



CHURCH OF THE TRINITY
METROPOLITAN COMMUNITY CHURCH

Congregational Meeting Agenda

January 19, 2019

2:00 PM

1. Welcome and Opening Prayer Rev. Renae Phillips
2. Quorum Established David Stewart, Clerk
3. Approval of 2019 Congregational Meeting Agenda David Stewart, Clerk
4. Approval of 2018 Congregational Meeting Minutes David Stewart, Clerk
5. 2018 Financial Report Ann Vassilaros, Treasurer
6. Audit Team Report Ann Vassilaros, Treasurer
7. Transitional Pastor's Report Rev. Renae Phillips
8. Buildings and Grounds Report Mary Rice
9. Fundraising Report Kathy King
10. TLAYF Report Wendy LaChaunce
11. Lay Delegate Report Deb Piner
12. Approval of Slate for Board of Directors David Stewart and Nominating Committee
13. Election of Lay Delegate David Stewart
14. Review and Approval of 2019 Budget Ann Vassilaros, Treasurer
15. Other Business
16. Adjournment



Congregational Meeting Minutes

January 19, 2019

2:00 PM

1. Welcome and Opening Prayer Rev. Renae Phillips
2. Quorum Established David Stewart, Clerk 45 members present
3. Approval of 2019 Congregational Meeting Agenda David Stewart, Clerk Motion to approve the agenda was made by Jim LaChapelle and seconded by Marilyn Kane. Motion carried.
4. Approval of 2018 Congregational Meeting Minutes David Stewart, Clerk Motion to approve the 2018 Congregational Meeting Minutes was made by Jim LaChapelle and seconded by Dar Purugganan. Motion carried.
5. 2018 Financial Report Ann Vassilaros, Treasurer The Financial Report was given by Doug Berger. See attached for information.
6. Audit Team Report Ann Vassilaros, Treasurer
7. Transitional Pastor's Report Rev. Renae Phillips see attached
8. Buildings and Grounds Report Mary Rice Highlights from this year include changing the fire alarm and the alarm company, sidewalks were fixed, well and pump installed, painting, and a beautiful narthex. Bonnie and Jessie continue their tireless work around the campus. All three rooves will be replaced.
9. Fundraising Report Kathy King Information is in the Financial Report.
10. TLAYF Report Wendy LaChaunce Wendy gave an update about our emerging church partner. Our donations and support are being wisely used and are doing great things.
11. Lay Delegate Report Deb Piner Information will be forthcoming about the upcoming conference.
12. Approval of slate for Board of Directors David Stewart and Nominating Committee The slate presented is Jack Botelho, Mary Cumisky, Jesse Clayton, Fuzzy Mintz, and Kathy King. The slate was voted in unanimously.

13. Election of Lay Delegate David Stewart Felix Power was voted in as Lay Delegate unanimously.
14. Review and Approval of 2019 Budget Ann Vassilaros, Treasurer Motion to approve the 2019 Budget was made by Bob Landry and seconded by Jesse Clayton. Motion carried with 1 abstention.
15. Other Business
16. Adjournment

