

QUARTERLY BUSINESS MEETING

Sanctuary (In Person)

May 22, 2022

6:00 P.M.

Wade Bibb, Moderator

AGENDA

Approval of Minutes

Minutes from Quarterly Meeting – February 6, 2022

Membership

Membership Report

Financial Reports

Finance Committee:

Summary Financial Reports – Mike Taylor and Gary Schmieder

Recommend increasing Building Reserve Fund from Undesignated Prior Year Funds

Recommend an additional \$20,000 above current policy from Chiles Endowment Fund for Missions

Ministry Team and Committee Reports

Missions Committee – Tim Earl

Direct Global Missions Committee – Tim Earl

Search Committee For Executive Pastor

Unfinished Business

None

New Business

Committee on Committees recommends the following new standing committee:

MINISTRY CENTER COMMITTEE: Responsibilities include planning, promoting, budgeting, and coordinating issues that relate to the new Ministry Center.

Staff Liaison: Tim Earl and Ministry Center Coordinator: Wayne Smith

(9) Members: Bo Alexander, Tracey Bangert, Cherie Chance, Larry Fields, Kaye Flynn, Stacey Mead, Jeff Nelson, Sarah Robertson, Brady Sharp

Personnel Committee recommends Terry Baker assume job duties related to Encore and Connections Increase hours from part-time to full-time. (See Job Description.) - Brent Painter, Chairperson

Other

Adjourn

Next Quarterly Business Meeting - Sunday, September 25, 2022

Central Baptist Church of Bearden
Quarterly Business Meeting
February 6, 2022
Dr. Wade Bibb Moderator

Welcome and Call to Order
Opening Prayer

Dr. Wade Bibb
Dr. Wade Bibb

Documents Distributed

- Meeting Agenda
- Minutes from Quarterly Business Meeting – November 14, 2021
- Minutes from Called Business Meeting - December 5, 2021
- Minutes from Called Business Meeting – December 19, 2021
- Membership Report for November 8, 2021 – January 30, 2022
- Summary Financial Reports Ending December 31, 2021
- Properties and Insurance Committee Report

A motion was moved to approve the minutes. Motion carried.

Membership Report – January 2022

Dr. Bibb directed our attention to the Membership Report:

1,281 Church & Sunday School Members
256 Church Members (Not Sunday School Members)
Total Engaged Members - 1,537
Members of Record - 2,141
Total Members – 3,678

A motion was made to receive into membership the one new member as shown in the Membership Report. Motion carried.

Moment of Remembrance

Dr. Bibb read in remembrance the names of the ten members from our congregation we have lost through death during this last quarter: He led us in a prayer of remembrance and for comfort and peace for the families of these members, what they meant to our church and for what they have done in the church over the years.

Financial Reports

Review of Financial Reports December 31, 2021

Mike Taylor and Gary Schmieder presented the reports for the quarter ending 12/31/2021. We have cash balances of:

Operating Account	\$ 1,447,967.54
Designated Accounts	\$ 675,198.13
Cash-Money Market Acct	<u>\$ 1,611,743.77</u>
TOTAL CASH ASSETS	\$ 3,734,909.44

In the month of December, we had total contributions of \$1,317,160.04

The total Missions contributions are:

YTD Budget	\$156,304.64	
YTD Designated	<u>\$118,136.52</u>	
TOTAL	\$274,441.26	20.8% of total contributions went to missions.

Gary called our attention to an estate gift. We received one from our oldest Ladies' class, the Encouragers. They designated it for the Children's Ministry. In addition, we received a special gift of

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\$50,000 to take care of legal fees and closing cost related to the Harper Car Wash property. The balance would be used for land development of the property. Our PSWD program continues to be a very viable program for the church. At some point, they would like to replace the turf on the playground.

The Chiles Endowment Fund is at \$752,189.70. No disbursements were made in the last quarter.

Year to date through January, we are ahead of budget by 7.6%. Great report!

A question was raised about the Chiles Endowment versus the Endowment Reserve. Gary explained that it allows for some cash to be kept on hand in the event that it needs to be withdrawn.

Report Approved.

Ministry Team and Committee Reports

Missions Committee - Tim Earl started by thanking for the gifts that continue to support missions local and globally. We continue to support the ministry in Lebanon, the Baptist school in Haiti, the Porta ministry in Greece, Russia, Egypt, the seminary in Columbia, Knox International Ministry, Welcome House, Habitat for Humanity, Appalachian Ministries of the Smokies, and others.

