CHURCH COUNCIL AGENDA
January 26, 2020 7:00 PM
David Johnson, Moderator; Jodi Gruening, Moderator-Elect

DEVOTIONS:

MINUTES: November 24, 2020

SPECIAL REPORTS AND OLD BUSINESS

- Financial Update, including presentation of 2021 proposed budget (Emily Tripp and Lorna Truck)
- Senior Minister Search Committee update (Caroline Bettis Valentine)
- Strategic Plan update (Christine Woods and Karen Jeske)
- Discussion of board assignments for 2021-22 program year (Sid Ramsey)

NEW BUSINESS

MEMBER AT LARGE (Amy Anderson)

STAFF REPORTS

CLOSING PRAYER

NEXT REGULAR COUNCIL MEETING: February 23, 2020
Voting Members Present: Amy Anderson, Wendy Bellus, Julie Carroll, Fritz Craiger, Irene Hardisty, Matt Harvey, Lynn Hicks, Jeff Marks, Eliza Ovrom, Doug Rumple, Shari Simmons, Elizabeth Talbert, Lorna Truck, Linda Wilker, Alex Moon, Fritz Craiger.

Others Present: Emily Tripp, Karen Jeske, David Johnson, Rocky Morton, LeAnn Stubbs, Mary Riche, Sarai Rice, Chris Goodson, Lindsey Braun, Georgia Sherriff, Anna Osborn, Hallie Still-Caris, Artis Reis, Christine Woods, Cindy Eaton-Eklund, Caroline Bettis, Davison Rippey, Shari Simmons,

Introductions & Welcome: David Johnson called the meeting to order at 7:00 pm.

Devotions: Elizabeth Talbert talked about the meaning for advent and reflected as a time for a time for waiting – hope – beginning liturgical year.

Minutes: October 27th 2020 Minutes approved and distributed.

SPECIAL REPORTS AND OLD BUSINESS
Subject: Opening Comments, Monday Dec 21, 2020 6-7:30pm Longest night Service in upper parking
  • Stephen Ministries
  • Everyone stayed in their car
Subject: Financial Update, Emily Tripp, Director of Operations and Finance
  • Financial Summary is attached.
Subject: Mary Riche - Bylaws
  • December 1, 2020 proposed bylaws revision sent out.
  • Six weeks to review and written comments due.
  • February 23, 2020 Council update revision again
  • February 24th presented to full congregation
  • Zoom meetings
  • March 21st deadline for congregation comments
  • March 23, 2020 council
  • April 27 Council approved
  • Annual May 11, 2021 annual meeting
Subject: TiM proposal
  • Caroline Bettis TiM Chair update
  • Recruitment season would start soon but committee had questions/concerns about recruiting in COVID
  • Thought about if we had done enough for our current TiMs
  • Extend call additional 9 months
  • TiM ministries not absolutely committed
  • Karen has reached out to Lily and they are OK with this as well
  • Motion to approve, Caroline motion offer 9 month extension and Rushing and delay search to late 2021 into 2022, Second by Lorna Truck. Motion approved.
Subject: David Johnson gave Sr. Minister Search update
  • Sid, Fritz, Lorna, Sally, Jodi, David, Reverend Sarai, Reverend Lindsey, Reverend LeAnn met last night to begin picking board
Delegates.
- There were 23 names raised.
- Sid will go back to boards to confirm with those individuals,
- Strategic grant proposal to fund a search firm
- Motion to approve – Irene Hardisty, Second, Amy Anderson. Motion approved.

Subject: Karen on Strategic plan communications and work stream
- Christine Woods is chairing the group
- Working on how to engage membership on the plan
- Each board is being asked to submit a member and send Karen Jeske, Christine Woods, and Emily Tripp Maps.
- Expects to have first meeting in January.

Subject: CHAS by Julie
- Rodney talked about COVID risk and numbers
- Irene Hardisty and Jeff Marks – feedback be caution on re-opening
- Erin Davison-Ripley agreed with others
- Too soon to reopen given communication about social gathering and high numbers
- Reverend Sarai Rice described mediations, not services
- Honors state guidelines
- No more than 15 including Deacons with short timeframe
- Families / Pods for Prayer
- Anna Osborn said she felt safe doing funeral as a deacon even though she is high risk.
- Caroline Bettis – why now when earlier it was way worse (could not marry earlier in the year).
- Motion to approve, Amy Anderson, Second, Doug Rumple. Motion approved.

BOARD REPORTS
Benevolences: Report attached.

