

MINUTES OF THE EXECUTIVE COUNCIL
August 8, 2023

Meeting called to order at 7:02 PM.

PRESENT: Jonathan Stone, Kara Stone, Martha Stone, Jeanne Lindsey, Kaye Matthews, Iris Helmuth, Cindy Showalter, Terry Hostetter, Pastor Stone and Carolyn Solomon.

PASTOR'S REPORT – see attached

PASTORAL CARE MINISTRIES – see attached

OUTREACH – no report

MINISTRY OF PROPERTY – see attached – Terry elaborated on the progress of some issues that are in progress and still need completed. Also attached to the report is a breakdown of proposed church cleaning tasks. Also addressed was the need of additional funds for this ministry as this year's budget has been spent.

MSC to take the Memorial Funds and put into the budget of this ministry.

CONGREGATIONAL ENRICHMENT – a gift certificate was given to the oldest father to Der Dutchman for Father's Day.

EDUCATION: Nursery is being taken care of by Kayla for items needed etc. An issue was brought up regarding the noise in the nursery during the worship service. This will be addressed. The children were able to have a circus trip. Need helpers for Junior Church. It was proposed that we investigate the possibility of getting a Children's Pastor to develop a ministry to children.

HOSPITALITY – had a carry-in on July 30 and was well received and enjoyed by all.

STEWARDSHIP – the mission offerings for the next two months -

MSC that it will be Resurrection House and church family help.

MINISTRY OF SERVICE – matching gifts were distributed.

PASTORAL CARE – no report

FINANCIAL SECRETARY – see report

TREASURER'S REPORT – see report – discussed the issue of insurance and the fact that our wind coverage has been canceled by the insurance company.

OLD BUSINESS – have not had a membership meeting but will have one in the future.

NEW BUSINESS: MSC that we recommend to the congregation that the constitution be amended for the Ministry of Property spending limit to be raised from \$1000, to \$10,000.

MSC that we recommend to the congregation that the constitution be amended to \$20,000.

MSC to adjourn the meeting at 9:00 PM.

Respectfully submitted,

Carolyn Solomon

MINUTES OF THE EXECUTIVE COUNCIL

June 6, 2023

PRESENT – Martha Stone, Cindy Showalter, Terry Hostetter, Charlie Barnett, Jonathan Stone, Kara Stone, Pastor Stone, Kaye Matthews and Carolyn Solomon.

MEETING CALLED TO ORDER at 7:00 PM with an opening prayer by Pastor Stone.

MSC to accept the minutes as printed.

PASTOR'S REPORT – see attached

PASTORAL CARE MINISTRIES – no report

OUTREACH – no report

CONGREGARIONAL ENRICHMENT – Father's Day is June 18 – will give a gift certificate to the oldest father in attendance.

Will get with Kayla regarding purchasing items for the nursery.

EDUCATION – Kaye and Carolyn teach every other quarter – Kara would like to have something for the preschoolers for maybe 3 days – need helpers for Junior church.

HOSPITALITY – did a carry-in on April 30.

PROPERTY - see attached, showing projects completed, projects in process and future projects.

Looking at getting estimates to have a service to take care of the A/Cs – this will be done every six months.

STEWARDSHIP – MSC for the mission offering for July to go to The Crisis Pregnancy Center.

MSC for the mission offering for June to go to Chile.

Ron Haynes and Iris Helmuth audited the books and all was in order.

SERVICE – no report

PASTORAL CARE – no report

FINANCIAL SECRETARY – see attached

TREASURER'S REPORT – see attached

OLD BUSINESS – Pastor will be at Conference July 15-22 – Bob Dillard will be filling the pulpit that Sunday.

NEW BUSINESS - none

MSC to adjourn the meeting at 8:00 PM with a closing prayer by Pastor Stone.

Pastor's Report

First Brethren Church of Sarasota
Executive Council
August 2023

Report on June/July

- I met with our marketing team and we have two video ads running online.
- I did help with floor waxing.
- We could not schedule a special week with the church's little kids but we did do an outing: a trip to the Ringling Circus.

