

## Zion UCC Consistory Meeting August 12, 2025

**Call to Order 7:05 pm by Dave D.**

**Attending:** Pastor Elizabeth, Dave D., Debby W., Kelly D (on zoom)., Elena C., George D., and Bob S., Robin F., John P., Jeff Q., Pierre and Ted C (Trustees rep). **Absent:** Cheryl L

**Approval of Consistory Meeting Minutes:** motion to approve made by John and seconded by Bob. All attending approved.

### Treasurer's Report

As of 8/1/25 there is a balance of \$74,090.96 in the operating account (This balance also accounts for the 8/8/25 payroll) and \$52,769.55 in the restricted funds account. There are five Sundays in August.

The revenue for July was \$16,695.09 and the net income was \$3,260.50. In comparison: The revenue for July 2024 was \$20,459.95 (this included the 2024 Strawberry Festival). The net income for July 2024 was 9,268.54.

The YTD Revenue is \$140,213.45 and the YTD Net Income is 19,876.37. The YTD 2024 Revenue was \$122,953.78 and the YTD 2024 Net Income was \$10,354.20.

There were no notable P&L events in July.

The expenses and income continue to track in a good direction.

\*Review Draft Budget- Robin, Dave D., Bob, Kelly, Ron J and Pastor Elizabeth are on the budget committee. They met and went over next year's budget line by line.

### Kalee's Member in Discernment (MID) update

Plan for Ecclesiastical Council and Ordination at Zion

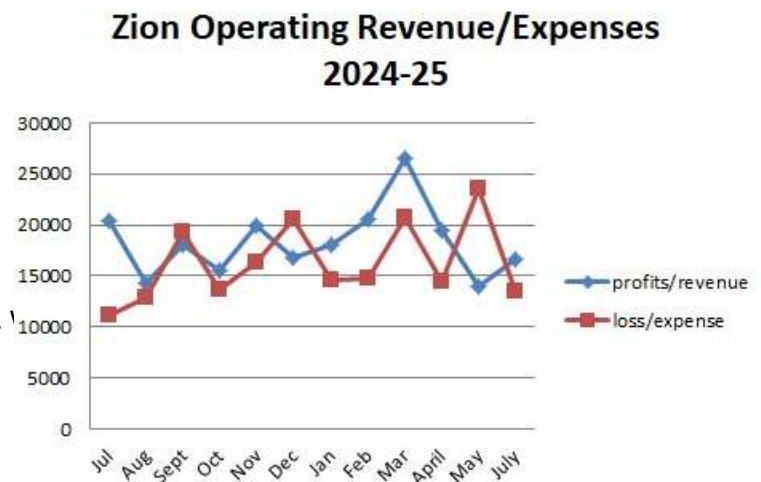
Invites will be sent out for her meeting with the Ecclesiastical Council on Sunday September 7 at 3 pm. We need Zion members here to support her and vote for her during this process. Invitations will be going out to members. There will be a light dinner afterwards- hoping for 100 + to attend this special day for Kalee.

Pastor will ask Chef Rick if he can help, and Robin and Bob volunteered to assist him.

Next month we will need to plan her Ordination for October 5 from 3-4 pm with a reception afterwards.

### Pastor's Report

- Summer worship was an all-time high, VBS and the Mission Trip were a success.
- Summer visitation will continue -she will be out of the office at times as she continues these visits.
- She is eager to hire John as a Church Administrator, because she thinks he'll be extremely valuable to the church and help take over tasks that she doesn't need to do as the pastor.



- We need to finalize plans for Rally Day and promote it more. There will be a Bounce House for the kids. Motion to get Bounce House was made by Dave, seconded by Pierre and all attending approved and there will be a congregational picnic after the service for everyone!
- End of Summer Schedule:
  - August 17: Traditional
  - August 24: Contemporary
  - August 31: Contemporary
  - September 7: Combo for Rally Day
  - September 14: Resume Two Services

#### **Trustee's Report (Ted-liaison):**

- They are waiting for the third and final bid for the Kuck hall renovation
- They have started discussing with consulting firm about the renovations for the outside courtyard project. This will help summer worship space and make the area including the doors to go inside the church ADA compliant.
- Explained how Consistory needs a person to be a liaison for house and ground to work with Dave and Ed on Trustees who oversee the House and grounds. Bob was recommended for this role, and he graciously accepted the position. Laurie (on Trustees) is comprising a list of monthly/yearly maintenance for them to follow.
- Security team liaison is Jill

**Fundraising, Stewardship, and Outreach (John)-** The Meat Raffle is scheduled for this November 7 and a week later November 15, the Rummage Sale will take place.

