



## First Congregational United Church of Christ

Board of Trustees  
October 12, 2021 6:00 PM

### Call to Order

### Reflection

### Previous Minutes

### Treasurer Report

### Staff Reports

Music Director  
Youth Director  
Office Manager  
Senior Minister

Hoekstra, Anne  
Myers, Bret  
Jorgensen, Keith  
Allbaugh, David

Overton, Luke  
Greene, Abbie  
Wolfe, Michelle  
Myers, Bret

### Summaries/Highlights

#### Boards: Goals for 2021/2022—Connection and Engagement

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:

Endowment  
Memorial Committee  
Nominating Committee  
Grin & Grow  
Love Inc  
Pandemic Reopening Committee  
Stewardship

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

### Old Business

Grin & Grow contract renewal

### New Business

Update on call process with Rev. Myers; Staff performance reviews  
Bank Resolution

Allbaugh, David

### Adjournment

Next Common Meeting  
Next Trustees Meeting

November 9, 2021 7:00 PM  
December 14, 2021 6:00 PM

Present: Moderator Anne Hoekstra, Diane Highnam, Tim Ahrens, Bonnie Rickert, Kay Thuesen, Craig Driver, Laurie Allbaugh, Lauren Reisinger, Paul Greene, Jim Stevenson, Gina Greene, and Keith Jorgensen.  
Staff: Rev. Bret Myers, Michelle Wolfe, Abbie Greene, and Luke Overton.

Moderator Hoekstra called the meeting to order at 6:00 PM using ZOOM technology. Rev. Myers shared a conversation he had with Hildegard Larsen just prior to a scheduled surgery for her for our moments of Reflection.

**Motion:** To approve the minutes of the May 11, 2021 meeting. **Paul Greene / Kay Thuesen / Carried**

**Treasurer's Report:** Treasurer David Allbaugh was not present for the meeting. However, he did submit a written report, which is attached. There were no questions for Office Manager Wolfe, who was available for such. In general, the report indicated the operating budget is in good order. Particular note was made that as of July 1, 2021, Church funds previously managed by the Endowment Committee for Memorial and Capital accounts were withdrawn and an Agency Account owned by the church was created outside the Endowment Fund. See the report for full details.

**Motion:** To approve the Treasurer's report. **Jim Stevenson / Laurie Allbaugh / Carried**

#### **Staff Reports:**

**Music Director:** See attached written report. Luke Overton noted that fall activities are still a work in progress.

**Youth Director:** See attached written report. Abbie Greene noted that Sunday School materials have been ordered and stressed the need for teachers. Moderator Hoekstra thanked Abbie for her work in our church website.

**Office Manager:** See attached written report. Michelle Wolfe had no additions; however, she noted the new church directory is completed and over 75 have been picked up.

**Senior Minister:** Rev. Myers offered several points for his report. He feels the outside worship services have gone well. A Tri-Conference meeting was held recently in electronic format and went well. However, it was noted that a lack of official delegates did prevent voting on issues. The history of the church timeline project is nearly complete and he would like a small volunteer committee to be formed to finalize, analyze and present the results to the membership to give guidance moving forward. He feels the committee could complete the work in two weeks or less. He shared that he had done a graveside service for Sally Walker and an in-church memorial service for Donna Sheridan. He has become a part of a couple of Cedar Valley ministerial groups recently. With COVID issues occurring within the church building recently, he has provided staff with instructions to safely deal with the issue. Rev. Myers closed his report sharing he had invited area ministers and anyone else interested with a "Douglas Fredrick" speech event, however, a low response prevented the project from happening.

#### **Board Reports:**

**Social Causes and Justice:** See attached written report. Laurie Allbaugh added that she be notified of any other events of interest upcoming. Diane Highnam added she would be looking for up to 50 members willing to join Crop Walk. Tim Ahrens shared that Community Meal are on hold and would be a month-to-month decision.

**Creative Ministries:** See attached written report. Paul Greene shared the Ayanna Gregory presentation scheduled for September 11 has been placed on hold but was hopeful it could be postponed and still held in our sanctuary, given the historical significances.

**Spiritual Growth and Programs:** See attached written report. Tim Ahrens reported Rally Day is being planned with the usual food and games in an outside setting.

**Physical Resources:** Moderator Hoekstra reported we have received the insurance check for the water damage earlier this year and repairs will now be scheduled.

