

Charter Oak Church

2024 Charge Conference Minutes

November 21, 2024

Attendance: Pastor Laura Saffell, Pastor Chris Whitehead, Pastor Jonathan Hartland, Pastor Ben Phipps, Pastor Bill Gates, Chow Juan, Nathan Anderson, Kris Hobaugh, Erin Irons, Christina McCaffrey, Jordan Morran, Adam Pardee, Amanda Polinsky, Brian Quinn, Larry Rybacki, Garth Shaner, Autumn Vinopal, Nick Watson, Jason Halfhill, Kristi Fellers, Jarrett Saffell, Skip Bennett, Becky Quinn, Bob Carr, Ty Holler

Opening

- **Opening Prayer – Christina McCaffrey**

- **Reading of the Presiding Elder's Letter - Laura Saffell**
 - Pastor Laura Saffell, Pittsburgh South Circuit Presiding Elder of the Allegheny West Annual Conference of the Global Methodist Church shared the critical goal of the Global Methodist Church: making disciples who make disciples. Laura gave praise to Charter Oak Church for their good efforts in this arena. She challenged Charter Oak Church to prayerfully consider coming alongside smaller GMC churches in our region, helping them identify areas that are holding them back from becoming healthy churches that can reach the least, the last, and the lost in their communities.
 - Laura also shared her experience as a delegate to the recent GMC Conference in Costa Rica. She praised God for the ability to lift up what we believe and not apologize for it, which was a very emotional experience, full of the tangible presence of God. Laura encouraged us to watch the videos featuring preaching and teaching from the Conference. She explained that the GMC is not a denomination, but a movement of God, and encouraged us to lean into the movement. When we gather, the Holy Spirit will meet us there.

- **Election of the Charge Officers – Chris Whitehead**
 - **MOTION** by Chris Whitehead to approve Kristi Fellers as 2024 Charge Recording Secretary.
 - Motion 2nd by Christina McCaffrey.
 - Motion ACCEPTED.
 - **MOTION** by Chris Whitehead to approve Larry Rybacki as 2024 Charge Treasurer.
 - Motion 2nd by Christina McCaffrey.
 - Motion ACCEPTED.
 - **MOTION** by Chris Whitehead to approve Amanda Polinsky as 2024 Charge Pastor Parish Relations Chair.
 - Motion 2nd by Christina McCaffrey.
 - Motion ACCEPTED.

Vision for the Charge

- **Pastor's Vision for the Church/Charge – Chris Whitehead**
 - See the attached document titled **Charge Conference 2024 Vision of the Church**

The Practical Stewardship of our Ministry

- **Membership Report - Jason Halfhill**

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- See the attached document titled **Charter Oak Church Transition Report FY23-24**
- Jason Halfhill affirmed our membership total, giving reference to the Transition Report for Membership Changes. The Transition Report is a database of all membership actions, including the receipt of new members, transfer of current members, withdrawals, removal of members, deaths, baptisms, dedications, affirmations, and weddings. A list of College Connection students can be referenced in the **Charter Oak Church 2024 College Connections** document.
 - **MOTION** by Jason Halfhill to approve the Transition Report.
 - Motion 2nd by Brian Quinn.
 - Motion ACCEPTED.
- **2024 Connectional Giving Report and Approval of 2025 Connectional Giving - Jason Halfhill**
 - Jason Halfhill, Executive Director of Central Services requested the Charge Conference to affirm our commitment to Connectional Giving for 2025.
 - **MOTION** by Jason Halfhill to affirm our commitment to Connectional Giving in 2025.
 - Motion 2nd by Christina McCaffrey.
 - Motion ACCEPTED.
- **Pastoral Compensation Package – Amanda Polinsky**
 - Please reference the attached document titled **2024 Charter Oak Church Charge Conference Packet 11-21-24** for information related to Pastoral Compensation
 - **MOTION** by Amanda Polinsky to approve the Salary of \$87,207, the Housing Allowance of \$30,000, and the Accountable Reimbursement of \$8,000 for Pastor Chris Whitehead.
 - Motion 2nd by Adam Pardee.
 - Motion ACCEPTED.
 - **MOTION** by Amanda Polinsky to approve the Salary of \$58,549, the Housing Allowance of \$18,000, and the Accountable Reimbursement of \$2,000 for Pastor Jonathan Hartland.
 - Motion 2nd by Garth Shaner.
 - Motion ACCEPTED.
 - **MOTION** by Amanda Polinsky to approve the Salary of \$60,538, the Housing Allowance of \$18,000, and the Accountable Reimbursement of \$3,600 for Pastor Ben Phipps.
 - Motion 2nd by Erin Irons.
 - Motion ACCEPTED.
 - **MOTION** by Amanda Polinsky that it be resolved that Charter Oak Church will designate \$0 of Pastor Chris Whitehead's salary as Housing Allowance Exclusion, which is to be excluded from the reported taxable income.
 - Motion 2nd by Brian Quinn.
 - Motion ACCEPTED.
 - **MOTION** by Amanda Polinsky that it be resolved that Charter Oak Church will designate \$0 of Pastor Jonathan Hartland's salary as Housing Allowance Exclusion, which is to be excluded from the reported taxable income.
 - Motion 2nd by Adam Pardee.
 - Motion ACCEPTED.