Christian Education: No report.

Christian Social Action: Report attached. Christian Stewardship:

Membership: Report attached.

Music and Fine Arts: No report.

Spiritual Growth: Report attached.

Trustees: Report attached.

COMMITTEE REPORTS
Arts, Memorials & Architectural Changes: No report.

Personnel: No report.
Plymouth Foundation: No report.

Plymouth Women: No report.


Transition into Ministry (TiM): No report. NEW BUSINESS: None.

Member at Large: Mary Beth and Saturday night service

STAFF REPORTS

Emily
  • Stewardship

Karen
  • The Contact had a seasonal offering “At Home for the Holidays” Zoom, members shared their “Nativity Seen”

Georgia
  • Eight Wednesday school wrapped up starts again in January
  • 142 Advent kids bags
  • Project Memories
  • Mosaic, three schools, Youth home of MidAmerican

Cindy Eaton-Eklund
  • Busy communicating
  • Thankful for Elsie

Rev. Lindsey Braun
  • Grateful for BOB and BOSA
  • Reminder of cold weather gear drive
  • Thanksgiving special offering
  • Depth of 7\textsuperscript{th} and 8\textsuperscript{th} graders prayers

Christopher Goodson
  • Doing lot of recording
  • Programming changes/worship format
  • Caroling
  • Poinsettias
  • Sounds of the Season
  • Survey 193 responses

Reverend Sarai
  • MAP-big
  • Tech team making progress

Liza Ovrom
  • Effigy Mounds presentation will be held via Zoom at 5:00pm on Thursday, December 3\textsuperscript{rd}

CLOSING PRAYER: Reverend Sarai Rice

NEXT MEETING: January 25, 7:00 p.m.

Respectfully submitted,
Emily Tripp, Director of Operations and Finance
### Plymouth Church Financial Summary

December-20

#### By Summary P&L Line Item

<table>
<thead>
<tr>
<th>Income</th>
<th>Actual (Unaudited)</th>
<th>Budget</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pledges</td>
<td>1,529,159</td>
<td>1,750,000</td>
<td>(220,841)</td>
</tr>
<tr>
<td>Non-Pledge Gifts</td>
<td>290,988</td>
<td>285,000</td>
<td>5,988</td>
</tr>
<tr>
<td>Other Income</td>
<td>66,966</td>
<td>66,500</td>
<td>466</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td><strong>1,887,113</strong></td>
<td><strong>2,101,500</strong></td>
<td><strong>(214,387)</strong></td>
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<table>
<thead>
<tr>
<th>Expense</th>
<th>2020 Full Year</th>
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<tbody>
<tr>
<td>Total Personnel Expense</td>
<td>1,406,545</td>
<td>1,412,140</td>
<td>5,595</td>
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<tr>
<td>Christian Education</td>
<td>4,831</td>
<td>11,000</td>
<td>6,169</td>
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<tr>
<td>Membership</td>
<td>2,027</td>
<td>5,250</td>
<td>3,223</td>
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<tr>
<td>Music and Fine Arts</td>
<td>21,599</td>
<td>27,600</td>
<td>6,001</td>
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<tr>
<td>Benevolence</td>
<td>122,505</td>
<td>135,408</td>
<td>12,903</td>
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<tr>
<td>Christian Social Action</td>
<td>19,442</td>
<td>23,150</td>
<td>3,708</td>
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<tr>
<td>Other Boards/Committees</td>
<td>5,954</td>
<td>10,200</td>
<td>4,246</td>
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<tr>
<td>Building/Operations</td>
<td>561,865</td>
<td>520,000</td>
<td>(41,865)</td>
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<tr>
<td>All Other</td>
<td>5,221</td>
<td>15,000</td>
<td>9,779</td>
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<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>2,149,988</strong></td>
<td><strong>2,159,748</strong></td>
<td><strong>9,760</strong></td>
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Addition to/(Use of) Reserves

<table>
<thead>
<tr>
<th></th>
<th>Actual (Unaudited)</th>
<th>Budget</th>
<th>Variance</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>(262,875)</td>
<td>(58,248)</td>
<td>(204,627)</td>
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</table>

