

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

OPENING PRAYER

AGENDA ITEMS:

APPROVAL OF MINUTES FROM JAN COUNCIL MEETING & ANNUAL MEETING

January 9, 2025 |  **CCC Council Meeting**

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) -

- **Motion:** 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.**
- **Motion:** 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.**
- **Motion:** 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.**
- **Motion:** 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**

- **Motion:** 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)

Other:

Dates to Remember:

ANNUAL MEETING: SUNDAY, JANUARY 19, 2025

Submitted by Vicki Todd, Secretary

January 19, 2025 Annual Meeting Gathering Minutes

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
- CCC Council 2024 Committee Reports **All Approved by Affirmative Vote**
- CCC 2024 Survey Results presented by Cheryl Stevens

Submitted by Vicki Todd, Secretary

OFFICIALLY VOTE IN OFFICERS

BUILDINGS & GROUNDS REPORT - VICKI, CHAIR

Chebeague Community Church - Buildings and Grounds Committee

January 22, 2025

In attendance: Chaplain Victor; Jay; Scott; Vicki; Elaine

1. Governance

Chaplain Victor nominated Vicki as new Chair of B&G and thanked Jay for all his years chairing B&G. Vicki was voted in by consent. Scott will serve as co-Chair.

2. Prioritized work plan – recommended time lines

Scott prepared a list of priority projects following his September 7, 2024 site walk. The focus of this meeting is work that Scott recommended be done in the next year, as follows:

Church sill

Scott has talked with contractors, he's looking to get someone from the mainland if necessary. As a last resort if he has the time, Scott may be able to do the timber frame work and have someone else replace the clapboards.

Balustrade

It was not clear whether Thor has the balustrade. Chaplain Victor will follow up by email. Work to be scheduled in the spring.

Tower punch list

Tower is in great shape. There are a few issues to address but nothing structural.

There's no leaking.

Some debris should be removed. Minor repairs can be accomplished in one day.

Handicap access

Trees leading to the ramp should be removed, and some improvements to grading done.

ADA parking spaces should be marked. Jay noted the Zaugg family has removed their handicap ramp. Jay will ask whether they are willing to donate it to the church for the Parish Hall.

Vegetation – all buildings

Cheryl will remove overgrown vegetation in the spring.

3. Sanctuary Furnace

One of two York propane furnaces is working, temperature is 60 degrees. Mike Rollins thought it was working and demonstrated how to restart it, however he agreed to come back if the unit(s) were not functioning properly.

- Vicki to call Mike to schedule maintenance on the Sanctuary furnace and the Parish Hall units.

4. Generator

Generator at the Parsonage was tested, and is up and functioning. Chaplain will have them test the Parish House as well. Question whether \$1400 bargaining costs should have been divided 3 ways. Including the full cost on the invoice is in error.

5. Kate Drabecki, Kel Haney, Amy Boneville, and Christine Englund are interested in upgrading the food pantry and renaming it the Chebeague Community Kitchen.

The goal is to have a licensed kitchen, provide cooking classes, make it available for rent, and also serve as a food pantry, amongst other possibilities.

They would like improved shelving. There is a volunteer willing to remove existing shelving and install commercial shelving. The group is suggesting moving the freezer along the west wall of the kitchen to the back room. An upright refrigerator and upright freezer would be placed on the wall.

- B&G was in favor of the food pantry group proceeding with research and development of plans, with the understanding that Council approval will be required before any decisions are made or renovations begun.
- Chaplain Victor or the B&G Chair will request Council approval before proceeding with development of architectural plans or budgets.

6. Food service

Food service in general is being reviewed. There is a duplication of services as the Council gives out gas and food cards and the Church buys groceries and provides Hannaford gift cards. Chaplain Victor will look into organizations that might consider sending food to the Island as a program outreach.

7. Septic system

Board voted to approve having the septic tank pumped.

Meeting adjourned shortly after 6 pm.

