



Administrative Council Agenda January 31, 2022 - 6:00 PM

1. Call meeting to order and opening prayer (Travis Cochrane)
2. Elect Ad-Council Secretary
3. Review and Approve Minutes from October 25, 2021, December 6, 2021 meetings (Travis Cochrane)
4. Discuss revising the composition of Ad Council
5. 2022 Asbury Survey – Review and adopt survey questions
6. Discuss information wanted for monthly ministry reports
7. Ministry Action Items
 - a. Corporate Worship
 - b. Adult Discipleship
 - c. Children and Families Ministry
 - d. Youth Ministry
 - e. Women's Connection
 - f. Men's Ministry
 - g. Stephen Ministry
 - h. Celebrate Recovery
8. Committee Action Items
 - a. Trustees (Sue Ellen Fry)
 - b. Finance ()
 - c. SPRC (Gary Rodgers)
9. Updates from the Lay Leaders (Javie and Leticia Ornelas)
10. Update from the Pastor (Forrest Deviney)
11. Items for future meetings (Open)
12. Closing prayer and adjourn

2022 Administrative Council

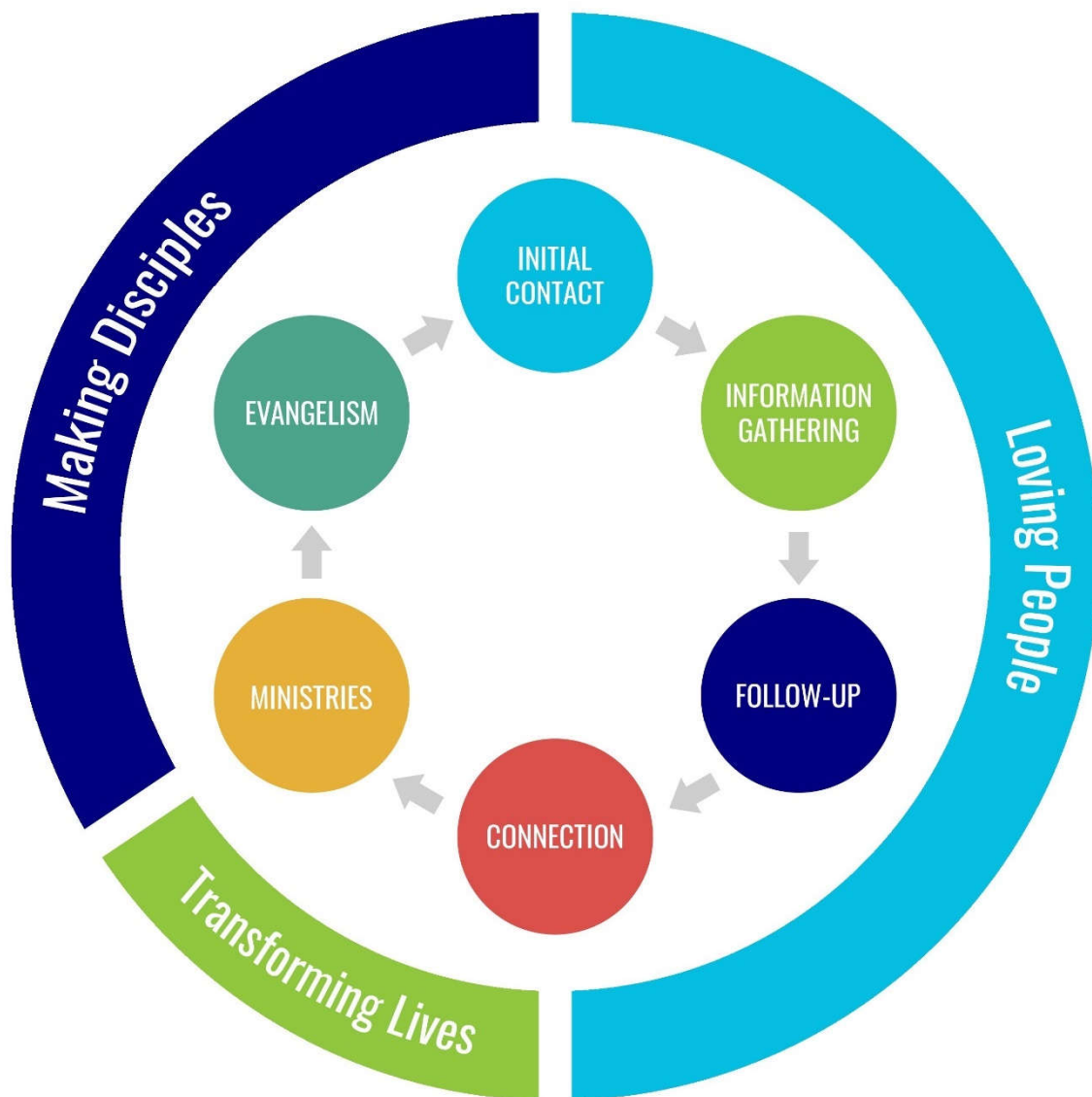
Name	Representing	Email	Phone
Aimee Reed (Vice-Chair)	Lay Member – Annual Conf	penaimee@gmail.com	
Barett Hobart	Youth Rep	barettahob2@icloud.com	
Cheryl Villanueva	UMW (Women's Connection) Rep	chervil@stx.rr.com	361-947-9358
Conor Rice (Secretary)	Young Adult Rep	Conorrice53@gmail.com	
Finley Hobart	Youth Rep	finleyhobart164@gmail.com	
Gary Rodgers	SPRC Chair	gashrodders@bellsouth.net	
Javier Ornelas	Lay Leader	javieornelas@yahoo.com	210-643-7654
Joe Hediger	UMM Rep	jhediger@att.net	361-947-7578
Jon Gain	At-Large	biologyjon222@gmail.com	
Keelan Hay	Youth Rep	keelanhay27@gmail.com	

