

MCC Knoxville Congregational Meeting

October 10, 2021

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., Doug K., Ruby L., 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 16, 2021

Treasurer's Report

Pastor's Report

Approval of the 2022 Budget

Board of Directors 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 2nd at 1:00 PM to prepare us for this Congregational Meeting.

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

With 19 of 69 members checking in, the 20% quorum of 14 was met.

The meeting opened with prayer at 1:05 PM.

The agenda was approved (motion by Cassi, second by CB).

Meeting minutes from the October 18, 2020 Congregational meeting were approved (motion by Donna, second by Doug).

Treasurer's Report:

- Presented verbally and in writing by Donna K. with data as of April 30, 2021.
- For the year 2020, receipts exceeded disbursements by \$17,628. At the end of the year, \$14,603 of the surplus was transferred to the reserve fund. Total cash and gift cards on hand totaled \$28,739 at the end of the year.
- Year to date through April 30th, receipts exceeded disbursements by \$13,471. Total cash and gift cards on hand totaled \$42,429 at the end of April.
- Anonymous donations have allowed us to complete significant maintenance and improvements to our facilities as well as serve the needs of our members and friends.
- We recently received a \$5,000 donation from someone who has never set foot on our property. The individual watches a replay of our weekly service on Facebook each week. This demonstrates the importance of our virtual presence.
- Donna thanked Robert for his work as bookkeeper and for navigating the CARES Act process and paperwork.
- Shelly thanked the Board for being financially responsible.
- **Motion** (by Doug, second by Shelly) **passed to receive the Treasurer's Report.**

Election of Four Board Members:

- The two-year terms held by Cassi W., Donna K., and Steve D. have ended. They are willing to run for reelection.
- Pastor Colleen informed the congregation that Kim P. had very recently resigned from the Board due to increased demands of her family. We thank her for her service on the Board and wish her well. Her resignation leaves a one-year term to be filled.
- The floor was opened for additional nominations. Pastor Colleen discouraged nominating someone without their prior permission because that puts that person on the spot. Several members were encouraged to consider running for the board now or in the future. Doug K. was encouraged by Ginny B., and after learning what was involved, he agreed to stand for election. Nominations were closed.
- An election was held by secret ballot to fill the four Board positions. Pastor Colleen first led a practice vote using the Zoom Polling feature. Then she led the actual vote which was witnessed by Steve D. The results were displayed on all meeting attendee screens when the poll closed.

- **Cassi W., Donna K., Doug K., and Steve D. were elected to the Board.** The Board will specify who will fill the one and two year terms at its next regular meeting.

Pastor's Report:

- Pastor Colleen presented her report verbally but explained that her detailed monthly written Pastor's Reports to the Board are available upon requests.
- Her focus has been providing us with meaningful worship experiences and messages.
- She provided outdoor in-person worship at 9:00 AM into November. She resumed this in May.
- She provided Christmas and Holy Week services and offerings as well.
- She arranged for guest clergy to provide us with a variety of messages. This also gave her a much needed break.
- She has continued her role as Intern Supervisor for Camille (who graduates on Wednesday).
- She has continued monitoring the COVID-19 pandemic. We will resume our regular 11 AM Sunday in-person worship services on June 6th with various precautions.
- She shared that Camille and Jane (2gether Blessed) will be travelling to Knoxville to provide the music for our June 6th worship service.
- She has been working to create a hybrid worship experience that combines our in-person and virtual attendees. This includes having a Zoom kiosk so in-person attendees can greet those on Zoom and having cameras and a large TV monitor so virtual attendees can take part in the service. Integrating this is uncharted territory for us and for everyone.
- She has been working with the Knoxville School of Progressive Education. The Board decided not to renew the space sharing and sponsorship agreement for the next school year. Issues with fire department permits have been a challenge. A fire marshal inspection found that our fire panel was inoperative. That led to a series of changes that would be required for the school to continue at our facility.
- Pastor Colleen was asked when Camille's internship would end since she's graduating. UFMCC requires a one-year internship, so it runs through the end of August.
- **Motion** (by Tracie, second by Kent) **passed to receive the Pastor's Report.**

Summary of Board Actions:

- Steve D. presented a summary (verbally and in writing) of the Board actions taken since our Fall Congregational meeting.
- Routine items included monitoring income and expenses, ensuring primary office functions are covered (thanks to Robert and Ginny), and managing maintenance issues (thanks to Ruby and her team).
- The board continued to monitor the COVID-19 pandemic and adjust worship and gatherings as appropriate.

