

# First Christian Church Council

## Minutes

September 27, 2023

(Meetings are scheduled for the 4<sup>th</sup> Wednesday of each month @ 3:30 p.m. unless otherwise published.)

*Be joyful in hope, patient in affliction, faithful in prayer. (ROMANS 12:12)*

Items	Notes															
Opening (Charles Smith)																
<div>CONSENT AGENDA</div> <div>The reports in this section are routine discussion points grouped into a single agenda item that is considered in one action. Council members should review items prior to the scheduled meeting. If a Council member has concerns regarding a Consent Agenda item, s/he should request the item be removed from the Consent Agenda for further discussion.</div>																
Minutes:																
August 23, 2023 Minutes (Sandy Pendergraft, Moderator)	<u>INCLUDED IN THE COUNCIL PACKET EMAIL</u>															
Ministry Reports:																
Stewardship/Financial Resources (Ted Impson, Treasurer/Financial Steward)	SFRT Meeting Minutes—September 20, 2023 @ 3:00 p.m. Attending the meeting were Bob Corbin, Facilitator; Marlena Freeman; Ron Kreger; Ted Impson; Mike Morriss; Sandy Pendergraft, Council Moderator; Pastor Stephen Johnson; and Arlene Stauffer, Financial Assistant.															
Bob gave the opening prayer. SFRT Minutes from August 2023 were reviewed with no comment.																
Financial documents for January 1 – August 31, 2023 were reviewed noting the negative balance of income less expenses, see key metrics below:																
<table><tr><td><u>Year</u></td><td><u>Income (YTD)</u></td><td><u>Expenses (YTD)</u></td><td><u>Difference</u></td><td><u>Budget (YTD)</u></td></tr><tr><td>2023</td><td>\$207,906.24*</td><td>\$217,726.89</td><td>\$ -9,820.65</td><td>\$219,040.72</td></tr><tr><td>2022</td><td>\$198,972.68</td><td>\$200,944.85</td><td>\$ -1,972.17</td><td>\$218,338.66</td></tr></table>		<u>Year</u>	<u>Income (YTD)</u>	<u>Expenses (YTD)</u>	<u>Difference</u>	<u>Budget (YTD)</u>	2023	\$207,906.24*	\$217,726.89	\$ -9,820.65	\$219,040.72	2022	\$198,972.68	\$200,944.85	\$ -1,972.17	\$218,338.66
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2022	\$198,972.68	\$200,944.85	\$ -1,972.17	\$218,338.66												
<p>* \$10,000 was transferred from account S-22.100, Operating Account Rollover from 2022, as income for 2023 in order to maintain checking account cash flow. This resulted in a decrease in the funds allocated to the HVAC project. The difference in contract amount and funds needed to pay the HVAC project was \$92,165.99 in September 2022 at the start of the HVAC project. At the end of August the difference was \$18,417.02 as reported below. Income generated from some of these 6 funds continues to reduce this difference.</p>																
Bob reported on the financial status of the HVAC replacement project																
<div><div>○ \$263,200.00</div><div>○ \$148,200.00</div><div>○ \$115,000.00</div><div>○ \$ 96,582.98</div><div>○ \$ 18,417.02</div></div> <div><div>Final contract with Ward’s</div><div>Total paid Ward’s invoices</div><div>Remaining to pay on contract</div><div>Total in cash from 6 accounts designated for HVAC project</div><div>Difference</div></div>																
Bob gave a Gerald Nield Trust update. Derrin Hiatt is representing 3 local non-profits (FCC, Marland’s Place, University Center) in this action. The court’s proposed award to FCC from the trust has increased from 15% to 16.6666%. Derrin reports that all parties have now okayed the court’s proposed agreement.																
SFRT discussed a 2023 Giving Challenge proposal made by an anonymous church member and approved forwarding it to the Council for consideration.																

The Trustees performed a financial review process on August 30 for accounts under their control. This is a new process designed by Financial Secretary Arlene Stauffer based on recommendations from a church audit report in 2022. All Trustees, Pastor Stephen, Arlene and Karen participated. A final report from the review has been written and approved by the Trustees with the finding that all documentation and reporting are appropriate.

Arlene reviewed an outline for the 2023 Stewardship program to be titled "It's a Wonderful Church". The 4-week program will run from October 29 through November 15, the date that the 2024 budget and report from the nominating committee for church leadership will be presented for congregational approval.

Ron gave the closing prayer. Respectfully submitted, *Bob Corbin, SFRT Facilitator*

#### Service Ministries

(Christy Thompson, 2<sup>nd</sup> Vice Moderator)

The **Benevolence Program** has provided help for 174 people at a total cost of about \$11,100 so far in 2023. This includes mostly utility assistance, but also rent, motel, pharmacy, and gasoline requests. Bags of non-perishable food are given as needed to drop-by guests.

