

**ST. LUKE'S UNITED METHODIST CHURCH  
CHURCH COUNCIL MEETING MINUTES  
March 13, 2007**

OUR VISION STATEMENT

*“Christian disciples called to transform our community and world through God’s love.”*

OUR MISSION STATEMENT

*“We, the members of St. Luke’s United Methodist Church, are an inclusive, Christ-centered community of faith seeking through worship, prayer, service, education and fellowship to respond creatively to God’s call to welcome, love, and care for others.”*

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**CALL TO ORDER**

The meeting was called to order at 7:33 p.m. by the Council Chair, Ron Dorenbush. There were 27 members present. Doug Gestwick led our devotion beginning with a verse from Psalm 127—*Unless the Lord builds the house. . .and the vision—What will Saint Luke’s look like in ten years if God has God’s way?* Doug reiterated his message from the previous Sunday about what it would take for the congregation to continue to move forward with the expansion project. He noted that the comments following the building presentation have been both positive and negative but is confident that *if God has God’s way Saint Luke’s will be united not divided.* Doug closed with prayer.

**APPROVAL OF MINUTES**

1. The minutes for **January 9, 2007** were approved as submitted.

**OLD BUSINESS / FOLLOW-UP**

1. There are still vacancies to lead devotion and provide refreshments for upcoming Church Council meetings, please sign up.
2. Packets with materials from the February meeting are available for those who did not attend.
3. The 2007 Authorized Voucher Signatures approved by Church Council at the February meeting should reflect the following changes: Director of Youth Ministries, Paul Lapointe (DY) as an authorized signer on accounts 253—Youth Nurture; 254—Youth Ministry; and 255—Youth Worker Support.
4. Communication Coordinator, Megan Zahn provided a presentation detailing the events calendar currently on the church website. She stated that changes to the calendar will need to go through Staff Coordinator, Joyce Wilson and that the calendar will offer the following features:
  - a) View one month at a time
  - b) Provide links to each event or group listed
  - c) Individual event pages will provide information such as description, date, time, room and name of contact
  - d) Search for events by categories such as children, youth, women or men
  - e) Subscribe to receive e-mails about upcoming events by categories
  - f) Register for events
  - g) Request to schedule an event

**APPROVED: April 10, 2007**

## ITEMS REQUIRING DISCUSSION FOR ACTION / APPROVAL

1. **Motion from the United Methodist Women:** Request approval to bring the intergenerational hands-on “Stop Hunger Now” project to St. Luke's. The project requires raising the funds to cover 10,000 meals that will be packaged in the fellowship hall during a 2-hour event. The proposed date for this activity is Sunday, May 27 from 9 to 1. The meals will cost \$2,000. The fundraising and organization of the event will be a collaborative effort between Sister's in Christ UMW Circle and children, youth and adult Sunday School classes. The 4<sup>th</sup> grade and Real People's Sunday School classes are participating.

Motion was unanimously APPROVED.

2. **Motion from the Service Ministry:** Request approval to solicit the Church for donations of household articles to help clients of the LINK/PORT operation transition into apartments.

Motion was unanimously APPROVED.

3. **Motion from the Education Ministry:** Request approval for youth to take in donations to fight world hunger through World Vision's 30hr Famine program April 27-28, 2007. Participants would get sponsorship by hour or flat donation. During the event, there would be activities and project opportunities for participants. Money collected will be forwarded to World Vision. This is an overnight at the church event.

Motion was unanimously APPROVED.

4. **Motion from the Board of Trustees:** Request approval that the recommendation that the funds from the sale of the associate pastor parsonage be placed in endowment/investment until the Building Campaign is defined and approved; and then that at least one-half of the funds be applied to the Building Campaign and the remainder continue to be endowed/invested to provide the future option or purchasing an associate pastor parsonage or providing an associate pastor housing allowance.

Motion was APPROVED with a vote of 16 approved, 4 opposed and 1 abstained.

