

Minutes - Administrative Board Meeting - June 17, 2026

Agenda

- Opening Prayer
- Financial Overview
- Caring Ministries update from Visioning meeting
- Trustees
- Open Discussion.

The meeting was opened in prayer by Rev. Sung Ho at 6:00 pm. There were 8 people in attendance.

Financial overview reported that we are on target for income and spending according to the spending plan (budget). More attendees are contributing through direct payments from IRA/401K accounts which can be done tax free at age 70 1/2. It was noted that this is a real benefit to giving and a great way to contribute but it does make monitoring income a little bit complicated. (Not a problem just an observation and a reminder to those over 70 1/2.)

Caring Ministry update from the visioning meeting was the main focus of the discussion. Please see attached document of the presentation.

- **Caring for Visitors and New attendees:**
 - Melinda Sciera discussed the work that the welcome team has been focused on and thanked those supporting this work. Audean G recruiting greeters, Carolyn G supplying welcome bags. Kelli in the office helping with connection cards, and the teams who supply and manage the fellowship table for after service.
 - Connection card information will be routed to Pastor Sung Ho, leaders of Prayer Team, Card Ministry, Welcome team, Appropriate small group leaders. (men's group, young adult group if card has children listed, etc)
 - All are encouraged to welcome new visitors and guests during fellowship time.
- **Caring for Members / Regular Attenders** (parishioners)
 - Pastor Sung Ho maintains an informal attendance sheet so that he can be aware if someone has missed service weeks in a row. He will reach out to those people and if there is a need, pass that on to the caring team coordinators.
 - To follow up on needs of parishioners, the caring team coordinators will collect
 - Joys and Concerns expressed in service
 - Non Confidential prayer requests from Prayer team
 - A new "Ministry needs" card that will be available in the pew for those uncomfortable with public joys and concerns. The new cards can be used for a personal request or note of someone else in need.
 - These needs will be distributed to the proper teams so they can provide the caring support needed. The teams that may be contacted are the Visitation Team (to be built), a Meals team (to be expanded), small groups, card ministry & prayer team.

Pastor Sung Ho noted that he can envision this caring ministry in our church because our congregation is already active, caring and has many of these parts in action now. The vision is to build the communication and structure that allows these ministries to reach all of our members and friends.

Trustees report:

Tim L reported that the **steeple on the Thrift Shoppe** is in need of repair. The estimate to remove the top portion of the steeple was just over \$13,000 so the trustees have discussed that they may rent a lift and repair the open spaces, secure pieces so they do not come down in wind storms.

The trustees have formally requested that the church **purchase a new boiler** this summer. The current boiler is over its expected life cycle and we cannot afford to wait for the boiler to break down on a cold winter day, endangering all of the water based systems in the building. The price of the new boiler and install is roughly \$42,000. It would be installed as a ready backup for when the existing boiler breaks down. This recommendation will be acted upon by the finance committee and leadership team to determine a recommendation for payment process. Options considered may be special donation drive, loan from our permanent endowment fund, others.

Open discussion:

- Communion servers could be encouraged with words to say during service. Currently some do know what to say and maybe some don't.
- Sunday School plans have been discussed by the leaders currently involved in Sunday School. There will be 2 classes next year. One class will be pre-K thru grade 3 and the other will be grades 4 & 5. The group is working out curriculum plans. There are needs for assistants for younger group and another team teacher. Thank you Melinda S for facilitating that discussion. Thanks to our dedicated Sunday School teachers.
- Lora M asked that we consider timing as part of starting up youth group, noting that Sunday evenings are likely not the preferred time for parents.
- Lora M also asked about security of the building and computer systems, noting there is some expertise in that area available.
- Discussed "Opportunities to Serve" fair and ideas on how to recruit volunteers.
- Discussed the design and process around new "Ministry needed" cards.

The meeting was closed with prayer at 7:00 pm.