

***CCC Council Meeting***  
***Tuesday, March 11, 2025 @ 7pm Via Zoom***

**AGENDA ITEMS**

**OPENING PRAYER**

**APPROVAL OF MINUTES**

January 9, 2025 Council Meeting

January 19, 2025 Annual Meeting

February 11, 2025 Council Meeting (*approval postponed until April 2025*)

**COMMITTEE REPORTS**

Building & Ground (verbal report)

Community Care

Chebeague Community Kitchen

Finance

Human Resources (verbal report)

Gathering Committee

**CHAPLAIN'S REPORT**

**CLOSING PRAYER**

# CCC Council Meeting Minutes

## January 9, 2025, 4 pm Via Zoom

### **Attendees:**

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

**Welcome Prayer** from Chaplain, Victor Diaz

December 12, 2024 CCC Council Meeting Minutes **Approved by Consent**

### **Finance Committee (John Rent) -**

- **Question:** Does the CCC Council approve that a transfer be authorized from the MCF Paige Richardson account to our Bath Savings checking account to pay for 2024 capital project expenditures? The CCC Council Treasurer has the authority to calculate the Capital Expenditures total amount and make one or more transfers as our checking funds need to be replenished **Approved by Consent.**
- **Question:** Do you approve the 2025 Treasurer; Barbara Merrill, Office Manager; Vicki Todd and Worship Chair; Gloria Brown have authority as check signers at Bath Savings Institution (BSI)? **Approved by Consent.**
- **Question:** Does the CCC Council give the 2025 Treasurer, Barbara Merrill authority to be the contact person for Maine Community Foundation (MCF) and authority to transfer funds to/from MCF to BSI checking account with approval by CCC Council? **Approved by Consent.**
- **Question:** Does the CCC Council approve to remove Lynne Priest from our BSI Debit card and add new 2025 Treasurer, Barbara Merrill's name on to the BSI Debit card? **Approved by Consent**
- **Question:** Does the CCC Council approve the proposed 2025 Budget as presented to date with \$2,000.00 added for Professional Services? **Approved by Consent.**

### **HR Committee (Shelly) -**

- Review of 2025 Chaplain's Compensation Report - made edits.
- Motion: Does the Council approve the 2025 Chaplain's Compensation Report? **Approved by Consent**

**Other:**

- Annual Report numbers from Committee Chairs need to be given to Shelly asap to prepare for Annual Meeting on January 19, 2025
- An Ad-Hoc Discernment Committee will be formed in 2025 to address where CCC is going in the future.

**Survey Summary (Cheryl Stevens)**

**Dates to Remember:**

**ANNUAL MEETING:** SUNDAY, JANUARY 19, 2025

Submitted by Vicki Todd, Secretary

# CCC Annual Meeting Minutes

## January 19, 2025, 11 am Via Zoom

Welcome (Rochelle Rice, CCC Chair)

28 CCC Members in attendance in person or via Zoom

- 2025 Council Members: **Approved by Affirmative Vote**  
Gloria Brown  
Victor Diaz, Chaplain  
Barbara Merrill  
Elizabeth Murphy-Lewis  
Rochelle Rice  
Vicki Todd
- Finance & Budget Report (John Rent, Finance Comt. Member)  
**Approved by Affirmative Vote to approve the 2025 Budget of \$107,100**
- Council Members present convened and officially voted in Barbara Merrill as Treasurer so she could immediately commence with her financial duties. **Approved by Affirmative Vote**
- CCC Council 2024 Committee Reports **All Approved by Affirmative Vote**
- CCC 2024 Survey Results presented by Cheryl Stevens

Submitted by Vicki Todd, Secretary

## **COMMUNITY CARE**

### **3.11.25 COMMUNITY CARE UPDATE:**

7 Sympathy cards sent and 5 Get-Well cards sent out by Kathy Kuntz & Kendra McKinnon in 2025.

## CHEBEAGUE COMMUNITY KITCHEN

Mar 4, 2025 | 📅 CCKitchen Committee Meeting

Attendees: Amy Bonville, Kel Haney, Kate Drabecki, Christine Englund, Kendra McKinnon, Vicki Todd