5. **Motion from the Finance Ministry:** Request approval to appoint Don Balsler as counter substitute.

Motion was unanimously APPROVED.

## REPORTS / ITEMS FOR INFORMATION

### **Treasurer** (Chuck Harris)

1. The **Financial Report for February 2007** was available for information.
2. Chuck Harris pointed out that giving is ahead compared to this time last year but unfortunately the spending is matching the giving.

## **Building Ministry** (Blair Ellis)

1. As discussed in the February Building Committee Report to Church Council, the Myler team was preparing to come back to St. Luke's to present their "feasibility study" for St. Luke's building program. The **Myler presentation occurred on Monday, March 5** and Tom Walker, Corporate Vice President, accompanied by John Ozmore, presented their study to approximately 70 St. Luke's members to include the Pastors, Staff, Building Committee, some Trustees, Finance, and Church Council members, as well as interested laity.
2. After a thorough review of our "vision and stated needs" and a detailed study of our property, the environs, discussions/questions with County and Dominion Power officials, the message from Myler, "The Church Building People" was that we **have enough space on our current site to expand and do what we feel that God is calling us to do.** This was great news because several of us were concerned that due to our limited property space we would be unable to do the renovations and increase our size to what we feel God is calling us to do, in order to meet our vision and mission for St. Luke's for the next 10-15 years.
3. Following the good news that the St. Luke's current site would support our vision, the remainder of Tom's presentation focused on the **"building program schedule and process"** as well as a thorough review of how to approach dealing with the approximate costs for such a possible building program. Although an estimate for our future building program is very inexact at this point and obviously could go down or up depending on what St. Luke's finally decides, Tom referenced a range of approximately \$4 – 4.6 million based on our inputs to their planning document and our discussions with them.
4. There was no in-depth discussion on specifics associated with the future building. The specifics will be vetted and worked over the coming weeks/months, as we move toward the design phase. **As we move into the Design and Master Plan phase,** the timeline for that phase is notionally 3 months or so – the pace is up to us. Once we complete the Design Phase, the entire "plan" would be presented to the Church along with drawings, 3D model, etc. If St. Luke's concurs with the "Design," we then would begin the funding phase and set a timeline to work the funding campaign. This entire process will be done at St. Luke's pace.
5. For the near term, the **Building Committee will meet with the Pastors to discuss the "road ahead"** and what priorities we want to provide Myler as part of the design phase. The Building Committee will keep the Church Council apprised of our progress and status.
6. Please ensure that **if anyone has any questions regarding the St. Luke's Building Program that you should address them directly to a member of the Building Committee or the Pastors,** and we will provide you an answer as expeditiously as possible.

## **Board of Trustees** (Tom Sayre)

### ***Church Property:***

1. **Playground Equipment** – Diana would like us to build a swing set using the 4" x 6" bar that we salvaged from the old set.
2. **Garbage Pickup Service Provider Update** – Allied Waste agreed to reduce their monthly price from \$129.00 to \$75.00 per month for one year. The second year of a new two-year contract will cost approximately \$92.00 per month. After the second year the contract is renegotiable.

3. **Parking on the Grass** – Folks have been parking on the grass when paved parking is available. However, on March 4 Tom observed six cars parked on the grass but with no other parking spaces available. In lieu of blocking off the area, Tom suggested that a note in the newsletter and bulletin asking folks not to park on the grass unless absolutely necessary would be a more welcoming approach.
4. **Emergency Evacuation Plan** – Diagrams of escape routes and procedures for each room in the church need updating. This is an on-going project that will take a couple months to complete.
5. **Boy Scout Project** – The board asked Garnet Knabe for scout assistance in smoothing the piles of dirt accumulated from the playground excavation. Garnet has assigned the planning and organizing of the task to Zach Roitz who presented his plan of action for our approval. The plan was approved as submitted.

