

Council Minutes  
New Hampshire Conference United Church of Christ  
January 17, 2008

Present: Michelle Bagby Allen, Sandy Alley, Winn Alley, Fred Atwood-Lyons, Doug Brenner, Jim Christensen, Don Clarke, Diane Durgin, Luther Durgin, Gray Fitzgerald, Margi Galabrun, Bill Hoysradt, Andy Jepson, Carolyn Keilig, Joyce Lovejoy, Peter Lovejoy, Wayne Martin, Beth Martindale, Deb Moore, Cindy Naiditch, David Richardson, Gary Schulte, John Tostenson, Art Urie, Carl Vitters

Les Norman called the meeting to order at 4:00 p.m. Opening devotions were offered by Joyce Lovejoy.

Minutes of the November meeting were approved.

Closing Report of the Transitional Associate Conference Minister – Andy Jepson

Following her report Andy received a standing ovation in appreciation of her ministry with us. After entertaining questions and much discussion, it was agreed that Andy's report would be made available on a wider basis inviting discussion at the local level. Luther Durgin reported that the Personnel Committee had an exit interview with Andy the notes of which are in Andy's personnel file and were shared with Gary.

Annual Planning Committee – Michelle Bagby Allen reported that the number of members on the committee was diminishing; there have been three resignations. The dates for the 2008 annual meeting are June 13 & 14<sup>th</sup> at Brewster Academy in Wolfeboro. Theme for the meeting is Sanctuary – Living into the Image of God. Featured presenters are Kim & Reggie Harris (storyteller and musician) and Rev. Martin Copenhaver. Worship will be a central focus of the meeting with the intentional planning of sanctuary times; a renewal time for spirits as well as work MOVED by Michelle Bagby Allen; SECONDED by Carolyn Keilig for the above to take place. MOTION APPROVED.

Michelle explained that the committee is visioning a change of venue and time for the 2009 annual meeting to accommodate the needs of those with disabilities; family plans around graduation, weddings, etc; and the technological needs of the conference event. The cost for the event would be higher than the cost we experience with Brewster Academy. Location and dates need to be made available at the June meeting.

The committee plans the same process and format for resolutions as was followed at the 2007 annual meeting.

Budget and Finance – Carolyn Keilig, Bill Hoysradt

Conference appears to be in the black at the present time with additional income possible from Outdoor Ministries and some restricted funds. Thanks were expressed for income received on a regular basis for OCWM.

Carolyn distributed a process for developing the 2009 budget – “One Church, One Ministry, One Budget.” A trained facilitator from beyond the New Hampshire Conference would lead the committee through the process.

Boards/committees/expense centers are asked to choose a representative to attend the budget conversation and discernment process on April 5. It is further requested that the Commission for Congregational Life, the Commission for Witness and Action and the Outdoor Ministries Board send 2 representatives. A March 10<sup>th</sup> deadline was proposed by which all of the above should submit a proposed budget for 2009. The goal for April 5 is to ‘engage in a broad and open discussion about the mission and work of the Conference, to the end that a budget can be developed.

Resolution of the Council of the New Hampshire Conference United Church of Christ, January 17, 2008 to allow amendment of the Citizen Loan Agreement-

Presented by Bill Hoysradt:

Resolved that the following people are authorized to negotiate and accept on behalf of the New Hampshire Conference United Church of Christ new or amended terms regarding the \$100,000.00 line of credit from Citizens Bank:

Rev. Gary Schulte, Conference Minister

Cindy Naiditch, Conference Treasurer

William Hoysradt, Finance Officer

Also, the people listed are authorized to draw on the line of credit for deposit in the Conference’s operating account at Citizens Bank and to transfer money from the checking account to pay down the line of credit.

MOVED by Carolyn Keilig SECONDED by Winn Alley MOTION APPROVED

Discussion took place regarding the reimbursement for gas and travel expenses at .14 a mile plus tolls [not a well known opportunity]. MOTION by Art Urie to dispense with the practice SECONDED by Peter Lovejoy. Following discussion MOTION WAS NOT APPROVED.

MOTION by Jim Christensen to reinstitute the former practice of reimbursing mileage and expenses for conference meetings SECONDED by Doug Brenner  
MOTION APPROVED.

Conference Minister's Report – Gary Schulte

Gary sought the blessing of the council to pursue appointing a ¾ time Interim Associate Conference Minister to 'bridge' the time between the retirement of Andy Jepson and the arrival of a settled ACM.

MOTION by Art Urie SECONDED by John Tostenson to do so in support of the Conference Minister MOTION APPROVED

Gary outlined a process for a nationwide search for a Director of Outdoor Ministries. It was understood when Beth Martindale was hired she would serve in this role for two years. This ends at the conclusion of the October 2008 camping season. Beth is welcome to apply for the position should she choose to.

Gary proposed a DOM search committee consisting of the Conference President, the President-elect, Personnel Committee Chairperson, two representatives of the Outdoor Ministries Board (to be selected by the Board) and the Conference Minister. The Conference Minister would ultimately hire the person selected.

The following tentative timeline was proposed: Appointment of the Search Committee – March/April 2008; preparation for the search and advertisement of the vacancy – May/June 2008; interviews – July/August 2008 [while camp is in session]; selection of DOM and presentation to Conference Council and membership – October 1, 2008. Following discussion about the cost effectiveness of the search process it was agreed that in the best interest of rebuilding trust within the conference our efforts needed to be transparent and process followed.

MOTION by Doug Brenner that a search committee be appointed this night (January 17, 2008), SECONDED by Peter Lovejoy. MOTION APPROVED

The two names of representatives from Outdoor Ministries will be given to Les and Gary.

Conference Minister's Housing

MOTION by Winn Alley SECONDED by Many to allow up to 50% of Gary's total cash salary (for 2008 and future years until specifically amended) be allocated for housing allowance, subject to actual expenses for which Gary can give an accurate accounting in accordance with Section 107 of the IRS code.

MOTION APPROVED

100,000 for Peace – Gray Fitzgerald, representative to the UCC Task Force on Peace with Justice.

Gray gave a history and update about the Pastoral Letter offered by the collegium, conference ministers and UCC seminary presidents.

Members of the task force met recently with Congressman Paul Hodes regarding an Iraqi refugee bill being considered by congress.

Associate Conference Minister Search Committee – Joyce Lovejoy

Joyce Lovejoy reported that the 'Associate Conference Minister Search Committee is pleased to announce that we are prepared to introduce a candidate for the Associate Conference Minister position. However, because of confidentiality issues, we can not release the name at this time. We would like to ask the Council to come together for a special meeting to be introduced to and vote on this candidate 2 weeks from tonight, Thursday, January 31<sup>st</sup>.

MOVED by Joyce "that a special meeting of the New Hampshire Conference Council be held on Thursday, January 31<sup>st</sup> for the purpose of introducing and voting for the candidate for the Associate Conference Minister position at a time to be decided by council". SECONDED by Peter Lovejoy. AMENDMENT to the motion by Art Urie SECONDED by Carolyn Keilig that the time be specified as 4:00 p.m. MOTION APPROVED

Planning and Evaluation Committee – Self Evaluation Questions – Joyce Lovejoy

Handout for committees and groups to use as a guide to reflect upon the committee/groups work and where it might focus in the future was distributed.

A Report was given by the Director of Outdoor Ministries

Faith Formation Update – Les Norman

Les provided an update on the committee's most recent meeting which included a presentation by Elsa Marshall from the Massachusetts Conference, also serving as the New England Representative for education in the UCC about 'best practices and communities of practice'. Next steps would be developing a vision for faith formation and to begin gathering data as to what best practices are happening in faith formation throughout the conference.

