

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

Meeting date: March 23, 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) Coffeen, Bill
- (7) Davalos, Michelle
- (8) Deen, Sandy
- (9) Denhart, Carol
- (10) Drinkard, Marianna
- (11) Fletcher, Eddie (Chairman)
- (12) Floyd, Bill
- (13) Frost, Darren
- (14) Glass, Adam
- (15) Haney, Terri
- (16) Hellman, Mark
- (17) Henderson, Ruth
- (18) Iles, Alicia
- (19) McMillan, Austin
- (20) Parker-Gaylor, Lora
- (21) Postell, Latham
- (22) Rimer, Mike
- (23) Salazar, Christine
- (24) Scrivner, Brent
- (25) Sligh, Allison
- (26) Taylor, Barry
- (27) Via, Gordon
- (28) Zerkle, Aaron

- I. The meeting was called to order by Eddie Fletcher as Chairman of the Board. The board meeting was held in person and 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 prior meetings held on November 2, 2020 and February 1, 2021 were approved by all in attendance.
- IV. Committee reports were presented as follows:
- (a) Trustees report was given by Adam Glass. Fifty people volunteered in performing numerous improvement projects at the church during the Day of Service campaign. The sewer line does not need replacement as the problem was only a blockage. A sink hole has been identified in the south campus across from the cottage; the area will be dug up and filled with gravel. Repairs to the roof are waiting to see whether insurance will cover the costs.
 - (b) Finance report was given by Darren Frost: The small business loan obtained through the paycheck protection program has been forgiven. The budget shows a positive cash flow with the amount of actual giving exceeding actual expenses.
 - (c) Children's ministries report was given by Alicia Iles: A bowling party for the 3rd through 5th graders is scheduled for March 28th. The Young Families group is sponsoring a spring fling on April 3rd. The dwCrew group has a lock-in scheduled for April 30th which will include a cookout with the event ending at 10:30 p.m. The 5th grade recognition cross over to the youth program is scheduled for May 23rd. Vacation Bible School is scheduled for June 7th through 10th. A preschool summer camp also is scheduled for June 14th through 17th.
 - (d) Preschool ministries report given by Michelle Davalos: A 1st grade class will be added next school year for 13 children who currently attend the preschool program based on interest from their parents so as to insure in person instruction. An Eagle Scout project is constructing planter boxes at the church which will be used in part for the preschool students to learn about gardening. The preschool Easter program will present the children with the story of Jesus along with an egg hunt. Other spring events include musical performance by the preschool classes to be performed in the Sanctuary.
 - (e) Youth ministries report given by Allison Sligh and Lora Parker-Gayler: 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 members assist in the 9:45 am and 11:00 am services in lieu of attending Sunday School. The students also will be assisting in the Easter Worship Services. Ignite is meeting weekly in the South Sanctuary. The ski trip and spiritual life retreat held at Camp Glisson were well attended. Spring break trips are planned for the youth. A parade for graduating seniors is scheduled in May along with hand prints to the legacy wall and step up Sunday for rising 6th graders.
 - (f) College Ministries report given by Eddie Fletcher for Tracie Cantrell and Patti Pass: The college care ministry is preparing its last mailing to wish students good luck on

final exams. Graduates also will be mailed a book and card wishing them the best in future endeavors.

- (g) Adult Education report given by Marianna Drinkyard: Adult Sunday School classes and small groups are slowly gearing back up. Of the nine classes, one is not meeting, one only meets through Zoom, six meet in person, and one conducts in person and Zoom meetings. Average Sunday School attendance before the Covid shut down was 231, and the corresponding average this year is 80. While all small groups are not reporting attendance, the one group that does report averages eight members. The number of attendees is increasing each Sunday.
- (h) Women's ministries report by Mark Hellman and Kerri Casteel: There are four bible study groups for woman. A new group named The Beauty of Fellowship is being formed for the summer with the intent to establish strong ties and encouragement for each other while growing together in the fullness of Christ. The meet and greet with preschool mothers was not well attended resulting in the cancellation of the meeting. An additional outreach with the preschool mothers will be planned later with hope for summer participation in a bible study. The Ladies Tea is scheduled for June 12th and will focus on Jeremiah 18.
- (i) Methodist Men report given by Bill Coffeen for Larry Sago: The men's prayer breakfast is scheduled to resume on April 18th. The annual golf tournament is scheduled for May 17th. Wednesday and Thursday accountability meetings are held weekly. A coalition of churches are considering participation in a Habitat for Humanity project which would build a home beginning in June; volunteers will be needed to work on the home along with raising \$5,000.
- (j) Music ministries report given by Christine Salazar: Adult choir is rehearsing biweekly with fellowship calls on alternate weeks. Youth choir is rehearsing biweekly with plans to lead worship on May 2nd. Virtual projects are being produced for the spring. Orchestra is alternating small ensembles in the 11:00 a.m., service as well as adult choir (numbers limited), and Carillon Ringers. The 9:45 a.m., modern service has some new musicians (and the band is still growing). The 8:30 a.m., traditional service is singing favorite hymns. The Chancel Choir will begin meeting in the spring. A Patriotic Celebration is scheduled for June 27th. No one has gotten sick through the music programs, and measures continue to be taken to insure safety from the Covid virus.
- (k) Missions report given by Mark Hellman: The mission program hosted the Atlanta Dream Center for a 9:45 Stay and Serve event where attendees wrote inspirational notes to be delivered to the ladies that the Princess Night teams encounter. Missions and Trustees hosted a very successful Great Day of Service project. An organizational meeting was held to help place families in stable housing (SPARC),

