

CCC Board of Elder

17 January 2012

Agenda

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|------|--|----------------------------|
| 6:30 | Devotion | Harold Hall |
| 6:40 | Prayer and Praise Time | Hosmer |
| 7:00 | Call to Order | Hosmer |
| | Approval of minutes of previous meeting | |
| 7:05 | New Business | |
| | Approve Admin Team Chairman | |
| | Receive Policy Manuel | |
| 7:30 | Staff Reports | |
| 7:45 | Finance/ Admin Team Report Budget Calendar | Bill Nix
Rich Mc Dowell |
| 8:00 | Sr. Pastor's Report | |
| 8:15 | Break | |
| 8:30 | Old Business | |
| | Care Ministry Coverege Mon-Thursday | Steck |
| | Alternate Elders | Hosmer |
| | Other Old Business | |
| 8:55 | Communication From The Congretation | Hosmer |
| 9:00 | Closing Prayer | |

CARLSBAD COMMUNITY CHURCH
Board of Elders Minutes for December 20, 2011

Present:

Elders: Bill Hosmer, Todd Kiker, Rich McDowell, Fred Mitchell, Gary Steck, Harold Hall, Bruce St. Gean, Bill Hatch

Pastors: Alvin Helms

Directors: Bill Nix, Arv Trostrud, Saskia Van Leeuwen

Ministry Leaders: Alan Bergstedt, Justin Hill, Jane Hoppe

Absent:

Bert Foster, Phil Hoyer

6:30 PM: Bill Hosmer opened in prayer

6:32 PM

Devotion – Harold Hall

Servant Leadership - Not lording over our position in leadership

6:45 – 7:03 PM: Prayer & Praise Time

7:05 PM Meeting called to order by Bill Hosmer.

Minutes of December 20th, 2011: A motion was passed to accept the minutes as presented.

7:05 pm - Motion was approved by the elder board for admin team Chairman - Ken Johnson be ratified

7:06pm - Bill Nix - Changes were made to the index in red
Highlights of the CCC Policy and Procedure manual

- 1.5 - Authorization for a background check was added
- Lockdown of Childrens Education Building
- Add a new parking lot closing procedure when the City of Carlsbad is having a Sunday event will be included in the Policy and Procedure Manual
- Care ministry Team regular ministries - self-service alternates are available
- Ron Rusch has made additions and correction in the benevolence policies which were included in the Policy and Procedure manual.

If there are any questions highlighted in red please work with Bill Nix by close of business 1/27.

It will voted on in the Feb elders board meeting

7:16 pm

Ministry Reports:

7:17 pm

1. Children's Ministry - Saskia Van Leeuwen - See written report.

- Saskia request for an elder to bring communion to the Sunday school teachers. Gary was willing to help

7:20pm

Senior High Ministry – Justin Hill - See written report.

- Weekly rotation for Wed night and Sunday night being developed with adults
- Winter retreat in planning stages

7:23pm

. Women's Ministry - Jane Hoppe - See written report

- Success Christmas program
- Mothers/Others tea
- Follow-up
 - Reach out to those without transportation
 - Shirley Woods was doing transportation connections
 - Suggestion is that bible study would self-serve and provides rides

7:29 pm

Missions & Evangelism Ministry - Arv Trostrud - See written report.

- Arv/Alan went to an inspirational missions conference
- Planning for short-term ministry trip
- EE coordination for new

7:46 pm

Administration Team Ministry - Rich McDowell - See written report.

Business Administration Ministry - Bill Nix – See Written report.

- Summary of budget calendar
- 4/28 Elders budget meeting 9am - Noon
- 5/20 - Congregational informational meeting
- 5/27 - Congregational meeting to approve budge

Financial Report – Mark Hoppe / Bill Nix – See written report.

- Hoppe - Energy committee report
- Issue: Boiler/chiller is ready to fail for education building and sanctuary.
- Recommend replace chiller/boiler by committee

- TMP Mechanical was the low bid
- Estimate
- Chiller 58,596.42
- Boiler 23,963.60
- Discount 2,500
- Total 80,060.00

Motion to replace chiller and boiler was moved and seconded per energy committee was approved by the board.

Money from this project is available from the Woods trust.

- Issue: 2500 limit is on each credit card

Motion to increase credit card limit to total 20k on 4 separate cards, 5000 per card w as approved by the board.

