

ADMINISTRATIVE COUNCIL – MINUTES

Wednesday, June 19, 2024 at Ely United Methodist Church

Growing in faith and sharing Christ's love with others.

Call To Order: Chair Sheri Rue called the meeting to order at 6:09 PM.

Attendees (14): Cathy Aldrich, Marge Forsberg, Linda Hane, Don Ingerson, Bev & Dan Johnson, Mark & Margie Olson, Sheri Rue, Patty & Bryan Rusco, Jay & Jeanne Tomlinson, Pam Turnbull.

Opening: Jay Tomlinson shared a section of text from *Journeys with the Messiah* about the importance of sharing the good news of God's love with others.

Minutes: Several corrections were noted in the May 15, 2024 minutes that had been distributed previously to the Ad Council members: (1) In the Treasurer's report the General Fund balance had shown only the undesignated balance of \$42,430.69 and should have been \$50,312; (2) the correct date for the Sunday for Church Conference reports is June 23 not June 29; (3) the overflow room/kitchenette project was incorrectly called the Fellowship Hall project; (4) under the Benevolence Fund the final motion was by Bryan Rusco not Bryan Olson. Margie Olson moved that we approve the minutes as corrected; second by Pam Turnbull. Motion passed.

Treasurer's Report: Mark Olson presented the May 2024 Treasurer's report. Account balances are \$48,375.05 in the General Fund, \$20,352.84 in the Building Fund and \$19,677.71 in the Memorial Fund. Motion to accept by Jeanne Tomlinson; second by Linda Hane. Motion passed.

COMMITTEE REPORTS

1. **Trustees:** Bryan Rusco reported that the committee will next meet on July 10 at 6 PM to discuss
 - Water on the floor in the Fellowship Hall from the heavy rains and discussing a possible long-term solution
 - Completion of the setup for the new camera with a laptop so it can be controlled from the back of the sanctuary
 - Parsonage maintenance

Pam Turnbull reported on the overflow room/kitchenette project:

- Knobs have been installed on the cabinets.
 - Some additional trim work will be done.
 - Plumbing work should be done this week.
 - Open shelving will be installed under the counter.
 - A chalk board will be put up.
 - Jake will be working on the bulletin board doors.
 - They'll be researching the bistro tables.
2. **Pastor-Parish Relations:** Cathy Aldrich reported that Craig's retirement party went very well and thanked the committee of folks handling it for a job well done. We all agreed with her assessment and commented how we especially enjoyed having Lucy Luthens & Courtney Forsberg step forward to take care of the cake distribution. Cathy also reported that we do not yet have a possible pastor but that we have pulpit supply through the end of July already scheduled:

- June 23: Conference Reports from Jay Tomlinson, Cathy Aldrich, Sheri Rue and Patty Rusco
- June 30 at 11 AM: Worship in Whiteside Park in conjunction with the Ely Memorial All-Class reunion. Jay Tomlinson and Don Ingerson volunteered to be at the church before 10 AM to redirect anyone coming to the church for the 10 AM worship service to the Whiteside Park worship service at 11 AM.
- July 7 at 10 AM: Ecumenical service at Semer's Park
- July 14, 21 & 28: Jeannie Burlowski
- Sept 1 & 8: Dana Thompson

She is also in touch with Michelle Miller and Paula Gaboury as possibilities for August or other fall dates. Committee members offered other possibilities including Dick Taylor and David Young. She mentioned we may need to arrange for worship service "facilitators" for some of the speakers who would only be doing the sermon/meditation and not leading other parts of the service. The Worship Committee will be notified as soon as individual speakers are scheduled so they can work directly with them on service details. Bryan Rusco commented that a licensed (but not yet ordained) pastor may serve communion if the elements have been blessed by an ordained pastor. Barb Hegfors has offered to do the element blessing, if needed. Barb Hegfors will be handling any funerals.

3. **Worship:** Linda Hane reported that Craig's final worship service on June 16 was wonderful. They still need liturgists for July; there will be a new sign-up sheet for the coming months but they won't know which scripture(s) will be used until later. We need volunteers for Children's Time and for service "facilitating". Patty Rusco, Scott Meland, Sheri Rue, Cathy Aldrich and Dick Taylor have all volunteered to help out with leading parts of the service. Dan Johnson emphasized that all committees need to contact him and/or Bev about any coming meetings or other announcements to be included in the church bulletin which is printed on Friday mornings. Music will be provided by Sue Germek on the organ on the 1st & 3rd Sundays of the month, and Mary Taylor on the piano for some of the other Sundays when she is available. Lexie Baack was suggested as a possible for July 14 and Butch Diesslin's sister, Syd, has offered when she's in town. Otherwise, it will be the CD player. A worship book has been ordered from Cokesbury. Linda Hane has ordered an additional one for herself. Mark will notify her after the books and bill have arrived.
4. **Connections:** Jay Tomlinson reported that the committee met on June 4 and
 - Discussed revising the Welcome Visitor tri-folds in the pews.
 - Updated the streaming information contained in our *Echo* ad.
 - Updated information on our website.
 - Shared the most recent letter from our sponsored International child - Linda Hane agreed to read it to the congregation at some point – and discussed perhaps having our children collectively write a response. Linda will talk to Chris Urbas as to how that could be handled in September.
 - Continued discussions on the dinner hosting initiative, Food Shelf initiative and continuing to recruit new members.
 - Watched three examples of the *Fresh Expressions* presented at the Annual Conference. They hope to come up with one or two *Fresh Expression* ideas our church could implement..
5. **Education:** Sheri Rue reported that Chris Urbas has ordered a Sunday School curriculum book.

