

CCC Board of Elders

November 15, 2011

Agenda

6:00 – 6:30	Food & Fellowship	Beachler
6:30 – 6:40	Devotions	Hosmer
6:40 – 7:00	Prayer and Praise Time	All
7:00	Call to Order	
7:00 – 7:05	Approval of minutes of previous meeting	
7:05 – 7:30	<u>New Business</u>	
	Election of 2012 Officers	All
	Check Signers for 2012	Nix
	Christmas Musical Refreshments	Shanklin
	Confirm New Members	Shanklin
	Other New Business	All
7:30 – 7:45	Staff Reports	Staff
7:45 – 8:00	Finance / Ad. Team report	Hoppe
8:00 – 8:15	Sr. Pastors Report	Helms
8:15 – 8:30	Break	
8:30 – 9:00	Old Business	
	Other old business	All
9:00 – 9:10	Communications from the congregation	Shanklin
9:10	Closing Prayer/Adjourn	

Executive Session ??

Reminders:

Next Regular Meeting – 12/20/11

Food & Fellowship – Beachler

Devotions – Hoppe

Prayer Response & Scripture Reading:

11/20 – Hosmer & Hoppe (scripture)

11/27 – Boes & Rusch (scripture)

12/4 – Kiker & McDowell (scripture)

12/11 – Hoppe & Shanklin (scripture)

12/18 – Rusch & Beachler (scripture)

CARLSBAD COMMUNITY CHURCH
Board of Elders Minutes for October 11, 2011

Present:

Elders: Jim Beachler, Eric Boes, Bill Hosmer, Todd Kiker,
Rich McDowell, Fred Mitchell, Ron Rusch, Chuck Shanklin

Pastors: Alvin Helms, Phil Hoyer

Directors: Saskia Van Leeuwen, Bill Nix, Arv Trostrud

Ministry Leaders: Alan Bergstedt

Absent:

Elders: Mark Hoppe

Ministry Leaders: Justin Hill, Jane Hoppe

6:00 PM: Praise & Prayer

6:53 PM: Chuck Shanklin opened in prayer

Devotion – Eric Boes shared a personal problem of prayer – trying to emulate the Lord's Prayer starting by exalting God – wanting to but not doing well. He has found it helps to read and pray a Psalm (Psalm 29; Psalm 22:1-26 or Psalm 9) as a good way to put him in the right frame of mind to pray.

Meeting called to order at 6:53 PM by Chuck Shanklin.

Minutes of September 20, 2011: A motion was passed to accept the minutes as corrected.

Ministry Reports:

1. Women's Ministry - Jane Hoppe - See written report.
2. Membership Services & Personnel Committee - No report for this period.
3. Children's Ministry - Saskia Van Leeuwen - See written report.
4. Men's Ministry - Alan Bergstedt - See written report.
5. Missions & Outreach Ministry - Arv Trostrud - See written report.
6. Administration Team Ministry - Mark Hoppe - See written report.
7. Senior Pastor Alvin Helms - See written report.
8. Associate Pastor Phil Hoyer - See written report.
9. Business Administration Ministry - Bill Nix – See Written report.
10. Financial Report – Mark Hoppe / Bill Nix – See written report.

New Business:

- 1) Endorsement Guidelines: Chuck Shanklin opened a discussion. The CCC Policy and Procedures do not allow CCC endorsement of businesses for profit. Word of mouth communication is OK, but not announcements in the Worship Folder.

Old Business:

- 1) Corporate Prayer Meeting: Pastor Alvin shared the date of 11-11-11 for Friday PM to focus on prayer for our city. Pastor Macias to participate.
- 2) Care Ministry: Chuck Shanklin gave an update.
- 3) Bylaws Change Proposed: A motion was passed to change the Bylaws as follows:

Proposed addition to the Bylaws: Concerning ALTERNATE ELDERS

The Committee shall select two (2) additional nominees, who shall be referred to as "ALTERNATE ELDERS". ALTERNATE ELDERS are nominees who have gone through the entire nomination process and have been approved to serve on the Board of Elders if a vacancy occurs. If such a vacancy occurs, an ALTERNATE ELDER will fill the vacancy for the remainder of the year. If there are any remaining years left in the vacancy, those years shall be filled through the normal nomination process. ALTERNATE ELDERS may not succeed themselves as ALTERNATE ELDERS, but may be nominated as elders the following year.

