

CSUMC Finance Meeting Minutes
Monday – July 20, 2020
5:30 p.m. ZOOM Meeting

Members Present: Jennifer August, Keith Caldwell, Dan Davis, Art Gerhardt, Pastor Larry French, Bonnie Hitchingham, Rose Kempf, Sid Kempf, Karen Young.

Members Absent: Fred Gunnell, Kathy Ries.

Finance Committee Members 2020

Karen	Young	Finance (Temp) Chair
Kathy	Ries	Member at Large
Rose	Kempf	Council Chair
Dan	Davis	Staff Parish Relations Chair
Keith	Caldwell	Lay Leader
Fred	Gunnell	Trustee Chair
Jenifer	August	Ministry Assistant/Finance Secretary
Art	Gerhardt	Treasurer
Bonnie	Hitchingham	Treasurer/Billing Clerk
Sid	Kempf	Treasurer/Payroll Clerk
Bill	Johnson	Pastor

1. Opening Prayer – Pastor Larry French @ 5:34 p.m.
2. Financial Reports/Treasurer’s Reports – Reviewed during meeting & on file in church office.
3. Old Business
 - a. Offering Counting – Karen Young is counting offerings at this time and will work to recruit a team for counting when we reopen. Jennifer August posts the offerings into Church Windows software and Sid Kempf counts & deposits them into the bank.
 - b. Church Cell Phone & Internet – Discussion regarding Jennifer using her own cell and hotspot for internet access while church is closed and working from home. Church Cell is currently a trac-phone and is paid for one year at a time (Paid up until 09/30/2020). Jennifer uses Verizon hotspot to work from home and is willing to continue to use her service until Finance Committee determines the need to purchase a new cell phone & service. Her cost is lower because of multiline discounts – which church would not qualify for.
 - c. **Motion** to continue to reimburse Jennifer August \$25.00/month toward her Verizon bill for church to have remote access to internet & cell phone service. **Motion Passed.**
 - d. Zoom Meetings – Pastor Larry has passed on information the he has a Zoom account and is willing to use with both churches reimbursing him ½ of the cost of \$14.95/month (\$7.50/church).
 - e. Pastor Cell Phone – \$10/month each church will reimburse Pastor Larry French towards his cell phone bill.
 - f. Extravagant Generosity Campaign – Group last year met in September with letter going out in October. Pastor Larry & Jennifer August will review last year’s information and recruit some volunteers for this year’s team. Need some time to put together a group.
 - g. Vanco Costs – Art Gerhardt will contact Vanco regarding their validation process. Jennifer sent information to Art.

- h. PPP-Payroll Protection Program loan/grant – Art has been in contact with them and will be working through the forgiveness status.
- i. Pastor Information – Karen Young summarized payment information for the pastor. We will put in his personnel file and with the finance meeting minutes.

Summary: Our Church SPRC met with Kent City Governing Board on May 26 to start discussions on sharing our new pastor. The following information is taken from the Clergy Compensation Recommendation Report. The amounts **are halved** to reflect July-December 2020 amounts.

line #	July-Dec totals 6 months	Kent City	Ced Springs	total
1	Cash Salary	12,000.00	8,000.00	20,000.00
8	Clergy Contrib Health Care	(1,038.00)		(1,038.00)
24	Parsonage Value	3,000.00	2,000.00	5,000.00
27	Benefit Ministry Shares	1,800.00	1,200.00	
28	Health Care Plan	5,025.00	5,025.00	10,050.00
33	Travel Voucher	375.00	375.00	
34	Continuing Education	375.00	375.00	
	Parsonage Utilities	to be determined		

From a review of emails from John Kosten, Benefits Administrator for Michigan UMC, and Liz Bode, Executive Assistant Midwest District Office, forwarded from Kent City Personnel in answer to Kent City questions various ways of going forward with pastor pay were presented by the Methodist Office personnel mentioned above. In the meetings with Kent City and Cedar Springs personnel the following procedures were accepted to handle the above items:

Discussion of above line items:

- 1 Salary - Cedar Springs will pay their share of wages directly to Pastor Larry.
- 8 Clergy withholding for health care - Kent City will take Pastor’s share out of his wages through their payroll.
- 24 Parsonage value - This is 25% of cash salary & is a non-cash nontaxable benefit. It is subject to self-employment tax only and paid by clergy.
- 27 Benefit Ministry Shares - each church is billed separately for their share.
- 28 Health Care Plan -Only one church receives health care invoice. This is split 50-50. Since Kent City is already receiving invoices for their current clergy, they are willing to continue this practice and Cedar Springs could reimburse them monthly. Each church receives an invoice, CSUMC will send our portion to K.C.
- 33,34 Travel and education – Pastor Larry will fill out reimbursement form for CSUMC’s portion.

Utilities- Cedar will reimburse Kent City – Kent City will send copies of the bills for reimbursement share. Half of electric and heat.

- j. Review of current Budget – Discussed the percentage breakdown of budget and items to consider for next year’s budget.
- k. Food Pantry Update: FEMA grant of \$1500 & Meijer Cards gift of \$2,500.

4. New Business

- a. Credit Card – Art & Jennifer will look into switching to a prepaid card and closing down the credit card in Bill's name.

5. Date of Next Meeting: Monday August 17 @ 5:30 p.m.

6. Meeting Adjourned at 6:52p.m.

Respectfully Submitted by,

Jennifer August, Ministry Assistant