

# Church Council Meeting-Minutes



19 Nov 2023 / After [the Gratitude Sunday Luncheon](#)/ NEUMC

## Attendees:

Jane DeChristofaro

Weston Cheatham

Antoinette Gaboton-Moss

Ira Sansolo

Elizabeth Chamblee

Bob Schaffner

Heather Cook

Delina Johnson

Jen Wargel

Nikki Schaffner

James Cook

Ryon Miro

Dan Christmus

## Agenda

Opening Prayer and/or Devotion	Ryon Miro
Review and Approve Minutes	Ryon Miro
<b>Reports</b>	
<b>Ministries</b>	
Nurture Ministry	Tammie Sloop emailed report: Been working on getting greeters lined up but still need more; designated friends which is working well; path of gratitude has worked well so far.
Outreach and Witness Ministries	Heather Cook Angel Tree: tree is up. 13 kids with maybe 3 more. All tags have been taken. Gift pick up will be drive-thru style with food for a holiday meal being given to four of the families. MOPS: is growing. One of the families has been visiting services at NEUMC Blessing Box: is going well and has been well stocked over the past month Prayer Shawls: recent large delivery to the Children's Hospital
Worship Team	Nikki Schaffner Trying to mix up the music every Sunday 1 <sup>st</sup> choir rehearsal was last week – they will sing in December They are singing 3 pieces at the Thanksgiving Service tomorrow
Lay Leaders	Nikki Schaffner, Jen Wargel, Elizabeth Chamblee Have been meeting and planning Advent (main focus) Also meeting about the website' Looking forward to new Lay Leaders in January
Youth Group	Weston Cheatham Pumpkin Patch is finished for the season. It was very successful with lots of our Youth helping along with others from Ridge View HS an CN School. There were lots of families and school kids that visited. \$40,056 in sales @ 40% commission is \$16,022.40 in profit to the Youth Account. That is the 3 <sup>rd</sup> highest ever. Now planning Youth-Led, Kid-Focused Christmas Eve service and planning for Revolution (will be Jan 26-28 and \$50/each)

United Methodist Men	<p>Ira Sansolo          Had a Wonderful dinner with Pastor Antionette and Kermit          Working with Outreach to send cards to the Incarcerated Parents of the Angel Tree kids          There will be a UMM Led service in 2024          There will not be a meeting in December          Will help with the UWIF District Officer Training (see below)</p>
United Women in Faith	<p>Delina Johnson          Pillows and Trash bags were delivered to Killingsworth          UWIF participated in the Killingsworth Gala and gave a gift basket for the auction          Hosting the UWIF District Officer Training on Jan 13. Will need a lot of help to run the event. This will use most of the NEUMC campus. Will provide breakfast and lunch. There will be 80-100 participants.          Helping with childcare at Epworth's Foster Parent training.          Working on bookmarks for the UWIF District Officer Training          Nikki and Walker are working on music for the UWIF District Officer Training</p>
Administrative Committees	
Finance Committee	<p>Dan Christmus          Gratitude campaign: 33 Gratitude cards committing to about \$200,000 plus estimates for those that have given in the past year, but did not turn in a card comes to \$273,790 which is a bit less than last year.          Operating Acct is 6,800, Money Market 37,000, Youth 36,482, CDs 110,000          The overspend in Oct was on track with what was budgeted – we are still getting less income than we are spending. The lump sum restitution payment from the hearing helped this year.          The proposed budget (still in development) accounts for us to consume our savings by EOY 2024, as did the current budget at this time, last year.</p>
SPRC	<p>Bob Shaffner          Pastor Evaluation was completed. It was an effective conversation.          Walker is requesting a meeting to discuss performance and compensation.          Next committee meeting is in Jan.</p>
Trustees	<p>James Cook          AC Issues – two units out in the Education Building          Looking at setting the AC to more economical temps when unoccupied.</p>
Report of the Pastor	<p>Antoinette Gaboton-Moss          Report attached.</p>
Other Business	<p>Benevolence Policy (attached) was discussed, voted upon, and approved.</p>
Closing Prayer	<p>Ryon Miro</p>