#### FUND BALANCE AS % OF OPERATING EXPENSES

- Fund balance as % of operating expenses for 2020 is 14%.
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td><strong>Income:</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Pledges</td>
<td>1,794,128</td>
<td>1,771,971</td>
<td>1,796,359</td>
<td>1,529,159</td>
<td>1,500,000</td>
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<tr>
<td>Non-Pledge Gifts</td>
<td>312,955</td>
<td>320,366</td>
<td>231,087</td>
<td>290,988</td>
<td>260,000</td>
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<td>Other Income</td>
<td>72,891</td>
<td>77,673</td>
<td>167,862</td>
<td>66,966</td>
<td>75,000</td>
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<td><strong>Total Income</strong></td>
<td>2,179,974</td>
<td>2,170,010</td>
<td>2,195,308</td>
<td>1,887,113</td>
<td>1,835,000</td>
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<tr>
<td><strong>Expenses:</strong></td>
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<td></td>
<td></td>
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<tr>
<td>Total Personnel Expense</td>
<td>1,421,284</td>
<td>1,469,940</td>
<td>1,329,815</td>
<td>1,406,545</td>
<td>1,449,643</td>
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<tr>
<td>Christian Education</td>
<td>12,875</td>
<td>12,080</td>
<td>16,808</td>
<td>4,831</td>
<td>5,000</td>
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<td>Membership</td>
<td>2,896</td>
<td>2,416</td>
<td>4,171</td>
<td>2,027</td>
<td>2,000</td>
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<tr>
<td>Music and Fine Arts</td>
<td>24,295</td>
<td>24,643</td>
<td>25,594</td>
<td>21,599</td>
<td>22,000</td>
</tr>
<tr>
<td>Benevolence</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Our Church's Wider Mission</td>
<td>122,811</td>
<td>125,267</td>
<td>122,135</td>
<td>111,032</td>
<td>110,000</td>
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<tr>
<td>Other Benevolence</td>
<td>11,255</td>
<td>9,517</td>
<td>12,276</td>
<td>11,473</td>
<td>11,000</td>
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<td><strong>Total Benevolence</strong></td>
<td>134,066</td>
<td>134,784</td>
<td>134,411</td>
<td>122,505</td>
<td>121,000</td>
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<td>Christian Social Action</td>
<td>18,077</td>
<td>26,658</td>
<td>21,549</td>
<td>19,442</td>
<td>19,000</td>
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<td>Other Boards/Committees</td>
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<td>23,618</td>
<td>20,054</td>
<td>5,954</td>
<td>6,000</td>
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<td>Building/Operations</td>
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<td>519,881</td>
<td>514,936</td>
<td>561,865</td>
<td>479,000</td>
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<tr>
<td>All Other</td>
<td>9,858</td>
<td>11,945</td>
<td>11,589</td>
<td>5,221</td>
<td>5,000</td>
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<tr>
<td><strong>Total Expenses</strong></td>
<td>2,170,885</td>
<td>2,225,965</td>
<td>2,078,927</td>
<td>2,149,989</td>
<td>2,108,643</td>
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<tr>
<td><strong>Net Income</strong></td>
<td>9,089</td>
<td>(55,955)</td>
<td>116,381</td>
<td>(262,876)</td>
<td>(273,643)</td>
</tr>
<tr>
<td>PPP Forgiveness</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>207,000</td>
</tr>
<tr>
<td><strong>Net Income w/PPP Forgiveness</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(66,643)</td>
</tr>
</tbody>
</table>
## GENERAL FUND BALANCES
### PLYMOUTH CONGREGATIONAL UNITED CHURCH OF CHRIST