- The board managed issues related to the agreement to sponsor and provide shared space to the Knoxville School of Progressive Education. Issues related to the inoperable fire panel were a major challenge.
- Began work on audio/visual upgrades to the sanctuary to support hybrid in-person/virtual worship.
- Managed a wide range of maintenance issues including tree removal and fire alarm system replacement.
- **Motion** (by Bob, second by CB) **passed to receive the Board's Report.**

Building Maintenance Report:

- Presented verbally and in writing by Ruby L..
- Key maintenance items include installing gutter screens and cleaning out downspout drain lines, removing two weeping cherry trees, trimming other trees and shrubs, and replacing the main building fire alarm system.
- New items include installation of a message board, mulching and weeding the flower beds, planting geraniums in the outdoor planters, and installing a new fire pit.
- Items that are in process include a new raised-letter sign on the main building and replacing the sanctuary door leading to the annex.
- **Motion** (by Donna, second by Ginny) **passed to accept the Building Maintenance Report.**

Social Committee Report:

- Presented verbally and in writing by Ruby L..
- While the April 17th event at Cove Lake State Park was cancelled due to weather, the April 30th gathering at the church was well attended.
- Upcoming events are The Party (to celebrate all the things we weren't able to celebrate due to COVID) on May 21st at the church and a gathering at Cove Lake State Park on June 26th.
- **Motion** (by Donna, second by Bob) **passed to accept the Social Committee Report.**

Lay Delegate Report:

- Presented in writing by Carrie R. and presented by Steve D..
- She continues to familiarize herself with the MCC Knoxville Lay Delegate Job Description and the denomination's Lay Delegate Manual.
- She attended a global forum in January to learn about the new elder candidates. In February she participated in the vote to affirm eight new elders.
- She is looking forward to attending two Board meetings this year and contributing to the WORD once a month to fill the congregation in on the global scene. She is very excited about General Conference which she will attend in July 2022 in Austin, Texas.
- **Motion** (by Bob, second by Deb) **passed to accept the Lay Delegate Report.**

Deacons' Report:

- Presented verbally and in writing by CB M..
- There has been a drop in request for food since the start of the pandemic. This is not unique for our church. Attempts have been made to advertise our availability. She expressed thanks to all the volunteers who have helped to shop for, assemble, and distribute the food baskets. The pantry currently has an ample supply of food and \$4,342 in Food City gift cards.
- With the help of St. Ninian's, the Deacon's Fund helped four people with expenses including rent, moving expenses, and a bus pass. The fund balance is currently \$3,478.
- The Deacons continue to assist the Pastor with worship including the celebration of communion.
- The Deacons have been reaching out to members to check on them. They have also been following up with members who have not responded to the new Membership Covenant Renewal.
- Deacon Kathy H. has been maintaining our worship attendance records which helps to identify those who have been absent and need to be checked on.
- **Motion** (by Shelly, second by Doug) **passed to accept the Deacon's Report.**

A Place at the Table Report:

- Presented verbally and in writing by Lois W..
- A Place at the Table continues its ministry to the homeless of downtown Knoxville.
- Lois credited Rev. Bob's fire for social justice as what led her to get this ministry going. She is grateful for all who support it. Volunteers and donations are always needed.
- The ministry has recently obtained space which now houses freezers, refrigerators, and canned goods. This has made logistics easier for the cooks and those picking up the food donations.
- **Motion** (by Bob, second by CB) **passed to accept the A Place at the Table Report.**

New Business

- Robert commented that he appreciated the more positive Membership Renewal process. He asked why there wasn't an "Inactive Member" option on the form. Pastor Colleen replied that this wasn't a well defined term and our goal was to have meaningful membership numbers. Rev. Bob commented that he didn't like the term because it made it sound like it was OK to be inactive. It was also noted that non-respondents will not be dropped until more effort is made to contact them.

The meeting was closed with prayer by Rev. Bob at 2:25 PM.

Motion (by Donna, second by Sandy) **passed to adjourn the meeting.**

MCC Knoxville September & YTD 2021 Treasurer's Report

October 10, 2021

Notes for status as of 9/30/2021:

1. September total disbursements exceeded receipts by \$6,812.16. This is due to \$5,861.90 in building expense incurred over two months but paid during September, and \$2,107.83 more spent from the unbudgeted Medical Support Fund than was received during the month.
2. Year to date receipts exceed disbursements by \$6,316.56. Year to date the Medical Expense Fund disbursements have not exceeded receipts.
3. Year to Date General Fund receipts were \$88,050.49 and are \$23,323.49 favorable to budget.
4. Year to Date Tithes & Offerings are \$76,601.74 and exceed budget by \$17,361.54

	2021 Sept Totals		Year to Date Totals	
	Budget	Actual	Budget	Actual
Tithes & Offerings	6,580.00	6,498.71	59,220.00	76,601.74
Deacon's Fund Receipts	170.00	50.00	1,260.00	2,188.50
Other Income	351.00	1.64	3,267.00	3,445.46
<i>Space Sharing (included in Year to Date Other Income)</i>			<i>3,150.00</i>	<i>1,400.00</i>
<i>SBA Loan Forgiveness (included in Year to Date Other Income)</i>				<i>2,016.00</i>
<i>Medical Support Fund (included in Year to Date Other Income)</i>				<i>2,037.50</i>

Notes regarding the Other Income category:

1. Other Income *includes* Space Sharing as a budgeted item and both SBA Forgiveness and Medical Support Fund which are unbudgeted. Other minor items are also included.
2. Space Sharing is unfavorable to budget because the Knoxville School of Progressive Education paid less into the fund than was budgeted.
3. SBA Loan Forgiveness income was not budgeted; it resulted from forgiveness by the Federal Government of a COVID related loan that we had expected to repay. This inflates our receipts.
4. The Medical Support Fund was not in our 2021 Budget, so inflates both receipts and expenses as compared to the Budget. This is a Designated Giving category (receipts are specifically earmarked for this use) and does not negatively impact the Budget unless spending exceeds receipts.