Cards are paid off monthly and there is no interest service. Use of cards is limited to budgeted items only.

Infrastructure Projects repairs:

- 1) cross on roof needs to be painted,
- 2) second floor deck needs to be secured
- 3) railing painted on 3rd floor Southside,
- 4) bat problems in the lecture room

Competitive bid received for \$12,000 for all projects.

The source of the funds will be the capitol projects account..

Motion to address infrastructure repairs was approved by the board

8:15 - 8:24 PM

Break

8: 25pm

Men's Ministry - Alan Bergstedt - See written report

8:30pm

Senior Pastor Alvin Helms - See written report.

- Caretaking versus risk taking

Membership Services & Personnel Committee - No report for this period.

8:44 pm

Old Business:

Care Ministry Team

- Better service and quality time is happening in the new dedicated room in the office.
- Telephone and computer is available and new room layout lends itself well to counseling sessions.

Peacekeepers

- We've bought a DVD to review the role-playing exercise for the elders. We will start @ 8:30 am on Sunday morning for 8 weeks in the Dyer room. This starts on 2/5.

Alternate Elders

- Tom Wood and Jim Beachler will be voted on in Feb 26th congregational meeting to be alternate elders for 2012.

Communications from the Congregation:

None

Bill Hosmer closed in prayer at 8:55 PM.

In Him,

Todd Kiker, Secretary

Elder's Report: Senior Pastor

Jan. 17, 2012 Meeting

Primary Duties...

- Scheduled regular blocks of time each week for study & preparation for teaching responsibilities at CCC.
- Continue to coach and assess our CCC staff. I ask lots of questions and press the call to excellence in ministry activities.
- Work with Pastor Phil in planning our worship services.
- Lead regular staff meetings to assess ministry activities at CCC.
- Continue to meet with many CCC people in 1-1 encounters to get feedback on ministry activities at CCC.

Other duties at CCC...

- Met with several CCC missionaries who were home for the month.
- Hospital/counseling/home visits: 21
- Met with Hoz to plan the transition of new elders for 2012
- Worked on plans for the new men's bible study which started in Jan.
- Met with members of our new ministry team: Peacemakers to discuss plans to use this MT in 2012.
- Worked with Kimberly N. to discuss first event for new ministry team: MTS.
- Attended several fellowship group Christmas gatherings at CCC.
- Met with Bill N and Pastor Macias to discuss use of Sanctuary in 2012.

- Worked with JJ on new members' reception.

Special Projects:

- Prepared for elder's advance.
- Worked with Arv T. on short-term missions trips for 2012.
- Worked with JJ on a new 3 year bible reading plan for CCC.
- Continue to consult with Hoz to improve Care Ministry MT.
- Plan to lead one of the 2012 short-term mission trips.

STAFF/ELDER REPORT

Pastor of Worship and Congregational Care

January 2012

Prepared by: Pastor Phil Hoyer

Ministry in December

1. The Celebration Choir continues its faithful ministry each Sunday. I continue to assist in leading the Contemporary Team on Sunday mornings. The Choir and Orchestra Christmas musical reached about 700 people with the Good news of Christ's birth. I led the Christmas Eve service as well as the Christmas Day service (this one by myself).
2. I prepared and chose music for the choir and orchestra for January –June 2012. Scheduled the offertory schedule for January-April.
3. My shepherding ministry includes: several visits to the hospital/nursing homes during the month; and several phone care calls. I attended the Sojourner's class and Music ministry Christmas parties.
4. I continued to be involved in several meetings, including the Elders' meeting and staff meetings.
5. 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 attended the Ambassadors meeting.
6. The Prayer Teams for the church are functioning well. We still need leadership in several areas of our care ministry.
7. I continue to disciple a man every week.
8. I had dinner with some of our church families.
9. I served at the Ladies Christmas Brunch.

Elder Board Report
 Children's Ministries for December 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 going well
- Over sight for Junior High, and the Salt & Light table.
- Kept Child Safety screening and requirements up to date

Outcome:

- Children continue to be equipped through Bible lessons and Bible memory work on Sunday mornings and Wednesday evenings. Children's choir sang in the Christmas program.
- 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.
- AWANA continues to grow. On the 14th the T&T Boys went to Del Mar's "Holiday of Lights" and the T&T Girls went caroling around our church.
- Attended Staff meetings and took a couple weeks vacation time. Went to the Junior High sponsored cookie decorating and caroling night, the Christmas musical and Christmas Eve Service.
- Junior High had 24 attend a cookie baking night on the 8th followed by decorating and caroling on the 9th. We sang for numerous people in apartments and a few homes distributing invitations to attend the Christmas musical along with cookies and new testaments. We were well received. This event was open to all and we had a good turnout of 35 people. We also sang for the Sojourners who were meeting at church that night.