- Proposals to be approved by consent

CHAPLAIN CARE - VICTOR DIAZ, CHAPLAIN

January 2025 Monthly Chaplain Report - Submitted at 2/11/2025 Council Meeting

Gatherings

Occasionally Attend Monday Bible Study

Summary of Advent services conducted

- 2-2 First Sunday Communion with inclusive Liturgy focus on Traditionalist

- 1-26
- 1-19 Annual Meeting Gathering Liturgy
- 1-12
- 01-05

Ministry Activities

Pastoral Care

- 2 Listening/Counseling sessions: In person visits
 - Traumatic event; health issues; requests for prayer; 5 calls funeral scheduling planning; 15 Phone Connections Calls of Sympathy/Condolences; health and life joys and concerns; follow up

Community Engagement

- Attended Island Council Non-Profits collaboration meeting
- 2 soup 1 coffee
- Collaborations or partnerships initiated - erika Chip for music; jenny crc for march coffee house at parish house

2. Administrative Duties

- Visited with Katie Urich and scheduled Feb 2 island singing
- Transfer leadership of WC (GF) over to Gloria with Council approval) and
- Met with HR - and the need for review of Church by Laws and policy and procedures - dotted and direct report chain of command
- Annual Meeting collaboration with WC
- Vicki, Shelly and I worked on the master calendar, annual tax receipt letter; council development
- Thank you notes to kathy kuntz
- Weekly Bulletin, and Email Mail List Distribution.
- Monthly Island Calendar with Vicki, Gloria and our VA, Carmen.
- *Turned Expense and Reimbursements*

Call with grace

Call with specs health and welfare check

Call with Mary health hospice and welfare

Add leslie and anna to prayer list

Calls with bob

Ladies aid visit

Bg meeting worship meeting

Dinner with eliza

Email of grief banu

Melisa and julie and adia

Barb and ajckie welfare check

Dinner with tom and mitch

COMMUNITY CARE - KENDRA, CHAIR

The Food Pantry Committee brought their ideas to the B&G Committee and B&G approved bringing their suggestions to the Council to consider the following:

These bullets are from B&G Meeting notes:

- B&G was in favor of the food pantry group proceeding with research and development of plans, with the understanding that Council approval will be required before any decisions are made or renovations begun?
- Chaplain Victor or the B&G Chair will request Council approval before proceeding with development of architectural plans or budget.

Questions:

-Will the Council consider renovations to the back wall of the kitchen for more accessible shelving and space for a stand-up refrigerator and freezer for more food to be stored and offered to the community? (More Details will be presented at the meeting with a sketch and cost explanation).

-Will the Council authorize Victor to ask Architect and CCC Member, Mitch Owen to draft an initial kitchen design drawing for future renovation consideration?

Submitted by Vicki Todd

FINANCE REPORT – BARBARA, TREASURER

- Proposals to be approved by consent
- See attached reports
- See below {Draft} CCC Financial Procedures

Revised 02/07/25 - Draft

Balance Sheet

As of December 31, 2025

	Total
ASSETS	
Current Assets	
Bank Accounts	
101 Bath Savings Account	35,741.54
105 PayPal	-231.59
Total Bank Accounts	35,509.95
Other Current Assets	
141 Paige West Richardson Fund	233,884.29
143 MCF Cheb CC Fund	36,273.85
145 MCF CCC Complex Bldg Fund	61,675.64
162 Payroll Tax Exchange	243.84
Total Other Current Assets	332,077.62
Total Current Assets	367,587.57
Fixed Assets	
173 Parsonage Improvements	5,870.00
Total Fixed Assets	5,870.00
Other Assets	
149 Morgan Stanley/Smith Barney	-51.00
Total Other Assets	-51.00
TOTAL ASSETS	\$373,406.57
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
300 Opening Balance Equity	354,150.14
32000 Unrestricted Net Assets	-19,733.33
Net Revenue	38,989.76
Total Equity	373,406.57
TOTAL LIABILITIES AND EQUITY	\$373,406.57