- 4) Vista Assessment & Life Flow: Chuck Shanklin shared about an upcoming meeting with Dr. John Kimbal from 4Cs concerning redoing the Vista Assessment to evaluate our church health and the Life Flow / Church Redevelopment Process.

Communications from the Congregation: No concerns expressed.

Pastor Phil closed in prayer at 8:47 PM.

Submitted in His Service,
Ron Rusch, Secretary

Senior Pastor's Report for the November Elder's Meeting

Primary Duties:

- Led staff meetings each week to evaluate the ministry activities of CCC
- Work with Pastor Phil to plan our Sunday Worship Gathering
- Met with and coached staff and team leaders
- Continue to make time for study and sermon prep for teaching duties here at CCC
- Continue to teach the Sat men's bible study each week (Sep-May)

Other Activities at CCC for September included:

- **Pastoral Care Ministry (hospital, home visits, counseling, etc.) 19**
- Met with Women's Ministry Team leaders to discuss plans for the fall
- Met several times with BH to discuss elder search process
- Met with SH to get an update on church plant plans
- Worked with BN on new website ideas and progress
- Met with several of our CCC supported missionaries
- Spent time with Justin Hill working on our high school ministry
- Monthly meeting with our youth leaders

Special Projects...

- Met with the Peacemaker Ministry Team several times to discuss how to use this ministry here at CCC
- Met with John Kimball to discuss life flow process here at CCC
- Final prep for Corp Prayer Gathering
- Met with a CCCC pastor for fellowship and encouragement
- Spent some time working on the future of our ministry plans for Senior High Ministry
- Spent some time looking at serious gaps in our ministry here at CCC
- Becoming more of an expert on good tri-tip BBQ!

STAFF/ELDER REPORT

Pastor of Worship and Congregational Care

November 2011

Prepared by: Pastor Phil Hoyer

Ministry in October

1. The Celebration Choir continues its faithful ministry each Sunday. I continue to assist in leading the Contemporary Team on Sunday mornings. Orchestra has started up again and is especially working towards the Christmas musical.
2. This has been a busy month visiting several of our members in the hospital and nursing homes. My shepherding ministry includes: I made a several visits to the hospital/nursing homes during the month. I also made about 20 phone care calls. I also made a few home visits as well with some shut-ins. I led and assisted in two memorial services.
3. I continued to be involved in several meetings, including the Elders' meeting and staff meetings. I also participated in the meeting with John Kimball to go over our Vista Assessment questions with other church leaders. I have started participating in a growth group.
4. Our Men's Care ministry continues to be a blessing to those who are being visited along with our WINGS ministry for women. I attended the WINGS meeting. I led our Congregational Care Ministry Team meeting.
5. The Prayer Teams for the church are functioning well. We still need leadership in several areas of our care ministry. I attended the missions dinner. I also attended the Festival of Light outreach.
6. I continue to disciple a man every week.
7. I had dinner with several of our church families.

Elder Board Report
 Children's Ministries for October 2011
 From: Saskia van Leeuwen

Activities:

- Sunday school classes for infant to 8th grade and infant to 4th grade during the worship service.
- Child care was provided for all church activities and meetings needing it.
- Awana and MDO are in going well
- Over sight for Junior High, the Salt & Light table and Women's ministry team.
- Kept Child Safety screening and requirements up to date
- Festival of Light

Outcome:

- Children continue to be equipped through Bible lessons and Bible memory work on Sunday mornings and Wednesday evenings.
- Carol and her team provide loving child care for Bible Studies and other ministries and meetings offered by CCC
- MDO is effectively ministering to preschoolers and their mothers.
- This has been an extremely busy and rewarding month for me with a lot of responsibility.
- AWANA leaders attended the Annual Awana Conference in San Diego with over 100 workshops and the Awana president as the keynote speaker for the general session. Leaders came away with new ideas and encouraged in their ministry.
- Attended Staff, Elder, Ron Hamilton, Child Safety and Children-High School team meetings. Went to Awana Conference, Missions dinner and started in an accountability group.
- Ben White was the point man for Festival of Light and I assisted him and took care of flyers, purchasing, worship folder announcements etc. We had several meetings together and he ran with it. Gary Steck took care of a newspaper ad. Robert Berkley shared the Gospel with 39 people and 7 children came to the Lord. They and 9 other children are signed up for a discipleship program by mail.

