



Administrative Council Agenda February 28, 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 January 31, 2021 meeting (Travis Cochrane)
4. 2022 Asbury Survey – High level overview of results; establish review/presentation committee
5. Future personnel needs and prioritization (Forrest Deviney)
6. Ministry Action Items
 - a. Corporate Worship (Hope Thacker)
 - b. Adult Discipleship (Forrest Deviney)
 - c. Children and Families Ministry (Tad Gilstrap)
 - d. Youth Ministry (Ben Stockseth)
 - e. Women's Connection (Leticia Ornelas)
 - f. Men's Ministry (Javie Ornelas)
 - g. Stephen Ministry (Trudy Paul)
 - h. Celebrate Recovery (TBD)
7. Committee Action Items
 - a. Trustees (Sue Ellen Fry)
 - b. Finance (Bill Morris)
 - c. SPRC (Gary Rodgers)
8. Update from the Lay Leaders (Javie and Leticia Ornelas)
9. Update from the Pastor (Forrest Deviney)
10. Items for future meetings (Open)
11. Closing prayer and adjourn - Forrest

2022 Administrative Council

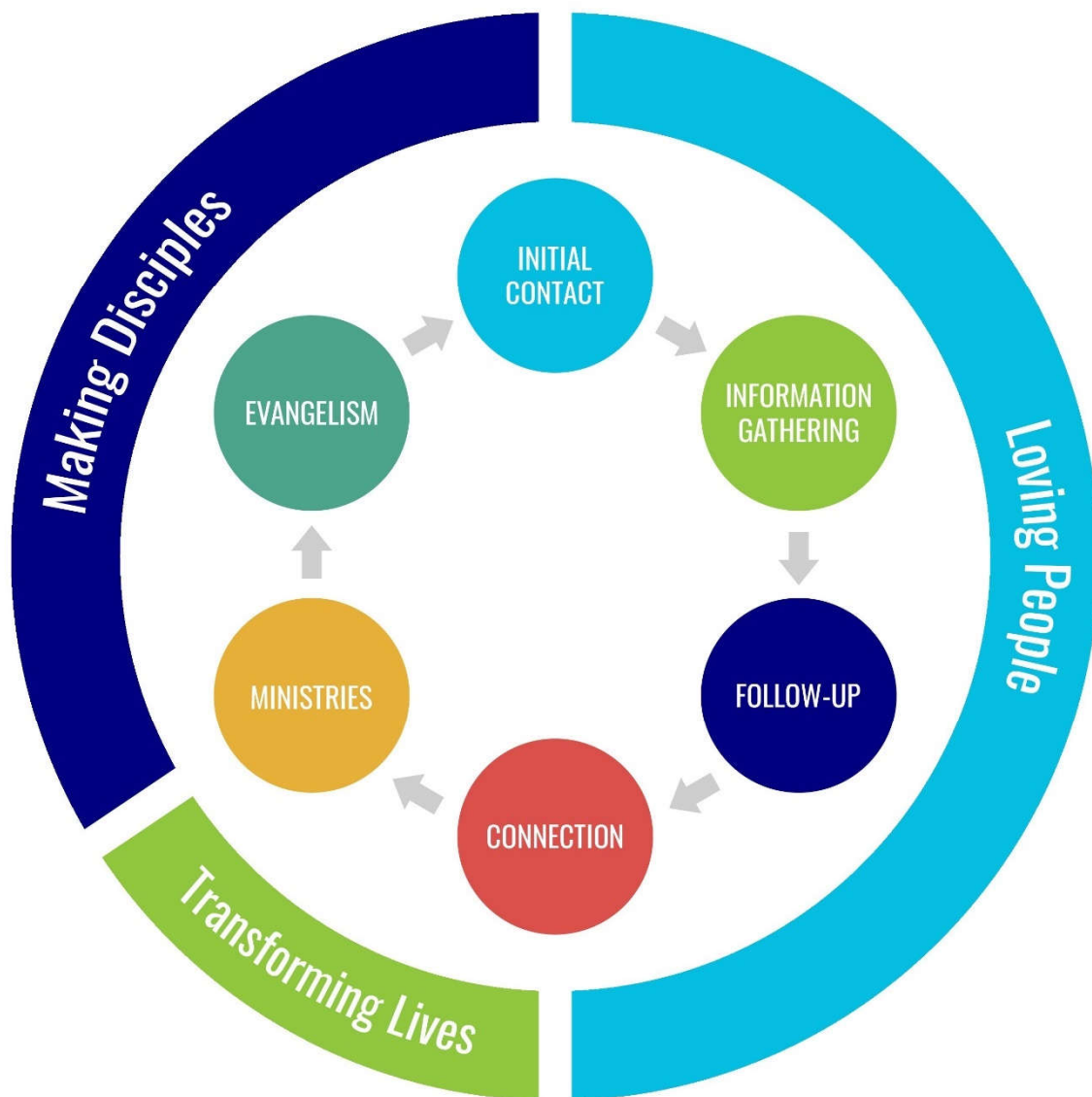
Name	Representing	Email	Phone
Aimee Reed (Vice-Chair)	Lay Member – Annual Conf	penaimee@gmail.com	
Ben Stockseth	Youth Ministry Rep	Ben.stockseth@asburycc.org	
Bill Morris	Finance Chair	Billmorris1776@icloud.com	
Conor Rice	Young Adult Rep	Conorrice53@gmail.com	
Forrest Deviney	Lead Pastor	forrest.deviney@asburycc.org	512-878-9503
Gary Rodgers	SPRC Chair	gashroddgers@bellsouth.net	
Hope Thacker	Worship Ministry Rep	Hope.thacker@asburycc.org	
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	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	Tad.gilstrap@asburycc.org	
TBD	Celebrate Recovery Rep		
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)