**Spiritual Life and Care:** See attached written report. Gina Greene reported on the loss of several members of the committee. The Nominating Committee will aid in recruiting additional members for the committee. The Deacon In Charge function will begin in September.

#### **Committees:**

**Endowment:** See attached written report. Jim Stevenson reviewed his report, noting the Endowment Fund balance is on target to reach its original donation corpus amount in January of 2022. See the report for full details.

**Grin and Grow:** Moderator Hoekstra reported grants have been received for relocating the playground equipment. She shared that staff is short with recruiting efforts under way. COVID issues have required closing the upstairs rooms for the moment. A recent DHS inspection went well.

**Love Inc:** Kay Thuesen reported a change in top leadership for the organization. Our church website was made available for donations to the organization.

**Reopening Committee:** See attached written report. Tim Ahrens reported they are meeting on a regular basis and monitoring the COVID situation in Black Hawk County. It will be no indoor church services for the time being.

Old Business:

None

New Business:

None

Moderator Hoekstra opened a conversation on the “energy level” within the church. COVID has challenged us to maintain our energy level and boards and committees need to maintain contact with members to aid in the effort. When possible, in person meeting of small groups are encouraged.

Meeting Adjourned.

Respectfully submitted,  
Keith Jorgensen, Clerk

## **Treasurer's Report for 12 Oct 21 Trustee Meeting**

At the end of September, our Church Operating Budget performance is good. We are 75 percent of the way through the year. Our total income is at 66 percent of budget, and our total expenses are at 63 percent. Current Pledge income is at 76 percent, so members are doing a good job of keeping their pledge payments up to date. Expenses are under budget because maintenance costs and all Board spending are under budget. Regarding the endowment, we have not yet withdrawn the third Memorial Pledge disbursement, and of the \$35,500 of income budgeted as subsidies, we have withdrawn only \$600. Water rates have increased, so we will be overbudget there, and reports are that natural gas will be much more expensive this Winter, so we may be overbudget there also at the end of the year. We ended the month with \$56,662 in our operating account, so may need to make the final Memorial Pledge disbursement if pledge payments are slow this month.

Regarding status of the Organ Capital Campaign, we had 41 members pledge a total of \$90,651 and at the end of September, 19 members have completed their pledge payments. A total of \$38,625 remains to be paid by December 2023.

Later this month we will officially start our Stewardship Campaign for 2022. Both Anne Hoekstra and Bret will send letters to members, Bret will include stewardship in services, and Kay Thuesen will work with at-large members of the Trustees to provide member input in our services. I will work with Staff and Board Chairs to develop the expense budget for 2022. After completion of the Stewardship Campaign, we will all work together to reconcile income with expenses and finalize the recommended budget I will present in our Annual Meeting.

After the Church received notice from US Bank that their office on Cedar St. in Waterloo was closing and we had to empty our safety deposit box, the Executive Committee approved the recommendation of the Office Manager and Treasurer to move the lock box, six checking accounts, and a credit card account from US Bank to Community Bank & Trust. This activity is currently in process. As part of this move, the Trustees will be asked to approve a Resolution formally giving the Executive authority to make these changes.

Dave Allbaugh  
Treasurer

### **Banking Resolution First Congregational Church of Waterloo, Iowa October 12, 2021**

The board of Trustees of the First Congregational Church of Waterloo, Iowa resolves that the Church's Executive Committee has the authority to approve the following Church banking activities:

- Establish and close checking and savings accounts needed to support Church business.
- Establish and close credit card accounts needed to support Church business.
- Rent safety deposit boxes needed to support Church business.

Results of all such activities shall be reported to the Board of Trustees in a timely manner.

# Youth Director Report

Board of Trustees Meeting - October 12th, 2021

## Past (September)

- Children's messages weekly for worship
- Weekly Youth Group (outside, masked)
- Working on SafeChurch Policies and Procedures
- Sunday School initiated
- Building connections at ThreeHouse (young adults and ministry partners)

## Present (October)

- Children's messages weekly for worship
- Weekly Youth Group on Wednesday evenings (inside, masked)
- Working on SafeChurch Policies and Procedures
- Networking with colleagues and peers in my field
- Continuing Education Ministry Summit at ThreeHouse
- Sunday School taking place during service
- Pizza party being planned for high schoolers, but difficulty scheduling due to sports, work, and other extracurriculars
- Halloween Trunk or Treat