Discussion followed about the criteria, measurement and determination of such. A cautionary note was expressed concerning favoritism and our desire to build trust within the conference. Question to be asked...how does this help people to grow in their relationship with Jesus Christ.

Report from the Stewardship Development Committee – Fred Atwood-Lyons  
Fred shared resources, brochures, information and a calendar of events planned by this committee.

Meeting adjourned at 7:05 p.m. with a prayer offered by Les Norman

New Hampshire Conference Council  
Special Meeting  
January 31, 2008

Present: Sandy Alley, Winn Alley, Fred Atwood-Lyons, J.J. Bodine, Doug Brenner, Patricia DuBois, Diane Durgin, Luther Durgin, Don Goodnow, Margie Galabrun, Doug Hatfield, Bill Hoysradt, Carolyn Keilig, Joyce Lovejoy, Peter Lovejoy, Wayne Martin, Beth Martindale, Deb Moore, Les Norman, Gary Schulte, John Tostenson, Art Urie

Les Norman called the meeting to order at 4:05p.m.

Joyce Lovejoy, chair of the Associate Conference Search Committee presented a chronology and summary of the search committees process and efforts. Sue Farris's assistance was acknowledged in producing a brochure and CD for interested applicants. 21 applications were received, 7 follow-up responses resulted in 1 withdrawal. 3 candidates were interviewed, 2 from beyond New Hampshire.

Joyce introduced Rev. Richard Slater as the unanimous choice of the Associate Conference Search Committee to be presented for vote of the council. Richard led the council in devotions and answered questions from the gathered council members.

Following questions from the council, Joyce MOVED with a SECOND from Peter Lovejoy that 'council move into the call process.' Richard was excused. Following further discussion, Gary asked that those present hold each other accountable to the confidential nature of this process. Any leaks that are discerned need to be brought to the council table and discussed.

Timetable: on February 9<sup>th</sup> /10<sup>th</sup> a letter introducing Richard as our candidate will be mailed from the conference office for intended receipt throughout the conference by 2/10 or 2/11. A calling of the gathered Conference for presentation and vote was proposed for 3/29/2008 at 2:00 p.m. at Brookside Congregational Church.

MOTION to VOTE to present Rev. Richard Slater as our candidate for position of Associate Conference Minister of the New Hampshire Conference United Church of Christ. MOVED by Art Urie SECONDED by Peter Lovejoy.  
16 AFFIRMATIVES, 1 ABSTENTION; VOTE CARRIED to continue the call process.

*Faithfully submitted,  
Deb Moore*

Council Minutes  
New Hampshire Conference, United Church of Christ  
February 21, 2008

Present: Sandy Alley, Winn Alley, Fred Atwood-Lyons, Doug Brenner, Mel Burrowes, Don Clarke, Luther Durgin, Donald Goodnow, Doug Hatfield, Charlie Heslam, Bill Hoystradt, Carolyn Keilig, Joyce Lovejoy, Wayne Martin, Beth Martindale, Jessica McCardle, Deb Moore, Les Norman, David Richardson, Gary Schulte, Carl Vitters, Art Urie

Les Norman called the meeting to order at 4:05 p.m. Wayne Martin shared the opening devotion – ‘The Pilgrim Way,’ by Rudyard Kipling (1890)

Minutes of the monthly January meeting and the special meeting on January 31 were accepted.

Kimberly McKerley reported that in November Of 2005 the conference council authorized the Crosby Scholarship Fund for Theological Education in Zimbabwe A decision was made by the UCC in Zimbabwe to make available scholarship(s) in the amount of \$400 -\$500 which will be managed by United Church Ministries.

Mel Burrowes presented an update on the Media Center. Jean has established hours and will publish them. Work is commencing on cataloguing DVD's; two telephones a day for hours and resources have been reported; the LCD projector has been borrowed twice; a booth was staffed at Prepared to Serve; will do a workshop at annual meeting on 'media in the local church'; exploring ways to get the catalogue on line (a goal by end of 2008). Mel distributed the by-laws and provided historical relationship between the Episcopal diocese and the UCC. Discussion followed Mel's question pertaining to the relationship of the conference and the media center. A needs assessment will take about a year to compile. Looking for people to serve on the Board of Directors, names of which will be brought to council for approval.

Havenwood-Heritage Heights – Charlie Heslam provided a detailed history of the conference relationship with Havenwood –Heritage Heights, a copy of their by-laws, a by-law revision and the resumes of two potential board members for councils approval. MOTION by Doug Hatfield, SECOND by Winn Alley to elect Gary L. Woods and Jonathan Schwartz to the board of directors. MOTION APPROVED. MOTION by Doug Hatfield, SECOND by Winn Alley to 'waive notice of requirement and adopt proposed

amendments for UCC Retirement Community, Inc. as presented.'  
MOTION APPROVED

Budget and Finance – Carolyn Keilig

Letters of invitation are going out regarding the budget event on April 5. worksheets are due March 25. Participants are any boards/committees requesting funds. Time of the April event will be facilitated by Gayle Engel is from 9:30 a.m. to 4:00 p.m. By the end of the day the gathered group will collaborately shape the next year's budget. Each group should send two people prepared to give a 5-7 minute focused presentation on how/what their group does to enhance the ministry of the conference.

Sunset Rule for Committees and Task Forces – Carolyn Keilig

Carolyn posed a question pertaining to Article IV of our bylaws – what is a special committee; have any been established; once established they must terminate 3 years from the date of their creation (this can be extended for 3 years)

Nominating Committee – Art Urie

Presented two policy questions

MOTION by Winn Alley "Allow the Nominating Committee to consider those serving as Alternate General Synod Delegates to fill a position opened when a present delegate cannot attend a session." SECOND by Carolyn Keilig MOTION APPROVED

MOTION by Fred Atwood-Lyons SECOND by Luther Durgin the recommendation "That the Conference Council declares as policy that where the By-laws say 'filled for the remainder of the year' that what was intended was 'filled for the remainder of the term.'" MOTION APPROVED

Conference Minister's Report – Gary Schulte

Gary expressed gratitude to council members for allowing the process of the new Associate Conference Minister to proceed as requested. He is looking forward celebratory event on March 29 at Brookside Congregational Church.

Gary also expressed gratitude for the confidence council members gave him in allowing him to interview and select Bob Curry as Interim Associate Conference Minister.

He is continuing to pursue legal council for the conference

Expressed joy the resulting appeal for Zimbabwe scholarship and the money raised by the Ukama appeal

Noted that Prepared to Serve went extremely well – kudos to Jean Clarke; feels he is in the best conference in the UCC and is 'having fun.'

Discussed sending out the OCWM brochures to local churches

Director of Outdoor Ministries – Beth Martindale gave a report.

Roles and Responsibilities of Outdoor Ministries – Doug Brenner  
Doug presented what was a merger of two documents forming the newly titled 'Roles and Responsibilities of Outdoor Ministers' formulated by Les Norman, Beth Nordbeck, Gary Schulte, Doug Brenner and Beth Martindale. Following discussion - MOTION by Doug Brenner that council accept the document as presented by the subcommittee SECONDED by Art Urie MOTION APPROVED

Director of Outdoor Ministries Search Process – Gary Schulte  
Gary requested the search committee be expanded by two and that the two be female educators; present committee has only one female and prospective Director will encompass education in the role. Suggestion by Wayne Martin that Gary and Les be allowed to appoint two more people to the DOM search committee. APPROVED.

Faith Formation Task Force Update – Les Norman  
Committee is continuing to expand the scope and content of faith formation. A vision statement will be developed; ten people representing the geography of the conference have been invited to be a part of formulating the statement and will meet on March 4.

