



CHURCH OF THE TRINITY

METROPOLITAN COMMUNITY CHURCH

Board of Directors

Agenda - REVISED

May 19, 2020

Preparing to Do Our Work

- Inspiration and Check In
- Reading of Agreements
- Prayer
- Establish a Quorum

Our Role as a Working Board

- Receive and Approve Reports: Minutes of April 21 and May 12, 2020 Board Meetings, Financial, Building & Grounds, Pastor's Report.
- Resignation: Jack Botelho as of 06.01.2020
- New Lighting Request - Jesse
- Manatee Pride – Rev. Lillie

Our Role as a Strategic Body

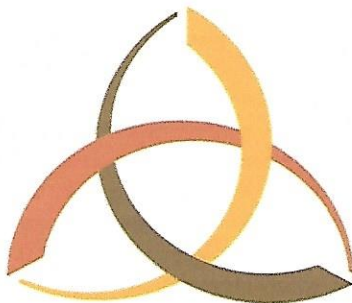
- 2020 Strategic Priorities in the Face of Covid-19 – Rev. Lillie
- Options for Board Elections
- Continuing to Build a Virtual Church – June Programs
- Venice Survey

Our Role as a Governance Body

- Communications Policy

Leaving to Serve

- Any outstanding items
 1. Revised Clerk's Hot Topics-Parking Lot - Marilyn
- Review action items
 1. New Lighting
 2. Manatee Pride Money
 3. Thank You for Jack Botelho/How and When to Do
 4. Adopt new 2020 Priorities
 5. Communications Policy
- Prayer
- Adjourn



CHURCH OF THE TRINITY

METROPOLITAN COMMUNITY CHURCH

Board of Directors

Minutes

April 21, 2020

Preparing to Do Our Work

The meeting was opened at 7:15p with a welcome to members. Vice-Moderator Becky McDonough opened with a prayer.

Established a Quorum: 6/8 members present were Brock, Clayton, Daniels, Kane, King, McDonough Absent: F. Mintz LOA: Botelho Guests: None

Our Role as a Working Board

The following reports (see attached) were submitted for approval:

Minutes of the March 2020 Board meeting; Pastor's Report, Financials, Building and Grounds, and Fundraising Reports. David Daniels made a motion to accept reports, seconded by Kathy King, and approved unanimously.

Jesse Clayton provided a review of Pierce Hall and repair needs. A request for bids was sent out with only one response from Victor who is licensed/insured. The bid was for \$1500.00 for all labor and materials. An additional \$100.00 is needed to replace mirrors which will be installed by Jesse and Bonnie. David Daniels stated the money could come from 3 different budget lines. Becky McDonough made a motion for the 1600.00 to repair Pierce Hall, seconded by Rev. Lillie Brock, and approved unanimously.

Jesse Clayton provided a need for additional lighting on campus, based on rounds with a Manatee County Sheriff. Noted for lighting need was behind the Office and Pierce Hall, and an in the parking lot near the fire pit entrance. Estimated cost would be \$1100.00 for solar lighting, with Jesse and Bonnie doing the work. This was deferred to the May Meeting.

David Daniels stated we did not get a PPP grant for the first round. However, we were not that far down the list and there is hope for the second round, if such occurs.

The Bequest donation for FELT was tabled by consensus until next meeting.

Project Pride was tabled by consensus until next meeting.

Rev. Lillie Brock presented a proposal for a Monetary and Facility Request Committee. She expects an increase in requests over the next 3-6 months. We do not have a policy or procedure for this type of pandemic situation. The Committee will set criteria and filter requests for approval for the next 3-6 months.

Our Role as a Strategic Body

David Daniels provided an update on the Bequest Money. Royal Canadian has not contacted him since last meeting; NY Life called on Mar. 31st stating interest for investment in an annuity; and no contact with Wells Fargo. An additional source to check was the Community Foundation. David will continue efforts in this area.

Rev. Lillie Brock proposed suspending work on our 2020 Strategic Priorities for this interim period connected with the COVID Pandemic.

Our Role as a Governance Body

The Board reviewed Contingency Plan starting with suspension of physical services and activities. It is expected the Governor will lift the Stay at Home order some time in early May. Option 1 is to meet on May 12th and extend our suspension for 3 weeks, OR to extend our current suspension 30 days from 5/1 through 5/31 and resume services and activities on 6/1/20. Jesse Clayton made a motion for the second option which was seconded by Becky McDonough. Approved unanimously.

The Contingency Plan for financial area noted a current downward trend in in our plate, for both credit card and cash. The analysis covered the March to mid-April period. March is down close to \$2,000 and April is down almost \$3,000 with one week to go. However, the FaceBook donations will add in \$700 that has not been counted.

The Contingency Plan to suspend outside utilization of our Facilities will continue with our suspension of services and activities noted above. It will run from 5/1/20 through 5/31/20.

We will continue with Board member checks of the Facility on a daily basis for the evening and Sunday morning. During this period, David Daniels recounted the issue that our mailbox was robbed and that we know their was at least one check in there. The mail is now delivered to a mailbox at the PO and will be picked up x3 weekly.

Leaving to Serve

Outstanding Items:

Marilyn Kane presented the Clerk's method to track items to ensure they do not get lost as we move forward. It's called Hot Topics and Parking Lot – see copy in handout.

Closing Prayer: Rev. Lillie

Adjournment: Motion to adjourn by Becky, second by Jesse, and unanimously approved at 8:15pm

Respectfully Submitted: Marilyn Kane, Clerk



CHURCH OF THE TRINITY

METROPOLITAN COMMUNITY CHURCH

Board of Directors – Special Meeting

Minutes

May 12, 2020

Preparing to Do Our Work

The meeting was opened at 7:00p with a welcome to members. Vice-Moderator Becky McDonough opened with a prayer.

Established a Quorum: 7/8 members present were Brock, Clayton, Daniels, Kane, King, McDonough, Mintz Absent: None LOA: Botelho Guests: None

Our Role as a Governance Body

The Board reviewed Contingency Plan starting with suspension of physical services and activities. As expected, the Governor lifted the Stay at Home order for gradual re-entry into the community services and activities. CoTT is currently in our current suspension 30 days from 5/1 through 5/31 and start resuming services and activities on 6/1/20. However, there remains significant risk to those who have serious related, medical conditions and/or are elderly. This describes a significant portion of our church members. This indicates a cautious, phase in approach for return to campus for services and activities. This is generally supported from various publications from the CDC and our Denomination's publications/seminars. Our sister Church in Venice surveyed their Congregation.

Our current virtual worship service online has developed during this interim period with steady increase in viewers as well as significant activity in the Chat Room feature. Donations have kept pace with goals and expectations. We had a good donation response to provide lunches to our medical teams at SMH. We have an active participation in our virtual programs from MUGS to Coffee with the Vicar, Midday Music, The Chat Room.

Our Church size would only hold approximately 40 members for a service, based on social distance criteria. Outside seating is not viable given the coming high temperatures and rainy season. This noted a concern that members of the Congregation may experience an indoor service as a disappointment.

The approach will use a gradual style and continue to run the Virtual Church offerings we have and introduce smaller activities on the Church grounds. The steps will be:

1. Modify and use the Venice survey for our Congregation. Rev Lillie will send out a copy.
2. In early to mid-June, we will have the Prayer Tie Bonfire Service with Rev. Tony. We will need to check out the County to see if outdoor fires continue to be banned.
3. In later June, we will have a Drive Thru Blessing with Rev. Lillie.