Draft Administrative Council Minutes January 31, 2022 - 6:00 PM

1. Call meeting to order and opening prayer (Travis Cochrane)
2. Elect Ad-Council Secretary
 - a. No one volunteered at this meeting. We will continue to prayerful seek God for a volunteer.
3. Review and Approve Minutes from October 25, 2021, December 6, 2021 meetings (Travis Cochrane)
 - a. Motion to approve – Sue Ellen - Seconded by Javie – Motion passes
4. Discuss revising the composition of Ad Council
 - a. Motion to remove 5 and add 5 ministry teams – Sue Ellen, Seconded by Leti
 - i. Removed (Keelan Hay – Youth Rep, Finley Hobart – Youth Rep, Barett Hobart – Youth Rep, Cheryl Villanueva – Women’s Connection, Marilou Castroll – Treasurer)
 - ii. Added Worship Ministry Rep (Hope or designee), Family and Children’s Rep (Tad or designee), Youth Ministry Rep (Ben or designee), Women’s connection Rep (Leti or designee), Celebrate Recovery Rep (TBD).
5. 2022 Asbury Survey – Review and adopt survey questions
 - a. Questions reviewed modified and approved. Forrest tasked with getting the survey distributed
 - b. Raw data back to AdCouncil by Feb 28
6. Discuss information wanted for monthly ministry reports
 - a. Quarterly Reports better
 - b. Can we tie the full church calendar into Tithely
 - i. Add it to the newsletter??
 - c. Update on what’s happened and what’s being planned for the next quarter
 - d. List of events and attendance
 - i. What went well
 - ii. Lesson learned
7. Ministry Action Items
 - a. Corporate Worship
 - i. Ordered new banners for Worship Center
 - b. Adult Discipleship
 - c. Children and Families Ministry
 - d. Youth Ministry
 - i. Youth collecting cans and food items for the church
 1. 3 elementary’s are onboard and also collecting food
 2. Local elementary’s didn’t know we had a food pantry or thought we had shut it down due to Covid
 3. Ben is working with parent liaison’s to communicate this information to them.
 4. Youth to provide results
 - e. Women’s Connection
 - i. Ordered books for books study

- ii. Great event on 1/30/22 – 21 ladies in attendance
 - f. Men's Ministry
 - i. Meeting upcoming on 2/8/22
 - g. Stephen Ministry
 - i. Meeting twice a month (1st and 3rd Monday) – recruiting new members – not going well so far but actively recruiting
 - h. Celebrate Recovery
 - i. Be in prayer about finding a leaders
- 8. Committee Action Items
 - a. Trustees (Sue Ellen Fry)
 - i. Roof issues and drain issues.
 - b. Finance ()
 - c. SPRC (Gary Rodgers)
 - i. Found job descriptions – will work on putting those together
- 9. Updates from the Lay Leaders (Javie and Leticia Ornelas)
- 10. Update from the Pastor (Forrest Deviney)
- 11. Items for future meetings (Open)
 - a. Make Ad-Council available online
- 12. Closing prayer and adjourn - Forrest



Draft Finance Committee Minutes February 15, 2022

1. Election of Committee Chair

- a. The committee had a brief discussion with the potential candidates for chair. Eventually, Sue Ellen nominated Bill Morris as Chair of the Finance Committee and Bonnie Seconded. The motion passed unanimously.