Goals for August/September

- Plan a Fall sermon series and marketing campaign to go with it.

Weekly Activities June/July

- Sunday worship practice at 8:30 A.M.
- Children Sunday school class helper.
- Sunday 10:00 A.M. worship & live stream.
- Nightly 7:00 online devotional.
- Wednesday Bible Study in-person and on Facebook Live.
- Maintain church web site.
- Hospital and other visits.
- Wrote computer scripts for worship.

Non-weekly Activities June/July

- Executive Council.
- Money wired for the orphanage in Peru.
- Dianna Scribner memorial.
- Stephen Yohe memorial.
- Many days stripping and waxing floors.
- Converted about 20 lights from florescent to LED in fellowship hall.
- Took children to Ringling Circus.
- One week at general conference.
- Church cookout.
- "Push" signs for sanctuary doors.
- Baptize Aaron Dekmar and Jordan Stone.
- Laying on of hands for Dorothy, Aaron, and Jordan.

Membership changes

- Dorothy Dekmar added by reaffirmation.
- Aaron Dekmar added by baptism.

- Jordan Stone by baptism.

Vacation days

- One.

Comments

This has been a very busy month with conference, many maintenance projects, and some intense ministry needs. I do feel that we have accomplished a great deal.

Respectfully submitted,

Pastor David

Old Business

- Decide mission offerings.
- Membership committee.
- Sale of Lehigh Acres property.

New Business

- Children's pastor.
- Church cleaning issues.
- Approve putting higher spending limits for leaders, Property Ministry, and Executive Council on the agenda for our next Congregational Business Meeting.

Pastor of Care Ministries

First Brethren Church

Month June/July 2023

Activities for the Congregation and/or Community

- 1 Participated in the Executive Council Meeting
- 2 Growth Group Meetings
- 1 Errand for congregant
- 1 Preparation and implementation of after church communion.
- 15 Congregant visits
- 1 Attended funeral service for congregant
- 0 Meeting with Everence representative
- 0 Meeting with Agape youth group

Care Ministry Team activities

- 18 Cards sent by our **Card Ministry Team (June/July)**
- 0 **Moving Ministry activity**
- 3 **Transportation Ministry Team**, still transporting members to church/ appointments as requested
- 2 **Ministry (Meals taken)**

Monthly Events

Sam and I were on vacation in June and enjoyed our fellowship with ND friends and family,

Goals

Provide leadership support for Ministry of Service

Promote outreach with Bible Study group, AGAPE youth group, and individual Spiritual growth.

Actively work to identify individual needs within our congregation and seek to support their physical, spiritual, and mental wellbeing.

Pastor of Care Ministries
Iris Helmuth

The Property-General budget for 2023 was set to \$15,000. This budget was based on the amount used previous years (not on the expected future expenses, as they were not evaluated prior to setting the budget). The property ministry has spent \$21,500 this year so far. (I included a report of expenses)

The rental property maintenance budget is a separate budget and is set at \$5,000 this year of which \$1,885 has been spent.

Options for moving forward with needed property maintenance expenses include continuing to spend over budget or amending the budget to cover the expenses.

We have \$10,000 in the checking account at the end of the month and are continuing to cover expenses well. We will need money for property taxes (approximately \$16,800) at the end of the year, but other expenses will remain approximately constant each month.

We also have \$14,874 in Memorials. I am not sure what of that is earmarked for specific projects, but some of that is available for distribution.

Thanks, Jennifer

FIRST BROTHERS CHURCH – EXECUTIVE COMMITTEE **PROPERTY MINISTRY UPDATE THROUGH AUGUST 2023**

POWER WASHING BY CHURCH PERSONNEL

- Pressure washing of the sidewalks around the church, school and miscellaneous items ie; small piers and the front sign, etc. remains in progress at about 95% complete.