	Finance Chair		
Leticia Ornelas	Lay Leader	2014ornelas@gmail.com	361-728-5979
Marilou Castroll	Church Treasurer	castrollmarilou@yahoo.com	
Sue Ellen Fry	Trustees Chair	sfry8688@yahoo.com	361-944-8688
Forrest Deviney	Lead Pastor	forrest.deviney@asburycc.org	512-878-9503
Travis Cochrane (Chair)	At-Large	travis@katandtravis.com	830-377-1633
Trudy Paul	Associate Pastor	Trudy.paul@asburycc.org	

Vision 7:51

- By September 1, 2024, we will engage 501 people in an upbeat, authentic worship experience. People will sense love and acceptance, and as a result, we will celebrate 170 people professing faith in Jesus Christ. Our worship teams will expand to serve three morning services. We will install technology that will attract the current and next generations. “Jesus has come into my life” stories will be the norm and permeate our gathering times.
- Our children’s ministry will grow to 100 kids and our students will soar to 75. Excited kids and teens will fill our hallways each Sunday. We will witness our youth following Jesus and sharing their faith with their friends.
- We will build a discipleship path designed for the people we are called to reach. Our radical hospitality will encourage people to take steps to become devoted followers of Christ.
- Our outreach ministries will enhance our community visibility and will become a bridge into our church. Our communication strategy will ensure everyone knows our vision and mission. We will become known as the church who loves and serves Corpus Christi.

ASBURY CONNECTION PROCESS



Ministries of Asbury

As approved on August 30, 2021

Ministry	Ministry Type	Loving People	Transforming Lives	Making Disciples
Corporate Worship	Discipleship	X	X	X
Children/Family Ministry	Discipleship	X	X	X
Student Ministries	Discipleship	X	X	X
Celebrate Recovery	Discipleship	X	X	X
Adult Discipleship	Discipleship	X	X	X
Women's Connection	Service	X	X	
United Methodist Men	Service	X		
Stephen Ministry	Service	X	X	X

2022 Adopted Goals

Ministry

- Review worship data collected and conduct a survey for future services
- Average Attendance Goals
 - o Worship – 175
 - o Youth – 30
 - o Children – 42
- Asbury will create a warm and welcoming experience for visitors and guests
 - o Register 100 guest families
- Each ministry shall host at least 3 events/activities with at least 1 event associated with each section of the Asbury Connection Circle (Loving People, Transforming Lives, Making Disciples)

Administrative

- Finance Committee
 - o By 2025 have a capital replacement fund of \$50,000
 - o Develop operating procedures and policies
- SPRC
 - o Develop evaluation criteria and annual staff review process
 - o Develop process for posting and hiring staff positions
- Trustees
 - o Develop preventative maintenance program
 - o Develop capital replacement program for items with a life span of > 5 years (ex: air conditioning, flooring, parking lot)

