

Minutes of the Administrative Board of Due West United Methodist Church:

Meeting date: February 1, 2021. Time: 7:00 p.m., EDT. The meeting was held in person and by video conference.

Attending:

- (1) Baumhoff, Sarah
- (2) Bush, Chip
- (3) Campbell, David (Senior Pastor)
- (4) Cantrell, Tracie
- (5) Casteel, Kerri
- (6) Chapman, Rich
- (7) Coffeen, Bill
- (8) Davalos, Michelle
- (9) Deen, Sandy
- (10) Denhart, Carol
- (11) Drinkard, Marianna
- (12) Fletcher, Eddie (Chairman)
- (13) Floyd, Bill
- (14) Frost, Darren
- (15) Glass, Adam
- (16) Haney, Terri
- (17) Hellman, Mark
- (18) Henderson, Ruth
- (19) Illes, Alicia
- (20) McMillan, Austin
- (21) Parker-Gaylor, Lora
- (22) Postell, Latham
- (23) Sago, Larry
- (24) Salazar, Christine
- (25) Scrivner, Brent
- (26) Sligh, Allison
- (27) Taylor, Barry
- (28) Via, Gordon
- (29) Zerkle, Aaron

- I. The meeting was called to order by Eddie Fletcher as Chairman of the Board. The board meeting was held through an audio and video internet computer connection due in part to ongoing concerns arising from the Covid-19 pandemic.
- II. The meeting was opened with prayer by Dr. David Campbell.
- III. The minutes from the meeting held on November 2, 2020 were tabled for future approval as they had not yet been prepared.
- IV. Committee reports were presented as follows:

- (a) Trustees report was given by Adam Glass. Various improvement projects throughout the church include the sewer line in the youth center being repaired; awaiting estimates for roof repairs; the North and South campus porticos are being repainted along with scheduled repair to the columns in the North portico; painting projects for administrative buildings 1 and 2, preschool hallway, gutters on South campus, and South campus narthex; pressure washing sidewalk on North campus; expansion of North campus sound booth; replace gutters on education wing of South campus; shed construction on Darrell's house to store lawn equipment; and weekly lawn maintenance along Due West Road frontage. Future projects include North campus steeple repair; family life center lobby and gym flooring repair; family life center painting; South campus sanctuary painting; North campus narthex painting; parking lot resurfacing; and decision on use of burial spaces at Cheatham Hill memorial Gardens.
- (b) Finance report was given by Darren Frost: The church maintains a positive cash flow as seen from year to date income being \$1,029,854 and year to date expenses being \$944,903; December income being \$252,849 and expenses being \$154,698.
- (c) Children's ministries report was given by Alicia Iles: Sunday School has opened for ages birth through 5th grade; Wonderfully Made (formerly Created by God) is being offered during February 4th through 6th; March 13th is a planned one day outside consignment sale; and VBS is planned for June 7th through 10th.
- (d) Preschool ministries report given by Michelle Davalos: Preschool is doing well; no Covid cases have originated from the school; the preschool hallway has been repainted; and the 2021-2022 school registration is almost full.
- (e) Youth ministries report given by Lora Parker-Gaylor: Sunday School is offered at 11 a.m., in the youth center narthex pending repairs of the youth center; Serve Sundays are the first Sunday of every month when youth assist in the service and communion; Ignite has held off campus gatherings including mini golf and movie night at NCG Cinema which were well attended; midweek small groups are being planned; ski trip is scheduled for February 13th through 16th; spiritual life retreat is scheduled for March 19th through 21st at Camp Glisson; and a spring break trip to Dollywood is scheduled for April 7th through 10th.
- (f) College Ministries report given by Tracie Cantrell and Patti Pass: The college care ministry hosted a lunch for 18 college students and their parents in December; three graduation gifts were mailed last semester; and a Valentine mailing is planned for February.
- (g) Adult Education report given by Marianna Drinkyard: Sunday School classes continue through virtual means and limited in person classes; the online virtual meetings usually have full attendance and the in person gatherings average about 50% attendance. The average Sunday School attendance is 90.
- (h) Women's ministries report by Keri Casteel: A studio craft event was held on November 5, 2020 with 16 people in attendance including members from the community; the Cookies with Santa program served 8 families and 22 children where baskets were provided to the children that included gifts, gift cards, bibles, devotions, a gingerbread house kit, and tickets for a virtual meeting with Santa; Christmas Brunch was held on December 12th with 54 women participating, the speaker was Sally Kirkpatrick who talked about God's grace and

food was provided from Brix on Main in Acworth; a mission outreach to Bartow Family Resources provided a collection and donation of vitamins, formula, baby food, diapers, baby wipes, and monetary donations; Ladies Night Out event was held on February 5th with 19 women signed up to attend, a devotion is planned on why we need to love ourselves and prayer boxes will be decorated and delivered to Susan Norris for distribution to victims of sex trafficking; February 22nd is a Meet and See event planned for preschool mothers to learn more about the Women's Ministry; and a Ladies Tea is tentatively scheduled for June 12th.