4. Rev. Lillie will continue her Pastor Chats.

Preparation for these activities on site are as follows:

1. Insurance coverage for using the grounds/fire for the service. David Daniels will check this out.

2. We will need to provide self-dispensing sanitizers. Ambor is checking this out. She has ordered 6 gal. of sanitizer.

3. We will need to monitor Social Distance activity. Kathy King will set this up.

4. We will need to provide masks for those who come without them. Ambor will check out obtaining masks reasonably.

Closing Prayer: Rev. Lillie

Adjournment: Motion to adjourn by Marilyn, second by, and unanimously approved at 7:51pm.

Respectfully Submitted: Marilyn Kane, Clerk

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CHURCH OF THE TRINITY - MCC

CASH POSITION SCHEDULE

as of April 30, 2020

	01/01/2020	04/30/2020
Contingency Fund	\$ 400,820.13	\$ 369,028.44
Benevolence Fund	509.56	634.56
Love Offering Fund (debt relief)	5,660.36	8,176.70
Capital Fund-Building	4,666.31	4,674.18
Fund Balance Total	\$ 411,556.36	\$ 382,511.88
CASH BALANCE DETAIL:		
CKG #9901	\$ 10,441.57	\$ 15,682.92
MMA #9903: Love Offering Reserve	5,660.36	8,226.70
MMA #9903: Insurance Reserve	5,201.70	1,784.22
*MMA #9903: Contingency Reserve	318,177.63	315,291.14
MMA #9903: Perpetual Care Reserve (for future garden care)	4,787.95	3,381.01
MMA #9903: Benevolence Reserve	509.56	634.56
MMA #9903: Tithes 2020 Deferred Reserve	11,300.00	-
MMA #9903: Seed Planters Reserve	32,870.00	29,546.93
*Bank of the Ozarks: Certificates of Deposit	61,617.37	35,710.17
PEX Holding Account	50.00	50.00
*Amenities	169.48	400.25
	8,025.13	8,025.13
Operating Cash Total	\$ 469,810.76	\$ 418,733.03
MMA #0272: Building Fund Reserves	4,666.31	4,674.18
Operating + Capital Cash Total	\$ 463,477.06	\$ 423,407.21
Cash Surplus or (Deficit) For Seed Planters only	\$ 51,820.70	\$ 40,895.33
Deferred 2020 Tithes	(32,870.00)	(29,546.93)
	(11,300.00)	
Cash Advance - Contingency 04/24/20	-	(10,000.00)
Cash Advance - Contingency 05/30/17	(3,000.00)	-
Cash Advance - Contingency 06/30/17	(2,500.00)	-
Cash Advance - Contingency 06/30/19	(5,000.00)	-
Cash Advance - Contingency 09/30/19	(2,500.00)	-
Unpaid Expenses	(3,658.22)	(2,468.90)
Cash less Unpaid Expenses	\$ (9,207.32)	\$ (1,103.60)
LOVE OFFERING SCHEDULE		
Description	Amount	Amount
Adopt a Family	\$ 100.00	\$ 100.00
AIDS Day	207.00	-
Booker	-	270.00
Conference-Women's	3,440.87	3,440.87
Creche	90.81	90.81
Fall Festival	40.00	-
Family Distress	350.00	350.00
F.I.E.L.T.	-	200.00
First Bank Card (Desks)	-	-
Great American Financial (Property Tax)	(124.29)	-
Kampala - Emerging Church	310.00	400.00
Oct 5K	320.00	-
Pancake Breakfast	-	20.00
Pet Fair	137.50	-
Recycling-Lay Delegates	88.25	114.80
Social Justice thru MCC?	34.00	34.00
Soup for Bad Girls	-	40.00
St. Barbara	300.00	-
Travel Mon	25.00	-
Trinity Strong	-	2,775.00
SBA Taxes reimb	341.22	341.22
Total	\$ 5,660.36	\$ 8,176.70

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ENCUMBERED CONTINGENCY FUND ACTIVITY - April 30, 2020

Date	Description	Certificates of Deposit	Kitchen appliances	Air Conditioning, Doors, Roof	Flooring	Technology Media	Memorial Garden, Columbarium	Mortgage Principal	Tithes on Tower Rent	Loan to Operations	Pastor Search \$2,000 Moving \$10,000	Outdoor mpfr Land Explore Kitchen Security	Totals
Thru 12/31/2018	Per Board minutes	100,000.00	4,276.12	23,112.99	22,137.74	18,189.52	65,116.30	100,000.00	3,000.00	11,500.00	2,000.00	4,095.79	953,428.46
01/31/19	Per Board minutes	100,000.00	4,276.12	23,112.99	22,137.74	18,189.52	65,116.30	100,000.00	3,000.00	11,500.00	10,000.00	4,095.79	10,000.00
TOTAL FUNDS ENCUMBERED		100,000.00	4,276.12	23,112.99	22,137.74	18,189.52	65,116.30	100,000.00	3,000.00	11,500.00	12,000.00	4,095.79	363,428.46
FUNDS DISBURSED/RECEIVED ON LOAN:													
Thru 12/31/2018													
01/31/19	Moving Expenses	(100,000.00)	(4,276.12)	(23,112.99)	(22,137.74)	(18,189.52)	(65,361.30)	(100,000.00)	(3,000.00)	(11,500.00)	(1,598.54)	(4,095.79)	(853,272.00)
02/28/19	Moving Expenses										(4,592.76)		(4,592.76)
TOTAL FUNDS DISBURSED		(100,000.00)	(4,276.12)	(23,112.99)	(22,137.74)	(18,189.52)	(65,361.30)	(100,000.00)	(3,000.00)	(11,500.00)	(5,032.54)	(4,095.79)	(862,897.50)
EOM ENCUMBERED AVAILABLE		\$ -	\$ -	\$ -	\$ -	\$ -	\$ (245.00)	\$ -	\$ -	\$ -	\$ 776.16	\$ -	\$ 531.16

Date	Description	Amount
Funds Received:		
Thru 12/31/18	Please refer to prior reports	\$ 824,432.08
01/31/2019	Loan Installment from Operations	6,000.00
05/31/2019	Interest on CD#8597	550.73
05/31/2019	Bequest J. Hansen	356,432.41
	Total received	\$ 1,187,415.22
Funds Disbursed:		
12/31/2012	Roof repair	(850.00)
01/31/2017	Permanent transfer to operations	(8,244.00)
07/31/2017	Permanent transfer to operations	(25,000.00)
Thru 06/30/19	Detail above	(362,897.30)
01/31/2018	Mortgage Principal Paid	(362,517.25)
01/31/2018	Per BOD 01/16/18 xfr to Bligg Fund	(36,732.75)
05/31/2019	Purchased CD#8597, due 05/14/20	(10,000.00)
06/30/2019	Loan to Operations-Forgiven 01/21/20	(5,000.00)
08/31/2019	CCB software	(2,298.00)
09/30/2019	Loan to Operations-Forgiven 01/21/20	(2,500.00)
10/31/2019	Clergy Recognition	(5,000.00)
11/30/2019	Tithes-Kampala, MHM, ALSO Youth	(17,500.00)
11/30/2019	Paving	(23,700.00)
12/31/2019	Software CCB	(318.60)
12/31/2019	Accrued PTO paid out + taxes	(5,602.69)
12/31/2019	Media	(1,077.00)
01/31/2020	Aplos Software	(800.00)
02/29/2020	Manatee Pride \$6,000; SIM \$150	(6,150.00)
02/29/2020	Media \$199; Paving \$3,119; SIM \$50	(9,368.00)
03/31/2020	Irrigation Line	(900.00)
04/30/2020	Pierce Hall/Chapel Renovations	(8,224.95)
04/30/2020	CD #7021, redeemed	26,556.46
04/30/2020	Cash advance to Operations	(10,000.00)
	Total disbursed	\$ (872,124.08)
Funds Available	Contingency funds available	\$ 315,291.14

