

First Christian Church Board Minutes – **APPROVED**

January 12, 2023, 7:00pm, Action Items in **RED**

Name	Position
David Sisson	At Large Board Cabinet
Don Zobel	At Large Board Cabinet
Linda Stinson	At Large Board Cabinet
Mary Frederick	At Large Board Cabinet
Teanna McMahan	At Large Board Cabinet
Mary Cotton	Clerk of Board
Susan Latham	Deacon Rep. Board Cabinet
Chuck Varner	Elder Rep. Board Cabinet
Lee Mason	President
Matt Gordon	Sr. Minister
Janet Chenard	VP Finance
Beth Baird	VP Personnel - Shared
Tom Frederick	VP Personnel - Shared
Steve Herb	VP Program

Attendees:

Members: Steve, Teanna, Matt, Lee, Mary, Janet, Beth, Tom, David, Linda, Mary, Don, Susan

Visitor: Emily Herb

Absent: Chuck

Devotion: - Lee Mason

Approve Minutes October 3, 2022 Board Meeting - All

Lee Mason moved we approve the Oct. 3, 2022 minutes as amended with changes from Susan and Janet. Steve Herb seconded the motion and all approved.

Approve the 2023 Nominating Committee - Lee

Steve Janet 2nd, all approved

- › Lee Mason – Chair
- › Mary Cotton
- › Tom Frederick
- › Tricia Martin
- › Sherry Sisson

Bylaws & Constitution Editing Committee – Mary

Lee emphasized that this is not a re-write but an update. Mary pointed out that the changes to the By-Laws are to document current procedures and decisions that are found in minutes but not yet put in the By-Laws and Constitution.

- One (1) at-large member for Program and Board needs to be a either a past or present Elder and one (1) a needs to be a either a past or present Deacon.
- Eliminate the need for a separate Elder and Deacon in addition to the At-Large members of the Board and Program.
- Codify the acceptance of Co-officers and clarify that there is one vote allowed per OFFICE at any meeting where that office is allowed to vote;
- Reduce the minimum Deacons to 24 and the minimum Elders to 12. Or something more appropriate to the reduced membership numbers and the need.

- Codify as per Minutes July 2019 the forming of the standing committee called the Disciples House Advisory committee.
- Codify the use of email voting. Clarify details on how that shall come about, how it is initiated and recorded.
- This committee will work on the outdated and unused “membership rules” in the constitution.

A show of hands was requested by Mary to initially support changes such as these that are needed by the nominating committee so they can proceed while we finalize wording. The majority of membership supported the change. No vote was taken.

Review and approve the 2023 Annual Budget – Janet – See Attached

Items being brought forward for Board discussion/vote:

- Approval of Policy #440-22 change to remove Church Extension account as being subject to Trustee signatories (with a view to future change on Policy #450). The treasurers and VPs are more involved in managing this money. The Trustees are not involved or required to manage these funds.
 - Moved by Finance, seconded by Mary F. All approved.
 - Moved by Steve to postpone the changes to 440 until the related 450 policy changes are also approved. 2nd Teanna. All approved
- Approval of Treasurers and VP’s to be able to sign withdrawal form for Church Extension Flex Acct in lieu of trustees, so Policy #450 can be updated in this regard; Would like to hear the approval in concept. Actual updates will come later. Conditional approval was given.

There was some great news. We will start with \$15,000. Largely due to savings in personnel leaving. This is not something we anticipate being able to duplicate this coming year. Thanks to all the volunteers that helped with tasks during this time. We met our income projection. Higher by almost 11%.

We will also be needing a faith income again this year. We have not shown the use of PFI income in the budget. The PFI Contingency Category is currently negative due to expenses associated with the Boy Scout lawsuit, so we’d like to bring it back into the black this year. We are proposing a 3% COLA increase for the staff.

Big hits are utilities and insurance cost. Utilities are hard to guess. Line 40-42. Nat. gas exceeded our budget not because of weather but because the price went up. We have read that it might be 23.5% increase. We are not sure about the Water, sewer and garbage but we’ve budgeted what we can gather by talking to the city staff.