Balances as of 8/30/21

Total Current Liquid Assets	36,533.67
General Fund	7,283.57
Reserve Fund	18,760.78
Children's Ministry	1,815.45
Deacon's Fund	3,529.10
Deacon's Fund Gift Cards	3,814.76
Medical Expense Fund	240.83
General Conference	1,350.00

Balance Sheet

As of September 30, 2021

	<u>Sep 30, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
CBBC OPERATING ACCOUNT	
CHILDREN'S MINISTRY FUND	1,815.45
DEACON'S FUND	
Deacons Benevolence	3,288.27
Medical Expense Support Fund	240.83
Total DEACON'S FUND	3,529.10
General Conference	1,350.00
GENERAL FUND	7,263.57
RESERVE FUND	18,760.78
Total CBBC OPERATING ACCOUNT	32,718.90
CBBC Square and Paypal	0.01
Total Checking/Savings	32,718.91
Other Current Assets	
Deacons' Food City Cards	3,814.76
Total Other Current Assets	3,814.76
Total Current Assets	36,533.67
Fixed Assets	
BUILDING	233,211.45
Total Fixed Assets	233,211.45
TOTAL ASSETS	269,745.12
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Cleaning Deposit	100.00
Direct Deposit Liabilities	687.30
Total Other Current Liabilities	787.30
Total Current Liabilities	787.30
Total Liabilities	787.30
Equity	
FUND BALANCE	262,641.26
Net Income	6,316.56
Total Equity	268,957.82
TOTAL LIABILITIES & EQUITY	269,745.12

Metropolitan Community Church of Knoxville
Profit & Loss
September 2021

	<u>Sep 21</u>
Ordinary Income/Expense	
Income	
INCOME	
BENEVOLENCES/DEACONS	
Deacon's Assistance	50.00
Homeless Min. Income	25.00
Medical Support Income	2,165.00
Total BENEVOLENCES/DEACONS	<u>2,240.00</u>
BUILDING FUND	15.00
TITHES AND OFFERINGS	6,498.71
Total INCOME	<u>8,753.71</u>
OTHER INCOME	
INTEREST INCOME - CBBC CKING	1.64
Total OTHER INCOME	<u>1.64</u>
Total Income	<u>8,755.35</u>
Gross Profit	8,755.35
Expense	
ADMINISTRATION	
OFFICE SUPPLIES	42.14
Total ADMINISTRATION	42.14
Bank Fee	
Easy Tithe Fee	83.99
Total Bank Fee	83.99
BENEVOLENCES	
Deacon's Assistance	361.16
Homeless Min. Expenses	25.00
Medical Support Expense	3,961.67
Total BENEVOLENCES	4,347.83
CONFERENCES/NETWORK GATHERINGS	
General Conference	150.00
Total CONFERENCES/NETWORK GATHERINGS	150.00
DENOMINATIONAL SUPPORT	
UFMCC TITHES	833.14
UFMCC Tithes Forgiven	-124.97
Total DENOMINATIONAL SUPPORT	<u>708.17</u>

Metropolitan Community Church of Knoxville
Profit & Loss
September 2021

	<u>Sep 21</u>
FACILITIES	
BUILDING MAINTENANCE	5,876.90
Cleaning	200.00
COPIER	20.20
FACILITIES ALARM SYSTEM	50.00
Internet	105.82
LAWN CARE	250.00
Pest Control	100.00
TECHNOLOGY/COMPUTERS	50.00
UTILITIES	348.00
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Total FACILITIES	7,000.92
OUTREACH	
WEBMASTER	25.00
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Total OUTREACH	25.00
PASTOR	
CELL PHONE	135.00
HOUSING	1,000.00
SALARY	1,267.08
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Total PASTOR	2,402.08
STAFF	
MINISTER OF MUSIC	750.00
PAYROLL TAXES	57.38
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Total STAFF	807.38
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Total Expense	15,567.51
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Net Ordinary Income	-6,812.16
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Net Income	<u><u>-6,812.16</u></u>

Metropolitan Community Church of Knoxville
Profit & Loss Budget vs. Actual
 January through September 2021

