

MCC Knoxville Congregational Meeting

October 18, 2020

Guidelines for Meetings

1. We are to be open to the winds of the Spirit of God. We will spend time listening for God's Word.
2. Every person is a valuable asset. Everyone has something to offer. Position and longevity do not give a person more rights.
3. The process needs our sharing in honesty, openness, and respect.
 - A. "I" messages should be used whenever possible.
 - B. We need to seek clarity before debate.
 - C. Care should be taken to not use loaded words.
 - D. While sharing is important, no one should feel they can monopolize. The less we use our tongues the less chance of offending.
4. We need to be listeners.
 - A. Always attempt to restate what you hear, so that it can be clarified.
 - B. Calm your inner voices to hear instead of trying to form a response.

Board: Rev. Collen Darraugh, Steve D., Donna K., Ruby L., Kim P., Tracie T., and Cassi W.

Agenda

Member check-in and determination of quorum (20% of Membership)

Opening prayer

Amend/Approve agenda

Approval of Congregational Meeting minutes of May 17, 2020

Treasurer's Report

Election of 1 Lay Delegate (term ending Fall 2022)

Budget for 2021

Summary of Board Actions

Pastor's Report

Lay Delegate Report

Deacons Report

A Place at the Table Report

New Business

Closing Prayer

Prior to the meeting, a Congregational Forum was held virtually on Zoom on May 3rd at 1:00 PM to prepare us for the Spring Congregational Meeting.

- *Nominations for the upcoming Board election were discussed. Ruby L. and Tracie T. are willing to run again. Kim P. was nominated. Concern was raised that the denomination strongly discourages lay delegates from serving on the Board, but this is not specifically prohibited by our bylaws. Carrie R. expressed interest in the Lay Delegate position if it becomes vacant.*
- *Pastor Colleen led us in voting practice using the Zoom Polling feature.*
- *Pastor Colleen led us in a discussion of a new opt-in process for membership review.*

Board Attendees: Pastor Colleen Darraugh, Steve D., Donna K., Ruby L., Tracie T., Robert W., and Cassi W.

With 25 of 86 members checking in, the 20% quorum of 17 was met.

The meeting opened with prayer at 1:05 PM.

Since this meeting was held virtually using Zoom, Pastor Colleen explained how the Participant feature would be used for voting (Yes/No/Abstain) on motions during the meeting.

The agenda was approved.

Meeting minutes from the regular September 29, 2019 Congregational meeting were approved.

Meeting minutes from the special January 5, 2020 Congregational meeting were approved.

Election of Three Board Members:

- An election was held by secret ballot to fill three 2-year Board positions. Ruby L. and Tracie T. agreed to run again. Kim P. was nominated. No other nominations were offered from the floor.
- Following a practice vote, this vote was led by Pastor Coleen using the Zoom Polling feature and witnessed by Steve D. The results were displayed on all meeting attendee screens when the poll closed.
- **Ruby L, Kim P., and Tracie T. were elected to these 2 year terms.**
- **A motion of appreciation passed to thank Robert W. for his six and a half years of stalwart service on the Board.** He has agreed to help the next treasurer with bookkeeping and in any other way that he is needed.

Treasurer's Report:

- Presented verbally and in writing by Robert with data as of April 30, 2020.
- Our Balance Sheet as of December 31, 2019 shows our checking account balance is \$8,322. This includes +\$1,116 in the General Fund and +\$4,147 in the Reserve Fund. Our mortgage balance is \$11,653.
- Our Profit & Loss report as of December 31, 2019 shows we received \$65,910 in tithes and offerings and \$88,847 in total income. With total expenses of \$89,040, we had a net loss of \$193 for the year.

