

Parish Council Meeting Minutes  
March 28, 2017

In attendance: Bruce Weaver, Jeff Law, Linda Ladd, Jill DiGiorgio, Scott DeSantis, Barbara Langill, John Sievers, Annmarie Pendola, Chuck Cotting, Debbie Cotting, and Lauren Donadio

Moderator Bruce Weaver convened the meeting at 7:05pm.

- I. Meditation: Jeff Law led meditation discussing post-9/11 generation. Conversation ensued about how the pace of change can be threatening and the value of being heard and hearing others. Is listening to all sides equally a show of weakness or strength?
- II. Approval of Parish Council Meeting Minutes from 2/27/17 by unanimous consent.
- III. Feedback on the past year with Rev. Estelle - Bruce Weaver
  - A. Overall positive
    1. Maintenance of membership
    2. Bridge interim will help keep momentum forward toward settled pastor
  - B. Changes from past years
    1. Social Media Team
    2. Branding and marketing
- IV. Minutes Reporting - Bruce Weaver
  - . Discussion about how to increase transparency and ensure that Parish Council minutes are included in Tower Notes
    1. Currently, TN are once a month, but may go back to twice a month - will check with Susan Spear
    2. Pastor message may only be included monthly
    3. Recording secretary will ensure that Parish Council minutes are reviewed and approved by Parish Council members and sent to Susan Spear for inclusion in Tower Notes in a timely fashion
- V. Financial Report - Jeff Law
  - . Operating Fund
    1. Overall loss is worse than last year, but better than budget
    2. Income:
      - a. Last year's income was higher due to Supplemental Pledge drive
      - b. Worse than budget on unpledged offerings, building use donations, and undesignated contributions
      - c. Tower Day contribution generally not taken into account until end of June and could recuperate the loss
        1. TD is having a great year with full enrollment
        2. Contribution is up from last year
      - d. Dedicated income reflects Verizon Wireless and T-Mobile
        1. Extra income from Verizon
        2. Double payment from T-Mobile
      - e. Better than budget for Pledges and Fundraising
        1. We have reached 88% of our fundraising goal with only 67% of the fiscal year complete
        2. Projected to hit goal once Shopping Cards contribution is factored in
    3. Expense
      - . Better than last year, but worse than budget
      - a. Repair and Maintenance - elevator repair in February
      - b. Transition from Rev Estelle to Rev Jamie Howard will reduce expenses
    - A. Capital
      1. Has been a busy month for Repair and Maintenance