Direct Global Missions Committee – Tim Earl reported that the committee made a recommendation for approval of a guideline for the committee– Bible translation organizations to be considered for funding request who are considered a part of the “Great Commission Umbrella”. This consideration is due to the fact that that the CBF and SBC do not have a program in place for Bible translation. It does not change any of our current missions, only allows for us to support this if requested- Wycliff translators are a part of this group. A question was asked about guideline 1, and Tim clarified that it supports members on mission trips.

Properties Committee – Suzan Jordan presented the most recent approved and completed projects. Plans to paint and replace the flooring of the westside staircase and replace the commercial dishwasher were approved. Onsite construction of the Ministry Center Project will commence on February 7. A study for the best usage of the property North of the ministry center and donated property west of it are still underway. The cooler in the kitchen may need to be repaired this week. Gary answered where these funds come from. There are some designated, budgeted, and reserved funds.

Gary noted that the Harper agreement that was approved in December was reviewed by the Trustees. There is some ongoing discussion about an Environmental Phase I study. Harper intends to purchase the property this week.

New Business

Dr. John Frazier was asked to moderate so Dr Bibb could present the motion to form a Search Committee for the Executive Pastor position. Dr. Bibb recommended the following individuals who all would agree to serve if elected:

- (1) Louis Buck - Personnel, (2) Logan Hill, (3) Melinda Jones, (4) Melanie Kirkham - Deacon, (5) Cameron Terry – (6) Finance, Donna Willingham, and (7) Bob Witt.

Jim Henry plans to work through June 2022 and Gary Schmieder plans to work through September 2022. Motion carried.

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Dr. Wade Bibb Moderator**

Adjournment

In closing, Dr. Bibb shared a benediction thanking God for a place to share ideas and concerns in order to be effective in sharing Christ with the community.

Next Quarterly Business Meeting

Sunday, June 22, 2022 in the Sanctuary

Respectfully submitted,
Leah Berry
Church Clerk

MEMBERSHIP REPORT
January 31, 2022 – May 15, 2022

NEW MEMBERS (B=by baptism; L=by letter; S=by statement)

- | | |
|-----------------------------|--------------------------|
| 1. Janet Gryder (S) | 12. Anna Childers (L) |
| 2. Matt Killingsworth (L) | 13. Issac Childers (L) |
| 3. Erin Killingsworth (L) | 14. Sarah Childers (L) |
| 4. Patricia Anne Morrow (S) | 15. Jerry White, Jr. (L) |
| 5. Wyatt Thompson (L) | 16. Kristie M. White (L) |
| 6. Cullen Thompson (L) | 17. Cecilia Gardner (L) |
| 7. Arabella Thompson (L) | 18. Eli Akers (S) |
| 8. Blythe Thompson (L) | 19. Katie Akers (S) |
| 9. Justin Thompson (L) | 20. Deonna Evans |
| 10. Jonathan Childers (L) | |
| 11. Anita Childers (L) | |

LETTERS GRANTED

1. Forrestt Newkirk to Pine Grove Baptist in Knoxville, TN.
2. Robert Daniel Wagner to Grace Baptist in Knoxville, TN.

ERASURES

1. Wilma Burton to Cedar Springs Presbyterian Church in Knoxville, TN.
- 2-3. Greg and Lee Meadows to Cedar Springs Presbyterian Church in Knoxville, TN.
- 4-5. Ron and Donna Yates to Cedar Springs Presbyterian Church in Knoxville, TN.

DEATHS

- | | |
|-----------------------------------|------------------------------------|
| 1. Floyd Wilson "F.W." Gerhardt | 12. Mary Elizabeth "Lib" Drew |
| 2. Janet Heather Lindsey | 13. S. G. Walker |
| 3. Wade Meadows | 14. Rev. Mack Bingham |
| 4. Stanley C. Beck | 15. Leanne Keller Higdon |
| 5. Thomas Carroll McCampbell | 16. Margie Ann Salser "Marge" Paul |
| 6. JoAnne Vineyard (Wells) Thrift | 17. Irene Greenwood (Hicks) Norman |
| 7. Ellen Marie Drinnen Goan | 18. John W. Goan, Sr. |
| 8. Martha Harrington Whitehead | 19. Norman Wade Compton |
| 9. Louise Greene Wheeler | 20. Dortha Hardin |
| 10. Jeff Hammond | 21. Sandra Lee Wilson |
| 11. Sharon Kay McCampbell | |