11:25 AM
 10/04/21
 Cash Basis

	Sep 21	Budget	\$ Over Budget	% of Budget	Jan - Sep 21	Budget	\$ Over Budget	% of Budget	TOTAL
Ordinary Income/Expense									
Income									
FUND RAISERS									
SPECIAL FUNDRAISERS	0.00	490.00	-490.00	0.0%	0.00	490.00	-490.00	0.0%	
Total FUND RAISERS	0.00	490.00	-490.00	0.0%	0.00	490.00	-490.00	0.0%	
INCOME									
BENEVOLENCES/DEACONS									
Deacon's Assistance	50.00	170.00	-120.00	29.41%	2,188.50	1,260.00	928.50	173.69%	
Homeless Min. Income	25.00	0.00	25.00	100.0%	1,197.50	0.00	1,197.50	100.0%	
Medical Support Income	2,165.00	0.00	2,165.00	100.0%	4,202.50	0.00	4,202.50	100.0%	
Total BENEVOLENCES/DEACONS	2,240.00	170.00	2,070.00	1,317.65%	7,588.50	1,260.00	6,328.50	602.26%	
BUILDING FUND	15.00				15.00				
Outreach	0.00	0.00	0.00	0.0%	400.00	500.00	-100.00	80.0%	
TITHES AND OFFERINGS	6,498.71	6,580.00	-81.29	98.77%	76,601.54	59,220.00	17,381.54	129.35%	
Total INCOME	8,753.71	6,750.00	2,003.71	129.69%	84,605.04	60,980.00	23,625.04	138.74%	
OTHER INCOME									
INTEREST INCOME - CBBC KING	1.64	1.00	0.64	164.0%	14.00	7.00	7.00	200.0%	
KSPE Space Sharing	0.00	350.00	-350.00	0.0%	1,400.00	3,150.00	-1,750.00	44.44%	
MISCELLANEOUS	0.00	0.00	0.00	0.0%	14.95	100.00	-85.05	14.95%	
SBA Loan/Grant	0.00	0.00	0.00	0.0%	2,016.50	0.00	2,016.50	100.0%	
Total OTHER INCOME	1.64	351.00	-349.36	0.47%	3,445.45	3,257.00	188.45	105.79%	
Total Income	8,755.35	7,591.00	1,164.35	115.34%	88,050.49	64,727.00	23,323.49	136.03%	
Gross Profit	8,755.35	7,591.00	1,164.35	115.34%	88,050.49	64,727.00	23,323.49	136.03%	
Expense									
ADMINISTRATION									
MISCELLANEOUS EXPENSES	0.00	0.00	0.00	0.0%	0.00	100.00	-100.00	0.0%	
OFFICE SUPPLIES	42.14	330.00	-287.86	12.77%	134.10	785.00	-650.90	17.08%	
Total ADMINISTRATION	42.14	330.00	-287.86	12.77%	134.10	885.00	-750.90	15.15%	
Bank Fee									
Easy Tithes Fee	83.99	25.00	58.99	335.96%	520.04	185.00	335.04	281.1%	
Total Bank Fee	83.99	25.00	58.99	335.96%	520.04	185.00	335.04	281.1%	
BENEVOLENCES									
Deacon's Assistance	361.16	100.00	261.16	361.16%	2,476.54	1,800.00	676.54	137.59%	
Homeless Min. Expenses	25.00	0.00	25.00	100.0%	1,410.00	0.00	1,410.00	100.0%	
Medical Support Expense	3,961.67	0.00	3,961.67	100.0%	3,961.67	0.00	3,961.67	100.0%	
Total BENEVOLENCES	4,347.83	100.00	4,247.83	4,347.83%	7,848.21	1,800.00	6,048.21	436.01%	
COMMUNITY BUILDING									
SUPPLIES (POT LUCK, ETC)	0.00	0.00	0.00	0.0%	119.72	0.00	119.72	100.0%	
Total COMMUNITY BUILDING	0.00	0.00	0.00	0.0%	119.72	0.00	119.72	100.0%	
CONFERENCES/NETWORK GATHERINGS									
General Conference	150.00	1,800.00	-1,650.00	8.33%	1,350.00	1,800.00	-450.00	75.0%	

Metropolitan Community Church of Knoxville
Profit & Loss Budget vs. Actual
 January through September 2021

