Church Council

Practice: Meaning & Purpose, Operational Excellence
Meets: TBD; Time: 7pm; Location: Greenwood Room + Zoom
Moderator: Jodi Gruening; Moderator-Elect: Greg Kenyon
Secretary: TBD

Members: Nathan Blake, Julie Carroll, Erin Davison-Rippey, Lori Fenton, Irene Hardisty, Matthew Harvey, Lynn Hicks, Greg Kenyon, Jeff Marks, Doug Rumple, Shari Simmons, Bonnie Sunderland

Staff: Lindsey Braun, Mary Kate Buchanan, Cindy Eaton-Ecklund, Chris Goodson, Karen Jeske, Rushing Kimball, Sarai Rice, Georgia Sheriff, LeAnn Stubbs, Emily Tripp, Susan Waller

Purpose: The bylaws provide that the Church Council will carry out the mission, guiding principles, motto and strategic plan by engaging Plymouth members in visioning for Plymouth's future, and by requesting and reviewing annual plans and programs from Council boards and committees. The Council will advise its Executive Committee of their recommendations and provide a progress report on all Council programs at the congregation’s annual meeting.

We Agree to Differ. We Resolve to Love. We Unite to Serve, by Practicing Radical Love, Everywhere and Always:
Hospitality & Belonging; Meaning & Purpose; Justice & Kindness
Operational Excellence

AGENDA – June 29, 2021, 7:00 p.m.

1. Invocation/Opening Prayer, All in unison
2. Devotion, Jodi Gruening
3. Introductions
   - Name
   - Board
   - Year joined Plymouth
   - Prior roles served at Plymouth
4. New Business
   - Church Council Orientation
   - Church Council meeting cadence – 4th Tuesday at 7 p.m.
     o Quarterly, per bylaws (4)
     o Bi-monthly (6) – June/Aug/Oct/Dec/Feb/Apr
     o Program year (7) – Sept/Oct/Nov, Jan/Feb/Mar/Apr
     o Other?
5. Approval of minutes
   • May 25, 2021: Motion/Seconded/Carried/failed
   • June 7, 2021: Motion/Seconded/Carried/failed
6. Special Reports and Old Business
   • Financial Update, Emily Tripp
   • Board of Benevolences, Irene Hardisty
     o Shelter Meals Sign Up
     o Our Church’s Wider Mission (OCWM)
   • Jen Jensen – Member in Discernment, Amy Anderson/Lindsey Braun/Karen Jeske
   • Committees in need of Board connectivity (Article II. Section 4. A.)
     o Stephen Ministries
     o Youth Executive Council
     o TiM
     o House and Space
     o Senior Pastor Search
   • Open Board Positions, Jodi Gruening
     o Christian Education
     o Christian Social Action
     o Deacons
     o Stewardship
     o Council Secretary
     o Member-At-Large
   • Thanksgiving Service – next steps, Chris Goodson
   • Senior Pastor Search Committee Update, Caroline Valentine
   • Executive Committee Report, Jodi Gruening
7. Member-At-Large, Nathan Blake
8. Staff Reports
9. Volunteers for next meeting’s Devotion & Closing Prayer
10. Benediction/Closing Prayer, Matthew Harvey
MINUTES – June 29, 2021

Present:
Absent:

1. Invocation/Opening Prayer, All in unison
2. Devotion, Jodi Gruening
3. Introductions
   • Name
   • Board
   • Year joined Plymouth
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4. New Business
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Church Council
May 25, 2021

Present: Emily Tripp, Rushing Kimball, Sarai Rice, David Johnson, Jodi Gruening, Linda Wilker, Christopher Goodson, Amy Anderson, Doug Rumple, Alex Moon, Jeff Marks, Erin Davison-Rippey, Matthew Harvey, Wendy Bellus, Julie Carroll, Lorna Truck, Liza Ovrom, Shari Simmons, Irene Hardisty, Lindsey Braun, Kathy Dewald, LeAnn Stubbs, Karen Quance Jeske,

David Johnson called the meeting to order at 7:01 p.m.

Devotions: Linda Wilker

Approval of April Council & Special Council Minutes
• Erin Davison-Rippey corrected April minutes to show she was in attendance.
• David Johnson moved approval of the April meeting minutes, as corrected. There were no objections. The March Council minutes were approved as submitted.

Financial Report: Emily Tripp

Bylaws Changes & Next Steps: Jodi Gruening
• Amy Anderson made a motion to nominate Nathan Blake as Member At-Large, and Beth Still-Jones and Lisa Merkle as members of the Board of Membership, Alex Moon seconded the motion. Motion passed.

Senior Pastor Search Committee Update: Caroline Bettis Valentine

Stewardship Update: Linda Wilker

Senior Pastor Report: Sarai Rice
• Thanksgiving Service
• Pride Banner
  ▪ Amy Anderson made a motion to approve the use of the new banner created in support of our position as an open and affirming congregation, Irene Hardisty seconded the motion. Motion passed.
  ▪ Worship & Masks

June Social Event for Incoming & Outgoing Council Members: David Johnson

New Business:
- Plymouth Place Board Members: David Nelson
  - Liza Ovrom made a motion to re-appoint Nikki Carlson, David Nelson, and appoint Brad Neilson, and Jo Sorenson as Plymouth Place Board members, Doug Rumple seconded the motion. Motion passed.

Staff Reports
- LeAnn Stubbs
- Lindsey Braun
- Christopher Goodson
- Mary Kate Buchanan
- Rushing Kimball
- Georgia Sheriff
- Karen Quance Jeske
- Susan Waller
- Sarai Rice

Closing Prayer: Sarai Rice

David Johnson adjourned the meeting at 8:58 p.m.

Submitted by Emily Tripp
### AGENDA

<table>
<thead>
<tr>
<th><strong>Consideration of Amended Worship Service Proposal (June 2)</strong></th>
</tr>
</thead>
</table>

**DISCUSSION**

- Julie Carroll reported out the amended recommendation from the Church Health and Safety taskforce (CHAS)
- Based on that, the discussion moved to discuss different options and compromises
- Proposal: Saturday night outside (masks optional), 9am Sunday morning indoors (masked), and 11am Sunday morning indoors (masks optional)

**ACTION**

- Motion to Approve—Irene
- Second-Doug
- Carried unanimously 10-0

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**Present:**
- Jodi Gruening
- Julie Carroll
- Greg Kenyon
- Irene Hardisty
- Doug Rumple
- Shari Simmons
- Lori Fenton
- Nathan Blake
- Matthew Harvey
- Sarai Rice, Interim Senior Minister

(Non-voting)
- David Johnson
- LeAnn Stubbs, Associate Minister
- Mary Kate Buchanan, Associate Minister
- Rushing Kimball, Associate Minister
- Christopher Goodson, Director of Music & Fine Arts
- Emily Tripp, Director of Operations and Finance

**Not Present:**
- Lynn Hicks
- Erin Davison-Rippey
- Jeff Marks

**Time Called to Order:** 5:32 p.m.

**Time Adjourned:** 6:06 p.m.

**Location:**
- Virtual/Zoom

**Prepared by:** Nathan Blake
### AGENDA

<table>
<thead>
<tr>
<th>Church Council Agenda &amp; Orientation</th>
<th>• Review and discussion of proposed agenda items for June 29 Church Council meeting, including Orientation</th>
<th>No action</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR Committee members</td>
<td>• Jodi and Greg to cold call and figure out interest from list of suggested names</td>
<td>No action</td>
</tr>
</tbody>
</table>
| Committees in need of Board alignment | • Suggestions:  
Stephen Ministries – Spiritual Growth  
Youth Executive Council – Music & Fine Arts and Christian Education  
TiM – Trustees  
House & Space – Trustees  
HR – Trustees | No action |
| Stewardship Consultant - Horizons | • Request from the consultant to access donor names and giving history.  
• Consensus reached to allow for data analysis but respecting confidentiality by not doing focus groups | No action |
# Plymouth Church Financial Summary