- Our Balance Sheet as of April 30, 2020 shows our checking account balance is \$18,510. This includes +\$10,938 in the General Fund and +\$4,158 in the Reserve Fund. Our mortgage balance is paid off.
- Our Profit & Loss report as of April 30, 2020 shows we received \$22,294 in tithes and offerings and \$40,936 in total income. With total expenses of \$32,225, we had a net gain of \$8,711 for the first four months of the year.
- **Motion passed to approve the Treasurer's Report.**

Summary of Board Actions:

- Presented verbally and in writing by Donna K.
- Routine items included monitoring income and expenses, ensuring pulpit supply for each Sunday, and managing maintenance issues.
- The Board worked with the Pastoral Search Committee and congregation to call Rev. Colleen as our new Settled Pastor.
- The Board managed the Capital Campaign to pay off the church mortgage.
- The Board has monitored the COVID-19 pandemic and made adjustments to worship and other events as appropriate.
- **Motion passed to receive the Board's report.**

Pastor's Report:

- Presented verbally and in writing by Pastor Colleen.
- She expressed her gratitude for us calling her as our Pastor. She and her family have settled in at their campground. She is grateful for the service of our Deacons, Board members, and other volunteers who keep the church thriving.
- She is working steadily to support us as we adapt to the changes brought on by the COVID-19 pandemic. She pointed out that the needs of the community for our ministries remain.
- **Motion passed to receive the Pastor's report.**

Lay Delegate Report:

- Presented verbally and in writing by Kim P.
- A summary of the January 28th MCC Governing Board virtual meeting was given. This included financial updates and staffing changes. An increased effort is being made toward financial transparency. Elder Nancy Maxwell is the appointed elder for MCC Knoxville.
- A virtual Network Gathering is scheduled for May 22nd.
- **Motion passed to receive the Lay Delegate's report.**

Deacons' Report:

- Presented verbally and in writing by Kathy H.
- The Deacons continue to assist the Pastor and provide support to the congregation.

- The food pantry was initially quite active (averaging 11 baskets/month), but demand has declined (to only 5 baskets/ month) during the COVID-19 pandemic.
- The Deacons pantry received 408 small boxes of food from Food Lion, \$3,000 in gift cards from Food City, and 28 cases of food from Second Harvest.
- Volunteers are needed to help with the food pantry.
- **Motion passed to receive the Deacon's report.**

A Place at the Table Report:

- Presented verbally and in writing by Kathy H.
- Previously, the ministry's 18-20 volunteers served an average of 200 meals each Monday evening along with clothing and necessary items.
- Due to the COVID-19 pandemic, service was briefly paused. It has resumed by handing out lunch bags with water, a sandwich, and a few snacks.
- Special thanks to Glenda for her work with the clothing donations and to Pat R. who manages the necessities table.
- Three Rivers Market raised over \$7,000 for the ministry through its Round-Up fundraiser.
- **Motion passed to receive the A Place at the Table report.**

Opt-In Membership Review Process

- This was discussed during the Congregational Forum. More information will be provided as it is developed and implemented.

The meeting was closed with prayer at 2:18 PM.

MCC Knoxville Jan-September 2020 Treasurer's Report

October 8, 2020

1. Current GF Balance is \$12,634.39. This represents giving YTD through September less all expenses. All payments are current. September Balance Sheet, P&L, and Receipts & Disbursements Summary have been recently shared with you and are posted in the Google Docs file.
 - a. End of Sept Balance Total \$22,491.44
 - i. General Fund \$14,109.83 (net is \$12,109.83 after \$2,000 SBA loan)
 - ii. Reserve Fund \$ 4,157.82
 - iii. Deacon's Fund \$ 2,398.34 plus \$2,317.19 in Food City gift cards
 - b. September receipts exceeded disbursements by \$702.36. YTD receipts exceed disbursements by \$7,638.22.
 - c. Total giving in September was \$6,132.01 which is in line with the budget.
2. Documentation has been filed for forgiveness of the PPP loan. There is still no information on the payoff of the \$2,000 CARES loan.

Metropolitan Community Church of Knoxville
Balance Sheet
As of September 30, 2020