Church of the Trinity MCC
Monthly Treasurer's Report - December 2018

Total Sources of Income	December Actual	December Budget	Over/(Under) Budget	Year to Date Actual	Year to Date Budget	YTD Variance
Plate Collections	\$ 21,189.19	\$ 22,055.00	\$ (865.81)	\$ 201,855.04	\$ 230,000.00	\$ (28,144.96)
Above & Beyond Sidewalk Repairs, Computers	\$ -	\$ -	\$ -	\$ 9,138.27	\$ -	\$ 9,138.27
Service Income	\$ 21,189.19	\$ 22,055.00	\$ (865.81)	\$ 210,993.31	\$ 230,000.00	\$ (19,006.69)
Ministries, Programs, and Events (Raffle, Lenen Books, Music Ministry, Wednesday Dinners)	\$ 2,987.00	\$ 1,263.00	\$ 1,724.00	\$ 18,490.50	\$ 10,500.00	\$ 7,990.50
Other (Fundraising -net, Advertising/Sponsorship, Facilities Donations, Interest Income)	\$ 4,586.35	\$ 1,163.00	\$ 3,423.35	\$ 28,220.85	\$ 14,500.00	\$ 13,720.85
Total Undesignated/Unrestricted	\$ 28,762.54	\$ 24,481.00	\$ 4,281.54	\$ 257,704.66	\$ 255,000.00	\$ 2,704.66
Capital Fund (Building)						\$ -
Capital Fund (Mortgage Principal)				\$ 200.00		\$ 200.00
Interest Income Contingency Fund	\$ 1,012.40			\$ 1,466.78		\$ 1,466.78
Interest Income Building Fund	\$ 44.95		\$ 44.95	\$ 338.18		\$ 338.18
Love Offerings	\$ 943.51		\$ 943.51	\$ 9,398.64		\$ 9,398.64
Designated/Restricted	\$ 2,000.86		\$ 988.46	\$ 11,403.60		\$ 11,403.60
Total Sources of Income	\$ 30,763.40	\$ 24,481.00	\$ 5,270.00	\$ 269,108.26	\$ 255,000.00	\$ 14,108.26

Church of the Trinity MCC
Monthly Treasurer's Report - December 2018

Total Expenses by Category	December Actual	December Budget	Over/(Under) Budget	Year to Date		YTD Variance
				Actual	Budget	
Preparing for and Conducting Worship	\$ 3,767.31	\$ 4,668.00	\$ (900.69)	\$ 47,364.89	\$ 49,065.00	\$ (1,700.11)
Reaching Out to Serve Our Community	\$ 727.97	\$ 837.00	\$ (109.03)	\$ 10,573.48	\$ 7,850.00	\$ 2,723.48
Staying Connected and Caring for Our Church Family	\$ 9,391.29	\$ 8,593.00	\$ 798.29	\$ 120,571.41	\$ 108,073.00	\$ 12,498.41
Spiritual Education and Growth	\$ -	\$ -	\$ -	\$ 678.07	\$ -	\$ 678.07
Equipping & Maintaining Buildings and Grounds	\$ 3,178.07	\$ 2,706.00	\$ 472.07	\$ 52,814.53	\$ 46,250.00	\$ 6,564.53
Supporting the Wider Mission UFMCC	\$ 2,460.68	\$ 2,263.00	\$ 197.68	\$ 30,287.20	\$ 29,383.00	\$ 904.20
Pastoral Search & Visit Expenses	\$ 1,573.45		\$ 1,573.45	\$ 1,598.44		\$ 1,598.44
Pump/Well Installation	\$ -	\$ -	\$ -	\$ 8,844.00		\$ 8,844.00
Tower Sales Funds to Building Fund	\$ -	\$ -	\$ -	\$ 36,732.85		\$ 36,732.85
Mortgage Loan Payoff	\$ -	\$ -	\$ -	\$ 362,517.25		\$ 362,517.25
General Conference	\$ -	\$ -	\$ -	\$ 975.00		\$ 975.00
Mortgage Principal Transfer	\$ -	\$ -	\$ -	\$ (2,242.09)		\$ (2,242.09)
Contingency to Building Funds	\$ -	\$ -	\$ -	\$ (36,732.85)		\$ (36,732.85)
Contingency to Operations Transfer	\$ -	\$ -	\$ -	\$ (362,517.25)		\$ (362,517.25)
Total Expenses by Category	\$ 21,098.77	\$ 19,067.00	\$ 2,031.77	\$ 271,464.93	\$ 240,621.00	\$ 30,843.93

Note: Year to date unbudgeted expenses include: \$5,833.27 for computer hardware, \$10,277.63 in Love Offerings, \$5,118.80 in sidewalk repairs, and \$8,844.00 pump/well installation for a total of \$30,073.70 (\$271,464.93 - \$30,073.70 = \$241,391.23 adjusted expenses)

RECOMMENDATIONS/RESPONSES FROM THE 2017 AUDIT TEAM

1. Recommend that an **accounting procedures manual** be developed to document the existing policies and procedures of the church. This will document the institutional knowledge of the existing Accountant, Bob Terra. Some policies/procedures may already exist. Existing policies/procedures should be consolidated in one manual and maintained by Trinity staff, specifically - the Director of Administration and Staff Accountant.