Insurance investigation was done since the last meeting. Thanks to in depth discussion with a broker, premiums came down a touch and we will get a credit from the previous policy that we cancelled. Costs were roughly the same, but Michelle, Bob and Carol did a lot of analysis to get the insurance upgraded and in time for the budget process.

Do have some leads for possible rental of our office space. Some non-profits have been contacting us willing to donate for the space. Our visiting expert from CF encouraged us to use our resources to help the budget.

Questions:

Explain more about “absorbing the PFI dollars.” We are in a negative position in the PFI unbudgeted fund because we used that fund to pay the lawyer for the legal fees. We are now “paying ourselves back” from the unbudgeted contingency PFI, to bring the PFI unbudgeted fund back into the black.

Board requests Finance to entertain the idea of fundraising effort right NOW for an AED. David & Mary will volunteer assist with this effort. Now is a good time since there has been a lot about it in the news.

David moved the Board approve this budget and take it to the Congregation with \$21,180 faith income. David moved, Linda seconded. All approved.

Review results of recent email votes - Lee

> **Motion from Matt Gordon: Email Board vote (12/1/2022)**

Approve the distribution of PFI funds to the charities per the described (corrected) allocation as determined via Congregation vote. Approve Vote: 11. No record of Vote: 2

Our process is to follow OR law on non-profits for email votes. Lee looked it up and it does not have to be unanimous.

> **(12/8/22) Food Truck**

- Background

- > Matt was approached by Josh Smithburg of "April's Kusina" about using our parking lot for a pop-up food truck on Fridays from 10:30 - 6. This was the group that provided food for Chuck Varner's ordination. Josh offered to donate 5% of their daily sales to the church.
- > Permits: They are an established restaurant business and are aware of the necessary county and city permits and they will take care of this.
- > Insurance: Part of the permitting process is showing a certificate of liability and they will provide us with a copy.
- > Utilities: Their food truck is self-sufficient and they have their own power, water, and waste water. They will provide a garbage can and take the garbage with them at the end of the day.
- > Restrooms: The church building is open from 11 -1 for 12 step meetings and this could increase bathroom usage.
- > Seating: They will not provide seating, it is a grab and go situation. As far as using the picnic bench, from my perspective this is a public bench and may be utilized by anyone.
- > Garbage: Our custodian has been doing a cleanup around the building on Saturday morning, I can ask him to take notice and if there is excessive trash.
- > Parking: It is a 6' truck and they can take the staff parking spots. The office is closed on Fridays, so it should not be prohibitive for the building group users on Fridays.

The church is in an RS-12 residential zone and the city code doesn't allow the sounds of the generator in a residential area. They got approval from county, but the city said no. This will not be going forward.

- **Motion from Matt Gordon:**

Approve a seven-week trial beginning 12/16 on Fridays from 10:30-6pm. That brings us through January on our calendar. We can, of course, cancel it at any point if it creates problems. Approve Vote: 12. No Record: 1

> **Motion from Matt Gordon: Board Email Vote (12/22/2022) Emergency Shelter**

Due to the extreme weather, approve a request from the Benton County health department to set up a temporary cold weather shelter at the Church from 9 PM 12/22/22 to 10 AM 12/23/22.

- > Based on our previous agreements, we could house up to 15 people overnight.
- > The fire department would need to come down to give us a temporary overnight shelter permit.

> Approve Vote: 11. No Record: 2

Benton County Health came and managed most of the activity. Since we have been approved before, the Fire Marshal could inspect and sign off quickly. Matt was available for questions and keys.

Name	Position	PFI Mission \$ Vote (12/1)	Food Truck Vote (12/8)	Shelter Vote (12/22)
David Sisson	At Large Board Cabinet	Y		Y (Matt had)
Don Zobel	At Large Board Cabinet	Y	Y	Y (Matt had)
Linda Stinson	At Large Board Cabinet		Y	
Mary Frederick	At Large Board Cabinet	Y	Y (Matt had)	Y
Teanna McMahan	At Large Board Cabinet	Y	Y (Matt had)	Y
Mary Cotton	Clerk of Board		Y	Y
Susan Latham	Deacon Rep. Board Cabinet	Y (Matt had)	Y (Matt had)	
Chuck Varner	Elder Rep. Board Cabinet	Y (Matt had)	Y (Matt had)	Y
Lee Mason	President	Y	Y	Y
Matt Gordon	Sr. Minister	Y	Y	Y
Janet Chenard	VP Finance	Y	Y (Matt had)	Y
Tom Frederick	VP Personnel - Shared	Y	Y	Y
Steve Herb	VP Program	Y	Y	Y
Yes		11	12	11
No		0	0	0
No Record		2	1	2