SUMMARY MEMBERSHIP REPORT

Church Members and Sunday School Members	1,259
Church Members and not Sunday School Members	<u>259</u>

TOTAL ENGAGED MEMBERS 1,518

Members of Record 2,152

TOTAL MEMBERS 3,670

SUMMARY FINANCIAL REPORTS

CASH POSITION AND CONTRIBUTIONS

ENDING - APRIL 30, 2022

	April 2022	March 2022	Increase (Decrease)
Cash-Operating Account	\$1,375,353.11	\$1,337,928.42	37,424.69
Cash-Designated Accounts	\$545,257.19	\$664,880.12	(119,622.93)
CDs and Money Market Accounts	\$1,614,523.86	\$1,614,430.89	92.97
Total Current Assets	\$3,535,134.16	\$3,617,239.43	(82,105.27)

TOTAL CONTRIBUTIONS

	Oct-Apr 2021-22	Oct-Apr 2020-21	Increase (Decrease)	% Increase (Decrease)
General Operating Budget	\$2,055,004.16	\$1,860,359.07	194,645.09	10.5%
Designated Contributions	\$279,651.86	\$273,055.23	6,596.63	2.4%
Total Contributions	\$2,334,656.02	\$2,133,414.30	201,241.72	9.4%

TOTAL MISSIONS CONTRIBUTIONS

YTD Budget	\$282,567.16	
YTD Designated	<u>\$197,310.72</u>	
Total Missions Contributions	\$479,877.88	20.6%

ANALYSIS OF REVENUES AND EXPENSES - 2021-22 MINISTRY BUDGET SUMMARY

ENDING - APRIL 30, 2022

	MTD Actual	MTD Budget	YTD Actual	YTD Budget	YTD Over (Under)
Revenues:	\$270,603.04	\$245,000.00	\$2,055,004.16	\$1,900,000.00	\$155,004.16
Expenses:					
WORSHIP	\$10,870.52	\$11,120.00	\$40,071.48	\$51,340.00	(\$11,268.52)
DISCIPLESHIP					
I. Adults	\$2,040.22	\$4,375.00	\$17,586.20	\$37,785.00	(\$20,198.80)
II. Youth	\$5,710.95	\$4,865.00	\$32,060.28	\$36,465.00	(\$4,404.72)
III. Children	\$7,152.50	\$7,256.00	\$11,949.24	\$22,105.00	(\$10,155.76)
Total DISCIPLESHIP	\$14,903.67	\$16,496.00	\$61,595.72	\$96,355.00	(\$34,759.28)
EVANGELISM					
I. Evangelism and Training	\$500.47	\$1,800.00	\$21,747.97	\$26,100.00	(\$4,352.03)
II. Communications	\$5,257.85	\$3,060.00	\$26,507.64	\$35,670.00	(\$9,162.36)
Total EVANGELISM	\$5,758.32	\$4,860.00	\$48,255.61	\$61,770.00	(\$13,514.39)
COMMUNITY					
I. Missions	\$37,487.87	\$33,986.00	\$282,567.16	\$265,375.00	\$17,192.16
II. Christian Care	\$365.32	\$1,000.00	\$6,458.89	\$9,450.00	(\$2,991.11)
III. ROC Ministry	\$0.00	\$600.00	\$713.94	\$5,550.00	(\$4,836.06)
Total COMMUNITY	\$37,853.19	\$35,586.00	\$289,739.99	\$280,375.00	\$9,364.99
MINISTRY SUPPORT					
I. Administrative Support	\$8,666.28	\$7,775.00	\$75,297.45	\$86,025.00	(\$10,727.55)
II. Operations	\$24,543.03	\$26,810.00	\$255,659.60	\$263,250.00	(\$7,590.40)
Total MINISTRY SUPPORT	\$33,209.31	\$34,585.00	\$330,957.05	\$349,275.00	(\$18,317.95)
PERSONNEL	\$130,583.34	\$140,915.00	\$929,966.30	\$990,810.00	(\$60,843.70)
Total Ministry Budget	\$233,178.35	\$243,562.00	\$1,700,586.15	\$1,829,925.00	(\$129,338.85)
Contributions over (under) expenses	\$37,424.69	\$1,438.00	\$354,418.01	\$70,075.00	\$284,343.01