Status: In process. Bob Terra is documenting accounting procedures.

2. Recommend that the Board **conduct a review of the existing insurance liability and D&O coverage** as well as validate that persons who have access to funds are bonded.

Status: In process. Joe McKenzie is heading a committee to assess risk management, including insurance/bonding.

3. **Secure possession of the title for property and buildings** given the payoff of the mortgage in January of this year. Secure in the Safe Deposit box.

Status: Complete. Title is in the safe deposit box. Safe deposit box signatories have been updated.

4. Have the **bank reconciliation process performed by someone other than the staff accountant.** The accountant is an authorized signer on the bank account. Having another individual perform the reconciliation will ensure separation of duties. (Note: this was a recommendation from the 2015/2016 audit as well. Bob Terra is currently training a volunteer to perform the monthly bank statement reconciliation.)

Status: Complete/ongoing. Bob Terra and Doug Berger reconcile monthly bank statements in partnership.

5. **Petty cash needs to be written off** on the existing Balance Sheet. A one hundred (\$100.00) balance is reflected on the Balance Sheet, but there is no actual petty cash to support this entry.

Status: Complete. Petty cash write off in December for \$100.00

6. **Inventory of assets should be limited to items valued \$1,000.00 or more.** The Audit Team has revised the detailed asset list that has been used for previous audits. Recommend that the contents of each building be videotaped for insurance purposes to replace the detailed inventory of assets.

Status: In process. Media team will video-tape church assets (buildings and equipment). Video will be stored off-site.

Acct	Income by Category	2019 Budget Draft
	Income	
4.10100	Plate Collections Pledged & Unpledged	\$ 220,000.00
4.10104	Above & Beyond/Special Appeals	\$ 10,000.00
TOTAL	Service Income	\$ 230,000.00
4.20100	Benevolences	\$ 1,000.00
4.20104	Dinner Raffles 50/50	\$ 1,000.00
4.20105	Flower Donations Altar	\$ 900.00
4.20106	Golf & T Shirts (Sales)	\$ 500.00
4.20108	Hospitality	
4.20109	In Honor/Memorium	\$ 2,000.00
4.20110	Lenten Books	
4.20113	Music Ministry, Inc.	\$ 600.00
4.20115	Retreats	
4.20116	Wednesday Dinners	\$ 9,000.00
TOTAL	Ministries, Programs and Events	\$ 15,000.00
4.20117	Memorial Garden/Columbarium	\$ 6,000.00
4.30100	Fundraising (Net of Expenses)	\$ 10,000.00
4.30102	Fund Raising Raffles	\$ 1,000.00
4.40100	Advertising/Sponsorship	
4.40101	Bequests	
4.40102	Facilities Donations	\$ 2,500.00
4.40103	Interest Income Checking	\$ 500.00
TOTAL	Other	\$ 20,000.00
	TOTAL INCOME	\$ 265,000.00