Annual Meeting Planning Committee – Jessica McCardle  
Met on Feb. 20 in Wolfeboro. Plan to use Anderson Hall for worship and have a tent adjacent to it for displays. Workshops will be held Friday afternoon. 2009 will see a change in venue; change of dates for 2009 are also being considered; representatives of the committee will attend the budget planning meeting. Carl Vitters offered Purity Spring Resort in Madison as a possibility

Following the Closing Prayer the meeting adjourned at 6:55 p.m.

*Faithfully submitted,*

*Deb Moore*

Council Minutes  
New Hampshire Conference, United Church of Christ  
March 27, 2008

Present: Fred Atwood-Lyon, Michelle Bagby Allen, Doug Brenner, J. Bodine, Jim Christensen, Paul Cullity, Bob Curry, Diane Durgin, Luther Durgin, Margi Galabrun, David Goodnow, Doug Hatfield, Bill Hoystradt, Carolyn Keilig, Joyce Lovejoy, Wayne Martin, Deb Moore, Les Norman, Cindy Naiditch, David Richardson, Gary Schulte, Carl Vitters,

The Community Gathers

Les Norman called the meeting to order at 4:00 p.m. and introduced the new agenda format

Bob Curry, Interim Associate Conference Minister was introduced to council members.

The Community Shares It's Story

Gary Schulte led us in devotions and a reflection on where the New Hampshire Conference was walking in what Paul describes in Romans as "the newness of life."

The Community Discerns God's Vision

Minutes of the February 21, 2008 meeting were accepted as amended

*Budget and Finance* – Carolyn Keilig reported on the new steps in the budget process. Requested that budget numbers be turned in or phoned in to Bill Hoystradt as soon as possible in order that a worksheet be prepared. Bill Hoystradt noted an increase in maintenance expenses and added that generally our pattern in holding.

*Nominating* – Les reported for Art Urie that Patricia Welsh was nominated to the Committee on Witness and Action. Motion passed.

*Annual Meeting Planning Committee* – Michelle Bagby-Allen reported that thus far only 1 resolution had been received and therefore it would be brought to the floor of annual meeting. The committee would maintain connection with the Smith Center for the purposes of exhibits and bookstore. There will be one round of workshops this year. The committee is continuing to look at venue possibilities, date and time for next year's annual meeting. Suggestion was made that this be presented as a resolution at the June annual meeting. Suggestion also made that individual invitations to churches that don't usually attend be offered. Michelle thanked Jean Clarke for her assistance to the annual meeting planning committee.

*Conference Minister* – Gary Schulte relayed that on March 6, 2008, he was informed that the lawsuit, which had been filed against the Conference in

October 2006, has been resolved. The specific details are confidential. He continues to hold in his daily prayers all those who have suffered much in this process.

Gary has been working to revise the Interim Ministry/Search & Call protocols, a process which will continue over the next several months. A presentation on this will be forthcoming in July or August.

Looking forward to the Gathered Conference meeting and the vote to call Rev. Richard Slater as our settled Associate Conference Minister on Saturday, March 29, 2008 and reminded us that all Conference Council members, along with all members of Standing Committees are members of the Gathered Conference and are entitled to vote.

The Director of Outdoor Ministries Search Committee will have an initial meeting on Monday, March 31. Janet Heslam and Emily Clement have agreed to serve on the committee, bringing their extensive Christian Education experience to this process.

Over the past three weeks, the investigation of the UCC by the IRS and the preaching of the Rev. Jeremiah Wright have focused attention on the denomination. Gary expressed gratitude for the pastoral word that has come from our national UCC leaders and from the local leaders in pulpits and pews of our congregations.

Gary has been signing OCWM certificates, each feeling like a prayerful response. Suggestion was made and consensus agreed to let those gathered around the conference table take the certificates personally to their churches. All things considered, it feels like the dawn of a new day – Easter Day – in the New Hampshire Conference of the United Church of Christ. I am grateful for the gift of new life! Christ is risen!

*Interim Associate Conference Minister – Bob Curry*

Bob acknowledge the duress Gary has been under. He has enjoyed meeting with other church and ministry committees, noting that fitness reviews were a fairly recent development. Bob has met with the Outdoor Ministries Board and with Beth Martindale noting that John Tostenson's resignation was accepted with regret. His tenure as Interim Associate Conference Minister ends on the last day of June and he is working to ensure a smooth transition.

*Director of Outdoor Ministries – Bob Curry* reported for Beth that a wonderful retreat resulted in a new mission and vision statement for Outdoor Ministries. Two retreats have been planned; one of which is a high school retreat scheduled for May. Website development for the Horton Center is underway. She is meeting with NHCUCC ministers willing to staff at camp this summer. A summer volunteer training program is in place and is paramount and mandatory. Beth is talking with schools, etc. in Gorham and Berlin about summer mission possibilities; working on summer curriculum, attending Camp Expo in Massachusetts, has attended 14 meetings and a camp retreat.

*Paul Cullity* reported that the new Outdoor Ministries Statement reflects the embodiment of all 12 who were present; he was pleased with the outcome of this

fluid document. Council members were asked to review the statement and provide input next month.

*Faith Formation* – Les Norman provided copies of a proposed vision statement for faith formation in the New Hampshire Conference noting that this process actually began at the council retreat at the Horton Center. Several suggestions were offered, noted and will be given to the Faith Formation Task Force at their next meeting.

*Council President* - Les reminded all about the meeting of the Gathered Conference on March 29, 2008 at Brookside. Ballot counters were needed and recruited from conference council. The next meeting of the council will be held at Havenwood Heritage Heights (Heritage Heights, 149 Eastside Drive Concord) from 4 – 5:30 p.m. at which meeting the covenant will be recited.

#### The Community Reflects

Discussion about the 'agenda' format. Suggestion made to title the agenda 'ordering of our service.' Further suggested we sing a hymn before departing. Also suggested that we can't lose sight of the fact that we need to do business in an effective and efficient way.

After singing "Alleluia" the community was sent forth at 5:55 p.m.

*Faithfully submitted,*  
*Deb Moore*

Council Minutes  
New Hampshire Conference, United Church of Christ  
April 17, 2008

Present: Michelle Bagby-Allen, Paul Cullity, Bob Curry, Diane Durgin, Luther Durgin, Don Goodnow, John Gregory-Davis, Doug Hatfield, Carolyn Keilig, Joyce Lovejoy, Wayne Martin, Beth Martindale, Deb Moore, Les Norman, Art Urie

The Community Gathers

Les Norman called the meeting together (held at Havenwood - Heritage Heights) at 4:00 p.m. and introduced a new format for our meetings

The Community Prepares Itself

Luther Durgin led us in a period of meditation based on Psalm 43:3-5

The Community Makes its Offerings of Service

The record of the March 2008 meeting was accepted

The Offering of the Conference Minister was presented by Bob Curry (attached)

The Offering of the Interim Associate Conference Minister – Bob Curry

Bob expressed his delight with the March 29 Special Meeting and vote to call Rev. Richard Slater as our new Associate Conference Minister. Bob continues to work collegially with Gary about the future. The Search Committee for the position of Director of Outdoor Ministries is making great strides – applications will be accepted through June 15; October 1 is the hoped for hire/start date. Following up Bob's delight with the March 29<sup>th</sup> meeting, Wayne Martin expressed thanks to Joyce Lovejoy for her efforts as chair of the Associate Conference Minister Search Committee.

