



First Congregational United Church of Christ

Board of Trustees
March 8, 2022 6:00 PM

Call to Order
Announcements
Reflection

Hoekstra, Anne

Previous Minutes—January 11, 2022
Vote email February 24

Keith Jorgensen,
Allbaugh, David

Treasurer Report

Staff Reports

Music Director
Youth Director
Office Manager

Overton, Luke
Chronister, Abbie
Wolfe, Michelle

Summaries/Highlights

Boards:

Social Causes and Justice (Mission)
Creative Ministries (Fine Arts)
Spiritual Life & Care (Diaconate)
Physical Resources (Building & Grounds)
Spiritual Growth & Programs (Religious Education)

Allbaugh, Laurie
Greene, Paul
Greene, Gina
Lauterbach, Gordon
Ahrens, Tim

Committees:

Social Media Committee
Endowment
Nominating Committee
Grin & Grow
Love Inc
Pandemic Reopening Committee
Search and Call
Memorial Committee

Highnam, Diane
Stevenson, James
Highnam, Diane
Jensen, Karen
Thuesen, Kay
Ahrens, Tim
Highnam, Diane
Brock, Bob

Old Business

Grin & Grow contract

Hoekstra, Anne

New Business

Social Media Policy

Adjournment

Next Common Meeting
Next Trustees Meeting

April 12, 2022 7:00 PM
May 10, 2022 6:00 PM

Present: Moderator Anne Hoekstra, David Allbaugh, Diane Highnam, Jim Stevenson, Craig Driver, Laurie Allbaugh, Paul Greene, Kay Thuesen, Karen Jensen, Lauren Reisinger, Gina Greene, and Keith Jorgensen.
Staff: Rev. Myers, Abbie Chronister, Luke Overton, and Michelle Wolfe.

Moderator Hoekstra called the meeting to order at 6:00 PM using ZOOM technology. Rev. Myers offered Reflections reciting a poem by Joanna Macy.

Motion: To approve the minutes as corrected for the November 2, 2021, special meeting. **D. Highnam / L. Allbaugh / Carried**

Motion: To approve the minutes as corrected for the December 14, 2021. **J. Stevenson / K. Thuesen / Carried**

Treasurer's Report: Treasurer Dave Allbaugh reviewed the December financial report. He noted the church finished the month and fiscal year in good condition. See the attached report. He noted that pledge income finished in the mid to upper 90 percent range, normal for the church. Expenses were under control finishing the year at 94.7%. He commented on how the boards spent more of their budgeted amounts over the prior year, a sign they were active and working their programs. An amount of \$7,000 representing unspent income for the year will be carried over to the new budget. We finished with a \$63,000 cash balance. He reminded the trustees that normal cost of operation for the church is approximately \$33,000 per month.

Motion: To approve the Treasurer's report. **D. Allbaugh / C. Driver / Carried**

Staff Reports:

Music Director: Luke Overton had no additions to his written report. See the attached sheet. There was some general discussion on improving the sound quality during our virtual worship services. He shared that he is working with some new equipment and researching other technical possibilities to improve the sound quality.

Youth: Abbie Chronister submitted a written report. However, due to the Covid situation at present most of her programming will be virtual, including office hours, until we resume in-person worship services as recommended by the Reopening Committee.

Office Manager: Michelle Wolfe had no additions to her written report. See the attached sheet. She did stress the importance of everyone turning in their annual reports for the year end report by tomorrow, January 12th.

Senior Minister: Rev. Myers commented on the church being back to virtual worship services as recommended by the Reopening Committee and felt it was the responsible thing to do under the current circumstances. He shared that he had also forwarded to the Reopening Committee some practices other churches are using in their efforts to be safe during this Covid situation. He thanked Luke and Hudson for their help and input for Christmas Eve worship services. He felt the service went well from the comments he has received. He thanked Evie Waack for conducting the caroling service. Rev. Myers reported a gift from the Goodrich Fund was provided to a church member in December. Bible study is continuing and is mid-way through the session. Concerning the Search and Call process now under way, he asked what role the committee wished he might play for them. Moderator Hoekstra suggested he contact Diane Highnam, committee chair, for her input. He shared enjoying time with his

family following his duties here with Christmas services. He closed his report with a couple of concerns. He noted the other staff raises but no cost-of-living increase for himself and what implications that may have for other pastors responding to our upcoming search for a settled pastor. He also shared his concern over losing two members on the PPRC committee.