Management Report

Chebeague Community Church

For the period ended January 31, 2025



Prepared on

February 11, 2025

Profit and Loss

January 2025

	Total
REVENUE	
401 Gifts, Tithes & Offerings	29,655.83
411 Building Use Rentals	130.00
Total Revenue	29,785.83
GROSS PROFIT	
29,785.83	
EXPENDITURES	
501 Salary	1,537.50
502 Chaplain Salary	2,083.30
511 Payroll Taxes	117.63
516 Maine PFML	-18.11
549 Bank & Credit Card Fees	33.69
566 Maintenance & Repairs	1,627.90
572 Payroll Processing	262.98
583 Supplies	21.16
585 Telephone	214.01
587 Utilities (electric, fuel)	2,290.69
589 Web and Internet	107.27
Total Expenditures	8,278.02
NET OPERATING REVENUE	21,507.81
OTHER REVENUE	
601 Fund Balances Forward	34,342.37
611 Designated Fund Income	
612 Food Pantry Income	2,200.00
613 Ladies Aid Income	10.00
Total 611 Designated Fund Income	2,210.00
Total Other Revenue	36,552.37
OTHER EXPENDITURES	
711 Designated Fund Expense	
712 Food Pantry Expense	1,192.25
Total 711 Designated Fund Expense	1,192.25
801 Capital Repairs	13,123.83
Total Other Expenditures	14,316.08
NET OTHER REVENUE	22,236.29
NET REVENUE	\$43,744.10

Expenses by Vendor Summary

January 2025

	Total
Amazon.Com	21.16
Casco Bay Lines	4.00
Central Maine Power - Church	122.82
Central Maine Power - Parsonage	930.87
Consolidated Communications	214.01
Gowan Power Systems	13,123.83
Hannaford	1,188.25
MSFT	8.70
Paychex, Inc.	262.98
Taxpay - Paychex TPS	117.63
Techsoup	18.00
Vinal Energy	2,864.90
Zoom	80.57
Not Specified	3,602.69
TOTAL	\$22,560.41

Chebeague Community Church

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

January - December 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
401 Gifts, Tithes & Offerings	28,592.00	80,000.00	-51,408.00	35.74 %
411 Building Use Rentals	130.00	3,100.00	-2,970.00	4.19 %
415 Fund Raising		14,000.00	-14,000.00	
417 Grants		8,000.00	-8,000.00	
431 Interest and Dividends		2,000.00	-2,000.00	
Total Revenue	\$28,722.00	\$107,100.00	\$ -78,378.00	26.82 %
GROSS PROFIT	\$28,722.00	\$107,100.00	\$ -78,378.00	26.82 %
Expenditures				
501 Salary	562.50	16,000.00	-15,437.50	3.52 %
502 Chaplain Salary	1,036.44	25,000.00	-23,963.56	4.15 %
511 Payroll Taxes		1,118.00	-1,118.00	
512 Workers Compensation		500.00	-500.00	
515 Pastor Reimbursable Expenses		6,000.00	-6,000.00	
521 Custodial Services		4,300.00	-4,300.00	
522 Consultant Fees		500.00	-500.00	
523 Supply Minister		1,300.00	-1,300.00	
525 Professional Services		2,000.00	-2,000.00	
531 Insurance - Property/Liability		6,000.00	-6,000.00	
541 Advertising		0.00	0.00	
543 Automobile Gas and Expenses		600.00	-600.00	
545 Automobile Insurance		500.00	-500.00	
547 Automobile Parking/Registration		950.00	-950.00	
549 Bank & Credit Card Fees		500.00	-500.00	
553 Computer Equipment/Software		850.00	-850.00	
555 Equipment Rental (Copier???)		500.00	-500.00	
557 Fundraising		500.00	-500.00	
565 Licenses/Memberships		160.00	-160.00	
566 Maintenance & Repairs	1,627.90	9,400.00	-7,772.10	17.32 %
567 Miscellaneous Expenses		3,000.00	-3,000.00	
568 Music Expense		9,000.00	-9,000.00	
572 Payroll Processing	235.25	750.00	-514.75	31.37 %
575 Postage/Freight/Shipping		800.00	-800.00	
577 Printing & Reproduction		350.00	-350.00	
579 Property Tax		2,683.69	-2,683.69	
581 Snow Removal/Landscape		3,500.00	-3,500.00	
583 Supplies	21.16	4,500.00	-4,478.84	0.47 %
585 Telephone	214.01	640.00	-425.99	33.44 %
587 Utilities (electric, fuel)	2,290.69	12,000.00	-9,709.31	19.09 %
589 Web and Internet	107.27	2,412.00	-2,304.73	4.45 %
590 Contingence		3,000.00	-3,000.00	
Total Expenditures	\$6,095.22	\$119,313.69	\$ -113,218.47	5.11 %
NET OPERATING REVENUE	\$22,626.78	\$ -12,213.69	\$34,840.47	-185.26 %