**Northeast UMC 2023**  
**Balance Sheet**  
 As of October 31, 2023

	Oct 31, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
100000 · Cash	
100010 · 1st Community Operating Account	2,002.45
100020 · 1st Community Money Market Acct	39,360.59
<b>Total 100000 · Cash</b>	41,363.04
100030 · NEUMC Youth Account	53,178.59
100040 · CD Accounts	40,000.00
<b>Total Checking/Savings</b>	134,541.63
<b>Other Current Assets</b>	
105000 · Restitution Receivable	85,830.75
105500 · Allowance for Doubtful Collectio	-85,830.75
<b>Total Other Current Assets</b>	0.00
<b>Total Current Assets</b>	134,541.63
<b>Fixed Assets</b>	
	432,000.00
<b>TOTAL ASSETS</b>	566,541.63
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	
203154 · Office Discretion Fund	12,883.19
203155 · Local Missions	50.00
203156 · UMC Missions	845.00
203157 · Youth Fund	-2,383.08
203158 · United Methodist Men	425.73
203159 · Celebration Fund	282.85
<b>Total 20000 · Accounts Payable</b>	12,103.69
<b>Total Accounts Payable</b>	12,103.69
<b>Other Current Liabilities</b>	
240000 · Payroll Liabilities	
240100 · Federal Payroll Taxes Payable	488.51
240200 · State Payroll Taxes Payable	133.47
<b>Total 240000 · Payroll Liabilities</b>	621.98
<b>Total Other Current Liabilities</b>	621.98
<b>Total Current Liabilities</b>	12,725.67
<b>Long Term Liabilities</b>	
250000 · 1st Community Mortg. Principal	334,373.30
<b>Total Long Term Liabilities</b>	334,373.30
<b>Total Liabilities</b>	347,098.97
<b>Equity</b>	
300000 · Opening Balance Equity	116,387.37
320000 · Unrestricted Net Assets	33,204.02
Net Income	69,851.27
<b>Total Equity</b>	219,442.66
<b>TOTAL LIABILITIES &amp; EQUITY</b>	566,541.63

**Northeast UMC 2023**  
**Statement of Income & Expense**  
 October 2023

	TOTAL
Ordinary Income/Expense	
Income	
400000 · Income	
400010 · Non-Pledged Tithes and Offering	20,575.85
400020 · Loose Cash	359.00
400030 · Interest and Dividends	81.37
400070 · Fundraisers	34,102.50
400080 · Other Income	96.00
400090 · Restitution Payments Recvd.	900.00
Total 400000 · Income	56,114.72
Total Income	56,114.72
Expense	
500000 · Conference Payments	
500010 · Apportionments	2,027.00
Total 500000 · Conference Payments	2,027.00
501000 · Payroll	
501100 · Pastor	
501110 · Base Salary	2,893.76
501120 · Utilities Allowance	307.70
501130 · Housing Allowance	1,269.22
501180 · Pension (Pastor's Contribution)	346.83
Total 501100 · Pastor	4,817.51
501200 · Staff Payroll	
501210 · Choir/Musician	400.00
501220 · Substitute Musicians	400.00
501230 · Nursery Staff	106.17
501240 · Office Manager	3,849.84
501250 · Youth Director	1,000.00
Total 501200 · Staff Payroll	5,756.01
501300 · Benefits	
501310 · Pension Direct Billed from Conf	777.66
501320 · Health Insurance Direct Billed	1,075.00
501340 · Employer Payroll Taxes	664.27
Total 501300 · Benefits	2,516.93
Total 501000 · Payroll	13,090.45
502000 · Programs	
502100 · Nurture	
502130 · Membership Care	
502132 · Benevolence	104.63
Total 502130 · Membership Care	104.63
Total 502100 · Nurture	104.63
502140 · Youth Events	
502143 · Activities for the Youth	131.45
502150 · Fundraiser Expense	605.04
Total 502140 · Youth Events	736.49
502200 · Outreach	
502240 · Community Events	137.27
Total 502200 · Outreach	137.27
502500 · Luther Seminary Grant \$10,000	26.60
Total 502000 · Programs	1,004.99