2022 Proposed Administrative Council

Name	Representing	Email	Phone
	Celebrate Recovery Rep		
	Finance Chair		
	Church Treasurer		
Aimee Reed	Lay Member – Annual Conf	penaimee@gmail.com	
Ben Stockseth	Youth Ministry Rep		
Conor Rice	Young Adult Rep	Conorrice53@gmail.com	
Forrest Deviney	Lead Pastor / Adult Discipleship Rep	forrest.deviney@asburycc.org	512-878-9503
Gary Rodgers	SPRC Chair	gashrogers@bellsouth.net	
Hope Thacker	Corporate Worship Ministry Rep		
Javier Ornelas	Lay Leader	javieornelas@yahoo.com	210-643-7654
Joe Hediger	UMM Rep	jhediger@att.net	361-947-7578
Jon Gain	At-Large	biologyjon222@gmail.com	
Leticia Ornelas	UMW (Women's Connection) Rep	2014ornelas@gmail.com	361-728-5979
Sue Ellen Fry	Trustees Chair	sfry8688@yahoo.com	361-944-8688
Tad Gilstrap	Children and Family Ministry Rep		
Travis Cochrane	Ad-Council Chair	travis@katandtravis.com	830-377-1633
Trudy Paul	Assoc Pastor / Stephen Ministry Rep	Trudy.paul@asburycc.org	

People / Positions Removed

- Keelan Hay – Youth Rep
- Finley Hobart – Youth Rep
- Barett Hobart – Youth Rep
- Cheryl Villanueva – Women's Connection

Marilou Castroll - Treasurer

2022 Asbury Survey Questions

- We're evaluating our worship services to determine the best practices for our church going forward. Would you rather:
 - Keep the Sunday morning schedule the same, with no changes
 - Have one worship service at 10am, with Sunday School at 9am
 - Keep two worship services, but move them back to 9am and 11:15 with a 10am Sunday school hour
 - Other – please provide your idea
- Please select your top 3 communication platforms for how you'd like Asbury to communicate with you through
 - List all the options available today
- How can we make our church more welcoming to guests?
 - Open ended question
- What do you find most enjoyable about Asbury?
 - Open ended question
- What do you find least enjoyable about Asbury?
 - Open ended question
- Have you attended another church in the past year? If so, was there anything different about that church you enjoyed more?
 - Open ended question
- Why have you chosen to attend and commit to Asbury?
 - Open ended question

AD Council Meeting 10/25/21

25 October 2021 / 6:00 PM / HELD IN PERSON on Campus

ATTENDEES

Travis Cochran
Jon Gain
Sue Ellen Fry
Javie and Leti Ornelas
Joe Hediger
Conor Rice
David Drown
Trudy Paul
Tad Gilstrap
Forrest Deviney

AGENDA

1. Call meeting to order and opening prayer (Travis Cochran)
2. Review and Approve Minutes from August 30, 2021 Meeting (Travis Cochran)
3. Scouts – Charter vs Facility Use Agreement (David Drown)
4. 2022 Goals Conversation
5. Marketing Committee (Javie Ornelas)
6. Committee Action Items
 - a. Trustees (Sue Ellen Fry)
 - b. Finance (Lee Stockseth)
 - c. SPRC (Gary Rodgers)
7. Updates from the Lay Leaders (Javie and Leticia Ornelas)
8. Update from the Pastor (Forrest Deviney)
9. Items for future meetings (Open)

10. Closing prayer and adjourn

MINUTES

6:04 Travis Opens In Prayer

Group Prayer

Javie Ornelas Motions to Approve Minutes

Sue Ellen Seconds the Motion

David Drown opens with an introduction to the circumstances with the scouts in relation to the advice from the UMC.

Joe Hediger made the motion to extend the charter till the UMC comes to a new decision

Conor Rice seconds the motion.

Travis opens up discussion to the 2022 Goals

2022 Proposed Goals

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Administrative

- Finance Committee

- o By 2025 have a capital replacement fund of \$50,000

- o Develop operating procedures and policies

- SPRC

- o Develop evaluation criteria and annual staff review process

- o Develop process for posting and hiring staff positions

- Trustees

- o Develop preventative maintenance program

- o Develop capital replacement program for items with a life span of > 5 years (ex: air conditioning, flooring, parking lot)

Forrest Opens discussion to the timing of church services and the future survey to gain congregation input to the best times for services or a single service.

