Shell Ridge Community Church
200 La Casa Via, Walnut Creek
Minutes – Coordinating Council Meeting, July 11, 2017

Attending: Karen Duran, Elizabeth Murphy, Marilyn Michelson, Betty deKat; Jeremy Carlton, Linda Rae Hardwick, Lenita Shumaker, Mary Hogan, Meg Verga

Absent: Sean McLaren, William Fuentes, Karen DeWeese, Wendy Neale

Meeting opened at 7:00pm.

Elizabeth will distribute June meeting minutes to council via email for review and approval.

Treasurer's Report

June 2017

Year -To-Date	Actual YTD June 2017	Budget YTD June 2017	Over (Under) Budget
Givers of Record - Pledge	$65,739	$61,186	$4,553
Givers of Record - Non - Pledge	$11,845	$8,215	$3,630
Total Revenues	$96,970	$90,600	$6,370
Total Disbursements	$87,806	$96,148	$(8,342)
Revenues more (less) than Disbursed	$9,165	$(5,548)	$14,712

For the month of June 2017 a shortfall of - $1,229 is reported with Revenues of $15,059 to cover Disbursements of $16,288. Givers of Record, both Pledge and Non-Pledge, totaled $10,871, but less than the $12,400 needed each month to cover the anticipated expenses for the rest of the year. Rent of $3,335 included the Russian Drama Club summer camp of $1,310 and $750 was transferred from the Reserve for Missions.

Disbursements Year-to-Date are under by -$8,342 which is a good thing. Disbursements for June in Payroll & Benefits continue with an over plan variance of +$365 in Retirement and Medical which will grow to +$800 by year end. Ministry Related Expenses include our Pastor's discretionary account at +$152. All other payroll is under plan. Within Program, Growth & Outreach continues over budget by +$275 due to the new WIFI connection. Classroom & Office Supplies continues to be considerably under last year -$1,733 on which the budget was based. The second quarter Missions was distributed at $2,635 according to the M & J Team's suggested allocation, approved by Council. Total Facilities is under budget by -$2,452 with a Repairs & Maintenance expense of $655 to check all the A/C equipment before summer.

On the Fund Balance Report, the payment of $75,000 was made in June for the Parking Lot. It was decided to show the Capital Project Fund balance as negative -$46,235 as opposed to

allocating it to specific accounts to identify the shortfall. Receipts through June are $24,480 from contributions + $4,285 from the starting Capital Fund balance for a total of $28,765. The missing piece is what has been pledged which Meg Verga from Stewardship is collecting.

Continuing on the Fund Balance Report, Communion Fund Receipts were $249 with $1,600 disbursed at the Pastor's request. The Food Bank received $100 and a total of $600 was sent to them. Let's Feed The Kids has a remaining balance of $4,426 after receiving $100 and disbursing $110. One Great Hour of Sharing received $540, yielding a total of $640. Vacation Bible School will be transferred to Unified Budget - Christian Education at year end.

Note that the total Funds Balance was $199,061 on May 31, 2017 and is now $125,217 at the end of June.

Budget requests for the 2018 should be submitted by the September council meeting.

With the payment for the parking lot made and various accounts closed for that purpose, Dick Shumaker wondered if the fire proof safe in the office could replace the safe deposit box or if should we keep the safe deposit box although a fee for it may now be incurred. For the time being, council decided to postpone making any changes until we hear if the bank plans to charge us.

Pastor's Report

Jeremy reports a busy past four weeks. On the home front, Sara's parents were here, then other visitors arrived. At church, activities for the month included the movie night (Moana and Angela's Tiny House episode); organizing the first summer scholar series; participating in the Summer Kids Club also known as Vacation Bible School; and attending and participating in the ABC USA Summit conference (Jeremy participated on a panel regarding Ministry in the 21st Century). Following the Summit, he, Sara and Avery took time for a family vacation. Despite being on vacation, he received 40 - 50 texts regarding pastoral care.

Suzanne coordinated Lisbeth Neumann's memorial service in Jeremy's absence and did a really good job.

Jeremy submitted his resignation letter to the council and will be resigning effective September 15, 2017. The Council regretfully accepts Jeremy's resignation and wishes him well.

Prior to Jeremy's leaving, he will conduct Suzanne's review.

The council discussed how Jeremy's resignation would be presented to the congregation. It was decided to defer the announcement to the week following the Vacation Bible School Sunday celebration (July 23), with a letter to be sent to members from Jeremy on Friday, July 21, announce his resignation from the pulpit on Sunday, July 23 and follow up with an email on Wednesday, July 26.

CONTINUING BUSINESS

Capital Funds Campaign – Meg is working on what has been pledged but not paid. A thank you letter is to be sent to those who pledged and a reminder to pledge will also be sent.

MINISTRY TEAM REPORTS

Stewardship – No report.

Facilities – No report.

Congregational Care / Fellowship- On Saturday, August 5th, a 75th birthday party is planned for Max Foust, Marilyn Michelson, Carol Eklund, Mary Brown, Mary Hogan, Lenita & Dick Shumaker. Details will be forthcoming. Lenita is also trying to organize and set a date for Christmas in July (singing to shut ins). If no date can be found in July, it will be scheduled for September.

Christian Education – Kids Can Club / VBS is in full swing this week.

Mercy & Justice – The presentation on Disarming Hatred was very good. Sean asked M&J to help with the Fall Festival and invite various community organizations to set up booths. Lakeshore Avenue Baptist Church will be sending a group to the 9th Ward in New Orleans, and M&J intend to give $1K to support their efforts. Restaurant Walk is October 3rd and they propose that the proceeds from that go towards Let's Feed the Kids. This will be voted on in September meeting. The City of Concord has declared itself a Sanctuary City. M&J finding out what that means exactly and how we can help and/or participate.

Worship – No report.

COMMITTEE REPORTS

American Baptist Women Missions – No report.

Pastoral Relations Committee – The PRC will meet with the pastor on August 2nd as scheduled.

NEW BUSINESS

Audit Committee for 2016 – Bob Hogan and Sara Carlton agreed to conduct the annual audit which will be done this month (July).

Church Membership –No membership changes this past month.

Summer Nursery Coverage – The nursery attendant was asked to cut back her hours to two hours during the summer, although we continue to pay her for three hours each week. Going forward, the nursery attendant should know that summer hours get cut back and they will be paid on an hourly basis. Karen to review the childcare policy.

There will be no council meeting in August.

A thank you and farewell party for Jeremy, Sara and Avery will be planned.

Meeting adjourned at 8:45pm.

Minutes respectfully submitted electronically by Elizabeth Vines Murphy, Church Clerk