11:26 AM
 10/04/21
 Cash Basis

	Sep 21				Jan - Sep 21				TOTAL			
	Budget	\$ Over Budget	% of Budget	% of Budget	Budget	\$ Over Budget	% of Budget	% of Budget	Budget	\$ Over Budget	% of Budget	% of Budget
Network Gatherings	0.00	0.00	0.0%	0.0%	0.00	0.00	0.0%	0.0%	1,000.00	-1,000.00	0.0%	0.0%
Total CONFERENCES/NETWORK GATHERINGS	150.00	-1,650.00	8.33%	8.33%	1,350.00	1,350.00	0.0%	0.0%	2,800.00	-1,450.00	48.21%	48.21%
DENOMINATIONAL SUPPORT	0.00	0.00	0.0%	0.0%	1,195.00	1,195.00	0.0%	0.0%	936.00	259.00	127.67%	127.67%
BOARD OF PENSIONS	833.14	274.14	149.04%	149.04%	7,678.13	7,678.13	100.0%	100.0%	5,031.00	2,647.13	152.62%	152.62%
UFMCC TITHES	-124.97	-124.97	100.0%	100.0%	-1,151.72	-1,151.72	100.0%	100.0%	0.00	-1,151.72	100.0%	100.0%
UFMCC Tithes Forgiven	708.17	149.17	126.69%	126.69%	7,721.41	7,721.41	100.0%	100.0%	5,967.00	1,754.41	129.4%	129.4%
Total DENOMINATIONAL SUPPORT	5,876.90	5,751.90	4,701.52%	4,701.52%	13,668.48	13,668.48	100.0%	100.0%	2,808.00	10,860.48	486.77%	486.77%
FACILITIES	200.00	0.00	100.0%	100.0%	1,900.00	1,900.00	100.0%	100.0%	1,900.00	0.00	100.0%	100.0%
BUILDING MAINTENANCE	20.20	5.20	134.67%	134.67%	179.79	179.79	100.0%	100.0%	230.00	-50.21	78.17%	78.17%
Cleaning	50.00	-130.00	27.78%	27.78%	480.00	480.00	100.0%	100.0%	360.00	120.00	133.33%	133.33%
COPIER	0.00	0.00	0.0%	0.0%	3,005.50	3,005.50	100.0%	100.0%	2,850.00	155.50	105.46%	105.46%
FACILITIES ALARM SYSTEM	105.82	-44.18	70.55%	70.55%	1,728.98	1,728.98	100.0%	100.0%	1,350.00	378.98	128.07%	128.07%
INSURANCE	250.00	0.00	100.0%	100.0%	1,625.00	1,625.00	100.0%	100.0%	1,625.00	0.00	100.0%	100.0%
Internet	100.00	-50.00	66.67%	66.67%	300.00	300.00	100.0%	100.0%	450.00	-150.00	66.67%	66.67%
LAWN CARE	50.00	0.00	100.0%	100.0%	3,820.33	3,820.33	100.0%	100.0%	550.00	3,270.33	694.61%	694.61%
Pest Control	348.00	-1,152.00	23.2%	23.2%	4,067.42	4,067.42	100.0%	100.0%	7,000.00	-2,932.58	58.11%	58.11%
TECHNOLOGY/COMPUTERS	7,000.92	4,380.92	267.21%	267.21%	30,775.50	30,775.50	100.0%	100.0%	19,123.00	11,652.50	160.93%	160.93%
UTILITIES	0.00	0.00	0.0%	0.0%	0.00	0.00	0.0%	0.0%	200.00	-200.00	0.0%	0.0%
Total FACILITIES	0.00	0.00	0.0%	0.0%	0.00	0.00	0.0%	0.0%	200.00	-200.00	0.0%	0.0%
MINISTRY DEVELOPMENT	0.00	0.00	0.0%	0.0%	0.00	0.00	0.0%	0.0%	200.00	-200.00	0.0%	0.0%
Friday Night Social	0.00	0.00	0.0%	0.0%	0.00	0.00	0.0%	0.0%	200.00	-200.00	0.0%	0.0%
Total MINISTRY DEVELOPMENT	0.00	0.00	0.0%	0.0%	0.00	0.00	0.0%	0.0%	200.00	-200.00	0.0%	0.0%
OUTREACH	0.00	0.00	0.0%	0.0%	0.00	0.00	0.0%	0.0%	200.00	-200.00	0.0%	0.0%
ACT blanket ministry	0.00	0.00	0.0%	0.0%	0.00	0.00	0.0%	0.0%	200.00	-200.00	0.0%	0.0%
ADVERTISING	0.00	-150.00	0.0%	0.0%	0.00	0.00	0.0%	0.0%	250.00	-250.00	0.0%	0.0%
EVENTS	0.00	0.00	0.0%	0.0%	124.54	124.54	100.0%	100.0%	0.00	124.54	100.0%	100.0%
ORGANIZATIONS	0.00	0.00	0.0%	0.0%	400.00	400.00	100.0%	100.0%	250.00	150.00	160.0%	160.0%
WEBMASTER	25.00	0.00	100.0%	100.0%	225.00	225.00	100.0%	100.0%	225.00	0.00	100.0%	100.0%
Welcome/Outreach Materials	0.00	0.00	0.0%	0.0%	0.00	0.00	0.0%	0.0%	200.00	-200.00	0.0%	0.0%
Total OUTREACH	25.00	-150.00	14.29%	14.29%	749.54	749.54	100.0%	100.0%	1,125.00	-375.46	66.63%	66.63%
PASTOR	135.00	0.00	100.0%	100.0%	1,215.00	1,215.00	100.0%	100.0%	1,215.00	0.00	100.0%	100.0%
CELL PHONE	0.00	0.00	0.0%	0.0%	0.00	0.00	0.0%	0.0%	500.00	-500.00	0.0%	0.0%
CONTINUING EDUCATION	1,000.00	0.00	100.0%	100.0%	9,000.00	9,000.00	100.0%	100.0%	9,000.00	0.00	100.0%	100.0%
HOUSING	0.00	0.00	0.0%	0.0%	0.00	0.00	0.0%	0.0%	0.00	0.00	0.0%	0.0%
License	1,267.08	0.08	100.01%	100.01%	11,703.76	11,703.76	100.0%	100.0%	11,403.00	300.76	102.64%	102.64%
SALARY	0.00	0.00	0.0%	0.0%	896.80	896.80	100.0%	100.0%	0.00	896.80	100.0%	100.0%
Travel	2,402.08	0.08	100.0%	100.0%	22,815.56	22,815.56	100.0%	100.0%	22,118.00	697.56	103.15%	103.15%
Total PASTOR	0.00	0.00	0.0%	0.0%	200.00	200.00	0.0%	0.0%	500.00	-300.00	40.0%	40.0%
PRIDE WEEK ACTIVITIES	0.00	0.00	0.0%	0.0%	0.00	0.00	0.0%	0.0%	300.00	-300.00	0.0%	0.0%
STAFF	0.00	0.00	0.0%	0.0%	1,500.00	1,500.00	100.0%	100.0%	0.00	1,500.00	100.0%	100.0%
ACCOMPANIST	0.00	0.00	0.0%	0.0%	0.00	0.00	0.0%	0.0%	0.00	0.00	0.0%	0.0%
Intern	0.00	0.00	0.0%	0.0%	0.00	0.00	0.0%	0.0%	0.00	0.00	0.0%	0.0%