10:54 AM  
11/13/23  
Cash Basis

**Northeast UMC 2023**  
**Statement of Income & Expense**  
**October 2023**

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	<u>TOTAL</u>
503000 · Operating Costs	
503100 · Administration	
503140 · Accountable Reimbursement	
503144 · Staff Mileage and Travel	73.92
Total 503140 · Accountable Reimbursement	73.92
503150 · Information System Fees and Exp	177.70
503160 · Subscriptions for non-programs	113.05
Total 503100 · Administration	364.67
503200 · Office Expenses	
503210 · Payroll Processing Fee	113.80
503220 · Equipment Leases	400.74
503230 · Printing and Copy costs	104.99
503240 · Paper & Supplies	49.28
503250 · Postage & Shipping	21.59
503260 · Payment Processing Fees	81.33
503270 · Banking Fees	5.05
Total 503200 · Office Expenses	776.78
503300 · Facilities Expenses	
503310 · Utilities	1,386.38
503320 · Bldg. Repairs and Maint.	480.78
503330 · Cleaning	1,250.00
503340 · Landscape and Grounds	700.00
503360 · Bldg and Property Security	46.90
Total 503300 · Facilities Expenses	3,864.06
Total 503000 · Operating Costs	5,005.51
504000 · Mortgage Interest Expense	1,344.65
Total Expense	22,472.60
Net Ordinary Income	33,642.12
Net Income	<u>33,642.12</u>

**Northeast UMC 2023**  
**Statement of Cash Flows**  
**October 2023**

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	Oct 23
<b>OPERATING ACTIVITIES</b>	
Net Income	33,642.12
Adjustments to reconcile Net Income	
to net cash provided by operations:	
105000 · Restitution Receivable	900.00
105500 · Allowance for Doubtful Collectio	-900.00
203154 · Office Discretion Fund	694.96
203155 · Local Missions	-935.00
203156 · UMC Missions	-500.00
203158 · United Methodist Men	15.00
240100 · Federal Payroll Taxes Payable	-2.56
	32,914.52
<b>Net cash provided by Operating Activities</b>	<b>32,914.52</b>
<b>FINANCING ACTIVITIES</b>	
250000 · 1st Community Mortg. Principal	-4,397.63
	-4,397.63
<b>Net cash provided by Financing Activities</b>	<b>-4,397.63</b>
<b>Net cash increase for period</b>	<b>28,516.89</b>
<b>Cash at beginning of period</b>	<b>106,024.74</b>
<b>Cash at end of period</b>	<b>134,541.63</b>

