver annual lecture	0.00	158.33	-158.33	0.00	949.98	-949.98	1,900.00
Total 4600 - Church sponsored activities	0.00	241.66	-241.66	0.00	1,449.96	-1,449.96	2,900.00
4700 - Interest income	0.47	0.00	0.47	2.77	0.00	2.77	0.00
Total Income	29,254.88	42,410.34	-13,155.46	281,870.70	258,462.04	23,408.66	631,105.00
Expense							
6000 - Community Core Ministry							

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Profit & Loss Budget Performance

	June	June Budget	\$ vs Budget	Jan-June YTD	YTD Budget	\$vs. Budget	Annual Budget
6010 • Community general	42.50	83.33	-40.83	137.20	499.98	-362.78	1,000.00
6021 • Music director	1,905.60	1,376.33	529.27	8,247.11	8,257.98	-10.87	16,516.00
6022 • Organist	1,905.60	1,376.33	529.27	8,247.11	8,257.98	-10.87	16,516.00
6023 • Choir leaders	1,961.20	1,491.66	469.54	8,886.80	8,949.96	-63.16	17,900.00
6024 • Fourth Sunday musicians	0.00	283.33	-283.33	1,065.00	1,699.98	-634.98	3,400.00
6025 • Organ repair	0.00	58.33	-58.33	345.00	349.98	-4.98	700.00
6026 • Organ tuning	0.00	58.33	-58.33	0.00	349.98	-349.98	700.00
6027 • Piano tuning	0.00	45.83	-45.83	0.00	274.98	-274.98	550.00
6029 • Music supplies	0.00	41.67	-41.67	0.00	249.98	-249.98	500.00
6031 • Choir parking	82.65	125.00	-42.35	264.45	750.00	-485.55	1,500.00
6035 • Eve's Circle expenses	140.24	0.00	140.24	632.52	0.00	632.52	0.00
6036 • Eve's Grandma Agnes expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 6000 • Community Core Ministry	6,037.79	4,940.14	1,097.65	27,825.19	29,640.80	-1,815.61	59,282.00
6050 • General worship							
6051 • Sub. preacher		33.33	-33.33	200.00	199.98	0.02	400.00
6052 • Flowers expenses	0.00	75.00	-75.00	932.99	450.00	482.99	900.00
6053 • Other worship expenses	0.00	83.33	-83.33	114.94	499.98	-385.04	1,000.00
Total 6050 • General worship	0.00	191.66	-191.66	1,247.93	1,149.96	97.97	2,300.00
6070 • Christian education							
6071 • Chr. Ed. general account	-2,312.74	75.00	-2,387.74	1,126.11	450.00	676.11	900.00
6080 • Youth ministry	0.00	66.67	-66.67	199.00	399.98	-200.98	800.00
6081 • Youth mission trip	0.00	0.00	0.00	967.89	0.00	967.89	0.00
6082 • Fam. retreat scholarships	0.00	83.33	-83.33	0.00	499.98	-499.98	1,000.00
6083 • Youth teachers/assistants	495.63	1,366.67	-871.04	3,445.24	8,200.02	-4,754.78	16,400.00
Total 6070 • Christian education	-1,817.11	1,591.67	-3,408.78	5,738.24	9,549.98	-3,811.74	19,100.00
6200 • Peace-making core ministry							
6201 • Peace-making general account	900.00	250.00	650.00	3,338.64	1,500.00	1,838.64	3,000.00
6202 • Local service projects	296.93	333.33	-36.40	1,667.94	1,999.98	-332.04	4,000.00
6203 • Our Church's Wider Mission	1,825.00	1,825.00	0.00	3,650.00	3,650.00	0.00	7,300.00
6204 • Pastor's disc. fund expenses	0.00	166.67	-166.67	127.50	1,000.02	-872.52	2,000.00
6205 • Open & Affirming expenses	0.00	41.67	-41.67	0.00	250.02	-250.02	500.00
Total 6200 • Peace-making core ministry	3,021.93	2,616.67	405.26	8,784.08	8,400.02	384.06	16,800.00
6300 • Hospitality core ministry							
6301 • Hospitality gen. account	81.15	166.67	-85.52	336.95	1,000.02	-663.07	2,000.00
6302 • Sunday fellowship expenses	133.60	166.67	-33.07	1,110.40	1,000.02	110.38	2,000.00
6350 • Church sponsored events	0.00						
6351 • Oliver Lecture	0.00	158.33	-158.33	0.00	949.98	-949.98	1,900.00