The Offering of the Director of Outdoor Ministries – Beth Martindale

Beth indicated she is in pre-camp mode. Planning two retreats; working with a new webmaster to get the Horton Center website up and running; meeting with NHCUCC ministers willing to share their gifts at the Horton Center this summer; beginning the interview/hiring process for summer 2008; assisting with 2009 budgets for OM, CE & YM; preparing summer volunteer leader training requirements, sessions, etc.; meeting with Gorham and Berlin community and school leaders for summer mission possibilities; preparing curriculum for summer sessions. During the month of March Beth noted she has attended 1 camp expo in Manchester, 14 meetings, 1 retreat, 1 camp presentation (facilitated), 1 3-day New England ACA Conference in Manchester and 1 church dinner in Gorham.

The Offering regarding election to Havenwood-Heritage Heights Board of Directors – Les Norman

Les read and proposed the following be elected to the above board of directors:

Ellen Ahlgrin 2<sup>nd</sup> 3 year term

Linda Normandin 2<sup>nd</sup> 3 year term

Linda Smith 2<sup>nd</sup> 3 year term

Paul Dann 3<sup>rd</sup> and final term

Tim Sink 3<sup>rd</sup> and final term

George Theriault 3<sup>rd</sup> and final term

MOVED by Doug Hatfield; SECONDED by Paul Cullity; MOTION APPROVED

The Community Looks Prayerfully to the Future

The Offerings of Budget and Finance – Carolyn Keilig

Carolyn reported on the efforts of the April meeting. Facing a potential 60,000 deficit, she noted that there are some restricted funds that may be applied to budget requests. Noted that last fall we voted to pay off a loan. Our budget does not reflect the payback for last year. Carolyn noted four scenarios to meet the deficit:

- (1) cut requests by \$40,000; no loan payment
- (2) cut \$65,000 +/-; reduce CIF income to cover and repay loan (\$21,000)
- (3) no cuts; draw down CIF to cover (no loan repayment) \$40,000
- (4) no cuts; reduce CIF income to repay loan suggest fundraising for target giving

After welcoming suggestions it was noted that as we had no budget to look at no action could be taken at this meeting. A budget will be presented next month upon which to vote and present at annual meeting.

It was noted that \$65,000 = the cost of the Associate Conference Minister and churches need to be challenged to financially support the staff they voted.

Question raised as to whether we could be flexible with the amount we pay back ex: 10M vs. 21K  
Further suggested that fundraising is not the way to go...put emphasis on OCWM

Sharing with Others – Les Norman

Staff at the Conference Center is moving to the 'West Wing,' who might be possible tenants in the 'East Wing?' (Possible non-profits/other configurations)

Offering of Outdoor Ministries Director Search Committee – Les Norman

Job description will be on the conference website on or about May 1; position will be widely advertised

Offering of Faith Formation Task Team – Les Norman

A revised Faith Formation Vision and Mision Statement were presented and comments invited  
Vision- Trusting in the work of the Holy Spirit, the vision of Faith Formation for the New Hampshire Conference of the United Church of Christ is the transformation of all persons through discipleship to Jesus the Christ.

Mission – Together, in every setting, we will equip the people of God to embody a Church that is:  
Passionate in Worship, Prophetic in Witness, Steadfast in Mission and Radical in Hospitality

Offering of Annual Planning Meeting – Michelle Bagby Allen

Michelle read a draft of the letter to be mailed to churches; Judy Lloyd to put together a list of churches it will be sent to. Noted: 23 churches have not attended annual meeting in the last 5 years, 5-10 churches have attended only once. It was suggested that a statement be included pertaining to the sending of two delegates. Michelle presented a draft resolution pertaining to the time and location of annual meetings held from 2009 – 2011. MOVED by Doug Hatfield, SECONDED by Paul Cullity that council authorize the annual planning committee to submit their resolution. MOTION APPROVED

Additional Offerings –

John Gregory-Davis reported on the Executive Council meeting in Cleveland and preparations for the restructure of the covenant ministries.

#### Time of Sharing

Following the closing prayer; the meeting adjourned at 5:43 p.m. to the dining area for the reading of the covenant between Heritage-Havenwood Heights and the New Hampshire Conference of the United Church of Christ.

*Faithfully submitted,*

*Deb Moore*

Council Minutes  
New Hampshire Conference, United Church of Christ  
May 15, 2008

Present: Sandy Alley, Winn Alley, J. Bodine, Jim Christensen, Paul Cullity, Bob Curry, Don Clarke, John Gregory-Davis, Diane Durgin, Luther Durgin, Margi Galabrun, Don Goodnow, Doug Hatfield, Bill Hoystradt, Carolyn Keilig, Joyce Lovejoy, Peter Lovejoy, Fred Atwood-Lyons, Wayne Martin, Beth Martindale, Deb Moore, Cindy Naiditch, Les Norman, Gary Schulte, Carl Vitters

The Community Gathers

Les Norman called the meeting to order at 4:00p.m. Paul Cullity and John Gregory-Davis led the opening devotions and discussion on baptism: remembering it, claiming it and living it out

The Community Makes Its Offering of Service

Minutes of April 2008 meeting were accepted with the following correction: Havenwood-Heritage Heights

The Offering of the Conference Minister – was given by Rev. Gary Schulte

The Offering of the Interim Associate Conference Minister – Bob Curry

Bob expressed his appreciation for having been able to serve in this role. Following the theme of our opening devotions, Bob offered his report as 3 vignettes regarding walking in baptism – a student in care in Candia, an ordination in Newcastle and the nurturing of new ordinands into installation

The Offering of the Director of Outdoor Ministries – Beth Martindale

Continuing the path towards camp accreditation. Safety policies were being developed and edited by the Outdoor Ministries Board; sight assessment is being planned. At present camp enrollment is 200 (low, baseline summer – price of gas a factor for many) Beth is encouraging camperships; MA Conference mailed our brochure with their recent mailing and has put us on their constant contact list. Hiring process is ongoing.

Regarding CE and Youth Ministry: 17 attended an overnight retreat at the Dover church – A change in venue from a previously scheduled larger event.

Question regarding staffing – Beth indicated she was reviewing applications for kitchen staff.

Kudos to Beth were expressed by Winn Alley and affirmed by council

The Community Looks Prayerfully to the Future

The Offerings of Budget and Finance – Carolyn Keilig

Carolyn presented the proposed budget for the upcoming fiscal year; noted that 20K of restricted funds (education & leadership development) can be utilized

Good stewardship a factor in drawing up the budget

Carolyn thanked Bill Hoystradt for creating the offset page

MOTION by J Bodine to put \$100 in the Ecumenical Resource Group; SECOND by Peter Lovejoy. Following discussion (this is not an official body of the conference)

MOTION DENIED

Carolyn answered questions pertaining to General Synod line 58 and the Ukama Partnership Line 32

Pertaining to the 25K deficit Budget and Finance recommends proceeding with the deficit budget; it is prudent though not balanced

MOTION by Carolyn Keilig that council recommend adaptation of the budget as presented by Budget and Finance to the Annual Meeting gathered body. SECONDED by Fred Atwood-Lyons. Discussion followed pertaining to the benefits of bringing proposed deficit budget to the total conference versus drawing from the endowment.