Ten Rivers proposal on Office Space – Emily – See Attached

Emily discussed the presentation she prepared. First, there is a list of most organizations we have worked with in the past, to show that we have been flexible and employed many ways to engage with these people. Some had MOU, or contracts, or donations per use or various other means. Some donate and some have not. We currently have different relationships with different people. For example, Stone soup helps with building maintenance. The Drop-in center paid rent. We are allowed (based on laws covering non-profits) to collect rent from non-profits that follow a mission similar to ours.

Background:

The mission statements are from the websites of these organizations. She originally saw that Ten Rivers and the Dry Farming websites that they were looking for office space. She met with them, showed them our community and was very transparent about the houseless community. They asked what kind of Christians we were and she tried to communicate our inclusive and accepting philosophy.

Emily is involved or aware of the Ten Rivers Food Web. She buys fertilizer from them. They host an event called “Fill Your Pantry” for farmers to sell directly to customers. It’s On Us is a spin-off of the Sustainability Coalition. They gave money to restaurants to support them and give free food to community during the pandemic. She gave a tour to those groups and then gave a 2nd tour to Ten Rivers, Dry Farming and Post Carbon Institute and It’s on us. A food web is the ability to source food locally. They work on hunger and food accessibility. They have values that we share for feeding people and the health of the planet.

Ten Rivers has approved this concept and this building location. We know they do not have paid staff. They will be doing their first fundraising campaign this year. These are all small organizations.

All four are working together and they are pooling their resources and needs for shared space. They want to rent room 32 and 33, access to the internet and occasional use of room 36 (youth) and the AYSO room when technology is required. Storage is a big need for them. One room will be storage.

Issues/Questions/Concerns to be Addressed

- AYSO room use policy needs to be written. AYSO usage is priority

- Parking – very limited
- Internet support, security & bandwidth
- Utilities, Bathrooms, Janitor, Cleaning, Supplies, Expenses etc.
- Keys & Codes – set-up, decisions, new keys and/or coded locks
- Storage - Rules around what they store
- Access to the building from 4 different entities
- Insurance – Liability along with them added us to their insurance. Do they have insurance?
- Legal responsibilities
- Interactions with houseless – ask/require their volunteers or key people to take the Benton county conflict resolution classes as part of the MOU.

Emily would like to explore in-kind donations in addition to rent. It could be good for us to be involved in this community. We could say we are donating the difference between their in-kind donation and the market value of what we are providing. We could be listed as a donor on their website. This is a different part of our Corvallis community. They are associated with science, education and OSU which are areas where churches don't often appear.

Emily would like permission to start working on an MOU with lots and lots of details. The board made it clear that these proposals need to go through Program and Finance first. But, there is support for the idea of considering a one year trial for these four organizations especially since we have been trying to find tenants for over a year.

There was an issue of fairness and the below market pricing. The church recently made an offer of just one of those rooms for \$350 per month. We are worried about the appearance of fairness. This group decided to seek another location because they need services in addition to the room. Finance reviewed the request and decided that we could not provide one of the services critical to the group.

Do we have more rooms for rent if we do this? Yes. We want to continue to seek out other groups while we are in the process of fleshing out details with Program, Finance and with these 4 groups. The experience of creating the MOU with Jackson St. was the very process

Will they distribute food? No. Will there be public coming in and out? No. The volunteers will be coming in and out which would be 1-4 people.

What will they store? It appears the Storage would be used for signs and marketing and educational materials. They have a lot of books. Also interested in the library because it has a lot of empty shelves. Emily doesn't believe it would be organic material.

Mary moved that the Board grant Emily and others in church that need to be involved permission to enter the process of creating the MOU with these 4 groups where these above details will be worked out and approved at all levels. Susan seconded. 12 in favor, 1 opposed, no abstentions.