**May-21**

<table>
<thead>
<tr>
<th>Income</th>
<th>Actual May YTD</th>
<th>Prior Year May YTD</th>
<th>Variance %</th>
<th>Actual May YTD</th>
<th>Budget May YTD</th>
<th>Variance %</th>
<th>Forecast 2021 Full Year</th>
<th>Budget 2021 Full Year</th>
<th>Variance %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pledges</td>
<td>786,554</td>
<td>756,971</td>
<td>3.85%</td>
<td>786,554</td>
<td>759,031</td>
<td>3.92%</td>
<td>1,629,123</td>
<td>1,501,600</td>
<td>8.49%</td>
</tr>
<tr>
<td>Non-Pledge Gifts</td>
<td>136,199</td>
<td>159,848</td>
<td>-15.31%</td>
<td>136,199</td>
<td>93,254</td>
<td>42.15%</td>
<td>302,915</td>
<td>250,000</td>
<td>20.94%</td>
</tr>
<tr>
<td>Other Income</td>
<td>4,035</td>
<td>14,525</td>
<td>-71.58%</td>
<td>4,035</td>
<td>15,230</td>
<td>(11.15%)</td>
<td>82,205</td>
<td>73,400</td>
<td>(11.15%)</td>
</tr>
<tr>
<td>Total Income</td>
<td>926,758</td>
<td>920,137</td>
<td>0.69%</td>
<td>926,758</td>
<td>907,515</td>
<td>2.04%</td>
<td>1,892,243</td>
<td>1,835,000</td>
<td>2.83%</td>
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</table>

<table>
<thead>
<tr>
<th>Expense</th>
<th>Actual May YTD</th>
<th>Prior Year May YTD</th>
<th>Variance %</th>
<th>Actual May YTD</th>
<th>Budget May YTD</th>
<th>Variance %</th>
<th>Forecast 2021 Full Year</th>
<th>Budget 2021 Full Year</th>
<th>Variance %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Personnel Expense</td>
<td>505,143</td>
<td>557,848</td>
<td>-9.45%</td>
<td>505,143</td>
<td>590,367</td>
<td>(14.16%)</td>
<td>1,421,988</td>
<td>1,449,943</td>
<td>2.62%</td>
</tr>
<tr>
<td>Christian Education</td>
<td>1,191</td>
<td>584</td>
<td>(51.33%)</td>
<td>1,191</td>
<td>1,732</td>
<td>46.71%</td>
<td>4,449</td>
<td>5,000</td>
<td>(10.60%)</td>
</tr>
<tr>
<td>Membership</td>
<td>35</td>
<td>294</td>
<td>-88.68%</td>
<td>35</td>
<td>875</td>
<td>150.8%</td>
<td>1,381</td>
<td>2,000</td>
<td>(32.24%)</td>
</tr>
<tr>
<td>Music and Fine Arts</td>
<td>3,178</td>
<td>1,441</td>
<td>118.9%</td>
<td>3,178</td>
<td>7,564</td>
<td>(57.87%)</td>
<td>17,514</td>
<td>22,000</td>
<td>(20.13%)</td>
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<tr>
<td>Benevolence</td>
<td>42,225</td>
<td>47,821</td>
<td>-11.03%</td>
<td>42,225</td>
<td>42,775</td>
<td>-1.19%</td>
<td>120,450</td>
<td>121,300</td>
<td>-0.70%</td>
</tr>
<tr>
<td>Christian Social Action</td>
<td>5,682</td>
<td>6,463</td>
<td>-12.29%</td>
<td>5,682</td>
<td>7,060</td>
<td>-18.09%</td>
<td>18,820</td>
<td>19,000</td>
<td>-0.95%</td>
</tr>
<tr>
<td>Other Boards/Committees</td>
<td>663</td>
<td>3,265</td>
<td>-79.91%</td>
<td>663</td>
<td>1,880</td>
<td>-62.72%</td>
<td>4,783</td>
<td>5,000</td>
<td>-5.36%</td>
</tr>
<tr>
<td>Building/Operations</td>
<td>169,066</td>
<td>195,067</td>
<td>-13.31%</td>
<td>169,066</td>
<td>195,067</td>
<td>-13.31%</td>
<td>480,196</td>
<td>479,000</td>
<td>0.24%</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>847,584</td>
<td>620,553</td>
<td>39.19%</td>
<td>847,584</td>
<td>849,918</td>
<td>-0.28%</td>
<td>2,073,043</td>
<td>2,106,943</td>
<td>-1.61%</td>
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<tr>
<td>PPP Forgiveness</td>
<td>207,118</td>
<td>-</td>
<td>-</td>
<td>207,118</td>
<td>-</td>
<td>-</td>
<td>207,118</td>
<td>207,000</td>
<td>0.06%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional to Uses of Reserves</th>
<th>Actual May YTD</th>
<th>Prior Year May YTD</th>
<th>Variance %</th>
<th>Actual May YTD</th>
<th>Budget May YTD</th>
<th>Variance %</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>285,312</td>
<td>128,834</td>
<td>121.09%</td>
<td>285,312</td>
<td>17,937</td>
<td>128.11%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fund Balance as % of Operating Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Cash Accounts</td>
</tr>
</tbody>
</table>

**FUND BALANCE AS % OF OPERATING EXPENSES**

- Fund Balance as % of Operating Expenses
1. BoB plans to skip the standing June and July meetings; and, as necessary meet ad hoc these months. During these months, BoB leadership will meet to (a) strategize for this fiscal year; (b) provide orientation to new board members; (c) touch base with committees under BoB; and (d) work with committee to process Fund Raising Requests that will be submitted to the Board of Trustees. To further their collaborative efforts, BoB and BCSA are planning a joint retreat to be held in August.

2. Shelter Meals: Most Plymouth Boards have not yet signed up for their 2 shelter evening meals. **Please sign-up via https://www.signupgenius.com/go/8050949adae2aaafa7-central** as soon as possible. Plymouth Church provides the homeless sheltered at Central Iowa Shelter & Services the “supper” meal every 26th and 27th of the month. Due to COVID, Boards may provide (a) a donation to cover the meal cost; (b) provide a meal to be server; or (c) provide and serve the meal. More information may be obtained from Susan Pohl, committee chair, at susanapohl@gmail.com.

3. Special Offerings: Due no in-person services/plate collections, the Easter Offering was extend through the Easter season. $13,062 was raised and the funds will be gifted to these organizations: Dorothy’s House, Central Iowa Shelter & Services, Fatherhood Outreach, Sleep in Heavenly Peace, Bhutanese Community in Iowa, Trinity Las Americas and Hawthorne Hill.

4. Family Promise: The next “hosting date” for Plymouth Church is late July; and, the homeless families will be hosted at Westminster Church. Plans are formulating to re-initiate rotating hosting families at the participating churches beginning in August. For more information about Family Promise or to volunteer contact Darrel Mullins, interim committee chairperson, at darelmullins@me.com.

5. Food Buddies: Since schools will be back open, Food Buddies plans to re-initiate providing weekend food needs for food insecure children at Hubbell School. Contact Robin Maharry at rimaharry@gmail.com for information or to participate.

6. The Career Closet: Due to COVID The Career Closet has not yet re-opened it’s shop at the YMCA nor initiated clothing drive. This committee will contemplate next steps shortly. Kathy Paul is the chair person and may be contacted at kpindsm@gmail.com.