Current Numbers:

Month 2011	9:00 Hour Children/guests	9:00 Hour Jr. High	10:15 hour Children/guests	Worship Service	Wednesday Awana	Wednesday Jr. High
January	26 and 2 guests		47 and 29 guests	388	45	3
February	32 and 5 guests		47 and 23 guests	381	56	3
March	32 and 1 guest		48 and 17 guests	387	59	3
April	31 and 3 guests		48 and 24 guests	*405/393	56	3
May	30 and 3 guests		43 and 18 guests	391	59	3
June	29 and 3 guests	4	52 and 15 guests	418	---	7
July	30 and 5 guests	8	45 and 25 guests	421	---	6
August	26 and 1 guest	7	44 and 31 guests	412	---	6
September	30 and 3 guests	8	46 and 25 guests	407	67	10
October	30 and 3 guests	7	45 and 22 guests	398	80	10
November						
December						
Average						

*Average with and without Easter Sunday

- Sunday Morning we have 31 regular families representing 58 children (some have junior or senior high children as well, but they are not in this count).
- Awana total registration reached 80 in October
- Festival of Light attracted between 600 and 700 people. We had counters but it is hard to track accurately. This is higher than the last couple of years as we had to restock candy more than usual.

Growth:

- VBS brought in one family to our church now attending here and Awana brought in another family.
- Our Junior High group is reaching out and they are bringing friends. On the 9th they had a beach party to which 19 junior highers came. They had a great time. With parents, siblings and leaders there were 34 in attendance.

Women's Ministries Team Report – November 2011
For the Elder Board
Prepared by Jane Hoppe, Member of Women's Ministry Team

- **CCC Women's Ministry Team**, women@3c.org, is as follows:
 - Brenda Nelson** - (760) 439-7517, lysias2@gmail.com
Coordinator of Women's Bible Studies
 - Carol Greene** - (760) 729-3226, bacgreene@yahoo.com
Coordinator of storage (closets)
 - Debbie Hill** – (760) 729-9311, djhill5@sbcglobal.net
Co-coordinator for the Women's Retreat
 - Jane Hoppe** – (760) 753-7447, jane@hoppe.net
Coordinator for the Christmas Brunch
 - Janelle Statzer** – (760) 434-1937, dstatzer@roadrunner.com
Co-coordinator for Women's Retreat; Food Coordinator for Christmas Brunch
 - Joyce Smith** – (760) 729-2779, joycehubie@roadrunner.com
Coordinator for Women's Circles,
 - Kimberly Nelson** – (760) 268-0025, knelsonca@hotmail.com
Coordinator for Summer Coffees

Activities/announcements October 2011:

- **Brenda Nelson** continues to work out of the Women's Ministry office, answering e-mails and telephone messages. Our e-mail address is women@3c.org.
- **Ron Rusch** is the **Women's Ministry Elder**, for the year 2011.
- **Janelle Statzer** serves as our representative to the weekly **Staff Meetings** and **Jane Hoppe** represents Women's Ministry at the monthly **Elders' Meetings**.
- **Kimberly Nelson**, our Coordinator for Summer Coffees, has **submitted her resignation** from the Women's Ministry Team, as of January 1, 2012. She is re-directing her ministry to bringing bi-monthly (Wednesday evening), Special Interest Panels to our church family and as an out-reach to the community.
- **Wings and GEMS** meet on a monthly basis year round. **Dorcas Circle** meets twice a month to work on their Heavenly Handicrafts.
- **All other Circles** – meet monthly, with a summer break in July/August. 47 Circle members met together in Room 201 on September 8 for a **presentation by Hospice North Coast**. An \$80 good-will offering was collected/presented to that organization.
- **Six Fall Bible Study Groups** continue to meet on campus – **one on Wednesday afternoon, another on Wednesday evening and four on Thursday morning**.
- **October 4** - the **Women's Ministry monthly meeting** was held at 1PM in the Women's Ministry office. The upcoming Christmas Brunch was discussed. The financial report on our 2011 Simulcasts was reviewed. A 2012 Women's Retreat on October 5-7 at Taquitz Pines in Idyllwild is in the planning phase. Kimberly Nelson (see above) will remain with us for a few months while she looks for a replacement to our Team from the Families of Faith class as we consider it important to have that age group represented.