### Notes

- The request for approval for the back wall of the kitchen renovation was brought to the council, they are looking for more details, which now can be sent over but are planning to have it move forward once the plans are reviewed. Mitch Owen (architect) has offered to help design the renovation, we are looking first a lead on this project. Bill McKenzie has also offered to help with this project, Christine will connect with him then reach out to Mitch. We will need an overall design then present that full project to the board.
- We discussed the frequency of food replenishment, Amy believes twice a month will be adequate but that we will need more refrigerator space. Trying to get an estimate of food costs per month, perhaps purchasing more in bulk to start and then maintaining what is offered with more stored in the back room.
- Need for a locking donation box and white board for suggestions and requests.
- Christine will get estimates for food containers and a vacuum sealer to present to the board.
- Discussed advertising: announcement of new name and direction of CCK. Where to advertise, bulletin boards throughout public areas on the island, island web page and Facebook.
- A community event to kickoff new concepts, discussed an evening of assembling a dinner with CCK providing ingredients and cooking instructions to be taken home and prepared. Trying to appeal to the entire community.

### Action items for CCC Council Meeting on March 11, 2025:

**The following explains Phase 1 of the Parish House Kitchen Project to expand the CCK to support the food needs of the Island Community. The Freezer & Refrigerator and shelving will allow the committee to expand food opportunities and make it more accessible and organized in the kitchen. Please see above details in minutes that explain details of how to announce to the public.**

- Does the Council approve of the removal of the existing cabinet along the back wall (tall closet by door and wooden cabinets that are currently being used for canned food) by Wyatt Englund (volunteer time-no cost to Church)?
- Does the Council approve for Wyatt Englund to patch and repair holes and paint the kitchen walls (volunteer time-no cost to Church)?
- Does the Council approve for the work to be completed by Wyatt Englund on the weekends of March 15-16 and the following weekend, March 22-23 if more time is needed to complete the job?
- Does the Council approve spending \$150-\$250 to replace an old outlet (and possibly install a new circuit if needed) on the back wall to be installed by Chip Corson for the Refrigerator & Freezer.
- Does the Council approve CCK to spend up to \$1,800.00 from the CCK Fund for the following:
  - Refrigerator and freezer, both 28" wide. Approx. \$800
  - Commercial grade metal rack 6' by 4' Approx. \$100
  - 1 gallon paint and one gallon primer Approx. \$100
  - Spackle approx. \$20
  - Whiteboard for Kitchen \$40
  - Lock Box for Food Donations: \$40
  - Storage containers for food: \$60
  - Food Vacuum Sealer: \$289
  - Vacuum Sealer Rolls \$16.49
  - Casco Bay Lines Delivery Charge (unknown)
- Does the Council approve of moving the chest freezer back into the back storage room for overflow purposes?

**Phase 2 of the Kitchen Project will be presented to the Council for review and discussion after we receive Architect Plans for a remodel design (within the next 2-3 months). The expenses for Phase 1 will be included in the Phase 2 plan.**

# FINANCE REPORT

## CCC Finance Meeting - February 6, 2025 @ 4pm

CCC Finance Committee

Agenda

Thursday, 2/6/25 at 2PM

In attendance:

Donna Damon

Barbara Marshall

John Rent

Rochelle/Shelly Rice

1. Quick look at 2024 YE and 2025 Statements
  - QBO-update
  - LGL Update
  - Donation Acknowledgements
2. Financial Policies and Procedures Review-Edit as required
3. Grants- Is this a Finance Committee Responsibility?
  - Discuss Victor's recommendation to purchase Grant Research Software through LGL
  - 2025 Recompense Grant Request- Options?
  - Discuss benefit of an Operating Grant for "Re-starting" our Music Program
4. Fund Raising ideas
  - Annual Appeal and Pledge Campaigns-Timing-get on the calendar
  - Small group dinners-September?
  - Other ?
5. MCF Transfer of Funds to reimburse 2024 Capital Spending
  - Amount and Timing
6. Operating Reserves versus Capital Reserves
  - Understand the Three different MCF Funds
7. Capital Campaign -Is this an open item?
8. Other

### Minutes:

We need to get some clarity on Vicki's job description. Shelly is working with her on this. Vicki is approved for additional hours (2 per week) for continued training on QBL and LGL)  
Many annual pledges have been received already.

## Review of Budget vs Actual

How many pledged and what's still to come in? Vicki is working this out on LGL.

John is working on how to create better reports.

The committee reviewed the Financial Procedures to bring to the Council meeting. (Note: March 6, 2025 - still much work to be done on these before presenting to the Council for final approval). Do we have a procedure for CC statements and bank statements? Vicki should send them to Barbara. Copies of all receipts should be sent to Barbara. Is this efficient?