Chebeague Community Church

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L

January - December 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Other Revenue				
601 Fund Balances Forward	34,342.37	57,491.57	-23,149.20	59.73 %
611 Designated Fund Income				
612 Food Pantry Income	2,200.00		2,200.00	
613 Ladies Aid Income	10.00		10.00	
Total 611 Designated Fund Income	2,210.00		2,210.00	
621 Unrealized Gains		0.00	0.00	
622 Realized Gains		0.00	0.00	
Total Other Revenue	\$36,552.37	\$57,491.57	\$ -20,939.20	63.58 %
Other Expenditures				
711 Designated Fund Expense		0.00	0.00	
712 Food Pantry Expense	1,192.25		1,192.25	
Total 711 Designated Fund Expense	1,192.25	0.00	1,192.25	
Total Other Expenditures	\$1,192.25	\$0.00	\$1,192.25	0.00%
NET OTHER REVENUE	\$35,360.12	\$57,491.57	\$ -22,131.45	61.50 %
NET REVENUE	\$57,986.90	\$45,277.88	\$12,709.02	128.07 %

CCC Financial Procedures

Check Writing

- Check writing privileges will be limited to individuals on the bank's "signature card"
- Individuals with check writing privileges will be approved by the Administrative Council-normally:

CCC Community Outreach Coordinator/Office Manager

CCC Treasurer

CCC Member

For 2025 the Council has approved: Barbara Merrill, Vicki Todd and Gloria Brown

- Checks for all recurring expenses and budgeted expenses may be written without a second approval.
- Checks for any unbudgeted expense will be approved in advance by the CCC Treasurer or the Administrative Council.
- Pastor's Reimbursable Expenses with the exception of visitation travel require pre-approval.
- All repayment requests will be submitted on an Expenditure Approval Form -see attached

Monthly Review

- At the end of each month a transaction summary of all QBO transactions will be printed and reviewed by the Treasurer or a designated member of the Finance Committee. The completed review will be approved (with signatures) and filed by the Office Manager.
- Additionally, a copy of the monthly bank statement will be reviewed. Receipts for all debit card transactions will be available to support this review.

MCF Access

- Individuals with MCF access privileges will be approved by the Administrative Council-normally:

CCC-Treasurer

For 2025 the Council has approved: Barbara Merrill

Payroll Reporting

- The CCC Office Manager will report Payrolls.
- This reporting is currently done with "Paychex"

- The CCC Treasurer or a designated Finance Committee member will approve all un-budgeted payroll submission.
- The Treasurer should be advised in advance, If possible, if budgeted hours will be exceeded.
- A sign-off will be made for all additional hours reported.
- At the end of each month a transaction summary of all QBO transactions will be prepared and reviewed by the Treasurer or a designated member of the Finance Committee. The completed review will be approved (with signatures) and filed by the Office Manager.

Reporting Donations

- All Donations ("Sales in QBO") will be entered in Little Green Light (LGL)
- Individuals authorized to make LGL entries will be limited to:
 - CCC Office Manager
 - CCC Treasurer and a designated Finance Committee member
- Sunday collections will continue to be counted and documented by two individuals. - attached form.

Bank Deposits

- Every time a bank deposit is made, a report is generated from LGL that summarizes the different category amounts that make up the deposit total.
- This LGL report will be used to record the financial transactions in QBO. Most deposits will be created from LGL entries (rare exceptions would be "other income" such as an insurance dividend from MEMIC).

Monthly Financial Reviews (these are starting point place holders, to be modified based on use of QBO reports starting in February).