	<u>Sep 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
CBBC OPERATING ACCOUNT	
CHILDREN'S MINISTRY FUND	1,815.45
DEACON'S FUND	
Deacons Benevolence	<u>2,398.34</u>
Total DEACON'S FUND	2,398.34
GENERAL FUND	14,109.83
RESERVE FUND	<u>4,157.82</u>
Total CBBC OPERATING ACCOUNT	22,481.44
CBBC Square and Paypal	<u>0.01</u>
Total Checking/Savings	22,481.45
Other Current Assets	
Deacons' Food City Cards	<u>2,317.19</u>
Total Other Current Assets	<u>2,317.19</u>
Total Current Assets	24,798.64
Fixed Assets	
BUILDING	<u>194,941.70</u>
Total Fixed Assets	<u>194,941.70</u>
TOTAL ASSETS	<u>219,740.34</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Cleaning Deposit	100.00
Direct Deposit Liabilities	521.28
SBA Loan to be Forgiven	4,087.00
SBA Loan to be Repaid	<u>2,000.00</u>
Total Other Current Liabilities	<u>6,708.28</u>
Total Current Liabilities	<u>6,708.28</u>
Total Liabilities	6,708.28
Equity	
FUND BALANCE	205,393.84
Net Income	<u>7,638.22</u>
Total Equity	<u>213,032.06</u>
TOTAL LIABILITIES & EQUITY	<u>219,740.34</u>

Metropolitan Community Church of Knoxville

2021 BUDGET

	2020 Proj Actual	2020 Budget	2021 Budget	Budget Change
INCOME				
BENEVOLENCE/DEACONS	1,750	2,500	2,500	-
BUILDING FUND	-	-	-	-
CHILDREN'S/YOUTH MINISTRIES	-	-	-	-
FUND RAISING	110	500	600	100
OUTREACH				
ACT Blanket Ministry	-	-	-	-
Outreach Other	250	600	1,000	400
TOTAL OUTREACH	250	600	1,000	400
OTHER INCOME				
Interest Income CBBC checking	10	10	10	-
Miscellaneous & Space Sharing	120	100	4,300	4,200
TOTAL OTHER INCOME	130	110	4,310	4,200
POISED FOR GREATNESS	13,750	500	-	(500)
TITHES AND OFFERINGS	73,765	72,785	78,990	6,205
TOTAL INCOME	89,755	76,995	87,400	10,405
EXPENSES				
ADMINISTRATION				
Miscellaneous Expenses	100	100	100	-
Office Supplies	750	1,500	1,000	(500)
TOTAL ADMINISTRATION	850	1,600	1,100	(500)
BANK FEES/EASY TITHE	246	45	250	205
BENEVOLENCE/DEACONS				
Deacon's Assistance	1,500	2,500	2,500	-
Homeless Ministries	25	-	-	-
TOTAL BENEVOLENCE/DEACONS	1,525	2,500	2,500	-
COMMUNITY BUILDING				
Children's/Youth Ministry	-	500	-	(500)
Friday Night Game Night	-	100	100	-
TOTAL COMMUNITY BUILDING	-	600	100	(500)
CONFERENCES				
General Conference	-	-	1,800	1,800
Network Gatherings	-	-	1,000	1,000
TOTAL CONFERENCES	-	-	2,800	2,800
DENOMINATIONAL SUPPORT				
Board of Pensions	1,500	1,750	1,250	(500)
UFMCC Assessment @ 8.5%	860	670	6,714	6,044
TOTAL DENOMINATIONAL SUPPORT	2,360	2,420	7,964	5,544
FACILITIES				
Alarm System	360	360	360	-
Building Maint./Improvements	5,270	2,000	2,500	500