Board Reports: There were no additions to the board reports. See the attached sheets.

Committee Reports:

Endowment: Jim Stevenson had no additions to his written report, other than noting Ed Dams has finished his term on the committee and Dave Panicucci will be joining them. See the attached report.

Nominating: Diane Highnam asked for our prayers in filling open positions and for any suggestions on who might be good candidates.

Grin and Grow: Karen Jensen reported the hiring of more staff and thus expanding the number of children the center may handle. They are now serving approximately 50 children. The contract with the church is being updated and nearly ready to be signed.

Love INC: Diane Highnam commented on having delivered gifts at Christmas time and their appreciation for such. It was suggested we might offer space in Tidings to advertise their needs. It was noted we might be a location next year for their toy collection.

Reopening: They are monitoring the Covid situation continually.

Search and Call: Diane Highnam, chair, noted they are now meeting regularly. Subcommittees have been established to update the church profile and website. The end of January is their goal to begin the active search for a pastor.

Old Business:

2022 Draft Budget: Treasurer Allbaugh introduced the draft budget for 2022. This will be the budget presented to the congregation for their vote at the Annual Meeting. He reviewed the draft line by line, answering questions as he did so. See the attached draft with margin notes. He explained how the budget is created by requesting each board to submit their respective portion. The draft reflects those wishes. He also noted that a one-time grant from Endowment is being requested to balance the budget. This choice was made rather than returning to the membership and requesting additional pledging amounts.

Motion: To present the 2022 Draft Budget to the Congregation at the Annual Meeting for their approval.

D. Allbaugh / Paul Greene / Carried

Grin and Grow Contract: Moderator Hoekstra commented on the updated Grin and Grow contract. It is near completion, has been reviewed by an attorney and ready to be signed soon.

Social Media Policy: Moderator Hoekstra voiced a desire to create a social media committee to create policy and standards for the church. Diane Highnam, Abbie Chronister, Kay Thuesen and Rev. Myers all volunteered for the committee.

Meeting Adjourned.

Respectfully submitted,
Keith Jorgensen, Clerk

MUSIC DIRECTOR REPORT

We have found ourselves in another moment of transition in the music ministries at First Congregational since my previous report. This time, however, it is in the direction of returning to in-person worship and regular rehearsals with our Chancel and Handbell choirs. At the time of this writing, both groups have had our first rehearsal since the Christmas Eve service in December. We are excited to be in community each week in our rehearsals and look forward to our involvement in worship services in the sanctuary again!

Our next big point of focus with both ensembles is to plan and support the Holy Week and Easter services with music contributions. We look forward greatly to continuing to rehearse and worship in the sanctuary in the coming months!

Respectfully submitted,

Luke Overton Director of Music

YOUTH DIRECTOR REPORT

Past (February)

- Office Hours from home Monday, Tuesday, Thursday, and Friday 1pm-5pm
- Children's messages pre-recorded weekly for worship
- Contacts with families throughout church shutdown
- Meeting with Digital Media Committee
- Teaching Junior Achievement curriculum at Bunger Middle School

Present (March)

- Resuming in-person Office Hours Monday, Tuesday, Thursday, and Friday 1pm-5pm
- Children's messages weekly for worship (and designating someone else intermittently)
- Near-Weekly Youth Group on Wednesday evenings (inside, masked)
- Sunday School and Childcare provided weekly on Sundays
- Maple Tapping Event at Hartman (March 6th)
- I am attending a Continuing Education Conference in Indianapolis (Women in Youth Ministry) from the 9th-12th
- Other youth events in the works

Future (April)

- Office Hours Monday, Tuesday, Thursday, and Friday 1pm-5pm
- Children's messages weekly for worship (and designating someone at least once a month)
- Weekly Youth Group on Wednesday evenings (inside, masked)
- Sunday School and Childcare provided weekly on Sundays
- Easter activities
- Other youth events in the works

Respectfully submitted,

Abbie Chronister

OFFICE MANAGER REPORT

The office is up and running again with me back in the office on the regular.

