

CCC Board of Elders

August 16,2011

Agenda

6:00 – 6:30	Food & Fellowship	Shanklin
6:30 – 6:40	Devotions	Beachler
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>	
	POD/Deacon Ministry Team	Shanklin
	Elder Ministry Structure	Shanklin
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	
	Ministry Fair	Shanklin
	Elder Nominating Report	Hosmer
	Other old business	All
9:00 – 9:10	Communications from the congregation	Shanklin
9:10	Closing Prayer/Adjourn	

Executive Session ??

Reminders:

Next Regular Meeting – 9/20/11

Food & Fellowship – Mitchell ,      Devotions – Rusch

POD 8/17 – Mitchell, 8/24 - Beachler, 8/31 - Rusch, 9/7 – McDowell, 9/14 -Shanklin

Prayer Response & Scripture Reading:

8/21 - McDowell & Mitchell (scripture)

8/28 - Shanklin & Hosmer (scripture)

9/4 - Beachler & Boes (scripture)

9/11 - Mitchell & Kiker (scripture)

9/18 – Hosmer & Hoppr (scripture)

**CARLSBAD COMMUNITY CHURCH**  
**Board of Elders Minutes July 19, 2011**

Present:

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

Pastors: Alvin Helms, Phil Hoyer

Directors: Saskia van Leeuwen,  
Bill Nix

Absent:

Elders:

Pastors:

Directors: Sam Harrell, Arv Trostrud

6:00 PM: Todd Kiker opened in prayer.

Devotion – Fred Mitchell shared about how we can “Exalt Him”. We need to be still and know that He is God, exalt Him for His attributes, His power, and His changes to creation due to man’s disobedience. God revealed himself by his prophets and then by His Son, so that we might be brought back to Him. Jesus said if you have seen me, you have seen the Father.

Praise and Prayers.

Meeting called to order at 6:50 pm by Chuck Shanklin.

**Minutes of June 21, 2011:** A motion was passed to accept these minutes as presented.

**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. Student Ministries – Sam Harrell - See written report
5. Men's Ministry – No report for this period.
6. Missions & Outreach Ministry – Arv Trostrud – No report for this period.
7. Administration Team Ministry – Mark Hoppe - See written report.
8. Senior Pastor Alvin Helms – See written report.
9. Associate Pastor Phil Hoyer – See written report
10. Business Administration Ministry – Bill Nix - See written report.
11. Financial Report - Mark Hoppe / Bill Nix - See written report.

### New Business:

- 1) **CCCC Delegates:** A motion was approved to appoint Gary and Bonnie Steck as official CCC delegates to the 4C's annual conference this year.
- 2) **Elder Candidates:** Bill Hosmer presented a list of potential candidates for new elders to be reviewed and individually approved if deemed appropriate.
- 3) **New Food Ministry:** Ron Rusch provided handouts giving details seeking volunteers for picking up surplus food from the 7-11 store and delivering it to Bread of Life Rescue Mission (6 days) and the Inglesia Cristiana de la Carlsbad Church (1 day).
- 4) **Financial Audit:** Bill Nix reported about our internal audit this year saving significant cost. He suggested an external audit likely costing \$20,000 might be appropriate every 3 or 4 years.
- 5) **Graced Based Giving:** Pastor Alvin presented a brochure on this which he asked the elders to read and evaluate. This is based primarily on a chapter in a book by John McArthur. Pastor Alvin felt this should be distributed to our congregation and become a norm.
- 6) **New Attendees Class:** Pastor Alvin identified the need for a 10 sessions of a weekly class led by elders or designated others defining what CCC is all about. This class should be offered 2 to 4 times per year.
- 7) **New Ministry to the Poor & Homeless:** Pastor Alvin led a discussion about the burden of Bill Schofield to minister to this group. This would involve helping Bread of Life Rescue Mission in Oceanside and/or Brother Bennos in Oceanside. Pastor Phil reported there is no organization in Carlsbad with this type of outreach. Bill was given the green light to pursue developing this ministry with the help of CCC volunteers.

