

CSSSJC
Growing Church Workshop
Minutes
November 30, 2009

President Nan Hopfer opened the meeting at 7:35 PM. LaRae Fast read from an article entitled "CONSISTENCY." by Archibald McLellan, in the *Christian Science Sentinel*, Vol. XI, No. 14, and from *Miscellany*, "THE ANNUAL MEETING", June 12, 1906.

Quorum:

A quorum was established with 17 members in the room, 11 members on the telephone and 2 members on Skype making a total of 30.

Minutes:

The minutes of the October 26th Growing Church Workshop were approved with last minute amendments submitted by Paul Garman. Minutes were approved with the following:

Amendments offered by Paul Garman:

1. Minutes: under the "Proposed Budget" where it was reported we were "\$842.35" in the red and \$ was transferred; I believe it should read "as of this morning, the checking account was \$842.67 in the red, and therefore \$10,000 was transferred....". Otherwise it makes it seem like the church was totally out of \$ which isn't the case.
2. Also I don't believe it was decided that a 20% cut should automatically occur for professional services, it was only discuss. A large part of that discussion was to re-examine the roles of the administrator and bookkeeper, particularly in light of the fact it was reported that they were spending 70 and 60 hours respectively on those jobs. A look at our priorities, and how we function as a church was suggested and I think it would be helpful if that was reflected in the minutes

Regarding the budget that was subsequently done and sent out, I'd add the following:

1. The 1st line item advertising was \$500, I believe, not benevolence \$500 which it currently reads. (Benevolence was 0)
2. Referring to #2 above, again I don't believe the 20% reduction was a done deal, but something to consider.
3. Although we might have put \$2000 in for RR expenses, I don't think that was the final decision. The suggestion was made to have the RR be its own account and handle its income and expenses, including bills. In any case, \$2000 for the year wouldn't even cover the monthly standing orders for the periodicals which currently run \$197.42 a month, or almost \$2400 a year (That's the reduced standing order as of several months ago) There needs to be some \$ allocated for new inventory, even if it's minimal.
4. There needs to be a line item added for the expense of the Board's visit, which I believe was estimated at \$5000.

Correspondence:

Approximately 11 letters were read, covering ideas regarding Fellowship Sundays and gratitude.

Discussion followed. These letters and emails can be found in the Administration office.

Treasurer's Report:

There were no questions regarding October financials.

Administrator's Report:

Nan Hopfer read Carl Symons' letter of resignation.

Management Team Report:

Nan Hopfer expressed gratitude for all the volunteers at last Sunday's service who overcame last minute pre-service obstacles. She also expressed gratitude for Jackie Riegel's willingness to take on the task of sign-up sheets with all the coordination that entails.

On behalf of the Management Team, Nan Hopfer announced that Mary Beth Pope was offered the position of Administrator. Mary Beth is the Bookkeeper and her 80 hours per month will be divided between the 2 positions as required. Mary Beth was offered a salary of \$1K/month. Nan read the new Admin job description.

Other Activity Reports:

Management

Nan Hopfer explained the computer issues and the resolution. Our tech person, Steve Burks, is building a new computer that he will guarantee and the cost will be \$597.60.

Refreshments

Nan Hopfer asked that we revisit the costs and amount of food each person should bring. Reimbursement would be for large lunches served for special occasions, i.e., Committee on Publication.

Assistant Committee on Publication

Diana Colarossi reported that prayerful work is still needed regarding the national health care reform legislation.

Joint Media

Jackie Riegel reported that Nan Hopfer will be speaking regarding the work being done by the Joint Media Committee and the importance it plays in the outreach of Christian Science in Southern California. The talk will be held on December 8th, at the Corona del Mar church. Nan added that Joy Aldrich has created bookmarks giving broadcast times of the various programs. Joy also does the newsletter for the JM Committee.

The Christian Science Board of Directors' Visit

Deborah Huebsch reported that the committee has been given a proposed outline of the Board of Directors' activities beginning on January 28th with Committee on Publication appointments; and starting on Saturday, January 30th through Sunday, January 31st at the Society.

The committee hasn't received confirmation from The Willows but there is an offer that The Willows will comp the costs of housing during their visit.

The Committee on Publication will pay half their airfare and the Society will pay the other half.

Saturday morning @ 9:00 AM there will be a breakfast buffet. The goal is to have a 2-day meeting with the Board of Directors. On Saturday, members will share "what this church means to me", and an explanation of why the Society does what it does. There will be questions for the Board of Directors, i.e., how does the Board see the Movement in the future.

The Board of Directors will be staying an extra day to attend the Sunday service here.

There will be a private telephone number that the members will use for the discussions with the Board of Directors.

Nan Hopfer relayed information on our lease. The lease runs until December 31, 2011. There is a total of 2705 square feet = \$2.16 per square foot. We are paying the lowest rent in this plaza. The vacant space across the street has been leased at \$3.00 per square foot. The patio will be available at a cost.

New Business

Two new members have been elected to the Management Team to fill the position vacated by Dick Parsons and then Warren Gruenig's position, which becomes vacant the end of the year. They are Alan Hess and Diane Schnitzer.

Election of Readers

Nan Hopfer and Mary Beth Pope were elected to read the month of January.

It was agreed there will be an email vote for February and March.

Sunday Collection

Bev Lyle proposed including the collections in the Sunday service. The motion was moved and seconded.

Discussion followed.

The motion was withdrawn by Bev Lyle and everyone agreed to pray about the matter.

2010 Budget

Nan Hopfer reported that by combining the admin and bookkeeping jobs the Society will save \$6K in 2010.

Priscilla Pepke shared that, in her opinion, \$1K/month salary to Mary Beth should be increased. Nan responded by saying it was "a good start" and that Mary Beth had agreed to the salary and said she would be happy to donate what extra time was needed in the same way others volunteer their time to the Society.

Paul Garman, who was unable to be present at the Meeting, made the following motions through Bonnie MacDonald. 1) A Finance Committee is formed to finalize the budget and review monthly financials and requests for funding on an ongoing basis. 2) We reinstitute tithing and consider having all charitable contributions come out of that fund...with the exception of designated donations. 3) We re-exam the roles and job descriptions of the Administrator and Bookkeeper; perhaps considering combining the 2

as they do in some churches; also, research other Christian Science churches to help determine what is reasonable compensation.

Dick Smith and Paul Garman volunteered to be Finance Team members and they will select a third party to comprise the Finance Team. The Team will take over the final work on the 2010 Budget immediately.

Discussion followed regarding tithing.

Diane Schnitzer quoted Mary Baker Eddy's definition of Tithe in *Science and Health*.

A motion was made and seconded to reinstitute tithing at the beginning of January and unanimously passed.

Adjournment- 11:05PM

ACTION ITEM: New admin job description is made available to members.

Respectfully submitted,

Mary Beth Pope