***Castellow Parsonage:***

1. **Shed for Clara and Doug** – The board plans to purchase a 9’5” x 16’ shed for the Castellow parsonage using funds from the parsonage maintenance account. This use of funds was cleared with Chuck Harris.

***Harwood Parsonage:***

1. **Disposition Status** – The property has been sold and closed for a net proceed of \$283,555.33.
2. **Use of Sale Proceeds** – The suggestion from Brad Perry committee to proceed with a 50% split between an associate pastor’s housing fund and the building fund was approved. The board feels it would be ill advised to not hold a portion of the Harwood proceeds for future associate pastor housing needs.

***Transportation:***

1. **Commercial Drivers License (CDL)** – A CDL is required to operate the new church bus. Additional certified drivers are desperately needed
2. **Driver Qualification** – A road test is mandatory.
3. **Pre-trip Inspection** – Action to develop a pre-trip inspection check sheet.
4. **Maintenance Schedule** – Completed and located in the bus. The Ford Motor Company’s suggested maintenance schedule will be followed.
5. **Licenses, Registration, Inspection** – The bus has been licensed and registered and inspected.

**Finance Ministry** (Sam Motley)

1. The Finance Committee met on February 13, 2007. The committee discussed various church financial related matters. **Highlights of items discussed included:**
  - a) **Roles of volunteers** in the financial administration of the church.
  - b) The make-up and duties of the **Audit Committee** and the need to recruit volunteers.
  - c) Revised **signature cards**, and other financial resolutions.
  - d) The committee discussed the **revisions to expense approval authority** that was being worked by Betty Brummer, staff, and other volunteers.
  - e) Chuck Harris provided a **detailed financial update**, including monthly financial statements.
  - f) The **sale of the Harwood parsonage** and handling of the proceeds.
  - g) Initial discussions were conducted regarding feasibility and desire to establish an **electronic giving program**.
  - h) Blair Ellis provided an update on the **status of the Building Committee**.

2. Other activities:
  - a) **Sam Motley attended financial training** provided by the District Office on February 17, 2007.
  - b) Revised **signature cards and January Church Council minutes were submitted to SunTrust Bank** the week of February 19, 2007.
  - c) Ms. Jennifer Scroggins of the **VAUM Credit Union was contacted** to attend the March Finance Committee meeting to discuss various aspects of an electronic giving program. The committee learned that this program would cost \$40 monthly and 20¢ per transaction. Sam Motley polled Church Council members to determine interest with only one member expressing a desire to participate in the program.
  - d) A blurb was submitted for inclusion in the March newsletter regarding potential **tax benefits for certain types of giving**.

### Worship Ministry (Kenna Rusk and Brenda Ramsey)

1. Lenten preparations:
  - a) **Palm Sunday services** will begin at the normal times not 5 minutes earlier as was reported last month.
  - b) **Prayer Vigil Guide** is being reworked by James Pace and a sign-up display will be in the Narthex. The Vigil will begin after the Good Friday worship service.
  - c) Donations will be accepted for the **Easter Garden**. Any money not spent will be put aside for a future mission trip.

### Nurture Ministry (Mary Ellis and Donna Dorenbush)

1. Updated **Nurture Ministry Information sheets** with brief program descriptions and contact information were distributed at the February Newcomers Seminar and will be available to the congregation at the Hospitality Desk.
2. The **Blood Drive on February 20** yielded 43 pints of blood for the American Red Cross. Thanks to Margie Smith, Jean Henley and all who assisted – and especially to the blood donors for their caring and patience. Our concerns have been voiced repeatedly to the local Red Cross regarding the long waiting time for many donors as the process attempts not only to accommodate those with appointments, but also to welcome “walk-ins” (many of whom have been contacted by the Red Cross from lists of prior donors). We will continue to bring this problem to the Red Cross’ attention and ask that they send adequate staff, based not only on the number of appointments we schedule, but also on the additional recruiting that they themselves do.
3. The **new Church Directories** have arrived. Despite the frustrating experience with the photography process and quality, a talented and conscientious group of volunteers and staff – *Ed Brummer, Donna Dorenbush, Karen Vallow, Jean Foster, Joan Comeaux, Beth Knox, Esther Balser, Megan Zahn, and Joyce Wilson* – persevered through this task to provide a much-needed resource for our church. A huge and heartfelt thanks goes to all involved! We hope the new directory will be a useful tool to help us better know and care for one another.
4. The **Directory Committee** is submitting a formal evaluation to PCA International. It is the **recommendation** of the committee that the future directory team search for another company to produce the next directory.
5. **Alive Now devotionals** have been mailed to college students.
6. **“Women’s Breakfasts”** thanks Ginger Boyles for her service as coordinator, and welcomes new coordinator, Bev Walters.
7. The **First Aid Kits** coordinator is Elizabeth Lyon.

