



**Aldersgate United Methodist Church
Leadership Team Meeting**

**January 21, 2020
Meeting Minutes**

Leadership Team and Staff Members Present:

Richard Bass, Mark Husband, Emily Moore-Diamond, Randy Orndorff, Terri Phillips, Sarah Lynn Mertins, Michelle Matthews, Pandy Jansen, Shari Van Buren, Paul Amos, Molly Johnson, Ed Little, and Vivian Baxter.

Karen Latta, Carrie Henderson and Shaun Evans were unable to attend.

Congregation member Kenneth Hamilton also attended.

1. Welcome and opening prayer (Randy Orndorff)

2. Devotional Time (Randy Orndorff)

Reflections on the faith and influence of Mark Van Buren.

3. Work of the Church

A. Included – Connections, Pandy Jansen

- We have a lot of folks interested and attending membership and baptism meetings. We are working on how best to convert the interest to membership.
- Laura Derby's last weekend with Aldersgate is this weekend.
- We have had one person step up to be a team lead for Saturday and another for Sunday coffee time.
- We will host another Pizza with Pastors on February 11.

B. Inspired – Worship, Paul Amos

- Last month the numbers for worship services averaged: Sat 45; 8:30, 75; 9:30, 145; and 11am, 150.
- We have received the Volunteer lists from the Time and Talent cards, but not a lot of new fruit was gained in the Worship area.
- We are working on support for the upcoming funerals.

C. Involved – Mission & Service, Sarah Lynn Mertins

- We are in the middle of the January mission focus with a food drive for Fort Hunt Elementary students who are food insufficient. This will end on February 2 and the youth will help separate the items prior to delivery to the school.
- The Mission team decided the Lenten offering will see 50% of the funds received going to Kingstowne, and the other 50% will support the Collingwood Mission trips that are planned for the summer.

D. Instructed – Education, Shari Van Buren & Emily Moore-Diamond

- Randy & LeeAnne will lead a small group meeting in their home for new members. This will be to assist new members in building relationships with their neighbors.
- A new Divorce Care Group led by Patty Kern is being developed.

- There will be a joint Collingwood/Kingstowne Women's Retreat on Feb 29 with the theme of LEAP. The schedule of speakers and breakout sessions is coming together, and registration will open this week.
- E. Youth – Vivian Baxter
- All Sunday School classes and Youth Group are going well.
 - The Youth worked with the Hypothermia team to put bag lunches together.
 - Discovery Weekend is being pushed later in the year due to conflicts with schedules.
 - Jay McDannell has been updating the technology in the youth room.
 - Still working on a name for new mission trip that is planned with Kingstowne this summer; suggestions are welcome.
- F. Community Engagement – Emily Moore-Diamond
- The team will be meeting tomorrow night at 6pm in room 116.
 - New ideas of how to be church in the community are being collected from the congregation.
 - An idea from the group discussion is to use the term 3rd Spaces rather than community engagement. This is the term used by the Florida Conference and focuses everyone on events being outside of the church walls/grounds.
 - Ensure someone is posting information about the events to all neighborhood groups on social media.
- G. Kingstowne –Michelle Matthews
- Held a transition meeting today with Randy & Terri to set dates toward independence.
 - During the Lenten series, Kingstowne will have 2 weekends of testimonies, one of which will be the weekend Michelle is preaching at Collingwood.
 - The Stewardship campaign went well. We have transitioned all but a few online givers from the Collingwood Realm site to the Kingstowne Realm site. The campaign goal was \$112,000 and we exceeded that goal by bringing in \$118,000 in commitments.
 - We are planning for Lent, and we are looking for new 3rd Spaces for events.
 - We had 2 Christmas Eve services on December 23 and all went well. The 5:30 service was MUCH larger than the 7pm service.

4. Church Work

- A. Finance Team Meeting Update (Ed Little)
- The team looked at our anticipated year-end numbers for 2019 and found we were able to pay the Active Clergy Health apportionment as well as an additional \$20,000 to the District Offices.
 - The 2020 Budget was reviewed, and it was determined no changes were needed. The 2020 Budget was approved via eVote by the Leadership Team on January 9, 2020.
 - As we receive commitments for the Capital campaign, the hope is to make the new loan payments from an independent account.
 - The team discussed paying the 2020 Apportionments as we can with the possibility of making weekly payments. We hope to make these payments through June, then hold through the summer as needed and resume payments at the end of the 3rd quarter.
 - The team discussed moving the restricted accounts into a separate, independent bank account, but no action has been taken.

B. FY 2019 (December) Financial Report (Terri Phillips)

- A draft of the 2019 Year End Financials was presented to the team.
- Final numbers should be ready by the end of January.