6. **Memorial:** Marge Forsberg reported that the committee meets quarterly and the next meeting is on August 20 at 9 AM. \$37.96 from the Memorial Funds was spent on knobs for the new kitchenette cabinets.
7. **UMW:** Margie Olson reported that the UMW raised \$600 from the May 18 Rummage Sale at the Parsonage. Those funds will be used towards the overflow room/kitchenette project. The UMW Friendship Luncheon was held at the GEL on May 22 with 18 attending. Marge reported that our current cleaner will be ending her job on August 22 but will train the new gal who will take over. The new cleaner will be working on Tuesdays only. Margie also reported that UMW will be reimbursing Sheri Rue, Cathy Aldrich and Patty Rusco for their Annual Church Conference expenses and that we'll be scheduling a date for cleaning the Parsonage.

OLD BUSINESS

1. **Open house/Ice Cream Social June 30:** We discussed that we had originally planned this as a way for people to meet our new pastor but since we don't have one and it would conflict with some of the All-Class Reunion activities we probably don't need it. Pam Turnbull moved that we NOT hold an Ice Cream Social on June 30; Linda Hane seconded. Motion passed.
2. **Parish News/Prayer Wall/Calendar email:** We decided that we won't do a *Parish News* but we will still send out the weekly email with any needed announcements along with the Prayer Wall and monthly Calendar. It is important for every committee member to make sure their scheduled committee meetings and any activities they are planning are on the Church calendar which is always on the front right-hand corner of the desk in the Church Office. Jay Tomlinson will continue to do the Prayer Wall and monthly Calendar. Jeanne Tomlinson offered to take care of the Friday email.

NEW BUSINESS –

1. **Phone messages/mail/other:** Sheri Rue asked for volunteers to check our church phone for messages and post office mail as well as other tasks Pastor Craig did routinely. Mark & Margie offered to take care of checking the phone and mail; Jay will take care of removing the Parsonage phone number from our website and will ask Pastor Craig to change the message on the Parsonage phone to have people call the church; Bryan Rusco offered to take care of mowing the Parsonage; Jay will check the dehumidifier at the church on Thursdays & Margie will check at other times.
2. **Office Admin (Church Secretary):** Sheri Rue commented that most churches have a paid Church Secretary and wondered if we should think about it. The general consensus was that it wasn't needed since we currently had enough lay volunteers to handle the routine work that a secretary would do.
3. **Cloud storage – church records, pasties, audit information, other:** Sheri Rue brought up the fact that many important church records (member & directory information, pasty production & sales records, committee meeting minutes, audit information, etc.) are not always being kept, or at least kept current, on our church computer and that we really should try to be set up so that is not the case. After some discussion, Sheri agreed to talk to Voltz to see about the possibility of setting up our computer so that people could access it from other locations to work on church files directly.

4. **Confirmation:** Sheri Rue announced that we have up to 12 children in our church families who will be eligible for Confirmation this fall. Normally Confirmation is for kids in grades 7 & 8 but this group will have kids from grades 7 through 10 since we haven't had Confirmation classes these past couple of years. She and Keith Rue are willing to hold Confirmation classes twice a month from October to April for two years but will need some help. She has been in touch with Pastor Brenda North from another church that has the same many-grades situation who is creating a special Confirmation curriculum that we'll hopefully be able to use. It was pointed out that anyone helping out needs to have current *Safe Gathering* on-line training which is good for 3 years. This training is still accessible from our website and is paid for by church memorial funds.
5. **Workshop with Marcia Alexander, Epworth UMC, Mpls:** Sheri Rue, Cathy Aldrich and Patty Rusco attended a Connections workshop at the Church Conference and met Marcia Alexander who is working on her Certified Lay Minister (CLM) training. Part of her "roadmap" is to help churches who are without a pastor and is willing to come to our church and help us. Sheri would like to offer Marcia the chance to stay in our parsonage with her family for a few days in August while she does that. Jeanne moved that we invite Marcia Alexander and her family to come for a few days in August and stay in our parsonage and help us learn more about keeping our church going without a pastor. Second by Cathy Aldrich. Motion passed.
6. **Displaying our Mission Statement:** Sheri asked for ideas for where we should display our new mission statement. It is already on our website and will be in the new Welcome Visitor tri-fold in the pews. Another idea was to have it displayed above the sanctuary entry door. We all agreed that a sign on the outside wall left of the front doors would be a good place and also to have it on the inside wall opposite the back door so that people coming in that way, including pasty customers, would see it when they came in. Margie Olson agreed to approach Chris Urbas and/or Marshall Monthei to see if they would be willing to make the signs.

Items of Information

1. **Next Ad Council meeting:** Wednesday, July 17, 2024 at 6:00 PM. Cathy Aldrich volunteered to do the Opening devotion.

The meeting adjourned at 8:08 PM with a group recitation of *The Lord's Prayer*.

Respectfully submitted,
Jeanne Tomlinson, Ad Council Secretary