## Future (November and December)

- Continuing weekly Youth Group (inside, masked)
- Continuing children's messages weekly for worship
- Continuing Sunday School
- Office hours Monday, Tuesday, and Thursday 1pm-5pm (Covid-dependent)
- Advent education and Christmas programming
- Safe Zone Ally Training
- I will be away November 2nd-9th

*Respectfully submitted,*  
*Abbie Greene*

## **Music Director Report**

In the time period since my previous music director report, we have transitioned back to providing music in services each Sunday. We have resumed our rehearsal schedule, meeting with Bell Choir and Chancel Choir each Thursday evening at 5:15pm and 7:00pm respectively. We have ordered singing masks and moved our rehearsal space to the sanctuary for increased distancing during our singing.

We have worked out an outdoor arrangement for singing during this period where we are meeting out in the parking lot that works to support the choir and the piano. We have been in discussions with Anne Hoekstra, Rev. Myers and others to figure out the best practices for transitioning back into the sanctuary when the weather moves us in. Bell Choir is awaiting the return to the sanctuary to begin ringing preludes again. The outdoor environment and amount of bells, tables, pads, and other materials to move is not conducive to moving outside. We look forward to our ability to return to worship services in the future!

Beyond our regular service contributions, we are working on a Thanksgiving and Christmas “concert” to provide in the weeks surrounding those holiday periods. UNI Women’s Chorus is also on our schedule to return to offering their winter concert in our sanctuary.

As always, I will continue to monitor information and best practices that is released to the performing arts communities and will continue to update everyone as new information is made available to us.

Respectfully submitted, Luke Overton

## **Social Causes and Justice Board Report**

Meals on wheels have been delivered 4 times in August and September by 8 church members. FCUCC had a group of 12 participants for the Crop walk in September with \$1,000.00 in contributions going to the Northeast Iowa Food Bank and Church World Service to relieve hunger everywhere.

Other opportunities to support a variety of local organizations have been highlighted in Tidings, including Love INC, Habitat for Humanity and House of Hope. We look forward to more of our congregation explaining what inspires mission for them.

As always, we welcome more suggestions, participants and members! We will be meeting to prepare our goals for next year.

Respectfully submitted,  
Laurie Allbaugh

## **B.O.T. Spiritual Growth and Programs**

We are currently discussing our annual Fall Festival set for Halloween and Fall and Winter programing, our actual Board meeting is set for Sunday October 10<sup>th</sup>. after Church service. No exact plans have been made as of this writing. I will provide a verbal report on Tuesday.

Respectfully Submitted,  
Tim Ahrens

## **Reopening Committee Report**

Our committee continues to meet regularly on Tuesday mornings, reviewing the Black Hawk Co. Health Dept. website, national statistics and local medical professionals. As of this writing the 14-day average positivity rate is 9.9%. We have discussed our congregation not being the general public of which these statistics are based. With the majority of our congregation being vaccinated and continuing to follow our mitigation policies of masking and distancing, we are recommending to return to indoor worship once the weather prevents us from being outside.

Respectfully submitted,  
Tim Ahrens

Committee members; Tim Ahrens, Greg Hoekstra, Beth Lauterbach, Dave Panicucci

## **Endowment Committee**

### **Status**

No change in status since the August 10 Board of Trustees meeting

Disbursements since the last Board of Trustees' Meeting on May 11, 2021 were:

No disbursements have been made since the August 10 meeting.

No gifts or bequests were received thus far in 2021.

### **Guidance**

The Endowment Committee will meet on October 19, 2021 to review fund performance and other matters.