# Northeast UMC 2023 Profit & Loss Budget vs. Actual January through October 2023

	TOTAL				
	Oct 23	Budget	Jan - Oct 23	Budget	Variance
Ordinary Income/Expense					
Income					
400000 · Income					
400010 · Non-Pledged Tithes and Offering	20,575.85	23,821.00	214,504.40	238,210.00	(23,705.6)
400020 · Loose Cash	359.00	175.00	1,473.74	1,750.00	
400030 · Interest and Dividends	81.37		665.41		
400070 · Fundraisers	34,102.50		35,595.91		
400080 · Other Income	96.00		1,387.36		
400090 · Restitution Payments Recvd.	900.00	500.00	76,794.55	5,000.00	
400000 · Income - Other	0.00		0.00		
<b>Total 400000 · Income</b>	<u>56,114.72</u>	<u>24,496.00</u>	<u>330,421.37</u>	<u>244,960.00</u>	<u>85,461.4</u>
Total Income	56,114.72	24,496.00	330,421.37	244,960.00	85,461.4
Expense					
500000 · Conference Payments					
500010 · Apportionments	2,027.00	2,382.00	22,633.00	23,820.00	
500020 · Conference Benevolences	0.00		600.00		
<b>Total 500000 · Conference Payments</b>	<u>2,027.00</u>	<u>2,382.00</u>	<u>23,233.00</u>	<u>23,820.00</u>	<u>(587.0)</u>
501000 · Payroll					
501100 · Pastor					
501110 · Base Salary	2,893.76	3,469.00	31,831.36	34,690.00	
501120 · Utilities Allowance	307.70		3,384.70		
501130 · Housing Allowance	1,269.22	1,375.00	13,961.42	13,750.00	
501180 · Pension (Pastor's Contribution)	346.83	327.00	3,468.30	3,270.00	
<b>Total 501100 · Pastor</b>	<u>4,817.51</u>	<u>5,171.00</u>	<u>52,645.78</u>	<u>51,710.00</u>	<u>935.8</u>
501200 · Staff Payroll					
501210 · Choir/Musician	400.00	910.00	8,000.00	9,100.00	
501220 · Substitute Musicians	400.00	25.00	400.00	250.00	
501230 · Nursery Staff	106.17	286.00	1,762.01	2,860.00	
501240 · Office Manager	3,849.84	4,171.00	42,348.24	41,706.00	
501250 · Youth Director	1,000.00	1,083.00	11,000.00	10,834.00	
501200 · Staff Payroll - Other	0.00		400.00		
<b>Total 501200 · Staff Payroll</b>	<u>5,756.01</u>	<u>6,475.00</u>	<u>63,910.25</u>	<u>64,750.00</u>	<u>(839.8)</u>

11/13/23  
Cash Basis

## Northeast UMC 2023 Profit & Loss Budget vs. Actual January through October 2023

	TOTAL				
	Oct 23	Budget	Jan - Oct 23	Budget	Variance
501300 · Benefits					
501310 · Pension Direct Billed from Conf	777.66	818.00	7,776.60	8,180.00	
501320 · Health Insurance Direct Billed	1,075.00	1,075.00	10,750.00	10,750.00	
501340 · Employer Payroll Taxes	664.27	660.00	6,994.34	6,600.00	
Total 501300 · Benefits	2,516.93	2,553.00	25,520.94	25,530.00	(9.1)
Total 501000 · Payroll	13,090.45	14,199.00	142,076.97	141,990.00	87.0
502000 · Programs					
502100 · Nurture					
502110 · Education					
502112 · Small Groups	0.00		26.94		
502110 · Education - Other	0.00	25.00	0.00	250.00	
Total 502110 · Education	0.00	25.00	26.94	250.00	(223.1)
502120 · Worship					
502121 · Paraments, Banners, Decorations	0.00		25.70		
502122 · Communion Supplies	0.00		75.52		
502125 · Music and Supplies	0.00		218.41		
502126 · Copyright Licenses	0.00		441.00		
502127 · Audio/Visual Supplies	0.00		101.95		
502128 · Misc.	0.00		579.67		
502120 · Worship - Other	0.00	200.00	0.00	2,000.00	
Total 502120 · Worship	0.00	200.00	1,442.25	2,000.00	(557.8)
502130 · Membership Care					
502131 · Bereavement	0.00		283.17		
502132 · Benevolence	104.63		104.63		
502130 · Membership Care - Other	0.00	25.00	145.71	250.00	
Total 502130 · Membership Care	104.63	25.00	533.51	250.00	283.5
Total 502100 · Nurture	104.63	250.00	2,002.70	2,500.00	(497.3)
502140 · Youth Events					
502141 · Revolutions	0.00		2,818.07		
502142 · Confirmation	0.00		775.00		
502143 · Activities for the Youth	131.45		1,942.72		
502144 · Youth Lead Church Activities	0.00		65.36		



Northeast UMC 2023  
Profit & Loss Budget vs. Actual  
January through October 2023

