

**FIRST CONGREGATIONAL CHURCH OF SAUGATUCK**  
**BOARD OF MINISTRY**  
**December 13, 2021**

**Call to order:** Moderator Brockington at 6:40 pm.

**Present:** Rudich, Escott, Boyce, Raue, Brockington, Yff

**Absent:** Rusiecki, T. Terlouw, Gentry

**Also Present:** Pastor Sarah Terlouw

**Minutes:** Motion to approve the November 8, 2021 minutes with no correction (Escott/Yff). Unanimous approval.

**Public Comment:** Thank you to Kristyn for organizing the wonderful special music we've been having.

**Treasurer Report:** Discussion regarding the 2022 budget figures that were presented by the treasurer. Money Market Transfers were increased because we have not had any or had minimal transfers in the last two years. Building Improvement was increased for possible expenditures in 2022 including doors, parking lot surface & striping and a new parking lot sign. Information Technology was increased for possible expenditures in 2022 including sound system upgrades and a Zoom subscription. Guest Pastors were increased to account for the need for pulpit supply while Pastor Sarah was gone on sabbatical. The Office Manager was given a raise. Motion to approve the proposed 2022 budget of \$159,000 as presented (Escott/Raue). Unanimous approval.

**Moderator Report:** Reminder to submit annual reports to the office by January 4, 2022.

**Clerk Report:** No report.

**Delegate Report:** The NACCC meeting will be in Wichita, KS on June 25-29, 2022. Brockington is planning on attending and would welcome anyone else who would like to attend.

**Pastor's Report:**

**Sabbatical Proposal**

The pastoral relations committee presented the plan for Sabbatical Leave to the Board of Ministry. Pastor Sarah outlined what she is hoping her Sabbatical would look like focusing on 'A healthy balance for a sabbatical includes one-third of the time for rest & relaxation, one-third of the time for the pastor's own ministry development and one-third of the time for learning that benefits the ministry setting'. The proposed time frame for the sabbatical would be April 24<sup>th</sup> through June 5<sup>th</sup> since this is one of the quieter times in the church calendar. She would attend several events including the NACCC annual minister's convocation, a silent retreat at the Hermitage and devotional hiking with the Suttons Bay Congregational Church. She has several books that she will be reading and will be planning on worshipping with a different faith community each week. Motion to accept the proposed Sabbatical Plan (Brockington/Yff). Unanimous approval.

**2022 Theme Idea**

A possible 2022 Theme Idea is "This Is My Church!" which would focus on in-reach and out-reach development and lay leadership development.

## **Church Policy Manual Development**

In 2022, the Board of Ministry should work on updating/refining/creating the Policy Manual. The document we have is very out of date and we need to re-write many of the “how-to” portions, program descriptions/responsibilities, job descriptions and create policies that are lacking. A statement of ‘Purpose and Faith’ exists but might not be known to the congregation. This should be evaluated and publicized.

**Worship Arts:** There is a lot coming up this month. Board members will take over providing Communion supplies. A sign up sheet was passed around.

**Stewardship/Missions:** There were 207 Family Fare receipted collected so far this year for Sylvia’s place. Hoping to mail them in sometime this week. Our contribution to Thanksgiving baskets for Christian Neighbors totaled 90 cake mixes, 67 frostings and 22 Gifts of Love. Started thinking about missions next year – possible outing at Fellinlove Farm again since it seemed to go over well this year.

**Congregational Care:** No Report.

**Building Updates:** Have not gotten a second quote for door replacement yet. Gutters were cleaned out. Discussion regarding the two quotes for replacement/renovation of the sound system. The quote from Parkway would be a replacement of our current sound system. It is the most expensive but would fix a lot of the issues we’re having. Their quote would also restore sound to the Fellowship Room and the Nursery. The other quote would be more of a work around for our current sound system but is a lot less expensive. Some things in the Parkway quote could be eliminated which would reduce the cost. We could go with the lower quote but would then probably still be looking at needed upgrades in the future. Motion to approve the anticipated estimated quote from Parkway Electric to improve the sound system (Raue/Escott) Unanimous approval. Motion to revise the budget total to \$166,000 removing \$5,000 from Building Improvements, adding \$12,000 to Information Technology and changing the Money Market Transfers to \$64,500 (Yff/Raue). Unanimous approval.

**Christian Ed:** Sunday School and Donut Club were combined as of this past Sunday due to lack of attendance which will be continuing into 2022. Teaching duos have been scheduled through May with Youth Sunday being on May 22 which will conclude Sunday School/Donut Club for the year. Thank you notes have been sent to the teaching volunteers and to Phyllis for helping with the wreath ornament project. An email was sent to parents detailing Sunday School and Donut Club activities for December. Will write a newsletter article explaining the changes to the Sunday School/Donut Club program.

**Community Life:** The Heritage Dinner was attended by approximately 32 people. Great variety of good was available along with two turkeys. To-go boxes were provided to those who wanted leftovers and meals were brought to two shut-ins. Thinking about future events – possibly a game night in February.

### **Old Business:**

**Stained Glass Project** - Tabled

**Narthex Art** – Tabled until the Christmas tree is removed.

**Switching Pianos** – The pianos in the sanctuary and the chapel will be switched sometime in January.

**Planning Ideas were presented.**

**New Business:**

**Nominations for Boards in 2022** – Nominating committee will be meet.

**Sabbatical Plan for Pastor Sarah** – covered in the Pastor's report.

**Annual Meeting** – the Annual Meeting will be January 16 with in-person and Zoom attendance.

**Upcoming Dates to Remember:**

Bible Study – Lectio Thursdays at 12:30

Sunday Service – every Sunday in person, rebroadcast online on Wednesdays.

**Next Board of Ministry Meeting – January 10, 2022 at 6:30pm**

**Meeting adjourned at 8:07 pm.**

Janna Rudich, Clerk