- 2. Discussion to possibly hold off on some projects until the summer for better weather and to have cash flow from Tower Day
- B. Fundraising - Ahead thanks to Trivia Night
- C. Missions/Outreach
  - 1. Linda brought up question of which funds will represent money raised through Souper Bowl of Caring - Missions vs Youth
  - 2. Youth fund and Heifer account are separate from operating budget
  - 3. Importance of accurate reporting to the congregation how the money raised will be represented in the budget - Barbara and Linda will discuss further
- VI. Education Ministries Report - Barbara Langill and Jill DiGiorgio
  - . Nursery update
    - 1. Feedback has been very positive
    - . Leah O'Brien and other Tower Day staff/parents have noticed and are impressed with new space
      - 2. Still need lock for outside gate - Scott DeSantis will look into best options
      - 3. Currently borrowing table and chairs from Tower Day classroom - Dominic Donadio is in the process of refurbishing table for exclusive Nursery use
  - A. Faith Formation
    - 1. 4/2 - children will be baking muffins for Heifer and will not return for communion
    - 2. 4/16 - Easter Sunday. There will be no nursery or Faith Formation classes
    - . Children will be encouraged to stay with their families for the entire service - will be welcome during the Cantata
      - 1. Bruce suggested that Barbara send email to families letting them know children are welcome to stay
    - a. Fireside room may be set up with toys and books so parents can bring children in there and still be able to watch the service
      - 1. Lauren Donadio will check with Dom Donadio if TV with sound can be set up in the library for families as well
      - 2. Discussion of possibly having Coffee Hour in the Narthex or having a smaller/easier set up in Fireside room
      - 3. 4/9, 4/23, 4/30 - Godly Play and Brick by Brick classes
  - B. Joyful Noise will perform Palm Sunday - currently having rehearsals on Sunday after worship in the Sanctuary
  - C. Youth Ministry
    - 1. Visit to a Mosque on Sunday 4/2 organized by Linda Ladd
    - . Will meet for lunch after worship and drive to Lynn mosque by 1pm
    - a. Sign-up through church website
    - b. Linda will assess the need for volunteer drivers once final numbers of participants are in
      - 2. Youth will help with Easter Fun Day 4/8
      - 3. Summer mission trip to NYC with YSOP 8/6-8/11
      - 4. Youth@synod - Currently have Raden Sorli Hawk representing MA and Barbara Langill is going as MACUCC leader 6/30-7/4 in Baltimore
  - D. Events
    - 1. Plan to use candles and blue light bulbs to Light it Up Blue for Autism Awareness the entire month of April
    - . Request for the congregation to wear blue in support on 4/2
    - a. Have a balloon bouquet at the altar in place of flowers - Lauren Donadio will coordinate as CE representative at worship service
      - 2. Easter Fun Day community event on Saturday 4/8 with crafts, games, and Easter egg hunt
      - . Will take place on front lawn (egg hunt) and Richard's Hall (games and crafts) from 10am-11:30
      - a. Lauren Donadio will create a Facebook event to publicize
      - b. CE team will look into press release for local newspaper

3. Massachusetts Conference UCC requested to use Centre Church for 2017-2018 Christian Education Certification classes 3 Saturdays per year from 8:30am-12:30pm - approved by Parish Council

. Will run all dates by Susan Spear

a. CE host will have keys and follow Safe Church Guidelines

E. Director of Faith Formation job posting is up on 5 different sites and will be posted to Facebook on Thursday

1. Two candidates have been screened via phone conversation with Jill DiGiorgio and will be scheduled for in-person interviews next week
2. Website is in the process of being updated so candidates can get a better idea of our current CE program - also add link to job posting on CCC website
3. Motion on the floor presented by Bruce Weaver to approve a salary offer not to exceed \$24,000 for an appropriate candidate for the Director of Faith Formation position - seconded and approved by unanimous vote

#### VII. Outreach Ministries Report - Linda Ladd

. Meeting at Anthony's Coal-fired Pizza to decide focus of Outreach Ministries

1. Outreach will focus on:

. Local - families in the Boston area (Haven from Hunger, Mission of Deeds, Bread & Roses)

a. Globally - Clean water

2. Outreach will support:

. Youth groups doing KIVA micro loans (up to \$150)

a. Youth in YSOP in NYC

A. Haven from Hunger

1. No longer collecting redeemable bottles and cans

. Can see if a group (boy scouts?) would like the opportunity to redeem the bottles and cans and donate the money

a. Will no longer advertise that we are collecting redeemables

2. Plastic bags for plarn mats no longer needed

. Linda will put in TN that we will not be collecting plastic bags

3. Rolling TV stand in Missions closet will be removed/disposed of by Chuck

4. Donation of the Month box - Cereal and canned fruit

5. Serving meals

. The 4th Monday of the month, Missions Team will be preparing and serving meals at Haven from Hunger

a. Sign up in the Narthex each Sunday after church or email Linda Ladd ([ladd@neb.com](mailto:ladd@neb.com))

B. Walk Team Events

1. Will look into fundraising walks that CCC can do as a team

2. Current walks to sign-up for: 4/30 HAWC in Salem, 5/7 Great Strides for Cystic Fibrosis, Mission of Deeds in September

3. Suggestion to wear CCC shirts as a group

C. Open Mosque Day

1. Group from CCC will meet after worship on 4/2 and have lunch. Will discuss questions about Islam. Will carpool to Lynn.

