

# Hayward Wesleyan Church Board Meeting

September 8, 2021 | 6:30 PM @ Dennis Smith's Home

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## // Article Summary | The 30-40-30 Hypothesis by Thom S. Rainer

Churches in North America are beginning to see an attendance pattern post-quarantine.

Thom Rainer calls it the "30-40-30 hypothesis"

Compared to pre-COVID numbers, about 30% of church worship attendance has disappeared.

About 40% of the attendees that have returned are only marginally committed.

...They may show up once a month, twice a month at most.

...They are attendees only.

...They tend to not be in small groups, nor are they involved in ministries in the church.

...They have decreased their financial support of the church.

Another 30% of the pre-COVID number have returned, and they are significantly committed to the church.

...They are involved in ministry and volunteer positions.

...They fill gaps where others have dropped out.

...They attend worship services with almost weekly faithfulness.

...They are committed financial supporters of the church.

In summary, the 30-40-30 number represents...

...the dropouts (30%)

...the marginally committed (40%)

...the committed (30%)

We are all still learning what a new normal may look like.

We see a slower recovery among larger churches, particularly churches with attendance above 500. Megachurches (average weekly worship attendance of 2,000 and above) are recovering the slowest.

**// Updates & Discussion Items**

1. Meeting Remotely - If you are not able to attend in person but wish to participate virtually please let Chad or Dennis know and we will make sure you are able to dial in for the meeting.
  
2. Current Hayward Wesleyan Church Committees

<p><b>BOARD</b>            Chad McCallum, Chair            Dennis Smith, Vice Chair            Rachael Yoder, Secretary            Bob Pouilly, Head Trustee            Becky Brubaker            Steve Gerich            Glenda Kramp            Eunice LaCoy            John Lawson            Janet Wisdom</p>	<p><b>MISSIONS</b>            Karen Brohaugh            Roy Brohaugh            Holly Donato            Mike Donato            Olivia Godfrey            Chad McCallum            Suzie Ulmer            Erich Verhoeven            Marlene Verhoeven</p>	<p><b>BENEVOLENCE</b>            Jesse Beckermann            Linda Gerich            Amanda Mavis            Candace Yoder</p>
<p><b>TRUSTEES</b>            Bob Pouilly, Head Trustee            Barry Fliess            Matt Godfrey            Brady Gunn            Barb Krzak            Jon Walter            Joshua Yoder</p>	<p><b>STEWARDSHIP</b>            Jesse Beckermann            Linda Gerich            John Lawson            Chad McCallum</p>	<p><b>LOVE THE NORTH</b>            Chad McCallum            Janet Wisdom            John Lawson            Renee Brown</p>
<p><b>NOMINATING</b>            Chad McCallum            Kris January            Candace Yoder            Glenda Kramp            Becky Brubaker</p>		

3. Minutes: August 18, 2021
4. Treasurer's Report: August 2021
  - a. Missions Committee Financial Report
5. Trustee Update: Bob Pouilly
6. Love The North Funds | As of the August financial report we have \$8,395 in this fund. We will be reconvening the Love The North team in the next month to work out a plan for these dollars and will report back to the board with next steps.
7. Discussion Item: Staffing Options
8. Renovation Update: Dennis Smith
9. Adjournment

Next Meeting | October 13 at 6:30 pm



## Staffing Thoughts

<b>Linda Gerich's Job Responsibilities</b> <i>AKA...what Linda does...32 Hours Per Week</i>		
<b>OFFICE MANAGER</b>	<b>ACCOUNTING/FINANCIAL</b>	<b>COMMUNICATION</b>
<p>Oversee, organize and prioritize all operations of the church office.</p> <p>Provide oversight to Office Assistant, assign tasks to be performed on a regular basis.</p> <p>Delegate extra duties as needed.</p> <p>Cover some of the Office Assistant duties when they are sick or on vacation.</p>	<p>Attends Stewardship Committee Meetings</p> <p>Pay bills weekly</p> <p>Enter all deposits into the accounting system; handle ACH and E-giving</p> <p>Prepare end of the month financials and reports</p> <p>Payroll twice a month; track time off</p> <p>Monthly state/federal payroll tax payment and reporting, quarterly 941 tax reporting</p> <p>End of the year tax reporting and W-2s</p> <p>Budget prep</p> <p>Send quarterly and end-of-year contribution statements (email and/or snail mail)</p>	<p>Check/manage email</p> <p>Prepare &amp; send weekly/monthly email newsletter; other email blasts as needed</p> <p>Update website as needed (bulletins, events, board updates, registration forms, etc.)</p> <p>Handle communications and arrangements for church leaders/ministry groups and assist as needed</p> <p>Handle all communications, promotion, and correspondence as needed within church and community (GHAMA, Chamber, newspaper/radio, etc.)</p> <p>Handle promotion of regular and special events and church seasons. (Easter, Christmas, Mother's Day, Dedications, Membership Classes, Missions Emphasis, Elections, etc.)</p> <p>Prepare Sunday bulletin</p>