7. Furniture Pickup: Since COVID physical distancing was initiated, the Furniture Pickup team has not picked up any donated furniture. However, the Furniture Pickup team is participating with the Plymouth Welcomes a Refugee Family Project to pickup the needed donated furniture and plans to help with moving donated items on “move-in” day. York Taenzer (yorkt40@gmail.com) chairs this committee.

8. Food Pantry: The Food Pantry has held one food drive since COVID physical distancing began, however, has continued with strong cash donations for DMARC’s pantries. Additionally, committee members have volunteered at DMARC sites including DSM’s Farmer’s Market. Maggie Tillman is the new chair person for the Food Pantry Committee and may be contacted at Maggie.joanna@gmail.com.

9. The Joint Annual Meeting of the Iowa, Nebraska, and South Dakota Conferences of the UCC will be held June 25 & 26 via zoom, with the Iowa Conference business meeting taking place on Saturday afternoon. The theme of the conference is Creation Care: Understanding Our Commitment to Eco-Justice. Winona LaDuke will keynote. To learn more, or to register, visit [https://ucctcm.org/annualmeeting/](https://ucctcm.org/annualmeeting/) The UCC Relationship committee is chaired by Gene Bryant (iamoic@outlook.com).
Included in the annual budget for the Board of Benevolences (BoB) is the Church’s contribution to the United Church of Christ’s Our Churches Wider Mission (OCWM). OCWM is the annual contribution congregations make to the UCC, through our local Tri-Conference between Nebraska, Iowa and South Dakota. The vision behind the Tri-Conference OCWM is that when churches work together through collaboration, conversation, and co-creation, they can accomplish more collectively than they could ever accomplish individually.

Historically, Plymouth Church has contributed around 7% annually of its pledge income to the OCWM. Through discussion, no one is certain how the church arrived at its current contribution amount so earlier this winter, the Board of Trustees requested that the BoB recommend a

<table>
<thead>
<tr>
<th>Year</th>
<th>Pledge Income for OCWM</th>
<th>Percentage of Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>2002</td>
<td>$114,597</td>
<td>9%</td>
</tr>
<tr>
<td>2003</td>
<td>$118,035</td>
<td>9%</td>
</tr>
<tr>
<td>2004</td>
<td>$118,035</td>
<td>8%</td>
</tr>
<tr>
<td>2005</td>
<td>$118,035</td>
<td>7%</td>
</tr>
<tr>
<td>2006</td>
<td>$118,035</td>
<td>7%</td>
</tr>
<tr>
<td>2007</td>
<td>$121,576</td>
<td>7%</td>
</tr>
<tr>
<td>2008</td>
<td>$125,223</td>
<td>7%</td>
</tr>
<tr>
<td>2009</td>
<td>$128,957</td>
<td>8%</td>
</tr>
<tr>
<td>2010</td>
<td>$118,786</td>
<td>7%</td>
</tr>
<tr>
<td>2011</td>
<td>$119,875</td>
<td>7%</td>
</tr>
<tr>
<td>2012</td>
<td>$128,345</td>
<td>7%</td>
</tr>
<tr>
<td>2013</td>
<td>$124,311</td>
<td>7%</td>
</tr>
<tr>
<td>2014</td>
<td>$122,811</td>
<td>7%</td>
</tr>
<tr>
<td>2015</td>
<td>$122,811</td>
<td>7%</td>
</tr>
<tr>
<td>2016</td>
<td>$122,811</td>
<td>7%</td>
</tr>
<tr>
<td>2017</td>
<td>$122,811</td>
<td>7%</td>
</tr>
<tr>
<td>2018</td>
<td>$125,567</td>
<td>7%</td>
</tr>
<tr>
<td>2019</td>
<td>$122,135</td>
<td>7%</td>
</tr>
<tr>
<td>2020</td>
<td>$122,135</td>
<td>7%</td>
</tr>
</tbody>
</table>

Average 7%

formula for calculating Plymouth Church’s ongoing contribution to the OCWM. Knowing the value that Plymouth Church’s contribution brings to the UCC through our local Tri-Conference, the BoB recommends that Plymouth Church commit to a contribution to the OCWM of 7% of all pledge income and plate collection dollars that are not otherwise designated for specific purposes, e.g. special offerings, memorials, etc.
Because the OCWM is really part of Plymouth Church’s overall identity, the BoB also recommends that the Church Council/Board of Trustees consider removing the OCWM-UCC contribution from the BoB budget and assess where the line item may fit better in the church’s broader budget.

Thank you for giving the BoB the opportunity to make this recommendation.
PROSPECTUS
Thanksgiving@Plymouth: Planning a New Way Forward
(Using an Action Research Methodology-informed Model)

Charge
During Summer 2021, establish a Thanksgiving Service planning taskforce for the purpose of visioning (broadly planning) a Thanksgiving worship offering for Plymouth Church that aligns with our progressive values, offers a relevant and meaningful worship experience for our community of faith, and speaks to contemporary life as we step into the second quatercentenary after the Pilgrims landed at Plymouth Rock. Present a deliverable plan to Church Council by August 24, 2021, then turn over to the clergy and appointed planning subgroups to execute.

- 2 members from Board of Music and Fine Arts (selected by BMFA)
  - Dan Warren
  - Julie Noland
- 2 members from Anti-Racism Committee (selected by ARC)
  - TBD
  - TBD
- 2 members from Board of Deacons (selected by Deacons)
  - TBD
  - TBD
- 1 at-large members (selected by the Thanksgiving Taskforce at the first meeting)
  - TBD
- Staffed by the Director of Music and Fine Arts (non-voting)

Organizational Pre-meeting (Zoom)
- Convene.
- Select an at-large member.
- Determine the meeting format (Zoom or in-person)
Meeting 1

- Convene.
- Process lived experience, tradition, history, and community role of the “Pilgrim Service.”
- Research assignments.
  1. What is the full history of Plymouth Church’s “Pilgrim Service”?
  2. What are our geographic neighbors doing?
  3. What are other churches doing (located anywhere)?
  4. What do our non-Christian neighbors do to mark Thanksgiving?

Meeting 2

- Convene.
- Share out research.
- Discuss.
- Begin the Planning sequence.

Planning Sequence (meetings 2-4, as needed)

Meet, recursive research (as needed), discuss, plan.

- Define values and presuppositions for service design.
- Timing
- Christian vs. Interfaith
- How to include, or not, other Thanksgiving service ideas from research
- How do we engage with the fullness of the Thanksgiving holiday?
- Liturgical elements (dependent on Christian or interfaith approach)
- Worship Order (dependent on selected content)
- Musical style
- What does this mean for Pie Sunday?
1. The meeting was called to order by Chair Alex Moon at 5:36 pm.

2. Present: Alex Moon, Irene Hardisty, Chuck Briem, Robin Maharry, Gene Bryant, Susan Pohl, Annette Weeber, Jan Frank and Lindsey Braun.

3. Motion to approve the March 4 minutes made by Gene, seconded by Irene. Motion carried.

4. Approval of Easter Special Offering Gifts Recipients – Shawna reported that she, Caroline, Susan and Gene reviewed the applications received. Each person reviewed the applications on their own and picked their top five, then they met to review their choices and make their selections. The committee recommended that 10% ($1,750) be given off the top to the Good Samaritan Fund and then $2,500 be given to each of seven recipients for a total of $19,250. The 2020 Easter offering was $19,060.