Room Use Concern in the Bus Driver (Organ access) Room 17:

We don't have a room usage/rental process on how to add organizations into the building. Emily and Steve informed the Board that we have the Harm Reduction group who is now using all of the Bus Driver room. They operate from our parking lot to the folks coming to Anonymous meetings and Stone Soup. We do not have an MOU with them. No one in the meeting knew about this or who allowed this access and storage. It never came to the Board or any cabinets for approval. People on the Board thought that this space was used by Stone Soup, although they have been moved fully to room 15.

ACTION ITEM:

Steve: The Board directs the Program cabinet to look into the issues with Harm Reduction using space in the Bus Driver room and operating out of our parking lot and report back to the Board as soon as possible.

Volunteer for next meeting's devotion – Lee

ACTION ITEM:

Linda Stinson Volunteered to do the Devotion April 3, 2023

ACTION ITEM:

Board Members Mark Your Calendar:

NEXT MEETINGS:

Congregational Meeting for approval of the Budget:

January 22, 2023, 11am

Board Meeting for Approval of Ballot & By-Laws

April 3, 2023, 7 pm

Congregational Meeting for approval of Ballot of 2023-2024 Officers

April 30, 2023, 11am

Any questions on written reports? – None

Closing Prayer - Matt

Respectfully Submitted,

Mary Cotton, Clerk of the Board

Appendix

Personnel Report - January Personnel Report for the 1/12 Board Meeting

- All Positions filled! Great job Matt. Welcome Becca our new Office/Communications Manager
- Personnel budgeted for 2023
- We Care, through Don Zobel, submitted a request to FCC. They proposed that FCC hire a new employee that would provide intake evaluation services for We Care. Said employee would have office space at the Church and their salary administered by FCC. In turn, We Care would reimburse FCC for the individual's salary. A draft MOU was created by Matt Gordon and a fair amount of email discussion ensued. The topic was also discussed at the Finance Cabinet. The Treasurers recommended that We Care use a third-party Payroll company. Ultimately, We Care decided to pursue other avenues to hire and do payroll for their position.

Senior Minister Board Report - January 2023

Summary: Our main focus since October was our Christmas events and outreach efforts with Winter Smiles. Thank you for your generosity with your time, talents and treasures. I was able to end my busy Christmas season with a 9 day trip to Italy. What a great season it was for the church and for me personally.

Worship Report: Christmas was a huge success! I am certain that our program cabinet report will reflect these efforts. Our attendance continues to be steady and we still have about 12-15 people joining on ZOOM and 10 - 15 joining us on Facebook Live.

Adult Education: We have been studying a book by Richard Rohr that has proven itself thought-provoking and challenging at times. We continue to meet in a "hybrid" style with some joining us in-person and others on ZOOM.

Children's Education: Our CE team continues to put in so much time and effort towards a dynamic and engaging program for our children. I am incredibly grateful to Emily, Miranda, and Christa for their efforts. We continue to meet frequently to plan and organize.

Personnel Report: We are very excited to hire [Becca Bedell](#) for both the communications and office position. This will be the first time we have only one person in the office, but I believe the continuity and hours will prove to be an asset to our work. We hired a new custodian, Alan Thayer, who is doing a great job. We have two new nursery workers, AnnaBeth and Nina.

Pastoral Care Report: I feel like I am FINALLY getting back to a routine of doing pastoral care visits again to some of the local facilities and homebound individuals. I am grateful for our "care team" that continues to reach out with cards, phone calls, and visits to our homebound folks. We hosted memorial services for Janette Maier and Don and Sylvia Baarstaad. It is so enriching to be able to do these life celebrations at the church.

Wider Church and Ecumenical: I met twice with a group of "interfaith leaders" from around Corvallis here at the church. This is a big need right now for supporting and encouraging faith leaders in the area. I am planning on attending a theological conversation retreat the first week of February at a retreat center in Columbia Gorge.

Wellbeing Wednesdays: I've spent a lot of time planning and organizing our Wellbeing Wednesdays program that began on October 6. There is a lot of energy for this program and it has brought in some money for building use. Our attendance started off really strong and waned a bit towards the end of the year. I am hoping for some renewed energy this winter.

