

October 21, 2025 Board Meeting Notes

Moderator: Rev. Dwayne Johnson

Board Members: Sheila Chittams, Tina Fulp, Tim Helm, Rev. Elder Dwayne Johnson, Shirley Pittman, Darryl Walker

Trustees: Cecelia Hayden-Smith, and Tamara Orebaugh

Guests: Rev. Cathy Alexander, Donald Burch III Dr. Carla Sherrell, Dr. Teresa Tygart, Melvin Moore Adams

Summary

- The meeting covered the approval of previous minutes and a pastoral report, followed by updates on the church's refinancing process and financial status of various funds.
- Discussions focused on the church's financial challenges, including overdue bills and underpayment of denominational assessments, with plans for improved communication and negotiation with the denomination.
- The meeting also addressed staffing needs, particularly for a Minister of Music position, and concluded with discussions about social media presence and relationships with community organizations.

Agenda

I. Guiding Scripture and Opening Prayer

Rev. Dwayne opened meeting with guiding scripture and prayer.

II. Approval of Agenda

Motion passed to approve board meeting agenda

III. Approval of Meeting Minutes September 15 and October 12 (special),

Motion passed to approve previous board meeting notes for October 12 and September 15th meeting notes are pending.

IV. Pastoral Report

Motion passed to approve pastoral report.

V. 472 Refinance Update

Reverend Cathy provided an update on the refinancing process, noting that Sheila had signed the loan documents, which were approved by Hingham Bank's executive committee. The commitment letter was sent to lawyers for review, as there were some restrictive provisions that needed to be examined. The congregation will need to approve the transfer of \$15,000 into a separate account, which Tim suggested should be added to the agenda for the next congregational meeting.

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Rev Cathy presented the current financial status of various church funds, including the general fund, Buchanan fund, grant, trust fund, and Eagle Bank account. She explained that Subsplash handles donations and makes weekly deposits on Wednesdays, with \$16,166.06 currently held for transfer. Cathy clarified that the church is receiving instantaneous matches on donations, but these do not include lead gifts, which are expected after November 30th. Tim inquired about the differentiation between congregation donations and donor matches, and Rev Dwayne explained that lead donations and match donations are being tracked separately, with some lead donations already coming in anonymously.

VI. Financial Transition Team Update

The board discussed the status of a fundraising campaign, where lead donors have already made contributions. Rev Cathy explained that these early donations are being tracked in weekly financial reports, with a new cell at the bottom showing the aggregated match income, though there was some confusion about whether this referred to congregational donations or total donations. The information on the financial spreadsheet shows the congregational match donations. The board also addressed concerns about the church's operating fund, with Tim noting ongoing challenges in paying bills and debts, and requesting a projection of the year-end financial position to determine if there will be a deficit or surplus.

VII. Board Communications to Denomination; assessments and pension contributions

The meeting focused on addressing missed payments to the denomination and improving communication about financial matters. Rev. Cathy explained that MCCDC has an agreement with the denomination, reducing the assessment from 10% to 5.8%, and outlined plans for ongoing negotiations with the finance officer to discuss payment options and potential forgiveness for certain assessments. The board agreed on the importance of open communication and honesty in managing the situation, with Sheila emphasizing the need for transparency. Donald, a community member, highlighted the opportunity to strengthen the connection with the broader denomination through this financial situation.

VIII. Accounts payable and end of year balance estimate

The meeting focused on the church's financial situation and communication with the denomination. Donald expressed concern about the church's ability to pay its bills, while Tim emphasized the importance of communicating payment issues to the denomination. Melvin noted that the church had communicated its financial difficulties to the denomination and had been

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submitting some of the payment forms, though some payments were lost in the mail. The group discussed the need for clear communication about the church's financial situation and its efforts to recover.

IX. Generosity Team: Many Paths of Generosity

The meeting focused on the importance of relationships within the church community, contrasting it with transactional business relationships. Rev. Dwayne highlighted the value of volunteers' time and services, emphasizing that support cannot always be measured financially. The Generosity Team's efforts were discussed, with encouragement for board members to attend their meetings. Upcoming events, including a cookout and a pre-Halloween happy hour, were announced. Rev. Dwayne also mentioned the resignation of Daniel as Minister of Music, noting the existence of a transition plan, which will be further discussed.

X. Worship Arts Transition/ Music Revitalization Proposal

Rev Dwayne explained that while a new position was proposed a year and a half ago, it is not yet ready for motion due to current priorities, changed environment, and ongoing projects, including the generosity team, generosity campaigns, and worship planning teams. He emphasized the need to consider online elements and digital support in future positions. Rev Dwayne also confirmed that he is currently leading the Christmas concert planning with a team, and more information would be communicated soon.

Joanna suggested establishing a timeline and a process for hiring a permanent music minister, emphasizing the need for a clear goal date and a committee to develop the job description. Rev. Dwayne acknowledged the importance of setting a timeline for this and emphasized the need for the current ongoing efforts to recruit new board members for upcoming elections. Tim highlighted the need for financial projections to determine if transfers or additional funding would be necessary, and Rev. Dwayne confirmed that more financial information would be available soon regarding the loan closing and other funds. The conversation ended with a discussion on the draft agenda for the upcoming congregational meeting, which primarily focuses on board elections, and the need for someone with technical skills to support monetizing social media platforms, and a request to the congregation for funds from the Far Reaching Faith Trust Fund.

XI. Forum and Congregational Meeting Agenda

XII. Other Items

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The meeting focused on several other topics related to monetizing social media. Joanna explained the need for someone with access to church financial information to register the church as a nonprofit on social media platforms like Meta and TikTok. Rev. Cathy volunteered to help with this task. The group discussed updates on potential historical site designation and rental properties. They also reviewed their relationship with Early Learners Academy, including plans for a toy drive and monthly meetings. The conversation ended with several shout-outs to congregation members for their contributions and support.

XIII. Action Items / Next Steps

- Rev Cathy: Send commitment letter to lawyers to review provisions about \$15,000 Hingham Bank account requirements and lease account restrictions
- Rev Cathy: Share commitment letter with Eagle Bank after lawyer review
- Add transfer of \$15,000 to separate account on congregational meeting agenda for approval
- Rev Dwayne: Communicate with moderator Cecilia Eggleston regarding assessments and pension contributions
- Tim: Write letter to denomination apologizing for lapsed communication regarding financial issues
- Generosity Team: Create thermometer display in sanctuary/welcome hall to show match donation progress
- Rev Cathy and Tim: Provide board with end-of-year financial projections including expenditures and income estimates
- Board Members requested to Attend Generosity Team meetings on Thursdays
- All Board Members: Recruit candidates for 3 open board positions
- Rev Dwayne: Follow up with Wallace regarding toy drive support for Mary's House toy drive