YEAR -TO-DATE DESIGNATED CONTRIBUTIONS AND OTHER INCOME

ENDING - APRIL 30, 2022

	<u>Receipts</u>	<u>Balance</u>		<u>Receipts</u>	<u>Balance</u>
VISION					
Vision Fund	\$0.00	\$361.50	TN State Missions	\$1,495.00	\$0.00
WORSHIP			TN CBF	\$25.00	\$0.00
Music Ministry	\$270.00	\$865.69	LOCAL MISSIONS		
Orchestra Ministry	\$50.00	\$1,332.00	Direct Local Missions	\$696.00	\$39,173.46
Adult Sanctuary Choir	\$0.00	\$796.97	Knox County Bapt. Assoc.	\$4,475.00	\$0.00
Children's Choir	\$0.00	\$194.71	Central Bearden Ministry Ctr.	\$0.00	\$0.00
Music Ministry Events	\$0.00	\$301.67	Samaritan Ministry	\$14,954.10	\$15,667.76
EVANGELISM & COMMUNICATIONS			Samaritan Ministry Grants	\$12,258.40	\$14,418.79
Broadcast Ministry	\$600.00	\$5,788.79	Mission of Hope	\$0.00	\$0.00
DISCIPLESHIP			Back to School M.O.H.	\$0.00	\$1,956.23
ADULT MINISTRIES			FOCUS Group Prison Ministry	\$700.00	\$0.00
Adult Ministry	\$1,000.00	\$182.00	Habitat for Humanity	\$0.00	\$400.00
Library Ministry	\$60.00	\$3,284.96	FISH Ministry	\$5,377.00	\$13,492.01
Women's Ministry	\$0.00	\$375.00	Between Jobs Ministry	\$0.00	\$5,401.95
Young Adult Ministry	\$4,000.00	\$3,400.00	Refugee Ministry	\$0.00	\$1,333.00
Senior Adult Ministry	\$3,534.56	\$8,001.04	Welcome House-- Knoxville	\$2,270.00	\$0.00
Singles Ministry	\$80.00	\$254.81	The Bloom Center	\$3,453.23	\$14,883.87
Adult 10	\$0.00	\$2,779.14	RAM at Central	\$16,730.00	\$25,254.10
Adult 9	\$640.00	\$3,342.12	CHRISTIAN CARE		
Adult 3	\$0.00	\$2,063.03	Community Missions	\$7,426.90	\$11,765.82
Adult 7	\$0.00	\$5.54	World Hunger	\$11,844.00	\$0.00
Adult 4 - Logan Hill	\$1,686.00	\$4,193.91	WMU Action	\$20.00	\$229.99
Adult 5	\$1,020.00	\$1,234.14	Medical Missions Fund	\$0.00	\$593.66
Adult 5 Benevolent Fund	\$700.00	\$6,827.02	Medical/Disaster Relief	\$1,200.00	\$11,773.03
Adult 2 - Chance Memorial Class	\$1,634.55	\$949.82	Choir Care Fund	\$0.00	\$43.62
Connections Class	\$0.00	\$164.00	Wedding and Funerals	\$7,438.00	\$4,497.85
Adult 8 Benevolence Fund	\$1,380.00	\$100.00	ROC MINISTRY		
Wyatt Bible Study Class	\$4,576.00	\$4,951.78	Recreation Outreach Center	\$0.00	\$25,171.03
YOUTH MINISTRIES			ADMINISTRATIVE SUPPORT		
Student Ministry	\$4,137.16	\$3,234.91	Building Deposits	\$4,209.90	\$3,038.21
Student Mission Trips	\$1,000.00	\$6,449.49	Prior Year Fund	\$0.00	\$0.00
Student Activities Trips	\$0.00	\$0.00	Miscellaneous	\$191,282.42	\$1,463.15
Campbell Leadership Fund	\$0.00	\$5,210.00	Estate Gifts	\$10,000.00	\$0.00
CHILDREN MINISTRIES			Food Service	\$16,705.63	\$3,356.09
Children's Ministries	\$280.00	\$15,877.06	Food Service Equip./Maint.	\$0.00	\$148.22
Bible Drill Scholarships	\$0.00	\$2,460.00	Social Team	\$0.00	\$453.87
Summer Adventure	\$15,640.00	\$11,091.64	Budget Escrow Account	\$0.00	\$0.00
Mom Central	\$0.00	\$1,899.05	OPERATIONS		
GLOBAL MISSIONS			Building Reserve Fund	\$0.00	\$37,068.81
Chiles Missions Endowment	\$380.00	\$0.00	Capital Improvements	\$12,884.36	\$5,185.39
Direct Global Missions	\$4,392.45	\$13,052.58	Parking Lot/Landscape	\$0.00	\$0.00
CBF Global Missions	\$22,304.50	\$0.00	Vehicle Rental Reimbursement	\$0.00	\$29,693.21
Lottie Moon	\$63,027.00	\$0.00	TAG Lease/Ministry Ctr. Proj.	\$0.00	\$42,743.60
South Africa Building Project	\$5,750.00	\$0.00	Harper Deal/Land Development	\$50,000.00	\$50,000.00
Venezuela Relief Fund	\$350.00	\$4,310.00	PERSONNEL MINISTRIES		
Cal Seminary Scholarships	\$0.00	\$16,103.00	Medical Savings	\$0.00	\$1,232.41
Southeast Asia Missions	\$2,285.00	\$2,409.50	Minister Moving Expense Fund	\$0.00	\$13,714.00
Hati Outreach	\$905.00	\$4,040.00	Ministerial Sabbatical Fund	\$0.00	\$3,942.34
Samaritan's Purse	\$3,837.00	\$278.12	ENDOWMENTS- Permanent Restricted		
Love Packages Ministry	\$0.00	\$250.00	Sr. Adult Min. - TNBF	\$0.00	\$17,099.29
Ukrainian Relief Fund	\$15,715.00	\$0.00	Chiles Endowment Fd. - Baird	\$0.00	\$607,017.31
NATIONAL/STATE MISSIONS			Chiles Endowment Reserve	\$0.00	\$19,635.54
Direct National/State Missions	\$0.00	\$3,339.90	Chiles Disbursements	\$19,321.82	\$25,101.01
Southern Baptist Convention	\$0.00	\$0.00	Roy & Joyce Wyatt Lectures	\$175.00	\$138,443.50
Annie Armstrong	\$12,238.50	\$0.00	Wyatt Lectures Distributions	\$0.00	\$255.82