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- **MOTION** by Amanda Polinsky that it be resolved that Charter Oak Church will designate \$5,000 of Pastor Ben Phipps's salary as Housing Allowance Exclusion, which is to be excluded from the reported taxable income.
 - Motion 2nd by Autumn Vinopal.
 - Motion ACCEPTED.

- **Trustees Report - N/A**

Leadership Recommendations (Nominations Report)

- **2025 Lay Church Officers - Chris Whitehead**
 - **MOTION** by Chris Whitehead to approve Larry Rybacki for the Church Council Class of 2028 and Treasurer.
 - Motion 2nd by Adam Pardee.
 - Motion ACCEPTED.
 - **MOTION** by Chris Whitehead to approve Steve Manges for the Church Council Class of 2028.
 - Motion 2nd by Adam Pardee.
 - Motion ACCEPTED.
 - **MOTION** by Chris Whitehead to approve Bob Carter for the Church Council Class of 2028.
 - Motion 2nd by Adam Pardee.
 - Motion ACCEPTED
- **Vacancies of 2025 Lay Church Officers to be Filled by Church Council – N/A**
 - **MOTION** by Chris Whitehead that Church Council will fill the Lay Church Officer position in case of a vacancy.
 - Motion 2nd by Adam Pardee.
 - Motion ACCEPTED.
- **2025 List of Teams that Serve the Church - Jason Halfhill**
 - Teams that serve Charter Oak Church include Kids Ministry, Student Ministry, Worship Team, Tech Team, Recording Team, Counting Team, First Impressions, Next Steps, Coffee Team, Safety Team, Food Pantry Distribution/Set Up, Communion Prep, Prayer Walk (JN), Kitchen (JN), Benevolence (JN)
 - **MOTION** by Jason Halfhill to approve the List of Teams that Serve Charter Oak Church.
 - Motion 2nd by Nathan Anderson.
 - Motion ACCEPTED.
- **2025 Delegates to Annual Conference - Chris Whitehead**
 - Lead Pastor Chris Whitehead presented the names of candidates to serve as 2025 Delegates to the Global Methodist Church Annual Conference. The 2025 Annual Conference will take place on June 18-21 at Mount Vernon Nazarene University, Mount Vernon, OH.
 - **MOTION** by Chris Whitehead to approve Rich Hoffman as Charter Oak Church Delegate to the 2025 Annual Conference.
 - Motion 2nd by Jordan Morran.

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- Motion ACCEPTED.
 - **MOTION** by Chris Whitehead to approve Garth Shaner as Charter Oak Church Delegate to the 2025 Annual Conference.
 - Motion 2nd by Jordan Morran.
 - Motion ACCEPTED.
 - **MOTION** by Chris Whitehead to approve Juan Macias as Charter Oak Church Delegate to the 2025 Annual Conference.
 - Motion 2nd by Jordan Morran.
 - Motion ACCEPTED.
 - **MOTION** by Chris Whitehead to approve Tammy Macias as Charter Oak Church Alternate Delegate to the 2025 Annual Conference and as Future Lay Equalization Delegate to the Annual Conference once a Campus Pastor is appointed at the Mount Pleasant/Scottsdale Campus.
 - Motion 2nd by Jordan Morran.
 - Motion ACCEPTED.
- **Approval of 2025 Candidates for Ministry (or Continuation as Needed) – N/A**
 - **Property Issues - N/A**

Additional Business

Closing

- **Closing Prayer – Laura Saffell**
 - Laura Saffell called upon all in attendance to gather around and lay hands on the Charter Oak Church Campus Pastor Team while she prayed over them.

Meeting Adjourned at 7:27 PM

Respectfully Submitted,
Kristi Fellers
November 21, 2024

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Church Council Minutes

November 21, 2024 – Council Meeting

Council Members: Nathan Anderson, Kris Hobough, Erin Irons, Christina McCaffrey, Jordan Morran, Adam Pardee, Amanda Polinsky, Brian Quinn, Larry Rybacki, Garth Shaner, Autumn Vinopal, Nick Watson, Chris Whitehead, Jason Halfhill (Ex-Officio), Kristi Fellers (Ex-Officio)

Absent: None

Guest Attendance: Jonathan Hartland, Bob Carr, Skip Bennett, Ty Holler

Prayer: Jordan Morran

Review the October 2024 Meeting Minutes

- **MOTION** by Nick Watson to accept the October Church Council Meeting Minutes
 - Motion 2nd by Christina McCaffrey
 - Motion ACCEPTED.