Church of the Trinity MCC - Sarasota FL
Balance Sheet as of April 30, 2020

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Wednesday, May 6, 2020

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Account #	Account Name	Beginning Balance	YTD Balance
1.12000	Checking #9901	10,441.57	15,682.92
1.12001	MMA #9903: Love Offering Reserve	5,660.36	8,226.70
1.12002	MMA #9903: Insurance Reserve	5,201.70	1,784.22
1.12003	*MMA #9903: Contingency Reserve	318,177.63	315,291.14
1.12004	MMA #9903: Perpetual Care Reserve	4,787.95	3,381.01
1.12005	MMA #9903: Benevolence Reserve	509.56	634.56
1.12006	MMA #9903: Tithes 2020 Deferred Reserve	11,300.00	0.00
1.12007	MMA #9903: Seed Planters Reserve	32,870.00	29,546.93
1.12010	MMA #0272: Capital Fund Building Program	4,666.31	4,674.18
1.12103	*CD #3103, 2.5%, due 06/23/20	25,710.17	25,710.17
1.12105	*CD #8997, 2.5%, due 05/14/20	10,000.00	10,000.00
1.12107	*CD #7021, 2.5%, due 04/15/20	25,907.20	0.00
1.13100	PEX Holding Account	169.48	400.25
1.13101	*Ameriprise (Hines Global REIT)	8,025.13	8,025.13
1.13301	Petty Cash-Wed Dinner Box	50.00	50.00
	Bank Accounts & Petty Cash	\$463,477.06	\$423,407.21
1.21000	Buildings At Cost	228,000.00	228,000.00
1.22000	Computer Equipment	18,480.43	18,480.43
1.23000	Furniture & Fixtures	81,232.58	81,232.58
1.24000	Land Main Campus	115,000.00	115,000.00
1.24001	Land Annex	750,000.00	750,000.00
1.25000	Site Improvements	98,000.00	98,000.00
	Fixed Assets	\$1,290,713.01	\$1,290,713.01
1.37000	Security Deposit-FPL	250.00	250.00
1.37100	*A/R: Due from Operating Funds	13,000.00	10,000.00
	Other Assets	\$13,250.00	\$10,250.00
	TOTAL ASSETS	\$1,767,440.07	\$1,724,370.22
	LIABILITIES		
2.12000	Payroll Taxes Payable	3,858.22	1,892.12
2.12100	Deferral: 403b Liability	0.00	564.78
2.12200	A/P: Due Contingency/MMA	13,000.00	10,000.00
2.15001	Deferred 2020 Plate Collections	11,300.00	0.00
2.15002	Deferred 2020 Seed Planters	32,870.00	0.00
	TOTAL LIABILITIES	\$61,028.22	\$12,456.90
	FUND BALANCES		
3.10000	Operating Fund	484,229.07	476,328.09
3.10001	Oper Fund Transfers	810,526.42	823,526.42
3.10002	*Contingency Fund	400,820.13	369,026.44
3.30000	Benevolence Fund	509.56	634.56

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Church of the Trinity MCC - Sarasota FL
Balance Sheet as of April 30, 2020

Wednesday, May 6, 2020
Account # Account Name

	Beginning Balance	YTD Balance
3.50000 Love Offering Fund	5,660.36	8,176.70
3.60000 Capital Fund-Building Program	4,666.31	4,674.18
3.80000 Seed Planters Fund	0.00	29,546.93
TOTAL FUND BALANCES	\$1,706,411.85	\$1,711,913.32
Total LIABILITIES and FUND BALANCES	\$1,767,440.07	\$1,724,370.22

Church of the Trinity MCC - Sarasota FL
Treasurer's Report as of April 2020

Wednesday, May 6, 2020

Account # Account Name Period Activity Monthly Budget YTD Balance Budget YTD Over/Under YTD+(-)

INCOME

4.10100	Plate Collections	16,195.00	16,000.00	86,665.85	68,000.00	18,665.85
4.10110	Seed Planters Received	50.00	2,500.00	36,470.00	10,000.00	26,470.00
	Service Income	\$16,245.00	\$18,500.00	\$123,135.85	\$78,000.00	\$45,135.85
4.20100	Benevolence Inc.	0.00	83.00	125.00	332.00	(207.00)
4.20105	Flower Donations-Altar	0.00	100.00	30.00	400.00	(370.00)
4.20109	In Honor/In Memory Gifts	0.00	417.00	250.00	1,668.00	(1,418.00)
4.20119	Program Income	0.00	750.00	1,376.00	3,000.00	(1,624.00)
	Ministries, Programs & Events	\$0.00	\$1,350.00	\$1,781.00	\$5,400.00	(\$3,619.00)
4.20117	Columbarium: Niche Income-NET	(380.00)	750.00	(380.00)	3,000.00	(3,380.00)
4.30100	Fund Raising Income-NET	(500.00)	2,054.00	1,275.00	8,216.00	(6,941.00)
4.40102	Facilities Donations Received	0.00	300.00	1,650.00	1,200.00	450.00
4.40103	Interest Income-Chkg & MMA	313.78	600.00	1,696.52	2,400.00	(703.48)
	Other	(\$566.22)	\$3,704.00	\$4,241.52	\$14,816.00	(\$10,574.48)
4.50103	Interest Income-CDS	649.26	0.00	649.26	0.00	649.26
4.50104	Love Offering-Non IRS	0.00	0.00	20.00	0.00	20.00
4.50105	Love Offering-IRS	3,175.00	0.00	4,773.84	0.00	4,773.84
4.50106	Interest Income - Building Fund Reserve	2.05	0.00	7.87	0.00	7.87
	Designated and/or Restricted	\$3,826.31	\$0.00	\$5,450.97	\$0.00	\$5,450.97
	TOTAL INCOME	\$19,505.09	\$23,554.00	\$134,609.34	\$98,216.00	\$36,393.34

