

COUNCIL'S CORNER

December 2018

Growing *The Beloved Community* in South County through service and the creative arts.

- **Beloved Community Arts Center (BCAC)**

- The next BCAC session will be on Saturdays for 10 weeks starting January 26, 2019 and running through March 30. BCAC plans to offer piano classes in addition to guitar, world percussion, and singing. An Open House will be held on December 15, 2018. BCAC mentors and staff will show children and families what classes will be offered and accept registrations.

- **Highlights of the Congregational Meeting November 11, 2018**

- Minutes of January 28, 2018 Congregational meeting were approved.
- 2019 Council members were elected
 - President Ed Merrell (2nd two-year term)
 - 2nd Vice President Open
 - Treasurer Janel Jannusch (1st two-year term)
 - Community Connections Catherine Holmes (1st two-year term)
 - Stewardship Joyce Gray (2nd two-year term)
 - Worship & Music Elinor Martin (1st two-year term)
- The Congregation authorized Council to appoint a 2nd Vice President for a 2-year term with the appointee to be ratified by the Congregation at the January 2019 Congregational Meeting.
- Capital Campaign proposal – There was a lot of discussion after the motion was made and seconded. The voice vote result was not clear. The written ballot vote was 35 Yes votes and 22 No votes. The motion carried.
- Pastoral Intern proposal – The motion carried.

- **Information in response to questions raised about the Capital Campaign**

- Why hire a consultant for a Capital Campaign? Advent's experience and that of other churches is that consultants provide leadership and organizational skills for a capital campaign that are rarely available or sustainable within a congregation. Members of Council contacted two organizations: TAG Consulting and the ELCA. Council selected TAG Consulting as the first choice because they know Advent well from having led our Visioning and Strategic Planning work begun in 2015. TAG's capital campaign consultants have typically enabled congregations to reach or nearly reach their target giving compared to other consultants.
- What is TAG's program? The consultant roles include advisor, coach, facilitator, customizer of capital giving approach, and developer of lay leadership. There are three phases: pre-campaign, campaign, and post-campaign. Pre-campaign includes vision clarification and documentation, creating a campaign calendar, and developing leadership in the congregation. The campaign itself includes lead gifts, discernment and inspiration, and a church-wide launch and commitment. Post-campaign includes fulfillment and follow-up. The consultant would be on-site 10-12 days (about 3 days per month).
- What are the costs for TAG Consulting? The estimated costs are \$30,000-\$34,000 plus travel fees.
- Are there other consultants that Advent could hire? Yes, capital campaign services are offered by Mission Investment Fund (MIF), the organization that holds Advent's mortgage, and by Kairos and Associates that led two of Advent's capital campaigns in the late 1990's. Council will be contacting them about the services they could provide.

- What capital projects are being considered? The major project stems from a previous agreement with the City of Morgan Hill. Other projects could be considered deferred maintenance of our facility.
 - Murphy Frontage Improvement project: Years ago Advent signed an agreement with the City of Morgan Hill to complete frontage improvements (curb, gutter, sidewalks, etc.) when nearby development occurred. The owner of the Busk property between Advent and East Dunne has filed documents to begin development of that land. Two bids have been received for Advent's Murphy Frontage Improvement project: ~\$345,000 and ~\$191,000. These bids do not include related work along Murphy (moving or removing signage, changing landscaping and irrigation, etc.) Donations of ~\$32,000 have been made toward this project.
 - Signage – moving/removing/new: Frontage improvements will require moving or removing signage. If signage is removed, new signs will be needed. We received one bid for a new sign on the building wall ~ \$27,000. We also received one bid to remove and dispose of the double-sided monument sign and the Cross monument sign ~\$9,000. Other bids are being sought.
 - Trash/Recycling enclosure: The current structure is deteriorating and requires people to roll the bins to Murphy Avenue every week for pickup and roll the bins back afterwards. The new design would allow us to use a dumpster for trash and one for clean paper/cardboard. We would continue to use bins for other recycling and yard waste/compost. Recology trucks would drive to the Trash/Recycle enclosure and pick up everything right there. The new structure would have a concrete pad and cinderblock walls with a roof. A section of the asphalt driveway adjacent to the Trash/Recycling enclosure would be replaced with concrete to support the weight of Recology trucks. This project also includes replacing the sidewalk along the building by Pastor and Kyle's offices that is a tripping hazard. Three bids have been received between ~\$48,000 and ~\$56,000. Some donations have been made toward this project.
 - Audio-visual system upgrade, Sanctuary: Our technology is obsolete and does not provide high quality audio-visual for worship and other events, such as concerts. Three bids have been received between ~\$12,000 and ~\$44,000.
 - Repaint church exterior: In addition to repainting, several beam-ends are deteriorating from exposure to the weather. Two bids for repainting the exterior have been received, ~\$22,000 and ~\$27,000.
 - Strip and refinish 12 oak doors: These exterior doors show considerable wear since they were installed. One bid of ~\$8,000.00 was received for this work.
 - Replace HVAC units in rooms 1 & 2: These HVAC units are aging and have required several service calls to repair problems. A verbal estimate of ~\$6000 per unit was provided.
 - Other projects that have been mentioned include retrofit parking lot and driveway lights with LED's, replace courtyard lights with LED fixtures, repaint church interior, replace ceiling tiles in rooms 1 & 2, and any expenses if Advent decides to change it's identity. No bids have been requested for these projects yet.
- What is the recent history of pledges (financial commitments) to Advent?
 - For 2018, there are 58 pledges to the General Fund for a total of ~\$221,000 and 42 pledges to the Mortgage Fund for a total of ~\$71,000.
 - For 2019, as of November 26, 2018, there are 51 pledges to the General Fund for a total of ~\$197,000 and 37 pledges to the Mortgage Fund for a total of ~\$60,000.
- What is Advent doing to generate more income? In April, Council approved an updated Facility Use Request Form and Facility Use Fee Schedule. Existing users were asked to increase their

