

**UNION CONGREGATIONAL UNITED CHURCH OF CHRIST  
COMMON MINISTRY  
MINUTES OF THE MEETING OF DECEMBER 8, 2022**

	PRESENT:	NOT PRESENT:
Pastors	Bridget Flad Daniels	
Moderator	Tim Harder	
Vice Moderator	Heather Collins	
Treasurer	Sandy Polarek	
Clerk	Gail Hohenstein	
Education	Beth Piontek	Benny Rieth
Gifts & Memorials		Paco Espinosa
Inreach & Membership	Denise Olson	
Outreach	Achim Siefert	Christie Reese
Stewardship	Jason Ferry	Clay Reese
Worship	Betty Bienash	
Communications Coordinator		
JOSHUA Liaison		Jeff Gibson
Guest(s)		

*HOW DOES WHAT WE AS COMMON MINISTRY ARE DOING AFFECT THE  
CHURCH'S RACIAL AND SOCIAL JUSTICE WORK?*

Meeting held in person in the Chapel Classroom.  
Moderator Tim Harder called the meeting to order at 6:02 p.m.

**Gathering Prayer:** Jason shared a prayer.

**Additions to the Agenda:** None.

**Congregational Joys and Concerns:** Joys and concerns were shared.

**Minister's Report:** In addition to the work that will be reported in the Ministry reports and minutes, Bridget reminded us that annual reports are due by the end of the year. The Church office will be open only on Wednesday in the week between Christmas and New Year's. Denise offered to write the column for the next Friday email communication.

**Clerk's Report**

The minutes for the regular meeting of November 10, 2022 were approved (Heather/Achim). Gail noted she will not be available for the February meeting. Heather will take minutes for that meeting.

**Treasurer's Report**

Sandy distributed the regular financial report (attached). She commented that things look good. Expenses and income for the month nearly matched each other. There was nothing out of the ordinary this month. WPS overage was paid off in December. Report was accepted (Sandy/Achim).

**New Business**

- Proposed By-Law Changes for Annual Meeting: Tim distributed the attached proposed by-law changes (attached). All were approved for presentation to the Congregation at the Annual Meeting by motion of:
  1. Heather/Achim
  2. Achim/Betty
  3. Heather/Sandy
  4. Subject to approval from the Church's insurance company (Gail/Denise)

### **Continuing Business**

- Nominating Committee Report: Only the Outreach Chair position remains to be filled. One of Bridget's goals for Common Ministry for 2023 is every Ministry working to "tithe" new membership within the team by getting at least one new person on each Ministry every year.
- Capital Campaign Feasibility Study Recommendation: Tim distributed the summary recommendation. Motion to recommend presentation of the Capital Campaign proposal for a vote at the Annual Meeting was approved (Achim/Betty).
- 2023 Budget: Sandy distributed a proposed budget for discussion. A decision to recommend a budget for the Annual Meeting will be presented at the January meeting.
- Generosity Team Update: Pledges are coming in well.
- In-Person Ministry Task Force: The Task Force has discussed whether guidance needed given the large number of upcoming events. The plan is to make sure there are sanitation stations at each church entry and at the entry to the church hall and to recommend a contactless passing of the peace and serving food in as contactless a way as possible. They will next meet sometime prior to Easter.
- Assistant Pastor Search: On hiatus.

### **Ministry Reports (unless covered in Ministry meeting minutes)**

#### EDUCATION

Education is open to any ideas for Adult Education. Bridget noted that confirmation is going wonderfully.

#### GIFTS & MEMORIALS

No report.

#### MEMBERSHIP & INREACH

There will be New Member sessions of April 19 and 27 with New Member Sunday planned for May 7.

#### OUTREACH

As of Monday, almost \$6,000 has been collected for Heifer. A \$2,300 grant for the blessing box for new inventory storage was received. There will be a Chili Bingo fundraiser for an addiction recovery group in the church hall. The tree sale has netted almost \$2,000 in profit.

#### STEWARDSHIP

Getting prepared for refining the capital campaign projects and getting better estimates. Christmas garland lights may need to be replaced next year.

#### WORSHIP

There will be a recorded New Year's Day service for those who do attend in person in addition to the Jazz Worship and Brunch. The special reparation music offering on MLK Sunday will go to We All Rise.

**JOSHUA Report:** No Report. They are currently searching for a new organizer.

### **Communications Report:**

#### **Adjournment**

Motion to adjourn was approved (Sandy/Bridget). After prayer, the meeting was adjourned at 7:35 p.m.

Respectfully submitted,

Gail Hohenstein  
Clerk

Next meeting: January 12 - 6 p.m.  
Prayer: Tim

Union Congregational United Church of Christ - Green Bay WI  
Treasurer's Report as of November 2022 (Treasurer Budget Report)