2. Contact Linda Ladd ([ladd@neb.com](mailto:ladd@neb.com) or 781-334-6170) to confirm numbers and drivers

D. Website/publicity

1. Replaced pastor information

. Lauren Donadio noted that some pages (Weddings, Funerals, Baptisms) still list Rev Estelle and will be updated

2. Updated Youth Group page

3. Job posting for Director of Faith Formation link on homepage

4. Social Media Team is going strong!

. Will create Facebook events for Holy Week Services and activities

a. Can "boost" posts for \$5-\$10 on Facebook

- b. Will consider creating a press release for local newspaper
- c. Suggestion to make it clear community events are "open to the public"
- VIII. Membership Committee Report - John Sievers
  - . Coffee hour sign ups
    1. Linda Ladd suggested use a sign-up tool without ads - sign-up genius vs. wordpress
    2. No one is currently signed up for coffee this Sunday
  - . Children are baking muffins for Heifer
  - a. Debbie Cotting will provide ½ & ½ and juice and there are cookies in the freezer - Linda Ladd volunteered to set up/make coffee
  - A. Membership website: [www.centre-church.org/wordpress1](http://www.centre-church.org/wordpress1)
    1. Linda Ladd will create access from homepage
  - B. Shopping cards
    1. Facebook post about shopping cards was shared and well-received
  - C. Anthony's Coal Fired Pizza fundraiser was a huge success! No numbers yet, but manager said it was the best fundraiser they have had to date.
  - D. Reminder to be aware of greeting new members
  - E. Upcoming Events
    1. Flea Market (5/20) - notice in Tower Notes about event and asking people to save "treasures" to sell
  - . Still seeking volunteers
    2. Crafters on the Common (5/13)
    3. Chuck Cotting suggested doing another lobster roll fundraiser
- IX. Diaconate Report - AnnMarie Pendola
  - . Ministry Team Celebration Potluck Dinner
    1. Very well attended (>80 people)
    2. Extra food was donated to Lynnfield Fire Department and very gratefully received
    3. Consider having an annual Ministry Teams Potluck
  - A. Past worship services
    1. 3/5 - Beginning of Stewardship Campaign - "Go and Do the Same" - with special musical prelude by Lauren Patriquin-Muise
    2. 3/12 - Rev Estelle's last Sunday. Special "flash mob" prelude, personal moments shared by Rev Estelle, Nancy Lauzon, Pat Hanson, and Linda Ladd, and presentation of Good Bye and Thank You gifts to Rev. Estelle
    3. 3/19 - Guest worship leader Gage Whittier preached on "Waiting for God" with special music by Lauren Donadio and instrumental accompaniment by Bruce Weaver, Roger Hodgkins, and Carl Cherwek
    4. 3/26 - Worship led by Christian Ed/Music Ministries with Jeff Langill as leader and Raden Sorli Hawk providing detailed explanation of 23rd Psalm. Stewardship Pledge Cards were collected and blessed by Jeff Langill with the weekly offering.
  - B. Deacons to host Coffee Hour 3/19 and 4/9
  - C. Holy Week Services
    1. Plan for Palm Sunday, Maundy Thursday, and Easter Sunday services will be discussed with Rev Jamie Howard at next Deacon's Meeting (4/2)
    2. Children will pass out palms at the end of Palm Sunday Service as suggested by Barbara Langill
  - D. Prepared April ushering schedule at last meeting (3/5)
- X. Stewardship Report - Debbie Cotting
  - . Painting Project
    1. About 50 people have contributed - some are giving on an ongoing basis
    2. Just at the halfway point of \$60,000 goal
  - A. Annual Stewardship Campaign
    1. Officially ends 3/26 - about 20 pledges were received by 3/26