Finance Report: Larry Rybacki

- See the attached document titled **Treasurer Report 11-21-24**
 - The first three months of FY24/25 are very similar. 22% of budget in revenue in first 3 months of FY (should be at 25%), but we are 5% under on expenses.
 - Strengthening Our Future grew by \$100K in September
 - Larry Rybacki acknowledged the work done by Jason Halfhill, Executive Director of Central Services, and Angie Cosner, Business Manager, that provides accurate financial information each month.
 - Should we be concerned about a potential lower Giving total in 2024 v 2023?

Old Business

- Crossroads Building Update
 - Finance Subcommittee Team Member Nick Watson presented a financial overview of the discernment process for the South Main Street property potential purchase, including conservative estimates of Gross Annual Operating Income, Operating Expenses, Net Operating Income, Estimated Mortgage/Renovation, and Profit/Loss.
 - Conservative Estimates are based on historical data as well as projections.
 - The Finance Subcommittee Team recommends moving ahead with the purchase of the South Main Street property.
 - The current lease expires in February 2025, but discussions will continue for a potential extension if needed.
 - Owner-financing is under consideration.
 - Façade renovations are a critical impact item and would reflect a strong commitment to the city, thus would be a priority.
 - Worship capacity has not yet been drawn up, but ideally would house 300 seats or more.
 - Creation of an LLC protects Crossroads as well as the other campuses in case of lawsuits.

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- The first step would be purchase of facility, then engage in construction phase, which would need to align with Capital Campaign.
- A Congregational Vote would need to take place to approve the motions. It would be valuable to also lay this out for the Congregation as a presentation at a Family Meeting ahead of the Congregational Vote.
- It may be helpful to document with photos of the crowd at Crossroads and how they are bursting at the seams. Can we create content that will help the congregation understand the need for a larger space?
- Christina McCaffrey requested prayer for wisdom for Skip Bennett, Director of Expansion, as well as for the purchase price of the property to land at \$1.25M.
- Capital Improvements Reserve Account
 - Conversation has occurred at a previous Council meeting that Frye Farm Renovation costs would be funded out of the Capital Improvement Reserve, not from a Capital Campaign
 - 4% from each Crossroads and Frye Farm goes into the Reserve for Capital Improvement Budget and an additional 2% from Frye Farm goes into the Reserve - Frye Farm Capital Improvement Budget.
 - Reserve for Capital Improvement surplus at the end of FY24 was transferred on August 18, 2024 into the Reserve - Frye Farm Capital Improvement Budget rather than into a surplus fund
- Capital Improvements
 - Central Offices
 - Central Offices renovations are recommended in order to bring Central, Expansion, and the Lead Pastor offices together into one space. Pastor Chris Whitehead requested the approval of the renovation of the old nursery space at the Frye Farm Campus to become the Executive Office Suite.
 - Renovation costs are estimated in the amount of \$15,000. Bob Ross from the Crossroads Campus has generously offered to do the work, which could begin in January 2025.
 - **MOTION** by Brian Quinn to approve funding not to exceed \$15,000 for the Central Offices Renovation Project at the Frye Farm Campus utilizing the Reserve - Frye Farm Capital Improvement Budget.
 - Motion 2nd by Larry Rybacki
 - Motion ACCEPTED.
 - Frye Farm Renovation
 - Chow Juan, Executive Director of the Frye Farm Campus, has met with Phil Frye and his designer. The conversation and plans will not be moving forward until after the new year.

Comments from Visitors

- Ty Holler suggested speaking again with attorney Ryan French about what it would look like to create an LLC as a Christian organization. It was suggested to discover all answers on operational, financial, and other relevant matters before proceeding or presenting to the congregation. Being present for the meeting allowed him to see the payoffs of all of the work done and the corrections that have been made over the years.

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New Business

- Global Methodist Church Allegheny West Annual Conference (GMC AWAC) Hurricane Giving Drive Donation
 - The Church has been responsible for most of the relief efforts in North Carolina. The GMC in that area has been an integral part of the efforts. Our Annual Conference has put together a relief fund in which 100% of the donations go toward boots-on-the-ground relief efforts in these areas devastated by the hurricanes.
 - The Charter Oak Church Campus Pastor Team recommends a gift of \$10,000 to demonstrate our commitment to giving generously. The Campus Pastor Team also encourages the congregation to donate individually to the AWAC fund.
 - Christina McCaffrey suggested a larger donation of \$20,000, stating that this is a strong demonstration of support for people who have not been getting the help that they need.
 - Discussion ensued about the total amount of funding in the Reserve Mission account and how those funds are spent.
 - Nathan Anderson stated that this is a good way to show our support of and partnership with the GMC as well.
 - **MOTION** by Christina McCaffrey to joyfully direct \$20,000 to the GMC Allegheny West Annual Conference Hurricane Giving Drive from the Reserve – Missions fund.
 - Motion 2nd by Erin Irons
 - Motion ACCEPTED.

Executive Session

- Church Council went into Executive Session.

Next Church Council Meeting

- December 19, 2024 (Frye Farm Campus)
 - Start Time 7:00 PM

Respectfully Submitted,
Kristi Fellers
November 21, 2024

