

**Hilltop United Methodist Church  
Administrative Council Meeting Minutes  
Thursday, December 15, 2016, 7:30 pm**

**Present:** Herb Fast, Karen Frydendall, Kelly McCuaig, Stacy Vanderwerf, Kerry Rausch, Jeff Adams, Paulette Adams, Don Putzier, Bob Berg, and Paulette Booker.

**Approval of Minutes:** Minutes from the October 20, 2016 meeting were available for review. A motion was made by Bob Berg to approve the minutes as presented. Herb Fast seconded. The motion carried.

**Pastor:** Pastor Kelly thanked the Ad Council for their work over the past months in hearing comments in regards to the worship services and stated the results of October Administrative Council meeting was fruitful and the result of this body. He explained that we may be tempted to take a break, but instead during advent we should be asking why did Jesus come. Luke Chapter 4 stated that Jesus did not take a break when things got tough and we won't either.

**Trustees:** Bob Berg reported the parsonage garage electricity and sheet rock has been updated and is up to fire code but still needs to be painted. Other upgrades still needing to be addressed include the nightlights on parsonage and the fan in bathroom need to be replaced. The committee discussed the work needed for the prayer garden in front of the church and will be working on those plans. The trustees approved transferring funds from major repairs to technology to purchase a piece of equipment to plug in mics. Bob Berg will serve as trustee chair in 2017 with Eric Mundt as Vice-Chair and Derrick Galinat as secretary.

**Nominations:** Due to worship conversations the past couple of months, committee nominations for 2017 will be handled in a separate charge conference whose date will be announced. Kelly discussed the structure of our church leadership and recommended that the worship, missions, and discipleship committees be renamed as follows: Inward would be nominations and church leadership/discipleship, Upward would be worship and Outward would be missions. By combining discipleship and nominations the joint goal would be to not only identify leaders, but to also develop and train leaders. Stacy Vanderwerf stated this is a good move and that the discipleship team purpose has been vague in the past. Paulette Adams stated there will be a need to ensure discipleship team is diverse enough to reach across the entire congregation. This combination would result in the loss of one vote on ad council. The possibility of appointing one member of the Inward team to serve on Ad Council was discussed. This proposed change will need to go to charge conference. This will be discussed further at the January council meeting and then go to the charge conference for a final vote.

**Finance:** Kerry Rausch presented the financial report stating the year to date revenue is \$270,270.06 and expenses are \$271,848.98. While expenses are running higher than revenue at this point, December is typically a high giving month. The check book balance is \$61,792.23 with a working fund balance of \$42,732.59. Paulette Booker moved to approve the finance report and Bob Berg seconded. The motion carried.

**Discipleship:** Stacy Vanderwerf stated the next session of connect groups will be advertised starting at the Christmas Eve service with most groups beginning the end of January or the first week of February.

**Missions:** The Salvation Army bell ringing schedule has been filled for December 17th at Shopko. Paulette Adams stated that Operation Christmas Child was very successful and that 2 trucks were needed again this year and that the number of boxes increased again this year. For the first time this year there was a row of tables with items to be packed into boxes by the volunteers staffing the collection center. This was very successful and something similar will be done next year. Money donated to Operation Christmas Child was used to purchase needed items.

**Staff Pastor Parish Relations:** The committee has been interviewing candidates for youth and campus position.

**Worship:** Paulette Booker reported this committee has been very busy and thanked Paula Peterson, Mandy Gerhardt, and Don Putzier for all the work they have been doing decorating the sanctuary for Advent. The committee will be developing a worship evaluation form.

**Youth:** Dan Rivers and Shanna Blomquist are leading the youth group Wednesday nights and are doing a great job. A couple of kids attended church this past Sunday because they are coming to Wednesday's youth group.

**Technology:** In response to members request pricing has been obtained to obtain a shade for dove-side stained glass window in sanctuary to lessen the glare from the sun. Don received a quote from Blinds and More. They recommended a fabric shade which would match the wood color or the window frame. The shade is not opaque and when held over the window on a bright day, you can still see the stained-glass window and the colors. Several options were presented to Ad Council with the recommendation for the corded full width shade for \$823.50. Both Worship Committee and Trustees have approved of the purchase. Paulette Booker moved to approve the purchase of the corded full shade and Stacy Vanderwerf seconded the motion. The motion carried.

Music Ministry upgrades were authorized but are not to exceed \$500. Further recommendations from Sim Sound will be examined when the proposals are complete.

CCLI license: Our current license covers copying activities that assist with congregational singing, including projecting, using song sheets, bulletin inserts, and importing of music sheets into worship planning software. The cost is currently \$208.00 per year. If our attendance goes above 200 consistently, we will need to pay \$276.00 per year.

The worship and technology committees recommended we purchase the following licenses as well. Stream by would allow us to legally stream or podcast our live-recorded worship music over the internet. This would cost an additional \$85.00 per year. This does not allow for broadcast of our worship music by KTV. The Church Video License would allow us to use videos during church, in sermons, or for movie showings at our church. This would cost an additional \$230.00

Video recording and camera upgrade needs were presented. The current system failing and is barely functional. It is almost 10 years old. Only one out of three cameras working, and the last camera is having intermittent troubles. We are unable to keep up with new requirements to broadcast over KTC.

The needed technology recommendations would cost \$25,800. Options to pay for the needed upgrades include fund raising, taking out a loan, and shifting of funds. The worship and technology committees are looking for direction on this issue. Paulette Booker indicated the cameras are something the congregation has come to appreciate and that many watch online. Pastor Kelly has heard from many visitors that they go on to website first and watched a sermon before coming through our doors. Kerry Rausch and Michelle Behsman were directed to look into funds. Council discussion included asking if anyone really watched the service on KTV and the internet? It was asked if the number of website hits could be determined? The Ad Council felt the stream license of \$85 a year would be worth doing. While a couple of the trustees felt cautious of spending this money most were in support of the expense. Don Putzier stated he will check with KTV for viewership and will check with Aaron Daby to determine how many hits we receive. Other financing options were also discussed which included a possible loan and fundraising activities. If the only existing camera goes down will need a tri-pod hand held camera. KTV may have equipment we can use if ours goes completely down.

Jeff Adams closed by asking us to consider how we think of church. He said that there are many ways of doing church but how we *see* church affects how we *do* church. He then spoke of our goal to hire a

youth leader and he reminded the council that the youth will look different than us. He questioned whether the membership is prepared and ready to accept and welcome young people. While the Ad Council and SPRC has been actively working towards our mission of planting a campus ministry by interviewing candidates for the youth/campus minister position, our understanding of our membership's willingness to embrace change has changed since we began. He wonders whether we have regularly and actively communicated our planting mission to the church enough. A primary job of the Ad Council he said is to be in constant communication with the entire church about our mission—sharing our vision and excitement.

**Adjournment/Next Meeting:** Kelly closed the meeting with prayer. Meeting adjourned at 9:28 p.m. The next Council meeting will be held on Thursday, January 19, 2017.

Respectfully Submitted,  
Kerry Rausch