- (i) Methodist Men report given by Larry Sago: Projects throughout the church include refinishing the stall partitions in the preschool girls and boys bathrooms; a golf fundraiser is scheduled for May 17th at Woodland Hills Golf course; and it is hoped that monthly breakfast meetings can start as Covid conditions improve.
- (j) Music ministries report given by Christine Salazar: Youth choir meets every other Wednesday, preparing for a virtual choir offering, and select youth lead at 9:45 once a month; children's choir continues a virtual format; orchestra is split into ensembles for worship and provides additional safety from Covid; the bells rehearse every other Sunday and play once a month; the choir rehearses every two weeks and participates in virtual calls during the off weeks, featured in worship once a month; and recently prepared dinner for MUST ministries; each ensemble is essentially featured once a month in worship; the 9:45 a.m., service has new band members and building a new feel to modern worship; and virtual presentations are being prepared for Lent / Holy Week/ and beyond.
- (k) Missions report given by Kerri Casteel and Mark Hellman: Continue to serve 4 extended stay hotels with reading and activities on Wednesday (however taking off during the winter months), hosted a pumpkin decorating party in October, delivered 115 meal kits in partnership with Cobb County Schools each Wednesday to families at the 4 hotels; Shady Grove Nursing home, hosted a Halloween and Christmas event for the residents; weekend backpack program serves approximately 100 kids each week; Love to Teach program, delivers a care basket to a different school each month; exploring new opportunities with the Craddock Center, Mountain Top Boys Home and Atlanta Dream Center; 939 Services Project to be held in March so as to write love notes for the Princess Night program through the Atlanta Dream Center; and hosted a present wrapping event with Cobb County Police (shop with a cop).
- (l) Media report given by Austin McMillan: All 3 services are being live streamed; improved social media output and are experiencing promising analytics; DWInsight is growing in popularity and impact; and continued efforts in improvement across all social media accounts.
- (m) Evangelism report given by Rich Chapman: The congregation added 14 new members since the beginning of the Covid pandemic; the electronic sign facing Due West Road continues to allow the community to be informed of the multiple activities being offered at the church; information about the church is mailed to all recreation participants along with young family and FCA participants; information about the church also was distributed in over 2000 food

boxes along with similar distribution in crisis kits distributed to women that the church is helping out of homelessness.

- (n) Staff parish relations report given by Aaron Zerkle: The staff has done well in keeping the church open and operating throughout the Covid pandemic rather than shutting down.
- (o) Stewardship report given by Bill Coffeen: A committee is being formed for training to understand how to create and derive benefit from an endowment at Due West UMC; such an endowment is being considered for formation by the end of the 4th quarter as approved at the Annual Conference; a planned giving presentation to the congregation will be offered systematically over the months and years to come.
- (p) Congregational care: Bill Floyd: Prayer concerns are posted on the website; three ladies have sign up to volunteer with the congregational care team which delivers meals and communion with the current protocol including drop off on front porches due to ongoing Covid concerns; contact is being maintained with members who are essentially shut in and not able to leave their home; and Stephen Ministry Care training will be provided later in the year so as to develop a Stephen Minister program within the church.
- (q) Church opening status report given by Latham Postell: As of January 3, 2021, the church began conducting three services (8:30 / 9:45 & 11:00) each Sunday; the Covid protocols for worship services include temperature checks, staggered exiting, and reintroduction of singing; the overall Covid situation has encouraging signs as seen in part from the number of people obtaining vaccination, however, caution continues due to reported new strains, restrictions, external factors, and periods of significant outbreak.
- (r) Pastor report given by David Campbell: Continued thanks for everyone assisting with the safe opening of the church facilities, and joy for the upcoming season of Lent.
- (s) Other concerns: none noted.
- (t) Next meeting: March 23, 2021, at 7:00 p.m.
- (u) Closing prayer by Eddie Fletcher.

VI. Adjourn – The meeting was adjourned by Eddie Fletcher as Chairman. Next meeting: March 23, 2021, at 7:00 p.m.