- and a future post placement mentor program is under development. Future volunteer opportunities will be available through McKenna Farms, MUST, Simple Needs GA, The Craddock Center, The Mountain Top Boys Home, and the Atlanta Dream Center. The church continues to deliver 115 meal kits each week to families in four different extended stay hotels. The church continues to support local schools and bus drivers with gift cards and gift baskets through the Teach Love ministry. A grant has been secured through the Krache Foundation to provide new softball equipment for the boys at the Mountain Top Boy's Home.
- (l) Media report given by Austin McMillan: A new camera has been obtained for the south campus along with new camera equipment for the north campus which will include a crane to allow for better camera shots. There is a need for volunteer camera operators. Progress also is being made to streamline the audio for Sunday morning worship services.
 - (m) Evangelism report given by Mark Hellman: Introduction letters about the church were mailed to 52 families participating in the spring soccer recreation program who indicated they did not have a church home, and one family has responded indicating their interest in attending the spring fling program to be held at the church. The 115 meal kits that were delivered last Wednesday included a VBS style activity along with information about the church. 10 Cobb County school bus drivers who parked in the church lot were given a \$5 Daily Grind gift card along with a welcome note from the church. The Young Families group will include information about the church in the Easter goodie bags that will be passed out at the upcoming spring fling.
 - (n) Staff parish relations report given by Dr. Campbell for Aaron Zerkle: The staff continues to do a great job in keeping the church open while complying with Covid protocols.
 - (o) Stewardship report given by Bill Coffeen: An ad hoc committee of 14 members of the church held the first of many meetings to establish a legacy ministry by creating an endowment. The Georgia United Methodist Foundation is assisting in the project. As the process moves forward approval will be sought by the administrative board before presenting the proposed endowment to a Charge Conference and then to the congregation later in the year or in early 2022. Bill Coffeen is the acting chair of the ad hoc committee. The stewardship committee will begin meeting on a regular basis after Easter to develop plans leading up to Consecration Sunday in November.
 - (p) Congregational care report given by Bill Floyd: Training has been completed for the Stephen Care Ministry program. A prayer team is starting. The congregational care team continues to provide meal deliveries, communion to shut-ins, outreach to share in one's grief, and additional training is planned for the fall.

- (q) Young Families report given by Mark Hellman for Amber Wilson: Upcoming spring fling is scheduled for April 3rd from 10:00 am until 12:00 pm. The spring fling is open to member of the church and community. The spring fling events will include a petting zoo, appearance by the Easter Bunny, and five different egg hunts divided by age. Donations of individually wrapped eggs can be dropped off at the church on or before March 25th.
- (r) Church opening status report given by Latham Postell: Phase 1 (current) requires masks during worship service; social distancing of six feet, registration for worship services, large space capacities (building A sanctuary 200; building C sanctuary 100; building B 100), and masks and social distancing for small group meetings. Phase 2 (beginning April 11, 2021) masks required when entering the building and when moving around the narthex and sanctuary; masks may be removed when seated; slight large space increases; masks and social distancing recommended during small group meetings; groups have flexibility to determine the protocols they uphold during meetings; masks and social distancing still required in public spaces. Phase 3 will start when global epidemics risk number falls below "5" for a minimum of 10 consecutive days and the protocol will be the same as Phase 2 with exception that mask are not required during congregational singing. Phase 4 will start whenever the first occurs: (a) global epidemics risk number falls to "0" for a minimum of 10 consecutive days or (b) percentage of population (nationally and statewide) shows that greater than 75% has been vaccinated. The Phase 4 protocols will be the elimination of all Covid-19 protocols.
- (s) Pastor report given by David Campbell: Continued prayers for people suffering from Covid-19. Welcome to Lew Amick as treasurer. It is great to see people coming back to church. God is using everyone in powerful ways. Grateful for the Holy Week and Easter celebrations scheduled at the church including Palm Sunday, Maundy Thursday, Good Friday, and Easter Sunday Services at Sunrise, 8:15 am, 9:45 am, and 11:15 am. The church also is planning to use a new software platform to assist in managing worship services along with registering for events and recording attendance.
- (t) Other concerns: none noted.
- (u) Next meeting: May 24, 2021, at 7:00 p.m.
- (v) Closing prayer by Eddie Fletcher.
- VI. Adjourn – The meeting was adjourned by Eddie Fletcher as Chairman. Next meeting: May 24, 2021, at 7:00 p.m.