

***CCC Council Meeting***  
***January 9, 2025 @ 7pm Via Zoom***

**AGENDA**

**OPENING PRAYER**

**APPROVAL OF DECEMBER MINUTES**

**APPROVAL OF FINANCIAL REPORTS**

**APPROVAL OF PASTOR COMPENSATION PACKAGE**

**NEW COUNCIL MEMBERS & REVIEW OF PROCESS**

**ITEMS NEEDED FOR ANNUAL MEETING**

**SURVEY REVIEW**

**OTHER**

**CLOSING PRAYER**

\*Special Note from Council Chair, Rochelle Rice:

Thank you for your patience as we get organized for today's meeting and the Annual Meeting on the 19th. Please note: I have included some additional people to keep them informed (John Rent and Barbara Merrill/Finance).

**APPROVAL OF DECEMBER MINUTES**  
**Dec 12, 2024 | [CCC Council Meeting](#)**

**Attendees:**

Rochelle Rice, Chaplain, Victor Diaz, John Rent, Kendra McKinnon, Betsy Gaston, Cheryl Stevens, Gloria Brown, Jay Corson, Vicki Todd

**November 14th, 2024 CCC Council Meeting Minutes approved by Consent**

**Building & Grounds (Jay Corson)** - balcony pews are finished, birch tree cut down from parking lot. Need to secure the last pew on chancel. Gowan installed the automatic generator, still not connected and working yet.

- Review Building & Grounds Minutes from November 20, 2024  
Does everyone agree to paint the interior walls of the Parish House lobby/bathrooms- Approved by Consent.
- Bring discussion for heated mats for Parish House ramp to B&G Comt. for further discussion.

**Community Care (Kendra McKinnon)** - Kathy Kuntz is helping to write notecards. Kendra will stay on as Chair in 2025.

- Food Pantry Update (Vicki Todd) - Has a strong committee, getting ready for Christmas Food Box Deliveries (approximately 12).

**Finance Committee (John Rent)** -

Happy with QBO, looking forward to future Reporting access and opportunity for specific reporting.

Shelly voiced her appreciation for Penelope Boehm for her training services and support with transfer from Desktop QB to QBOonline.

Barbara Merrill has agreed to step in as Treasurer for 2025.

Shelly requested that all Committee's have budget numbers by December 22, 2024

**HR Committee (Shelly)** -

Victor reported that a meeting tentatively set up for Saturday, 14th.

**Worship Committee (Victor)** -

Requesting that the HR Committee post the Music Coordinator Job Description.

**Nominating Committee (Shelly)** - Updates on proposed CCC Council Committees/Chairs:

**Executive Committee:**

**Chair** - Rochelle Rice

**Co-Chair - ?**

**Treasurer - Barbara Merrill**

**Secretary - Vicki Todd**

**Community Care - Kendra McKinnon**

**Nominating - Chaplain, Victor Diaz**

**Finance - Barbara Merrill**

**Worship - Gloria Brown**

**Human Resource - Elizabeth Murphy-Lewis**

**Building & Grounds - ?**

**Chaplain Report:**

- Reported that he visited an Island Commons Resident on Hospice-gave her last rites.
- Prayer List Update
- Hospital Visits Update

Honest Advent Art Show Comments:

Betsy Gaston commented on the exhibit. "Absolutely .... Splendid.... Contemporary..." both her daughter and her extremely impressed. The sanctuary decorations are breathtaking.

**Other:**

Shelly asked that a Gift Card for \$200 to Royal River Grille be purchased for our long-time Treasurer/Bookkeeper for a gift for her 18+ years of service. - All approved by consent.

**Dates to Remember:**

Christmas Eve Service 4:30-5:30pm

Pastor Search Committee Meeting - December 30th 3-4pm via Zoom

Finance Comt. working on the 2025 Budget, need committee reports submitted asap.

**\*Next CCC Council Meeting: Thursday, January 9, 2025 4-5pm via Zoom.**

Submitted by Vicki Todd, Secretary

# APPROVAL OF FINANCIAL REPORTS

## Finance Committee -3 Requests for Motions

1. A motion to Transfer Funds from MCF to Bath Savings

**Draft Motion-** "I move that a transfer be authorized from the MCF Paige Richardson account to our Bath Saving checking account to pay for 2024 capital project expenditures. Our treasure has the authority to calculate the Capital Expenditures total amount and make one or more transfers as our checking funds need to be replenished "

### Supporting Details

Significant payments for Capital improvements have been made from our checking account in 2024. Three major projects were initiated in 2024: Parsonage asbestos removal and insulation improvements, installation of a automatic generator and a new walk at the Parsonage.

The total 2024 capital expenditures paid from checking in 2024 that weren't paid for by grants or restricted funds totaled **\$22,085**.