EXPENSE

5.10100	Flowers - Altar	0.00	42.00	0.00	168.00	(168.00)
5.10101	Guest Musicians	0.00	500.00	200.00	500.00	(300.00)
5.10102	Guest Preachers	0.00	42.00	150.00	168.00	(18.00)
5.10103	Music Copyright License	0.00	0.00	0.00	0.00	0.00
5.10104	Music Department Salaries	1,562.64	1,562.00	7,031.88	7,030.00	1.88
5.10105	Pastor Compensation: Worship	529.62	530.00	2,383.29	2,384.00	(0.71)
5.10106	Pastor Housing Allowance: Worship	2,216.54	2,217.00	9,974.43	9,976.00	(1.57)
5.10107	Worship Supplies	68.90	125.00	701.35	500.00	201.35
5.15100	Associate Pastor-Seed Plant Funded	1,538.46	1,538.00	6,923.07	6,922.00	1.07
	Preparing for & Conducting Worship	\$5,916.16	\$6,556.00	\$27,364.02	\$27,648.00	(\$283.98)
5.20102	Kitchen Supplies	0.00	21.00	204.60	84.00	120.60
5.20103	Pridefest	0.00	0.00	104.94	0.00	104.94
5.20104	Special Events - Fellowship	102.71	17.00	102.71	68.00	34.71
5.20105	Sunday Hospitality	0.00	0.00	73.18	0.00	73.18

Church of the Trinity MCC - Sarasota FL
Treasurer's Report as of April 2020

Wednesday, May 6, 2020

Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)
	Reaching Out to Serve Our Community	\$102.71	\$38.00	\$485.43	\$152.00	\$333.43
5.30100	Administrative Expense-Other	0.00	42.00	129.65	168.00	(38.35)
5.30101	Administrative Salaries	3,425.16	3,425.00	15,413.22	15,413.00	0.22
5.30102	Advertising & Marketing	0.00	100.00	527.89	400.00	127.89
5.30103	Awards & Acknowledgement	0.00	13.00	25.50	52.00	(26.50)
5.30104	Credit Card & Easy Tithe Fees	416.67	333.00	1,517.59	1,332.00	185.59
5.30106	Clergy Licensing	0.00	0.00	0.00	0.00	0.00
5.30108	Computer Software	39.16	208.00	514.79	832.00	(317.21)
5.30109	Continuing Education	0.00	17.00	0.00	68.00	(68.00)
5.30111	Equipment Lease	1,633.78	500.00	4,229.15	2,000.00	2,229.15
5.30114	Flowers - Memorial	0.00	0.00	99.22	0.00	99.22
5.30115	Fund Raising Expense	0.00	0.00	0.00	0.00	0.00
5.30117	Health Insurance	1,250.00	1,250.00	5,000.00	5,000.00	0.00
5.30119	Licenses & Fees	0.00	6.00	61.25	24.00	37.25
5.30120	Love Offerings Paid	(362.50)	0.00	2,277.50	0.00	2,277.50
5.30121	Love Offerings Written Off	562.50	0.00	562.50	0.00	562.50
5.30124	Office Supplies	128.88	167.00	805.72	668.00	137.72
5.30126	Pastor's Compensation: Our Church Family	529.62	530.00	2,383.29	2,384.00	(0.71)
5.30127	Pastor's Housing: Our Church Family	2,216.54	2,217.00	9,974.43	9,976.00	(1.57)
5.30129	Payroll Taxes	381.56	802.00	1,717.02	3,609.00	(1,891.98)
5.30130	Pension UFMCC	627.50	750.00	1,250.00	1,500.00	(250.00)
5.30131	Postage Expense	(50.00)	42.00	(34.30)	168.00	(202.30)
5.30132	Professional & Legal Fees	0.00	42.00	0.00	168.00	(168.00)
5.30135	Senior Pastor: 403b	164.78	175.00	494.30	700.00	(205.70)
5.30138	Telephone & Internet	0.00	350.00	899.62	1,400.00	(500.38)
5.30139	Web Site	1,026.88	42.00	1,026.88	168.00	858.88
5.30140	Workers' Comp Insurance	0.00	0.00	0.00	0.00	0.00
5.30143	Plaques/Pavers/Memorial Wall	0.00	0.00	0.00	0.00	0.00
5.30144	Program Expense	314.66	42.00	1,321.31	168.00	1,153.31
	Staying Connected & Caring for Our Church Family	\$12,305.19	\$11,053.00	\$50,196.53	\$46,198.00	\$3,998.53
5.40102	Education, Worship Study Books	0.00	0.00	479.70	0.00	479.70
	Spiritual Education & Growth					
5.50100	Repairs-Building & Property	\$0.00	\$0.00	\$479.70	\$0.00	\$479.70
5.50102	Electricity	0.00	167.00	1,099.78	668.00	431.78
5.50103	Grounds Expense	277.21	458.00	1,246.77	1,832.00	(585.23)
5.50104	Insurance - Property, Liability, & D&O	0.00	167.00	0.00	668.00	(668.00)
		7,497.48	7,500.00	7,497.48	7,500.00	(2.52)

(6)

Church of the Trinity MCC - Sarasota FL
Treasurer's Report as of April 2020

1

Wednesday, May 6, 2020

Account #	Account Name	Period Activity	Monthly Budget	YTD Balance	Budget YTD	Over/Under YTD+(-)
5.50105	Janitorial Service	374.00	375.00	1,496.00	1,500.00	(4.00)
5.50106	Lawn Maintenance	450.00	500.00	1,800.00	2,000.00	(200.00)
5.50107	Lift Station	0.00	0.00	0.00	300.00	(300.00)
5.50109	Minor Maint. & Supplies	88.92	100.00	894.38	400.00	494.38
5.50113	Pest Control	0.00	63.00	0.00	252.00	(252.00)
5.50114	Security	165.00	188.00	950.64	752.00	198.64
5.50115	Taxes, Tangible for Copier	0.00	0.00	124.29	0.00	124.29
5.50116	Water, Sewer, Trash	24.30	625.00	1,901.79	2,500.00	(598.21)
5.50118	Perpetual Care-Memorial Garden	0.00	208.00	1,406.94	832.00	574.94
5.65100	Equipping & Maintaining Our Buildings & Grounds	\$8,876.91	\$10,351.00	\$18,418.07	\$19,204.00	(\$785.93)
5.65105	Tithes-UFMCC	1,955.57	1,846.00	11,061.89	7,846.00	3,215.89
	Tithes-KAMPALA	293.33	300.00	1,659.28	1,200.00	459.28
	Supporting the Wider Mission (UFMCC)	\$2,248.90	\$2,146.00	\$12,721.17	\$9,046.00	\$3,675.17
5.40103	CF-Social Justice Ministry	0.00	0.00	200.00	0.00	200.00
5.80102	CF-Pump/Well Installation	0.00	0.00	900.00	0.00	900.00
5.80109	CF-Software: CCB, Aplos	0.00	0.00	800.00	0.00	800.00
5.80112	CF-Tithes - MHM, ALSO, TLAYF, Manatee Pride	0.00	0.00	6,000.00	0.00	6,000.00
5.80113	CF-Paving	0.00	0.00	3,119.00	0.00	3,119.00
5.80114	CF-Media	0.00	0.00	199.00	0.00	199.00
5.80115	CF-Loan of 05/30/17 forgiven	0.00	0.00	3,000.00	0.00	3,000.00
5.80116	CF-Loan of 06/30/17 forgiven	0.00	0.00	2,500.00	0.00	2,500.00
5.80117	CF-Loan of 06/30/19 forgiven	0.00	0.00	5,000.00	0.00	5,000.00
5.80118	CF-Loan of 09/30/19 forgiven	0.00	0.00	2,500.00	0.00	2,500.00
5.80119	Pierce Hall & Chapel Renovations	8,224.95	0.00	8,224.95	0.00	8,224.95
5.90101	Contingency to Operation Funds Transfer	\$8,224.95	\$0.00	\$32,442.95	\$0.00	\$32,442.95
	Contingency	0.00	0.00	(13,000.00)	0.00	(13,000.00)
	Transfers	\$0.00	\$0.00	(\$13,000.00)	\$0.00	(\$13,000.00)
	TOTAL EXPENSE	\$37,674.82	\$30,144.00	\$129,107.87	\$102,248.00	\$26,859.87
	Difference	(\$18,169.73)	(\$6,590.00)	\$5,501.47	(\$4,032.00)	

