

MCCDC Board Meeting Notes – 3/17/2026

Overview

The board discussed the need for clear procedures for handling unexpected visitors, the potential for worship bulletins, and the importance of regular communication between the board and worship team. Sheila Chittams reported missing information in giving statements, affecting about five people, and the need to regenerate and resend corrected statements. Tim highlighted the importance of accurate giving statements for the generosity campaign. Melvin provided updates on building maintenance. Tina and others discussed the time commitment and responsibilities of a new pastor, emphasizing the need for clear definitions of duties, particularly in worship and transitional processes, while avoiding administrative tasks.

The meeting focused on improving communication and decision-making within the worship planning team and board. Key points included the need for consistent meetings to avoid triangulation and the importance of clear roles and responsibilities, especially regarding worship and administrative tasks. The board discussed the potential hiring of a new interim pastor, considering her availability, compensation, and housing needs. The meeting concluded with a prayer led by Rev Cathy Alexander.

Opening Prayer and Guiding Scripture

- Tina Fulp initiates the meeting with a call for opening prayer and guiding scripture.
- Tim shares a scripture from James 1:5 about asking God for wisdom.
- Tina Fulp asks for prayers for personal needs and for her friend's birthday.
- Darryl Walker shares a scripture from John 7:27 about peace and authority in Jesus.

Approval of Agenda and Meeting Minutes

- The board approves the agenda with a motion by Tim and a second by Darryl.
- Tina Fulp discusses the approval of meeting minutes from January 20 and February 17, 2026.
- Dr. Carla raises concerns about language in the minutes related to funding threats.
- The board decides to hold the approval of the January 20th minutes until the language issue is resolved.

Financial Report and Generosity Team Update

- Tim reports on the financial status, including the need to draw funds for deficits and the preparation of a three-month interim budget.
- Rev Cathy Alexander provides account balances and details on the transfer of funds.
- Rev Cathy Alexander updates the board on the generosity team's activities, including engagement efforts, the 55th anniversary team, and a legacy giving campaign.
- The board discusses the importance of having a team leader for the generosity team and the need for regular updates.

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Interim Pastor Update

- Tina Fulp provides an update on the interim pastor search, including the identification of a candidate and the process for moving forward.
- The board decides to enter an executive session to discuss specific details about the interim pastor candidate and compensation.
- Rev Cathy Alexander and Dr. Carla discuss the importance of having the interim pastor present in the community before their full-time appointment.
- The board agrees to discuss the interim pastor's responsibilities and the negotiation process in the executive session.
- Tim Helm suggests focusing on the interim pastor's responsibilities first, then determining the hours needed.
- Tina Fulp and the board discuss the need to know the interim pastor's availability and preferences for hours and compensation.
- Tina Fulp emphasizes the importance of having a clear plan for the interim pastor's role, including worship experience and transition efforts.
- Tina Fulp and Speaker 1 discuss the responsibilities and authority of the interim pastor, noting that while she does not have a vote, she has significant responsibilities.
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Church Information and Upcoming Events

- Tina Fulp outlines major upcoming events, including Palm Sunday, Holy Week, Good Friday service, and Easter Sunday.
- Darryl Walker suggests a joint Easter service with Unity Fellowship.
- Rev Cathy Alexander proposes having board members speak at services to maintain visibility and engagement.
- The board discusses the need for written procedures for handling unexpected visitors, such as police officers.

Volunteering Ministries and Worship Bulletins

- Sheila Chittams initiates a discussion on formalizing the list of current ministries and identifying points of contact.
- The board discusses the pros and cons of printing worship bulletins and the need for different mediums of information.
- Tim emphasizes the importance of having worship bulletins for newcomers and those who prefer paper copies.
- The board agrees to have a conversation about the sustainability and practicality of printing worship bulletins.

Giving Statements and Tax Issues

- Tina Fulp emphasizes the importance of MCC, DC getting back to their experimental approach and suggests frequent meetings to hammer out issues.

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- Sheila Chittams mentions missing information in giving statements and the need to regenerate them for tax purposes.
- Tim questions the obligation to send out updated statements if erroneous ones were sent out.
- Sheila clarifies that people who gave online have correct statements, but those who donated with checks have issues due to missing batches.
- Tina Fulp and others discuss the need to figure out how many people are affected and the urgency of resolving this before tax time.