	Oct 23	Budget	Jan - Oct 23	TOTAL Budget	Variance
502150 · Fundraiser Expense					
Total 502140 · Youth Events	605.04		2,092.87		
502200 · Outreach	736.49		7,694.02		7,694.0
502220 · Website and Social Media Costs	0.00		0.00		
502240 · Community Events	137.27		348.93		
502200 · Outreach - Other	0.00	50.00	0.00	500.00	
Total 502200 · Outreach	137.27	50.00	348.93	500.00	(151.1)
502500 · Luther Seminary Grant \$10,000	26.60		9,227.58		
Total 502000 · Programs	1,004.99	300.00	19,273.23	3,000.00	
503000 · Operating Costs					
503100 · Administration					
503120 · Finance and Stewardship Expense	0.00	85.00	0.00	850.00	
503130 · Annual Conference Expenses-Lay	0.00	75.00	0.00	750.00	
503140 · Accountable Reimbursement					
503141 · Clergy Mileage and Travel Exp.	0.00	100.00	535.40	1,000.00	
503142 · Clergy Continuing Education	0.00	84.00	735.00	832.00	
503143 · Clergy Annual Conference Expens	0.00		511.17		
503144 · Staff Mileage and Travel	73.92	35.00	291.80	350.00	
Total 503140 · Accountable Reimbursement	73.92	219.00	2,073.37	2,182.00	(108.6)
503150 · Information System Fees and Exp	177.70	250.00	3,410.78	2,500.00	
503160 · Subscriptions for non-programs	113.05	80.00	1,075.39	800.00	
Total 503100 · Administration	364.67	709.00	6,559.54	7,082.00	(522.5)
503200 · Office Expenses					
503210 · Payroll Processing Fee	113.80	120.00	1,325.75	1,200.00	
503220 · Equipment Leases	400.74	300.00	3,964.76	3,000.00	
503230 · Printing and Copy costs	104.99	110.00	857.67	1,100.00	
503240 · Paper & Supplies	49.28	85.00	863.47	850.00	
503250 · Postage & Shipping	21.59	85.00	591.65	850.00	
503260 · Payment Processing Fees	81.33		850.40		
503270 · Banking Fees	5.05	100.00	101.34	1,000.00	
Total 503200 · Office Expenses	776.78	800.00	8,555.04	8,000.00	555.0
503300 · Facilities Expenses					

Northeast UMC 2023  
Profit & Loss Budget vs. Actual  
January through October 2023

	Oct 23	Budget	Jan - Oct 23	Budget	Variance
503310 · Utilities	1,386.38	1,550.00	16,212.37	15,500.00	
503320 · Bldg. Repairs and Maint.	480.78	500.00	6,077.27	5,000.00	
503330 · Cleaning	1,250.00	1,085.00	11,112.15	10,830.00	
503340 · Landscape and Grounds	700.00	800.00	8,400.00	8,000.00	
503350 · Insurance	0.00	740.00	6,418.50	7,400.00	
503360 · Bldg and Property Security	46.90	47.00	469.00	470.00	
Total 503300 · Facilities Expenses	3,864.06	4,722.00	48,689.29	47,200.00	1,489.3
Total 503000 · Operating Costs	5,005.51	6,231.00	63,803.87	62,282.00	
504000 · Mortgage Expense	5,742.00	5,742.00	57,420.00	57,420.00	
66900 · Reconciliation Discrepancies	0.00		-143.72		
Total Expense	26,869.95	28,854.00	305,663.35	288,512.00	17,151.4
Net Ordinary Income	29,244.77	-4,358.00	24,758.02	-43,552.00	68,310.0
Net Income	29,244.77	-4,358.00	24,758.02	-43,552.00	68,310.0



## **PASTOR REPORT**

November 19, 2023

### **Pastoral Care 10/23/2023 – 11/17/23**

10 Pastoral needs and follow ups (Calls, cards, hospital visitations, home visits, bereavement care)

### **Monthly Birthday Cards**

- November

### **Prospective member classes will be offered:**

- November 19, November 26, December 3
- Six in class (Felix, Leena, Debbo, Joyce, Stacey and Raul Cruz)

### **Community Thanksgiving Service**

- About 10 individuals bringing Hors D'oeuvres or desserts.

### **Grant with cohort of pastors**

Our next “in person” gathering will be Feb. 5-8, 2024 at [Spirit in the Desert, Carefree AZ](#). Co-facilitator for the grant. Rev. David Wood, retired pastor. Glencoe, Illinois, will come preach in January.