fee payments to reach the updated fee amounts. The new fee schedule is presented to new groups who submit facility use requests. Advent recently posted a “space for rent” notice on Craig’s List.

- How many people are on Advent’s payroll? There are 12, as follows. Full time: Pastor Anita, and Kyle J. Part time: Sherry Q., Eileen A., Andoni B., Pastor Lee, Judith D., Helen C., and Ernestina A. Occasional: Dottie E., Carrie M., and Bailey C.

If you have further questions or comments about the Capital Campaign, please contact a Council member or Pastor Anita.

- **Selected highlights from recent Council and Executive committee business**

- By consensus, Exec approved Facility Use Requests by Bay Bells for a Christmas hand bell concert on Sunday, December 16 and rehearsal on Sunday, November 25; by MHPCNS for their 50th Anniversary Dinner on Saturday, March 30, 2019; and by MHPCNS for the Boy Scouts Ship of Christmas on Thursday, December 6.
- It was moved and seconded to approve the following Facility Use Requests by NorCal Music:
 - Chamber Project, January 16 – March 22, 2019. Exec included the additional space and \$100 use fee required for their concert on March 22.
 - Music Festival, May 17 – June 10, 2019, Exec accepted their use fee offer of \$3000.
 - Four benefit concerts & receptions on Sundays (January 27, February 24, March 31, April 28) provided that the wine reception proceeds benefit BCAC.

The motion carried.

- It was moved and seconded to allow the congregational team who wants to provide Thanksgiving Day dinner at the church for the families of the Safe Car Park community on Wednesday and/or Thursday of Thanksgiving week be allowed to do so. The motion carried.
- As of the Council meeting on November 27, no candidate for 2nd Vice President had agreed to serve. Council does not meet again until January 22. Exec meets on December 10 and January 14. It was moved and seconded by Council to authorize the Executive committee to appoint a 2nd Vice President. If a candidate is appointed by Exec, that action is subject to review by Council and will be presented for ratification at the January 27 Congregational meeting. The motion carried.
- It was moved and seconded to accept the updated Council job descriptions for Financial Secretary, Treasurer, and Community Connections. The motion carried.
- By consensus, the next Congregational meeting date was set for Sunday, January 27, 2019.
- It was moved and seconded to approve the 2019 Council and Executive committee meeting date calendar. The motion carried.
- It was moved and seconded to authorize Pastor Anita to complete the Pastoral Intern application stating that Advent intends to seek a Pastoral Intern with the provision that Advent is able to obtain affordable housing. The motion carried.