Outreach and Other Things: We are looking forward to hosting [Monica Myers Greenberg](#) again this year on February 5 to talk about long-term planning. We are currently in the process of working with organizations about using our building on a short-term and long-term basis. I am hoping we can develop a process for how this is done (rent, rules, etc.) so as interested parties are working with us we can have some clear guidelines of expectations. This was a conversation started over a year ago as a way to both live out our values and generate income for the life of the church. Our 12 step groups continue to grow and provide some money towards building usage. I am sure there other things

~Pastor Matt

Finance Cabinet – Report to the Board, January 12, 2023

Items being brought forward for Board discussion/vote:

- Approval of Policy #440-22 change to remove Church Extension account as being subject to Trustee signatories (with a view to future change on Policy #450)
- Approval of Treasurers and VP’s to be able to sign withdrawal form for Church Extension Flex Acct in lieu of trustees, so Policy #450 can be updated in this regard;
- Approval to take proposed budget to Congregation with \$21,180 faith income.

Summary of Information:

Since the last Board meeting on October 3rd, Finance met on Nov 14th, Dec 11th and Jan 9th via Zoom; highlights of those meetings follow:

Year to date financial highlights (based on Fin Secretary and Treasurer’s Reports):

- As of the end of December the General Fund balance was \$15,295, with \$254,381 in income (which includes a \$9,418 carryforward from 2021) and \$239,086 in expenses for the year. High natural gas expenses and transitional insurance costs were the largest over budget costs incurred, with savings in personnel vacancies serving to offset overall.
- As of the end of December collections from the 35 Estimates of Giving for 2022 were at 111%.
- 16 units were on target, 11 units were ahead, and 8 units were behind.
- \$13,359 in faith income was received for the year vs budget of \$22,669) – BUT since estimates of giving were around \$15K over budget, this essentially more than covered the shortfall.
- The Capital Campaign balance net of donations and spending remains at \$4,113.
- On the Personnel front, FCC lost its Office Manager in December. A replacement was hired to fill both the Communications Manager position and the Office Manager jointly.
- Bruce C. has been working on fire extinguisher compliance, and the usual upkeep and maintenance tasks. Disciples House heat is back ON and working.
- An internal audit was conducted on Sat. October 29th and had some very good outcomes. The team worked hard to gain an understanding of current practices and the potential to enhance internal controls, as well as bring more people into the “know”.
- Another upstairs rental opportunity fell through with WeCare (who were more interested in hiring support), but Emily Herb is working on a few other non-profit rental space needs that may come to fruition for the 2023 budget. Fund-raising through Bottle Drop program had a very successful 6 week promotion, resulting in an extra \$245 for the General fund coffer, and ongoing potential in 2023. Insurance costs under our new, better policy ended up being only marginally cheaper, and not a real cost savings despite mitigated risks.
- The proposed budget has some good news re: lower health insurance costs for Matt, and not having PFI on the table to be used this year (since it is currently absorbing the Boy Scout case legal fees) so far, but higher utility costs and a proposed COLA of 3% for staff, given current high CPI, means the Faith Income need will still be substantial unless rentals come through and/or more estimates of giving are received.
- **Trustees** - Update on Boy Scouts suit is that it is still on hold, and not anticipated to be resolved for many months – still hopeful to get some if not all legal fees back. No more bites on Oak Lawn cemetery plot.
- **Disciples House** – running positive still (with capital reserve contributions up a lot), despite a several week period of no heat during a December cold spell. Steve H. and Bruce C. got it fixed.