### Old Business:

- 1) **CCC Ministry Fair:** Chuck Shanklin reported this will be on Sunday, August 28 on the patio. Also, a table will be on the patio on two Sundays, August 14 and 21, for growth group signups.
- 2) **Communications from the Congregation:** Pastor Alvin reported nothing of great significance was received.

Mark Hoppe closed in prayer at 7:45 pm.

Submitted in His Service,  
Ron Rusch, Secretary

## STAFF/ELDER REPORT

Pastor of Worship and Congregational Care

August 2011

Prepared by: Pastor Phil Hoyer

### Activities: (July)

1. The Celebration Choir ended our season of ministry on July 3<sup>rd</sup>. We will begin again in September. I continue to assist in leading the Contemporary Team on Sunday mornings.
2. I have been busy selecting choir and orchestra music for Fall and Christmas.
3. This has been a busy month visiting several of our members in the hospital and nursing homes. My shepherding ministry includes: I made a few visits to the hospital/nursing homes during the month. I also made about 20 phone care calls. I met with Bunny Anderson and her daughters to plan for her memorial service.
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. We honored Bunny Anderson for her 20 years of leading our WINGS ministry.
6. The Prayer Teams for the church are functioning well. We still need leadership in several areas of our care ministry.

### Things to continue to do:

1. Recruit and shepherd those in the worship ministry, including sound and video.
2. Work on leadership within the different areas of ministry in the Congregational Care area. Encouraging people to reach out to others – show the love of Jesus.
3. Recruit leadership for different care ministries in the church.
4. Continue to repair major needs with our sound system – being fixed in August (partially done as of the date of this report).

## Student Ministries Report

July 2011

Sam Harrell

### Activities:

- Held and/or coordinated Wednesday Night and Sunday School gatherings
- Regularly met with Pastor Alvin
- Held planning meetings with current volunteers and volunteers involved in transitioning Student Ministries into the fall season.
- Met with prospective Student Ministries High School volunteer
- Held planning meetings for Kosovo trip
- Co-led mission trip to Kosovo from July 12<sup>th</sup> - 28<sup>th</sup>
- Met with church planters from Oceanside, San Diego, Los Angeles and Tacoma for fellowship, guidance and training.
- Worked on new church prospectus, CCC missions and 4C's applications
- Met with Chuck Shanklin and Mark Hoppe regarding new church budgeting
- Met with John Kimball and core group

### Upcoming Plans for August:

- Wrap up "Story of God" teaching series on Sunday mornings.
- Host a final Wednesday "worship night" for Student Ministries
- Attend Staff and Elder Board Meetings.
- Work with Pastor Alvin to coordinate the transition for Student Ministries to new leadership.
- Meeting with Mission Ministry Team to begin the process of asking for support for the new church plant.
- Complete new church prospectus and deliver to Mission Ministry Team.
- Preaching on August 28.
- Participating in Ministry Fair on August 28.

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

**Activities:**

- Sunday school classes for children from infant to 8<sup>th</sup> grade and infant to 4<sup>th</sup> grade during the worship service.
- Child care was provided for all church activities and meetings needing it.
- Summer Children's Events
- Over sight for Junior High, the Salt & Light table and Women's ministry team.
- 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.
- MDO was off for the month of July.
- Carol and her team provide loving child care for Bible Studies and other ministries and meetings offered by CCC.
- Awana Trek club (junior high) leaders continue to meet Wednesday evenings for devotions and fun events. In July we had a marshmallow Night, a Bowling evening, an evening at the Park across the street, and the highlight was the Scavenger Hunt. They had an average attendance of 6 per evening.
- Attended Staff, Elder and Child Safety meetings
- Summer Wednesday Things happened every week. Most of the parents that do not attend here have been impressed with our activities and thankful for them, specifically commenting on them and thanking me.