Grants: at this time, no one on the committee is interested in writing grants so we will stay with Maine Seacoast, Recompense for Music and Calvin Grant to be decided due April 28th.

Recommendations: Supply ministers for Maine Seacoast grant.

Music grant to recompense recommended for \$9000.

## **Timelines:**

March/April - Easter card

July - Lobster Roll Luncheon - ask for sponsors, raffle, auction for desserts, silent auction.

Note: Raymond Foundation - give a grant and people can match it.

August - Annual Appeal

September - possible small group dinner fundraiser with dessert at the Parish house to finish the evening. Make this affordable.

November - pledge cards

December - Christmas card

Still to come - who is writing these and who are they being sent to?

**Council proposal** - transfer funds from MCF for 2024 capital expenditures

Finance Committee agrees that CCC should pay for the Maine State withholding .5% for paid family and medical leave.

Respectfully submitted,

Rochelle./Shelly Rice, Chair and member of the Finance Committee

## CCC Finance Meeting - March 6, 2025 @ 4pm

In attendance:

Barbara Merrill - Treasurer

Rochelle Rice - Chair

Vicki Todd - Community Outreach Director and Finance

Cheryl Stevens - committee member

1. 2025 Statements (uploaded and attached) - **Reviewed by the committee.**
  - a. Budget V Actual Jan-Dec 2025
  - b. Management Report
  - c. Statement of Financial Position
  - d. Statement of Activity
  
2. LGL Report (Who has that information?) **Vicki updated us with this.**
  - a. Donation Acknowledgements  
**LGL is still getting set up and Chair sends some**
3. Financial Policies and Procedures **A work in progress - still a few things to be cleared up but we will use this as a working document until fully completed.**
4. Grants (repeat from last month – status updates) **Seacoast Mission submitted. Getting Recompense completed for April 15th. Calvin Grant due April 28th.**
  - a. Tech Soup/Grant Research Software through LGL **Not purchased by CCC**
  - b. 2025 Recompense Grant Request- Options? **Yes to applying to Recompense for Music Coordinator and music equipment.**
  - c. Discuss benefit of an Operating Grant for "Re-starting" our Music Program
  
5. Fund Raising ideas (repeat from last month – status updates)  
**possibly Sept 2025**
  - a. Annual Appeal and Pledge Campaigns-Timing-get on the calendar **We've got the dates but it needs discussion. Easter postcard going on April 14th to island residents.**
  - b. Small group dinners-September? **Yes possibly - no further details at this time.**
  - c. Other ?
  
6. MCF
  - a. Transfer of Funds to reimburse 2024 Capital Spending – **completed 3/4/24**

b . Operating Reserves versus Capital Reserves  
Understand the Three different MCF Funds - **Cheryl will get this info to us.**