Budget Projection Worksheet - FCC Corvallis -

First Christian Church of Corvallis, Oregon - Budget Summary - 2023

	2023 Proposed Budget	Percent of Total	2022 Budget	2022 Actual	% Increase ('23 Budget vs. '22 Actual)
Estimated Income					
Estimates of Giving	\$146,270	56.6%	\$ 143,100	\$ 158,189	-7.5%
Loose Offerings	\$20,000	7.7%	\$ 22,000	\$ 17,527	14.1%
Ministry & Mission Fund Income	\$35,000	13.6%	\$ 35,000	\$ 35,000	0.0%
Begin General Fund Balance	\$15,295	5.9%	\$ 9,418	\$ 9,418	62.4%
Olson Gift	\$10,500	4.1%	\$ 10,500	\$ 10,796	-2.7%
Expected Faith Income	\$21,180	8.2%	\$ 22,669	\$ 13,358	58.6%
Other Income*	\$10,031	3.9%	\$ 10,900	\$ 10,092	-0.6%
Total Estimated Income	\$258,277	100.0%	\$ 253,587	\$ 254,380	1.5%
Estimated Expenses					
Personnel	\$178,437	69.1%	\$ 182,541	\$ 168,671	5.8%
Administrative	\$36,842	14.3%	\$ 33,618	\$ 34,242	7.6%
House and Grounds	\$39,538	15.3%	\$ 34,089	\$ 17,898	120.9%
Christian Education	\$950	0.4%	\$ 800	\$ 612	55.2%
Fellowship	\$260	0.1%	\$ 260	\$ 169	53.8%
Outreach	\$0	0.0%	\$ -	\$ -	n/a
Worship	\$2,250	0.9%	\$ 2,280	\$ 1,910	17.8%
Total Estimated Expenses	\$258,277	100.0%	\$ 253,588	\$ 223,503	15.6%

* Building Use Donations, Coffee House Donations, Interest Income, Administrative Receipts, Transfers from Other Funds (including Craft Fair and PFI Unbudgeted Contingency)

PFI Fund Distribution to Charities

Organization	Responses	Percentages	Dollar Amounts	Rounded Dollar Amounts
ABC House	32	7.64%	\$1,020.79	\$1,021
Bushnell (formerly NCU)	28	6.68%	\$893.19	\$893
COI	34	8.11%	\$1,084.59	\$1,085
CDDC	32	7.64%	\$1,020.79	\$1,021
Corvallis Housing First	27	6.44%	\$861.29	\$861
Disciples Mission Fund	35	8.35%	\$1,116.49	\$1,116
Ecumenical Ministries	25	5.97%	\$797.49	\$797
FEDICE USA	14	3.34%	\$446.60	\$447
Grace Center	33	7.88%	\$1,052.69	\$1,053
Jackson Street	30	7.16%	\$956.99	\$957
Salem for Refugees	9	2.15%	\$287.10	\$287
Stone Soup	32.5	7.76%	\$1,036.74	\$1,037
United Campus Ministry	20.5	4.89%	\$653.95	\$654
Unity Shelter	35	8.35%	\$1,116.49	\$1,116
We Care	32	7.64%	\$1,020.79	\$1,021
TOTALS	419	100.00%	\$13,366.00	\$13,366

Available funds:

\$13,366

Policy 440 INVESTMENT AND STOCK ACCOUNT SIGNERS POLICY

1. The signers on the permanent fund investment accounts at Christian Church Foundation are the three trustees. The signatures of two Trustees are required to make any changes to the church investments. Signature cards need to be updated every year when the new trustee joins the group.
2. The signers on accounts used to sell stocks, mutual funds, etc. that are given as contributions to the church are the Financial Secretary and the elected Assistant Financial Secretary. Signature instruments need to be updated whenever there is a change in either of these offices.

Recommended by the Finance Cabinet

Adopted by the Board, 6-7-2010

Revision recommended by the Finance Cabinet 8/10/20

Revision adopted by the board 1-19-2021

Revision recommended by the Finance Cabinet 12/12/22

Policy 450 Cash and Money Handling Policy

The goal of the cash and money handling policy is to promote sound fiscal practices and eliminate criticism or suspicion of those handling church funds. Because the church relies on a variety of volunteers, clear policies and procedures are needed to clarify expectations.

A staff member is hired to be the primary assistant to the elected volunteer Financial Secretary. It is that staff member with guidance from the Financial Secretary who oversees the majority of cash handling and bank deposits. The Church Secretary also plays a role in receiving cash when the church office is open. The volunteer elected Church Treasurer verifies online that deposits were made into the church accounts at the credit union in the amounts recorded into the accounting system.