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Profit & Loss Budget Performance

	June	June Budget	\$ vs Budget	Jan-June YTD	YTD Budget	\$vs. Budget	Annual Budget
6352 • ArtReach Gallery	501.82	583.33	-81.51	5,349.72	3,499.98	1,849.74	7,000.00
6360 • Other CSE's	433.50	166.67	266.83	2,403.45	1,000.02	1,403.43	2,000.00
Total 6350 • Church sponsored events	935.32	908.33	26.99	7,753.17	5,449.98	2,303.19	10,900.00
Total 6300 • Hospitality core ministry	1,150.07	1,241.67	-91.60	9,200.52	7,450.02	1,750.50	14,900.00
6500 • Ministerial staff							
6501 • Sr. Min. Salary	4,615.38	3,333.33	1,282.05	19,999.98	19,999.98	0.00	40,000.00
6502 • Sr. Min. Housing	4,615.38	3,333.33	1,282.05	19,999.98	19,999.98	0.00	40,000.00
6503 • Sr. Min. SECA	0.00	510.00	-510.00	0.00	3,060.00	-3,060.00	6,120.00
6504 • Sr. Min. Health/dental	215.34	333.33	-117.99	1,722.72	1,999.98	-277.26	4,000.00
6505 • Sr. Min. Life/disability	0.00	100.00	-100.00	0.00	600.00	-600.00	1,200.00
6506 • Sr. Min. Pension	933.33	933.33	0.00	5,599.98	5,599.98	0.00	11,200.00
6507 • Sr. Min. expenses	253.90	166.67	87.23	974.11	1,000.02	-25.91	2,000.00
6508 • Sr. Min. Continuing Ed.	0.00	8.33	-8.33	802.99	49.98	753.01	100.00
6509 • Sr. Min. Transport exps.	0.00	83.33	-83.33	-177.74	499.98	-677.72	1,000.00
6510 • Sr. Min. Cell/Internet	331.47	83.33	248.14	331.47	499.98	-168.51	1,000.00
6511 • Sr. Min. Auto expenses	144.87	83.33	61.54	293.87	499.98	-206.11	1,000.00
6550 • Asst. Min. Salary	2,769.24	2,000.00	769.24	12,000.04	12,000.00	0.04	24,000.00
6551 • Asst. Min. Housing	2,769.24	2,000.00	769.24	12,000.04	12,000.00	0.04	24,000.00
6552 • Asst. Min. SECA	0.00	306.83	-306.83	0.00	1,840.98	-1,840.98	3,682.00
6553 • Asst. Min. Health/dental	654.75	939.50	-284.75	2,619.00	5,637.00	-3,018.00	11,274.00
6554 • Asst. Min. Life/disability	0.00	60.00	-60.00	0.00	360.00	-360.00	720.00
6555 • Asst. Min. Pension	1,680.00	560.00	1,120.00	3,360.00	4,480.00	-1,120.00	6,720.00
6556 • Asst. Min. Expenses	148.50	166.67	-18.17	171.15	999.98	-828.83	2,000.00
6557 • Asst. Min. Continuing Ed.	265.00	125.00	140.00	265.00	750.00	-485.00	1,500.00
6558 • Asst. Min. Parking	169.50	170.00	-0.50	1,017.00	1,020.00	-3.00	2,040.00
Total 6500 • Ministerial staff	19,565.90	15,296.31	4,269.59	80,979.59	92,897.82	-11,918.23	183,556.00
6600 • Personnel expenses							
6611 • Communications Coordinator	4,080.00	2,946.67	1,133.33	17,680.00	17,680.02	-0.02	35,360.00
6612 • Accounting Coordinator	2,105.10	1,495.00	610.10	9,223.60	8,970.00	253.60	17,940.00
6613 • Facilities Manager	5,040.00	3,896.67	1,143.33	21,862.55	23,380.02	-1,517.47	46,760.00
6614 • Custodians	2,872.50	2,183.33	689.17	10,970.00	13,099.98	-2,129.98	26,200.00
6615 • Business Manager	6,100.80	4,407.00	1,693.80	26,405.20	26,442.00	-36.80	52,884.00
6616 • Business Manager parking	245.00	210.00	35.00	1,435.00	1,260.00	175.00	2,520.00
6617 • Staff health / dental insurance	1,748.82	1,750.00	-1.18	10,492.92	10,500.00	-7.08	21,000.00
6620 • Payroll tax expense	2,191.35	1,583.33	608.02	10,383.29	9,499.98	883.31	19,000.00
6621 • Workers Comp Insurance	601.44	0.00	601.44	1,659.02	1,187.50	471.52	4,750.00
6600 • Personnel expenses - Other	-1,380.20	50.00	-1,430.20	-385.99	300.00	-685.99	600.00