Acct	Income by Category	2019 Budget Draft
	Expenses	
	Expenses by Ministry (Account Detail)	
5.10100	Flowers Altar	\$ 500.00
5.10101	Guest Musicians	\$ 1,000.00
5.10102	Guest Preachers	\$ 500.00
5.10103	Music Copyright License	\$ 225.00
5.10104	Music Department Salaries (4% increase)	\$ 19,925.00
5.10105	Pastor Compensation Worship (50%)	\$ 17,500.00
5.10106	Pastor Housing Allowance (50%)	\$ 17,500.00
5.10107	Worship Supplies	\$ 500.00
TOTAL	Preparing for and Conducting Worship	\$ 57,650.00
	Expenses	
5.20101	Congregational Dinner	\$ -
5.20102	Kitchen Supplies	\$ 250.00
5.20103	PrideFest	\$ 300.00
5.20104	Special Events - Fellowship	\$ 300.00
5.20105	Sunday Hospitality	
5.20106	Wednesday Night Dinner Expense (\$145/wk, 36 weeks)	\$ 5,220.00
5.20107	Wednesday Night Dinner Salaries (\$75/wk)	\$ 2,700.00
TOTAL	Reaching Out to Serve Our Community	\$ 8,770.00

Acct	Income by Category	2019 Budget Draft
5.30100	Administrative Expense - Other (Background Checks)	\$ 100.00
5.30101	Administrative Salaries	\$ 43,420.00
5.30102	Advertising	\$ 1,200.00
5.30103	Awards & Acknowledgements	\$ 200.00
5.30104	Credit Card & Easy Tithe Fees	\$ 6,000.00
5.30105	Benevolence Expense	\$ 250.00
5.30106	Clergy Licensing	\$ 175.00
5.30107	Computer Hardware	
5.30108	Computer Software	\$ 800.00
5.30109	Continuing Education	\$ 200.00
5.30111	Equipment Lease	\$ 6,000.00
5.30112	Equipment Maintenance	
5.30113	Golf & T Shirts (Expense)	
5.30114	Flowers - Memorial	
5.30117	Health Insurance	\$ 9,600.00
5.30119	Licenses & Fees	\$ 75.00
5.30120	Love Offerings Paid	
5.301.21	Love Offerings Written Off	
5.30122	Media Expense	\$ 300.00
5.30124	Office Supplies	\$ 1,935.00
5.30126	Pastor's Compensation: Church Family 50%	\$ 17,500.00
5.30127	Pastor's Housing: Church Family 50%	\$ 17,500.00
5.30128	Pastor's Professional Expenses	
5.30129	Payroll Taxes (136,045 X .0765)	\$ 10,440.00
5.30130	Pension UFMCC	\$ 2,400.00
5.30131	Postage Expense	\$ 500.00
5.30132	Professional & Legal Fees	\$ 500.00
5.30135	Senior Pastor 403B	\$ 2,100.00
5.30136	Senior Pastor Life Insurance	
5.30138	Telephone & Internet Service	\$ 3,000.00
5.30140	Worker's Compensation Expense	\$ 1,400.00
5.30141	Worship Equipment Maintenance	\$ 250.00
TOTAL	Staying Connected & Caring for Our Church Family	\$ 125,845.00

2019 Budget Detail Final Draft

Acct	Income by Category	2019 Budget Draft
5.40101	PT Associate Pastor	\$ -
5.40102	Spirit Life & Education	\$ 500.00
TOTAL	Spiritual Education & Growth	\$ 500.00
5.50100	Bldg. & Property Repairs	\$ 1,000.00
5.50102	Electricity	\$ 5,500.00
5.50103	Grounds Expense	\$ 100.00
5.50104	Insurance Property & Liability	\$ 10,000.00
5.50105	Janitorial Service	\$ 4,500.00
5.50106	Lawn Maintenance	\$ 6,000.00
5.50107	Lift Station	\$ 1,800.00
5.50109	Minor Maintenance & Supplies	\$ 1,000.00
5.50113	Pest Control	\$ 750.00
5.50114	Security	\$ 1,800.00
5.50116	Water, Sewer, Trash	\$ 6,500.00
5.50118	Perpetual Care - Memorial Garden	\$ 2,000.00
TOTAL	Equipping and Maintaining Our Building & Grounds	\$ 40,950.00
5.65100	Tithes UFMCC 10% (\$250,000)	\$ 25,000.00
	Kampala Benevolence 1.5% (\$259,000)	\$ 3,885.00
TOTAL	Supporting the Wider Mission UFMCC	\$ 28,885.00
5.70102	General Conference	\$ 2,400.00
	TOTAL EXPENSES	\$ 265,000.00
	INCOME MINUS EXPENSES	\$ -