The general principles of cash and money handling for the church will be:

1. Contributions given by check or by cash with an indicated giver will be entered into the church contributions software by donor name and a summary receipt will be given to the donors twice a year. A summary of these gifts without names will be given to the church treasurer with the bank deposit slip weekly.
2. Two people will always count all cash and initial their agreement on the amount. However, when there are extra large amounts of coin such as when the children are doing a coin drive for a project, the coin will be counted by the machine at the bank and a hand tally will not be required.
3. Handwritten receipts will be given to room use donors, Disciple House renters, and other similar situations with a master copy kept in the receipt book.
4. Receipts will be turned in for all expenses that are to be reimbursed or for which a person received an advance. Expense money may be taken from cash donations at an event as long as receipts are included with the remaining money for deposit. The total received less expenses will be noted and two people will be involved in the accounting. Note it is acceptable to also include a signed statement on the estimated value of any miscellaneous personal supplies used in preparing the meal (spices, oil, flour, etc.)
5. Cash advance situations require that the individual receiving the advance turn in the receipts to the treasurer and pay back the amount of the advance not used or turn in a request for reimbursement for any additional amount the person paid out-of-pocket.
6. Funds raised by any group within the church will be deposited into the Church credit union account and accounted for in the Church software program. All cash handling is governed by this policy and principles.

Specific Procedures

A. Sunday Offering

1. The offering plates will be kept in plain sight during the service.
2. The paid staff member or designated substitute will take them to a secure location after the service.
3. The paid staff member and the Financial Secretary or their designated substitutes will count all the cash and fill out the cash portion of the Sunday contribution form and both initial it.
4. Either that day or on the next working day, the paid Financial Secretary Assistant will prepare a summary of the offering, enter all donations into the church contributions software by donor, and prepare a bank deposit.
5. All funds will be taken to the bank for deposit by the end of that day.
6. A copy of the bank deposit slip and the summary of donations from the contributions software will be given to the church Treasurer. The Treasurer will verify that the deposit amount is in the church account at the credit union and add it to the accounting software.
7. The elected Financial Secretary will print donation receipts and distribute them to the donors after June 30 and Dec. 31 each year. Errors noted by the donors will be researched by the Financial Secretary using the weekly records maintained by the paid Assistant Financial Secretary.

B. Coffee House

1. The individual who cleans up after coffee house will also count the money donated for the day. This needs to happen every Sunday no matter how small the amount.

2. The amount needs to be noted on the envelope provided by the Church Secretary and the cash and checks placed in the initialed envelope.
3. The sealed coffee house envelope should be placed in the drop box outside the office door.
4. The paid Financial Secretary Assistant will retrieve the envelope and include the amount in the weekly deposit. The coffee house envelope will be kept with the other weekly offering materials.
5. Notify the Church Secretary when Coffee House is running low on envelopes.

C. Fellowship Events

1. The person responsible for the event will be in charge of securing any donations received. Early in the event they will ask a non-relative to help with the donation tally at the end of the event.
2. During clean-up the person responsible and the chosen helper will count the money donated and note the total amount on an envelope that is labeled with the event.
3. The person responsible will then review the totaled receipts with the helper. The amount of cash equal to the receipt total may then be removed from the donation, noted as a subtraction from the total and the cash given to the person who did the purchasing. The receipts are to be placed in the envelope along with the remaining cash and checks and the new total. Both individuals will sign the envelope.
4. If there are not enough donations to cover the receipts, a reimbursement request for the remainder will be filled out and included with the envelope.
5. The sealed and initialed envelope with the remaining money and receipts will be placed in the drop box beside the church office.
6. The paid Financial Secretary Assistant will count the funds and include them in the weekly deposit.
7. The envelope and receipts will be given to the treasurer for filing.

D. Craft Fair

1. Individuals buying supplies such as the food may request a cash advance from the treasurer. The cash advance principle at the beginning of the policy will be followed including turning in all receipts.
2. The treasurer will write a check for the advance cash needed for cash boxes at the event.
3. A designated person will see that each event has some starting cash and note the amount given on the cash log.
4. Bistro Below will have slips that are used by the volunteers to tally up each customers purchase.
5. The Hot dog stand will have at least one adult in the booth that provides oversight as the children learn to handle money. The children will be encouraged to put their math skills to use.
6. A volunteer or paid staff member will circulate through the event and gather cash from each venue putting it in a labeled envelope and securing it in the church office.
7. At the end of each day, at least two people will gather to count the money including coins, log it by category (hot dog booth, Bistro Below, etc.), provide starting cash for the next day, and secure the cash.
8. The money will be taken to the credit union by two people. The deposit slip for the total will be given to the Treasurer to be entered into the accounting system. The craft fair committee will be responsible for keeping any breakdowns by category.

