**Administrative Council**

**March 20, 2017**

Meeting called to order at 8pm by Shane Griffin. Pastor led in prayer

**Minutes** of 02-13-17- deferred until April meeting

**Finance Report** approved as presented by Shane.

$11,764 in General Fund, $4,528 in Cap. Improvements, #$1,210 in Parsonage fund, $7,114 in Endowment Fund, Bills are paid to date, $210,206.28 in Missions Fund, $160,693.71 in Local Ministries Fund.

**Staffing.** Discussing regarding the need for a new Financial Secretary, to record member giving. Finance has discussed filling this position. Shane G made motion and John H. seconded that the Admin Cncl approve the work be done by our secretary Raina Remeeus. Pastor discussed this work with Raina and she said she can fulfill the work within her weekly hours, but may need an added hour or two per week on occasion to complete the necessary responsibilities. Finance also requests that her hourly wage be increased by $1/hour and 2 hours be added to her weekly schedule as needed; due to the increased responsibilities. Motion carried. (Note: Raina began her added work on April 1, 2017)

An online training video course was approved for Raina to learn the “contribution module.” Course will cost $47.

**Security System and Church Access**. Need to tighten up our security system procedures was addressed. Pastor will discuss this issue with Trustess. John H. made motion and Shane G. seconded that if necessary the Trustees change the door locks and redistribute access keys in order to insure secure access and less alarm soundings by unauthorized entrance. Carried. (Note: Warning signs have been posted on all doors, to communicated our security system and monitoring and that access is at front entrance only.)

**Youth/Christian Education**. Nicci expressed thanks for donations of board games for hospital “Being Hope.” She will organize the collection of shoes for Uganda mission project. She is putting together ideas for summer projects and possible balloon release in the spring. Community breakfast program “Breakfast for Andy” was discussed. She will attend the next meeting . The ministry is being organized by the Congregational Church.

**Mission/ Membership**. Membership at 124. Mission project for April-June will be “Pregnancy Help Now” and a baby shower will be supported in April.

**Local Ministries**. Pastor Tom reported on upcoming meetings to begin to clarify local outreach and ministries. The committee will create a ministry list to bring to the Admin Cncl. 2

**UMW**. Betty R. reported the UMW will meet on 03/21 and have a program on “Prevention of Family Violence.”

**United Methodist Men**. David C. reported that 16 men attended the March 19 breakfast which is held on the third Sunday at 8:30am. The April men’s breakfast will be help though on the 4th Sunday, April 23 since Easter Sunday is the 3rd Sunday.

**Parish Nursing.** Bev J. reported that the church has remembered and cared for Cathy H. during her lengthy illness. Our shut-ins will get Easter cards. (Note: Pastor sends out birthday and anniversary postcards monthly.)

**Staff Parish Relations**. Committee will meet soon to discuss the position and filling of choir director due to moving of Jenny. (Note: SPRC met and is planning a recognition for Jenny)

Meeting was adjourned at 8:20pm

Respectively submitted,

Rev. Bill, tem secretary

**NEXT MEETING IS April 10th at 7pm**