7. Capital Campaign - Is this an open item? **Not at this time.**

Respectfully submitted,

*Rochelle/Shelly Rice, Chair and member of the Finance Committee*

March 6, 2023

# Chebeague Community Church

## Budget vs. Actuals: Budget\_FY25\_P&L - FY25 P&L

January - February, 2025

	JAN 2025				FEB 2025				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Revenue</b>												
401 Gifts, Tithes & Offerings	29,655.83	20,000.00	9,655.83	148.28 %	3,060.68	5,400.00	-2,339.32	56.68 %	\$32,716.51	\$25,400.00	\$7,316.51	128.81 %
411 Building Use Rentals	130.00	258.33	-128.33	50.32 %		258.33	-258.33		\$130.00	\$516.66	\$ -386.66	25.16 %
415 Fund Raising		600.00	-600.00			600.00	-600.00		\$0.00	\$1,200.00	\$ -1,200.00	0.00%
417 Grants		666.67	-666.67			666.67	-666.67		\$0.00	\$1,333.34	\$ -1,333.34	0.00%
431 Interest and Dividends		166.67	-166.67			166.67	-166.67		\$0.00	\$333.34	\$ -333.34	0.00%
<b>Total Revenue</b>	<b>\$29,785.83</b>	<b>\$21,691.67</b>	<b>\$8,094.16</b>	<b>137.31 %</b>	<b>\$3,060.68</b>	<b>\$7,091.67</b>	<b>\$ -4,030.99</b>	<b>43.16 %</b>	<b>\$32,846.51</b>	<b>\$28,783.34</b>	<b>\$4,063.17</b>	<b>114.12 %</b>
<b>GROSS PROFIT</b>	<b>\$29,785.83</b>	<b>\$21,691.67</b>	<b>\$8,094.16</b>	<b>137.31 %</b>	<b>\$3,060.68</b>	<b>\$7,091.67</b>	<b>\$ -4,030.99</b>	<b>43.16 %</b>	<b>\$32,846.51</b>	<b>\$28,783.34</b>	<b>\$4,063.17</b>	<b>114.12 %</b>
<b>Expenditures</b>												
501 Salary	1,537.50	1,333.33	204.17	115.31 %	837.50	1,333.33	-495.83	62.81 %	\$2,375.00	\$2,666.66	\$ -291.66	89.06 %
502 Chaplain Salary	2,083.30	2,083.33	-0.03	100.00 %	1,041.65	2,083.33	-1,041.68	50.00 %	\$3,124.95	\$4,166.66	\$ -1,041.71	75.00 %
511 Payroll Taxes	117.63	93.17	24.46	126.25 %	64.07	93.17	-29.10	68.77 %	\$181.70	\$186.34	\$ -4.64	97.51 %
512 Workers Compensation		41.67	-41.67			41.67	-41.67		\$0.00	\$83.34	\$ -83.34	0.00%
515 Pastor Reimbursable Expenses		500.00	-500.00			500.00	-500.00		\$0.00	\$1,000.00	\$ -1,000.00	0.00%
521 Custodial Services		358.33	-358.33		885.00	358.33	526.67	246.98 %	\$885.00	\$716.66	\$168.34	123.49 %
522 Consultant Fees		41.67	-41.67		180.00	41.67	138.33	431.97 %	\$180.00	\$83.34	\$96.66	215.98 %
523 Supply Minister		108.33	-108.33		250.00	108.33	141.67	230.78 %	\$250.00	\$216.66	\$33.34	115.39 %
525 Professional Services		166.67	-166.67			166.67	-166.67		\$0.00	\$333.34	\$ -333.34	0.00%
531 Insurance - Property/Liability		500.00	-500.00		3,004.50	500.00	2,504.50	600.90 %	\$3,004.50	\$1,000.00	\$2,004.50	300.45 %
541 Advertising		0.00	0.00			0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
543 Automobile Gas and Expenses		0.00	0.00		236.90	0.00	236.90		\$236.90	\$0.00	\$236.90	0.00%
545 Automobile Insurance		41.67	-41.67		246.65	41.67	204.98	591.91 %	\$246.65	\$83.34	\$163.31	295.96 %
547 Automobile Parking/Registration		79.17	-79.17			79.17	-79.17		\$0.00	\$158.34	\$ -158.34	0.00%
549 Bank & Credit Card Fees	33.69	41.67	-7.98	80.85 %		41.67	-41.67		\$33.69	\$83.34	\$ -49.65	40.42 %
553 Computer Equipment/Software		70.83	-70.83		73.50	70.83	2.67	103.77 %	\$73.50	\$141.66	\$ -68.16	51.88 %
555 Equipment Rental (Copier???)		41.67	-41.67			41.67	-41.67		\$0.00	\$83.34	\$ -83.34	0.00%
557 Fundraising		41.67	-41.67			41.67	-41.67		\$0.00	\$83.34	\$ -83.34	0.00%
565 Licenses/Memberships		13.33	-13.33			13.33	-13.33		\$0.00	\$26.66	\$ -26.66	0.00%
566 Maintenance & Repairs		783.33	-783.33			783.33	-783.33		\$0.00	\$1,566.66	\$ -1,566.66	0.00%
567 Miscellaneous Expenses		250.00	-250.00		14.64	250.00	-235.36	5.86 %	\$14.64	\$500.00	\$ -485.36	2.93 %
568 Music Expense		750.00	-750.00			750.00	-750.00		\$0.00	\$1,500.00	\$ -1,500.00	0.00%