CHURCH OF THE TRINITY

METROPOLITAN COMMUNITY CHURCH

**Rev. Renae Phillips
Transitional Pastor Report
Annual Congregational Meeting
January 19, 2019**

Worship, Sacraments and Rites:

I have truly felt honored to serve as your Transitional Pastor this past year. We have planned some wonderful, touching and celebratory worship services. Working with the Musical Dream Team of Joffrey, Diane and Oliver is a blessing beyond words! The Trinity Festival Choir is fabulous! The Diaconate and the Worship Team make sure everything is prepared and the service runs smoothly. Jesse leads a dedicated Media Team that enhances our worship and guides us through the service.

We have had many special services and events throughout the year:

- Martin Luther King Jr. Sunday
- Ashes on the Way & Ash Wednesday
- Women's History Month
- Bring a Friend Sundays
- Easter Sunrise Service and Brunch
- MCC's 50th Anniversary Celebration
- Celebrated Tony Viglione's Clergy Internship
- Sr. Pastor Candidate Weekend
- Christmas Singalong
- Gene Hutter's Ordination Service
- Black History Month
- Prayer Breakfast and Walk
- Holy Week Services
- Easter Service
- Transgender Day of Remembrance
- Hanging of the Greens
- Christmas Caroling
- Candlelight Christmas Eve Service

There have been life transitions this year of Jay Woodland, Haviland Houston, Russ Fitzgerald, John Dorr and Hank Young. We have received 4 people into membership this year and I had the privilege of baptizing two children this year in private family ceremonies.

Our stewardship program, Covenant Keepers had 62 commitment cards turned in and pledged \$115,698 in Financial Support. The Stewardship Team will continue to plan ways to help people keep their commitments in the six areas they were asked to covenant.

Congregational Care:

I send out welcome letters to our visitors each week and cards or emails to members and friends as appropriate. I have a regular meeting with the Diaconate where we discuss worship and congregational care. We recognized Mike Albrecht's many years of service as a Deacon as he retired and we welcomed Ben Bromley back to active status as a Deacon. We implemented our new Prayer Wall and Deacon Hank sends out the prayer requests to the Prayer Team each week. The Deacons and I have done several hospital visits and follow up

calls with congregants. We also send out thinking of you cards and get-well cards. Our wonderful volunteers Barbara and Cory send out birthday and anniversary cards. Deacon Dar keeps up with our statistics and we have ministered to 150 people resulting in 473 contacts, including cards.

Administration:

We have a wonderful team who keep our church going performing the day to day operations. Ambor Severson, our Director of Administration and Bob Terra, our Accountant, do a fantastic job for our church and have been such a blessing to work with. We have had some Office Angels who help make our jobs so much better – TC McCarthy, Dar Purugganan and Doug Berger. We welcomed Tony Viglione as Volunteer Staff on completion of his internship. Our offering counters make sure the funds get to the bank and in the correct line item: Dave Stewart, Kam, Mary Lee, Mary Rice, and Dar.

Our board members, Joe McKenzie, Ann Vassilaros, Dave Stewart, Frank Girard, Kathy King, and Mary Rice have worked diligently to make solid financial decisions and have had some tough choices to make for our church. We held a board retreat and invited Elder Nancy Maxwell to present some ideas to help us work together as a board. We had a Church Security Assessment performed by Deputy Younger. We scored fairly well and have addressed the possible risk areas he documented. Joe McKenzie, Jack Bothelo and I also attended an Active Shooter Workshop also offered by the Sherriff's office.

Kathy Cassoday who works for our denomination has been joining us in the office since July. MCC asked to rent some office space from us, so Kathy and her volunteers have been a welcomed presence with us.