<table>
<thead>
<tr>
<th>YEAR</th>
<th>BEGINNING FUND BALANCE</th>
<th>ACTUAL SURPLUS/(DEFICIT)</th>
<th>ENDING FUND BALANCE</th>
<th>ANNUAL OPERATING EXPENSES</th>
<th>FUND BALANCE AS % OF OPERATING EXPENSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009</td>
<td>$243,937</td>
<td>$15,990</td>
<td>$259,927</td>
<td>$1,846,617</td>
<td>14%</td>
</tr>
<tr>
<td>2010</td>
<td>$259,927</td>
<td>$21,863</td>
<td>$281,790</td>
<td>$1,904,177</td>
<td>15%</td>
</tr>
<tr>
<td>2011</td>
<td>$281,790</td>
<td>$(24,975)</td>
<td>$256,815</td>
<td>$1,966,320</td>
<td>13%</td>
</tr>
<tr>
<td>2012</td>
<td>$256,815</td>
<td>$75,702</td>
<td>$332,517</td>
<td>$1,998,700</td>
<td>17%</td>
</tr>
<tr>
<td>2013</td>
<td>$332,517</td>
<td>$(4,094)</td>
<td>$328,423</td>
<td>$2,063,526</td>
<td>16%</td>
</tr>
<tr>
<td>2014</td>
<td>$328,423</td>
<td>$17,773</td>
<td>$346,196</td>
<td>$2,076,486</td>
<td>17%</td>
</tr>
<tr>
<td>2015</td>
<td>$346,196</td>
<td>$9,820</td>
<td>$356,016</td>
<td>$2,053,098</td>
<td>17%</td>
</tr>
<tr>
<td>2016</td>
<td>$356,016</td>
<td>$128,044</td>
<td>$484,060</td>
<td>$2,029,212</td>
<td>24%</td>
</tr>
<tr>
<td>2017</td>
<td>$484,060</td>
<td>$9,089</td>
<td>$493,149</td>
<td>$2,173,928</td>
<td>23%</td>
</tr>
<tr>
<td>2018</td>
<td>$493,149</td>
<td>$(55,955)</td>
<td>$437,194</td>
<td>$2,226,594</td>
<td>20%</td>
</tr>
<tr>
<td>2019</td>
<td>$437,194</td>
<td>$116,481</td>
<td>$553,675</td>
<td>$2,078,926</td>
<td>26%</td>
</tr>
<tr>
<td>2020</td>
<td>$553,675</td>
<td>$(262,876)</td>
<td>$290,799</td>
<td>$2,127,629</td>
<td>14%</td>
</tr>
<tr>
<td>2021</td>
<td>$290,799</td>
<td>$(66,643)</td>
<td>$224,156</td>
<td>$2,127,566</td>
<td>11%</td>
</tr>
<tr>
<td>2022</td>
<td>$224,156</td>
<td>$(250,000)</td>
<td>$254,164</td>
<td>$2,079,000</td>
<td>-1%</td>
</tr>
</tbody>
</table>

Reserve policy minimum (10% of prior two years operating expenses): $210,328
Reserve policy maximum (25% of prior two years operating expenses): $531,899

\[ \text{FUND BALANCE AS \% OF OPERATING EXPENSES} \]

### 2020-2022 Projected Deficits with PPP Forgiveness in 2021

![Diagram showing projected deficits with PPP forgiveness in 2021](chart.png)

- FUND BALANCE AS % OF OPERATING EXPENSES
## 2021 Budget

### Income:
- TiM - see below  
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Income</td>
<td>240,028</td>
</tr>
</tbody>
</table>

### Expenses:
- Total Personnel Expense  196,900
- Moving Expense  5,000
- Admin Costs  1,250
- Equipment  1,500
- Professional Development  7,900
- Recruitment  5,000
- Ministry Programs Support  4,500
- Allocated from operating budget  17,978

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Expenses</td>
<td>240,028</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Income</td>
<td></td>
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</table>

### Sources of Income

<table>
<thead>
<tr>
<th>Source</th>
<th>TiM Sustainability at the end of 2021:</th>
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<tbody>
<tr>
<td>Remaining from Grant Project 3</td>
<td>94,336 -</td>
</tr>
<tr>
<td>Remaining from Plymouth Foundation Funds</td>
<td>200,000</td>
</tr>
<tr>
<td>Fruitful Change Sustainability Funds</td>
<td>Collected Funds 1,926,508</td>
</tr>
<tr>
<td></td>
<td>Expected Remaining Pledges 404,004</td>
</tr>
<tr>
<td></td>
<td>Total 2,624,848</td>
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</table>
Plymouth United Church of Christ

Board of Christian Stewardship
Church Council Report
January, 2021

- Board of Christian Stewardship met virtually on December 1, 2020 and on January 5, 2021 via Zoom.
- 2021 Stewardship Campaign wrapped up at the end of 2020 with the following results.
  - Total number of pledging households 536
  - Total pledge dollars $1,495,705
  - While actual results fell short of goals (554 households and $1.7M0), we are pleased with the outcome given the current environment and economy.
    - Emily Tripp is working to break down the results to provide further metrics.
- Financial Peace University is in progress starting in January and running through February, 2021.
- Board finalized their Ministry Action Plan (MAP) for 2021.
- With the help of Rushing Kimball, we have begun discussions with Horizon Stewardship for consulting services to help Plymouth review and update our approach to stewardship.
- Next BOCS meeting is February 2, 2021.
Board of Deacons Report to Church

January 2021

Senior Deacon Sid Ramsey convened the nine board representatives to initiate the senior minister search process. Bryan Fiala is the deacon representative selected for the search committee.