1st Congregational UCC of Portland

Profit & Loss Budget Performance

	June	June Budget	\$ vs Budget	Jan-June YTD	YTD Budget	\$vs. Budget	Annual Budget
Total 6600 • Personnel expenses	23,604.81	18,522.00	5,082.81	109,725.59	112,319.50	-2,593.91	227,014.00
6650 • Marketing Expenses	30.01	291.67	-261.66	534.61	1,749.98	-1,215.37	3,500.00
6700 • Building and rental expenses							
6701 • Building rentals	952.50	833.33	119.17	6,479.40	4,999.98	1,479.42	10,000.00
6702 • Wedding expenses	0.00	0.00	0.00	852.50	2,000.00	-1,147.50	4,000.00
6703 • Sublease expenses	0.00	125.00	-125.00	289.80	750.00	-460.20	1,500.00
Total 6700 • Building and rental expenses	952.50	958.33	-5.83	7,621.70	7,749.98	-128.28	15,500.00
6800 • Building/facility expenses							
6801 • Water	1,486.98	416.67	1,070.31	2,960.76	2,499.98	460.78	5,000.00
6802 • Gas	0.00	666.67	-666.67	8,049.07	3,999.98	4,049.09	8,000.00
6803 • Electricity	1,932.60	750.00	1,182.60	5,659.08	4,500.00	1,159.08	9,000.00
6804 • Sanitation	485.74	416.67	69.07	3,139.33	2,500.02	639.31	5,000.00
6805 • Security	0.00	500.00	-500.00	0.00	3,000.00	-3,000.00	6,000.00
6806 • Repairs - ordinary	4,342.95	1,000.00	3,342.95	6,980.48	6,000.00	980.48	12,000.00
6807 • Repairs - major	0.00	3,750.00	-3,750.00	1,249.84	22,500.00	-21,250.16	45,000.00
6809 • Building & kitchen supplies	415.55	625.00	-209.45	1,670.35	3,750.00	-2,079.65	7,500.00
6810 • Parking	62.28	250.00	-187.72	712.68	1,500.00	-787.32	3,000.00
6811 • Elevator monitoring	34.76	50.00	-15.24	444.93	300.00	144.93	600.00
Total 6800 • Building/facility expenses	8,760.86	8,425.01	335.85	30,866.52	50,549.98	-19,683.46	101,100.00
6850 • Annex expenses							
6851 • Annex electricity	235.72	233.33	2.39	1,764.32	1,399.98	364.34	2,800.00
6852 • Annex security	26.95	50.00	-23.05	323.40	300.00	23.40	600.00
6853 • Annex rent	1,853.00	1,853.00	0.00	11,118.00	11,118.00	0.00	22,236.00
Total 6850 • Annex expenses	2,115.67	2,136.33	-20.66	13,205.72	12,817.98	387.74	25,636.00
6900 • Office Expenses							
6901 • Office supplies	283.55	250.00	33.55	2,237.58	1,500.00	737.58	3,000.00
6902 • Office Equipt. Maint.	0.00	250.00	-250.00	0.00	1,500.00	-1,500.00	3,000.00
6903 • Office Equip. Purch.	90.00	291.67	-201.67	1,824.10	1,749.98	74.12	3,500.00
6904 • Postage	49.00	158.33	-109.33	128.00	949.98	-821.98	1,900.00
6905 • Printer lease expenses	2,464.13	708.33	1,755.80	5,853.69	4,249.98	1,603.71	8,500.00
6906 • Web/telephone expenses	1,014.64	700.00	314.64	4,775.52	4,200.00	575.52	8,400.00
Total 6900 • Office Expenses	3,901.32	2,358.33	1,542.99	14,818.89	14,149.94	668.95	28,300.00
6950 • Other general expenses							
6951 • Insurance	3,912.50	5,125.00	-1,212.50	7,866.65	10,250.00	-2,383.35	20,500.00
6952 • Delegate Expenses	0.00	62.50	-62.50	0.00	375.00	-375.00	750.00
6953 • Payroll service	1,458.20	166.67	1,291.53	1,458.20	1,000.02	458.18	2,000.00
6954 • E-giving expenses	100.40	75.00	25.40	632.78	450.00	182.78	900.00