C. Loan Refinance Update (Molly Johnson)

- We have retained the services of Ryan Brown, Esquire, to assist in filing the necessary encumbrance petition with Fairfax County. This approval was finalized on January 6 through eVote.
- As a reminder, the loan will be up to \$2.5 million for 5 years.
- The draft copy loan documents were reviewed by Mr. Brown and only minor changes were needed.
- The final loan documents will be sent to all members of the team when they are received.
- Current items that are in process to finalize the loan:
 - o Encumbrance document/petition
 - o Opening of accounts at Atlantic Union Bank
 - o Certificate of Insurance update
 - o Notarized copy of tonight's meeting minutes

At this time, the Trustees presented a proposal from Atlantic Union Bank for the refinance of the church's existing mortgage with Branch Bank & Trust. The Atlantic Union Bank proposal is to provide a new mortgage of up to \$2,500,000.00 to refinance all of the existing debt with Branch Bank & Trust, with a fixed interest rate of 3.99% per annum, with monthly payments of principal and interest due based upon a 25 year amortization, and with a loan term of 5 years, leaving a balloon payment due at maturity. The proposal further permits prepayment without penalty from offerings or capital campaigns at any time, and has a prepayment penalty for refinances only in the first three years of the loan. The loan will be secured by the main church parcel known for tax purposes as 1317 Collingwood Road and with Tax Map #1024-01-0018, and by the senior pastor parsonage, known for tax purposes as 1407 Collingwood Road and with Tax Map #1024-01-0025. District Superintendent Rev. Mickle provided a letter dated January 14, 2020 stating that a charge conference was not required for a refinance of the existing loan, and that the charge conferences undertaken in 2002 for the original debt were sufficient congregational approval. Rev. Mickle further indicated in his letter that the Leadership Team may approve the refinance and delegate to the Trustees the ability to enter into the Promissory Note, Deed of Trust, and other security agreements required by the bank. The bank's legal counsel has prepared draft loan documents, which have been reviewed by the church's legal counsel and which generally reflect the terms of the bank's proposal.

Molly Johnson moved to:

- (1) approve the refinance with Atlantic Union Bank pursuant to the proposal presented by the Trustees for an encumbrance of up to \$2,500,000.00 with an interest rate of 3.99%, amortization of 25 years and term of 5 years; and
- (2) delegate to the currently serving trustees, Carrie Henderson, Ed Little, Paul Amos and Mark Husband, the authority to negotiate the final terms of the loan documents with Atlantic Union Bank and to sign the Promissory Note, Deed of Trust, and other security agreements required by Atlantic Union Bank, Branch Bank & Trust or Smart Settlements as title underwriter and settlement agent to complete the loan refinance, and to take any other steps as may be necessary to fulfill the purposes of this motion.

Ed Little seconded the motion.

No additional discussion was needed and the vote was called.

The motion was approved by all members of the Leadership Team.

D. Stewardship Campaign Update – Terri Phillips

- We have exceeded our goal!!
- To date we have received 202 Commitments for a total of \$987,503.
- The time and talent cards are in the system, and the lists have been sent to Leadership Team and staff members.

E. Capital Campaign – Richard Bass

- The theme for the campaign is Growing Lives for the Future.
- Richard passed around a copy of the letter sent to the top givers of the 2016 campaign.
- As a reminder, the team has decided on a multi-faceted or tiered campaign:
 - o Tier 1 – make our loan payments for the 3-year campaign, approx. \$500,000
 - o Tier 2 – add capital improvements of approx. \$500,000 that may include:
 - Roofing
 - Parking Lot
 - Vestibule Carpet
 - Lighting
 - Play Ground
 - o Tier 3 – dedicated to paying additional principle
- The campaign will use the image of the Stained Glass window for the sermon series and campaign.
- Capital Commitment weekend March 28/29.

F. Wedding/Funeral Fees (Emily Moore-Diamond)

- An updated fee schedule for both Weddings and Funerals was proposed to the Leadership Team. These coincide with the updating of the Wedding and Funeral policy manuals.
- A few suggested edits were made to the manual, and the following motion was made:

Sarah Lynn Mertins moved the proposed fee schedules be approved as presented. Mark Husband seconded the motion. Additional discussion was held prior the vote being called. The motion passed unanimously.

G. Nominations – Randy Orndorff

- The nominating team will be meeting on March 3 to begin looking at the vacancies that need to be filled for the upcoming year.
- Randy has received a few names to present to the team but is hoping for additional names for the team to consider.
- The nominating packet has been updated and ready to be handed out.
- Randy asked the team how would we like to handle the vacancy left by Mark's passing?
Options include:
 - o Ask a past Lay Leader to fill out the end of Mark's term – through June 30, 2020.

- Appoint someone currently serving on the Leadership Team to take over the role of Lay Leader.
- Consider a rotating chair for the meetings over the next 5 months.
- The final option was agreed to and the following list of meeting chairs was compiled:
 - February – Paul Amos
 - March – Ed Little
 - April – Michelle Matthews
 - May – Mark Husband
 - June – Molly Johnson

5. Closed Session

The open meeting concluded and after a short break, the leadership team moved into a closed session to discuss personnel issues.

Submitted by,
Terri Phillips
Administrative Director