The recipients considered were:

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Requested Amount</th>
<th>Recommended Grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dorothy’s House</td>
<td>$2,000</td>
<td>$2,500</td>
</tr>
<tr>
<td>CISS</td>
<td>$3,000</td>
<td>$2,500</td>
</tr>
<tr>
<td>Fatherhood Outreach</td>
<td>$2,000</td>
<td>$2,500</td>
</tr>
<tr>
<td>Sleep in Heavenly Peace</td>
<td>$2,400</td>
<td>$2,500</td>
</tr>
<tr>
<td>Bhutanese Community in Iowa</td>
<td>$5,000</td>
<td>$2,500</td>
</tr>
<tr>
<td>Trinity Las Americas</td>
<td>$2,520</td>
<td>$2,500</td>
</tr>
<tr>
<td>Hawthorne Hill</td>
<td>$2,500</td>
<td>$2,500</td>
</tr>
<tr>
<td>Children and Family Urban Movement</td>
<td>$2,500</td>
<td>0</td>
</tr>
<tr>
<td>CROSS Outreach</td>
<td>$2,500</td>
<td>0</td>
</tr>
<tr>
<td>Iowa Legal Aid</td>
<td>$5,000</td>
<td>0</td>
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</tbody>
</table>

Children and Family Urban Movement and CROSS outreach received money from the Christmas Special offering and Iowa Legal Aid was a request for a salary. The plan is to keep the campaign open through May for more opportunities for giving.

Cathy moved and Irene seconded to approve the recommendations for the Easter Special Offering. Motion carried.

5. There is a $2,315 shortfall in the One Great Hour of Sharing (OGHS) account related to a communication issue with a donation made and attributed to OGHS two years ago. We did not do OGHS last year with the pandemic. Options to handle this are to leave as is, use Easter Special Offering funds to cover the shortfall, apply $700 extra that’s in Christmas special offering account or reduce the OGHS by $2,315 this year. The consensus was that we wait until after the Easter Offering is collected to determine how to handle this.

6. Chuck contacted the Conference office to request information about what other churches our size are doing to support the churches wider mission. He is waiting for a response.
7. There will be no April BoB meeting due to Maundy Thursday.

Reminder: BoB Shelter Meal is March 26. Please send $30 check to Nancy Bassett’s attention at Plymouth or donate online with a note that is it for the March 26th CISS meal.

Lindsey closed with prayer.

Meeting adjourned at 5:58pm. The next meeting is May 6, 2021 on Zoom at 5:30 pm.

Addendum: Following the meeting, Caroline sent an email report from the Senior Minister Search Committee reminding BoB members that in the upcoming 3/22/21 Monday Moderator Minute email, there will be a link to a survey from the Senior Minister Search Committee. The questions within the survey are specifically designed to help the committee prepare Plymouth’s profile, which is essentially our resume that will be presented with the opening for a new senior minister throughout the denomination. She encouraged everyone to complete the survey.

Robin Maharry, Secretary
Agenda

Devotions and/or opening prayer
  ● Sign up for devotions here.

Approval of May Minutes
  ● Note the date change for July: will meet Tuesday, June 29 instead of the first Tuesday in July.
  ● NOTE: need to approve both May and June minutes at June 29 meeting; also need to officially elect officers for 2021.
  ● Jen James will be out of town June 29 (and June 26) – will need someone to take meeting minutes.

Business

1. BCE Expanded Scope: Birth- High School
  o Group Discussion:
    - Sarai: Have oversight of birth through 12th grade faith formation. New to add 0-2 yo; thinking of this as ministry rather than just child tending; through middle school confirmation to high school youth programming other than Matins. Will be important to collaborate with Matins. Youth Executive Council will be part of Matins/music ministry Board of Fine Arts; Susan Waller will be tasked with youth music programming. Hire a temporary youth director until new senior minister is hired/feet on the ground. It remains to be seen how confirmation will unfold.
    - Concern expressed that the senior minister hire needs to have the priority of hiring the youth director. There may not be a unified vision about the priority for youth ministry.
    - High school programming: What about traditions such as youth meals – are those Matins or general youth? How to ensure that they continue and collaborate with Matins.
    - How to get the Church Council and all main church committees to consider that one of the main purposes of the church is to raise up the next generation of Christians and church goers? Conflicting priorities. How to strengthen the fundamental conversations about purpose (kids and families are crucial to the future of Plymouth)?
    - Committees/subcommittees and task forces are necessary – and how can other Committees be brought into these? (“Who else can help?”)
      a) Task force: search for new director (temporary committee)
      b) Age groups: birth-3; preK-4th grade; 5-6th grade; 7-8th grade; high school
      c) Confirmation
      d) Vacation Bible School
      e) Family Advent / Family Easter (Thanksgiving, too?)
f) Exceptional youth planning including mental illness

g) Task force or committee: Space planning (focused on where children’s ministry will occur; upgrading spaces to meet codes and safety; child- and family-friendly focus)

h) Task force: security (child safety policy and registering and physical set up – House and Space Committee/Board of Trustees)

i) Nursery school

j) Multi-generational/ intersections with other committees (break down silos)

k) Task force: Family meals: Wed night all-church meals catered

l) Intergenerational volunteers for youth events (teens, empty nesters, grandparents)

   o New members update: Dick Ginther has joined and will fill a one-year term. With clarity on scope, recruitment of new members will align with board scope.

2. Committee information

   o Strategic Plan Committee

      - What spaces and places needed to serve?

         a) Nursing room for mothers/children
         b) Talkative toddler family room with TV showing the service
         c) Use kitchen for all-church family meals for Wed night programming
         d) Coffee shop: open on Sat evenings and Sunday services! Space for youth
         e) Gym: Make a space for kids – especially 5th-8th grade

   o Sr. Minister Search Committee

      a) Mid July first batch of applicants
      b) Kait is advocating for youth ministry as a priority

3. Child Family Ministry update

   o General (covered above)

   o Nursery/Child Care

      a) Reimagine spaces for safety and cleanliness
      b) Concern about birth-3 environments – safety issues, cleanliness issues. Need to find someone with expertise like Georgia.
      c) Storage space needed – currently mop being stored in 1 year olds bathroom
      d) Clean and modernize toys:
      e) The nursery is too small for more than 4-5 babies
      f) Cleaning out toys and equipment that are no longer safe
      g) Relationship with PNS – need Memorandum of Understanding

   o Summer programming:

      o Sunday in-person worship (9 AM and 11:15 AM) Activities for Kids
      o Virtual VBS: “Compassion Camp” July 26-29 or 30
      o Family events: hopefully in-person social distancing and masks required?

         ● Family Fun: June 26; 10 AM-noon; Westchester Park
            - Drop in and bring blanket; arts and crafts; snacks; bubbles
            - Masks optional (family choice)
            - Need volunteers
            - (Jen James will be out of town)

         ● NICU Hearts - TBD
         ● Trail walks? Picnics in park?
- Could the parks rotate to represent areas where members with kids currently live – and could recruit to? Greenwood Park, park(s) in WDM and Ankeny?

  o Fall Church School
    ● Curriculum- virtual and adaptable to in-person
    ● Classroom configuration
    ● Recruiting teachers

  o Children’s Library- develop plan before September?
  o Plan for 5th-6th grade fellowship for summer (Georgia coordinating with Jen James)

Reports/Committee Report

4. Board of Trustees/Budget
   (not present) Darrel Mullins

5. Church Council Update
   Training, Thanksgiving service planning underway Erin

6. Staff Report Georgia

Closing Prayer Georgia

Next Meeting: June 29, 2021 (Replaces July 6 meeting)

B. Board of Christian Education for Youth and Families
   The Board of Christian Education for Youth and Families is a fifteen (15)-member board, with five members elected annually to serve three-year terms. The board will assist in recruiting, training, and placing Christian Education volunteer staff. The board, with pastoral and staff assistance, will plan and implement all programs including, but not limited to, Church School and Vacation Bible School. The board will approve choice or design of curriculum for children up through sixth grade, Confirmation Classes for middle-school students, and programs and activities for high-school students and families. The board will procure necessary materials and equipment for this programming, and maintain the children’s library. The board will have a liaison to the Plymouth Nursery School Board of Directors.
Board of Christian Social Action Meeting  May 18, 2021  6pm

Members Present: Alyssa Clabaugh, Wendy Knowles, Lynn Hicks, Joy Wilhelm, Anthony Leon, Matthew Harvey, Lindsey Braun, Janet Rosenbury, Amy Howells

Lynn called meeting to order and led devotional.