E. Room Use Donations

1. When a group signs-up to use a room at the church, a suggested donation amount will be provided by the Church Secretary.
2. Those groups using church rooms will bring their donations to the church office.
3. The Church Secretary will count any cash in front of the person and give them a written receipt made out to the group for the total amount donated. The second copy of the receipt will stay in the receipt book.
4. The Church Secretary will log all the contributions into a spreadsheet.
5. The funds will be entered as room use donations into the contribution software and included in the weekly deposit. However, any very large amount of cash will require a special mid-week deposit.
6. All room use donations are deposited into the general fund of the church.

F. Disciples House Rent and Deposits

1. The RA at Disciples House will collect all rents by the 15th of each month. (see Policy 622 Disciples House rent)
2. Each resident will be given a written receipt noting the amount received, name of person, room number and whether it is rent or deposit.
3. The RA will keep a spreadsheet noting who has paid the rent and make sure all rents are collected.

4. The RA will bring the rents to the Church Secretary with a second copy of the receipts. The two of them will count the money together and verify it with the receipts. Note: If the RA is not available during Church office hours during a given term, they need to call and make arrangements to meet someone after hours.
5. The Church Secretary will take the funds to the Credit Union and deposit them.
6. The Deposit slip and the church's copy of the renters' receipts will be given to the Treasurer for recording in the church software.
7. The 3rd part of the receipt will remain in the receipt book kept by the RA.

G. Miscellaneous Cash Donations and Fundraising Events

1. When miscellaneous cash donations or funds from fundraising events are brought to the office, the Church Secretary will count them with the donor or another person.
2. They will be receipted and added to the weekly deposit.

Developed by Bob Young, Charlene Lincoln, Chris Williams and Ann Smart

Approved by Finance Cabinet, April 8, 2013

Adopted by the Board, April 15, 2013

FCC Corvallis - A History of Community Partnership

CARDV

Corvallis Mediation Services

Willamette Valley Community School

Pastoral Counseling Center

Bus Drivers

Stone Soup

12 Step Groups

Corvallis Daytime Drop-in Shelter

Harm Reduction

AYSO

Jackson Street Youth Shelter

Ten Rivers Food Web

“Our mission is to steward the growth of a resilient local food web in Benton, Lincoln, and Linn counties.

We envision a vibrant regional food web where reciprocal relationships sustain a thriving food economy, steward land and water, and produce delicious food to nourish our whole community.”

The Dry Farming Institute

“Increase knowledge and awareness of practices that enable growers to produce crops with little to no irrigation. Support stewardship of water, soil and seeds for resilience

The Post Carbon Institute

“Leading the transition to a more resilient, equitable, and sustainable world.”

It's on Us Corvallis

“Mission: build community and help the economy through food”

The Proposal

Rent rooms 32 and 33 (old counseling rooms at the top of the stairs before the Library)

Access to internet

Occasional use of room 36 (youth) and room 11 (AYSO)

Rent: \$300/month

Room 32: Used for Storage

Room 33: Approx. 1-2 days a week, 1-4 people

Room 36: 1-3 meetings per month

Room 11: 0-2 meetings per month

These organizations have all been working from home previously

Why these two offices?

“We all currently have a limited need for permanent physical space, and a conventional office feels like an imprudent use of grant funds and donations. A shared office/storage space feels like it will meet our collective needs and also facilitate more collaboration among our organizations.”

How are you All Connected?

“We are all nonprofits focused on building community resilience: supporting local food production and building connections among producers, distributors, and consumers to keep more food local (TRFW), supporting local food businesses and bridging the affordability gap for low-income community members (It's On Us), supporting farmers and building knowledge around growing food crops without irrigation with an eye toward climate change and limited water supplies (DFI), and supporting a transition to a post-carbon world with less energy abundance and more community needs met locally (PCI).”

Path Forward

Develop an MOU

Explore in-kind donations

Others?