Another group that deserves some recognition today is the Pastoral Search Committee! Jack Botelho served as the Chairperson and the other members were Christopher Bolgiano, Dianne Garner, TC McCarthy, Joe McKenzie, Mary Rice, Ann Vassilaros, and Laticia Williams. Thank you all for a job well done!

Programs and Events:

We continue to offer a variety of programs to stir our spirits and also just have fun together. I have also included many exciting events we have celebrated this past year.

- Taize and Healing Circle Services
- Jennie McNulty Comedy Show
- Paragraph 175
- Valentine Celebration
- Burn the Mortgage Party
- Drag Me to Church
- Prayer Vigil for the Pastoral Search Process
- Gender Bender Class
- ASLO Rep. Change Project with Ria Cooper
- Flea Market
- Bingo and Karaoke
- Dancing with the Stars
- Lenten Study and Book Studies
- Fish Fry
- Church Work Days
- Picnic at the Beach
- Grace Bible Study
- Bobby Jo Valentine Concert
- Halloween Festival
- Trivia and Games Nights

Our Program and Church Life Team along with others helped make so many of these events and programs happen. Hopefully you were able to participate in some of these activities and were enriched, encouraged or entertained by them. Our Wednesday Night Dinners are also a very important time for the congregation to come together and share a meal. Our regular chefs, Harry, Mary Rice, Mary Bologna, and Jerry Travis have served us some delicious meals! They have some regular helpers for set up and clean up: Gerry Poisson, Ben Bromley, and David Daniels. We are also grateful for our counters who take the money and run the 50/50.

Outreach:

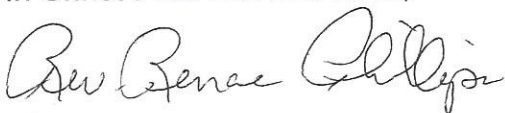
COTT sponsors an Emerging Ministry in Kampala, Uganda with 1.5% of our denominational assessments each month. The Liberty Africa Youth Foundation has a clinic where they counsel with and test people for HIV. Wendy will be bringing us an update on this wonderful outreach partnership. Our local outreach is an incredible list and shows we are a church with a heart for others. Here are some of the outreach opportunities we have been blessed to be part of this year:

- Sarasota Half Marathon
- Various Marches for Youth, Women & Others
- Pride Night at the Maurader's Game
- Snacks for ALSO Youth
- Community Pet Fair
- Breast Cancer Walk with Team Pookie
- Interfaith Worship Service
- World AIDS Day Walk
- Holiday Basket Brigade
- Christmas Caroling
- Manatee Pride
- Harvey Milk Festival
- Backpack Brigade
- HIV Testing by CAN
- Sarasota Pride
- Venice Pride
- Adopt – a – Road
- Wreaths Across America
- Mothers Helping Mothers Christmas Event
- Adopted 3 families for Christmas

There are also several groups who use our campus for various meetings. We have an AA group that meets twice a week, a weekly balance class, an ESOL class each Wednesday, a monthly Prime Timers meeting and 7 HOA's from the surrounding neighborhoods that meet periodically at our church. I believe that God gives us facilities and grounds to be used and COTT is certainly being a good steward with our land and buildings.

Wow, what a year! It has been inspiring, challenging, healing, exciting, and fun! My life is richer from having served as your Transitional Pastor. Thank you all for your love and support this past year and a half, it has been a true blessing to me and to Terrie. Keep sharing God's love and light in all you do. I know God has great plans for the future of COTT!!

In Christ's Service and Love,



Rev. Renae Phillips

The Liberty Africa Youth Foundation (TLAYF)

2019 Strategic Plan



Mission

To bring about a harmonious and equal society by providing health, economic, spiritual and social services to marginalized people as well as engage with main stream communities in order to bring about understanding and tolerance

Vision

A friendly society where Reconciliation, Equality, Health, and Prosperity Flourish

Areas of Focus