572 Payroll Processing	113.80	62.50	51.30	182.08 %	33.90	62.50	-28.60	54.24 %	\$147.70	\$125.00	\$22.70	118.16 %
575 Postage/Freight/Shipping		66.67	-66.67			66.67	-66.67		\$0.00	\$133.34	\$ -133.34	0.00%
577 Printing & Reproduction		29.17	-29.17			29.17	-29.17		\$0.00	\$58.34	\$ -58.34	0.00%
579 Property Tax		0.00	0.00			0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
581 Snow Removal/Landscape		291.67	-291.67		950.00	291.67	658.33	325.71 %	\$950.00	\$583.34	\$366.66	162.86 %
583 Supplies	21.16	375.00	-353.84	5.64 %	10.96	375.00	-364.04	2.92 %	\$32.12	\$750.00	\$ -717.88	4.28 %
585 Telephone	214.01	53.33	160.68	401.29 %	273.28	53.33	219.95	512.43 %	\$487.29	\$106.66	\$380.63	456.86 %
586 Travel					126.00		126.00		\$126.00	\$0.00	\$126.00	0.00%
587 Utilities (electric, fuel)	2,290.69	1,000.00	1,290.69	229.07 %	3,111.01	1,000.00	2,111.01	311.10 %	\$5,401.70	\$2,000.00	\$3,401.70	270.09 %
589 Web and Internet	107.27	201.00	-93.73	53.37 %	202.47	201.00	1.47	100.73 %	\$309.74	\$402.00	\$ -92.26	77.05 %
590 Contingence		250.00	-250.00			250.00	-250.00		\$0.00	\$500.00	\$ -500.00	0.00%
<b>Total Expenditures</b>	<b>\$6,519.05</b>	<b>\$9,669.18</b>	<b>\$ -3,150.13</b>	<b>67.42 %</b>	<b>\$11,542.03</b>	<b>\$9,669.18</b>	<b>\$1,872.85</b>	<b>119.37 %</b>	<b>\$18,061.08</b>	<b>\$19,338.36</b>	<b>\$ -1,277.28</b>	<b>93.40 %</b>
<b>NET OPERATING REVENUE</b>	<b>\$23,266.78</b>	<b>\$12,022.49</b>	<b>\$11,244.29</b>	<b>193.53 %</b>	<b>\$ -8,481.35</b>	<b>\$ -2,577.51</b>	<b>\$ -5,903.84</b>	<b>329.05 %</b>	<b>\$14,785.43</b>	<b>\$9,444.98</b>	<b>\$5,340.45</b>	<b>156.54 %</b>
<b>Other Revenue</b>												
601 Fund Balances Forward	34,342.37	57,491.57	-23,149.20	59.73 %		0.00	0.00		\$34,342.37	\$57,491.57	\$ -23,149.20	59.73 %
611 Designated Fund Income									\$0.00	\$0.00	\$0.00	0.00%
612 Food Pantry Income	2,200.00		2,200.00						\$2,200.00	\$0.00	\$2,200.00	0.00%
613 Ladies Aid Income	10.00		10.00						\$10.00	\$0.00	\$10.00	0.00%
<b>Total 611 Designated Fund Income</b>	<b>2,210.00</b>		<b>2,210.00</b>						<b>\$2,210.00</b>	<b>\$0.00</b>	<b>\$2,210.00</b>	<b>0.00%</b>
621 Unrealized Gains		0.00	0.00			0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
622 Realized Gains		0.00	0.00			0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
<b>Total Other Revenue</b>	<b>\$36,552.37</b>	<b>\$57,491.57</b>	<b>\$ -20,939.20</b>	<b>63.58 %</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>	<b>\$36,552.37</b>	<b>\$57,491.57</b>	<b>\$ -20,939.20</b>	<b>63.58 %</b>
<b>Other Expenditures</b>												
711 Designated Fund Expense		0.00	0.00			0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
712 Food Pantry Expense	1,192.25		1,192.25		199.75		199.75		\$1,392.00	\$0.00	\$1,392.00	0.00%
<b>Total 711 Designated Fund Expense</b>	<b>1,192.25</b>	<b>0.00</b>	<b>1,192.25</b>		<b>199.75</b>	<b>0.00</b>	<b>199.75</b>		<b>\$1,392.00</b>	<b>\$0.00</b>	<b>\$1,392.00</b>	<b>0.00%</b>
801 Capital Repairs	14,751.73		14,751.73						\$14,751.73	\$0.00	\$14,751.73	0.00%
<b>Total Other Expenditures</b>	<b>\$15,943.98</b>	<b>\$0.00</b>	<b>\$15,943.98</b>	<b>0.00%</b>	<b>\$199.75</b>	<b>\$0.00</b>	<b>\$199.75</b>	<b>0.00%</b>	<b>\$16,143.73</b>	<b>\$0.00</b>	<b>\$16,143.73</b>	<b>0.00%</b>
<b>NET OTHER REVENUE</b>	<b>\$20,608.39</b>	<b>\$57,491.57</b>	<b>\$ -36,883.18</b>	<b>35.85 %</b>	<b>\$ -199.75</b>	<b>\$0.00</b>	<b>\$ -199.75</b>	<b>0.00%</b>	<b>\$20,408.64</b>	<b>\$57,491.57</b>	<b>\$ -37,082.93</b>	<b>35.50 %</b>
<b>NET REVENUE</b>	<b>\$43,875.17</b>	<b>\$69,514.06</b>	<b>\$ -25,638.89</b>	<b>63.12 %</b>	<b>\$ -8,681.10</b>	<b>\$ -2,577.51</b>	<b>\$ -6,103.59</b>	<b>336.80 %</b>	<b>\$35,194.07</b>	<b>\$66,936.55</b>	<b>\$ -31,742.48</b>	<b>52.58 %</b>