Metropolitan Community Church of Knoxville
Profit & Loss Budget vs. Actual
 January through September 2021

11:25 AM
 10/04/21
 Cash Basis

	Sep 21		Budget		\$ Over Budget		% of Budget		TOTAL			
	Actual	Budget	Budget	Budget	\$ Over Budget	% of Budget	Jan - Sep 21	Budget	\$ Over Budget	% of Budget		
MINISTER OF MUSIC	750.00	750.00	750.00	750.00	0.00	100.0%	6,750.00	6,750.00	0.00	100.0%		
PAYROLL TAXES	57.38	56.00	56.00	56.00	1.38	102.46%	631.07	504.00	127.07	125.21%		
Total STAFF	807.38	806.00	806.00	806.00	1.38	100.17%	8,881.07	7,554.00	1,327.07	117.57%		
TN STATE ANNUAL	0.00	0.00	0.00	0.00	0.00	0.0%	20.00	20.00	0.00	100.0%		
WORSHIP												
HONORARIUMS	0.00	0.00	0.00	0.00	0.00	0.0%	125.00	600.00	-475.00	20.83%		
MUSIC	0.00	100.00	100.00	100.00	-100.00	0.0%	339.00	900.00	-561.00	37.67%		
WORSHIP SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.0%	134.78	450.00	-315.22	29.95%		
Total WORSHIP	0.00	100.00	100.00	100.00	-100.00	0.0%	598.78	1,950.00	-1,351.22	30.71%		
Total Expense	15,567.51	8,917.00	8,917.00	8,917.00	6,650.51	174.58%	81,733.93	64,227.00	17,506.93	127.26%		
Net Ordinary Income	-6,812.16	-1,326.00	-1,326.00	-1,326.00	-5,486.16	513.74%	6,316.56	500.00	5,816.56	1,263.31%		
Net Income	-6,812.16	-1,326.00	-1,326.00	-1,326.00	-5,486.16	513.74%	6,316.56	500.00	5,816.56	1,263.31%		

Metropolitan Community Church of Knoxville, TN						
Summary of Receipts & Disbursements for September 2021						
	<u>Month:</u>			<u>YTD:</u>		
	Undesignated	Designated	Total	Undesignated	Designated	Total
Receipts	6,500.35	2,255.00	8,755.35	75,046.99	13,003.50	88,050.49
Disbursements	11,204.68	4,362.83	15,567.51	68,470.72	13,263.21	81,733.93
Increase/(Decrease)	(4,704.33)	(2,107.83)	(6,812.16)	6,576.27	(259.71)	6,316.56

MCC Knoxville 2022 BUDGET **DRAFT**

	<u>2021 Budget</u>	<u>2021 Proj Actual</u>	<u>2022 Budget</u>	<u>Budget Change</u>	<u>+/- to 2021 Proj</u>
INCOME					
BENEVOLENCE/DEACONS	2,500	3,500	2,500	-	(1,000)
HOMELESS MINISTRIES	-	1,385	-	-	(1,385)
BUILDING FUND	-	5,000	-	-	(5,000)
CHILDREN'S/YOUTH MINISTRIES	-	-	-	-	-
FUND RAISING	600	-	-	(600)	-
OTHER INCOME					
2021 General Conference Savings			1,800		
Interest Income CBBC checking	10	15	15	5	-
Miscellaneous & Space Sharing	5,300	350	385	(4,915)	35
TOTAL OTHER INCOME	<u>5,310</u>	<u>365</u>	<u>2,200</u>	<u>(3,110)</u>	<u>1,835</u>
TITHES AND OFFERINGS	<u>78,990</u>	<u>97,000</u>	<u>95,000</u>	<u>16,010</u>	<u>(2,000)</u>
TOTAL INCOME	<u>87,400</u>	<u>107,250</u>	<u>99,700</u>	<u>12,300</u>	<u>(7,550)</u>
EXPENSES					
ADMINISTRATION					
Miscellaneous Expenses	100	-	100	-	100
Office Supplies	1,000	300	500	(500)	200
TOTAL ADMINISTRATION	<u>1,100</u>	<u>300</u>	<u>600</u>	<u>(500)</u>	<u>300</u>
BANK FEES/EASY TITHE	250	500	500	250	-
BENEVOLENCE/DEACONS					
Deacon's Assistance	2,500	2,520	2,500	-	(20)
Homeless Ministries	-	1,385	-	-	(1,385)
TOTAL BENEVOLENCE/DEACONS	<u>2,500</u>	<u>3,905</u>	<u>2,500</u>	<u>-</u>	<u>(1,405)</u>
COMMUNITY BUILDING					
Children's/Youth Ministry	-	-	-	-	-
Social Committee	100	120	500	400	380
TOTAL COMMUNITY BUILDING	<u>100</u>	<u>120</u>	<u>500</u>	<u>400</u>	<u>380</u>
CONFERENCES					
General Conference	1,800	1,800	1,800	-	-
Network Gatherings	1,000	-	-	(1,000)	-
TOTAL CONFERENCES	<u>2,800</u>	<u>1,800</u>	<u>1,800</u>	<u>(1,000)</u>	<u>-</u>
DENOMINATIONAL SUPPORT					
Board of Pensions	1,250	1,260	1,375	125	115
UFMCC Assessment @ 10%	6,715	8,245	9,500	2,785	1,255
TOTAL DENOMINATIONAL SUPPORT	<u>7,965</u>	<u>9,505</u>	<u>10,875</u>	<u>2,910</u>	<u>1,370</u>
EDUCATION Right Now Media	-	-	900	900	900
FACILITIES					
Alarm System	360	630	600	240	(30)
Building Maint./Improvements	2,500	15,000	2,200	(300)	(12,800)
Cleaning	2,600	2,600	2,600	-	-
Copier	345	230	250	(95)	20