EXTERIOR STAINING & CLEAR COATING BY CONTRACTOR

- **Items completed include:** Staining and clear coating of the beams at the church eaves, painting of the white aluminum fascia and gutters at the church and school, painting of the wood soffits at the school and church office and the cross at the front of the church.
- **Items not completed include:** Painting of the box wood trim around the large window at the school, the box wood trim around the door under the walkway at the school, the gable end at the rear of the church office, the church steeple and all the painting previously outlined for the cottage.

INTERIOR FLOOR CLEANING & WAXING BY CHURCH PERSONNEL – (APPROX. 7,000 SQ. FT.)

- Stripping and waxing of the vinyl floor tile within the entire school building is approximately 99% complete. The final janitors closet is currently in progress and projected to be complete by August 5, 2023.

OTHER MISCELLANEOUS ITEMS / REPAIRS CURRENTLY IN PROGRESS OR COMPLETED

- A new faucet and spray hose has been installed at the sink in the cottage.
- Church personnel assisted the school in placing 22 cubic yards of play mulch within the playground area.
- The Play & Grow day care center reported the following:
 - 1 A roof leak. This item is being investigated for repair.
 - 2 The stucco soffits along the front and back of the building are in deteriorated condition. (Entire length) The property committee is in the process of obtaining pricing to rebuild these soffits.
 - 3 The front aluminum door does not close properly to lock. (This just was reported and has not been reviewed)
- Several AC units at the school required emergency repairs this year. This is being addressed on an ongoing basis. We also have a 40 amp. electrical breaker for an AC unit which needs to be replaced. (Currently in progress to obtain the part)
- NOTE: We are still working on securing a maintenance AC contractor / company to perform regular maintenance and repairs as needed at a reasonable price point.

- The existing concrete lid over a storm water inlet located in the Play & Grow day care entrance broke and could collapse. Barriers have been placed to keep traffic away from the existing inlet. Pricing has been received and approved for a new concrete lid. This will also require removing some existing paving and install new paving. The concrete lid is projected to be installed within the next 2-3 weeks.
- Another activity that surfaced is trimming of the shrubbery around the church and school grounds by church personnel. (Under review)

JANITORIAL DUTIES & RESPONSIBILITIES

- *This activity is currently under review by school and church personnel with an objective to obtain an overall cleaner facility.*

PROPERTY COMMITTEE OUTLOOK

- *In addition to address the items listed above, the committee will be beginning to again look at priority activities along with consideration of capital improvements for the next calendar year.*

Church Cleaning Tasks

Daily cleaning

Fellowship Hall

- Sweep and mop the floors in fellowship hall, hallways, classrooms, and bathrooms
- Maintain waxed floors by dry and wet mopping
- Wipe off coffee stains on walls as seen by inspection
- Clean mirrors in bathrooms
- Clean toilets and mop in the stalls
- Clean double glass doors

Weekly cleaning

Fellowship hall

- Vacuum mats by all doors

Sanctuary

- Clean all bathrooms and mop.
- Vacuum the building.
- Fold the wraps for people that are in the pews.
- Mop the foyer floor and straighten it up.
- Empty trash.
- Clean nursery. (bathroom, dust, vacuum)

Cottage

- Sweep floors and mop if needed.
- Clean bathroom and mop bathroom floor.
- Empty trash
- Clean sink and countertop
- Dust window sills

Monthly cleaning

Fellowship hall

- Keep baseboards clean
- Wash down doors. (once a month or as needed)
- Light switches in all rooms
- Dust window sills

Sanctuary

- Dust

Other tasks

- Keep custodian closet and cleaning tools clean and orderly
- Review and replenish supplies
- Shade out dust mops after each use or end of shift and wash monthly
- Clean wet mop heads after each use or end of shift
- Report things that do not work or need attention.