MOTION APPROVED

Offerings of Caring for our Own

MOTION by Les Norman to approve housing allowance for Richard Slater; SECONDED by Jim Christensen MOTION APPROVED

Peter Lovejoy of the Prudential Committee provided an overview regarding the role of this committee and proposal for finer definition of terms. To be voted on at the next council meeting

Luther Durgin of the Personnel Committee reported that the committee is engaging in the evaluation of our Conference Minister, Gary Schulte, and expect to complete that in June. 19 of 23 surveys sent out to people who have been involved in Gary's ministry have been received back

Sandy Alley presented a draft of Compensation Guidelines for Authorized Ministers. Discussion followed pertaining to assigning a financial number based on the heterogeneity of New Hampshire, other conferences are guided by compensation based on community standards. Language in the introduction will speak to the diversity of churches and stress that the guidelines encourage churches to sit with prospective pastors to negotiate a package that will allow clergy to live in the community they will be serving. It was stated that education about the package and how CCL arrived at the \$33,200 figure will be important for those gathered at Annual Meeting

Final package will include spreadsheets representative of a couple of scenarios

MOTION that the Clergy Compensation Guidelines (after final editing) be presented to Annual Meeting SECOND by Carolyn Keilig MOTION APPROVED

Offering of Outdoor Ministries Search Committee – Les Norman shared that 8 applications have been received to date. It was noted that the job description did not require credentials or experience on the part of applicants

Prior to adjourning the meeting, Les indicated that there would not be a meeting of the Conference Council in June; the next meeting would be in July.

#### Time of Sharing

Don Clarke led us in a closing prayer; the meeting adjourned at 7:25 p.m.

*Faithfully submitted,*

*Deb Moore*

Council Minutes  
New Hampshire Conference, United Church of Christ  
July 24, 2008

Present: Jim Christensen, Paul Cullity, Doug Hatfield, Bill Hoystradt, Frank Irvine, Carolyn Keilig, Don Lyon, Peter Lovejoy, Jessica McCardle, Deb Moore, Les Norman, David Richardson, Kent Schneider, Gary Schulte, Laura Sevigny, Richard Slater, Pam Spain

The Community Gathers

Les Norman called the meeting to order at 4:00 p.m. Introductions of the 2008/2009 conference council were extended.

The Community Prepares Itself

Les led the gathered council in opening meditation and devotion based on Joshua 24 theme – Serving the Lord

The Community Reflects on its Mission

Motion by Doug Hatfield, second by Carolyn Keilig to approve the May minutes. APPROVED Ratification of revised mandate of the Prudential Committee-Peter Lovejoy and Frank Irvine. Remove “fuel” from line 172 and 191. Lines 136-168 and note 4-discussion and clarification as to whether loans were being abolished... amounts of grants/loans vary depending upon an individual situations. Doug Hatfield suggested that a reference to management of Ministerial Relief Funds by the Prudential Committee through the Consolidated Investment Fund is in accordance with the policy of the New Hampshire Conference of the United Church of Christ.

The Community Makes its Offering of Service

The Offerings of Budget and Finance-Carolyn Keilig reported that the committee had an unofficial meeting in June to reflect on the impact on the budget process for 2010 as a result of the resolution passed during the June annual meeting changing the date of the 2009 annual meeting. Current Financials-Bill Hoysradt reported that Outdoor Ministries numbers is down-\$50,000 from last year. Contributing factors include lower number of campers as of this meeting and major repairs made at camp. Bicentennial and other restricted funds could be used. OCWM continues in a good pattern; Bill will look into timing of dispersements made to National Church. Rental space-he is vacating the present finance office and moving into the “west wing”. A three room suite and former Outdoor Ministry space would be ideal for a compatibly not-for-profit with a need for administrative space. Two realtors have been contacted for marketing proposals. Council was asked for input: minor adjustments would have to be made regarding use of office equipment, telephones and security. Doug Hatfield advised it would be wise to re-read the pilot deal with the town of Pembroke.

The Offering of the Conference Minister – Gary Schulte (attached)

In addition, Gary addressed staffing needs; an administrative assistant to the Associate Conference Minister and a registrar needs to be appointed (names to be submitted by the Nominating Committee). Council authorized Gary to proceed.

The Offering of the Associate Conference Minister – Richard Slater

Richard expressed his pleasure at being here; he is settling in, learning the systems and what life is like at the Conference setting. He is aware of the pain and difficulties that exist in our churches and with our clergy. Conference assistance is being sought from both groups mentioned. Pastoral concerns were shared.

The Community Looks Prayerfully to the Future

Director of Outdoor Ministries Search Committee – Les indicated that the number of resumes received produced 2 viable candidates. The person selected will have a dedicated administrative assistant.

Annual Meeting-Kent Schneider and Jessica McArdle presented floor plans of the Waterville Valley Conference and Event Center as well as a recap as to how and why the change of date and location for the next three annual meetings came about. A possible theme for the 2009 annual meeting could focus on the faith formation mission statement.

Nominations to the Annual Meeting Planning Committee of Judy Easton representing the Hillsboro Association and Joanne Martin representing the Merrimack Association presented by Pam Spain were APPROVED.

Time of Connection and Community

Gary and Richard celebrated the sacrament of Holy Communion with the gathered council members.

Prior to adjourning the meeting at 6:40 p.m., Les reminded us that there would be no August meeting and that the council retreat at the Horton Center would begin at 6:30 p.m. on Friday, September 26 and end at 3:30 p.m. on Saturday, September 27.

*Faithfully submitted,*

*Deb Moore*

Council Minutes  
New Hampshire Conference, United Church of Christ  
September 18, 2008

Present: Sandy Alley, Jim Christensen, Paul Cullity, John Gregory-Davis, Linda Gray, Doug Hatfield, Frank Irvine, Carolyn Keilig, Rebecca Larson, Don Lyon, Wayne Martin, Beth Martindale, Deb Moore, Les Norman, Jean O'Bresky, David Richardson, Gary Schulte, Laura Sevigny, Richard Slater, David Smith

The Community Gathers

Les Norman called the meeting to order at 4:05 p.m.  
Introductions were made and welcome extended to new members

The Community Prepares Itself

Richard Slater led the gathered council in the opening meditation and devotions

The Community Reflects on its Mission

Record of the July meeting: MOTION by David Richardson, SECOND by Doug Hatfield to approve. Record of the July meeting APPROVED

The Community Makes its Offering of Service

The Offering of Our Church's Wider Mission – Jim Christensen noted the need to meet \$85,000 for budget purposes and asked for councils help in advocating for OCWM as well as accurately and generally communicating who we are and the ministries we are about. Discussion followed as to how that might happen. One possibility – have chairs of committees write a paragraph regarding the ministries their committee is engaged in. A letter is being prepared requesting 3 actions: (1)celebrate in word and print, in our churches, the local and national ministries made possible through OCWM, (2) ask clergy in the New Hampshire Conference to provide their church with an opportunity to have a special offering for OCWM during the year, (3) advocate increasing the level of OCWM commitment in the coming year. Calls will be made to all New Hampshire clergy alerting them that the materials and pledge cards are in the mail. A 13.8% increase is needed for OCWM to be in the black in 2009. MOTION by Jim Christensen that the New Hampshire Conference Council affirm the Conference commitment to OWCM on a national level SECOND by John Gregory-Davis APPROVED

The Offering of Budget and Finance – Carolyn Keilig reported the format for the 2010 budget process would be the same as for 2009. March 7 will be the date for the 'budget extravaganza'. Budget requests will need to be ready by Feb 1; reminder letters will be sent out. Noting that funding varies and that some restricted funds do not have current guidelines, a drafting of guidelines will be part of the discussion at their October meeting Further noted that some funds are currently underutilized. Concern over the deficit was expressed by Carolyn and affirmed by Gary Schulte; plumbing concerns in '08 and fees for potential litigation were expressed.

The Offering of the Conference Minister – was given by Gary Schulte

The Offering of the Associate Conference Minister – Richard Slater  
Richard noted that he is coming up to speed in his role. Time spent traveling is providing him with insight into what pastors and churches are experiencing. His hoped ideal of sharing a collegial relationship with Gary is a reality; noted major events such as Prepared to Serve and planning for the 2009 annual meeting. Also noted that it is important for him to attend Church on Ministry meetings; trying to establish record keeping within them.