8. Due to time constraints the **reading of a letter from Susan Sallwasser** regarding the York County Food Closet was postponed until the April meeting.

### **Outreach Ministry** (Karen Berardini and Pat Murphy)

1. The March Outreach Ministry **meeting was preempted by the Myler presentation**. We will meet again Monday, April 2 at 4 p.m.
2. Outreach **purchased new directional signs for Highway 17**. The one coming down 17 near Wendy's had disappeared again. We redesigned the signs so that the church name is more prominent. VDOT reinstalled the sign near Wendy's. Thanks to the Trustees for putting the other 2 up next to the gas station at the corner.
3. Karen Berardini is making **Hospitality and Evangelism announcements** at all three worship services during March.
4. **New Neighbor packets** are available for check-out at the Hospitality Center.
5. We are nearing moving season, so remember to **welcome new people in your neighborhood** with a packet.

### **Education Ministry** (Theresa Butler and Betty Jane Turner)

1. Director of Discipleship Ministries, James Pace shared an update on this year's Vacation Bible School Adventure.
  - a) "*Galilee by the Sea*" activities will take place on the front lawn allowing the church to host more children than previous years.
  - b) More volunteers will be needed for this type of VBS.
  - c) A possible bus service to local areas is being considered.

### ***Youth:***

1. Approximately 30-35 participated in our **ice skating outing** on February 25.
2. We have two female youth **spots available for this summer's SPLAT** conference. We gave our last male position to a young man from Tabernacle UMC Poquoson whose youth group is not attending SPLAT.
3. **Calendar Items:**
  - a) **March 23-25** – High School "Impact" trip to Ocean City, Maryland
  - b) **April 8** – Youth-led Easter Sunrise Service (in sanctuary) 6:30 a.m.
  - c) **April 11** – Next Youth Council meeting at 7:00 p.m.
  - d) **April 9-?** – Flamingo Flocking begins  
(for orders received April 9-26, 2007 funds will be for Stop Hunger Now project, else for SPLAT)
  - e) **April 27-28** – 30hr Famine project
  - f) **May 6** – Car Wash outside Fellowship Hall, 12:00-3:00 p.m.  
(donations for SPLAT)
  - g) **June 1** – Gong Show Fellowship Night dinner and Fundraiser, 6:30 p.m.  
(funds to SPLAT)
  - h) **June 3** – Car Wash outside Fellowship Hall 12:00-3:00 p.m.  
(donations for SPLAT)
  - i) **July 11-15** – SPLAT (Youth 2007) in Greensboro, North Carolina

### **Service Ministry** (Joe Posey and Joe Vallow)

1. Joe Vallow reported that he had discussed the need for a **trailer policy** with Tom Sayre of Trustees. Tom Sayre will draft up a version for our comment, modeled on the van policy. For insurance purposes, the vehicle towing the trailer assumes liability coverage for the trailer. William Sutton noted that this may be an issue for some owners of towing vehicles.

