

**PSEC Consistory Meeting
Minutes for September 16, 2023
@ PSEC Office / Hybrid**

In attendance: Rev. Bill Worley, Mr. Charles Kuthuru, Rev. Melissa Burkhart, Rev. Bob Fogal, Ms. Caroline Bashore, Rev. Selina Hamilton, Mr. Tom Wright, Ms. Caroline Dunleavy, Rev. Alan Miles, Rev. Roshan Soans, Ms. Mary Loiselle, Rev. Ken McDowell, Ms. Donna Fried, Ms. Alisa Unell, and Rev. Kevin McLemore

Word of Prayer & devotion offered by Ms. Caroline Dunleavy.

Meeting called to order by Moderator Mr. Charles Kuthuru at 10:03 am.

Work of God's People

Motion to approve the meeting's agenda by Ms. Donna Fried and seconded by Rev. Alan Miles. No discussion, motion carried unanimously.

Motion to approve the July 15, 2023, minutes as presented by Ms. Mary Loiselle and seconded by Rev. Bob Fogal. No discussion, motion carried unanimously.

Motion to approve the September 5, 2023, special consistory minutes as presented by Rev. Selina Hamilton and seconded by Ms. Caroline Dunleavy. No discussion, motion carried unanimously.

Reports:

1. Treasurer – Rev. Bob Fogal led the CC through the various reports to highlight items that seem to merit attention, as well as the 2024 Spending Plan.
 - Concerning OCWM donation – YTD at the end of August, donations are \$37,999.00 below the budget.
 - \$765,100 is budgeted for 2023's OCWM giving with 10% (\$76,510) being sent to National – continued set amount of \$6,376 is sent each month.
 - As for the balance sheet, there is a total of \$1,694,897 in unrestricted and restricted funds.
 - New Line Item – under Fixed Assets/Other, Line 10407, ROU (right of use) Asset references the leased equipment
 - A few highlights on the operating statement were made.
 - Other than the -\$37,999 for OCWM donations, there are no other significant variances between budgeted and actual; income altogether is ahead of budget by \$16,040.
 - Expense Line 51100 & Expense Line 51215 – Professional Staff exceeds budgets by \$11,789 and benefits are underspent by \$12,573 due to Rev. Kevin McLemore carrying his own medical insurance.
 - Expense Line 53122 - \$5,068 to the good, simply over budgeted.
 - Expense Line 53520 General Synod – had not budgeted; had the money to pay from savings and not taking that out of general income for this year.
 - Expense Line 54034 – significantly ahead of budget, purpose is pass through money for Home of the Aged.
 - Expense Line 54022 – looks like an over expenditure but PSEC is a fiduciary for grants from ELCA and UCC.

- Expense Line 54005 Clergy Convocation – overspent by \$12,376 but compensated for by the Income Line 40175.
- Exceeded income by \$39,650; approximately \$2,000 more than the OCWM variance.
- New Church Start – third of fourth payment of \$55,280 to Open Table in Pottstown.
- Value of investments as of December 31, 2022, was \$1,871,110 and as of June 30, 2023, is now \$2,055,647 – significant factor is the unrealized gain of \$181,261.

Motion to approve the treasurer’s report by Rev. Roshan Soans and seconded by Rev. Alan Miles. No further discussion, motion carried unanimously.

2024 Spending Plan

- Budget & Finance Committee is recommending to consistory to recommend to the body a deficit budget of \$79,174.
 - Total proposed income \$969,109 with contribution income of \$734,000 and assuming a 3% salary increase and 3% endowment draw.
 - Expense Total – OCWM National – \$73,400, 10% of budgeted contributions
 - Expense Total – Human Resources – budgeting \$623,980 which includes the 3% increase for staff salary
 - Expense Total – All Conference Operations – budgeting \$184,267, all subgroups from Total Utilities through Total Conference Support Ministries
 - Expense Total Clergy Development – budgeting \$88,970 which is approximately \$11,000 increase from this year’s budget
 - Total All Expenses proposed is \$1,048,283 which is approximately a \$9,000 increase from 2022 actual
- With a deficit budget in 2024, OCWM and conference donation would have to increase considerably or 2025 would require cutting staff; that is if 2025 doesn’t result in a merged conference.