AUGUST 7, 2023

CURRENT PROPERTY COMMITTEE ACTIVITIES FOR CONSIDERATION & APPROVAL

DAY CARE CENTER

1 - Existing concrete storm water inlet lid in the entrance to the facility is broken and needs repaired. A new concrete lid is ordered - \$2500. In addition to the inlet, the existing grade around the inlet needs to be raised, whereby stone and paving will be required. Pricing for this work has not been determined at this time.

2 – A roof leak was reported. This roof leak has been reviewed, however repair costs have not been received at this time.

3 – The stucco soffits along the front and back of the building are deteriorating and separating from the building structure.

4 – The main front aluminum door is not totally closing on its own. This creates a problem when trying to lock the facility.

PHASE II - PAINTING / CHURCH OFFICE, SCHOOL & COTTAGE

This involves the lower level type painting at the above locations. The only painting item not included is the church steeple. (Pricing received for this work is \$4550. See attached quote from Michael Hannon – who Danny McAdams works for)

A/C ITEMS

Meeting with another AC company to obtain pricing to perform maintenance on a (6) six month basis for our eleven AC units. (Pending)

Financial Secretary Report

Offering budget/month: \$12,812.54

June 2023

Fund Source

Chile	\$658.00
<i>Offering</i>	\$658.00
Deacons fund	\$300.00
<i>Offering</i>	\$300.00
General	\$33,002.38
<i>Ins, refund</i>	\$2,471.22
<i>Insurance refund</i>	\$14,518.64
<i>MNMG</i>	\$400.00
<i>Offering</i>	\$11,401.79
<i>Play and Grow P</i>	\$3,010.73
<i>Thurs NA StepN</i>	\$100.00
<i>Tues.NA</i>	\$100.00
<i>Ukranian Churc</i>	\$1,000.00
Missions	\$225.00
<i>Offering</i>	\$225.00
Painting the Chur	\$5,000.00
<i>Offering</i>	\$5,000.00
Pastor Supp.	\$1,000.00
<i>Offering</i>	\$1,000.00
Peru	\$40.00
<i>Offering</i>	\$40.00

July 2023

Fund Source

Building fund	\$5.00
<i>Offering</i>	\$5.00
Chile	\$50.00
<i>Offering</i>	\$50.00
Deacons fund	\$500.00
<i>Everence Sharin</i>	\$500.00
Evan and Claire	\$15.00
<i>Offering</i>	\$15.00
General	\$34,835.46
<i>Lehigh Avres</i>	\$18,639.11
<i>MNMG</i>	\$400.00
<i>Offering</i>	\$12,170.30

<i>Park East</i>	\$25.00
<i>Play&Grow</i>	\$3,101.05
<i>Thurs NA StepN</i>	\$100.00
<i>Tues.NA</i>	\$100.00
<i>Wed AA Beg.</i>	\$300.00
Missions	\$375.00
<i>Offering</i>	\$375.00
Pastor Supp.	\$1,000.00
<i>Offering</i>	\$1,000.00
Peru	\$40.00
<i>Offering</i>	\$40.00
ResurHouse.	\$100.00
<i>Offering</i>	\$100.00
Sarasota Med Pre	\$200.00
<i>Offering</i>	\$200.00

BALANCE SHEET

July 31, 2023

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CURRENT ASSETS	
Checking/Savings	
Everence FCU	
EFCU - Unrestricted	\$10,551
EFCU - Special	\$25,555
TOTAL Everence FCU	\$36,106
EFCU - Savings	\$25
TOTAL Checking/Savings	\$36,131
LIABILITIES & EQUITY	
Long Term Liabilities	
Everence Loan	\$0
TOTAL Long Term Liabilities	\$0