I am currently working on the Church Directory for 2022. I will be printing as early as the end of next week.

The end of year files and documents such as W-2's, Annual Report, filing, etc. was complete by the end of January. I have also completed the yearbook reporting for the UCC conference which is an annual report.

As of this writing I may be called for federal jury duty in Cedar Rapids on Monday, March 7th and if selected I will still be home each evening since I live within 60 miles of the courthouse so all regular activity (Tidings, Bulletin) will still be completed on time, I just may not be in the office the first part of the week. If that is the case, I will send a notification out to the congregation informing such.

Michelle Wolfe, Office Manager

BOARD OF SPIRITUAL LIFE AND CARE REPORT

(Zoom Meeting February 20, 2022)

Sunday Responsibilities were assigned for March, April and additional days for Lent and Easter. Easter lilies, Deacon's letter and special services were discussed.

Easter Cards will be sent to members that are shut in, live away from church family and that we are missing at church.

Until we are unmasked and given permission we will not begin social time after church. We are considering that when the weather is warm enough we will be able to gather outside following church or as approved by the reopening committee. When social time begins, church members will be contacted to provide cookies and to help.

Next Meeting Will Be Scheduled As Needed.

Gina Greene, chair, Nancy Mahood, Cindy Thompson,
Ginni Casteel (work from home member)

REOPENING COMMITTEE REPORT

WELCOME BACK! It was good to see everyone at Church service this past Sunday! Black Hawk Counties Covid-19 status as of February 28th was rated as "Substantial" with a seven day rate per 100,000 of 81. The Omicron virus was and is a highly transmittable variant and we're now seeing a sharp decline in the positivity rate being reported. That being said, it is still with us and the Covid-19 symptoms usually aren't felt until several days after contracting. We will continue to review the data, believing it is in the best interest of our congregation's health and safety to keep our current, requested mitigation efforts in place, at least for the near future.

See you next Sunday!

Tim, Beth, Greg, Dave

BOARD OF SPIRITUAL GROWTH AND PROGRAMS

Sunday March 6th. our Board hosted a youth event at Hartman Reserve Nature Center, activities included Maple tree sap collecting, observing how it is cooked and made into syrup, hiking and roasting marshmallows over an open fire to create delicious S'mores!

Abbie has reached out to several neighborhood churches to start discussions on jointly holding a Summer Vacation Bible School. Easter Sunday is April 17th. this year and we will soon be planning activities.

I attended the final Community Meals meeting, Tuesday Feb. 22 and after the resignation of longtime organizers and board members from Zion and several months of discussions with no one else willing to take over, the non-profit was dissolved. The bank account was closed and the remaining funds were distributed equally to the five participating churches, I submitted our \$140.00 share to Michelle. Once conditions permit, we may be looking into hosting some form of a community meal/event at our Church.

Respectfully submitted,

Tim Ahrens

BOARD OF SOCIAL CAUSES AND JUSTICE REPORT

The organizational meeting was held on February 10, 2022, at the church. Those attending were Laurie Allbaugh, Lois Johnson, Diane Highnam, Greg Hoekstra (by phone), and Lynette Doepke. Laurie agreed to continue as chairperson. Greg will serve as vice chair and Lynette as secretary.

A discussion was held with brainstorming new and creative ideas for 2022. We stressed the importance of choosing activities and projects which the congregation would support.

Greg is acting as our liaison with Grin and Grow. He is asking local churches to assist with providing funds for reward lunches for the staff at that facility.

Diane shared projects that are included in our church's profile. Some are in hiatus because of covid, or finished.

Lois will inquire about Bunker journals. Lois, Tim Ahrens, and Abbie Chronister are contacts for Partners in Education. Ed Dams has retired as a contact for Church Row. Laurie and Diane will help with those activities.