For the Endowment Committee,  
Jim Stevenson, Chair

## G&G Liaison Report

1. The Center is doing well. Families are continuing to be served and our last State inspection was a substantial improvement over previous ones.
2. G&G is not at capacity because they have trouble hiring enough staff to keep staff/child ratios. Staff turnover is approximately 40%, which is typical in this particular labor market. Some is due to the demographics of the child care labor force but much owes to low wage offerings.
3. G&G recently implemented a plan to deal with this problem:
  1. raised wages to compete better with competition from other markets (ie., convenience stores)
  2. offered a health care package
  3. improved working conditions
  4. makes offers to supplement costs of educational opportunities
  5. G&G has four new hires this month.
1. G&G did not receive the grant they applied for to build a new playground. They are exploring other options.
2. G&G has some building issues:
  1. There are several floor tiles in the 3 YO classroom that have come loose close to the entrance to that room. They are asbestos tiles. The church has been asked to repair this problem. There is apparently an issue regarding whose responsibility it is to pay for this.
  2. There has been frequent water on the floor of both upstairs and downstairs restrooms over a period of months. It may be leaks in toilet seals and faucets, or children not being careful and caretakers not mopping up after them. It may be a combination of these things but there have been ongoing discussions about what to do and who should do it. It came to a head last week when a child fell and was injured (not severely). An accident report was filed. An appointment was made for a plumber to visit.
  3. G&G needs an “alert” alarm for the “new” emergency exit on the west side of the building. We need to decide where this alarm should sound (classroom only or the entire Hawkeye alarm system) and whose responsibility it is to install it.
  4. The G&G South Street entrance is under-lit for morning and evening drop-off and pick-up. Kyle is experimenting with directional lighting from inside the structure. G&G may need an outside light at this location.

Cliff Highnam



First Congregational Church Waterloo, Iowa	September General Budget	Year to Date 2021	Annual Budget	Percent of Budget
				75.0%
<b>INCOME</b>				
Offering Income:				
Current Pledges	6,958.33	165,141.96	218,417	75.6%
Past Pledges	-	10,150.00	11,500	88.3%
Memorial Pledges	-	47,302.66	70,954	66.7%
Non-Pledges	200.00	19,521.34	34,550	56.5%
Loose Offering	5.00	119.00	1,000	11.9%
Total Offering Income	7,163.33	242,234.96	336,421	72.0%
Other Income:				
Rent	1,120.00	9,480.00	12,000	79.0%
Parking Lot & Garbage	-	1,724.10	3,338	51.7%
Miscellaneous Income	-	-	250	0.0%
Facilities Maintenance Subsidy	-	-	25,000	0.0%
Capital Fund Subsidy	-	-	3,000	0.0%
Section Leader Subsidy	-	600.00	7,500	8.0%
Total Other Income	1,120.00	11,804.10	51,088	23.1%
Total Income	8,283.33	254,039.06	387,509	65.6%
<b>EXPENSE</b>				
Board of Trustees				
Pastor				
Salary	4,726.76	42,540.84	56,721	75.0%
Housing Allowance	1,403.16	12,628.44	16,838	75.0%
Annuity	858.25	7,724.25	10,299	75.0%
Health Insurance	1,014.50	9,230.50	11,710	78.8%
SS & Medicare Offset	469.00	4,221.00	5,628	75.0%
Disability Insurance	91.95	827.55	1,104	75.0%
Continuing Education	-	378.61	1,000	37.9%
Total Senior Minister	8,563.62	77,551.19	103,300	75.1%
Youth Director				
Salary	1,666.66	14,999.94	20,000	75.0%
Continuing Education	-	-	450	0.0%
Total Youth Director	1,666.66	14,999.94	20,450	73.3%
Professional Expense				
Senior Pastor Expense Allowance	-	863.30	1,000	86.3% Includes 2020 Expense of \$374
Youth Director Expense Allowance	-	-	300	0.0%
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	-	863.30	3,600	24.0%
Staff Salaries				
Director of Music	1,050.66	9,455.94	12,608	75.0%
Organist	1,195.84	10,762.56	14,350	75.0%
Custodian	2,626.58	23,639.22	31,519	75.0%