Motion to approve the 2024 Spending Plan as presented by Rev. Selina Hamilton and seconded by Rev. Alan Miles. No further discussion, motion carried.

Guest – Andrew Warner, CFRE Generosity Outreach Officer

OPTIC – Office of Philanthropy, Technology, Identity, & Communication, United Church of Christ

- PSEC is more dependent on OCWM giving and Strengthening the Church giving from local churches compared to other conferences.
- National is receiving more individual donor gifts (12% of National budget) compared to PSEC.
- Other conferences are receiving more income from management (investments) compared to PSEC.
- Important sign of health is that PSEC congregations are able to cover more of their expenses with pledges and offerings compared to other conference churches.
- Start thinking about how to tier outreach to the different giving groups of churches.
- Evangelism is the most important long-term strategy – focus on work around new church starts and helping existing congregations reach out to new people.
- Other areas of strategy include development support – growing individual donors and management support – how we grow resources.

- Think about why PSEC exists, reason for being and how to tell that story – connect with donors who care about that story.
- Comprehensive campaign to create a fund that will help sustain some key initiatives.
- Plan giving directly to PSEC as well as local churches that covenant to give 10% of future gifts to PSEC.
- Communication strategy – four quarterly letters that tell the basic support story and how the local churches help the mission of PSEC come alive with donations.
- Share stories of not just how PSEC is helping smaller churches, but how PSEC is helping stronger churches be even more successful.
- Short-term strategy could be to figure out how to promote Strength in the Church offering.
- Brainstorm idea around pulpit supply - create a preaching collective that provides a bulletin, video sermon, and coaching to lay leaders to lead worship with a small fee
- Focus groups in top two tiers of giving to figure out what local churches need – identify clear deliverables.

Work of God's People Continued

2. Disaster Ministry Coordinator Report – in addition to the written report, Rev. Bill Worley clarified that work in Philadelphia is still being done and there are other agencies stepping into the work.
3. Personnel Committee Report – Rev. Melissa Burkhart – in addition to the 3% salary increase, the personnel committee reconfigured the salary guidelines to compensate for smaller church membership. Personnel committee is also recommending that part-time compensation is increased by \$2 yearly over the next 5 years.
4. Associate Conference Minister for Congregational Development Report – Rev. Cean James
5. Associate Conference Minister for Search & Call Report – Rev. Kevin McLemore – no additions to written report
6. Conference Minister Report – Rev. Bill Worley – no additions to written report

Motion to approve the above reports (2-6) by Ms. Caroline Dunleavy and seconded by Ms. Donna Fried. No further discussion, motion carried unanimously.

7. Generosity Mission Team Report – Ms. Caroline Dunleavy – attached to the report is the generosity calendar. Working with Tammie on 2024 OCWM pledging and messaging. Going to be doing Giving Tuesday for the first time on November 28, 2023.
 - OCWM – Churches with no giving or behind schedule – based on the presentation by Andrew, focus on celebrating the top givers and check in with them. Will come back to in November.

Old Business

1. Report from New Ministries Grant Committee – two requests were made. For the January request, committee asked for more information. Decided to partially support one grant and to deny the other

with strong encouragement that the grant is rewritten and submitted again.

New Business

1. Fall Meeting – Nov. 12, 2023 – Agenda – St Paul’s Amityville, Douglasville

- Financial reports
- Keystone Project report
- Ask social justice groups to submit written report and set-up a table
- Collection in support of the Social Justice Groups

Motion to approve the Fall Meeting Agenda by Rev. Melissa Burkhart and seconded by Ms. Mary Loiselle. No further discussion, motion carried unanimously.

2. Church Closure Data Sheet

Motion to start including church closure information in the annual report to build awareness by Ms. Mary Loiselle and seconded by Ms. Caroline Dunleavy. No further discussion, motion carried unanimously.

Motion to Adjourn at 12:39 pm made by Rev. Bob Fogal and seconded by Ms. Mary Loiselle, motion carried unanimously.

Closing Prayer led by Rev. Bill Worley.

For November 18th meeting: Devotions: Alan Miles Hospitality: Alan Miles

Consistory Meeting dates:

2024: Jan. 20, Mar. 16, May 18