Metropolitan Community Church of Knoxville

2021 BUDGET

	2020	2020	2021	Budget
	Proj Actual	Budget	Budget	Change
Cleaning	2,600	2,600	2,600	-
Copier	300	350	345	-5
Insurance	6,070	4,350	4,850	500
Lawn Care	1,875	1,875	1,875	-
Pest Control			600	600
Tech./Comp/Internet/Computers/Breeze	1,900	2,350	2,500	150
Utilities including Space Sharing	6,300	6,900	10,500	3,600
TOTAL FACILITIES	26,695	22,805	28,151	5,346
MINISTRY DEVELOPMENT	-	100	100	-
MORTGAGE				
Interest	85	1,850	-	(1,850)
Principal	628	6,580	-	(6,580)
Principal PFG	11,025	500	-	(500)
TOTAL MORTGAGE	11,738	8,930	-	(8,930)
OUTREACH				
ACT Blanket Ministry	-	250	200	(50)
Advertising	-	250	250	-
Organizations	250	600	500	(100)
Visitor Materials	-	200	200	-
Webmaster	300	300	300	-
TOTAL OUTREACH	550	1,600	1,450	(150)
PASTOR				
Cell phone	1,320	1,320	1,620	300
Continuing Edu/Professional Exp	50	1,000	1,000	-
Housing	10,000	10,000	12,000	2,000
Salary	13,955	13,780	15,205	1,425
UFMCC-OFLD (License Renewal)	175	175	175	-
TOTAL PASTOR	25,500	26,275	30,000	3,725
PASTOR RELOCATION	1,941	2,500	-	(2,500)
PRIDE WEEK ACTIVITIES	-	500	500	-
MUSIC				
Accompanist	-	-	300	300
Licenses (CCLI/Streaming)	159	-	190	190
Minister of Music	9,000	6,000	9,000	3,000
Payroll Taxes	1,000	460	675	215
TOTAL MUSIC	10,159	6,460	10,165	3,705
TN STATE ANNUAL INCORPORATION FEE	20	20	20	-
WORSHIP				
Pastor Honorariums	600	600	800	200
Music Honorariums	450	1,000	1,000	-
Worship Supplies	-	750	500	(250)
TOTAL WORSHIP	1,050	2,350	2,300	(50)
TOTAL EXPENSES	82,634	78,705	87,400	8,695

Metropolitan Community Church of Knoxville

2021 BUDGET

NOTES:

2021 Budget Income % Inc/Dec to 2020 Actual					-2.7%
2021 Budget Income % Inc/Dec less Space Share					8.1%
<i>\$4200 of the additional income is Space Sharing</i>					
2021 Budget Expense % Inc/Dec to 2020 Actual					5.5%
2021 Budget Expense % Inc/Dec to 2020 Budget					11.0%
2021 Budget Expense % Inc/Dec less Space Share					6.5%
<i>Utilities +\$4200 to LY due to space sharing; required +\$3600 to Budget</i>					
<i>\$1800 of additional expense is General Conference</i>					
Excess of income over/under expenses	7,121	(1,710)	(0)	(1,710)	

Major Maintenance Items

	<u>2020 Proj Actual</u>	<u>2020 Budget</u>	<u>2021 Budget</u>	<u>Future Years Budget</u>
ANTICIPATED EXPENSE				
Replace office HVAC	0	0	0	5,000
Pump Septic Tank	0	1,500	500	0
Seal & Restripe Parking Lot	2,960	2,300	0	0
Clean & Seal Annex Roof	1,200	0	0	0
TOTAL ANTICIPATED EXPENSE	<u>4160</u>	<u>3,800</u>	<u>500</u>	<u>5,000</u>

CONGREGATIONAL MEETING

October 18, 2020

*Board of Directors Actions report since our last
Congregational Meeting in May 2020*

The Board of Directors works on behalf of the congregation as steward and administrator of the church's funds. The Board also supports both short and long term church plans and activities. Since the last Congregational Meeting, the Board has:

- Met nine times in virtually and handled other business by email.
- Monitored income and expenses to ensure that the mission of the church continues. We continue to pay all our bills from the funds generously donated by our members and friends.
- Ensured that the primary functions of the office remain covered with volunteers. We thank Robert and Ginny for the hours they spend in the office each week.
- Continued to carefully monitor the COVID-19 pandemic and adjusted worship and other gatherings as appropriate to keep everyone safe. The Board is making plans for our eventual return to in-person worship. We appreciate everyone understanding our need to protect our high-risk members.
- Worked quickly to consider a proposal and negotiate an agreement to sponsor and provide space for the newly formed Knoxville School of Progressive Education.
- Held two Strategic Planning meetings. This process led the Board to identify key areas for improvement. These include replacing and updating our church contact database, reconnecting with other local LGBTQ community organizations, and implementing a new annual membership review process.
- Continued to monitor and respond to the requirements of the federal government CARES Act grant and loan. We thank Robert for his hard work in submitting all of the necessary paperwork for this.
- Obtained a church debit card to enable us to directly pay recurring online bills. A new policy was also approved for its use.
- Temporarily appointed Carrie R. as Lay Delegate to fill the vacancy that was created when Kim P. stepped down after she was elected to the Board.
- Managed maintenance issues related to landscaping cleanup, repairing the brick wall at the entrance to our parking lot, and exterminating an outbreak of rice weevils. Repairs were also made to the main building's air conditioner. These involved a refrigerant leak, collapsed ductwork, and clogged condensate pump. The parking lot was resealed and striped. New flood lights were installed outside the main building and annex. We again thank Ruby for her leadership in this area and also Artha, Donna, Steve and others who have helped with repairs.
- Accepted Camille A. as our new student clergy intern. We welcome her to our church family.