Approval of April Minutes: Anthony moved to Approve.  Amy seconded. Unanimous approval by the group.

**Trustee Report:** Matthew Harvey. Information technology system/Shelby Next is moving forward. He advised BCSA to give thoughtful feedback and make sure it serves the needs of board. BCSA will need to assess the best ways the system can work for them.

Secondly, there will no longer automatically be a Board of Trustees liaison to BCSA with the new bylaws. If BCSA would like that to happen, there will be a requesting process through the new bylaws.

**Staff Report:** Lindsey Braun. The conversion from the old system to the new Shelby Next system is complete. Staff will be trained in the next few weeks. July is the target date to start training Boards and leadership. She also emphasized the need to think critically about the ways this new system can best be used for BCSA and the committees involved. Sharing documents and information will be important functions.

Annual meeting was well attended. Thank you to all who showed up. Bylaws were passed and there is ongoing discussion about using the bylaws as a living document which will need a review process and revisions going forward.

Other updates included church health and safety task force continues to meet. They are working to respond to new CDC guidelines and how that might affect worship numbers and other recommendations moving forward. Special church council meeting tomorrow night to address these recommendations. Reminder: The church is open for small group meetings as long as there is ample time for set up and staffing considerations. Small in person meetings require a little extra planning and time. Please be aware of constraints and plan accordingly.

Lindsey also reported there are plans to have some sort of hybrid meeting options available when things begin to resume in-person. There has also been an assessment of building safety and accessibility over the last year. This may affect procedures going forward.

Lindsey will be on sabbatical Sept -Nov. In her absence, Rushing Kimball and Karen Jeske will cover BCSA staff duties. If there are any programming decisions or other immediate needs for support this fall, please contact Lindsey this summer. This will insure all committee needs are covered and a smooth transition.

BCSA and the Board of Benevolence will have a combined retreat in August. The purpose will be to find a way to combine synergy and augment the work of both boards. Timing should help with finalizing MAPS and fall programming planning.

Anthony voiced the need for some training in the new structures implemented by the new bylaws. Lindsey will take this request back to staff.
Financial Reports – Lynn Hicks. A current financial report was not available due to the recent system conversion. He asked everyone to keep their budget numbers in mind going forward.

Committee Reports

Anti-Racism Committee- Joy Wilhelm. ARC received their Foundation Grant. There will be a George Floyd Memorial event on May 25th at 6pm in the Pappajohn Sculpture Park. ARC is helping to sponsor this community event.

Cuba Partnership- Wendy Knowles. There are two different groups planning on fall trips to Cuba. One is through the UCC of Greensboro NC and another is potentially IFCO/Pastors for Peace. There is interest in these trips by Plymouth members. The committee continues to correspond with Ebeneezer Baptist. UCC General Synod is supporting educating people about the Cuban blockade. The committee will not be meeting in July.

Welcoming Migrants- Janet Rosenbury. Immigrant Rights weekend in April went well. Welcoming Migrants committee received their two Foundation grants. The committee continues their work to sponsor a refugee family. Coordinators and committees have been named. Updates will be forthcoming in Plymouth Weekly and on the church website. Volunteers are still welcome to reach out.

AMOS- Lynn Hicks. Broadlawns held their board meeting today. The proposed children’s mental health initiative presentation went very well. Amos had a large showing present. It is expected Broadlawns will work with AMOS on this. AMOS Delegate meeting will be June 27th.

P-JPAN – Amy Howell. P-JPAN did not meet in April. The committee continues to work on getting the calls to action out. The committee is looking forward to the new information system.

Peace Committee- Alyssa Claybaugh. The Peace Committee is focusing on the current situation in the Middle East. They helped sponsor a rally for peace last Friday, May 14th in downtown Des Moines. There is another gathering tonight at the capital. The committee continues to meet with individuals and elected officials to raise awareness.

Human Trafficking – Anthony Leon. The committee has new members attending. They have approved their computer use policy. This will be key for training in the motel/hotel project. They are hoping to be able to be instrumental in training for the state employee program. The committee discussed focusing on trauma care perspective of human trafficking in the future.

Lynn discussed the current committee assignments. There will be openings for liaisons for the following committees: Interfaith Alliance, Renew and Human Trafficking. Transition from Prison will have new board member, Jim Ferguson, as their liaison. BCSA will still need one additional member to have a full membership. If anyone has suggestions for a board member, please contact Lynn.

The next meeting will be a social gathering to welcome new members and thank outgoing members. It will be Tues, June 15th at 6pm at Plymouth in the courtyard/Greenwood.

Lindsey offered a closing prayer.

Meeting adjourned.

Submitted: Joy Wilhelm
I. Mary Ann Beard provided devotions.

II. April meeting minutes and agenda were approved as submitted.

III. Updates from church council
   • Planning for the upcoming annual meeting is in process. On the agenda are voting for new board members, the proposed by-laws and by-laws amendment.
   • Attendees need to respond to zoom meeting request to receive the zoom meeting information. There will be space in the Greenwood Room at church for attendees who don’t have zoom capabilities.
   • Proposed by-law information is posted on the website.

IV. Committee Updates
   • Senior Minister Search committee – Carol Stratemeyer
     ◊ The profile for the position was posted to Slingshot the site used by the consultant.
     ◊ The UCC profile is being prepared for publication.
     ◊ Planning for next phases of the search are in process including receiving/reviewing applications and then interviews.
   • Strategic Plan Implementation committee – Lorraine May (submitted in writing prior to the meeting)
     ◊ Our staff members are putting together a document with an outline for implementation. One of the projects that we felt could/should proceed was sprucing up the courtyard and moving coffee after services to the Greenwood room. We could then open the doors, create better airflow, accommodate more people with appropriate social distancing and hopefully provide a beautiful space to gather for our members and share time together. Unfortunately, the hoops are many
but we're slogging our way through and still hope to have the courtyard available and beautiful by the end of May. Watch this space for more!

- Financial Sustainability Committee – Mary Ann Beard
  ◊ The work stream work is progressing and the committee is on track to start finalizing recommendations and report in June for submission to council in July.

V. Strategic Plan for Stewardship
- Plymouth Foundation approved grant application for the first “Discovery” phase, with the consultant.
- A brief discussion on the merits of each firm occurred.
- A motion to hire Horizon as the consulting firm was made by Mary Ann Beard and seconded by Diane Graham. The board approved the motion.
- Next steps:
  ◊ Trustees were planning to vote via email.
  ◊ Finalize and sign contracts

VI. Discussion was held on starting plans for Fall Stewardship Campaign. Ideas were discussed for activities the board could work on in advance. We anticipate Horizon Consulting to have best practice ideas which the board will consider.
- Testimonials—Begin collecting/prospecting names, families, programs to feature (e.g. Financial Peace.) An opportunity to “tell your story” as a way to cultivate/collect which then could be refined for testimonials. Jeff and Linda to discuss with David Johnson, moderator.
- Pledge card changes—utilize to help collect data. It was suggested to include Lori Deaton (Business Analyst) in an upcoming meeting to discuss gaps in data. The use of an “intelligent” form was discussed where questions are prompted based on answers to previous questions.

VII. June meeting/potluck—General consensus was to plan for and outside and socially distanced activity.

VIII. Staff Updates
- Rushing Kimball—Nothing else to report than what was already discussed
- Emily Tripp—Nothing else to report than what was already discussed
- Sarai Rice—
  ◊ New Executive Assistance hired and started
  ◊ Plymouth hosted a funeral with 100-150 in attendance. This provides experience with larger groups as Plymouth starts more in person events.
  ◊ Starting in-person service this Sunday. Pre-registration is required for inside service.