MCC Knoxville 2022 BUDGET **DRAFT**

	<u>2021 Budget</u>	<u>2021 Proj Actual</u>	<u>2022 Budget</u>	<u>Budget Change</u>	<u>+/- to 2021 Proj</u>
Insurance	4,850	4,508	4,800	(50)	292
Internet & Phone	1,800	2,435	2,500	700	65
Lawn Care	1,875	2,000	2,000	125	-
Pest Control	600	150	400	(200)	250
Utilities - Electric/Propane	10,500	5,600	6,000	(4,500)	400
TOTAL FACILITIES	<u>27,430</u>	<u>33,153</u>	<u>21,350</u>	<u>(6,080)</u>	<u>(11,803)</u>
OUTREACH					
ACT Blanket Ministry	200	-	100	(100)	100
Organizational Support/Advertising	750	500	1,000	250	500
Visitor Materials/Events	200	125	500	300	375
TOTAL OUTREACH	<u>1,150</u>	<u>625</u>	<u>1,600</u>	<u>450</u>	<u>975</u>
PASTOR					
Cell phone	1,620	1,620	1,620	-	-
Continuing Edu/Professional Exp	1,000	-	1,000	-	1,000
Housing	12,000	12,000	13,000	1,000	1,000
Salary	15,205	15,505	17,205	2,000	1,700
Travel	-	900	-	-	(900)
UFMCC-OFLD (License Renewal)	175	175	175	-	-
TOTAL PASTOR	<u>30,000</u>	<u>30,200</u>	<u>33,000</u>	<u>3,000</u>	<u>2,800</u>
PRIDE WEEK ACTIVITIES	500	200	250	(250)	50
STAFF					
Accompanist	300	-	-	(300)	-
Associate Pastor			9,500	9,500	9,500
Holiday Gifts	-	1,500	1,200		
Minister of Music	9,000	9,000	9,500	500	500
Intern	-	1,500	-	-	(1,500)
Payroll Taxes	675	785	1,395	720	610
TOTAL STAFF	<u>9,975</u>	<u>12,785</u>	<u>21,595</u>	<u>11,620</u>	<u>8,810</u>
TECHNOLOGY					
Computers & Equipment	820	3,345	1,000	180	(2,345)
Zoom, Breeze, GoDaddy			785		
Web Hosting	300	300	50	(250)	(250)
Website Design & Maintenance	-	-	600	600	600
TOTAL TECHNOLOGY	<u>1,120</u>	<u>3,645</u>	<u>2,435</u>	<u>1,315</u>	<u>(1,210)</u>
TN STATE ANNUAL INCORPORATION FEE	20	20	20	-	-
WORSHIP					
Honorariums	1,800	750	800	(1,000)	50
Music & Licenses	190	335	500	310	165
Worship Supplies	500	100	475	(25)	375
TOTAL WORSHIP	<u>2,490</u>	<u>1,185</u>	<u>1,775</u>	<u>(715)</u>	<u>590</u>
TOTAL EXPENSES	<u>87,400</u>	<u>97,943</u>	<u>99,700</u>	<u>11,400</u>	<u>857</u>

Major Maintenance Items

	<u>2021 Proj Actual</u>	<u>2021 Budget</u>	<u>2022 Budget</u>	<u>Future Years Budget</u>
ANTICIPATED EXPENSE				
Replace siding on Kitchen end of building				7,000
Replace office HVAC	0	0	0	6,500
Replace roof on annex				5,000
Pump Septic Tank	0	500		500
Replace & Update Fire/Security	2,575	0	0	0
New MCC Knoxville sign	1,761	0	0	0
TOTAL ANTICIPATED EXPENSE	<u>4,336</u>	<u>500</u>	<u>0</u>	<u>19,000</u>

NOTES:

- 1 Outreach was removed as an income source and combined with Misc/Space Sharing
- 2 Friday Night Game Night and Potluck changed to Social Committee
- 3 General Conference expense removed for 2022 as Pastor's expense will be paid by the denomination and sufficient funds for the Lay Delegate were set aside in 2021. There are no Network Gatherings in a Conference year.
- 4 A subcategory was added to Staff for an Associate Pastor
- 5 A subcategory was added to Staff for Pastor and Staff Holiday Gifts. This is something we annually do but have not previously budgeted.
- 6 Computers/Internet were separated with Internet left in Facilities (utilities) and Computers in Technology.
- 7 Subcategories were added to Technology for Zoom & Breeze and Website Design & Maintenance
- 8 There was an error in the formula for Facilities in 2021; one category was entered multiple times, inflating the total. I have corrected the error but adjusted the total to represent what was actually approved by the Congregation. The subcategories therefore do not add up to the total in the 2021 Budget column.