1st Congregational UCC of Portland

Profit & Loss Budget Performance

	June	June Budget	\$ vs Budget	Jan-June YTD	YTD Budget	\$vs. Budget	Annual Budget
6955 • Accounting Review	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6956 • Bank charges	56.44	4.17	52.27	124.36	25.02	99.34	50.00
6959 • Other prof. services	66.00	12.50	53.50	177.00	75.00	102.00	150.00
Total 6950 • Other general expenses	5,593.54	5,445.84	147.70	10,258.99	12,175.04	-1,916.05	24,350.00
6960 • Dues and subscriptions							
6961 • Conference per capita dues	0.00	333.33	-333.33	0.00	1,999.98	-1,999.98	4,000.00
6962 • EMO Dues	0.00	25.00	-25.00	0.00	150.00	-150.00	300.00
6964 • Licenses & permits	100.00	66.67	33.33	244.00	400.02	-156.02	800.00
6965 • Stewardship	0.00	125.00	-125.00	0.00	750.00	-750.00	1,500.00
Total 6960 • Dues and subscriptions	100.00	550.00	-450.00	244.00	3,300.00	-3,056.00	6,600.00
Total Expense	73,017.29	64,565.63	8,451.66	321,051.57	363,901.00	-42,849.43	727,938.00
Net Ordinary Income	-43,762.41	-22,155.29	-21,607.12	-39,180.87	-105,438.96	66,258.09	-96,833.00
Other Income/Expense							
Other Income							
6970 • Unrealized gain (loss) on funds	5,001.05	0.00	5,001.05	90,960.27	0.00	90,960.27	0.00
9000 • Budgeted investment transfers							
9005 • Knapp Fund transfer	0.00	0.00	0.00	0.00	0.00	0.00	2,316.00
9015 • Oliver Lecture transfer	0.00	0.00	0.00	0.00	0.00	0.00	2,058.00
9020 • Restr. Endow. transfer	0.00	0.00	0.00	0.00	0.00	0.00	2,057.00
9025 • Reserve fund transfer	0.00	0.00	0.00	25,000.00	25,000.00	0.00	41,185.00
9030 • Pastor's Disc. transfer	0.00	0.00	0.00	0.00	0.00	0.00	500.00
9040 • Building Transfer fund	0.00	0.00	0.00	0.00	0.00	0.00	45,000.00
9050 • Reserve Fund Youth Teacher transfer	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00
Total 9000 • Budgeted investment transfers	0.00	0.00	0.00	25,000.00	25,000.00	0.00	97,116.00
Total Other Income	5,001.05	0.00	5,001.05	115,960.27	25,000.00	90,960.27	97,116.00
Net Other Income	5,001.05	0.00	5,001.05	115,960.27	25,000.00	90,960.27	97,116.00
Net Income	-38,761.36	-22,155.29	-16,606.07	76,779.40	-80,438.96	157,218.36	283.00