2. Jim Marshall will send Debbie Cotting names of those who pledged and she will send thank you notes
3. Debbie will also send reminders to those who usually pledge, but haven't by mid-to-late April
4. Annmarie Pendola and Lauren Donadio spoke during Stewardship Moment in worship on 3/12 and 3/19 respectively

B. Fundraising

1. Starting to advertise for Crafters on the Common 5/13
2. Have 15 crafters signed up
3. Scott DeSantis will help set-up

XI. Finance and Properties Report - Chuck Cotting and Scott DeSantis

. Maintenance Projects

1. Scott DeSantis restored windows and baseboards in new Nursery space and constructed fencing/gate
2. Fixing failed plaster and baseboard in Richard's Hall - baseboard will be installed shortly
3. Eight padded folding chairs were purchased for the Library and a new table is in place that can be moved to the side easily on Sunday mornings for nursery sign-up sheet etc
4. Bruce Weaver snowblowed during mid-March snow storm
5. Scott replaced failed faucet in 2nd floor men's room
6. Need new furniture for the Fireside Room
7. Will change sign out front to identify Rev Jamie Howard as Bridge Interim Pastor
8. Chuck is looking into replacing dimmer switch for chandeliers in the Sanctuary. 60 watt bulbs are overloading the switch and will be replaced with 40 watt bulbs with ultimate goal of LEDs

. Audio-visual Team requested moving the front chandelier up for easier video recording - Chuck will look into that

9. "Keep this door closed" signs will be replaced with smaller, more professional signs - will still comply with safety/fire code regulations

. Suggestion to add "please" to the sign

A. Paint Restoration Project Update

1. Yankee Steeplejacks will plan to restore steeple base, roofing material, and fencing in late April
2. Jani Bida will schedule to paint remainder of building - still need to paint Main Street wall, rear entrance, Ladies' Room walls, TD classroom walls near playground and facing Library
3. Also need to have funding to replace two front wall lights, painting the inside Chapel windows, and to replace Chapel steps - hope to have this done before Summer worship services start

B. Verizon Wireless Cell Site

1. 95% of project completed
2. Chuck spoke with Steve Russo of CTS about reinforcing trench and window well covers - will wait for warmer weather

C. Publicize progress on maintenance projects

1. Suggestion to have visuals on bulletin board to positively reinforce progress on maintenance projects - also updates on Facebook
2. Deb/Bruce can give update during worship on Sunday

XII. Pastor Update - Bruce Weaver

. Exit interview with Rev Estelle

1. Very positive overall experience
2. Size of church's endowment could influence pastor search
3. Will establish relationship with Rev Estelle's new church
4. Look into planned giving programs

- A. Transition to Rev Jamie Howard
  - 1. Will be primarily handling the spiritual side and Parish Council will take on the administrative side
  - . Rev Jamie will not plan to be at Parish Council meetings, but can meet on Sundays
  - 2. Rev Glenn Mortimer has been filling in with pastoral care during transition
  - . Will send him Thank You note and gift card for being on-call
  - 3. Rev Jamie will be here until the end of August
- B. Search Team updates
  - 1. Need one more reference for profile
  - . Barbara will ask Kate Sheehan from Heifer International
  - 2. Meeting 3/29 to do final review of profile
  - 3. Next steps:
    - . Mock interview 4/19
    - a. Release profile 4/17 - wait until Monday after Easter for potential candidate availability
- XIII. Old Business/New Business
  - . Suggestion to stand during all hymns
    - 1. Will be brought up at next Diaconate meeting (4/2)
- A. Recent donation
  - 1. In memory of Dr. George S. Robinson and Dorothy Robinson given by their son, George Robinson Jr
  - 2. No specific designation - will go into memorial fund and may be used to repair chapel steps. Scott suggested making memorial plaque for steps
- XIV. Council voted to adjourn the meeting at 8:45pm.

Respectfully submitted,  
 Lauren Donadio, Recording Secretary

Next Meeting: TBD    Meditation: Jim Marshall