- **October 16** – Christmas Brunch **Table Hostess sign-ups** began after church on the patio, with a free ticket to each hostess and the ability to choose tables on a “first come, first serve” basis.
- **October 30** – Christmas Brunch **ticket sales** began on the patio.
- Planning meetings for **Christmas Brunch** continued throughout the month with **Jane Hoppe** as event coordinator and committee heads: **Vivian Pool and Jan Furrer** - Ticket Sales, **Brenda Nelson** - Table Hostess Sign-ups/Coordination, **Janelle Statzer** - Food and Instructions to the Servers, and our **Elder Ron Rusch** – Worship Center layout and Servers’ coordination.
- The formation of **accountability groups** is ongoing with at least 7 such groups already in place. The **Women’s Ministry Team** has produced a **brochure** to explain and invite CCC women to form their own **core accountability groups**. It can be picked up at the Women’s Ministry cart any Sunday morning. There is also a sign-up list at the cart where women can include their name and/or find names of others who would like to be considered when groups are being formed.

Future planning/events:

- **November 1** - the **Women’s Ministry monthly meeting** will be held at 1PM in the Women’s Ministry office.
- **December 3 – Saturday morning, CCC’s annual Christmas Brunch and Christmas Boutique (Dorcas Circle)** will be held from 9:30AM-1PM in the Worship Center. **Carol Rischer** (CCC Christmas Brunch 2007) of Skyline Church will speak on the topic of “Gifts,” and her daughter, **Melanie Bernard** (CCC Pine Valley Retreat speaker, 2010), will provide Christmas music and a carol sing-along.

Men of Encouragement Team Report – November 2011
For the Elder Board
Prepared by Alan Bergstedt

- **MOE Ministry Team, abergstedt@3c.org**
Ed Andrews – MOE Advance
Alan Bergstedt, Chair
Don Statzer- BBQ Kickoff
Jerry Farrow
Terry Statzer
Mike O'Connell

Activities/announcements September/ October 2011:

- **Bill Hosmer** is the **MOE Elder**, for the year 2011.
- **Alan Bergstedt** is our representative to the weekly **Staff Meetings** and monthly **Elders' Meetings**.
- **Six Battles Every Man Must Win** (concluded on October 26th) The men suggested another six week series starting in January. We want to continue to offer this for Awana fathers to participate with other men of the church.
- **Saturday Morning Bible Studies** led by Pastor Alvin – approximately 20-22 men participating.
- **Core Accountability Groups** – uncertain as to how many are meeting. A brochure explaining the program has been printed and is distributed from the Men's Cart.
- **Next MOE Fellowship Breakfast** – not certain, depending on cooks and speaker. Speakers suggested included Rod Groenewold (Antique Gas & Steam Engine Museum, Doug Bosler (Tennis Coach), Denny Cooper (Surfing Coach, Chaplain to Carlsbad Fire Department).
- **Nov 8 - MOE Leadership monthly meeting** was held at 4:30 PM in room 25. Scripture from Proverbs 8 was read and a time of prayer and fellowship was included. Bible studies, 2012 Advance, BBQ Kickoff, Debrief of the September 24th breakfast were the topics discussed.
- **Advance** – Ed Andrews is again leading the preparations for the Advance, now scheduled on June 9th. Various speakers for the advance were suggested.
- **www.GoTandem.com** was described as a website that men of the church could use to have more interactions with the scriptures every week, with a goal of 4 or more times of reading and meditation on scripture to help us conform to the Biblical model for our lives instead of being conformed to the world.
- We discussed a Christian presentation on YouTube. Frances Chan, Balance Beam, as far more accurate about the senior men in CCC than we could like to admit.
- Nominations for new men to join the Leadership Team were submitted. Contacts will have to be made with them to inquire as to their interest and availability. In order to attract younger men to the Lead Team, we are planning to hold our meetings at 7 pm on the first Tuesday of the month, instead of late afternoon. Names submitted as nominations are: Mike Sauder, Mike Nelson, Mike McElroy, Stratton Wells, Phil Giongio.

Date: November 10, 2011

Subject: Administration Team Ministry Meeting – Carlsbad Community Church

Present: Lou Furrer - Chairman, Bill Nix (Bus. Mgr), Lynn Maddox, Nick Melillo, Carol Greene and Mark Hoppe (Treasurer). Absent: Ken Johnson.

Lou opened the meeting with prayer at 1:30 PM.

Lynn Maddox recommended that the Meeting Minutes of October 6 be approved; Motion was seconded by Nick Melillo. Motion APPROVED.

Bill reviewed the October monthly financial report. Income for the month of October was \$90,748.57 and expenses were \$89,269.35 with a positive balance of \$1,479.22. Our cash available is \$113,010.01.

For the first four months of the fiscal year 2011-2012 total income was \$310,224.53 and total salary and expenses were: \$340,142.31 for a negative balance of \$29,917.78 which is \$6,252.48 under budget.