FCC UCC Supporting Elizabeth Durant Options Breakdown 2017

Purpose: To layout the options that the 2017 Church Council has in relation to providing good support for Assistant Minister, Elizabeth Durant, while Senior Minister, Michael Ellick, is on Paternity leave (Mid-Aug to Oct).

OPTION 1

Senior Minister: Primary Senior Minister is Elizabeth Durant. If she needs it, Elizabeth can reach out to our retired Ministers and certain members of the congregation to bounce ideas from and ask for suggestions on how to move forward on a given church related topic.

Pastoral Care: Hire Hector Lopez to be primary assistance for Pastoral Care. Hector will make most of the house visits to church members. Hector will travel for Pastoral Care needs.

Hiring Hector just for Pastoral Care will be for 8 Weeks. Total Cost (have to ask Michael).

Pros:

- (A) Dedicated person for Pastoral Care.
- (B) Payment to Hector will ensure that he gets supported for supporting us.
- (C) Any other Pros?

Cons:

- (D) If total hired amount can't be found in our budget, we will need to utilize our saving to hire Hector.
- (E) Any other Cons?

OPTION 2

Senior Minister: Primary Senior Minister is Elizabeth Durant.

Pastoral Care and Assistant to Senior Minister: Hire Hector Lopez to be primary assistance for Pastoral Care. Hector will make most of the house visits to church members. Hector will travel for Pastoral Care needs.

Hire Hector to be an assistant to Elizabeth. Hector will be there for Elizabeth to bounce ideas from and give suggestions on how to move forward on a given church related topic. If asked by Elizabeth, Hector will assist in Senior Minister items.

Possible hiring rate is \$15/hrs for 10hrs-15hrs/week for 8 weeks. Looking at \$1200 - \$1800 total needed for hire (values need confirmation from Michael & Cara)

Pros:

- (A) Dedicated person for Pastoral Care.
- (B) Dedicated person for assistance to Elizabeth directly.
- (C) Any other Pros?

Cons:

- (D) If total hired amount can't be found in our budget, we will need to utilize our saving to hire Hector.
- (E) Any other Cons?

OPTION 3

Senior Minister: Primary Senior Minister is Elizabeth Durant. If she needs it, Elizabeth can reach out to our retired Ministers and certain members of the congregation to bounce ideas from and for suggestions on how to move forward on a given church related topic.

Pastoral Care: Three members of our congregation will be a part of a Pastoral Care Team. The team members will make most of the house visits to church members. The team members will travel for Pastoral Care needs. Members of the team will be called on to support Pastoral Care needs in the church. Team will be assembled by Elizabeth and Michael after careful consideration of who will be good for position.

Pros:	Cons:
(A) Pastoral Care Team can still remain after Michael returns from leave. Team can be a source of help for Pastoral Care in future contexts.	(D) Maybe too many people in Pastoral Care Team to coordinate for Pastoral Care. It may be hard to determine who is doing a given care related to a given congregation member.
(B) Pastoral Care Team is volunteer position. No hiring involved.	(E) Any other Cons?
(C) Any other Pros?	

OPTION 4

Senior Minister: Primary Senior Minister is Elizabeth Durant.

Pastoral Care: Three members of our congregation will be a part of a Pastoral Care Team. The team members will make most of the house visits to church members. The team members will travel for Pastoral Care needs. Members of the team will be called on to support Pastoral Care needs in the church. Team will be assembled by Elizabeth and Michael after careful consideration of who will be good for position.