Respectfully submitted, *Bob Corbin, FCC Benevolence Coordinator*

Additional information re: the Benevolence Program: Bob Corbin has been distributing resources for the Benevolence program. He would like to turn that responsibility over to someone else. He will continue to distribute food from the food pantry. Stephen will assume responsibilities for distributing the benevolence funds.

#

**Friendship Feast** (FF) averaged serving 120.4 meals per night in August, up from 96.7 meals per night in July. A Potato Bar fundraiser will be held in Fellowship Hall on Friday, October 27 from 4:30-7:00 p.m.

Respectfully submitted, *Bob Corbin, FF Board Chair*

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A practice fire drill will happen for the **Wee Care** staff and children on October 3. This will not involve loud noises. Lindsey McGee has taken a job at Pioneer Technology Center; we will have a going away party for her on October 5. Ms. Mary and Ms. Cheryl will be having Show & Tell on Thursdays during the month of October. *Ashley Coggins, Wee Care Coordinator*

#

At the **Disciple Women** monthly meeting we discussed the first four chapters on Rescues from the book "Faith Still Moves Mountains" with Nancy Stevenson leading the discussion. In October we will discuss the next four chapters on Purpose. *Sandy Pendergraft*

#

The FCC **Elders** met September 13; Lynda Himbury opened the meeting with prayer. Wendy Stobbe, Hospice of North Central Oklahoma CEO, gave a presentation entitled, "*Grief: What to Say and What Not to Say.*" The group received many important pointers to use when working with our Shepherding groups in times of death and during other events that bring grief into our lives. Prayer needs and updates were discussed.

#

A letter is being prepared that will soon go out to the schools explaining the purpose and process for getting coats from our **Koats 4 Kids** closet. It will be cold before we know it! *Brenna Combs*

# <b>Friendship Garden</b> clean-up will be happening soon. <i>Brenna Combs</i>	
# Pastor Stephen attended the <b>Partners in Education</b> kick-off meeting held at the PCPS Board office on September 14. We received a follow-up email from Lincoln outlining some specific needs. More information will be forthcoming. Becky Davis is the liaison with Lincoln for tutors.	
<b>Staff Report:</b> (Pastor Stephen Johnson)	
Audio/Visual - Karen is training a new person to run the computer on Sunday. Additional volunteers for Audio Visual needs would be helpful.	
Financial - The stewardship campaign is under development by Arlene and Karen.	
Music - Two students from Ponca City High School will be participating in the Choir Internship program. We hope to include more in the future. The December 10th Christmas Concert plans are coming together.	
Office - Brenna is heading up the Haunted Gazebo activities on October 19th for our unofficial participation in Goblins on Grand.	
Pastor - The Wildcat Wednesday after-school gathering has had good participation from the congregation. Up to six students from East Middle School have been attending the weekly events. Stephen will be out of the office from October 10th through October 23rd. Associate Regional Minister, Rev. Michael Davison will be preaching October 15th and Rev. Lilly Freeman will preach on October 22nd.	
<b>Approval of Consent Agenda:</b>	<p>Reports not submitted prior to the Agenda publication or any Consent Agenda item requiring action will be considered under New Business.</p> <p>No items were moved from the Consent Agenda.</p> <p>Consent Agenda was approved.</p>
<b>REGULAR AGENDA</b>	
<b>Old Business:</b>	
Kitchen Safety (Sandy Pendergraft)	<p>A plug-in type of Natural Gas Detector will be purchased for the Kitchen. The cost ranges from \$25 to \$50. It is uncertain how effective this will be due to the ventilation in the kitchen (open doorways and pass-through). It has been agreed that safety in the kitchen is a priority that is difficult to anticipate; this is a step forward in that regard.</p> <p>Mike Morriss will send Arlene his suggestions on brand and model of detector to purchase.</p>
Friendship Bikes (Sandy Pendergraft)	<p>Discussion regarding future plans for ministry.</p> <p>Robert Vaughn (Friendship Feast volunteer) and Marty Thompson would like to repair bicycles.</p> <p>Pastor Stephen has agreed to be the distribution point. It was decided that the Friendship Bikes ministry will continue but at a much reduced capacity and efficiency. Mike Morriss mentioned the pickup and sorting process for bicycles donated</p>