Wednesday, December 7, 2022

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Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD(+/-)	Annual Budget
<b>Incomes</b>							
<b>General Operating Fund</b>							
	Total General Operating Fund	\$37,264.95	\$27,274.00	\$365,637.76	\$387,820.00	(\$22,182.24)	\$433,100.00
<b>Stewardship Ministry</b>							
	Total Stewardship Ministry	\$2,454.74	\$1,250.00	\$2,706.38	\$6,250.00	(\$3,543.62)	\$7,500.00
<b>General - Non Operating Fund</b>							
	Total General - Non Operating Fund	\$631.32	\$504.00	\$8,051.52	\$5,547.00	\$2,504.52	\$6,050.00
	<b>Total Incomes</b>	<b>\$40,351.01</b>	<b>\$29,028.00</b>	<b>\$376,395.66</b>	<b>\$399,617.00</b>	<b>(\$23,221.34)</b>	<b>\$446,650.00</b>
<b>Expenses</b>							
<b>General Operating Fund</b>							
<b>Administrative</b>							
	Total Administrative	\$5,982.56	\$5,534.00	\$69,174.43	\$60,883.00	\$3,870.10	\$66,428.00
<b>Facilities</b>							
	Total Facilities	\$950.39	\$3,219.00	\$37,030.77	\$40,529.00	(\$3,498.23)	\$43,750.00
<b>Senior Pastor Expenses</b>							
	Total Senior Pastor Expenses	\$15,381.90	\$10,867.00	\$122,317.80	\$119,534.00	\$2,783.80	\$134,394.00
<b>Associate Pastor Expenses</b>							
	Total Associate Pastor Expenses	\$0.00	\$7,046.00	\$80.00	\$42,330.00	(\$42,258.00)	\$49,387.00
	<b>Total General Operating Fund</b>	<b>\$34,867.37</b>	<b>\$39,267.00</b>	<b>\$355,505.08</b>	<b>\$403,916.00</b>	<b>(\$52,840.25)</b>	<b>\$448,199.00</b>
<b>Worship Ministry</b>							
	Total Worship Ministry	\$358.34	\$929.00	\$5,923.65	\$9,669.00	(\$3,745.35)	\$10,800.00
<b>Stewardship Ministry</b>							
	Total Stewardship Ministry	\$3,429.15	\$1,000.00	\$3,880.30	\$2,900.00	\$980.30	\$3,900.00
<b>Inreach Ministry</b>							
	Total Inreach Ministry	\$199.52	\$340.00	\$613.30	\$3,728.00	(\$3,114.70)	\$4,075.00
<b>Education Ministry</b>							
	Total Education Ministry	\$345.00	\$478.00	\$3,539.26	\$5,686.00	(\$2,146.74)	\$6,165.00
<b>Outreach Ministries</b>							
<b>Outreach B</b>							
	Total Outreach B	\$1,000.00	\$1,000.00	\$13,403.00	\$14,600.00	(\$1,197.00)	\$15,600.00
	<b>Total Outreach Ministries</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>	<b>\$13,403.00</b>	<b>\$14,600.00</b>	<b>(\$1,197.00)</b>	<b>\$15,600.00</b>
	<b>Total Expenses</b>	<b>\$40,199.38</b>	<b>\$43,014.00</b>	<b>\$382,864.59</b>	<b>\$440,499.00</b>	<b>(\$57,634.41)</b>	<b>\$488,739.00</b>
	<b>Difference</b>	<b>\$151.63</b>	<b>(\$13,986.00)</b>	<b>(\$6,468.93)</b>	<b>(\$40,882.00)</b>	<b>(\$42,089.00)</b>	

### Proposed Union Congregational UCC Bylaw Changes

1. Article II Section 1: This is a correction changing the reference from Section 22 to 21.

*The Pastor, with consultation with the Personnel Committee and with privilege of consultation with any appropriate Officer, Ministry, or the Common Ministry, will engage or discharge, when necessary, all paid church personnel including (but not limited to) all Assistant Pastors, pastoral, program, music, administrative, financial and secretarial staff, sextons and housekeepers, with the exception of Associate Pastors; subject to Section ~~22-22~~ (Common Ministry approves salaries).*

Rationale: Correction

2. Article II Section 21: This change gives Vice-Chairs the right to represent their Ministry at Common Ministry in the absence of the Chair.

*The Common Ministry shall consist of the Pastors, other members of the pastoral staff, the Chairpersons of each Ministry or in their absence the Vice-Chair of such Ministry, the Moderator (who chairs the Ministry), the Vice Moderator, the Clerk and the Treasurer.*

Rationale: It has been a common practice at Union for the Vice-Chairs to represent their ministry in the absence of the Chair, especially if they view themselves functioning as co-chairs. This memorializes the current practice.

3. Article III Section 22: Creates a mechanism to fill Officer vacancies.

*The Nominating Committee shall recommend for approval of Common Ministry individuals for Chair, Vice Chair, or Officer ~~fill by appointment Chair or Vice Chair~~, vacancies that occur at times other than the expiration of a term.*

Rationale: The Bylaws provide for The Nominating Committee to fill Chair or Vice-Chair vacancies, but not Officer vacancies. This change allows for Chair, Vice-Chair and Officer vacancies to be filled by recommendation of the Nominating Committee to Common Ministry before the next Annual meeting.

4. Article II Section 25: Adds a new section for Indemnification of church leaders.

*Section 25. Indemnification. The Church shall indemnify any person who is or was an employee, agent, representative, member of Common Ministry, or committee or task force authorized by Common Ministry against any liability asserted against such person and incurred in the course and scope of his or her duties or functions within the Church to the maximum extent allowable by law, provided the person did not engage in an act or omission that is intentional, willfully or wantonly negligent, or done with conscious indifference or reckless disregard for the safety of others. The provisions of this article shall not be deemed exclusive of any other rights to which such person may be entitled under any bylaw, agreement, insurance policy, vote of members or otherwise.*

Rationale: This section gives added protection to those involved in Union's Ministries. It is customary for organizations to include an indemnification clause in the organization's bylaws in addition to carrying indemnification insurance.