**Current Numbers:**

- Sunday Morning we have 28 regular families representing 55 children (some have junior or senior high children but they are not in this count. We currently have 44 Sunday workers.
- Worship Service average for January is 388, February 381, March 387, April 405 (w/o Easter 393), May 391, June 418, July 421
- Sunday School Middle School Class attendance for June 4, Wednesday evenings 7, July 8
- Sunday School hour – the average for January is 26 with 2 guests, February 32 and 5 guests, March 32 and 1 guest, April 31 and 3 guests, May 30 and 3 guests, June 29 and 3 guests, July 30 and 5 guests
- Children's Worship Service hour – the average for January is 47 with 29 guests, February 47 and 23 guests, March 48 and 17 guests, April 48 and 24 guests, May 43 and 18 guests, June 52 and 14 guests, July 45 and 25 guests
- Summer activities that I led: Boys Thing we had 7 boys that Jack Hill, Ed and Fred Galvan took on a hike, Bruce St Gean taught about surfing and Joe Ruthenberg did exercises with. Our Movie Thing had 28 elementary and 13 preschool children while the women's Coffee Break was going on. The Girls Thing attracted 12 girls with whom the Dorcus Circle did crafts and ate lunch. In the afternoon the girls made scrapbooks with the help of Sarah Lopez, Ruby McCoshum, Arlene

Hosmer and Carol Wilson. The Field Trip Thing had 18 children and our drivers were Fred & Debbie Galvan, Carol Lee, Sarah Lopez, and Carol Wilson.

**Growth:**

- Hopefully the summer programs will bring in some new families – a couple families have already visited us. Postcards will be sent to all summer participants and last year's Awana clubbers to invite them to Awana starting in September. Every year Awana families start attending our church.
- Our Junior High group continues to grow – Sundays went from 4 last month to 8 this month!
- Our July church time guests have been the highest month this year though a number of them are vacationing attendees.

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

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

**Activities/announcements June 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](mailto:women@3c.org).
- **Ron Rusch** is the **Women's Ministry Elder**, for the year 2011.
- **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.
- **Women's Bible Studies** – see below.
- **July 5** – the **Women's Ministry monthly meeting** was held at 1PM in the Women's Ministry office. A new **Summer 2011 Women's Ministry brochure** was reviewed, approved and made ready for distribution later in the month.
- **July 5** - Julie Sammons and her committee met to continue planning the September 10, Beth Moore simulcast and discuss the first archived web-cast which leads them through the preparation process.
- **July 6 and 7** – two summer **Bible Studies** began: a study of the **Book of James** is being led on Wednesdays at 1PM by Chris Jones in Room 201 and a study of the **Book of Titus** on Thursdays at 10AM by Brenda Nelson in Room 5.
- **July 13** – our **first Summer Coffee** morning, held in our Worship Center, was attended by over 80 women. Our program featured **Kimberly Nelson and her fashion designer niece, Hellen Magni Nitscke**, sharing how we women are **"Fashioned in God's Image."** The CCC ladies supplied a light brunch, and a time of praise and worship was led by members of our CCC Praise Team. Our "makeover" participant, Lyssa Vague, received the services of both a make-up consultant, Danielle, and fashion designer, Hellen, as she was transformed outwardly. Kimberly, a professional counselor, had been mentoring Lyssa for a

month, using the book For Such a Time as This, in order to help Lyssa see herself just as God sees her.

- The formation of **accountability groups** for women is ongoing. 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. At least half a dozen such groups have been formed and are meeting currently.

**Future planning/events:**

- Julie Sammons and her committee will continue to meet to plan the September 10 Beth Moore simulcast and discuss archived web-cast which leads them through the preparation process.
- **August 2** - the **Women's Ministry monthly meeting** will be held at 1PM in the Women's Ministry office.
- **August 10** – the **second Summer Coffee**, entitled “**Crafting Your Personal Testimony**,” will be presented by our own JoAnn Brandon.
- **August 21 and 28** – Women's Ministry will participate in the CCC Ministry Fair and provide and “man” tables on the patio to share our various ministries with the ladies of our church.
- **August 22** – the first planning meeting for Christmas Brunch will take place in Room 201 at 7PM. Any CCC woman who would like to help plan/execute this popular and rather large-scale event is invited to attend.
- **September 10**, all day Saturday – **Beth Moore's Living Proof Live Simulcast: Because You Are Living Proof of God's Love**. Tickets are available through our CCC web-site, at the Women's Ministry Cart or by contacting Carol Wilson.
- **December 3** – **Saturday morning, CCC's annual Christmas Brunch** will be held from 9:30AM-1PM in the Worship Center. Carol Rischer (CCC Christmas Brunch 2007) will speak on the topic of “Gifts,” and her daughter, Melanie Bernard (CCC Pine Valley Retreat speaker, 2010), will provide Christmas music and Carol sing-along.