Adjournment



Administrative Council Minutes December 6, 2021 - 6:00 PM

1. Call meeting to order and opening prayer (Travis Cochrane)
2. Review and Approve Minutes from October 25, 2021 Meeting (Travis Cochrane)
 - a. Minutes were not available at the time of this meeting and will be presented at the next meeting
3. 2022 Goals Review & Adoption
 - a. Travis reviewed the goals that were previously discussed in ad council. Sue Ellen Fry motioned to approve the 2022 goals as presented with a second by Javie Ornelas. The motion passed unanimously.
4. 2022 Budget Review & Adoption
 - a. Travis Cochrane and Lee Stockseth presented the proposed 2022 budget recommended by the Finance Committee.
 - i. Ad Council asked for the line item called "Trustees – Other" to be redirected to Trustee Futures; all agreed
 - b. Joe Hedinger made a motion to pass the proposed 2022 budget with the modification of the Trustees Other line item. Lee Stockseth seconded the motion. The motion passed unanimously.
5. Committee Action Items
 - a. Trustees (Sue Ellen Fry)
 - b. Finance (Lee Stockseth)
 - c. SPRC (Gary Rodgers)
6. Updates from the Lay Leaders (Javie and Leticia Ornelas)
7. Update from the Pastor (Forrest Deviney)
8. Items for future meetings (Open)
 - a. Two meetings of the church were established on Dec 12 and Dec 14 so members can come and hear a presentation on the 2022 Goals and Budget. Ad Council was invited to attend.
9. Closing prayer and adjourn (Forrest Deviney)

Trustees Draft Minutes

January 13 , 2022 **Asbury Trustees Meeting Minutes January 13, 2022 PRELIMINARY**

Call to order by Sue Ellen Fry, Outgoing Chairperson

Prayer by David Drown, visitor

Minutes for December 9, 2021 were approved

Members in attendance were Sue Ellen Fry, Don Moerbe, Jim Mailhes, Lewis Fry and David

Drown visitor on agenda. Not in attendance were Ian Arvizio and David Sisler

Minutes were taken by Don Moerbe, Secetary

Election of chair and secretary. **The committee discussed appointing new representatives. After brief discussion, Jim Mailhes nominated and Don Moerbe seconed Eric DeLeon and David Drown to fill the two open positions. Everyone was in agreement. Sue Ellen will give our recommendations to Forrest Deviney, pastor and ask for his approval.**

Regular type outlines the agenda and gives information about the subject. **Bold type records the discussion.**

Old Business:

Striping : wait for 2022. **Sue Ellen will proceed with the purchase of paint to get the project started others will perform the work.**

Electrical on side of Main building: partially done, told we were waiting on parts, no bill received yet. **Chad Longoria, electrician, with Paisano Electric was there to repair several items including resetting one of the main outside breaker boxes to restore lights in one of the rooms. He has other items to finish and said his work will not exceed \$500.**

David Drown volunteered to make a master list of circuits and breakers that control if he is approved as a trustee.

Main Building:

Cameras : **David Sisler and Travis Crochane installed the cameras but they are not yet operational including the intercom speaker. Likely completed by next meeting.**

Have a few lights that need to be converted to LED. Have some of the parts needed just need people who would do some of them. **After the meeting Sue Ellen pointed out some of the fixtures that have been updated so we could judge the appearance and amount of light that updating to two LED per fixture produce. She has some in her office that can be used. David Drown volunteered to learn how to do but will need some training. Jim Mailhes will assist. Chris Christensen is a resource for them to use in the training.**

Community Life Building:

Parking lot lights were messed up. Timer was broken. John and Dave Drown put in a new one. Cost about \$80. **No discussion other than to note the work has been done.**

Damage to wall in gym but the guys who did it have fixed it. Paint still needed last I saw.

Still need to cage the vent. **Jim Mailhes mentioned the cage vent to Gene Lampert. Gene will undertake the repair as his company does this type work.**

New business:

Two Eagle Scout projects needing something to do. I suggested replacing lattice fence on Prayer Garden but need something else as well. Robert Mealer is here to talk about it. **David Drown was there as he is the church leader interfacing with the boy scouts. Robert Mealer was unable to attend the meeting. David gave us some guide lines that must be followed for it to qualify to earn Eagle Scout. One is the project must include 100 hours of work not including planning. The project cannot be for the benefit of the scout but an independent source such as Asbury Church. Jim Mailhess said the church need the area behind the CLC Building where the scouts keep their trailer to have a fence. This will make it easier for the church mowing committee to edge the area and give security should we want to store something in the area. This along with the upgrading the lattice work in the Prayer Garden is a project that would be good for Asbury. It must be approved by the boy scout authority and undertook by the scout for his Eagle Project.**

Filters are changed. Next date will be May.

Still need to rewire the openings to the ac air intakes to keep critters out. Volunteers? **Jim Mailhes said that he will undertake the project.**

Additional new business is to change the code on the key less entry. This is something we discussed but did not work out the details. Being this is a Preliminary copy of minutes I offer some ideas for others to think about and make suggestion to give Sue Ellen guidance in adding changing the code.