IX. Closing Prayer—Sarai closed with a prayer

Meeting adjourned at 6:30

Respectfully submitted,

Mary Ann Beard
Board of Deacons Minutes May 4, 2021


Unable to attend: Julie Carroll, Bryan Fiala, Jane Keairns, Alissa McKinney, Rachael Pruett-Hornbaker

Staff: Sarai Rice

1. Call to order – Sid Ramsey called the meeting to order at 7 pm.

2. Devotions – Sharing of highs & lows

3. Five minutes with Sarai
   - Sarai shared that her “high” was actually giving a children’s sermon with children present… it feels good to be in-person! She also thanked the deacons who served at Monday’s funeral. There were many unknowns about the service and she and the staff are so appreciative of the deacons expertise and flexibility in making it all happen seamlessly.

4. Approve minutes – The minutes of the April 13, 2021 meeting were approved.

5. New business
   - Emerging Plans for Sanctuary Service – Sarai shared the details we know to-date about returning to indoor worship. Here is the list: all doors/bathrooms will be open, please note name & contact information if not registered online, masks are required, one deacon to take headcount and note it on the offering envelope put in the safe, #4 deacons will dismiss by rows starting at the front of church (free to leave the sanctuary using any door). She also let us know that in the case of rain, they will make the decision by 8 am if the 9 o’clock service will be held indoors. She will text the #8 deacon to let them know.
   - Deacon Scheduling for May – Sid will resend the May schedule to us as we decided the following: #8 head deacon will service both 9:00 & 11:15 services, but we will have two separate teams supporting those services. As always – we will stay flexible and adjust as needed!
• **Support of Children in Services** – Sid reminded us that there is no childcare during services in May. Georgia Sheriff will put together a cart of children’s activities for families to use and then return to the cart. It will be at the #9 door (east transept).

• **Deacon Closet** – Linda S shared the progress on the updates to the deacon closet: Dan Olson & staff have done the demo/repairs/painting. New cabinets and fixtures are on order and will be installed with new carpet tile soon!

6. **Old business**

• **Update from Health and Safety Task Force** – Rocky and team are excited to have the church opened in this limited-capacity.

• **Senior Minister Search Committee** – Sarai said the profiles are done and the search firm has posted the position on Slingshot. Next week it will be posted on the UCC site so we can expect the applications to start coming in!

• **Deacon Recruitment** – Per Sid, we still have four deacon positions to fill. We have names of members who want to serve and if the by-law change is approved that allows for married couples to serve on boards concurrently, we will be able to fill our roster.

7. **Standing committee reports**

• **Funeral** – Anna thanked all who served at Monday’s funeral and called out Alex Cooney for his help with the sound system. She thinks going forward, the funeral committee should plan to arrive earlier and staff with an extra deacon for services of non-members or guest pastor as there are a lot of details to share when the family is not familiar with the church. She will make sure this information is updated in the deacon manual.

• No reports from Communion, Saturday Night Worship.

8. **Event committee reports**

• **Social** - Doug and committee will plan an event to welcome our new deacons and say good-bye to those leaving the board. Look for an email from him with ideas for the early-June gathering.

• No reports from Music & Fine Arts, Home Communion, Thanksgiving, Christmas Eve, Shelter Dinner, Shrove Pancake Supper, Ash Wednesday, Maundy Thursday, Good Friday, Vespers.

9. **Staff update**

• Sarai shared the following:
i. The new Executive Administrative Assistant is Dan Schott. He is currently working part-time, but will move to full-time status soon. He will manage the Plymouth calendar so we will all likely be working with him at some point.

ii. The staff keeps rethinking/reworking our services as things change and we learn more!

iii. She anticipates that we will continue to offer Zoom (along with in-person) at Plymouth as we want to keep connecting with our neighbors... some who live out-of-state.

**10. Adjourn** – The meeting was adjourned at 8:15 pm.

**Next Meeting - Tuesday, June 8, 2021 @ 7:00 pm**
Present: Doug Rumple, Mary O’Brien, Fritz Craiger, Don Worrell, Judy Burns, Liz Puls, Lisa Merkle, Maureen Keehnle, Kristen Boldt, Amy Cox, Jen Jensen, Erin Netteland-Sandvig, Sarai Rice, Mary Kate Buchanan, Amy Cox, Jared Walter, Lori Deaton

Absent: Tom Schoelerman, Beth Stelle-Jones

Call to Order: The meeting was called to order at 6:04PM on Zoom by Doug Rumple, chair of BoM.

Devotional: Mary O’Brien delivered the Devotion on the Summer Season, her favorite season of the year and it’s also a time to reflect on joys of a Spiritual Summer.

Approval of April 2021 Minutes: discussion of any addition(s) into the meeting minutes from May 2021, then minutes were approved by the BoM.

Welcome New Board Members: Doug welcomed Lisa Merkle, Beth Stelle-Jones, and Tom Schoelerman

DM Pride Parade: Jared Walter spoke about the DM Reversed Pride Parade on June 27 at Water Works Park from 3-5pm. Jared is looking for 6 Volunteers from BoM to help setup the tent, hang Banners, Apply Plymouth Comma Rainbow temporary tattoos. The exact location in WW park has not been disclosed. The following said they will help: Lisa, Doug, Don, Jen, Fritz

Devotions Sign up: Doug said he’ll have a sign-up sheet at the August meeting. Beth told Doug that she will do the Devotion for August, Amy took Sept, Jen took Sept, Fritz took March 2022.

Committee Sign up: Doug said we need to sign up for two separate committees. Judy requested seeing a list of all of the BoM committees and a description of each committee. Jen mentioned the description is in the BoM MAP. Doug said he would send it out to the board. Mary mentioned that each committee should try to have a transition plan with its committee members like the Deacons do. Current committee chairs: Ambassadors: Don, Shelter Dinner: Amy, Shelby Next: Don, Discover Plymouth: Kristen, Merchandise: Jenn,

Committee News: Jenn said she purchased a Merchandise Cart that rolls. It cost $520.51. The board discussed how to reimburse Jen. Don made the motion to approve the purchase, Mary 2nd and it was a unanimous vote of approval. Erin asked Jen to send and email describing the purchase and the exact amount so she can get her reimbursed. Merchandise committee is planning to have pop-up shops the 1st Sunday of each month. In August, Jen feels the person that manages the Comma Desk could also the Pop-up store.

Shelby Next: Lori Deaton gave a presentation on Shelby Next status. All Shelby V5 records have been reviewed; 50K data fields, 14K individual records migrated to 3,550 (most reductions were from eliminated duplication). All records in V5 are still active, no data records were deleted. Currently we have 2,289 active members of which 800-1000 have not attended a service or donated to Plymouth. This was surprising to Plymouth staff and many BoM members. We have 543 Prospective members. Jen mentioned that the good news is you can’t fix a problem until you know that you have a problem. Focus for near future is to get staff comfortable with using Shelby Next. There is a feature in Shelby Next the track attendance and especially multiple attendees of visitors.

Ambassadors: Don said now that we are getting closer to full church opening and he has a lot of ideas that includes working with the Deacons, and the Comma Desk. Sarai said she wondered the importance of Name Tags. Many agreed name tags are important. The name tags need to be cleaned up. The BoM has not really dealt with Name Tags in the
past, so we need to decide what to do next. Lisa said when she joined Plymouth she filled out a form for her name tag. This topic needs to be re-discussed at the August meeting.

**Shelter Dinner:** Amy said the BoM has locked in Wed. Oct. 27 and Sun. Feb. 27 to cook and serve dinner at the Des Moines Shelter. Fritz will help buy food at Sam’s club.

