

Westminster Diaconate Board Minutes
December 17, 2006
7:00 PM Room 105

Attending: Betty Berghaus, staff, Michael Reich, moderator, Bruce Capehart, co-moderator, Sally Keener, clerk, Walt Beckwith, Scotti Harwood, Bill Hatch, Jim Joseph, Anne Vann, Louise Holland, Darren Skeen, Bill Burig, Bill McAvoy, Nancy Safrit, Duck Ruffy, Sharon Barnes, John Lockhead. Jeff Sutton, Lynn Chesnut, Dorene Palermo.

Michael called the meeting to order and **Betty** offered lectionary Scripture readings from Micah 5, and Luke 1 and 2. Betty urged us to do as Mary did (Luke 2:9), "Mary treasured all these words and pondered them in her heart." Betty played Mary's Song (Breath of Heaven) sung by Amy Grant to reinforce the readings of Mary's fear and awe as she came to grips with the role her holy Father had chosen for her.

Concerns/Celebrations: Betty shared concerns for **Tom Eagen** who is back in the hospital and **Heidi Kivel** who may need additional surgery. **John Lockhead's mother** has been diagnosed with a degenerate eye disease and is very concerned. **John's** shoulder is slowly recovering after his surgery.

The Minutes from the November meeting were unanimously approved as presented.

Christmas Eve Dinner: **Bill McAvoy** reported that he needs helps with this event and shared sign-up sheets divided into the various tasks that are needed from set-up to clean-up. The sign-up sheets after church services brought a few volunteers, but he explained the spots that still needed help. He and Bill Burig will manage the set-up of 12 tables. Those helping with the Shelter meal said they could come early on the 26th and put up tables and chairs. Various deacons rallied to complete other chores. Michael will buy 3 hams, a revised number based on historical record from last year.

Alternative Meeting Time: At Lynn's request, we had discussion of alternative times for the diaconate meetings. After discussion of various other choices, the motion was made, seconded and carried to meet the **2nd Sundays at 5:00 beginning in February** (Feb. 11) through July. January will remain in place as scheduled on the 28th to work on budget items brought to the diaconate from the Session retreat.

Budget Management Education for Deacons:

Before Dorene presented "Budgets 101 for Deacons," Michael and Scotti gave some budget background information. The pledge drive is currently about \$150,000 short of meeting the wish budget, but the expectation is that will close to a \$50,000-\$60,000 shortfall as more of the 75 names still to be followed-up on are contacted. After the January session retreat, we will learn to what extent it might become necessary to cut diaconate budget items. Committee chairs should be considering possible budget cuts. An example of this diligence is the Organization Fact Sheet that the Local Missions Committee has created to gather appropriate information on the agencies we support. Attached to minutes.

Dorene Palermo presented a user-friendly course on the responsibilities deacons must accept in the disbursement of financial gifts and committee spending. Her power point presentation and explanations described the types of funds in the church budget, explained accountability processes, and provided an excel worksheet to calculate on-going expenses and balances. The fundamental message was that we as deacons must act with increased prudence

and stewardship responsibility as we support the missions and activities of the church. See all Dorene's useful handouts, attached to the minutes.

Old Business:

Michael reminded everyone that every **committee and subcommittee submit minutes** from their meetings to him by the Wednesday prior to each diaconate meeting so that he may attach the minutes to the agenda that he will send out on the Thursday before each board meeting. He asked for the minutes of all meetings from September through the December as soon as possible.

Shelter Meal for December is all set.

Campus Ministry for UNC: Betty will check on the status of filling that position.

New Business:

Walt reported that money requested of Global Missions for D'Iberville was approved and delivered by Dorene when she went there recently. Walt share pictures and a thank you letter received for the \$5,000. gift.

Share Your Christmas: Based on an understanding of some of the deacons that if they bought up the remaining "Share Your Christmas" wish lists at the last minute, they would be reimbursed for the "extras" they picked up, the diaconate voted last night to do the following:

- Those deacons purchasing gifts for more families than they intended should submit receipts to Barbara for their extra expenses.
- Reimbursement for the purchases should be made first from the Share Your Christmas fund until it is exhausted, and the remainder from the Deacon's Discretionary Fund.

Dates: Christmas Eve Supper

Shelter Meal – Dec.26th

Betty closed the meeting in prayer and the meeting was **adjourned** at 9:00PM.

Next meeting date: January 28, 2007 7:00 PM

Respectfully submitted, Sally Keener, clerk.