Community Meals are paused because of Covid but Meals on Wheels continues with its three routes. At the present time we have enough volunteers but the project as a whole needs more drivers.

Our main connection with Love Inc at this time is financial aid.

During discussion it was stressed that supported projects needn't be specifically tied to religious beliefs, but rather actions of a faith-based community with the desire to act with compassion and concern for all.

Diane asked that if we have dates for future activities to please share those with her. Committee members should feel free to share information with Michelle to include in the Tidings and/or share during announcements on Sundays. One Great Hour of Sharing is coming up the end of March.

A donation from the Sunday School offering has been held for future contribution to Hospitality House. It was voted to distribute those funds to the intended recipient.

Meeting Adjourned

Lynette Doepke, Secretary

MEMORIAL COMMITTEE REPORT

The Memorial Fund currently carries a balance of **\$17,919.06**. Of this amount **\$16,703.49** is invested in a separate endowment account which is not included in the church's endowment fund.

\$1,215.57 is in a separate church checking account specific to the memorial fund.

So far this year we have received memorials from Frieda Biesanz, Maxine Clausman, Tyler Greene, and Connie Paul.

No funds have been requested so far this year.

Board members are encouraged to contact any of the members of the Memorial Committee if there is a need which requires funding.

Bob Brock, Chair

Barbara Hatinger

John Mardis

Nancy Stevenson

ENDOWMENT COMMITTEE REPORT

Status

Our next Endowment Committee meeting will be held on April 19, 2022. As reported at the January 11 Board of Trustees, the balance in the Endowment Fund on December 31, 2021 was \$2,145,017.10 which does not include the organ loan balance of \$34,900 nor Goodrich \$151,198.11. We are approximately \$170,000 short of being fully funded. That is, our assets in the Endowment are \$170,000 less than the total of the bequests.

No disbursements since the last Board of Trustees' Meeting on January 11.

No gifts or bequests have been received in 2022.

Guidance

The operating budget will need extraordinary support from Endowment in 2022. In addition to the 3.2% of the bequests, \$72,618, a Pandemic Gift to Balance the Budget of \$35,000 is planned. A pro forma budget is below.

The equity markets are in correction, falling 10% or more, since the first of the year. Bond markets see interest rate increases by the Federal Reserve of 0.25% in March and perhaps three or four more increases through the year. Our Trustee, First Bank of Iowa, BTC Wealth Management, believes a 6 to 8% growth in the unrestricted endowment value which is below our historical average of 9.13% (2006-2021).

We have begun to invest in value equities in the Goodrich-Proctor Fund to minimize losses as the fixed income markets see losses when interest rates rise. After consulting with Rick Morris of Beecher, Field, Walker, Morris, Hoffman and Johnson, PC, we decided to invest 25% of this fund in a value focused mutual fund. This is a departure from the historical 100% fixed income portfolio.

Our belief is that the Endowment Fund will see a loss of \$182,461 this year as detailed in the pro forma budget.

For the Endowment Committee,

Jim Stevenson, Chair

Proforma Budget 2022	Revised 01/16/2022	
Category	2021	2022
Unrestricted (Memorial and Allocated Funds)		
Beginning Balance	\$2,060,564	\$2,145,017
Loan Payment		\$26,772
Memorial Pledges	\$70,954	\$72,618
Section Leads	\$6,300	\$15,000
Concert of Guest Musicians	\$0	\$1,000
Facilities Repairs & Maintenance	\$17,657	\$25,000
Capital Subsidy for Office Supplies & Equipment	\$3,000	\$4,000
Youth Special Events (Bainter or YEP)		\$1,500
Pandemic Gift to Balance Budget		\$35,000
Disbursements to Church	\$97,911	\$180,890
High School Scholarship	\$2,000	\$2,000
Minister Relocation Expenses		\$13,000
Trustee and Tax Prep	\$14,270	\$14,750
Total Unrestricted Disbursements	\$114,181	\$210,640
Income and Market Appreciation at 9%	\$185,451	\$193,052
Goodrich Proctor Fund		
Beginning Balance	\$155,390	\$151,198
Disbursements to Church	\$1,550	\$2,000
Trustee and Tax Prep	\$1,041	\$1,100
Total Goodrich Disbursements	\$2,591	\$3,100
Income and Market Appreciation at -2%	-\$3,108	-\$3,024
Endowment Funds		
Endowment Total Bequests and Gifts	\$2,402,963	\$2,454,964
Less All Disbursements	\$116,772	\$213,740
Balance without income and shortfall	\$2,286,191	\$2,241,224
Expected Endowment Value December 31	\$2,281,525	\$2,272,503
Forecasted Gain/Loss in Value	-\$121,438	-\$182,461