Buildings and Grounds report May 2020

Completed projects:

1. Drains along the driveway cleaned out
2. Put rock around the perimeter of Pierce Hall to help with drainage
3. Extended cement barrier on east side of Pierce Hall to eliminate water seepage into bathroom
4. Had walls in bathrooms repaired (Pierce Hall)
5. Installed mirrors in bathrooms in Pierce Hall
6. Got rubber "booties" for chair legs in Pierce Hall to keep floor from being damaged
7. Install shelves in closet in Pierce Hall
8. Mounted tv in chapel
9. Blew leaves and debris off shed roofs
10. Fixed corner gutter on office
11. Put new entrance rugs in Pierce Hall and Chapel

Ongoing projects

1. Trim trees
2. Weeding
3. Spray Roundup in columbarium area

Upcoming projects

1. Pressure wash buildings
2. Apply sealant to shed roofs
3. Install new light on east side of the property behind office and by sheds (see lighting proposal)

Submitted by Jesse Clayton and Bonnie Alberti

Pastor's Report
May 2020

Item	Comments	Next Steps	Action Items
Congregational Meetings/Pastor Chats	<p>We probably need to have a Pastor Chat soon.</p> <p>We should be thinking about contingency plans for our congregational meeting in November</p>	<p>Thinking of scheduling one of these at the beginning of June. We may need to heighten absentee voting as well as virtual options to include folks, if necessary.</p>	<p>Find best date to do Pastor Chat.</p> <p>Consult with the Board about this.</p>
Pledge Campaign/Generosity	<p>I am astounded at how generous our folks are being during this time. We are very solid in this area. If we ever needed proof that faithfulness and consistency will provide all that we need, we have it!</p>	<p>I see no need at this point to do a special ask.</p> <p>I DO see a need to work with Kathy on an alternative strategy for fundraising.</p>	<p>Get a text giving app that will allow people to pay/give when participating in any kind of virtual fundraiser. We now have the technology, just need to teach folks how to use it.</p>
Pastoral Care	<p>I have been taking at least 2 people per day from the members and friends list and reaching out to them to touch base. In a month's time, that has come to about 20 people.</p>	<p>Will continue Coffee with the Vicar as this has been a great opportunity for Tony and me to be with and pray with folks. Tony and I will mix up the format a little in June.</p>	<p>Rev. Donna and the deacons have been doing connection calls twice per week as well as checking in on the most isolated folks in the congregation. They have also done a second round of calling everyone on our congregation list.</p>
Planning for 2020/Working the Plan	<p>Since we are likely to be altered in how we do ministry for the rest of this year, it is time to set up new priorities in light of that.</p>	<p>I have provided a new list of priorities for the board and will seek support and agreement around them. See attached document.</p>	<p>I will share these priorities with the staff and begin getting our work plans in process.</p>

Staff	All the staff have been working very hard to assist and support me in building a virtual church.	The music folks have been more active in the last several weeks and will be doing some additional things.	I am meeting with the Music Team every two weeks and we have made some plan for how they can be helpful.
Programming	The Programming Team continues to do their planning. In June, we will be expanding our programming reach quite a lot. See attached document.	Music Heals All has been an awesome outreach and we have developed some great partnerships. This will continue. The VMUGS are going great – 44 people signed up.	Turn some focus to some all church events that don't require being in the building. Prayer Ties Bonfire Drive Through Blessing Zoom Hymn Sing are examples
Worship	Every week, our production of worship is better. Utilizing other folks besides me has been a definite plus. Jesse and I have become great partners in doing the recording and editing. We learn every week.	I continue to watch YouTube videos and attend webinars so that I can get better at guiding us in virtual worship. Attendance is holding very steady and our reach is getting broader.	We may need to invest in software that helps some of the buffering that folks experience, especially if they are using a laptop.
Special Assignments	N/A		

May 1, 2020

To: Board of Directors, Church of the Trinity MCC

This will serve as notification of my resignation from my seat on the Board of Directors of Church of the Trinity MCC. The effective date of my resignation is June 1, 2020.

I would like to know what I should do with my badge and keys. If English tutoring class should resume at some point, I would like to know if I would again have access to the appropriate key(s).

Thank you,

Jack Botelho

To: Board of Directors

From: Jesse Clayton and Bonnie Alberti

Date: May 2020

Re: new lighting on campus

We would like to get approval to install the following new lights to the church campus in the next month.

One wired light on the pole beside the liturgical arts building.

One wired light on a pole between the food pantry building and the one located to the right of it.

One wired corner light located on the back corner of the office outside Lillie's office

Materials needed:	unit price	total
1. 2 – 10' galvanized 1 ½" pipe	\$43.50	\$87.00
2. 1 – 1 ½' connectors	\$4.86	\$19.44
3. 2 wired pole lights	\$64.97	\$129.94
4. 50' exterior 14/2 wire	\$24.01	\$24.01
5. ½' electrical metal tubing	\$3.35	\$3.35
6. Connectors for EMT	\$2.40	\$2.40
7. 1 gang metal box/cover	\$8.48	\$8.48
8. EMT strapping	\$2.39	\$2.39
9. 1 eave mounted security light	\$38.77	<u>\$38.77</u>
Total		\$315.78

Fwd: April Treasurer's Report

1 message

David Daniels <ddaniels96@aol.com>

Tue, May 19, 2020 at 12:17 PM

Reply-To: David Daniels <ddaniels96@aol.com>

To: "lbrock@trinitymcc.com" <lbrock@trinitymcc.com>, "Clayton@trinitymcc.com" <Clayton@trinitymcc.com>, "aseverson@trinitymcc.com" <aseverson@trinitymcc.com>, "fuzzymintz@gmail.com" <fuzzymintz@gmail.com>, "rebecmc@aol.com" <rebecmc@aol.com>, "maksrq08@gmail.com" <maksrq08@gmail.com>

Attached is the April 2020 Treasurer's Report. We will discuss tonight.

Thanks,
David Daniels

-----Original Message-----

From: Doug <douglasberger@aol.com>

To: lbrock@trinitymcc.com <lbrock@trinitymcc.com>; aseverson@trinitymcc.com <aseverson@trinitymcc.com>; terrabob@verizon.net <terrabob@verizon.net>; ddaniels96@aol.com <ddaniels96@aol.com>; stewart36@hotmail.com <stewart36@hotmail.com>; wendy.lachaunce@verizon.net <wendy.lachaunce@verizon.net>

Sent: Sun, May 10, 2020 11:05 am

Subject: April Treasurer's Report

Dear Finance Team:

Attached is the Treasurer's Report for April 2020. We will review the report at Tuesday's Finance Team meeting on Tuesday, May 12th at 12:30 p.m.