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		50 and 25 guests	405	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	42 and 25 guests	407	71	10
October	30 and 3 guests	7	38 and 12 guests	398	72	10
November	30 and 3 guests	8	42 and 10 guests	405	73	9
December	27 and 1 guest	10	39 and 12 guests	403	69	7
Average	30 and 3 guests	7	45 and 20 guests	406	62	6

- Sunday Morning we have 33 regular families representing 62 children (some have junior or senior high children as well, but they are not in this count.
- Awana total registration is 81 with guests most weeks.

December CCC Sr. High Ministries

Justin Hill

- Coordinated with student Emilee Seyb about January door greeting
- Met with student Gianna L. to discuss future discipleship meetings
- Met for lunch with potential volunteer Kristiana Kolden
- Taught the book of John during the Sunday School hour
- Taught Mathew and Isaiah during Wednesday Night Youth Group
- Added new couch covers/furniture/appliances/décor/and artwork
- Elder Erik Boes attended every Wednesday Night Youth Group Meeting

Agenda To Come:

- Winter Retreat on President's Day Weekend
- UTC Ice Skating in late January
- Coordinate the Spring 30hr Famine Event
- Coordinate the Del Mar Spirit West Coast May 25- May 27
- Coordinate with Hume Lake Christian Camps for this summer's retreat

Sunday School Ave Attendance (2-3)

Wednesday Night Youth Group Ave Attendance (5-6)

Women's Ministries Team Report – January 2012
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 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

Activities/announcements December 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.
- **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 bring Special Interest Panels to our church family and 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.
- **Six Fall Bible Study Groups** continue to meet on campus – **one on Wednesday afternoon, another on Wednesday evening and four on Thursday morning**.
- **December 3 – Saturday morning, CCC's annual Christmas Brunch and Christmas Boutique (Dorcas Circle)** was held from 9:30AM-1PM in the Worship Center. **Carol Rischer** (CCC Christmas Brunch 2007) of Skyline Church and her daughter, **Melanie Bernard** (CCC Pine Valley Retreat speaker, 2010) and of **TEN27 Church in Temecula**, spoke from **Isaiah 9:6** on the topic of "Gifts." In a special appearance, Melanie's husband, Paul Bernard, and their four talented children joined the mother-daughter duo with Christmas music and a carol sing-along. Over 380 ladies, representing 26 different churches, were seated at our 51 individually decorated tables, 49 of our own men and 4 from Camp Pendleton served our women, and the Dorcas Circle was able to support missions with over \$3300 in proceeds. Three women responded by praying to accept Christ, eleven re-dedicated themselves to Him, and numerous others expressed an interest in knowing more about our Lord and Savior. Praise be to God!

- **December 6** - the **Women's Ministry monthly meeting** was held at 1PM in the Women's Ministry office. Christmas Brunch evaluation and planning for the 2012 events were the main topics of discussion.
- **Brenda Nelson** is making ready a new **Winter 2012 Women's Ministry Brochure** to place on our Women's Ministry cart in January.
- The formation of **Accountability Groups** for our women is on-going 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:

- **January 10** - the **Women's Ministry monthly meeting** will be held at 1PM in the Women's Ministry office. This date is a week late, since the first Tuesday fell during New Year's week.
- **January 19 – Thursday at 1PM** in Room 201 - the first planning meeting for the **Mothers' and Others' "Tea in the Morning"** will take place.
- **The Mothers' and Others' "Tea in the Morning" original date of April 21 has now been slipped by a week to April 28.** **Crimson Bridge** will present a program, in music and testimony, entitled **"Different Paths-Same Destination."**
- **Summer Coffees** have yet to be scheduled.
- **October 5-7 – CCC Women's Retreat**, held at Taquitz Pines in Idyllwild, will feature our own **Pearl Andrews**, teaching on the topic "Conformed or Reformed."
- **December 1 – Saturday morning, CCC's annual Christmas Brunch and Christmas Boutique** (Dorcas Circle) will once again take place in the Worship Center.