The Offering of the Director of Outdoor Ministries – Beth Martindale (attached)

The Offering of the Personnel Committee – Laura Sevigny reported that the committee is working with Gary on a revision and update to the present personnel/employment handbook i.e.: a clearly defined chain of command; problem resolution steps for staff, wording for civil union partnership benefits. Handbook will be reviewed on an annual basis. Suggestion by Doug Hatfield that Gary have legal counsel review the handbook was well taken.

The Offering of the Visitation Committee – David Smith noted that visitations will begin shortly. Committee members meet with churches to listen to what is exciting, energizing and challenging in their church and where is it the church would like to be in five years. Input is then provided to the appropriate person/source.

The Offering of Justice and Witness Ministries - John Gregory-Davis encouraged those present to promote the Neighbor in Need Offering which would be collected on World Communion Sunday (October 5). On a national level, the denomination is still wrestling with restructuring; there is a move toward a single board of approximately 85 persons – vote to be taken in the fall. Also noted the upcoming event 'Attempting to be a Green Church'.

Offering of Prayerful Leadership

Les Norman circulated a sign-up sheet for opening and closing devotions.

The Community Looks Prayerfully to the Future

Les reminded council members of the September 26 & 27 planning retreat at the Horton Center.

It was requested that if a planning retreat is to be a yearly event that it be scheduled well ahead of time thereby allowing clergy to get the date on their calendars and avoid conflicts with events that they schedule often a year in advance [i.e. weddings].

Time of Returning to the World

Les offered the closing prayer and adjourned the meeting at 5:45 p.m.

*Faithfully Submitted,*

*Deb Moore*

Council Minutes  
New Hampshire Conference, United Church of Christ  
October 16, 2008

Present: Sandy Alley, Jim Christensen, Paul Cullity, John Gregory-Davis, Don Goodnow, Doug Hatfield, Bill Hoysradt, Frank Irvine, Carolyn Keilig, Rebecca Larson, Don Lyon, Deb Moore, Les Norman, Gary Schulte, Kent Schneider, Laura Sevigny, David Smith, Pam Spain, Robert Vodra

The Community Gathers

Les Norman called the meeting to order at 4:05 p.m.

Les introduced and council members welcomed Robert Vodra, new Director of Outdoor and Educational Ministries.

***The Community Prepares Itself***

John Gregory-Davis led us in opening devotions.

***The Community Reflects on Its Mission***

Record of September meeting: MOTION by Paul Cullity to approve the record; SECOND by David Smith; record of September 2008 meeting APPROVED.

The Family Village (Alden Place) – Council members received a letter from the Family Village Board members representing the NHCUCC informing them “about a situation that will need to come before the Conference Council in November.” Andy Jepson will represent that board at the November meeting.

Accessible Churches – questions and discussion regarding the endorsement of the definition of a handicap accessible church and use of the identifying symbol for churches on the NHCUCC website and throughout the Conference by individual churches [as a result of a 2006 survey]:

“This symbol denotes that this Church has wheelchair accessible parking, an entrance without stairs, wheelchair seating, an amplified sound system in the sanctuary, an accessible bathroom, accessible meeting and class rooms.

Please contact the Church before visiting to make certain your needs will be met.”

Consensus to this suggestion was that each church could identify their level of accessibility via a link on the NHCUCC website.

***The Community Makes its Offerings of Service***

The Offering Of Budget and Finance – only the subcommittees of this committee met in October. Bill Hoysradt indicated we were \$25000 behind in OCWM and expects a lower base in 2009. Income from Outdoor Ministries due to lower participation and revenue was down \$30000. Bill expects that expenses will be close or under budget. Question raised on timing and distribution of basic support to national [\$54000 from last year]. It was noted that OCWM has made phone calls to churches informing them that an appeal letter is forthcoming. Concern was addressed regarding churches that have not received phone calls. Gary expects to contact 10 churches.

The Offering of the Conference Minister - was given by Gary Schulte

Additionally, Gary provided the following update regarding litigation: \$5000 has been incurred in legal fees thus far; there will be an upcoming meeting in Dover to prepare 'just in case;' a letter demanding a cash settlement in lieu of a lawsuit has been received.

As scheduling conflicts will not allow Gary and Richard to attend all fall meetings of the associations, Gary distributed his report to various council members requesting the clergy person/council member represent him at those various fall meetings of the Associations and deliver his report.

### ***The Community Looks Prayerfully to the Future***

Preparation for the Annual Meeting of the NHCUCC

Kent presented a written overview, proposed schedule of the May 2009 Annual Meeting of the NHCUCC, a questionnaire for churches and a handout on how to submit a proposed resolution to the Annual Meeting planning committee. Date for the resolution hearings to be revised.

Discussion followed regarding the unknown costs of the Annual Meeting. It is hoped that through various meetings a theme for the meeting will emerge – possible embracing faith formation.

Reflections on our National Structure

John Gregory-Davis provided an update on proposed changes to the existing structure of the UCC at the national level. Gary provided history pertaining to the same. John also provided us with a litany by Marian Wright Edleman 'I Care and I Am Will to Serve and Stand for Children.

Housing Allowance

MOTION by Paul Cullity to accept annual housing allowance for Robert Vodra of \$21,600 annually, \$900 each semimonthly paycheck beginning October 16, 2008. SECOND by Carolyn Keilig. APPROVED

Opportunities for Leadership – Action Items from the Council Retreat

Les and Paul reviewed the results of the September Council Retreat. Consensus from those present pertaining to the following action items:

- >council members would be asked to be involved in visitations to local churches - involvement would include an affirmation of UCC identity
- >council would help nurture/cultivate/support new church starts/plants; and learn from them and their vitality
- >Conference Minister and ACM should remind Association Committees on Church and Ministry to study and implement the Manual on Church. Suggestion made that churches need to be held accountable to do so.

Council members viewed a Youtube.com clip of the UCC at 50.

### ***A Time of Returning to the World***

Paul Cullity led us in closing prayer; meeting adjourned at 6:23 p.m.

Council Minutes  
New Hampshire Conference, United Church of Christ  
November 20, 2008

Present: Sandy Alley, Jim Christensen, John Gregory-Davis, John Eller, Margie Galabrun, Don Goodnow, Linda Gray, Doug Hatfield, Bill Hoystradt, Andy Jepsen, Carolyn Keilig, Don Lyon, Wayne Martin, Deb Moore, Les Norman, Mike Reed, Gary Schulte, Kent Schneider, Linda Sevigny, David Smith, Pam Spain, Carl Vitters, Robert Vodra

**The Community Gathers**

Les Norman called the meeting to order at 4:00 p.m.  
Pastoral concern expressed for Margie Galabrun's husband.

***The Community Prepares Itself***

Don Lyon led us in devotions with a reading by James Carroll and a responsive reading from Psalm 145 vs. 8-21

***The Community Reflects on Its Mission***

Margie Galabrun reported that 3 petitions to the California Supreme Court regarding Proposition 8 were filed on November 17, 2008. The UCC's General Synod has been invited to join with others to oppose the ban on same sex marriage. [Copy attached]

Record of the October meeting: MOTION by Jim Christensen to approve the record. SECOND by Doug Hatfield. MOTION APPROVED.