- Monthly Reports will be presented to:
 - Finance Committee
 - Church Council
- The Standard Reports Are:
 - Total Annual Budget vs Actual
 - Statement of Financial Position
- The QBO "Statement of Activity Report" will be reviewed each month for the previous month.

This review is accomplished by the Treasurer and normal Finance Committee Agenda Item

Little Green Light Reporting Practices

Building rentals

A Rental Agreement exists

An Invoice will be entered into QBO when an agreement with full information (names, dates etc.) is dated and signed.

When paid, it's will be "received" in QBO

In LGL, when payment is received it's entered as generic building use with the name in the memo

At least semi-annually compare figures in QBO to LGL

For Food Pantry and Ladies Aid

Each organization needs a "constituent" called "Cash" for unidentified cash that's an actual donation

Ladies Aid needs a "constituent" for purchased interactions such: "Ladies Aid Fair/Purchases" as a type of other income

In LGL, Food Pantry or Ladies Aid donations are listed by name as donors if identifiable.

Cash in church plate

In LGL there will be a Constituent called "Cash" for unidentifiable contributions

In LGL the identifiable donations will be listed by that constituent whether it's currency or a check.

In QBO both of these categories will be Gifts, Tithes & Offerings.

GTO includes: Pledges and non pledged donations whether cash or check. These deposits are reported to the Church General classification.

Insurance – Memic rebate

In QBO this will be Other Income, with Memic as constituent

Attached Forms

CCC - Check Requisition Form

CCC

Check Requisition Form

Today's Date: _____

Requested By: _____

Requester's Telephone #: _____

Make Check Payable To: _____

Address (if being mailed): _____

Amount of Check: \$ _____

Purpose of Check: _____

Attach all receipts and documentation if applicable.

Return to Requester: Mail: _____ Rush: _____

Weekly Offering Documentation Slip

The total cash offering amount and the number of checks received should be confirmed by two individuals who agree on the numbers and confirm by signing the "Petty Cash" Slip.

The number of checks received is sufficient information though the total amount of checks is often added.

PETTY CASH	AMOUNT \$ _____	FOR _____
	NO. _____	_____
	DATE _____	_____
	ACCOUNT NO. _____	_____
	APPROVED BY _____	_____
	RECEIVED BY _____	_____
		NO. 44 4-1112 5-1112

HUMAN RESOURCES REPORT – ELIZABETH, CHAIR

- Nothing to add to report

WORSHIP/GATHERINGS COMMITTEE - GLORIA, CHAIR

CCC Gatherings Committee meeting, 30 January 2025, 10 AM

Attendees: Chaplain Victor Diaz, Gloria Brown.

Victor reported on suggestions received from Chip Emery and Erika Neumann re: music, sound and technology.

Discussion re: February 2nd First Sunday Gathering. We are expecting only a few people to attend because many of our folks are going to the mainland for Banu KomLosy's Remembrance Gathering. With so few people attending and lacking a volunteer for the Afterglow, Victor will provide Holy Communion, coffee, sweets, and discussion at the Parish House.

Discussion re: music coordinator: no action from HR.

Name of committee: Gloria suggested "Gatherings Committee."

Next meeting: Thursday, February 13, 2025, 10 AM

CCC Worship Committee meeting, 16 January 2025, 10 AM

Attendees: Rev. Bob Brown, Chaplain Victor Diaz, Gloria Brown.

Discussion re: local event's effect on the community. How can we be a healing presence in this situation?

Part of the task ahead of us is implementing a balance of the suggestions and comments from the recent survey.

Community concern(s) that we are not a Christian church any more.

- Change means not being the same. We are going to like some changes and dislike others.
- Every decision has to consider its potential effects on traditionalists and progressives.
- How do we, a formerly-Methodist community, be open and affirming to everyone and not ram our own beliefs down the throats of others?

Discussion re: very traditional liturgy for First Sundays.

During each segment of discussion, we kept coming back to the need for a discernment committee. We need a diverse and committed group of people who will be open to the Holy Spirit and to discuss difficult community issues.

We talked about a 4-hour planning session; also, the possibility of meeting weekly.

CLOSING PRAYER