## Men of Encouragement Leadership Team Meeting Minutes of August 9, 2011

Present: Alan Bergstedt, Jerry Farrow, Ed Andrews, Terry Statzer, Don Statzer,  
Elder Bill Hosmer

Alan Bergsteat opened in prayer at 5:03 pm.

>Treasurer's Report:

Annual Report: 1 July 2010 to 30 July 2011

Income \$4767.00

Expenses\$4656.79

No Student Left Behind Fund \$938.00

>Saturday Men's Breakfast:

Speaker to be secured by Alan Bergstedt.

Breakfast to be held September 24, 2011

>New Business:

Kick off Bar BQ will be held in January.

Need a leader to organize, Jerry Farrow to coach.

Report on Men's Advance June11, 2011:

All Logistical things sent very well, speakers Greg and David Izor were excellent.

>Elder's Comments:

The elder nominating committee is contacting men to serve on the Elder board beginning January 1, 2012.

>Adjournment and next meeting:

Jerry Farrow adjourned the meeting with prayer.

Our next regular meeting will be Wednesday Sept. 14th at 6:30 pm .

Date: August 11, 2011

Subject: Administration Team Ministry Meeting – Carlsbad Community Church

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

Lou opened the meeting with prayer at 1:35 PM.

Ken Johnson recommended that the Meeting Minutes of July 14<sup>th</sup> be approved; Motion was seconded by Lou Furrer. Motion APPROVED.

A.J Veitch has resigned from the Admin. Team and was not present. It was recommended that a replacement is necessary and that the term of office should be through December 2013. A.J. Veitch's term was through December 2012. Action: Lou Furrer to recommend a replacement. Elder board approval is required after approval by the Admin. Team.

Bill reviewed the July monthly financial report. Income for the month of July was \$85,067.25 and expenses were \$83,589.26 with a positive balance of \$1,477.99. Our cash available is \$149,191.30.

The 2011-2012 budget includes funding from various trusts to cover expenses of some items. It was determined that funds would be transferred from the applicable trust as expenses are incurred and paid.

Bill Nix recommended that we hire Leaf and Cole to prepare tax return 990-T and perform a compilation of the Church finances. Completion of Form 990-T is for declaration of any taxable income of the church. The compilation by Leaf and Cole would be in Lieu of performing an in-house audit. With the resignation of A.J. Veitch, who was to lead the church audit it was determined it was better to hire Leaf and Cole to prepare the Tax form and complete the compilation. A motion was made by Ken Johnson to hire Leaf and Cole to prepare tax form 990-T and perform a compilation of the church's finances, for a budget cost of \$3,000.00. Motion seconded by Lynn Maddox. Motion: APPROVED.

Bill Nix presented a comparison of the budget impact of the Grace Anglican church lease termination and Sam Harrell's departure. The net impact is a negative \$5,925 plus any associated costs of hiring a part time Youth Minister.

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

Items completed:

- Carpet tile for Worship Center Lobby, Dyer room and balcony stairs
- Replace weather stripping on W/C doors
- Painting of the Sanctuary North side door

Items in progress:

- Replacing of hoses for A/C Units in W/C
- Video sound system repair and upgrade in Worship Center

- Replace two computers for office staff members
- Prayer room renovation and new furnishings

A motion was made by Ken Johnson to replace the rain gutter and down spouts on the East side of the W/C at a cost of \$10,000.00. Gutter and down spouts to be painted before installation. Motion seconded by Carol Greene. Motion: APPROVED. Bids were obtained from the same contractor that replaced the West side gutter and down spouts. Funding will be from the Capital Expenditure Fund. Approval is required from the Board of Elders to proceed.