Bill Nix presented a summary of the Leaf and Cole review of the Church's financial statements for fiscal year: July 2010 through June 2011. Findings and Recommendations were:

- Record the Ledgerwood Trust on the Balance Sheet (CCC will carry as a foot note on the Balance Sheet)
- Record the Woods Estate as income, rather than a restricted account. (CCC will continue to record as a restricted account, so as not to commingle these funds with other income)
- Treat the Xerox lease as an operating lease rather than a capitalized lease (CCC currently does)
- No other significant findings.

Bill reviewed the updated: "Priority list for Capital Improvement and Replacement"

Items completed:

- Repair and upgrade the Video sound system in the Worship Center
- Prayer room renovation and new furnishings

Items in progress:

- No renovations in progress at this time
-

Obtaining bids for:

- Replace chiller, blower and boiler in the Sanctuary
- Harding Street Parking Lot refurbishment
- Jefferson and Pine Street Parking Lot refurbishment

A bid to replace the carpet in the prayer room was obtained; Cost to replace the carpet is \$1,303.00. A decision needs to be made to proceed with new carpet or delay until such time as the entire Worship center carpet is replaced.

A motion was made by Carol Greene to proceed with repairs to the parking lot on Harding Street at a N.T.E. cost of: \$6,000.00. A seal coat and removal of tree roots in damaged areas is recommended, and new stripping of parking spaces. Motion seconded by: Nick Melillo. Motion Approved.

Elder Board approval required to proceed.

Bids were obtained to refurbish the parking lot on Jefferson and Pine Street. Refurbishment prices were from \$19,321 to \$29,000 depending upon the extent of work to be accomplished. The condition of this lot is effected by the tree roots causing damage to the parking lot surface and to remedy requires removal of some trees and a root barrier to be installed to protect the parking lot from further tree root damage and well as removal of the current blacktop and some sub-soil and replacing with select fill, installing new blacktop and striping of the parking spaces.

The decision was made to postpone any refurbishment on this parking lot until the work is completed on the Harding Street parking lot.

Bill Nix distributed a Post Card to be mailed out to select areas in the community for the Christmas services.

Carol Greene made a motion to appoint Mike McElroy and Connie Jones to the Administration Team to replace Lou Furrer and Carol Greene whose terms expire at the end of 2011. Motion seconded by Lynn Maddox. Motion Approved.

Elder Board approval required.

Administration team members as of January 1, 2012 and expiration of term:

- Lynn Maddox - December 31, 2012
- Ken Johnson - December 31, 2013
- Nick Melillo - December 31, 2013
- Mike McElroy - December 31, 2014 (Subject to Elder Board approval)
- Connie Jones - December 31, 2014 (Subject to Elder Board approval)

The next meeting will be December 8th at 1:30 PM.

Lynn Maddox closed the meeting with prayer at 3:45 PM.

Respectfully submitted,
Mark Hoppe, Treasurer

ELDER BOARD REPORT
November 2011
Bill Nix, Director of Business Administration
October Activities

Continue to support, provide oversight and consult with Jessica Jones and Mark Smith for the activities in their departments.

FINANCIAL

- Prepared monthly financial reports for General Ministry, Restricted funds, Missions, and Women's and Men's Ministries.
- Approved invoices, reviewed accounts for accuracy, reconciled bank balances and provided reports for offerings and benevolence.
- Completed the Audit review (compilation) with Leaf & Cole, CPA'S. There were 3 recommendations: 1. Record the Ledgerwood Trust on the balance sheet. 2. Record the Woods estate as income and 3. Change the Xerox lease from a capitalized lease to an operating lease. (note, we presently do). There were no other significant findings. We had prior knowledge of the recommendations.
- Prepared the congregational financial presentation with Mark Hoppe.

PLANT OPERATIONS (work accomplished by maintenance staff, volunteers and outside contractors)

- Installed another bulletin board with a church directory and site map in front of the worship center.
 - Had directional signs made for memorial services held in the Sanctuary.
 - Completed prayer room refurbishments.
 - Updated capital improvement priority list.
 - Quarterly inspections and filter replacement for all A/C units. Faulty relay was repaired and couplings replaced in 2 circulating pumps.
- All fire extinguishers were serviced.

Other

- Photographer took some more pictures that will help improve our new revised website.
- Continued work with our website consultant on various issues.

Meetings

- Elders, Admin Team, Staff