First Congregational Church Waterloo, Iowa	February General Budget	Year to Date 2022	Annual Budget	Percent of Budget
				16.7%
INCOME				
Offering Income:				
Current Pledges	5,720.00	28,524.56	210,344	13.6%
Past Pledges	90.00	1,100.00	1,000	110.0%
Memorial Pledges	-	-	72,618	0.0%
Non-Pledges	1,076.70	1,738.70	15,000	11.6%
Loose Offering	-	1.00	1,500	0.1%
Total Offering Income	6,886.70	31,364.26	300,462	10.4%
Other Income:				
Rent	1,120.00	2,240.00	14,040	16.0%
Parking Lot & Garbage	-	-	3,338	0.0%
Miscellaneous Income	-	-	0	-
Income From Previous Years	-	13,000.00	13,000	100.0%
One Time Support from Endowment	-	-	35,000	
Facilities Maintenance Subsidy	-	-	25,000	0.0%
Capital Fund Subsidy	-	-	3,000	0.0%
Section Leader Subsidy	-	-	15,000	0.0%
Total Other Income	1,120.00	15,240.00	108,378	14.1%
Total Income	8,006.70	46,604.26	408,840	11.4%
EXPENSE				
Board of Trustees				
Pastor				
Salary	4,726.76	9,453.52	56,721	16.7%
Housing Allowance	1,403.16	2,806.32	16,838	16.7%
Annuity	858.25	1,716.50	10,299	16.7%
Health Insurance	1,063.50	2,127.00	12,862	16.5%
SS & Medicare Offset	469.00	938.00	5,628	16.7%
Disability Insurance	91.95	183.90	1,104	16.7%
Continuing Education	-	-	1,000	0.0%
Total Senior Minister	8,612.62	17,225.24	104,452	16.5%
Director of Youth				
Salary	1,716.68	3,433.35	20,600	16.7%
Continuing Education	-	-	450	0.0%
Total Director of Youth	1,716.68	3,433.35	21,050	16.3%
Professional Expense				
Senior Pastor Expense Allowance	-	-	500	0.0%
Youth Director Expense Allowance	23.75	33.15	300	11.1%
Organist Expense Allowance	-	-	500	0.0%
Delegate Expense Allowance	-	-	500	0.0%
Staff Continuing Education	-	-	500	0.0%
Pulpit Supply	-	-	800	0.0%
Total Professional Expense	23.75	33.15	3,100	1.1%
Staff Salaries				
Custodian Salary	2,705.42	5,410.84	32,465	16.7%
Organist	1,231.76	2,463.52	14,781	16.7%