- **Selected highlights from some recent Council committee reports**

- **Community Connections (Marcia N. chair):** Following the Ingathering on October 13, Sew Seeds resumed work on quilts and kits for the coming year. Food & Fellowship tentatively set their annual winter party for January 20, 2019. Pastoral Partners met on November 26. Reach Out food pantry is asking for holiday food this month. The second part of the 4th quarter mission is the Safe Car Park held at the Morgan Hill Bible Church. Advent volunteered to provide Christmas gifts for the residents of the Safe Car Park. Cheryl F. is leading this project.
- **Communications (Lynn A. chair):** A Council Conversation on January 13, 2019 will present information about the identity/rebranding survey. All are invited to learn and share their ideas. The technology is in place to record Pastor Anita’s sermons so they can be put on our website!

- **Faith Development (Kris A. chair):** More volunteers are needed for Children’s Time (CT); Kris will be recruiting, but you can step forward! Advent was not able to have youth participate in the Junior High Retreat at Mt. Cross due to lack of chaperones who have completed Safe Community Training. Another opportunity to serve! Kris plans to have children take a bigger role volunteering during services in December to shift their focus from presents to service. Families she spoke to were supportive.
- **Operations (Carrie M. chair):** Fall Work Day was held on November 10; windows were washed and dusting was done. Thanks to Sherry & Arne K., Sherry Q., Daniel C. for their work. A janitorial cart was purchased with funds from recycling. Thanks to all who recycle here at Advent! Repairs to irrigation and a restroom faucet were completed.
- **Stewardship (Joyce G. chair):** Committee members are writing “Thank you” notes to those who submitted commitment cards for the Fall Stewardship program. Simply Giving participants are encouraged to consider submitting commitment cards as well. The Committee is considering reaching out to those involved in BCAC and those who attended concerts at Advent and inviting them to support Advent at year-end.

- **Updates on some Council Action Items.**

Item Description	Responsible group & person	Status
Provide safety and first aid training to staff & Altar Guild	Staff - Sherry Exec - Ed	In progress - anticipate training in Jan. 2019, plan to invite MHPCNS & BCAC to participate
Anti-racism training	SCORE: Janel Council to support	Initial 1-day workshop completed & Council retreat follow-up completed. Next steps to be determined.
Reconciling In Christ (RIC)	Faith Devel - Kris Exec – Pete	In progress - leaders are seeking to add new committee members & discerning how to present the concept to the congregation in 2019
Volunteer Management System (VMS)	Communications - Lynn	In progress - "WhenToHelp" being used, needs BCAC coordinator
Growing Young focus shifted to Children's time during worship. Previous Growing Young volunteers: Margie S., Jacqui K., Daniel C.	Faith Development - Kris	In progress
Refresh Advent welcoming experience	SCORE:Engagement - Mark Worship & Music Communications – Lynn	In progress - Worship & Music and Communications to engage
Explore using Dropbox.com for Advent's policies & procedures	Exec - Ed Communications – Lynn	Completed (11/27/18); Dropbox.com and Box.com being used.

Develop strategy to implement the vision of Beloved Community Arts Center (BCAC)	SCORE: Kris, Janel Exec: Pastor, Ed Staff: Kyle Community members: Voices, Learning & Loving Center	Completed (11/27/18) ; BCAC 1 st session completed Oct. 2018. Co-development team planning next session to start Jan. 26, 2019.
Examine Advent archives; use ELCA record retention guidelines to assist in determining what must be retained and what can be securely discarded.	Communications - Lynn	In progress
Update Financial Secretary job description to define the responsibilities of this role and the role of the Assistant Financial Secretary	Financial Secretary - David Personnel Cmte - Brad	Completed (11/27/18) ; updated description accepted by Council.
Review and update Treasurer job description. Review and update Bookkeeper job description; define titles and responsibilities for both internal and external bookkeeping roles.	Treasurer - Norm Personnel Cmte - Brad	Completed (11/27/18) ; updated description accepted by Council.

Guests are always welcome at Council and Executive committee meetings held in the Berkland Fellowship Hall. Executive committee meets on the 2nd Monday of each month. Council meets on the 4th Tuesday of the month. All meetings start at 7:00 PM. (Meetings are on the Advent's website calendar, <http://advent-lutheran.org/advent-master-calendar/>).

Your 2018 Council roster:

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|---|----------------------------------|
| • Ed M., President | Kris A., Faith Development |
| • Brad B., 1 st Vice President | Lynn A., Communications |
| • Jacqui K., 2 nd Vice President | Marcia N., Community Connections |
| • David C., Financial Secretary | Carrie M., Operations |
| • Peter McE., Secretary | Joyce G., Stewardship |
| • Norm O., Treasurer | Valerie S., Worship & Music |

Respectfully submitted, Ed M.