CBC - WEEKDAY PROGRAMS

ENDING - APRIL 30, 2022

		<u>Balance</u>
General Operating Accounts - CASH		\$314,174.25
Checking Account - HF	\$196,919.94	
Money Market Account - HF	\$25,081.40	
CD - 18 Month - HF	\$51,569.02	
CD - 9 Month - HF	\$40,603.89	
Operating Budget YTD Excess (Deficit)	\$42,354.26	
Total Designated Funds	\$135,125.54	
Prior Years Budget Fund Balance	\$136,694.45	
Net Total All Weekday Funds		\$314,174.25

CHILES ENDOWMENT- Baird

ENDING - APRIL 30, 2022

	Chiles Endowment - Baird	\$607,017.31
	Chiles Endowment - Reserved	\$19,635.54
04/30/22	Total Chiles Endowment Fund	\$626,652.85
12/31/21	Chiles Endowment - Corpus	\$552,052.09
04/30/22	Chiles Endowment - Corpus	\$559,755.00
	Growth In Corpus	\$7,702.91
04/30/22	Difference between Corpus and Fund Value	\$66,897.85
04/30/22	Annual Transfer from Endowment to Distribution Fund	\$19,321.82

Details of Missions Distributions from Chiles Endowment

<u>Date</u>	<u>Description</u>	<u>Amount</u>
03/16/22	International Mission Board - Ukrainian Relief	\$3,000.00
04/06/22	Greater Europe Mission - Madeline Harrell	\$2,000.00
	Total 2022 Distributions	\$5,000.00

Summary of Earnings and Distributions - Chiles Endowment

Total Life Earnings of Chiles Endowment	\$ 224,945.84
Prior Years Distributions	\$194,844.83
2022 Distributions	<u>\$5,000.00</u>
Total Missions Distributions from Chiles Endowment	\$199,844.83
04/30/22 Ending Balance Chiles Missions Distributions	\$ 25,101.01