2. Joe Vallow reported that the **summer ASP trip** preparations are going well under the leadership of Keith Bird. Teams are still being sent to Poquoson every week. The spring adult ASP trip still has two vacancies; contact Joe Vallow if interested.
3. William Sutton requested that Service approve him soliciting the Church for donations of **household articles for the LINK/PORT operation**. They are trying to transition some clients into apartments. Service approved this request, which now requires Church Council approval.
4. Suzi Smith will coordinate a **visit to the church by past missionaries Charles and Patty Maddox** who retired in December of 2006. As part of their Farewell Tour they will visit St. Luke's on Sunday, April 17 at 5:30-8:00 p.m. and all are invited to attend. The appropriateness of receiving a Love Offering for the couple was discussed. Pastor Doug will check with the General Board of Missions and report to Church Council in April.
5. William Sutton reported that St Luke's had **completed the fourth PORT shelter** commitment on 28 February. 105 clients were served that night at Carver church in the East End of Newport News.
6. William Sutton reported that UMM would not meet in March but meet in April, when the program will be on Boy Scout activities by the St. Luke's troop. UMM will not meet during the summer months.
7. Suzi Smith reported that Sunday 27 May she will coordinate a **Stop Hunger Program event** at St. Luke's. She plans to involve the entire church including children and youth. This is a hands-on project to learn about the problem and package food to be sent to an area in need. There will be some fund raising involved (about \$2,000); but this is a program under the UMCOR umbrella.
8. Pete Prindle reported that the **Russian refugees are doing fine now**.
9. Suzi Smith reported that the **Congolese refugees are struggling** with adjusting to the USA, and especially to the school system.
10. Kathryn Budzik is making contact with **Enterprise Alabama** to see if there is a need to **organize a tornado recovery trip** to that area.

### **United Methodist Women** (UMW) (Chris Cianelli)

#### ***Local Church:***

1. The UMW will staff the hospitality Desk on March 18 before all 3 services.
2. The next UMW Unit quarterly meeting is: April 10 at 12 Noon – Luncheon - Bettye Simmons, Executive Director of SAFEHAVEN, a shelter for abused and neglected children, will be guest speaker.
3. Book Club will meet next on April 2 and discuss "Summer Shadows" by Gayle Roper.

#### ***Peninsula District:***

1. The attendance for the **District Prayer Breakfast** at Williamsburg UMC on March 10 was 17 women.
2. The **next executive meeting** will be at Warwick Memorial UMC on March 21.
3. **Green Workshop** will be held April 28 at Warwick Memorial UMC. There is a sign up sheet for anyone interested in attending.
4. District is collecting **donations for the Henry Fork Service Center** for the District UMW Presidents meeting on March 16-17.

### **United Methodist Men** (UMM) (William Sutton)

#### ***Local Church:***

1. The UMMen **will not meet in March** due to the Easter Egg Project in the fellowship hall.

2. The UMMen will **prepare breakfast for the Easter Sunrise Service** again this year. All men are encouraged to participate. Help is needed to set up tables, prepare and serve food, clean up after the breakfast as well as help with parking during the worship services. Contact William Sutton (865-0704) to volunteer.
3. The UMMen will have a **regular Fellowship Breakfast on April 15**, with a program from the Boy Scouts.

#### Youth Ministry (Jenn Wilcox)

1. There is only **three months until the Gong Show**. Acts are needed.
2. **Go on-line to the church's website to register** to be an Act or to attend.

#### Staff Parish Relations Committee (SPRC) (Pete Prindle)

1. **Alan Broderick was added to our ranks.**
2. One new **nursery attendant was hired.**
3. Some members of the committee will **attend an SPRC workshop** Saturday, March 24.
4. The next meeting will be Thursday, April 5.