**BoM Social:** Mary offered to host a BoM social on Monday, July 12, 6pm. Fritz suggested making it a potluck and others agreed.

**Discover Plymouth:** Doug & Mary met with Kristen and Jen and it was decided that we are not prepared to have a DP class in June. The committee is too small, it needs at least 6 volunteers. We are postponing the June class and focusing on preparing to the Sept. meeting. Fritz & Maureen agreed to join the committee. Kristen is going to ask Beth if she will join the committee.

**Procedures for Saving Documents:** Jenn said she wants to put a procedure together for saving documents. The issue is finding a portal that will not change the format of a document. Possibly One Drive, Dropbox or Shelby Next.

**In Church Service:** Sarai said effective June 26 the Sat service will resume as an in-church service and starting Sun. June 27, Plymouth will resume two services: 9am and 11:15am. So, we will need volunteers to man the Comma desk at all 3 services.

**Ingersoll Live Event:** Mary said Ingersoll Live is on Sat. Aug 28 from 4-8pm. The cost for participating is $350 which gets you a tent, table, 2 chairs and electricity. There was a discussion about if BoM should participate; all were positive comments. Mary mentioned that she inquired with the Plymouth Nursery school to participate, but they were reluctant to agree since they felt that it did not create any student growth. Fritz made a motion to spend $350 to participate at Ingersoll Live in 2021; Jen 2nd it. The vote was unanimous approval. The event application is due July 3. Sarai said to bring the app to church and request a check to pay for the space.

**Staff News:** Sarai announced that Lori Deaton and Dan Schott will become Full Time Plymouth employees in July 2021.

**Senior Minister Selection Committee:** Doug said Profiles are out and the committee is waiting for applicants to respond. The committee is drafting interview questions and it feels like the committed is prepared to the next step.

**Strategic Planning Committee:** The committee is focused on updating the Courtyard.

**Open Forum:**

- Don said the Board of Stewardship is drafting a letter to send to Plymouth Members who seem to have dropped off the radar. The letter will be inviting them back to Plymouth. Sally Pederson wants the BoM to help with the letters by writing a personal note with the letter encouraging the absent members to come back to Plymouth.
- Mary O’Brien asked for all BoM members to send your contact information to her (cell ph, email, home address). Mary’s email is: mobrien.dsm@gmail.com
- Jen announced that in the fall of 2021 she is going to seminary school at United Theological Seminary school as a remote student.
- Amy agreed to be the BoM secretary starting with the August 2021 meeting.
- Doug requested to change the BoM meeting to first Monday of the month at 6:30pm. He has another Monday meeting at 5:30p that is a 30 min. meeting. He needs the BoM meeting to start later. All agreed 6:30p will work fine.

**Adjourn:** the meeting was adjourned at 7:44PM.

Submitted by Fritz Craiger
1. Plymouth United Church of Christ Board of Trustees Meeting Minutes: May 18, 2021

**Present:**
Lorna Truck, chair
Franklin Codel
Jan Franck
Aaron Barker
John Harri
Peter Pashler
Deb Ledesman
Erin Netteland-Sandvig
Kathy Murphy
Matt Harvey
Richard Swanson
Darrel Mullins
Emily Tripp, Director of Operations and Finance.
Sarai Rice, Interim Senior Minister
Mary Kate Buchanan, Associate Minister

**Not Present:**
Dick Jones, Treasurer

**Time Called to Order:** 7:02 p.m.

**Time Adjourned:** 8:42 p.m.

**Location:**
Virtual/Zoom

**Prepared by:**
Erin Sandvig

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<tr>
<th>AGENDA</th>
<th>DISCUSSION</th>
<th>ACTION</th>
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<tr>
<td>Devotion</td>
<td>Lorna shared devotion about vaccines.</td>
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<tr>
<td>Approval of Minutes</td>
<td>Minutes approved for April with one correction.</td>
<td>Motion to Approve---Peter Second---Dick Carried</td>
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| April Financials        | Going back to March financials:
  1. Building and operations costs were up $36K. First, overspend in budget for snow removal up $11K. Heavy snow and new vendor resulted in those costs. Will do a new RFP process prior to 2021-2022 winter season. Also, $10K for audit fees. That was to be done in June but instead occurred in March making the spend for March more than expected.
  2. Decline in cash balance $30K. Drop in designated funds in March. Reason why? Nancy cut a quarterly check to the Foundation. Typically, they are in a designated in account which then quarterly are paid to the Foundation for the Fruitful change campaign.
  3. Personnel expense: down $10K for March but it is front end loaded so some seasonal expense variance was done. It varies over the year. | Motion to Approve March Financials---Franklin Second---Peter Carried | Motion to Approve April Financials---Franklin Second---Peter Carried |
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<tr>
<th>April Financials:</th>
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<tbody>
<tr>
<td>1. Increase in designated funds: due to large bequest $260K for music and fine arts. Discussion about how designated fund accounts work.</td>
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<tr>
<td>2. Year to date basis: $773066 compared to $793276 from last year which down 3% as expected. Will look at pledge income for the entire year not just month to month.</td>
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<td>3. Need to look at funds which may cover expenses that are non-pledge income expenses. For example, paying for organ maintenance which will be paid for a designated funds. Need to evaluate other expenses the Foundation supports.</td>
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<th>Designated Accounts Policy (DAP)</th>
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<td>Reviewed policy. Currently, Senior Minister can write a check up to $5k however a second signature is required above that amount with current church operations. For the DAP, up to $10K can be requested on their own up to $75K per year. If the total year spend is &gt;$75K it will require Board of Trustees and Executive Committee. Will be revised and be brought back in June.</td>
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<th>Fundraising Request</th>
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<tr>
<td>1. Fundraising request for Welcoming a Refugee Family Project. Carried.</td>
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<tr>
<td>2. Kathy to work with Emily about getting proper documentation for fundraising reports</td>
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| Motion to approve: Peter |
| Second: Aaron |
| Carried |

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<th>Board of Benevolences (BoB)</th>
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<td>Recommend that a 7% donation be given to the OCWM of total pledge income. The BoB would like to commit to that contribution. They would also like it to not be a part of the BoB budget but be an individual line item in the budget. Large churches around the nation typically give about 7% to the OCWM.</td>
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<th>Stewardship Consultant</th>
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<td>Horizon Consultant firm to be hired for stewardship recommendations. Vote 6-yes, 1-no Discovery process starting tomorrow.</td>
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<th>Roof Repair Recommendation</th>
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<td>Should a Trustee board member be part of the working group deciding on the roof repairs for the Derecho? Our insurance company sent a check for $4600. However, an independent consulting firm said damage could be up to $2 million. Getting a legal opinion. Peter volunteered to be the liaison.</td>
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<th>TiM report</th>
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<td>Franklin reported 2.3 million dollars in the designated funds. Overall, last quarter up 58K. Since inception of this fund, up $500K in income.</td>
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| Report received. |
| Election of Officers for Trustee board | Vice-chair Matt Harvey discussed need for election of the officers. Matt Harvey—Chair, Darrel Mullins—Vice-chair, Erin Sandvig—Secretary, Aaron Barker—vice-secretary | Election approved the above officers. |
| Staff update | Two employees filling in now special projects. Considering new CDC guidelines for masks. | |

Sarai graced us with a closing prayer.
Lorna Truck, Chair  
Plymouth Congregational Church Board of Trustees  

Dear Lorna-

The Plymouth Congregational Church Audit Committee met with Denman & Company, LLP, regarding the 2020 independent audit. Present were committee members Mark Rosenberg (Church representative), Sheryl Terlouw (Church representative), Ted Oberlander (Church representative), Peter Pashler (Trustee representative), and Mark Schuling (Foundation Representative). Also, present were Steve Schweizer, Denman auditor, and Emily Tripp, Plymouth Congregational Church Director of Operations and Finance.