2. Review financial reports

- a. Cathy reminded the committee that Connie Cartiman (Spelling?) is coming starting 2/18 to begin an annual review of the bookkeeping for 2021. This will be her sixth or seventh year (she did not conduct a review for 2020 due to Covid) and she will be working with Cathy for the next several Fridays. She typically charges us \$1,500 for her work.
- b. Bill Morris asked several procedural questions of how things have been done in the past and shared a desire to begin or develop a process for monthly reconciliation of bank statements and to begin best practices within financial controls.
- c. Cathy shared that there is a communications issue between Tithely and Breeze that is causing a lot of manual work. Bill committed to working with Katherine Cochrane and Cathy through it. Travis added that he is available to help from a software integration perspective.
- d. Review Restricted funds to proceed with closing (Based on Cathy's recommendation)
 - i. The committee reviewed each of the restricted funds and decided whether to proceed with one of a few options. The Bill will draft a motion to present and review with the committee at the next meeting.
 - ii. Keep – We need to keep the restricted fund and develop definitions around what it's used for and who authorizes expenses from it.
 - iii. Budget – This restricted fund has an item in the annual operating budget and the funds will be moved to the general fund to contribute to the expenses of that line item in the 2022 budget
 - iv. Hold – We will make no changes to these restricted funds until such time as the Restricted funds policy is adopted; it will include a procedure for how to handle these funds
 - v. Research – We need to do a little research on these funds before we can make a final determination
 - vi. Combine <fund name> – There are a few categories that the committee recommends combining into a single fund
 - vii. General Fund – these restricted funds have served their purpose and the remaining fund will be moved to the general fund for ministry purposes
 - viii. See table below for the results of the conversation

Adult Ed Books	Budget
Apportionments	Keep
Bible Camp	Budget
Branches Class	Hold

Bricks	General Fund
Building Repairs	Hold
Celebrate Recovery	Budget
Celebration Class	Hold
Companions in Christ	Budget
CR Books and Supplies	Keep
Debt Mortgage	Keep
Emmaus Scholarship	Combine – Scholarship
Family Nite	Budget
Food Pantry	Keep
General Children's	Budget
General Youth	Budget
Hurricane Relief	Research
Kids Night Out	Budget
Kidscamp Fees	Combine – Scholarships
Memorial	Keep
Men's Ministry	Budget
Merge	Budget (Shockwave)
Miscellaneous In & Out	General Fund
Missions	Keep (Combine Hurricane Relief if possible)
Music	Budget
Prayer Garden	Budget
Pumpkin Patch	Amend Budget to include funds for pumpkin patch
Puppet Supplies	General Fund
Seekers Class	Hold
Senior Ministry	Budget
Special Offerings	Research
Staff Love Offerings	Budget
Steven Ministry	Budget
Team Kid	Budget
Trustees – Grounds Equipment	Budget
Trustees Futures	Keep – Rename Capital Expenditures
UM Army	Combine - Missions
Vacation Bible School	Budget
Women's Connection	Budget
Youth Camp & Retreats	Combine – Scholarships

- ix. Recommended the creation of a Benevolence fund for the congregation to donate into and authorize the pastors to oversee. This will be included in the next month's recommendation.

- e. Cathy committed to completing the research on the items labeled research

3. Discuss property insurance increase and next steps

- a. Bill Morris said he would reach out to Jim Mailes and Lee Stockseth to discuss any contacts they have who may be able to ask questions of. Bill's going to reach out to the Conference to see

how they determined our property value. We will continue looking into options once these questions are answered.

4. Discuss Stormwater drainage fee
 - a. Travis presented his research on the city's Stormwater drainage fee. Travis and Bill are going to work to put together a survey of the city's property and submit it with an appeal to the current assessment of the amount of impervious coverage on the Church's property.
5. Policy and Procedures Discussion
 - a. Purchasing Policy
 - i. Review/Discuss Draft
 - ii. Travis summarized the draft policy included in the agenda, but only one person had a chance to read it. It will be discussed further and voted on at the next meeting.
 - b. Restricted Funds (accepting funds, what are approved restricted funds)
 - c. Credit Cards