Building Maintenance and Executive Session

- Tina Fulp mentions the need for another executive session and the importance of planning another meeting.
- Tina Fulp and others discuss building maintenance updates, with Tina noting that the updates are in her moderator's report.
- Tina Fulp suggests skipping specific building maintenance updates if no new information is available.
- Tina Fulp and others discuss the need for a shout-out session to appreciate non-board members who contribute to the meetings.

Worship Planning Team Communication and Decision-Making

- Tina Fulp emphasizes the need for consistent communication within the worship planning team and board to avoid triangulation and ensure everyone is on the same page.
- Darryl Walker questions the final authority for decisions, such as whether to use worship folders, and Tina Fulp highlights the complexity due to the interim pastor's role.
- Tina Fulp discusses the importance of working together with the interim pastor, board, and worship team, noting that not all decisions will be clear-cut.
- Sheila Chittams raises concerns about the financial and environmental impact of printing worship folders, including the high cost of printer cartridges.
- Tina Fulp suggests more regular meetings between the board and worship planning team to ensure alignment and communication.
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Shout-Outs and Announcements

- Tina Fulp and others express appreciation for non-board members who contribute to the meetings, including Donald Burch, Tamara, Dr. Carla, and Reverend Kathy.
- Rev Cathy Alexander adds shout-outs to musical performers and participants in Sunday services.
- Tina Fulp specifically mentions Brian Israel's performance and her joy in seeing him back at MCC DC.
- Tina Fulp asks for any other announcements, but none are forthcoming.
- The meeting concludes with a reminder to add Melvin to the list of people thanked for their contributions.

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- Shout out to Melvin for his attendance and work at board meetings

Closing Remarks and Prayer

- The board discusses the importance of clear procedures and responsibilities for different roles and decisions.
- Rev Cathy Alexander and Dr. Carla emphasize the need for joint decision-making and flexibility based on community needs.
- The board agrees to continue discussions on various topics, including the interim pastor's responsibilities, worship bulletins, and community needs.
- Reverend Cathy leads a closing prayer, asking for wisdom and peace for the congregation and the world.

Action Items

- [X] @Sheila Chittams - Compile a formal list of current ministries/volunteering opportunities with designated points of contact for each ministry and share the list for publication (E-blast, website, worship materials)
- [X] Review the January 20 meeting minutes, identify instances of unclear language (e.g., 'funding threats'), and provide specific corrections to be made before approval
- [] Calculate the total amount needed to transfer from the Schwab account to the general fund to cover pending and imminent bills (including sump pump costs)
- [] Obtain the generosity webinar video(s) mentioned and send copies to the entire board and generosity team when available
- [X] Work with Melvin to research and update the McCann award name plaques (identify missing recipients from board minutes and prepare nameplates)
- [] Contact the police to obtain officer names and request the incident report or other documentation about the officers' presence at the building on the Sunday in question, and file a brief internal report of the event
- [X] Draft clear verbiage for a three-month continuing resolution motion (April 1 through June 30) based on the 2025 approved budget to present at the congregational meeting
- [X] Coordinate and confirm the board's meeting with the interim pastor candidate (finalize meeting date/time for the end-of-week meeting and prepare negotiation priorities/covenant items)
- [] Coordinate board volunteers for Sunday services (assign board members to appear during service, coordinate timing/which part of service, and publish the schedule)
- [] Draft written standard operating procedures (SOPs) and training materials for handling unexpected/uninvited visitors (police, ICE, federal agents, active shooter scenarios) and distribute them to hospitality team and ushers
- [X] @Sheila Chittams - Regenerate corrected giving statements for donors with missing or incorrect check entries and resend those statements to the donors who contacted the office for tax purposes
- [X] @Sheila Chittams - Add Melvin to the meeting minutes shout-outs to acknowledge his attendance and work at board meetings

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- Serve as building supervisor and continue to supervise Melvin (oversee approvals, schedule tracking, and on-site responsibilities)
- Meet with Sheila and Melvin to determine how many donors are affected by the erroneous giving statements and report back to the board within the next couple days
- Confirm with Reverend Erickson whether 5:00 PM Thursday works and ask for a range of her availability and preferred hours-per-week before the negotiation meeting
- Request that board members review the contract/templates Reverend Cathy sent and collect responses from the board (ask for feedback to the full board, ideally by tomorrow)
- Schedule and hold an additional executive-session meeting (likely tomorrow) to continue negotiating details that cannot be resolved in the current session