Update on the restructure of the UCC - has been approved by Covenant Ministries

The Family Village (Alden Place) – John Eller, Andy Jepsen and Mike Reed [representative of CATCH] made an extensive presentation on the history of The Family Village as well an equity restriction issue currently being faced by a single homeowner. Presentation and discussion involved funding [NHHFA] and the Land Use Restriction Account prohibiting selling/buying as per present agreement. Conference Council was asked to vote to guarantee ½ mortgage [\$61,500.00] that Family Village would have to take out to buy the unit and rent it out. CATCH would put up the other ½ of the mortgage. Questions concerning bankruptcy, liability and legal issues should the NHCUCC default on our part of the agreement, future properties facing the same restrictions and the unintentional consequences and unenforceable contracts were discussed as length. Answers to pertainable questions are expected within 2 weeks from the New Hampshire housing authority. Mike Reed will return with a request for a formal vote to close the transaction. MOTION by Doug Hatfield to approve the recommendation of the Family Board. SECOND: Don Goodnow. MOTION APPROVED

United Church of Christ Insurance Board Proposal – Jeff McDonnell made a presentation for insurance policy to cover to the New Hampshire Conference and the Horton Center. Policy would be reinstated as of 01/01/1993 if the Conference votes to insure with the UCCIB. [Important to note

that the conference presently has no insurance prior to 2006}. \$7000.00 in legal fees have been incurred since July gearing up on the demand letter. [A 1979 – 2006 event involving associations, 4 local churches and Church on Ministry. Policy amounts could be broken out for premium and budget reporting. Questions regarding volunteers of association or conference and church on ministry, wind coverage, extending coverage to additional victims from a bracketed claim, water coverage, snow back-up, ice coverage and flood and earthquake coverage were put forth and discussed. Jeff will provide a quote on a \$5000.00 deductible. Bill Hoystradt will provide a cost comparison of present insurance provider and UCCIB to council members. Further discussion pertaining to the financial stability of the UCCIB ensued and It was stated that the issue has been resolved and other conferences are returning to the UCCIB. Council would like to know more regarding the solvency issue. Doug Hatfield will receive input and report on the questions he has raised.

### ***The Community Makes Its Offering of Service***

The Offering of Budget and Finance – Bill Hoystradt reported that dues are 19,000.00 behind last year. Interfund transfer may allow us to transfer more funds to the general fund. Presently the income from Outdoor Ministries is down by \$41,000.00 and the number could be \$50,000.00 by years end. OCWM pledges from churches are about the same as last year.

The Offering of Nominating Committee – Pam Spain made a MOTION that Lolly Gilbert be appointed as registrar until Annual Meeting. SECOND by Doug Hatfield. MOTION APPROVED

The Offering of the Director of Outdoor and Educational Ministries – Robert Vodra reported on a successful work weekend held October 24 – 26<sup>th</sup>. Horton Center is now closed for the season. Outdoor Ministries has established priorities for next year and he has been meeting with a policy subcommittee. The Horton Center website has been temporarily taken down for redesign. He has made contact with educators within this conference and beyond. Attended Apple Polishing; mentioned a 2010 New England Regional Event, the Center of Excellence in Christian Education. Affirmed that he is excited and glad to be here.

The Offering of the Associate Conference Minister – As Richard was in Cleveland at the time of this meeting there was no report.

The Offering of the Conference Minister – Gary Schulte presented his report.

Item #3 MOTION by Jim Christensen SECOND by Carolyn Keilig that as per this item the policy of the New Hampshire Conference: the Conference Center, NHCUCS commissions, boards, committees and task forces not meet – on or off site – will be closed on the twelve holidays specified in the Employee handbook. MOTION APPROVED

Item #4 MOTION by Doug Hatfield SECOND by Pam Spain that as per item # 4 the policy of the New Hampshire Conference: alcohol purchases will not be reimbursed for those submitting expense vouchers for meals and entertainment. MOTION APPROVED

Item #5 MOTION by Carolyn Keilig SECOND Pam Spain that Gary's Housing Allowance for 2009 be up to 50% of his salary. MOTION APPROVED

Gary noted that Richard Slater's installation is scheduled for February 22 at the Hopkinton Church.

Also noted that if Budget and Finance needed to do some trimming, he [Gary] would go 'flat' so that others could be brought up to compensation guidelines.

### ***The Community Looks Prayerfully to the Future***

Visitation Committee – David Smith reported that the committee has been making calls to set –up visits with local churches. Provided council members with a poster about the conference that could be used in conjunction with visits or posted in their local church.

Discussion around OCWM and requests from clergy for visits/assistance from conference...clergy and council members should be willing to assist other churches in keeping with our covenantal relationship. A template for schedules and visits will be designed. John Gregory-Davis reported that the faith formation working group has made a commitment to participate in visitations with a focus on UCC identity as part of what they bring to the meetings.

Preparation for Annual Meeting – Kent Schneider announced that Felix Carrion, in addition to being the keynoter for Annual Meeting will lead a workshop. Worship planning will begin in January. Churches have been asked to reply to a survey pertaining to attendance at the Annual Meeting.

Implementing Action Items from the Council Retreat – Faith Formation Team – Deb Moore reported that the team would like to present a workshop on models of faith formation at Prepared To Serve.

### ***Time of Returning to the World***

Wayne Martin offered the closing prayer. The meeting adjourned at 6:55 p.m.

*Faith submitted,*

*Deb Moore*

Council Meeting  
NH Conference, Church of Christ  
December 18, 2008

Present: Henry Beairsto, Margie Galabrun, Ruth Gallot, Donald Goodnow, John Gregory-Davis, Doug Hatfield, Bill Hoysradt, Frank Irvine, Carolyn Keilig, Wayne Martin, Les Norman, Gary Schulte, Laura Sevigny, Richard Slater, Pam Spain, Jeff Stevens, Robert Vodra  
Guest: Jeff McDonnell, UCCIB

The Community Gathers

Les Norman called the meeting to order at 4 pm.

The Community Prepares Itself

Carolyn Keilig led us in devotions with a reading from Luke, reminding us of Zechariah's words and then read part of a message from John Thomas. How are we moved to not keep silence about things that need to be addressed?

The Community Reflects on its Mission

Minutes of November were accepted as presented.

Jeff McDonnell came to discuss any further questions about the UCC Insurance Board. Doug Hatfield had questions and discovered: 1. The Broad form will cover the Associations as part of the NH Conference. 2. There is a general exclusion in insurance policies for intentional acts. To what extent are actions of sexual misconduct considered intentional act? The only intentional act exclusion only applies to the accused and only once the accused is found guilty. So the insurance would pay to defend the NH Conference.

Carolyn Keilig asked Roger Sevigny to look into the UCC Insurance Board's financial status.

Bill Hoysradt put out a price comparison. The total premium is \$3000-4000 higher. Church Mutual = \$22417 UCCIB = \$26770 Budget and Finance recommends a claims based insurance. UCCIB is claim based – to cover past events ie: if something happened 20 years ago. Church Mutual would not cover it because it only covers what happens while they are actually the policy in place. If we go with UCCIB we are covered back to 1993.

Committees on Ministry are getting very concerned about protecting themselves. This would provide them with a level of protection that they have never had before.

The two things that are excluded are the John Doe that we have walked through. Coverage for a new claimant would be covered – just the exclusion of that particular claimant with John Doe. The other exclusion would be the case that is before the Conference.

We have a motion on the floor from the Budget and Finance Committee to go with the UCCIB with a deductible of \$1000. MOTION WAS ACCEPTED with ONE abstaining.

This will begin January 1, 2009. Bill Hoysradt will see Jeff McDonnell to fill out the appropriate forms.

### The Community Makes its Offerings of Service

#### The Offering of Budget and Finance

Bill Hoysradt: Percentage wise we are running behind significantly from this time last year. We don't know how well we're going to be doing until the end of the year because we don't know how the churches are doing. We've withdrawn from investments everything we were scheduled to tap.

The big issue is we have budgeted a big amount \$23,000 more than we received last year but we are running behind last year. We are running on target for expenses. Outdoor Ministries expenses are lower than budgeted but income is even lower than that.

Annual meeting came out a little ahead. Personnel should be a little below budget.