### **Northeast Presbyterian Church**

- MOMs Morning Out
- Libby and Dawn – First meeting scheduled for Wednesday, November 8
  - Gave packet for them to review and we'll set up time to meet after Thanksgiving

### **Small Groups Coordinator**

- Jane DeCristofaro will host a meeting with potential small group leaders on Thursday, November, 30.

### **YouTube page for NEUMC**

- Now available for viewing

<b>BENEVOLENCE POLICY</b>		
<b>Issue Date: June 28 2023 (version 1)</b>		<b>NEXT REVIEW DATE: TBD</b>

*Praise be to the God and Father of our Lord Jesus Christ, the Father of compassion and the God of all comfort, who comforts us in all our troubles, so that we can comfort those in any trouble - 2 Corinthians 1:3-4*

*Carry each other's burdens and in this way you will fulfill the law of Christ. - Galatians 6:2*

**Purpose**

Northeast United Methodist Church (NEUMC) has established a Benevolence Process to assist persons in our church and local community with financial needs. The process includes the maintenance of a Benevolence Fund within the financial structure of the church. In addition, we will assist with or direct people to resources that will help equip them for long term success in the area of finance.

The aim of the benevolence process is to support those in financial crisis. The amount of financial aid provided will be determined by the urgency of the need. Aid will normally be limited to alleviating a short-term crisis.

**Benevolence Disbursements**

The Benevolence Fund is primarily reserved for providing life essentials in time of financial need. These essentials include, but are not limited to:

- Food
- Utilities (electricity and water)
- Heating oil or gas
- Gasoline for transportation (\$20 gas card)
- Temporary Lodging including (i.e., hotel and/or motel)
- Emergency medical expenses (i.e., medications) and health expenses not covered by existing insurance benefits

**Benevolence Process**

1. The Benevolence Committee will be composed of the Pastor, Director of Finance, Director of Nurture, and Lay Leader. This group will be tasked with assessing the needs and distributing the funds.
2. Persons requesting financial assistance will be directed to the Pastor and/or Director of Nurture who will work with the Benevolence Committee to determine the need and appropriate response.
3. The Pastor has the ability to help with up to \$100 without consulting the committee, but will report to the committee per instance.
4. On needs of over \$100, the committee will vote on the response and the amount of assistance if the request merits a financial response.
5. Each individual or family seeking aid from NEUMC must complete an application and provide identification.
6. Each case will be assessed to see if an outside organization could better meet the needs or if financial training/counseling would be helpful.
7. Assistance from the Benevolence Fund must always be paid directly to creditors. On occasion, food cards, or other specific gift cards may be given as assistance.

**Benevolence Priorities**

Eligibility for assistance from the Benevolence Fund will be given the following priorities with comparable needs:

- Members and regular attendees of NEUMC
- Extended family members or neighbors of members and regular attendees of NEUMC
- Referrals from community non-profit agencies
- Walk-ins and transients

Biblically, the church recognizes as a priority its duty to care for those given it to shepherd while seeking to be a good neighbor to all in need regardless of their affiliation with the church.

**Size of Financial Need**

The church seeks to maintain a wise assessment of the church's limits and resources to extend meaningful help in every situation. The Pastor and Benevolence Committee may approve gifts of up to \$500 per year per family not to exceed \$250 within a (6) month period.

**Benevolence Policies**

The Benevolence Fund does not give loans that must be repaid. Through grace, it provides gifts. If recipients find themselves someday in the position to give back, they are encouraged to do so in the form of a contribution to the Benevolence Fund that will be used to assist others. Every request for financial assistance or financial counseling is strictly confidential.

**Confidentiality**

The Benevolence Fund member(s) will be apprised of the need for confidentiality when dealing with personal concerns of those who may be in need. However, the Benevolence Fund may divulge personal information to appropriate outside individuals, with the prior approval of the Pastor, such as specific financial, family, or spiritual counselors when it is in the best interest of the person(s) requesting financial assistance.