SPECIALS BALANCE

July 31, 2023

SPECIAL INCOME	
Deacon Fund	\$2,619
CIA	\$350
Youth	\$2,642
Camp	\$0
Agape School Lunches	\$351
Parrish Nurse	\$211
Agape Fence	\$195
Holiday Flowers	\$20
Christmas	\$0
Easter	\$0
Outreach	\$200
Brethren Relief	\$0
Resurrection House	\$0
Missions - Monthly	\$100
Missions - Clarie & Evan	\$10
Building Improvement	\$0
Handyman Services	\$150
Kitchen Improvement	\$313
Memorials	\$14,874
PJH Scholarship	\$2,500
Peru (Pucasana)	\$1,020
TOTAL SPECIAL INCOME	\$25,555
PERU SPECIALS (savings)	
Account Minimum	\$25
PERU SPECIALS (savings) - Other	\$0
TOTAL PERU SPECIALS (savings)	\$25
TOTAL ROOF SAVINGS	
TOTAL OTHER INCOME	\$25,580

OUTSTANDING BILLS	NAME	MEMO
DATE		Amount
8/1/23	Rev. David Stone	\$2,124
TOTAL		\$2,124

INCOME REPORT

July 31, 2023

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	Year Budget	RECEIVED this YEAR	(\$) Yet to Receive this Year \$ RECEIVED Over Budget	Should be as of report date:		Should be: 100.0%
				% of Budget for the YEAR	Received this MONTH % of Budget for the MONTH	
Offering General	\$150,413	\$86,897	(\$63,516)	57.8%	\$10,011	79.9%
Other General						
Community Meetings	\$11,500	\$4,400	(\$7,100)	38.3%	\$400	41.7%
A Office Building 2435 lg	\$36,125	\$21,256	(\$14,869)	58.8%	\$3,101	103.0%
B Office Building 2425 sm	\$38,275	\$35,564	(\$2,711)	92.9%	\$0	0.0%
Agape Academy	\$40,000	\$14,836	(\$25,164)	37.1%	\$0	0.0%
TOTAL Other General	\$125,900	\$76,056	(\$49,844)	60.4%	\$3,501	33.4%
Benevolence						
Missions	\$7,000	\$5,707	(\$1,293)	81.5%	\$345	59.1%
Peru Orphanage	\$2,000	\$320	(\$1,680)	16.0%	\$30	18.0%
Total Benevolence	\$9,000	\$6,027	(\$2,973)	67.0%	\$375	50.0%
TOTAL INCOME	\$285,313	\$168,980	(\$116,333)	59.2%	\$13,887	58.4%

Other Income						
Special Income		\$41,634			\$1,735	

SPENDING REPORT

July 31, 2023

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	Year Budget	SPENT this YEAR	(\$ Yet to SPEND this Year	Should be as of report date:		Should be:
				% of Budget for the YEAR	SPENT this MONTH	
SR Pastor						
Base Salary	\$35,370	\$19,685	(\$15,685)	55.7%	\$2,517	88.0%
Housing	\$25,000	\$14,583	(\$10,417)	58.3%	\$2,083	100.0%
Health Savings	\$4,600	\$2,300	(\$2,300)	50.0%	\$0	0.0%
Retirement	\$4,785	\$2,393	(\$2,393)	50.0%	\$0	0.0%
TOTAL SR Pastor	\$69,755	\$38,961	(\$30,794)	55.9%	\$4,600	80.3%
Extended Expense						
Mileage/Travel	\$500	\$0	(\$500)	0.0%	\$0	0.0%
Conf Exp Pastor	\$1,200	\$598	(\$602)	49.8%	\$0	0.0%
Honorarium	\$900	\$0	(\$900)	0.0%	\$0	0.0%
Ministry Expense	\$100	\$0	(\$100)	0.0%	\$0	0.0%
Delegate fees	\$300	\$100	(\$200)	33.3%	\$0	0.0%
Continuing Ed	\$500	\$0	(\$500)	0.0%	\$0	0.0%
Med Insurance	\$10,000	\$7,238	(\$2,762)	72.4%	\$1,910	229.2%
TOTAL Extended Expense	\$13,500	\$7,936	(\$5,564)	58.8%	\$1,910	169.8%
Social Security/FBC						
SS Sr. Pastor	\$4,855	\$2,622	(\$2,234)	54.0%	\$352	87.0%
TOTAL Social Security/FBC	\$4,855	\$2,622	(\$2,234)	54.0%	\$352	87.0%
Office Expense	\$1,500	\$582	(\$918)	38.8%	\$30	24.0%
Service	\$600	\$501	(\$99)	83.5%	\$0	0.0%
P o Care Ministries	\$500	\$0	(\$500)	0.0%	\$0	0.0%
Pastoral Care	\$300	\$0	(\$300)	0.0%	\$0	0.0%
Stewardship	\$800	\$345	(\$455)	43.2%	\$78	116.8%
Outreach						
O Agape School Lunches	\$2,000	\$0	(\$2,000)	0.0%	\$0	0.0%
O General	\$10,000	\$5,422	(\$4,578)	54.2%	\$686	82.3%
TOTAL Outreach	\$12,000	\$5,422	(\$6,578)	45.2%	\$686	68.6%
Hospitality	\$600	\$228	(\$372)	38.0%	\$0	0.0%
Congregational Enrichment	\$500	\$88	(\$412)	17.7%	\$0	0.0%
Education	\$600	\$408	(\$192)	68.0%	\$98	196.8%