\$ 34,756 Paid - \$6,739(Recompense)- \$ 4,932( Covid Testing)- \$ 6,000 (KTB)

Over **\$5,000** of painting was done in 2024. The Finance Committee would recommend that large cost, multi-year life projects that maintain our facilities be paid from MCF funds.

Additionally, we currently have a second invoice from Northeast Electric with a **\$13,523.83 balance** that will be paid in early 2025.

**These amounts total \$40,608.**

2. A motion to change Bath Savings signature authority.

**Draft Motion-** "I move that CCC's Treasurer, Office Manager and Council Chairperson have signature authority at Bath Savings Bank. These individuals are : Vicki Todd, Barbara Merrill and Rochelle Rice."

3. A motion to change our authorized contact with MCF.

**Draft Motion-**"I move that CCC"s Treasurer, Barbara Merrill, be named our authorized contact with MCF. She will have authority to access our account reports and transfer funds."

## 2025 CCC Budget Narrative

The draft budget is based on a review of the last three years' actual results with updates for significant known changes.

The Annual Revenue budget of \$107,100 is \$8,300 dollars higher than 2024 actual. Hopefully this increase can be improved with better fundraising and community communications starting with our Annual Meeting.

The current grant income is planned for Capital Improvements. An Operating Grant would substantially improve the bottom line.

The Annual Expense Budget at \$116,671 is \$3,100 higher than 2024 Actual.

This increase is explained on the Budget Summary.

The draft 2025 Budget currently shows a \$9,600 loss versus a \$14,800 Loss in 2024.

The Finance Committee briefly discussed how to get away from planning to lose money and being dedicated to raising these additional funds rather than accepting a loss.

One potential cost saving area is Lawn cutting and Snow removal. The \$3,400 that we have spent each of the last two years seems high. Should we be asking for bids or volunteers? Refer action to the Building and Grounds Committee?

<b>2025 Draft Budget Summary</b>				
	2022	2023	3 Year Average	2024
				Proj. Actual
Total Revenue	\$75,309	\$88,622	\$87,584	\$98,821
Total Expenditures	\$87,136	\$75,485	\$92,080	\$113,618
Significat Expense Components				
501 Salary	\$3,831	\$742	\$7,349	\$17,475
502 Chaplain Salary	\$34,013		\$18,282	\$20,833
523 Supply Minister		\$12,300	\$4,933	\$2,500
525 Professional Services				\$2,650
566 Maintenance & Repairs	\$2,614	\$17,526	\$9,354	\$7,923
568 Music Expense				\$4,461
585 Telephone	\$719	\$730	\$1,233	\$2,249
587 Utilities (electric, fuel)	\$16,160	\$12,435	\$14,205	\$14,021
590 Contingence				
			Total	\$72,111

2024		Draft 2025					
Budget	over Budget	Budget					
\$87,600	\$11,221	<b>\$107,100</b>					
\$84,000	-\$29,618	<b>\$116,671</b>					
\$3,900	\$13,575	<b>\$16,000</b>	<b>12 hours/week</b>				
\$25,000	-\$4,167	<b>\$25,000</b>	<b>2024 Contract</b>				
\$1,000	\$1,500	<b>\$1,300</b>	<b>4 weeks Pulpit, 4 weeks Zoom at \$200</b>				
\$0	\$2,650	<b>\$0</b>					
\$3,580	\$4,343	<b>\$9,400</b>	<b>paint church, hot water heater=Capital</b>				
	\$4,461	<b>\$9,000</b>	<b>9 months</b>				
\$1,500	\$749	<b>\$640</b>	<b>Change to VOIP</b>				
\$14,500	-\$479	<b>\$12,000</b>					
		<b>\$3,000</b>	<b>New</b>				
\$16,000	\$22,631	\$76,340					

