

New Covenant Christian Church  
Minutes of the Board  
August 25, 2009

Members Present

Brad Swartout	Jeffrey Harris	George Thompson
Rita Hasley	Page Dobson	Steve Kaul
Richard Hasley	Larry Duckworth	Richard Mitchell
Caleb Hause	Sandra Canada	Beneva Cruz
Betty Gray	Larry Gray	Susan Holliday
Jan Smith	Dorothy Ramsey	Teresa Ryan

Additional Attendees

Tim Pool	Scott Richards	Bill Cress
Steve Byerly	Gary Clark	Jim Palmer
Dave Terrell	Dave Terrell	Jim Mitchell
Debbie Murphy	Mike Murphy	Skeeter Hall
Andy Taussig	Ray Smith	Mary Beth Becker
Lisa Harry	Mark Harry	Nick Nicoll
Mike Rhodes		

Chairman Brad Swartout called the meeting to order at 6:33pm. Tim Pool gave the opening prayer. Brad delivered opening comments illustrating the busy summer in the life on the church including the life changing mission trip to Belize and the ease it created in focusing on God's work.

Brad also commented on Tim's upcoming retirement, the process regarding Human Resources (HR), Elders and the pastoral selection. Brad has had discussion with previous board chairmen regarding the short time that exists between the out-going and in-coming Chair position. A Review Committee will be examining church by-laws to assist in a smooth transition and to address the issue of possible required training and education for officers as well as all board members. Brad reminded members of the strong commitment necessary to serve effectively, particularly during the difficult process of locating a new pastor. Members were encouraged to examine themselves and their dedication through thoughtful prayer. The Elders met with HR last Sunday regarding a new pastor and has requested everyone's prayers for God's blessing in this quest.

Brad then made comments reflecting concern with regard to the financial status of New Covenant. With eminent needed expenses such as approximately \$130,000 for roof repair and the need for flooring to be cleaned or replaced – ideas such as fundraisers or refinancing the building was mentioned. Brad allowed that Caleb Hause and Richard Mitchell will be in close, immediate involvement with Budget and Finance.

Minutes from the May 26, 2009 board meeting were disseminated and reviewed. The motion to accept them as they read was made by Larry Duckworth and seconded by Dorothy Ramsey. The motion passed.

After discussion, a motion was made by Brad Swartout and seconded by Larry Duckworth to begin posting and archiving board meeting minutes on the New Covenant Christian Church (NCCC) web site. The motion passed.

## **Ministry Reports**

### 1. Human Resources – Dave Terrell

Dave made a motion to appoint Page Dobson as head of the Pulpit Search Committee which was seconded by Nick Nicoll. The motion passed. Dave reported that since Pat Holley and Jeanne Young positions were vacated, Annissa Marlow had been functioning as part-time church bookkeeper. Lindy Hollingsworth has also been serving as accountant in a part-time position for approximately six months but took recently resigned to take a full time position elsewhere. Annissa has assumed these work duties also. Both women received praise for excellent job performance, however; the issue arose of whether the same person should assume the responsibilities of both positions. George Thompson allowed that NCCC has followed the “Indianapolis Model” which does not have the same person working functioning in both roles. There was lengthy discussion regarding this issue which included the conflict of both the counting of collections and payables and whether these duties should be done by a church member. Group consensus revealed that having a church member in this position is acceptable, however; Larry Duckworth offered discussion regarding tabling this issue. George Thompson made the motion to table further discussion until the September 29, 2009 meeting. Dave Terrell seconded the motion which was passed.

Dave initiated discussion regarding the week between Christmas and New Year’s as time off for staff and could be deemed as a portion of their Christmas gifts. This was with the understanding that one staff would be necessary to cover telephones, bring in mail and other routine office duties. Staff will decide among themselves who will cover these four days. Tim mentioned that he saw this as a potential problem as there is much to be done during this week to prepare for church services the following Sunday. The motion was made by Larry Duckworth to have staff take this week off with the exception of one person to perform routine office duties each day. Richard Mitchell seconded the motion, however; George Thompson verbalized that “a second is not necessary if the motion is made by one of the committee.”

Dave reported that HR and Administration are reviewing cleaning and maintenance issues and will report on findings at the next meeting.

Dave read a report from Chris Jones, representing the Leadership Team and Staff Shepherd regarding the work that Cindy Reynolds is currently conducting and regarding Tim’s retirement. Chris indicated that the staff anticipate positive results and are confident in their abilities. Chris was complementary of Cindy’s work.

## 2. Administration – Steve Byerly

Steve reported that the heating and cooling in the south office is not functioning properly and the portico issue is still being addressed. There has been a less expensive signage alternative discovered so they are moving forward. The Men's Prayer Group has committed to evaluate if they will cover these costs. The door bell should be replaced by the end of this week and the sign in front of the church has been repaired and painted.