THE MINISTRY CENTER - CONSTRUCTION REPORT

ENDING - MAY 6, 2022

Sale of Property 6322 Deane Hill Property	\$1,600,000.00 (10/22/19)
Net Proceeds (Less Fees and Property Taxes)	\$1,583,570.09

Funds Summary

TAG Lease Funds	\$186,245.56 (09/31/20)
Donor Gifts	\$320.00
Home Federal and ORNL Money Markets Funds	\$1,371,859.80
Home Federal CD (7/22/2022)	<u>\$242,664.06</u>
Total Lease and Sale of Property Funds	\$1,801,089.42

Projected Cost for Ministry Center Project	\$1,340,752.60	74.4%
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Estimated Balance After Project	\$460,336.82
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Actual Project Costs To Date

	<u>Vendor</u>	<u>Actual</u>
<u>Demolition Cost</u>		
Dumpster	Junk Bee Gone	\$1,520.00
Remove Insulation	D&S Insulation	\$850.00
City of Knoxville	Recording Fee	\$22.00
Whitson Construction	Misc.	\$4,187.35
<u>Architect and Engineering</u>		
Architect Fees	Community Tectonics	\$12,675.00
Engineering Fees	Consultants	\$17,587.50
Surveyors Fee for Closing Alley	David Poe	\$3,910.75
<u>Whitson Construction</u> (Contract \$1,300,000)		
April Payment		\$73,265.92
May Payment		\$145,482.56
Direct Purchase of Materials		\$18,290.36
Retainage (5%)		\$11,513.08
Total Cost To Date		\$289,304.52
Balance to Finish Including Retainage		\$1,051,448.08

**Capital Projects for 2019-2020
5/18/2022**

	<u>Cost</u>	<u>Account</u>
1 Remodel church Lobby and Welcome Center. (Paint, Flooring, Furniture, and Signs)	\$66,225	√
2 Consturct Welcome Center canopy.	\$59,500	√
3 Flooring and Painting behind sanctuary	\$31,082	√
4 ROC - Weight Room Flooring	\$978	√
5 Remodel church foyer. (furniture, paint, light fixtures)	\$16,000	√
6 Remove wallpaper and paint hallways in fellowship hall	\$3,700	√
7 Replace wireless microphones in the church to meet new regulations.	\$33,173	√
8 Upgrade Journey room. (Paint and upgrade lighting and technology)	\$12,500	√
9 Add new welcome desk for Preschool area.	\$3,300	√
10 Music ministry areas including offices, choir suite, and orchestra room. (Paint & New Flooring)	\$37,150	√
11 Replacing sanctuary cameras	\$29,748	√
12 Walls covering for church elevator (Advance Graphics)	\$1,680	√
13 Four rocking chairs for welcome center entrance	\$758	√
14 Add addition monitor, intercom and door release button for Debbie for Preschool Door	\$2,004	√
15 Replace air vents on sanctuary windows	\$1,958	√
16 Paint Sanctuary windows	\$2,000	√
17 Seal Coat and Stripe West parking Lot	\$3,250	√
Total	\$305,006	

Capital Projects for 2020-2021

	<u>Cost</u>	
1 Paint and carpet for West Hallway (2nd floor)	\$5,800	√
2 Replace outside security camera and maintenance several other cameras	\$3,119	√
3 Add Office for new Production Director and relocate Green Room in this space	\$0	√
4 Electrical Panel Replacement - 2nd floor	\$3,750	√
5 Children - 200 Suite - Remodel with new stage and av equipment (Curtains needed)	\$76,974	√
6 Decorate Walls in new Preschool Praise Room and add larger TV- First Floor	\$0	√
7 Four Stage Monitor Speakers for Worship Center	\$2,396	√
8 New AC/Heat Units in Preschool Rooms - 114 annd 117	\$1,750	√
10 Paint Restrooms behind sanctuary (1st Floor) (Oscar)	\$600	√
11 Paint sanctuary doors and wainscoat area below the windows (Oscar)	\$3,600	√
12 Remove wallpaper and paint 3rd floor hallway, bathrooms - East side (Oscar)	\$4,900	√
13 Paint Bathrooms and hallways (youth side)- 3rd floor (Oscar)	\$2,800	√
14 Replace carpet in 3rd floor hallway - East side	\$14,425	√
15 Replace carpet in 3rd floor hallway - West side	\$7,960	√
16 Replace rear screen in sanctuary with one flat screen on balcony front	\$6,947	√
17 Replace computer in sanctuary with IMAC 27" Screen	\$3,568	√
18 AC units in FH - Repalce water valves	\$9,531	√
Total	\$148,120	