	<p>by the PC Police Department. It was decided to deal with that when it occurred.</p> <p>Moderator Pendergraft extended sincere appreciation for the dedication of the current Bike Team. Christy Thompson is working on an article for the Newsletter.</p>
Other Old Business	None.
<b>New Business:</b>	
Giving Challenge (Pastor Stephen Johnson)	<p>Discussion</p> <p><u><b>DOCUMENT INCLUDED</b></u></p> <p>The Giving Challenge was discussed. Briefly stated, an anonymous donor has offered to match gifts beyond regular giving up to \$5,000 in an effort to offset the current deficit FCC is currently operating under. The Council approved this opportunity with emphasis to be made during October with the donations to end at the end of 2023. Arlene will prepare a bulletin card to explain and encourage giving.</p>
Trustee Financial Review Report (Arlene Stauffer)	<p>Discussion</p> <p><u><b>DOCUMENT INCLUDED</b></u></p> <p>Arlene Stauffer, Financial Assistant, discussed the letter provided to the Council by the Trustees highlighting the findings of the recent financial review of the Trustees-managed accounts. No Council action was required; the report will be included in the Minutes.</p>
Minutes (Recording & Preparation) (Christy Thompson)	<p>Arlene has assumed the role of agenda preparation and minutes recording and preparation for several years. With Arlene's retirement, it will leave a void in this area. After discussion, it was decided that the Moderator and Pastor will determine the agenda for the Council meetings and someone serving on the Council will be asked to record and prepare the minutes.</p>
Other New Business	<p>Judy Basham provided additional information regarding the various children's ministries at FCC that was not included in the Consent Agenda. The complete report is included with these minutes. In regard to our partnership with Lincoln, they are in</p>

		need of watercolor paint sets for a class. The PIE (Partners in Education) designated account has funds to purchase these. The group agreed this is a good project to support. There are additional needs at Lincoln that were discussed. We will continue to support them as we can. Tutoring will begin mid-October. Sandy Pendergraft reported that the Disciple Women made a monetary donation to CDC for snacks. We will not be pursuing that need further.					
<b>Action List Items (Sandy Pendergraft):</b>							
None							
<b>Announcements (Sandy Pendergraft):</b>							
October Council Meeting		October 25, 2023 @ 3:30 p.m.					
November Council Meeting		November 29, 2023 @ 3:30 p.m.					
Sunday, October 8		<p>Fall Festival  Karen &amp; Darrell Backhaus are bringing outdoor games; Karen &amp; John Adams are providing a grill; we will have hotdogs &amp; chips  <u><b>WE NEED</b></u> Desserts (cookies or cake)  Sandy Pendergraft, Jackie Chitwood, and Judy Basham agreed to bring cookies for the cookout.  We will set out tables and chairs at 5:00 p.m. We are expecting about 50.</p>					
Congregational Meeting Date		November 19, 2023 following 11:00 service					
Attendance/Giving Report (Arlene Stauffer)	<b>August-Sept.</b>	8/20/2023	8/27/2023	9/3/2023	9/10/2023	9/17/2023	
	1st Service	12	16	13	14	12	
	2nd Service	67	58	54	55	66	
	Live On-line	10	10	17	10	10	
	Giving	\$2,085.00	\$2,657.33	\$4,963.60	\$2,813.00	\$1,199.00	
Pastor's Comments & Closing (Pastor Stephen Johnson)		<p>Pastor Stephen talked with the group about Wildcat Wednesday and the Choir Internship Program. He is pleased with the progress of both projects. He also mentioned that, although the money issues we are currently dealing with are scary, he is not surprised by the expenses we have incurred to this point. He pointed out that we have funded a significant HVAC renovation this year and are doing so without borrowing any money (to date). He suggested focusing on what we are doing rather than on what we can't do. He asked for prayer concerns/needs and closed the meeting.</p>					

**MEETING ATTENDANCE (In Person or ZOOM):**

- |   |   |   |  |
|---|---|---|--|
| <input checked="" type="checkbox"/> Sandy Pendergraft | <input checked="" type="checkbox"/> Judy Basham | <input checked="" type="checkbox"/> Christy Thompson    | <input checked="" type="checkbox"/> <b>Ted Impson</b>      |
| <input checked="" type="checkbox"/> Jackie Chitwood   | <input type="checkbox"/> Jacque Hart            | <input checked="" type="checkbox"/> <b>Mike Morriss</b> | <input checked="" type="checkbox"/> Ed Newport             |
| <input checked="" type="checkbox"/> Charles Smith     |   |   |  |
| <input type="checkbox"/> Karen Adams                  | <input type="checkbox"/> Amy Boatman            | <input checked="" type="checkbox"/> Arlene Stauffer     | <input checked="" type="checkbox"/> Pastor Stephen Johnson |

**OTHERS IN ATTENDANCE (LIST):**

**Additional Notes:**

Minutes are reflected in *Comic Sans MS* font.