In the meantime, a few quick highlights:

- Plate income exceeded budget by \$195 for the month of April - \$16,195 vs. \$16,000 budget. Yay!
- Program income and Fundraising income are below budget given that the campus has been closed since March 9th. Hopefully, we can identify options for the remainder of the year. ✓
- When we adjust income for designated funds (love offering, seed planters etc.) we are below budget by \$1,576.66. This is truly amazing given the circumstances.
- We have collected seed planters income for \$36,470.00 YTD.
- Expenses are over budget by \$5,138.35. Most of that is tithes to UFMCC (\$3,675.17) based on Seed Planters and deferred pledges from 2019 that were paid in January. The remainder is Equipment lease (\$2,277.50)

Please let me know if you have any questions and send me any agenda items you may have for Tuesday's meeting,

Thank you!
Blessings,
Doug

 **Trinity April 2020.xlsx**
16K

**Church of the Trinity MCC Treasurer's Report
Income and Expenses v. Budget April 2020**

Total Sources of Income	April Actual	April Budget	Over/(Under) Budget	Year to Date Actual	Year to Date Budget	YTD Variance
Plate Collections	\$ 16,195.00	\$ 16,000.00	\$ 195.00	\$ 86,665.85	\$ 68,000.00	\$ 18,665.85
Seed Planters	\$ 50.00	\$ 2,500.00	\$ (2,450.00)	\$ 36,470.00	\$ 10,000.00	\$ 26,470.00
Service Income	\$ 16,245.00	\$ 18,500.00	\$ (2,255.00)	\$ 123,135.85	\$ 78,000.00	\$ 45,135.85
Ministries, Programs, and Events (Raffle, Lenen Books, Music Ministry, Wednesday Dinners)	\$ -	\$ 1,350.00	\$ (1,350.00)	\$ 1,781.00	\$ 5,400.00	\$ (3,619.00)
Other (Fundraising -net, Advertising/Sponsorship, Facilities Donations, Interest Income)	\$ (566.22)	\$ 3,704.00	\$ (4,270.22)	\$ 4,241.52	\$ 14,816.00	\$ (10,574.48)
Total Undesignated/Unrestricted	\$ 15,678.78	\$ 23,554.00	\$ (7,875.22)	\$ 129,158.37	\$ 98,216.00	\$ 30,942.37
Interest Income -CDs	\$ 649.26	\$ -	\$ 649.26	\$ 649.26	\$ -	\$ 649.26
Love Offerings	\$ 3,175.00	\$ -	\$ 3,175.00	\$ 4,793.84	\$ -	\$ 4,793.84
Interest Income - Building Fund Reserve	\$ 2.05	\$ -	\$ 2.05	\$ 7.87	\$ -	\$ 7.87
Designated/Restricted & Bequest	\$ 3,826.31	\$ -	\$ 3,826.31	\$ 5,450.97	\$ -	\$ 5,450.97
Total Income Adjustments	\$ 19,505.09	\$ 23,554.00	\$ (4,048.91)	\$ 134,609.34	\$ 98,216.00	\$ 36,393.34
Deferred Pledges 2019	\$ -	\$ -	\$ -	\$ (11,500.00)	\$ -	\$ (11,500.00)
Seed Planters	\$ (50.00)	\$ (2,500.00)	\$ -	\$ (36,470.00)	\$ (10,000.00)	\$ (26,470.00)
Total Sources of Income	\$ 19,455.09	\$ 21,054.00	\$ (1,598.91)	\$ 86,639.34	\$ 88,216.00	\$ (1,576.66)

**Church of the Trinity MCC Treasurer's Report
Income and Expenses v. Budget April 2020**

Total Expenses by Category	April Actual	April Budget	Over/(Under) Budget	Year to Date Actual	Year to Date Budget	YTD Variance
Preparing for and Conducting Worship	\$ 5,916.16	\$ 6,556.00	\$ (639.84)	\$ 27,364.02	\$ 27,648.00	\$ (283.98)
Reaching Out to Serve Our Community	\$ 102.71	\$ 38.00	\$ 64.71	\$ 485.43	\$ 152.00	\$ 333.43
Staying Connected/Caring for Our Church Family	\$ 12,305.19	\$ 11,053.00	\$ 1,252.19	\$ 50,196.53	\$ 46,198.00	\$ 3,998.53
Spiritual Education and Growth	\$ -	\$ -	\$ -	\$ 479.70	\$ -	\$ 479.70
Equipping & Maintaining Buildings and Grounds	\$ 8,876.91	\$ 10,351.00	\$ (1,474.09)	\$ 18,418.07	\$ 19,204.00	\$ (785.93)
Supporting the Wider Mission UFMCC	\$ 2,248.90	\$ 2,146.00	\$ 102.90	\$ 12,721.17	\$ 9,046.00	\$ 3,675.17
Contingency (Loans Forgiven)				\$ (13,000.00)		\$ (13,000.00)
Contingency Funds Transfer			\$ -	\$ 24,218.00		\$ 24,218.00
Pierce Hall & Chapel Renovations	\$ 8,224.95	\$ 8,224.95	\$ 8,224.95	\$ 8,224.95		\$ 8,224.95
Total Expenses by Category	\$ 37,674.82	\$ 30,144.00	\$ 7,530.82	\$ 129,107.87	\$ 102,248.00	\$ 26,859.87
Adjustments						
Salary T. Viglione (Seed Planters)	\$ (1,538.46)	\$ (1,538.00)	\$ (0.46)	\$ (6,923.07)	\$ (6,922.00)	\$ (1.07)
Love Offerings Paid	\$ (362.50)		\$ (362.50)	\$ (2,277.50)		\$ (2,277.50)
Contingency Funds Transfer	\$ (8,224.95)		\$ (8,224.95)	\$ (32,442.95)		\$ (32,442.95)
Contingency (Loans Forgiven)				\$ 13,000.00		\$ 13,000.00
Total Adjusted Expenses	\$ 27,548.91	\$ 28,606.00	\$ (1,057.09)	\$ 100,464.35	\$ 95,326.00	\$ 5,138.35