#### **Committee Reports**

- **Christian Education & Missions** - (Kelly) – 24/25 kids attended VBS with much success. Teachers are preparing for regular Sunday School to begin again in September.
- **Health Ministry** - (Debby)- organizing classes-
  1. September is Immune Boosters and Busters Sept 6 from 10-12 (must be pre-registered to attend)
  2. October is What Survivors Need to Know: creating a legacy Document
  3. November: working on What you need to know before you or a loved one goes to assisted living or a nursing home (the hidden facts)- Stay tuned for more information
- **Memorials** - (George) - Donations were made in the past month for Dick Apfel, Ruth Sellon, and Charles Rudick. A new swing set (delivery on 8/13) was paid for out of Memorials. Current balance: \$1968.41
- **PPRC/Admin** - (Cheryl) – Ted reported that Debbie G and him met about creating a new church administrator position for 15 hours per week, how to fund the position, roles and responsibility of this person, and how to move this idea forward. This will help lessen Pastor's administration role so she can concentrate on doing more Pastor duties. John Pauling has been offered this position. After Consistory went over his contract, he removed himself from the room and the Consistory voted for John doing this position. George made the motion to accept John, Bob seconded, and all members present (except Jeff and John who abstained) approved John as Church Administrator. Ted stated that the position will be probationary through December so they can review any changes needed in his duties and make any changes before it becomes permanent in the new year. He starts Monday August 18, 2025.

Job Title: Part-Time Church Administrator, Zion UCC

Compensation: \$20/hour | ~15 hours per week

##### **A. Key Responsibilities**

- Use creative strategies and planning skills to support church growth initiatives
- Coordinate and maintain the church's calendar of events
- Manage church hall rentals, including inquiries, bookings, and communications

- Support communications including newsletters, flyers, email announcements, and social media updates
- Work closely with the Pastor, congregation, and other church leaders as needed
- B. Qualifications
  - Strong organizational and planning skills
  - Creative thinker with an interest in community building and outreach
  - Comfortable using basic office software (e.g., Google Suite, Microsoft Office)
  - Excellent written and verbal communication skills
  - Experience with social media and/or digital communication is a plus
  - Ability to work independently and manage time effectively
  - Warm, welcoming presence aligned with our church's inclusive and Christ-centered mission
- **Community Assistance Ministry** - (Jeff)- the church helped one elderly person who reached out for assistance with their overgrown bushes/garden.
- **New Member** - (Dave) - no report
- **Environmental Ministry** - (Jeff). Memorial Park was delayed due to runaround by original contractor. This contractor was checked out thoroughly, so this was all unexpected. A letter has been prepared by a lawyer to go out August 13 which states he has to begin the work by this Friday the 15<sup>th</sup> and finish by September 5. If unable to do so, he must return our deposit immediately. Another contractor is waiting to see if he needs to start the project for us.
- **Network of Religious Communities** - (Pierre) -Lou from the Network attended our meeting to speak to us about the Riefler Grant, he went over the criteria needed to apply for the grant. These grant projects are supposed to be able to bridge racial/ethnic/religious barriers by involving people from the community.
- **Community Dinners** - (Bob)- 170 meals were prepared and it was well received.
- **Food Pantry** - (John)- people coming for assistance has increased to 20 people from our community so the pantry needs constant restocking.
- **Coffee Hour** - (Ted)- Cookies and Conversation (held inside and outside on Summer Sundays) has had good support by some specific bakers (Thank You!) but they are always looking for more bakers so if you can bake 1 or more Sundays, please bring them in before the service begins. Hoping to increase bakers even more when they move back inside for Coffee House in September

#### Old Business

- Constitution/Bylaws task force chaired by Ken Voght.
- Consistory Handbook is tabled until the Constitution/Bylaws have been revised.

#### New Business

- Need new desk chair for office. Motion made to approve purchase (up to \$300 dollars) made by Debby and seconded by Pierre. All attending approved. John will investigate this and order the chair.
- Safety Meeting was held in July (Committee was Bob, Dave D., Debby, Debbie G, Jill Trustee liaison, Steve and Pastor)
  - First Topic: Debbie's Classroom on the stage.
    - -Move the Kindergarten Class to the nursery and put the full partition in the nursery with a door.
    - -Ainsley would take the back of the nursery and the little kids would take the front.
    - -Move Debbie's class to the kindergarten room.
    - -Recommendation is to get quotes of partitions. Dave D is looking into that.
    - -Do all of this by September
  - Second Topic: Tint Windows
    - -We don't think we need to tint the windows to the playground; we do think we need to tint the windows to the parking lot and to the choir room.
    - -We would like to have it professionally done. (Have it done with Kuck Hall if Trustees would like.)
  - Third Topic: Doors for classrooms.

- -Should we consider emergency door lock/barricades? no
- -Teach teachers to lock the doors when kids are all in the classroom.
- -Add peep holes to the door.
- -Replace Nursery Door with a solid door.
- Remaining Needs:
  - -Add cameras to three remaining classrooms.
  - -We need Sunday School Teachers meetings at the beginning of each year.
  - -We need a Sunday School Teacher checklist.
  - -Have Ken and Tim train other ushers to stand in the back of the church to inspect the hallways.
  - -Create hallway ushers signup list for both services. Ask dads to sign up for the first services.
  - -Show all teachers and ushers where the key to the playground gate door is.
  - -Consider changing the gate to an emergency exit push bar.
  - -Set safety place for kids to go (underpass/pump station)
  - -Add an emergency alert system to the church. Make sure if it's wireless, that the batteries are changed every year.
- Safety Sunday (Rally Day):
  - -Tour of the church with exits
  - -Fire Safety
  - -safety usher sign ups
  - -with safety ushers, lock the doors after worship begins.

Meeting was adjourned at 9:28 pm by Dave D.

Next Meeting: September 9th.

Respectfully Submitted by:

Debby Williams  
Consistory Secretary