Capital Projects for 2021-2022

New Ministry Center Project

\$1,300,000

1 Remove wall in storage area of CORE and replace TV's and wire new sound	\$1,530	√	#1906
2 Paint and replace carpet in Admin. Offices (3rd floor)	\$1,550	√	#800401
3 Replace logo (colored) with new logo on outdoor church sign (black)	\$2,500	√	#611
4 Replace carpet in Journey Room	\$21,385	√	#1909
5 Resurface counter tops and sinks in 13 restrooms (Miracle Method)	\$3,619	√	#800411
6 Paint 21 Restrooms - walls and stall doors (Oscar Corona)	\$7,700	√	#800411 \$1.500 to #1906
7 Paint Westside Stairways #1 and #2	\$3,000	√	#800411
8 Paint Eastside Stairways #1 and #2 (North - \$3,000) (South - \$3,400)	\$6,400	√	#800411
9 New counter Tops in Courtyard Restrooms & Main office (Ladies) - Gene Watkin	\$1,507	√	#1904
10 Replace Freezer in Kitchen	\$9,350	√	#800410
11 Replace Controls for Sanctuary Airhandler	\$18,813	√	#800410
12 Replace flooring in Westside Stairways	\$19,960	√	#800410
13 Replace Commercial Dishwasher in Kitchen of FH (Scheduled for May 24)	\$24,749	√	#800410
14 Digital Signage Project (10 Locations) In Process 9 of 10 Done	\$2,700	√	#800411
Total	\$124,763		

CAPITAL EXPENSE RESERVE FUND #800410

Balance - April 30, 2022	\$37,068
Approved Projects and Expenditures YTD	
Commercial Dishwasher - Kitchen (FH) - 2nd Payment	\$12,374 v
Flooring for Two Stairways - Westside	<u>\$19,960</u> v
Total Cost	\$32,334

Balance in Fund after Projects **\$4,734**

CAPITAL EXPENSE FORECAST - POTENTIAL EXPENDITURES

MANDATORY EXPENSES

2021-2022

Heating and Air	
Replace Water tower - Cooling for Westside	\$67,995 v
Replace Walk-In Cooler in Kitchen - FH	<u>\$10,000</u> v
Total Estimated	\$77,995
Expense: Broadcast Redesign	
Add Fiber Cable between Production Rm. and Sanctuary	\$11,500 v
Add New Video Routing Equipment	<u>\$25,550</u> v
Total Estimated	\$37,050
Total Mandatory Expenses	\$115,045

POTENTIAL/DECRETIONARY EXPENSES

2022-2024

Expense: Heating and Air Equipment	
Replace Main Trane Chiller (Current Unit Installed 1994)	225,000 ?
Expense: Interior Painting	
Ph 1- Rooms 215, 220, 222, 223, 225, 227, 236	\$7,700 v
Ph 2- Rooms 330, 332, 333, 334, 335, 337, 339	\$8,660 v
Ph 3- 1st FL Main Offices	\$4,000 ?
Ph 4- Mail Room, Library - Rooms 217, 219	<u>\$2,200</u> ?
Total Estimated	\$22,560
Expense: Carpet/Flooring (Current Prices - 60 days)	
Ph 1- 2nd Floor Rooms 215, 218, 220, 222, 223, 225, 227, 236	\$42,000 v
Ph 2- 3rd Floor Rooms 330, 332, 333, 334, 335, 336, 337,338, 339, 340	\$56,000 v
Ph 3- 1st FL Main Offices, Conf. A, 301, 303, 305, 304, 306, 308, Admin Off.	\$38,000 v
Ph 4- Mail Room, Library - Rooms 217, 219	<u>\$9,000</u> v
Total Estimated	\$145,000 v
Expense: Fellowship Hall	
Replace FH Partitions	\$242,000 v
Remove Wallpaper and Paint Walls	<u>\$6,500</u> v
Total Estimated	\$248,500
Expense: Sanctuary Flooring - Carpet	
Expense: Technology - Upgrade WiFi sytem and add Fiber optic	
Expense: ROC - Paint gym outside walls	
Expense: Parking Lot	
Expense: Roofing	
Expense: Plumbing	

ESTIMATED NEED FOR CAPITAL EXPENSES TO DATE **\$756,105 ?**

Prior Year Undesignated Fund Balance **\$720,935**

RECOMMENDATION:

FUND BUILDING RESERVE FROM PRIOR YR. UNDESIGNATED **\$250,000**

New Prior Year Undesignated Fund Balance **\$254,734**

(It is planned that the Finance Committee will revisit these needs at the end of September 2022.)