Carlsbad Community Church
MISSIONS & EVANGELISM
Staff Report: DECEMBER 2011
 Director: Arv Trostrud

DIRECTOR'S ACTIVITIES:

- Made 3 pastoral calls; to Mary Lark in a long term care home in San Marcos and to Ernie Gobbi at TCMC.
- Attended 3 Tuesday Pastoral Staff meetings
- Led Prayer & Praise 4 Wednesday evening prayer meetings (using "Devotions and Prayers of Charles Spurgeon") and attended the Sunday evening prayer meetings.
- With my wife, prepared 4 Missionary Moments for the Worship Folders.

MMT PLANS:

- **February Mission Conference:**
 - Arranged for Rev. Thomas Wang to be the featured speaker on February 12th, 2012.
- **2012 Short Term Mission Projects:**
 - China: Pastor Alvin willing to lead a team (10-12 people; 55+ agers) to Beijing to work with CCC missionary Alex Tan. Also, to work with 4C's missionary Mark Blair.
 - Jamaica: CCC missionary Clair Longuevan to lead a work team (10 – 30 people; 18 to 35 of age) build homes in underprivileged villages.
 - India: CCC missionary Dave Slotje to lead an evangelism team (at least 6 people) to Northern India (Sikkim or Nepal)
 - Micronesia: Support to Pastors Max or Barry or vision trip for potential teachers at Mizpah or Morning Star Institute
 - Free Wheelchair Ministry: Alan Bergstedt organizing distribution team to Vietnam.

MISSIONARIES:

- Greenhouse Project: \$483.94 will be deducted from the monthly commitment and signed over to CCC to pay for Sam Harrell's health insurance each month through June 2012, beginning with this Dec. payment.

MISSION FINANCIALS: December 2011:

- Current cash reserve at the end of December was \$ 57,374.97.

Bank	Comment	Date	Amount	Total
B of A	Ending November Balance	11/30/11		\$ 49,557.27
Income	November Faith Promise		\$ 20,362.00	
	Designated Gifts: Missionaries		\$ 370.00	
	The Greenhouse One Time gift		\$ 1,000.00	
	Free Wheelchair donations		\$ 891.22	
	One Time, Year End gift		\$ 1,000.00	
	The Phil & Eva Couty Memorial gift		\$ 2,500.00	
	Total Revenues			\$ 26,123.22
Expense	November Missionary Monthly Support		\$ 16,250.06	
	Transfer of Sam Harrell's health insurance fee to CCC		\$ 483.94	
	The Greenhouse Project one-time gift received in Dec.		\$ 1,000.00	
	Transfer of Free Wheelchair Ministry funds to g		\$ 571.52	
	Total Mission Expenses			\$ 18,305.52
Change	Net change			\$ 7,817.70
B of A	Ending December Balance	12/31/11		\$ 57,374.97

EVANGELISM EXPLOSION:

- Rachel Johnson has expressed a desire to conduct an EE Training session this spring. She has several people who have a desire to take the training and they need facilities and some additional trainers (2 trainers per trainee) to assist in the on the job training (OJT). We will be discussing this with the current team and canvassing previous trainers regarding their interest. Also, whether this will be a church-wide training for CCC members, or merely an individually conducted training for Rachel's group.
- One CCC Team meets on the 1st & 3rd Tuesday evenings; making phone calls to church visitors, requesting opportunity to visit and conducting open air contacts at the beach, pier, mall or other venues.

ELDER BOARD REPORT
January 2012
Bill Nix, Director of Business Administration
December 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 and filed the annual Statement of Information with the California Secretary of State.
- Researched and prepared yearend tax giving's notices for the church bulletin.

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

- Ordered additional signs for the Sanctuary and Worship Center.
- Completed the quarterly fire inspection of overhead sprinkler's, storage closets and alarm system.
- Helped plan and coordinate several church and membership activities for December that required special setups.
- Finalized bid to be presented to the Admin team for replacement of the boiler and chiller for the Sanctuary.

Other

- Continued work with our website consultant on sample designs.
- Assisted with rewriting benevolence policies for board approval.
- Worked on updating the Policy and Procedure manual.

Meetings

- Elders, Admin Team, Energy & Staff