CHURCH OF THE TRINITY
PLATE COMPARISON 2020

WEEK	SERVICE INCOME	CREDIT CARDS/EFT	TOTAL	WEEKLY BUDGET	VARIANCE	MET BUDGET	ATTENDANCE
1st Sunday	\$ 2,570.00			\$ 4,000.00			129
2nd Sunday	\$ 5,722.00			\$ 4,000.00			131
3rd Sunday	\$ 6,044.00			\$ 4,000.00			128
4th Sunday	\$ 3,245.50			\$ 4,000.00			150
2019 Pledges	\$ 11,500.00				\$ (11,500.00)		
Adjustment	\$ 104.50						
Total January	\$ 29,186.00	\$ 4,128.00	\$ 33,314.00	\$ 16,000.00	\$ 5,814.00	Yes	538
1st Sunday	\$ 2,485.50			\$ 4,000.00			129
2nd Sunday	\$ 3,358.40			\$ 4,000.00			134
3rd Sunday	\$ 5,201.50			\$ 4,000.00			123
4th Sunday	\$ 4,747.10			\$ 4,000.00			150
Adjustment	\$ (114.00)						
Total February	\$ 15,678.50	\$ 3,713.00	\$ 19,391.50	\$ 16,000.00	\$ 3,391.50	Yes	536
1st Sunday	\$ 2,511.00			\$ 4,000.00			124
2nd Sunday	\$ 1,922.35			\$ 4,000.00			111
3rd Sunday (V)	\$ 1,630.00			\$ 4,000.00			93
4th Sunday (V)	\$ 2,950.00			\$ 4,000.00			110
5th Sunday (V)	\$ 3,335.00			\$ 4,000.00			106
Adjustment	\$ (396.00)						
Total March	\$ 11,952.35	\$ 5,813.00	\$ 17,765.35	\$ 20,000.00	\$ (2,234.65)	No	544
1st Sunday (V)	\$ 1,088.00	\$ 1,190.00	\$ 2,278.00	\$ 4,000.00			139
Good Friday (V)							62
2nd Sunday (V)	\$ 2,522.00	\$ 1,000.00	\$ 3,522.00	\$ 4,000.00			159
3rd Sunday (V)	\$ 1,796.00	\$ 330.00	\$ 2,126.00	\$ 4,000.00			105
4th Sunday (V)	\$ 2,001.00	\$ 1,230.00	\$ 3,231.00	\$ 4,000.00			129
FaceBook		\$ 1,630.00	\$ 1,630.00				
EFT 4/27-4/30		\$ 3,408.00	\$ 3,408.00				
Total April	\$ 7,407.00	\$ 8,788.00	\$ 16,195.00	\$ 16,000.00	\$ 195.00	Yes	594
Total Jan - Apr	\$ 64,223.85	\$ 22,442.00	\$ 86,665.85	\$ 68,000.00	\$ 18,665.85	\$ 7,165.85	2212

CHURCH OF THE TRINITY
 PLATE COMPARISON 2020

1st Sunday (V)	\$ 2,280.00	\$ 700.00	\$ 2,980.00	\$ 4,000.00			120;14
2nd Sunday (V)	\$ 1,617.00	\$ 1,434.00	\$ 3,051.00	\$ 4,000.00			112;15
3rd Sunday (V)	\$ 2,983.00	\$ 2,176.00	\$ 5,159.00	\$ 4,000.00			122;22
4th Sunday				\$ 4,000.00			
5th Sunday				\$ 4,000.00			
Total May	\$ 6,880.00	\$ 4,310.00	\$ 11,190.00	\$ 20,000.00			

2020 Priorities in the Face of Covid-19

May, 2020

Overview:

Given the onset of the Covid-19 Virus and all that has changed about our reality since early March, I would like to propose a new set of priorities/goals that address this new reality.

Overall:

- **Build the infrastructure for a robust virtual church.**
 - Determine what equipment we need to provide high quality worship services and programming that will make the user experience as friendly and easy as possible while encouraging connection.
 - Put systems in place that provide for as much personal “touch” as restrictions allow.
 - Put systems in place that help to ensure none of our members fall through the cracks during this time.
 - Design an appropriate and effective Communication/Connection Strategy in the virtual space.
 - Design ways to keep volunteers engaged as much as possible.
 - Put systems into place that preserve our financial position and keep all staff employed.
 - Put systems into place that ensure the protection of our property while we are not there and when we return.
 - Determine an alternative fundraising strategy to ensure that this part of the budget is shored up as much as possible
- **Track overall engagement each week so as to keep our finger on the pulse. Re-orient our lens toward overall engagement numbers rather than any one thing.**
 - Worship attendance
 - Programming engagement
 - Volunteer engagement
 - Financial stability
 - Outreach and Social Justice engagement
- **Utilize this time to start visioning conversations**
 - Holy Conversations via Zoom
 - Preaching about the future that is revealed during times like this
 - Expanding our notion of what we can do and who we can be
- **Perfect our ability to do virtual ministry**
 - Following up with virtual visitors to engage them in online programming
 - Provide virtual engagement for people in our community (podcasts, live interviews, etc.)
 - Identify the outreach and social justice things we can do with current restrictions.
 - Assist congregation in learning how to navigate the virtual world.
 - Begin thinking about how to adapt our future ministry to include the virtual space.

Building the Virtual Church

Church of the Trinity MCC

Programming

The Land of Meetup Groups

VMUGS – 4 weeks – continue

Pop-Up MUGS – one time events

- **Wine Tasters** – bring your favorite wine and be prepared to tell the group all about it – Doug?
- **Birthday Celebration** (monthly) – have cupcakes delivered to each birthday person and invite them to a celebration on Zoom. Have people express their hopes for a new year of life, sing happy birthday and visit a little? Tina Lipford?
- **Generosity in Action** – build a word cloud using Menti and Zoom. Ask folks to write in the generous things that they have been doing during this time. Then ask them to write in the generous things that have been done for them. Find out about needs and see if we can formally meet some of them. Generosity Team?
- **A Future with Hope** – start doing some visioning during this time. Use Zoom breakout rooms to get feedback and help people imagine our future. Lillie and Board
- **Justice Watch** – ask Social Justice Ministry to choose a film that can be shown via Netflix and then a discussion – might be easy to get a guest speaker. Social Justice Ministry – Janalee
- **Chat Rooms 2.0** – pop up chat rooms on different topics – dealing with change, coping with “returning to life”, prayer for the world, etc. Not sure who should do these – maybe different folks host and that makes it more interesting.

Ongoing Programs

- **Coffee with the Vicar** – change it up, change number of days
 - Changes? Breakfast Banter only on Monday and Friday (beginning and end of week)
 - How important is the Vicar name – chance to connect with pastor/s?
 - The group didn't seem inclined to change anything other than maybe having them bring reflections instead of us some of the time.
- **Chat Room** – wondering how effective this is. Does it need to be once per week?
- **Music Heals All** – definitely want to continue this - I think there are quite a few others we can get to do this AND we can repeat some folks.
- **Faith at Its Finest** (not sure that's the right name) – I'm thinking of doing a TV/Talk Show format show. The technology is there and seems fairly easy to learn. I could have guests on to interview and take on different topics around faith. This will take some planning for sure. I imagine that Carole Jesiolowski could be helpful with this as well as the Social Justice Ministry.

Church-Wide Events

- **Pot Luck Dinner** on Zoom
- **Prayer Ties Bonfire** on the property
- Drive-Thru Blessing at the church
- **Hymn Sing** on Zoom – ask the music team to host this? Ask folks to send in their requests, organize singing them together.
- **Drag Bingo** via Zoom – Brad and Kathy? How can we monetize it as a fundraiser?
- **Prayer Vigil for Healing the World** – covid-19, the planet, war, genocide, unkindness, politics, etc. Do this on Zoom – have prayers written so that they are like a litany. Light candles, etc. Have pastors lead.
- **Virtual Juneteenth** – see if there is a way to still partner with Greater Hurst Chapel.

Outreach

- Check to see if there is something we can do to help Emma E. Booker
- Is there something we can do around race disparity? Have a “write your congress person” drive?
- Is there another fundraiser that is worth our while? We talked about trying to shore up our benevolence fund...

Communication

Doing Now

- Come to the Table Newsletter - Thursday
- Update Includes Reflection - Tuesday
- Ads on Facebook
- Website – Including Bulletin
- Announcements on Sunday
- Coming Up This Week – arrives in inbox right after worship

Need to Add (in process)

- Texting
- Text Giving Option
- Mobile App

Virtual Visitors

- Design a follow-up system for virtual visitors
 - Letters?
 - Get them on newsletter mailing list?
 - Info about online giving?
 - Treehouse?