LAY DELEGATES REPORT

October 18,2020

Dear MCC-Knoxville Congregation,

In April 2020 I volunteered and was appointed Lay Delegate for our church when Kim Pickel (current lay delegates) was voted to serve as a board member. I was to fill this position until the next congregational meeting. Since April, I have been reviewing the MCC-Knoxville's job description for lay delegates and reading the MCCs lay delegate manual, found on the MCC website. I've also downloaded the MCC app on my phone. I attended one of two MCC-Knoxville's board meetings required of the lay delegate.

If elected to serve as your lay delegate, I look forward to proudly representing the lay members of MCC-Knoxville at the local, network, national and global levels.

Thank you.

Sincerely, Carrie Roller

DEACON'S Report

For the Deacon's fund, in October, \$1100.00 was spent and \$1025.00 was received in donations. That leaves a current balance of \$2323.34.

FOOD PANTRY

The Food Pantry was not as active this year as it was last year. This may have been that many more places were offering food due to the COVID-19 crisis. During the first 3 quarters of 2020, we gave out 50 baskets of food and during the first 3 quarters of 2019, we gave out 75 baskets. In the fourth quarter of 2019, 38 baskets were delivered and we expect that to be the case for this year due to the holidays.

We are creating food baskets for individuals without the ability to cook. Let us know if someone living in a tent or car needs food.

We have \$1906.78 left on our Food City cards. With that money, donations from the church and the Second Harvest food, to be received in November this year, we should be in good shape with our pantry needs for 2021. Also, we might receive more Food City gift cards for 2021. This has been a gift offered to us in years past.

Volunteers will be needed in November to pick up food from Second Harvest and prepare holiday baskets. When I know the date, I will then pass that on to the congregation.

NEW CHURCH SOFTWARE

The church has purchased new church management software and a Deacon has been entering people and attendance information. If you have had a change of address or email etc., please send an email to the church office.

A Place at the Table

There is a volunteer meeting on Time: Oct 22, 2020 06:00 PM Eastern Time. This is an annual meeting of volunteer, and you are invited to participate via Zoom as listed below.

Join Zoom Meeting

<https://us02web.zoom.us/j/86045577264?pwd=S0NPbkM5YkQzWHNiT2xoL2FCSmFZQT09>

Meeting ID: 860 4557 7264

Passcode: 009036

One tap mobile

+13017158592,,86045577264#,,,,,0#,,009036# US (Germantown)

+13126266799,,86045577264#,,,,,0#,,009036# US (Chicago)

There have been a couple of fairly significant changes with A Place at the Table recently, and we will continue to evolve over the next few months.

Obviously, COVID has had a major impact on what we do and how we do it. The need has not changed, but safety of our volunteers and guests is important to all of us. So we have adapted. Masks and social distancing are being enforced. And some of our volunteers are choosing ways to help that do not involve direct contact with other people. Whatever role is comfortable, our volunteers are needed and appreciated.

We now serve at St. John's Lutheran Church at 544 North Broadway. The move allows us to serve more efficiently, and we have seen an increase in the number of people we serve since the move. The relationship with St. John's is evolving as we work with their Board, their pastor, and their COVID team. But the number of meals we serve has increased substantially since we made the move to serving at St. John's. **We have changed our serving time from 6:30 p.m. to 6:00 p.m. on Mondays.**

And we are once again serving hot meals along with our sandwich bags. ... We have three sources of free food that lends themselves to hot meals, and we are able to use the St. John's kitchen to assemble hot meal plates.

Financially, we are doing okay during the pandemic. We received over \$1600 in donations in the past month.

Two Board members resigned but will remain as volunteers. We want to extend a hand of thanks to Andrew Reed Jones and Rev. Pat Ramsden for their time on the Board of APATT!