## 2023 Giving Challenge

First Christian Church of Ponca City has been presented with an opportunity to engage in an incentivized giving campaign. An anonymous donor has offered to give a 50% matching gift for contributions to the church that are in addition to any giving-unit's planned giving for 2023. This matching gift will be capped at \$5,000. The challenge would run through the end of 2023.

Recognizing some people have a personal commitment to give a specific amount to the church, but do not submit an official pledge, the donor has suggested that the gifts given to the challenge be designated as specifically for the challenge and there is no need to verify that the giving is indeed above and beyond the challenge participants' regular giving. In essence, the honor system would be used to determine if the gift meets the criteria for being matched.

Sample scenarios:

- If we received \$2,500 in participating donations, the anonymous donor would contribute an additional \$1,250 for a total of \$3,750 for the challenge.
- If we received \$13,000 in participating donations, the anonymous donor would contribute the maximum \$5,000 for a total of \$18,000.

## **Investment & Trustee-managed Funds Review Report**

DATE: September 15, 2023

TO: Sandy Pendergraft, FCC Council Moderator  
Robert Corbin, SFRT Facilitator  
Rev. Stephen Johnson

FROM: Investment & Trustee-managed Funds Review Committee

The elected Trustees of First Christian Church performed a review of investment and trustee-managed funds for the period of July 1, 2022 – July 31, 2023 on August 30, 2023. Individuals participating in this review were Robert Corbin, Trustee Facilitator; Frances Coonrod; Marlena Freeman; Doug Hart; Joyce Ketcher; Marilyn Leming; Charles Smith; and Pastor Stephen Johnson. There was no previous formal review of these funds on record.

Following the Guide to Performing an Investment & Trustee-managed Funds Review:

- Pastor Stephen Johnson and Facilitator Robert Corbin reviewed documentation and completed page 3.
- Doug Hart and Frances Coonrod reviewed documentation and completed pages 4 and 5 (General Memorial account).
- Marlena Freeman and Joyce Ketcher reviewed documentation and completed pages 6 and 7 (Starnes account).
- Marilyn Leming and Charles Smith reviewed documentation and completed pages 8 and 9 (Bunch account).
- Arlene Stauffer, Financial Assistant, and Karen Adams were present to answer questions and locate files.

### Findings

#### Procedure/Documentation

1. Service Organization Control reports notebook should be tabbed and labeled.
2. Each month reviewed should have designated spaces on the review form for responses.

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### Deficiencies

1. Interest earned was not recorded in the month earned (General Memorials and Starnes accounts—Equity Bank accounts). This caused discrepancies in the bank reconciliation balance(s) and the financial statement balance(s) in the amount of the interest earned for the reviewed period(s).
2. Not all fund transfers and checks have supporting documentation attached (i.e. Trustee meeting minutes approving action, etc.). This should be a standard practice for all transfers and payments.

### Strengths

1. Basic information was summarized prior to the reviews.
2. Necessary reports and files were made available to the reviewers.
3. All reconciliations were completed in a timely manner.
4. Financial reports were timely and accurate.

This review committee has discussed its findings with the Financial Assistant and are confident the minor issues discovered will be corrected.

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## Judy Basham Report

Wee Care -

Marland's Place - 3 people cared for 26 children – mostly toddlers – of foster parents during a training meeting for the foster parents. Lots of diapers to change! Whew!!! Thanks to those heroes. We need to arrange for an adequate crew next time.

October: Socks and Underwear Drive. (if there isn't a conflict with DW drive for snacks for CDC. We are flexible at MP.)

December: Wrapping Gifts fairly early in the month, but TBD.

January: next parent training baby-sitting. They are taking a break from parent training until after the holidays.

PIE - A new person is in charge of helping us with the tutoring. Becky Davis is working with her on that. Lincoln School needs water colors and paper sacks. Becky has volunteered to do negotiate with Marlands Place to do the "socks and underwear" drive in November and do water colors in October.

From Becky Davis this afternoon: "I received a note from Lincoln today that they will want tutors beginning mid-October. Shelly will let us know the number of kids shortly. Also, we would appreciate \$25 from Council to purchase watercolors for Lincoln . TBD, Tutor luncheon, supper for teachers during the Fall and Spring. Parent-Teacher Conferences. Finally, might we want to do something for Teacher Appreciation Day in May? It may be a little early to consider."

Koats for Kids - Brenna is getting ready to send a letter out informing schools of the service. Last year requests came pouring in upon receipt of the letter. Right now we have \$4,957.33 in the fund. We MAY need a fundraiser if demand overwhelms our supply, but will have to wait and see.

CDC: We need to schedule a snack fund drive for the CDC.

Sunday School -