Plans for June, 2020

Church Wide Events:

- On the Property
 - June 10: Prayer-Tie Bonfire
 - June 24 (Tentative): Drive-Thru Blessing
- Virtually on Zoom
 - June 1: Pastor Chat (followed by survey)
 - June 4: Hymn Sing
 - June 19: Juneteenth

Meetup Groups/Classes:

- **Pop-Up Meetup Groups** – one- time pop-ups!
 - Wine Tasters (Doug)
 - Bible Trivia
- **Classes**
 - Getting Through Life's Difficult Changes (Lillie)

Ongoing Programs:

- **Coffee with the Vicar**
 - Weekdays at 9:30am
 - Predetermined Topic for the week
 - Prayer, Transformation, Grace, Mercy, Justice, etc.
 - Invite others to participate in leading sometimes
- **Chat Room?**

Expanding Our Reach: Designed to engage a broader audience

- **Music Heals All**
 - Wednesdays at 12:10
- **Faith at Its Finest (this may have to wait until July)**
 - Tuesdays at 6pm
- **Justice Watch**
 - Once per month on Wednesday – June 17?
- **Outreach Project (working on this)**

CHURCH OF THE TRINITY MCC

COMMUNICATIONS POLICY FOR EMERGENT, URGENT, AND/OR CRITICAL SITUATIONS

PURPOSE

The purpose of this policy is to outline the strategy and protocol for communications to be used in an emergent, urgent, or critical situation that involves/impacts Church of the Trinity MCC. This policy will ensure communications systems are in place and ready to launch when required.

Communication is defined as any exchange of information between the Senior Pastor, the Staff, the Board, the Deaconate, members and friends of the Congregation, the Community at large, UFMCC, and the Trinity teams in place at the time of the occurrence (e.g. Care/Prayer Team, Worship Team, Finance Team, Media Team, & Ministry and Outreach Teams.)

Communication, or any information exchange, may occur in person (face-to-face), in large group, small group, and/or individual settings, in written form (email or letter), by telephone, tele-conference, or using any 'virtual' technology to include: Facebook, the Trinity Webpage, Zoom, or any other existing/future technology that supports this exchange of information.

This policy is meant to describe a list of potential resources that may be used to maintain effective communications during a crisis situation. Emergent, urgent, or critical issues include, but are not limited to: a health crisis, such as COVID-19; a disaster, such as hurricane, tornado, or severe storms; or harm or physical damage to the church property, buildings, or occupants, caused by vandalism, violence, and/or nature (e.g. fire, flood). This list is not meant to be exhaustive, rather suggestive of what may be labeled as emergent, urgent, or critical. The Senior Pastor, in consultation with the Board of Directors when practical, has the authority to determine what may be considered an emergent, urgent, or critical situation.

The primary goal of this policy is to keep appropriate individuals informed in these situations so strategic decisions can be made promptly and effectively with input from multiple individuals. The Senior Pastor and the Director of Administration are responsible for overseeing this communications strategy and protocol.

1. **Mass Electronic Communication:** The Church currently uses Facebook such as Trinity Tree House and *Constant Contact* for mass communication to the largest group of individuals. Options to using *Constant Contact* include: the email feature within Church Community Builder (CCB), and basic email to select individuals who may not be active in the CCB database.
2. **Mass Voice Communication:** The Telephone Tree provides a roadmap to communicate by telephone to members and friends of the church. A team of individuals has been identified to call members and friends who are on the Telephone Tree list. This list can be used to expedite the notification process, especially if electronic communications systems are not available or operational.

CHURCH OF THE TRINITY MCC

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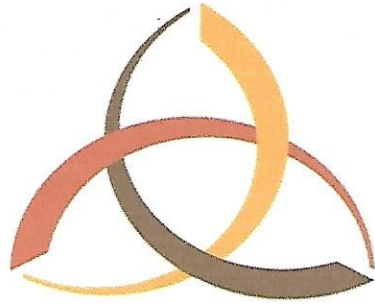
The Telephone Tree may also be used by the Prayer/Care Team to keep in touch with individuals who may be isolated during a crisis on a continuing basis.

3. The Director of Administration is responsible, along with the Office Volunteer staff, to maintain the accuracy of the Constant Contact and Church Community Builder databases as well as the accuracy of the Telephone Tree listing names, phone numbers, and email addresses (when known).
4. 'Virtual Church' is defined as gathering people together in worship, prayer, business meetings, or general discussion using technology rather than face-to-face meetings so that people are able to stay connected.
5. Currently, the recommended choice for Sunday Worship Service (Virtual Church) is Facebook Live. This technology allows for maximization of current bandwidth with the fewest interruptions. It allows viewers to actively participate and exchange thoughts and prayers with others who are watching. It is recommended that the Church have an on-call vetted IT professional ready to assist us if there are technology problems with the broadcast of Sunday Worship Services.
6. Currently, the recommended choice for staff meetings, prayer groups, and other Virtual Church experiences is Zoom. Zoom allows meeting participants to see and interact with one another without being physically together. The Director of Administration and Senior Pastor oversee the use of Zoom technology for these meetings, groups, and experiences.
7. If the buildings are closed for any reason, a sign will be posted on the doors to each building that will provide an explanation for the closure and an anticipated reopen date.
8. The outgoing voicemail message will be updated appropriately to give as much information as possible regarding the status of the emergent, urgent, or critical situation. The Director of Administration is responsible, along with the Office Volunteer staff, to maintain these postings and outgoing voicemail message.
9. During emergent, urgent, or critical situations, there may be occasions when decisions need to be made as soon as possible, outside of the regular monthly meeting of the Board of Directors. When this happens, the Senior Pastor, or his/her designee, may call a virtual meeting of the Board of Directors. Using Zoom technology, the Board will discuss and vote on any item or items that need immediate Board approval as outlined in various other church policies.
10. If the Senior Pastor does not feel a discussion is merited, and that the Board has sufficient information to vote on a particular item without calling a meeting, he/she can generate a Church Community Builder email to request a vote of the Board. Virtual voting is allowed in these circumstances.
If the majority of Board members (50% plus 1) feel a discussion is warranted prior to voting, then Zoom technology can be used as detailed in #9 above.

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11. It is the responsibility of the staff, both paid staff and volunteers, to educate members and friends of the congregation how to access and make changes to their personal record using the Church Community Builder database. It is also the responsibility of the staff, both paid staff and volunteers, to demonstrate or explain to members and friends of the congregation who are not technology proficient how to access Facebook Live services and Zoom experiences. This ensures everyone can be included in virtual church when necessary.



CHURCH OF THE TRINITY
 METROPOLITAN COMMUNITY CHURCH

Board of Directors
 19-May-20

Hot Topics

FELT Donation	LB	June
Project Pride	LB	June
Contingency Plan Review	Board	May
Lighting: Ofc-PH-Pkg Lot	JC	May
Options for Board Elect	LB	May

Parking Lot

Sales Plan for Memorial Niches		July
Gathering Places		
Office Extension	LB	July
Labyrinth	JC	July
Audit Report	DD	June
Courtyard Protective Cover	LB	Fall
Permanent Signage	JC	Fall

NB:

Board Nominating Committee	???
Candidate Forum	Oct
Annual Congregational Meeting	Nov