SPENDING REPORT

July 31, 2023

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	Year Budget	SPENT this YEAR	(\$) Yet to SPEND this Year	Should be as of report date:		Should be:
				% of Budget for the YEAR	SPENT this MONTH	
Property						
P Insurance	\$22,000	\$7,587	(\$14,413)	34.5%	\$4,330	236.2%
Taxes & Assessments	\$4,800	\$25	(\$4,775)	0.5%	\$0	0.0%
Cleaning	\$17,040	\$8,820	(\$8,220)	51.8%	\$720	50.7%
P General	\$15,000	\$21,499	\$6,499	143.3%	\$7,501	600.1%
TOTAL Property	\$58,840	\$37,931	(\$20,909)	64.5%	\$12,551	256.0%
Utilities						
Water	\$6,000	\$4,023	(\$1,977)	67.0%	\$472	94.4%
Electricity	\$16,000	\$8,405	(\$7,595)	52.5%	\$2,034	152.5%
Telephone	\$3,000	\$1,530	(\$1,470)	51.0%	\$228	91.2%
Fire Alarm	\$260	\$685	\$425	263.5%	\$0	0.0%
Waste Services	\$300	\$182	(\$118)	60.7%	\$26	104.0%
TOTAL Utilities	\$25,560	\$14,825	(\$10,735)	58.0%	\$2,760	129.6%
Benevolences						
Missions	\$5,400	\$4,814	(\$586)	89.2%	\$1,053	234.0%
Peru Orphanage	\$3,600	\$1,140	(\$2,460)	31.7%	\$30	10.0%
Deacon Fund	\$4,300	\$390	(\$3,910)	9.1%	\$390	108.9%
Brethren Church National	\$2,000	\$1,500	(\$500)	75.0%	\$500	300.0%
TOTAL Benevolences	\$15,300	\$7,844	(\$7,456)	51.3%	\$1,973	154.7%
Rental Expense						
Payments	\$60,000	\$45,580	(\$14,420)	76.0%	\$0	0.0%
R Insurance	\$9,000	\$0	(\$9,000)	0.0%	\$0	0.0%
R Taxes	\$12,000	\$0	(\$12,000)	0.0%	\$0	0.0%
R Sales Tax	\$4,540	\$3,395	(\$1,145)	74.8%	\$179	47.3%
R Maint. & Misc.	\$5,000	\$1,885	(\$3,115)	37.7%	\$1,000	240.0%
TOTAL Rental Expense	\$90,540	\$50,860	(\$39,680)	56.2%	\$1,179	15.6%
TOTAL EXPENSE	\$295,750	\$168,553	(\$127,197)	57.0%	\$26,217	106.7%