First Congregational Church Waterloo, Iowa	September General Budget	Year to Date 2021	Annual Budget	Percent of Budget
Total Staff Salaries	4,873.08	43,857.72	58,477	75.0%
Office & Administration				
Office Manager	3,192.42	27,931.80	35,109	79.6%
Office Supplies/Expenses	97.48	2,019.03	4,000	50.5%
Internet	117.13	1,157.23	1,700	68.1%
Office Equipment/Maint.	-	2,437.87	3,500	69.7%
Postage	-	1,822.40	2,800	65.1%
Advertising	16.04	144.36	400	36.1%
Social Security (7.65%)	842.76	6,762.71	8,690	77.8%
Van Expense	-	97.72	300	32.6%
Capital Account	-	-	4,000	0.0%
Stewardship	-	-	200	0.0%
COVID Related Expenses	-	-	200	0.0%
Simple IRA Employer Match	235.88	886.11	-	-
Total Office & Administration	4,501.71	43,259.23	60,899	71.0%
Total Board of Trustees	19,605.07	180,531.38	246,726	73.2%
Board of Spiritual Life & Care (Deacons)				
Altar Care	-	398.10	150	265.4% * New Altar Candles
Flowers	-	-	150	0.0%
Dinners and Receptions	-	-	390	0.0%
Christmas Decorations	-	-	50	0.0%
C.U.E. Seminary Support	-	1,750.00	3,500	50.0%
Evangelism	-	-	50	0.0%
Total Diaconate	-	2,148.10	4,290	50.1%
Board Of Physical Resources (Building & Grounds)				
Utilities:				
MidAmerican	1,227.00	10,838.00	16,100	67.3%
Phones	79.47	709.16	900	78.8%
Waste Disposal	97.07	873.63	1,180	74.0%
Water Works	3,594.17	5,280.30	5,000	105.6%
Total Utilities	4,997.71	17,701.09	23,180	76.4%
Maintenance	174.75	4,381.54	40,000	11.0%
Maintenance Grin & Grow	-	-	1,000	0.0%
Insurance	-	7,850.50	15,000	52.3%
Custodial Supplies	14.50	757.44	2,000	37.9%
Total Building & Grounds	5,186.96	30,690.57	81,180	37.8%
Board of Spiritual Growth & Programs (Religious Education)				
Curriculum	-	355.50	400	88.9%
Supplemental Materials	-	-	100	0.0%
Equipment Maintenance	-	32.09	150	21.4%
Children's Fellowship	-	139.79	500	28.0%
Youth Fellowship	45.73	299.00	900	33.2%
Young Adults	-	-	200	0.0%
Childcare Salary	60.00	220.00	825	26.7%
Adult Education	-	-	200	0.0%

First Congregational Church Waterloo, Iowa	September General Budget	Year to Date 2021	Annual Budget	Percent of Budget
Special Events	-	31.15	1,500	2.1%
Summer Programming	50.00	101.80	500	20.4%
Library - Books/Periodicals	-	29.75	360	8.3%
<b>Total Religious Education</b>	<b>155.73</b>	<b>1,209.08</b>	<b>5,635</b>	<b>21.5%</b>
<b>Board of Creative Ministries (Fine Arts)</b>				
Section Leaders	1,460.00	2,300.00	7,500	30.7%
Guest Musicians	600.00	650.00	750	86.7%
Instrument Maintenance	26.36	177.22	2,000	8.9%
Program Materials	4.65	193.80	500	38.8%
Choir Robe Cleaning	-	-	150	0.0%
Copyright License	-	405.00	700	57.9%
Memberships & Assc	-	-	230	0.0%
Reception Supplies	-	-	300	0.0%
<b>Total Fine Arts</b>	<b>2,091.01</b>	<b>3,726.02</b>	<b>12,130</b>	<b>30.7%</b>
<b>Board of Social Causes &amp; Justice (Missions)</b>				
<b>World Mission</b>				
OCWM Basic Support	2,750.00	24,750.00	32,000	77.3%
Sunday School Mission Project	-	-	200	0.0%
<b>Regional Mission</b>				
Association Dues	-	-	700	0.0%
Delegate Expense	-	-	200	0.0%
Adopt-a-Cabin	-	-	100	0.0%
<b>Local Mission</b>				
Community Mission	-	-	2,000	0.0%
Community Meals	-	-	1,000	0.0%
Partners-in-Education	-	-	500	0.0%
Church Row Partnership	-	-	50	0.0%
<b>Total Missions</b>	<b>2,750.00</b>	<b>24,750.00</b>	<b>36,750</b>	<b>67.3%</b>
<b>Total Expenses</b>	<b>29,788.77</b>	<b>243,055.15</b>	<b>386,711</b>	<b>62.9%</b>
<b>Net Income</b>	<b>(21,505.44)</b>	<b>10,983.91</b>	<b>798</b>	

Cash Balance - General Acct	Month	YTD
Beginning Cash Balance	77,567.91	70,496.72
Net Income	(21,505.44)	10,983.91
Transition Account Inc		
Taxes Withheld (Inc)	-	-
2021 Donations Rec'd in 2020	600.00	(1,800.00)
Advance Pledge Inc	-	(23,018.16)
<b>Ending Cash Balance</b>	<b>56,662.47</b>	<b>56,662.47</b>