The Zoom meeting began at approximately 4:30 pm on May 26, 2021. The attendees reviewed the draft Plymouth Congregational Church and Plymouth Congregational Church Foundation Audit Letter and Consolidated Financial Statements. All attendees received the audit documents in advance of the meeting. Mr. Schweizer provided information through visual screen access to the documents as he went through the audit. He answered questions from committee members throughout the process.

Mark Rosenberg requested more detail in the Audit documents on the Transition in Ministry (TIM) program funds. All Committee members agreed as did Denman Auditor Steve Schweizer. Mr. Schweizer provided the members an amended Consolidated Financial Statements Report subsequent to the meeting.

At approximately 5:10 pm, Emily Tripp was asked to leave the Zoom meeting so the committee members could speak to Steve outside of the presence of management. Mark Schuling had provided a series of questions to the auditor. Mr. Schweizer responded to those questions and other questions of the Committee.

The Auditor’s Report determined that Plymouth Congregational Church and Foundation Consolidated Report presented fairly, in all material respects, the assets, liabilities, and net assets as of December 31, 2020 and December 31, 2019. The Audit Letter found no material misstatements. The Audit Committee approved the Plymouth Congregational Church and Plymouth Congregational Church Foundation Audit documents as amended and requests the Board of Trustees accept the documents as the official 2020 audit. The meeting ended at approximately 5:30 pm.

Thank you for allowing us to be of service on behalf of Plymouth Congregational Church.

Yours truly,

Mark R. Schuling  
Mark Schuling, Chair
The Plymouth Church Foundation Board met on Wednesday, May 26, 2021, at 5:00 p.m. The meeting was conducted by teleconference. Present were Bob Burnett, Sid Ramsey, Beech Turner, Hallie Still-Caris, Greg Kenyon, Emily Tripp, Sarai Rice, Chris Sidwell, and Mark Schuling. Dick Swanson was a special guest from the Board of Trustees. Mark Schuling arrived late and was assisted with the minutes by Bob Burnett.

President Still-Caris called the meeting to Order.

Devotion was provided by Greg Kenyon. In his devotion Greg read excerpts from the poem “The Hill We Climb” by Amanda Gorman and the poem “The Road Not Taken” by Robert Frost. Greg discussed the poems in light of the Plymouth motto and the choices we as individuals have taken. He finished by thanking everyone for serving on the Board and applauded the paths we have traveled. The devotion was well received by the Board.

The April 28, 2021 minutes were presented for review. The minutes were approved with a correction. The April minutes state that the anti-racism committee was requesting $7,500 and that the Foundation had approved this amount. The anti-racism committee had actually requested $15,500 and this amount was approved by the Foundation.

Emily delivered the operations reports for the Foundation and Greenwood, LLC. She noted that the Foundation balance is $11.3 million, up a considerable amount in April because of a favorable stock market. There was no change in the Greenwood, LLC financial.

Dick Swanson spoke briefly on behalf of the investment committee and noted that while April had been good for the Foundation funds, the portfolio had been making good gains for the past year. He indicated that there was some movement to fixed income to keep balance in the portfolio.

Emily delivered the grants report and included a preliminary draft of a list of all current outstanding grants. There is going to be an effort to “clean up” grant account balances. It was noted that these grants are awarded on a one year basis and, if not expended at the close of the grant year, the remaining funds should be reallocated to the general foundation assets. Emily, Chris Sidwell, Nancy Bassett were attempting to match the record keeping with the grant policies and wanted to include Foundation grant reports to allow church members to see what the Foundation has accomplished.

Hallie moved on to New Business.

Emily asked how the meetings of the Foundation should be listed on the Church calendar. Everyone was in favor of openness but preferred additional time to sort out how the meetings would be available including that they may be in person in the near future.

Hallie moved on to Old Business.

Hallie discussed nominations for Board positions. Spencer Cady was approved at the annual meeting to replace Greg. The Board approved of Hallie serving another term. That will be presented to Trustees for appointment. The Board approved of Sid serving one more year. That will be presented to Church Council for appointment.
The Ron Sallade and Marlon Laverman proposed gift to Plymouth Church/Plymouth Foundation is progressing. Another meeting was held with Ron. There may be a change in the MOU to the committee structure designed to award the gifts/grants.

Mark Schuling provided an update on the church and Foundation annual audit. Mark had just completed the Audit Committee meeting with the Auditor. It was a clean audit with no issues.

Mark Schuling and Dick Swanson provided an update on the Financial Sustainability Study Group formed by Moderator David Johnson. The group has broken into three workstream groups. The workstream groups have finished the investigatory stage and have begun drafting the report. Dick mentioned his workstream is looking at how to use Foundation funds for infrastructure repairs.

There was no Other Business.

Hallie moved to Staff Reports.

Emily mentioned an executive assistant, Dan Schott, has been offered fulltime employment from parttime. Emily mentioned Lori Deaton has been offered fulltime employment.

Sarai informed the Board Church attendance is up. The 9:00 service is held in the parking lot. The 11:15 service is in the sanctuary. Masks are required at this time. Fellowship at the church between services will start soon. Sarai also mentioned the Senior minister search is in process. Applicants are being vetted and the Church will meet with the selected candidates in early July.

Sarai led us in closing prayer.

The meeting was adjourned at 6:25 p.m.

Respectfully submitted,

Mark R. Schuling

Mark R. Schuling

NEXT MEETING Wednesday June 23, 2021 at 6:00 p.m.

It will be a potluck at Hallie’s house.
Stephen Ministry Report for Church Council
June 2021

Updates align to the Four Pillars in the Strategic Plan:

**Practicing Meaning and Purpose:** We live our faith every day through study, through worship and prayer, and by being minister of Jesus Christ at home, at work, and in the community.

- One to One Caring Relationships – Currently we have 15 active Stephen Ministers with 11 assigned to Caring Relationships, leaving 4 available for new relationships and 1 Stephen Minister in an alternate assignment leading the Cancer Support Group.
- Cancer Support Group – This group is being led by a member of the Stephen Ministry Leadership Team, co-facilitated by a member of the congregation and supported by a TiM Minister. The group meets twice monthly.
- New areas of service currently being planned or discussed include:
  - Potential participation in Griefshare.org to facilitate a grief curriculum series in a more formal manner.
  - Services of Healing are being planned to take place quarterly (Spring Equinox, Summer Solstice, Fall Equinox and Winter Solstice). A communication from LeAnn Stubbs to promote Stephen Ministry and the Services of Healing is being sent at the Summer Solstice.
  - Small Group Sessions of “What Happened to You” being offered beginning in July with 3 sessions in each group, prompting discussion, release, community that may lead into the Service of Healing offering at the conclusion.

**Practicing Hospitality and Belonging:** We pray for the gift of difference as we celebrate and welcome all.

- Grief Packets – Packets continue to be mailed to family members of a deceased congregant or an individual with a close tie to the church. Grief packets are mailed at specific times during the year for a full year following the loss.

**Practicing Justice and Kindness:** We pursue God’s requirement to do justice, love kindness, and walk humbly.

- Book Study – Two book studies have concluded successfully, the next is slated to kick off in the month of September. It is being Led by a Stephen Minister and LeAnn Stubbs.

**Practicing Operational Excellence:** We support our work with effective structures and digital tools to create a frictionless experience or everyone.

- Bi-Annual Retreat – We are finalizing the plan for our retreat which is a two-day intense Continuing Education scheduled for September of this year.
- Continuing Education: We have created a draft schedule of the monthly education series to begin in October of this year.
- New Training Class – We have created a draft plan for a new training class to begin in September this year and are currently soliciting new recruits who may be interested in joining Stephen Ministry.