Chebeague Community Church							
2025 Draft Budget							
	2022	2023	3 Year Average	2024	2024	2025	
				Proj. Actual	Budget	Budget	notes
<b>Revenue</b>							
401 Gifts, Tithes & Offerings	\$66,012	\$64,592	\$68,733	\$75,595	\$65,200	\$80,000	
411 Building Use Rentals	\$1,915	\$2,002	\$2,336	\$3,090	\$2,200	\$3,100	
415 Fund Raising	\$6,847	\$21,428	\$12,891	\$10,397	\$10,600	\$14,000	
417 Grants	\$535	\$600	\$2,958	\$7,739	\$600	\$8,000	
421 Other Income				\$0	\$9,000		
431 Interest and Dividends				\$2,000	\$0	\$2,000	
Sales of Product Revenue				\$98,821			
<b>Total Revenue</b>	<b>\$75,309</b>	<b>\$88,622</b>	<b>\$87,584</b>	<b>\$98,821</b>	<b>\$87,600</b>	<b>\$107,100</b>	
<b>Gross Profit</b>				<b>\$98,821</b>	<b>\$87,600</b>	<b>\$107,100</b>	
<b>Expenditures</b>							
501 Salary	\$3,831	\$742	\$7,349	\$17,475	\$3,900	\$16,000	1
502 Chaplain Salary	\$34,013		\$18,282	\$20,833	\$25,000	\$25,000	2
511 Payroll Taxes				\$1,215		\$1,118	
512 Workers Compensation				\$418	\$500	\$500	
515 Pastor Discretionary Expenses				\$6,379	\$6,000	\$6,000	
521 Custodial Services	\$4,040	\$4,335	\$3,934	\$3,428	\$4,100	\$4,300	3
522 Consultant Fees				\$480		\$500	4
523 Supply Minister		\$12,300	\$4,933	\$2,500	\$1,000	\$1,300	5
525 Professional Services				\$2,650	\$0	\$0	
531 Insurance - Property/Liability	\$4,911	\$5,290	\$5,341	\$5,821	\$5,400	\$6,000	
541 Advertising				\$424	\$0	\$0	
543 Automobile Gas and Expenses	\$661	\$669	\$690	\$740	\$1,300	\$600	
545 Automobile Insurance	\$456	\$489	\$478	\$489	\$500	\$500	
547 Automobile Parking/Registration	\$920	\$940	\$935	\$946	\$975	\$950	
549 Bank & Credit Card Fees				\$420	\$200	\$500	
553 Computer Equipment/Software				\$838	\$2,725	\$600	6
557 Fundraising				\$537	\$500	\$500	
565 Licenses/Memberships				\$600	\$160	\$160	
566 Maintenance & Repairs	\$2,614	\$17,526	\$9,354	\$7,923	\$3,580	\$9,400	7
567 Miscellaneous Expenses				\$3,421		\$3,000	
568 Music Expense				\$4,461		\$9,000	8
572 Payroll Processing				\$748		\$750	
575 Postage/Freight/Shipping				\$876	\$700	\$800	

577 Printing & Reproduction				\$298	\$700	\$350			
579 Property Tax	\$2,395	\$2,526	\$2,535	\$2,684	\$2,600	\$2,791			
581 Snow Removal/Landscape	\$2,450	\$3,450	\$3,107	\$3,420	\$3,300	\$3,500	9		
583 Supplies				\$4,718	\$2,600	\$4,500			
585 Telephone	\$719	\$730	\$1,233	\$2,249	\$1,500	\$640	10		
586 Travel				\$90					
587 Utilities (electric, fuel)	\$16,160	\$12,435	\$14,205	\$14,021	\$14,500	\$12,000			
589 Web and Internet	\$1,201	\$1,273	\$1,664	\$2,519	\$2,260	\$2,412	11		
590 Contingence						\$3,000	12		
<b>Total Expenditures</b>	<b>\$87,136</b>	<b>\$75,485</b>	<b>\$92,080</b>	<b>\$113,618</b>	<b>\$84,000</b>	<b>\$116,671</b>			
<b>Net Operating Revenue</b>				<b>-\$14,796</b>	<b>\$3,600</b>	<b>-\$9,571</b>			
<b>Notes</b>									
		1	12 hours/week						
		2	2024 Contract						
		3	2024 Budget +4%						
		4	accounting training						
		5	4 weeks Pulpit, 4 weeks Zoom at \$200						
		6	Zoom, QBO, LGL what else?						
		7	paint church, hot water heater=Capital						
		8	9 months						
		9	cost savings opportunity?						
		10	Change to VOIP						
		11	Axiom-3 internets						
		12	New						

# APPROVAL OF PASTOR COMPENSATION PACKAGE

## Chebeague Community Church

2025 Pastor Compensation Report  
for January 1, 2025 through December 31, 2025

We, the Chebeague Community Church of Chebeague Island, Maine, promise and obligate ourselves to our Pastor, Victor Diaz, in regular semi-monthly payments the following salary as well as reimbursable expenses (calculated on an annual basis; prorated for the remainder of 2023):

**Cash Salary:** \$ 25,000

**Reimbursable expenses:** up to \$ 6,000  
For professional expenses,  
Continuing education,  
Off-island church business travel

**Housing:** \$ 25,400  
Fair rental value of parsonage: \$ 18,000  
Estimated parsonage utilities \$ 7,400

**TOTAL PASTOR'S ANNUAL COMPENSATION** \$ 56,400

**Additional benefits:**  
Use of an island vehicle (including gas and insurance)  
Four weeks per year paid vacation, medical and family leave and other benefits as detailed in the employment contract.

**In witness whereof** we have subscribed our names this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
\_\_\_\_\_

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