This needs to be done at least yearly or sooner if required. The code does not need to be complicated just something easy to remember. The system does not keep track of users. It was put there to give better control of issuing keys and associated cost. Molly was trained to do add/remove codes but she is no longer with us. Sue Ellen or who she may ask for assistance will find the instructions, make the change and have Sylvia notify past users of the new code. Sylvia as office manager will keep a log of who receive the code and the number. At least five new codes should be entered but not all issued now. This way if we need to delete an issued code we can do so and just send authorized users the new code. Staff should have their own code as they use the facilities regularly and most likely to guard it. Next committee members and those that volunteer regularly and already are issued keys. The next code would be given to visitors that occasionally use the facilities when no other staff is there to let them in to the facilities. The two (or more) codes would

be held for emergency should we need to make an immediate change. This would allow use to delete the code and have a new one ready. Perhaps we should give a seven-day notice to all holders that their code will be changed and make sure they have the new one before the old one is deleted. Especially important is staff and volunteers that use the facilities weekly.

I found my copy of instructions with my notes applied of how to add or delete codes taken when the installer was finishing the project. The keyless pad is made by Linear Access model AK-11 Digital Keyless Entry System. The key starting point is knowing the Master Code. The device comes with a simple master code of 123456 as a starter. The owner changes this to a number unique to them for their security. It is important that the number is recorded in a safe place. My notes show what the installer set initially but if someone changes it and does not record it there could be a problem. Hope the master in the office that Molly had control of is secure and available to authorized personnel, on the current basis this would be Sylvia.

As a refresher to those new on the committee, Safeguard System, 4401 Kostoryz, Corpus Christi, TX 78415 furnished and installed the system. Their phone is 361 854-1144. They subcontracted the installation to another company. The owner and installers name is Johnny Garcia, 361 739-0317. He would be a resource should we need someone knowledgeable of the system. He is also knowledgeable with cameras as he made some test and recommendations on the ones presently installed (currently being replaced).

This was part of the security improvement the church approved as a special fund raiser in 2019. It raised approximately \$4,000 that was spent on the keyless entry, electronic locking of one of the entry doors, the intercom speaker, communication system and now being installed the cameras that will complete the project.

Don Moerbe will request a copy of our approved budget and Transaction Detail By Account for all of 2021 from Cathy. Both are important documents for us to study and use as a guide. Transactions tell us where/who/and how much we spent. The budget guides us for this year.

Meeting adjourned at 6:25PM



Finance Committee Minutes January 11, 2022

Meeting started at 6:10. Attendees were Forrest Deviney, Sue Ellen Fry, Bill Morris, Cathy Chaloupka, Claudia DeFries (Online), Wayne Murphy (Online), Travis Cochrane

1. Election of Committee Chair – The group discussed the election of a committee chair. It was generally agreed by those present that it is wise if the chair is not a first year committee member. Discussion was had on the role and scope of the Finance Chair. Based on the available people given that, Wayne and Claudia both declined to serve as that role. Bill Morris said that if the role was purely administrative in nature he would be willing to do that despite this being his first year on Finance Committee. The committee choose to wait to elect a chair until all committee members can be present to discuss and vote on a chair.
2. Review Financial Reports
 - a. Cathy has found a way to run checks from temp funds and have them show up in the budget line items
 - b. Cathy is going to make a recommendation at the next meeting on temp funds we can close out due to the project or initiative no longer being active
 - c. started year with 58K in the bank and 114K in restricted
 - d. current \$79,140.98 - restricted \$99,218.86 (38K for mortgage)
3. Policy and Procedures Discussion
 - a. Finance selected 3 areas to focus on creating policy per ad-council direction
 - i. Purchasing Policy
 - ii. Restricted Funds (accepting funds, what are approved restricted funds)
 - iii. Credit Cards
 - b. Discussed that Lee, Carolyn Mathews or Rich A may already have old policies – Travis Cochrane to follow-up with them to see if they have anything that can be used as a starting baseline.
 - c. The committee discussed the importance of establishing a statement that will effectively serve as our initial purchasing direction while we draft the purchasing policy. The intent of this was to codify the existing practice and provide unification in how we are doing this today.
 - i. Motion made by Sue Ellen, Seconded by Javie – The church in its current ministry leadership structure selects leaders who have the trust and the background to do the work of the church. Committee chairs of different ministries and staff have the authority to expend the funds in their designated budgets.
 - ii. Motion passed unanimously
 - d. Forrest to reach out to area methodist churches to get copies of their financial related policies