Administration we had some unexpected travel and moving expenses for Robert Vodra.

Maintenance expenses were as close or under budget as expected. We're in decent shape.

A preliminary assessment of what we can withdraw for 2009 should be close but the OCWM effect of local churches is the biggest question.

Bill Hoysradt will do another sheet for the financial report that shows the scholarship money and Pembroke Fund money being spent for programs etc.

Questions were asked about paying yourselves back for the loan. That is in the projected budget for 2009 but there is a question of money coming in. Carolyn Keilig suggested that they take out \$20,000 less from CIF thus paying themselves back. How would we show that? Carolyn will come back with a recommendation next month.

Is it appropriate that the Council know what churches are behind in its OCWM giving and whether the Associations have paid the dues? The Council would like OCWM to rethink sharing those figures in the effort of transparency. January 15<sup>th</sup> is the cut off to finish 2008. Gary and Bill will send a pdf file to let us know.

Pastoral Counseling Service, UCC, Inc. at Brookside Church in Manchester. They also have services in Goffstown, Bedford, and Nashua. They are part of the Samaritan Institute which is helped by a Lilly Grant to help support clergy with care. They are the implementers of the pastoral work that the Grace Scott fund is providing now to the pastors. Bill Hoysradt is the financial Treasurer until January. Audrey Watjen is the new Executive Director, President and CEO and Mark Watts is the former CEO and president. It has grown from 2 counselors in 1979 to 18 counselors. They are in a transition period after a rough spot. Transition in leadership happening. They outgrew their structure. Their concentration was on getting the service to the people. 18 clinical staff – 8 are ordained staff. During the upsurge of managed care we experienced a slight financial bump. But we discovered that the financial software needed upgrading and training. There are more services now being offered. There are start up expenses that you don't get the revenue for. Because of the transitions they don't have enough capital to ride out

the slower month. But they feel that we have a relationship with them and they are looking for a loan of \$20,000.

Questions: 1. Given the financial forecast for the next year, what is the impact on them? The impact will be on those who don't have insurance. That may increase the need of the helping hand fund which they collect at the end of the year. The financial impact of the economy may actually up the need for care. 2. Your account receivable is about 2 months. Is that normal? Because of the problems with the old software, they had hoped to collect more from 2006 and 2007. There was a large write off in 2007. They are within norms now. There are bad debts but they are small. 2008 is getting up to date but because the holidays are a slow time for income and they are in transition, they need the cash flow.

The \$20,000 would be on top of the \$72,000 at TD BankNorth. This past year \$3000 has been paid back on that. 3. What type of strategic plan do you have in place? Not one yet. Some infrastructure and ability to collect money in a more timely place. There is space for additional clinical staff. This should be clear in the next 3 to 5 months which will up the clinical services and increase the profitability. 4. What type of grants have you received or been denied? Bean Association and Endowment for Homeless. Doug Hatfield told them that there are charitable organizations that would help with software. Mark said that the plan is the budget for the next year.

There is a person on the staff whose job is fundraising and she has applied for grants. The other issue is that during 2006 and 2007 there was money lost forever due to the inferior software. They have someone coming to look at their technical abilities – their computers are very outdated.

5. What is your immediate need? A preliminary budget has been put together and it looks like 4 to 6 months before things begin to smooth out. When will you run out of cash? Middle of January.

None of the staff receive benefits. They can use part of their money to purchase benefits but they aren't giving.

6. What would you do with the \$20,000? Put it in the bank. Get the computers, etc that we need. Contracting with an outside server and integrate some of the computers. She will get a grant for the hardware. Then, they will use the rest of the money to pay the bills and start paying back the loan.

7. Do you have an estimate of how much the above will cost? No.

8. Without having the information about what the above will cost, how did you come up with the figure? Based on cash flow.

9. Would it help if we advance the money that we are paying for the clergy groups? We have 6 groups. We are paying them mileage and a \$250/fee and the agency gets a 10% fee. Most of that money goes out to the leaders of the group.

Discussion followed: Laura Sevigny spoke: A couple of pieces that weren't mentioned: Brookside was asked to forgive or defer 3 months of rent. (\$1800x3) They have deferred 3 months. They are supposed to start paying it in April. They then asked: Would Brookside loan them \$20,000? Some of the concern was that they didn't have a strategic plan in place. They didn't feel that they had the ability to pay \$20,000 and they question whether they'll get the 3 months rent. Because Laura is very involved she is taking herself out of this. Gary Schulte said that the billing is not yet being addressed. We have only paid September so far until yesterday. Are our leaders getting paid?

Do we loan to related non-profits? We have done it with Havenwood and Family Village. Margie Galabrun moved that we decline this request. Wayne Martin seconded it. MOTION APPROVED. As part of the decline, the information can be shared that a strategic business plan should have been brought forward.

#### The Offering of the Conference Ministers

Richard Slater: Over the past 2 months he has preached at 3 churches. Met with 18 ministers. Participated in 3 congregational events. Met with a few of the associations, clergy Bible studies, council retreat, convocation, and many others. He is working on the Prepared to Serve, Annual Meeting and General Synod with Deanna's help. He has joined the First Congregational Church of Hopkinton and has transferred his standing to the Merrimack Association. His installation will be February 22 at 3 pm at Hopkinton. He is appreciative of his collegial relationship with Gary and the wonderful staff.

Rob Vodra: Lots of planning going on. The summer schedule is laid out. There is an adult sampler, a pastor's backpacking retreat, and long weekend camps. Two confirmation camps. He has been spending time developing the new camp web site. Online staff application are going. Working on the online registration. He has been at the education sessions that Janet Heslam has been leading. But the concentration has been on outdoor ministry this month. The Outdoor Ministry Board is functioning well.

Gary Schulte: Introduced Rev Ruth Gallot, Rev Jeff Stevens Conference Minister gave his report.

Margie Galabrun: Report of the Facility and Grounds Committee – They have toured the facility. The Conference Office is in great shape. Horton is in need of more help. She handed out vision 4 which had been approved and they have come up with vision #5. Their first focus is Horton Center – 3 buildings with foundation problems – brush trimming and tree trimming. They are beginning to think about the need for a tractor. They are meeting again in January. They are mindful of the budgeting process. They would like vision Carolyn Keilig moved to approve, Doug Hatfield seconded, the revision #5 that the FGC has drawn up.

#### The Community Looks Prayerfully to the Future

Carolyn Keilig:

March 7, 2009 is the budget hearing process day. B & F are asking every board, commission and committee be engaged in the process of this work. Friday, Feb 6, 2009 is the deadline in written form for the budget request to Bill Hoysradt. Rather than a sharing of what we do with the funds, we will spend more time building the budget. Please come to the meeting.

Horton Center: There are some serious needs around some of the buildings. B & F had some

discussion about a donate button on the web page. A concern was raised about the possibility that we may be talking about a capital campaign.

Bill Hoysradt: Wayne Martin made a motion for \$21,600 for Rev. Robert Vodra's housing allowance and \$35,826 for Rev. Richard Slater's housing allowance. Doug Hatfield seconded it.

MOTION  
PASSED.

Henry Beairsto said that The Visitation Committee are scheduled to finish Merrimack Association churches. They are happy to have Council be involved in that process. We would like to have a time to be trained.

Faith Formation: They met before this meeting. They focused on a new church start. Les Norman and John Gregory-Davis will visit the new church start in Madbury talking with Sandy Pontoh and Maren Tirabassi. Council members are invited at 2 pm before Council. Richard Slater would also like to be part of the delegation to Madbury.

Time of Returning to the World  
Closing Charge from Gifts of Many Cultures by Les Norman

Pam Spain  
Secretary Pro Tem