# Chebeague Community Church

## Statement of Activity

February 2025

	TOTAL
Revenue	
401 Gifts, Tithes & Offerings	3,060.68
<b>Total Revenue</b>	<b>\$3,060.68</b>
GROSS PROFIT	<b>\$3,060.68</b>
Expenditures	
501 Salary	837.50
502 Chaplain Salary	1,041.65
511 Payroll Taxes	64.07
521 Custodial Services	885.00
522 Consultant Fees	180.00
523 Supply Minister	250.00
531 Insurance - Property/Liability	3,004.50
543 Automobile Gas and Expenses	236.90
545 Automobile Insurance	246.65
553 Computer Equipment/Software	73.50
567 Miscellaneous Expenses	14.64
572 Payroll Processing	33.90
581 Snow Removal/Landscape	950.00
583 Supplies	10.96
585 Telephone	273.28
586 Travel	126.00
587 Utilities (electric, fuel)	3,111.01
589 Web and Internet	202.47
<b>Total Expenditures</b>	<b>\$11,542.03</b>
NET OPERATING REVENUE	<b>\$ -8,481.35</b>
Other Expenditures	
711 Designated Fund Expense	
712 Food Pantry Expense	199.75
<b>Total 711 Designated Fund Expense</b>	<b>199.75</b>
<b>Total Other Expenditures</b>	<b>\$199.75</b>
NET OTHER REVENUE	<b>\$ -199.75</b>
NET REVENUE	<b>\$ -8,681.10</b>

## **GATHERINGS COMMITTEE**

### **Gatherings Committee Meeting Minutes, Thursday, February 27, at 10 AM via Zoom.**

Attending, Julie Wright, Rev. Bob Brown, Chaplain Victor Diaz, and Gloria Brown

We began the meeting with a few moments of silence and deep breaths.

We agreed to meet on a regular monthly schedule: every fourth Thursday at 10AM.

We scheduled a multi-hour work session on Saturday, March 29 beginning at 9AM at the Parish House to plan gatherings for April, May and June.

Carmen is finishing up the music coordinator job description and advertising postings.

We began a list of pre-approved people to fill in for Victor in case of an emergency and/or as guest speakers.

Discussion re: discernment guidelines and potential committee members for an ad hoc committee for discernment for the future of our faith community. We will look to the 2024 survey for issues to be resolved as we move forward.

# CHAPLAIN REPORT - VICTOR DIAZ, CHAPLAIN

## Feb 2025 Monthly Chaplain Report - Submitted at 3/2025 Council Meeting

### Gatherings

Occasionally Attend Monday Bible Study

Summary of Advent services conducted

- 2-2 First Sunday with adapted Methodist Communion Liturgy
- 2-9 Nurturing Hope in Challenging Times
- 2-16 Supper Gathering Liturgy
- 2-23 Rev Bob Brown NO FAIR

### Ministry Activities

#### Pastoral Care

- Listening/Counseling sessions: In person visits
  - 15 calls/emails funeral scheduling planning; 1 in person family meet
  - 5 contacts for expressing Island sympathy/condolences
  - 1 Funeral in Sanctuary for Joan Phipps with Vicki and Victor
  - 1 hospice home visit
  - 2 Health home visit
  - 1 meals on wheels delivery
  - 12 Church meetings (Council/Committee meetings, weekly All Hands, weekly gathering planning and review, meet with Bob prior to Retreat, weekly meet with Vicki
  - 5 chaplain care connection calls

#### Community Engagement

- 3 Community Soup attendance

#### Continuing Education/Professional Develop

Leadership Retreat Sebago Lake Feb 21-23

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## 2. Administrative Duties

Mailchimp, Pre-retreat work planning and , Reflection prep,