Assistant to Senior Minister: One (possibly two) members of our congregation (specifically retired Ministers) will be carefully chosen and approached by Elizabeth/Michael to assist Elizabeth. The Ministers will be there for Elizabeth to bounce ideas from and give suggestions on how to move forward on a given church related topic. If asked by Elizabeth, the Ministers will assist in Senior Minister items.

Pros:	Cons:
(A) This option provides small groups of support that are ready to assist Elizabeth.	(E) Maybe too many people in Pastoral Care Team to coordinate for Pastoral Care. It may be hard to determine who is doing a given care related to a given congregation member.
(B) Assistant to Senior Minister is volunteer position. No hiring involved.	(F) Council may possibly need to refocus a given retired Minister if their vision is not aligning well with Elizabeth and Michael's vision of the church.
(C) Pastoral Care Team is volunteer position. No hiring involved.	(G) Availability of retired Ministers to take on this role.
(D) Any other Pros?	(H) Any other Cons?

FCC UCC PORTLAND FUNDRAISING COMMITTEE 6/15/2017

COMMITTEE PURPOSE To raise money to achieve the Church's mission and to raise money toward special church projects and annual budget items. Committee focus will be in the areas of Grants, Capital Fundraising, General Fundraising, Bequests and Pledges.

Committee will look into and create fundraising activities and opportunities year round.
Committee will meet on an as needed bases.

**MAJOR
FUNDRAISING
SECTIONS**

BEQUESTS

Definition: The act of giving of leaving something by will. Something given or left by will or transmitted from the past.

PLEDGES

Definition: A written promise to give a specific dollar amount of your financial resources to the funding for First Congregational Church's missions and operating budget over the course of a calendar year.

CAPITAL FUNDRAISING

Definition: An intensive fundraising effort designed to raise a specified sum of money within a defined time period to meet the needs of large church projects.

GENERAL FUNDRAISING

Definition: A fundraising effort that can be done to raise a specific sum of money to meet the needs of small church projects. General fundraising campaigns can be annual and seasonal.

GRANT WRITING

Definition: Writing and completing an application process for funding provided by an institute such as a government department, corporation, foundation or trust.

PROJECTS

BEQUESTS

- Provide/create reoccurring information session to legacy members for placing church in ones will. If available, committee to share with church governance how much additions to wills was made.
- *Other projects TBD.*

PLEDGES

- Official First Congregational Church pledge campaign is done in the Fall to Winter season by church Steward Ship Captain(s).
- *Other projects TBD.*

CAPITAL FUNDRAISING

- *Create a fundraising campaign to raise funds for two shower installations in our church by 2019.*
- Other projects TBD.

GENERAL FUNDRAISING

- Organize fun seasonal or annual fundraising activities that involves inner church an outer church community.
- Some activities are: Church BBQ, Church Carnival, Art and Photography Classes, Talent Shows (church community showcasing talent), Auctions, Chili cook-off, baking challenges, Comfort Food sale, etc.
- Committee to evaluate the effectiveness of fundraising events.
- Committee to look into creation of FCC UCC Portland gear for sale.

GRANT WRITING

- Work with Ministers to determine if they know of any grants that the church can place an application towards.
- Determine if there is a website resource for determining what grants First Congregational Church is applicable for.
- Determine best ways to write/ format grants for church mission activities.
- **Projects TBD.**

MINOR SUGGESTIONS

- Committee should serve as the lead organizing group for fundraising events they come up.
- Create announcements to ask for church volunteers to work a fundraising event or to work for a fundraising item purpose.
- Committee can help/give a hand to other groups/people in the church who want to put on a fundraiser.
- Utilize website resources to publish fundraising activities. Maybe Go Fund Me, etc.
- ***Work with FCC UCC Communication Coordinator, Joey Rodriguez, to create Fundraising Committee page on our church website.***

RESOURCES

CARA ROTH

FCC UCC Portland Business Manager

NEED RESOURCES FOR GRANT WRITING

TBD

MORE RESOURCES TBD

TBD