#### Operating Policy Review Committee (OPRC) (Betty Brummer)

1. The Operating Policy Review **Committee members:** consist of Betty Brummer, Chair, Pastor Doug Gestwick, Vince Berardini and Jean Foster. Each OPRC member has a current copy of the Operating Policy to review and will meet on March 19, 2007 to go over the Operating Policy and review their comments.
2. Request that all committees, ministry areas and others review their section of the Operating Policy and advise us of any recommended changes. Those changes may be transmitted to Betty Brummer at [bettybrummer@juno.com](mailto:bettybrummer@juno.com)

#### Director of Discipleship Ministries (DDM) (James Pace)

1. There will be a **Vacation Bible School leadership meeting** on Sunday, March 18 at 5:00 p.m.
2. A **training session for all those working with minors** will be held on Sunday, March 25 at 5:00 p.m. The newly revised Child Protection Policy will be discussed.

#### Associate Pastor (Clara Gestwick)

1. **Easter is fast approaching with many opportunities for worship. I encourage all to attend the Holy Week services.** One misses the struggles that lie between the Palm Parade and the celebration of the risen Lord if one doesn't experience the last supper and the death of Christ through worship and remembrance.
2. Our **mid-week services are April 5 and 6**, both beginning at 7:00 p.m. Thursday evening will include communion and a foot/hand washing. Friday will be led by our choir.
3. **Easter Sunday** begins at 6:30 a.m. with a sunrise service in the sanctuary led by our youth. This will be followed with a breakfast.
4. An **egg hunt** will occur during Sunday school.
5. The **other three services** will occur at the usual times.
6. The **Calling 21** program has begun and I will mentor three interns with this program.

#### Senior Pastor (Doug Gestwick)

1. Worship attendance continues to climb, offerings are well ahead of last year, small disciple groups are forming, we have received a preliminary report from Myler, - **what an exciting time to be part of Saint Luke!**

2. This summer we will have an **opportunity to be incarnational** in our role to be a calling congregation, as we host a student intern. I will be calling on many people to serve in various aspects of this ministry.
3. As I write this, Clara, James and I are in Chattanooga at a “**Large Church Initiative**” **conference**, along with the pastors of about 200 of the largest churches in America. We have been inspired and are bringing back many great ideas we hope to implement in the life of our church.
4. On March 25, at the 11:00 service, we will host the **Bridgewater College Concert Chorale**. You will want to take part in this service!
5. **Holy Week will soon be upon us**, and our services on Palm Sunday, Maundy Thursday, Good Friday and Easter Sunday will hopefully serve to complement your Lenten discipline.
6. Training for the **Calling 21** program has begun. An intern will be at St. Luke’s June 17—August 10. Some areas that will need to be addressed are locating a host family and developing an intern support team of approximately ten people that will help the intern clarify and process their call to ministry. It is also an exciting possibility that St. Luke’s may be sending an intern from its own congregation to take part in this program.
7. In Blair Ellis’ absence **Pastor Doug shared insight** on the Myler presentation and the expansion process in general. He stated that the process was still in it’s discernment phase and encouraged all in attendance to continue to talk and listen to each other, encourage other members to do the same and ask the question—*What will Saint Luke’s look like in ten years if God has God’s way?*

## NEW BUSINESS

1. Chuck Harris has addressed the need to keep track of the different versions of minutes, particularly electronic versions. To resolve this issue a footnote on the first page of all Church Council minutes, beginning with the January minutes (to be reposted to the website) will include the following information:
  - a. **DRAFT: [date]**  
(First version following the meeting; e-mailed for all to review)
  - b. **REVISED: [date]**  
(After review; changes included; provided with next month’s Agenda; could possibly be more than one of this version; date would be critical)
  - c. **APPROVED: [date of Church Council meeting]**  
(Approved at the following month’s meeting; changes included; posted to the website)
2. Next Church Council meeting: Tuesday, April 10, 2007 at 7:30 p.m.
3. April Devotions: Megan Zahn
4. April Refreshments: Megan Zahn

## ADJOURNMENT

Council members brought praises and concerns and Pastor Clara closed with prayer. The meeting was adjourned at 8:50 p.m.

*Submitted by Debbie Fullhart, Church Council Secretary*