Junior Deacon Julie Carroll continues to serve as Chair of the Health and Safety Task Force and deacon Dr. Roscoe Morton is also representing deacons on that committee.

The deacons assisted with planned outdoor Christmas Eve services including Christmas Carol group singing, the Longest Night service and Christmas Eve services. Additionally, deacons sponsored open sanctuary mediation during the month of December. Additional sanctuary meditation dates will be provided in February.

The deacons formally approved their MAP (Ministry In Action Plan) at their January meeting and Judy Stark will represent the deacons on the strategic plan implementation committee.

Deacon Jane Keairns led an effort to write a Plymouth Foundation Grant application to update/replace the sanctuary hearing devices. The grant was approved, and Jane worked with church staff and the vendor to install the new equipment. When we return to in-person services, those with hearing loss will appreciate the new equipment!

And in service to the community, the deacons will sponsor the January 26 meal at the Homeless Shelter.

Respectfully submitted,

Sid Ramsey, Senior Deacon
The Board of Spiritual Growth met for its regular monthly meeting January 19, 2021. The following are our recent actions.

**DIGITAL LIBRARY.** Plymouth’s digital library is now up and running! The library is easy to use:

1. Download the Overdrive App on your IPad or Smart Phone. If you already have Overdrive, for example from the Des Moines Public Library, skip this step.
2. From the dropdown menu search for Plymouth United Church of Christ.
3. Add Plymouth United Church of Christ to “MY LIBRARIES.”
4. Sign in: All Plymouth board members already have a “card.” Your I.D. is your email address (from the Church directory). Your password is “plymouth” (all lower case).
5. People who do not have a card can sign in using their phone number (select United States for the +1 code) and use the password “puccwinter20”
6. Once you sign in you will be able to browse and check out digital books, audiobooks, and documentaries.

Titles include fiction and nonfiction works on social justice topics and spiritual growth. They include “Caste,” “God and the Pandemic,” “The Nickel Boys,” “The Overstory” and “RBG,” the documentary. There are also books for parents and children. Check out this great collection of books, audiobooks, and videos – all without leaving your couch.

**ADULT CLASS CURRICULUM.** We continue to plan and design a recurring set of classes to be offered at the Center for Spiritual Growth, along the lines of Stepping Stones for Adults. We are reading Angeles Arrien’s book, “The Second Half of Life.” We are considering whether and how to use this book as a basis for our program.
Report to Church Council from the January 2021 Trustees meeting

Trustees met on 1/19/2021 and reviewed the financials for year-end 2020. Through the end of December 2020, the total income was 10% below budget projections while expenses were on budget. On budget expenses reflect the continued employment of part time program staff which will be covered by PPP funds and attention to deferred building maintenance while the building was closed. The year-end budget deficit was $263,000. Trustees expect to receive PPP funds of $207,000 as a grant within the next few months which will be posted as income for the 2021 budget year.

The trustees commended the Board of Stewardship for their hard work during this unusual year. They increased their phone call and letter contacts and identified new groups in the pledge campaign. In addition, they have plans for expanding the Plymouth giving campaign during 2021. As a result of their efforts, the trustees feel they have made a solid conservative pledge income estimate for 2021.

The TiM budget for 2021 was approved to submit to the Church Council. This budget is separate from the general operating budget and funded by a capital campaign. Funds are kept in the Plymouth Foundation.

The Plymouth Operating Budget was approved to submit to the Church Council. The trustees made a conservative estimate of pledge income based on the results of the stewardship campaign.

Expenses will be kept at last year’s spending levels for most boards. Building expenses will be reduced because deferred maintenance has been completed and the building is expected to be closed for much of the year. In the Board of Benevolences budget our donation to “The Churches Wider Mission” was reduced from the MAP request of $127,000 to $110,000 reflecting the downward trend in pledge income. The trustees will request that the Board of Benevolences develop a formula based on metrics such as worship attendance or membership to calculate our gift going forward.

Personnel expenses reflect a 2% cost of living adjustment, continued payment to part time program staff as well as additional adjustments which are detailed in the budget proposal.

This will be a deficit budget using $274,000 of reserves. The trustees recognize that we are faced with persistent deficits of $250K to $300K per year going forward driven by reductions in pledge income. This will need to be addressed as we move out of the pandemic, begin our strategic plan, and welcome a new senior minister. Quantitative and qualitative trends that influence our budget deficits will be presented at the Church Council meeting in January. The two proposed budgets are included with this report.

Lorna Truck
Board of Trustees Chair