Steve also reported on the information obtained with regard to roof repair for a flat versus a pitched roof with costs of a flat roof being \$113,000 and a pitched roof being in the \$135,000 range. During a heavy storm earlier in the summer, there were leaks in the restroom by Administration area but there have been no further leaks with more recent storms.

Bids to clean the carpet in Fellowship Hall area alone is \$500.00. There are multiple stains in the hallways as well. Steve has investigated hardwood or tile but suggests that there could be liability issues with slips and falls. The decision needing to be made is to clean the carpet or replace it with a darker color. Steve requested any feedback or recommendations.

## 3. Financial – Caleb Hause

Caleb informed those present of problems regarding accounting issues since Jeanne Young has been gone. He conveyed that Nona has worked very hard to ready the financial sheets, however; those she has disseminated do not balance because credit/debit card figures were not correct on the software program utilized. Caleb explained that Certificates of Deposit and other monies have been transferred from designated to general funds. According to Annissa Marlow, when considering amount of collections routinely taken in and the amount of bids for repairs, etc. the church has approximately four months before operating in negative figures. Caleb allowed that Nona and Annissa both have expressed the need for more internal control.

### Recommendations from Budget and Finance:

- a. It is suggested that each ministry chair should receive monthly financial reports so that balance amounts would be known as purchases are considered. Reports may be sent more frequently when necessary.
- b. Approval for church board to be routinely apprised of budget issues until stable.
- c. Authority for Budget and Finance staff to review monetary issues and to make cuts and other decisions as deemed necessary.

Richard Halsey discussed a check and balances system issue and mentioned email possibilities to approve spending requests. Larry Duckworth made a motion to give Budget and Funding staff authority to approve discretionary spending by ministry and others. The motion was seconded by Dave Terrell with an addendum to loosen this policy when the financial status has improved. The motion passed. There was additional discussion of the expense but need for a formal audit in order to trace and reconstruct financial issues and also for credibility.

## **Senior Minister Report**

Tim Pool discussed the movie *Wrestling with God* and the possibility of making it available to the church by inviting all Sunday School classes to view it. Tim mentioned that Mack Roark, scholar and preacher, would be presenting a workshop for NCCC on November 20-22. Tim also allowed that stewardship will increase if more people are involved in church activities and ministries.

Additionally, Tim stated the need for church by-laws to include the approval of staff vacations and other similar issues by the Senior Minister.

## **Youth Minister Report**

Scott Richards reported on the fantastic things that God is doing in our church and in our youth. Several kids were saved and baptized – some as a result of their experience at Falls Creek. He commented on the Belize mission trip and the meaningful involvement by the youth and adults that went.

Also, Scott mentioned several of the activities that we are gearing up for such as 5<sup>th</sup> Block, Journey and a Youth Leadership retreat. He encouraged visits by the board members and others with him to learn more about our youth ministry and activities and thanked the church for their support and love for our kids.

## **Old Business**

None

## **New Business**

Dave Terrel voiced concern about the need for updating church by-laws. The last revision was done in 2005. Dave also discussed church Elder's authority in minister appointment and requested suggestions in writing.

Larry Duckworth led discussion regarding whether the pastoral position would be immediate or transitional and if a written contract would be in place. The Elders held a meeting on August 23, 2009 to decide if the church would use a transitional pastor or begin the selection of a new Senior Pastor. By vote of the Elders, it was decided to start the search for a new Senior Pastor.

Page Dobson communicated that we have no guidance through our by-laws on the issue of an interim pastor. Page has met with Tom Jewel who allowed that typically, the average tenure for a pastor is 5-7 years and referred to Tim's 24 years with New Covenant as "unheard of." Page expressed that we are charting new ground and offered detailed comment: "The region has endorsed a transitional position and then prepare for the search for a permanent one. The issues of following a pastor of 24 years, the need to have orderly structure and the need to provide financially for a new prospect are issues to be mindful of. Experience has shown the

Board of Elders needs to make recommendations. We do not yet have a committee, however; we do have the luxury of advanced notice and no problematic nature of Tim leaving. We need to have a sound footing and the turn out at this meeting is gratifying and encouraging. The advantage of an interim pastor is the professional training and experience. Tom Jewel could make recommendations on three prospects. Because a permanent pastoral search will be conducted, vote by the Elders, a two-thirds vote by the congregation, and approval by the Board is needed. If no one has been appointed by February 1, 2010, an additional search for a transitional pastor will begin at that time.” Brad or Page will keep the Board and the congregation informed during this process.

Larry Duckworth made the motion to conduct a permanent pastoral search which was seconded by Nick Nicoll. The motion passed.

Brad Swartout thanked everyone for attending and reminded those present that the next meeting will be September 22, 2009.

The meeting was adjourned at 8:20 pm.

Respectfully submitted,

Teresa Ryan  
Board secretary  
New Covenant Christian Church