

**Caldwell Methodist Church**  
**Board of Stewards Meeting Minutes**  
Monday, January 9th, 2023

**BOS ATTENDEES:** Pastor Kevin McMachen      Mark Telg – Chair      Tommy Griffin  
Monica Odenbach      Bridget Ingram      Ron Olive      Scott Ofczarzak  
Becky Aldridge      Brad Blaha

**Visitors** - Deanie Gold, Jan Maddocks

**CALL TO ORDER:** Mark Telg – Chair - called the meeting to order @ 6:05pm.

**OPENING PRAYER:** Pastor Kevin McMachen

**OPENING COMMENTS:** Introduction of all attendees made to Pastor Kevin. Deanie Gold expressed concerns/questions concerning the process of hiring of a new Youth Director and the speed and process at which the new church pastor was hired. Monica explained congregation had been notified at both Sunday services the BoS was in the process of seeking a new pastor and that the Vision Team survey obtained from the congregation in 2022 was the guideline used during the candidate interview process. Pastor Kevin explained the changes in appointments made by the new UMC Bishop of the TAC created the urgency to assign pastors to GMC quickly. BoS to follow up on question about Youth Director.

Jan Maddocks and the BoS discussed at length the progress of the MDO program to be able to break even within 2 years of re-opening. Pastor Kevin suggested a tuition increase for 2023 and to significantly increase MDO advertisement using a variety of mediums (word of mouth, Facebook, YouTube, etc.). Jan to research feasibility of increasing the MDO program beyond the current 2 days a week and implementing Pastor Kevin's suggestions with a report back to BoS at the March meeting.

**SPRC:** Following discussions with Jan Maddocks and Jesse Novak, Jesse has agreed to a position as a Youth leader tasked with growing our church youth programs for 2023.

One staff attendance complaint received and will be addressed by SPRC and Pastor Kevin. SPRC to work on having additional staff available to fill in the nursery as needed.

**TRUSTEES:**

1. Election of delegate for GMC conference in February - Mark lead discussion on importance of commitment to the duties of the Board of Stewards. Scott Ofczarzak announced he will be stepping down as Lay Leader for the BoS and will not be able to serve as the church delegate. Mark to visit with board members individually to determine board positions for 2023 and

follow up with BoS. Bridget Ingram recommended and made the motion to appoint Brad Blaha as an interim CMC delegate for the GMC Conference set for February 2-4, 2023, seconded by Becky Aldridge and passed unanimously.

2. GMC church profile completion – deadline 1/13/23. – Becky Aldridge working to gather information and complete form by 1/13/23.
3. Membership committee – Bridget Ingram presented information/suggestions for keeping membership rolls current and updated. Pastor Kevin states he has used the Planning Center Online program in the past to capture new membership information for a cost of approximately \$30-\$60 per month and that this program can be utilized in a number of ways to organize and streamline church functions and notifications. Pastor Kevin requests approval and implementing this program as soon as possible. Scott Ofczarzak made the motion to approve purchase of Planning Center Online with Pastor Kevin to oversee implementation, seconded by Monica Odenbach and passed unanimously.
4. Church website project – Pastor Kevin has assumed lead on reorganization of the church website and has begun work on the changes/upgrades/firewall installation needed to move from FUMC to CMC.
5. New church logo – Submitted designs were discussed and narrowed down to 4 selections. Logo committee to meet and work with graphic designer to develop selections and present to congregation for final vote.
6. Parsonage upkeep – Parsonage has been updated. Tommy Griffin presented 2 additional items to address and will work with Pastor Kevin and trustees to fix. Tommy Griffin to research providing a cleaning service for the parsonage on a regular basis and will present at the next board meeting.
7. Thank you letter and gift card for Pastor Polly – Monica Odenbach made the motion to provide a \$200 gift card to Pastor Polly to compensate her for time and travel in our Pastor selection process, seconded by Tommy Griffin. Motion passed unanimously. Bridget Ingram to ensure letter and card are sent.

#### **FINANCE REPORT:**

1. Monthly financial report – Diane Johnson emailed monthly reports prior to board meeting. Becky to check on accounts with annual draw downs.
2. MDO – discussed in opening comments.
3. Budget Review – Becky submitted updated 2023 budget for review and approval. Budget to be presented at the next quarterly church town hall.
4. Proposed staff pay increases for 2023 presented by SPRC and Becky Aldridge. Mark Telg made a motion to accept staff increases as presented, seconded by Ron Olive and passed unanimously.

#### **OLD BUSINESS:**

1. Michael Hester of the Vision Team continues to work with UMC disaffiliation and GMC legal to have correct paperwork to submit for church name change on all church documents.

2. After January board meeting, emails were exchanged within the Board of Stewards with recommendations to increase 2 staff Christmas gift amounts. Recommendation passed with majority consensus of board members.

### **NEW BUSINESS:**

1. Scott Ofczarzak suggested using non-profit organization Down Home Ranch for purchase of poinsettias in 2023.
2. Tommy Griffin offered to pursue obtaining alternate landscape maintenance contracts.
3. Pastor Kevin has received a request for monetary assistance. Pastor Kevin to obtain detailed information of need and present to the board for approval as soon as received.
4. Request was made to improve communications of the board meeting minutes to congregation. Minutes will be added to the church website and are available on request.
5. Pastor Kevin to organize Safe Sanctuary training to be held in the near future.
6. Nominations committee to be notified of Lay Leader position vacancy and provide recommendations for replacement.
7. Bridget Ingram offered to begin work on updating Board of Stewards handbook with church name change and GMC book of discipline.

### **CLOSING PRAYER:** Brad Blaha

Meeting adjourned by Mark Telg @ 9:36pm. Next monthly BoS meeting scheduled for **February 13th, 2023 at 6pm.**