BOARD OF DIRECTORS REPORT
Congregational Meeting
October 10, 2021

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 on May 16, 2021, the Board has:

- Met four times in-person and virtually. Other business was handled 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. We also thank C.B., who remotely keeps up with office voicemail messages during the week.
- Continued to carefully monitor the COVID-19 pandemic and adjusted worship and other gatherings as appropriate to keep everyone safe. We are happy we were able to resume our indoor in-person worship in June.
- Completed work on audio/visual upgrades to the sanctuary to support hybrid in-person/virtual worship. This included a dedicated PC, the sanctuary TV, a video switching system, and new Internet service. Although funds to pay for these upgrades were set aside from our 2020 end-of-year surplus, we were able to pay for them by donations and 2021 income and not touch our reserve fund.
- Terminated and concluded our sponsorship and space sharing agreement with the Knoxville School of Progressive Education.
- Installed a professional, new building sign in place of the vinyl sign we've had over the main entrance for years. We thank Donna for her leadership on this project.
- We thank Ruby and her team for all their hard work in managing a wide range of maintenance issues including:
 - Cleaning the sanctuary carpets,
 - Replacing a stool's upholstery,
 - Cleaning the sanctuary windows,
 - Cleaning the white folding tables that were stained by the school,
 - Resolving issues in the annex crawlspace including repairing the barrier and fallen insulation under the floor, filling in gaps in the annex skirting, removing rubbish, and installing a vapor barrier on the ground,
 - Repairing, pressure washing, and sealing the annex deck,
 - Repairing the annex kitchen linoleum,
 - Replacing missing siding,

- Replacing flower bed railroad ties,
- Replacing the sanctuary door leading to the annex,
- Servicing the sanctuary HVAC system and replacing their filters,
- Investigated the replacement of the Annex HVAC system.
- We also thank Ruby and the Social Committee for hosting the June gathering at Cove Lake State Park.
- Approved the payment of recurring bills and payroll by electronic means.
- Approved an outside vendor to redesign our church website.
- Supported the Pastor and Deacons in implementing our new opt-in membership review process.
- Approved the Pastor's recommendation to subscribe to the RightNow Media service, which is a library of streaming biblical video resources.
- Approved the creation of the Medical Expense Support Fund to assist those with catastrophic medical expenses.

LAY DELEGATES REPORT

October 7, 2021

Dear MCC-Knoxville Congregation,

In October 2020 I was officially voted Lay Delegate for MCKK. Since my last report for the May Congregational meeting, I have continued to familiarize myself with the MCC-Knoxville's job description for lay delegates and reading the MCC's lay delegate manual, found on the MCC website. I have also been keeping up with all the materials available from MCC worldwide church so I will be prepared to represent our congregation at the general conference in Austin, TX coming up in July 2022.

I have attended one of the two MCC-K board meetings required by the lay delegate each year.

Thank you for electing me 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. Happy Birthday!!! MCC is 55 years old in October!!! Please try the MCC website to see what's happening in MCC's all over the world. Mccchurch.org!

Thank you.

Sincerely, Carrie Roller

DEACON'S REPORT, CONGREGATIONAL MEETING OCTOBER 10, 2021

WELCOME

This past summer, Carrie Roller and Robert White joined the Deaconate. Both of them had been deacons in the past. Their willingness to serve is greatly appreciated.

DEACON'S FUND

Thanks to the generous contributions of our congregants and St. Ninians, we were able to help several people through our Deacon's Fund. We helped with rent and utilities. We are blessed to have \$3288 remaining in this fund.

FOOD PANTRY

There has been a drop in the requests for food since the pandemic started in 2020. We have ensured that our food pantry is included with organizations addressing food insecurity. This drop in requests has been seen throughout the Knoxville area. Because of the location of our church, we are unable to put out signs in front of our church as other places do, that would be seen by people in need. However, flyers about the availability of our pantry have been distributed to places where we hope they will be seen by people who might be in need of food. Other options are being considered.

Many thanks to all who have helped with the food pantry. Extra thanks go out to Cathy Hunley for shopping, preparing and delivering baskets. Thank you for making a difference! Cathy will be out of service for about three months after she has knee surgery in October so we are in need of more volunteers. If you are willing to help, please contact Deacon C.B.

We have given out 42 baskets to families in this year so far. There is currently ample supply of food in the pantry, and we have \$3815 in Food City Gift cards.

On October 13th, we will pick up 83 cases of food from CAC for the pantry. They supply about 50% of the items we put in the baskets and the rest is the responsibility of MCCK. Thanks to the volunteers who will pick up the food, unload the trucks and store the food in the pantry.

WORSHIP

The Deacons have continued to participate in worship leadership including the celebration of communion.

MEMBERSHIP FOLLOW-UP

As part of the regular duty of Deacons, we have been in contact with many of you over these months just to check in as well as being in touch with those who have been ill.

WORSHIP ATTENDANCE

Kathy Hyland tracks the weekly worship attendance on Zoom, Facebook live, and in-person. This assists us in identifying people who may appreciate a call from us such as newcomers or members and friends who are unexpectedly absent.