A motion was made by Carol Greene to replace the hydraulic hardware on 8 doors and adjust the closing mechanism on 6 doors in the W/C at a cost of \$3,000.00. Motion seconded by Ken Johnson. Motion: APPROVED. Funds will be from the Capital Expenditure Fund.

Bill Nix recommended the Church change the phone and internet service provided from AT&T to Time Warner. This will reduce the cost of these items from \$440/Month to \$325/Month. Recommendation approved.

Bill Nix hired a professional photographer to take pictures of the church buildings to post on the church web site as recommended last month. Cost for two hours is \$300.00 plus \$10.00 per picture for minor air brushing and \$25 per picture for touchup.

Bill Nix and Mike McElroy met with SDG&E Energy Conservation consultant. The SDG&E representative recommended additional companies for air conditioning and chiller systems. The following companies were contacted for recommendations for replacing or improving our air conditioning systems in the Sanctuary, Children / Office building and the W/C.

- Pacific Rim
- A.O. Reed
- University Mechanical
- Countrywide

We already have a recommendation from our current HVAC maintenance contractor – TMP. TMP will be asked to provide prices for their recommended equipment for the HVAC system for the Sanctuary and Children / Office Building.

Bill Nix presented a document for review and comment of items that require definition for the Web Site Design Consultants (Dog and Rooster), to proceed with the Web Site Design and implementation.

Bill Nix was contacted by the Manager of the Carlsbad Farmer's Market to determine if they could operate out of the Church's Harding Street Parking Lot. Activity would be on Wednesday and Saturday from approximately 12:00 noon to 6:00 PM. After discussion it was determined that this activity was not a good fit for the church and would conflict with church functions, especially on Saturday events.

A discussion was held on the Church Benevolence Program. With the departure of Sam Harrell the need for Pastor of the Day support for this function is more difficult. Possibilities include

referring requestors for items other than food to either or both Brother Beno's or Bread for Life organizations. The Church would provide some financial support to those organizations that would partner with us for this support. It was recommended this item be referred to Bill Scolfield and Ron Rusch and the Board of Elders for further review and recommendations.

Carol Greene informed us of the status of the Boy Scouts Troop No. 748. The church has sponsored this Troop for over fifty years. Sam Harrell was named on the Troop Charter as the Executive Officer, but will need to be replaced by someone else by year end. Gary Steck has offered to be named on the troop charter as Executive Officer. Carol would like feedback from the Board of Elders on this topic before proceeding with this change.

The next meeting will be September 15<sup>th</sup> at 1:30 PM.

Carol Greene closed the meeting with prayer at 4:05 PM.

Respectfully submitted,  
Mark Hoppe, Treasurer

ELDER BOARD REPORT  
Aug 2011  
Bill Nix, Director of Business Administration  
July Activities

Continue to support, provide oversight and consult with Jessica Jones and Mark Smith for the activities in their departments. Provided direct staff support of maintenance staff while Mark was on 2 weeks' vacation.

**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.
- Closed books for last fiscal year and brought forward balances of various accounts.
- Prepared an audit outline for the forthcoming internal audit.
- Performed the bookkeepers duties while on one week's leave.

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

- New carpet for the lobby, stairs and Dyer room was installed.
- Refurbished and painted the north side double doors in the Sanctuary.
- Interviewed 3 mechanical contractors to bid on replacing the air handler, chiller and boiler that services the Sanctuary and Children's Educational Building.
- Work has started on replacing the rubber hoses with steel braided hoses on the 20 a/c units in the Worship Center.
- Work has started on upgrading the sound system in the worship center.

**Other**

- Successfully completed the transition to a new health plan with better benefits and substantial savings.
- New prayer room furniture was selected and ordered for the worship center prayer room.
- Grace Anglican has vacated their office in room 26. Their last service in the Sanctuary will be Aug 28.

**Meetings:** Staff, Elders, Admin team and Energy.