First Congregational Church Waterloo, Iowa	February General Budget	Year to Date 2022	Annual Budget	Percent of Budget
Director of Music	1,082.26	2,164.52	12,987	16.7%
Total Staff Salaries	5,019.44	10,038.88	60,233	16.7%
Office & Administration				
Office Manager	3,288.26	6,576.52	39,459	16.7%
Office Supplies/Expenses	435.51	525.17	4,000	13.1%
Office Equipment/Maint.	495.65	643.31	3,500	18.4%
Postage	448.00	448.00	2,200	20.4%
Advertising	16.04	32.08	240	13.4%
Social Security (7.65%)	748.76	1,531.21	9,202	16.6%
Van Expense	-	-	200	0.0%
Capital Account	-	-	4,000	0.0%
Stewardship	-	-	200	0.0%
SIMPLE IRA Employer Match	236.96	473.92	1,833	25.9%
Transitions / Search Exp.	-	-	2,000	0.0%
Total Office & Administration	5,669.18	10,230.21	66,834	15.3%
Total Board of Trustees	21,041.67	40,960.83	255,669	16.0%
Board of Spiritual Life & Care (Deacons)				
Altar Care	-	-	150	0.0%
Flowers	-	-	150	0.0%
Dinners and Receptions	-	-	400	0.0%
Christmas Decorations	-	-	200	0.0%
C.U.E. Seminary Support	-	-	3,500	0.0%
Evangelism	-	-	50	0.0%
Total Diaconate	-	-	4,450	0.0%
Board Of Physical Resources (Building & Grounds)				
Utilities:				
MidAmerican	1,603.00	2,830.00	17,500	16.2%
Phones / Internet	176.33	427.66	2,500	17.1%
Waste Disposal	97.07	194.14	1,180	16.5%
Water Works	-	-	7,000	0.0%
Total Utilities	1,876.40	3,451.80	28,180	12.2%
Maintenance	205.95	673.96	40,000	1.7%
Maintenance Grin & Grow	1,958.94	1,958.94	1,000	195.9% * Classroom Floor Replaced
Insurance	4,362.50	4,362.50	18,500	23.6%
Custodial Supplies	-	43.89	2,000	2.2%
Total Building & Grounds	8,403.79	10,491.09	89,680	11.7%
Board of Spiritual Growth & Programs (Religious Education)				
Curriculum	-	-	400	0.0%
Supplemental Materials	-	-	100	0.0%
Equipment Maintenance	-	-	150	0.0%
Children's Fellowship	-	-	500	0.0%
Youth Fellowship	-	-	900	0.0%
Young Adults	-	-	200	0.0%
Childcare Salary	-	-	1,500	0.0%

First Congregational Church Waterloo, Iowa	February General Budget	Year to Date 2022	Annual Budget	Percent of Budget
Adult Education	-	-	200	0.0%
Special Events	-	-	1,500	0.0%
Summer Programming	-	-	500	0.0%
Library - Books/Periodicals	-	13.65	360	3.8%
Total Religious Education	-	13.65	6,310	0.2%
Board of Creative Ministries (Fine Arts)				
Section Leaders	-	440.00	15,000	2.9%
Guest Musicians	-	75.00	1,000	7.5%
Instrument Maintenance	1,030.00	1,094.19	2,500	43.8% * Organ Tuned
Program Materials	-	-	750	0.0%
Choir Robe Cleaning	-	-	150	0.0%
Copyright License	-	-	700	0.0%
Memberships & Assc	-	-	250	0.0%
Reception Supplies	-	-	300	0.0%
Total Fine Arts	1,030.00	1,609.19	20,650	7.8%
Board of Social Causes & Justice (Missions)				
World Mission				
OCWM Basic Support	2,250.00	4,500.00	27,000	16.7%
Sunday School Mission Project	-	-	200	0.0%
Regional Mission				
Association Dues	-	-	700	0.0%
Delegate Expense	-	-	200	0.0%
Adopt-a-Cabin	-	-	100	0.0%
Local Mission				
Community Mission	-	-	2,000	0.0%
Community Meals	-	-	1,000	0.0%
Partners-in-Education	-	-	500	0.0%
Church Row Partnership	-	-	50	0.0%
Total Missions	2,250.00	4,500.00	31,750	14.2%
Total Expenses	32,725.46	57,574.76	408,509	14.1%
Net Income	(24,718.76)	(10,970.50)	331	

Cash Balance - General Acct	Month	YTD
Beginning Cash Balance	51,333.99	63,041.96
Net Income	(24,718.76)	(10,970.50)
Taxes Withheld (Inc)	-	-
Income from Previous years	-	(13,000.00)
Advance Pledge 2022	-	(12,456.23)
Ending Cash Balance	26,615.23	26,615.23