Associate Pastor of Faith Formation (Part Time) Job Description

Presented to Personnel Committee 3/6/2016

TITLE: Associate Pastor of Faith Formation

SUPERVISION: The Associate Pastor of Faith Formation is supervised by and reports to the Senior Pastor. This position, along with the Senior Pastor, Associate Pastor of Administration and the Associate Pastor of Worship and Music comprise the Administrative Team.

PRIMARY FUNCTIONS:

- Serve as the staff coordinator for the Faith Formations Leadership Team. This team consist of Young Adult Minister, Youth Minister, Children/Preschool Minister, Child Care Coordinator, and Administrative Assistants in these areas. Will give focused attention to Adults while coordinating the Faith Formations Team.
- The Faith Formations Team will put together a comprehensive education/discipleship program (master plan) for all age groups. Will be responsible for coordinating and overseeing the Master Plan for education and discipleship. This includes and focuses on Sunday School, Discipleship emphasis, and all small groups.
- Serve as staff liason with the Discipleship Implementation Action teams. Will coordinates the efforts of this team and the Faith Formations Team. Arrange meetings with these two teams as appropriate.
- In collaboration with the senior pastor, communicate and implement the mission and vision of CBB at all times. Be a catalyst in setting clear, overall direction, resources, activities and expectations of staff and church leadership. This requires a high level of trust and chemistry with the senior pastor, who will delegate authority.
- Encore Adult Ministry
 - Provide guidance and leadership to the Encore Adult Ministry. This includes working with the Encore Adult Ministry Council to plan and implement programs, activities, and ministries; administering the Encore Adult budget; representing the interests and needs of senior adults to the staff and giving attention to the senior adult new members and prospects.
- Connect Team
 - Serve as staff coordinator of the Connect Team in order to develop and implement a comprehensive plan of outreach and continuing connection with both in-person and online visitors. This team will be comprised of, but not limited to, the Minister of Missions and Evangelism, Minister of Pastoral Care, Minister of Children and Families, the Administrative Assistant to the Senior Pastor, and the Coordinator of the Welcome Team.

SPECIFIC DUTIES:

1. Help the congregation build connections...with God, with the Bible and with each other.
2. Research and recommend/select appropriate literature for all standing classes and short-term electives.
3. Have the vision and ability to begin new classes / learning groups and to close those which are no longer effective or enabling the mission and vision of the church.
4. Recommend/manage use of program materials (except music), equipment, supplies and space by all groups in all church program organizations.
5. Provide equipping and training for laity, especially teachers.

6. Help or enable persons to identify and apply their gifts, skills, talents and passion.
7. Participate in long-range planning and strategic implementation – help set priorities and develop goals.
8. Keep abreast of the latest trends, materials, methods and technology regarding Christian education and discipleship.
9. Hire and manage support staff in the area of Faith Formation.
10. Plan and promote seminars/workshops and conferences, particularly in the areas of leadership development, ethics and doctrine.
11. Work directly with the Church Advisory Council and other committees, teams, task forces, etc. Support and/or advise others as requested. Ensure appropriate policies and procedures are in place and followed.
12. Work with Deacon New Comer Team to set up New Comers lunches, Orientation classes, and New Members Lunches. Establish and maintain communication between the Deacon New Comer Team and Sunday School to follow up with visitors.
13. Coordinate Wednesday night Bible studies and Care Groups with the Executive Pastor.
14. Assist in developing new congregational ministry teams or deacon ministry teams as needed.
15. Plan, administer, and monitor appropriate sections of the church budget.
16. Participate in staff meetings and any other meeting that is appropriate or assigned.
17. Participate in worship leadership, hospital/other visitation and other pastoral care delivery as directed.
18. Conduct baptisms, funerals, weddings and other church functions as requested or in the absence of the senior pastor.
19. Be open and available for opportunities to serve as representative on associational, state and denominational levels.

Updated 5/10/2022