<b>SUPPORT</b>	<b>FACILITY</b>	<b>MISCELLANEOUS</b>
Attend staff meetings, take notes, type up and email to pastors/staff	Update church calendar as needed, schedule use of the building (shared with Office Assistant)	Serve on the Benevolence Committee and handling Benevolence issues
Assist in brainstorming and problem-solving	Help in creating building policies	Weddings (scheduling, initial contact with bride/groom)
Assist senior pastor and other pastors as needed	Oversee storage in basements, awareness of needs in kitchen and Fireside Room	Funeral luncheons (help line up desserts through email, recruit kitchen ladies for kitchen, arrange setup for gym)
Finalize Order of Worship for worship team/P.A. crew/ushers	Communicate repairs needed to Head Trustee	Handle church insurance renewals, claims, etc.
Identify announcements for the week/prepare slide graphics for services & Welcome Center monitor		Database maintenance
		Daily post office run, other errands as needed
		Update/maintain voicemail

## Possible Staffing Scenarios

Note: These scenarios are in no particular order.

<b>Scenario A</b>	Hire the roles that are in the budget.  Congregational Care   Part Time  Office Manager   32 Hours a Week
<b>Scenario B</b>	Hire Assistant Pastor   Full Time  Add responsibilities to Office Assistant role  and/or  Outsource certain responsibilities  and/or  Add additional Office Assistant role  This would be paid for by using the funds designated for the Congregational Care role and the funds designated for the Worship Assistant.
<b>Scenario C</b>	Delay hiring Congregational Care role.  and  Hire Office Manager role.

## **What would the Assistant Pastor role entail and what kind of person would they need to be?**

Note: This list is not exhaustive and is simply some working thoughts that I have had.

1. This role would carry pieces of what the current Office Manager role carries, but it would not be thought of as “replacing the Office Manager role.”
2. Helping Hayward Wesleyan Church be strategic about making sure systems and ministries are doing what we want them to.
3. Builder of strategies and systems, creating efficient and effective processes that anticipate needs.
4. Working with other pastors on staff and ministry leaders, solving problems, and communications.
5. Ensuring church ministries and systems are achieving the vision by helping to evaluate and create processes that are measurable and achieve the vision
6. Ensure communications both internal and external are clear, concise, and consistent.
7. Crystallizer who loves empowering leaders to translate from ambiguity to reality--helping their team understand how a vision translates into a workable path forward.
8. Adaptable to a variety of personalities and situations. Emotionally intelligent, highly empathetic, and listens well.
9. Serve on the teaching team, participate in spirit-led, strategic planning of teaching calendar.
10. Looking for Character | Competence | Chemistry | Culture

## **What would happen to the Congregational Care responsibilities?**

1. If this role is hired it would “free me up” to be much more engaged on the care side of things. I still anticipate that we would recruit, equip, and mobilize lay volunteers for care ministry (i.e. Stephen’s Ministry).



## Hayward Wesleyan Church Board Minutes | Hayward Wesleyan Church

August 18, 2021 | Board Meeting Minutes | At Dennis Smith's Home

Present: Chad McCallum, Rachael Yoder, Becky Brubaker, Dennis Smith, Janet Wisdom, Steve Gerich, Glenda Kramp, Bob Pouilly

Absent: Eunice LaCoy, John Lawson

The meeting was called to order at 6:30 pm. Discussion started by listing things we are celebrating.

Prayer items we discussed were: Afghanistan, Barry and Sandy Fleiss have Covid, Jim and Bonnie Correll, Daniel Day, Brubakers taking guardianship of three foster kids, Jim Miller's dump truck rollover, a way to connect young adults into community.

Becky read 1 Chronicles 12:32 - "understanding the signs of the times and knew the best course for Israel to take." As conflict arises around us, especially in light of the school board meeting, we need to be vigilant in pointing people to Jesus. The only remedy is Jesus. Chad has his "mojo" back! He has been inspired to write more often and share what the Lord is impressing on his heart.

No Staff Health updates this month. [REDACTED]

[REDACTED] Lisa is planning a MOPS group to start in the fall.

Trustee Update - both signs have been painted. Bob fixed the broken light on the sign.

Bob made a motion to accept the July minutes. Dennis supported the motion. It was passed with full support.

Dennis made a motion to accept the July Treasurer's report. Glenda supported the motion. It was carried with full support.

Chad introduced the Vision Frame. This is a synopsis of the Mission on HWC. The staff continues to have conversations that shape the content included.

We have a substantial amount of money in the Love the North Fund. There was a discussion on how to be intentional about the funds. Two groups of people that are

greatly affected by the pandemic are educators and healthcare workers. Possible idea - sending handwritten thank you cards.

Staffing Conversations - [REDACTED] will not be taking Linda's position. [REDACTED] [REDACTED] Brittney, the possible Resident pastor has taken another position as well. We are looking at the possibility of outsourcing some of the Office Manager's workload (mainly payroll/financials) and restructuring the Assistant Pastor position to look more like an Executive Pastor position. The board recommended that Chad speaks with Linda about her responsibilities and if this would be a feasible idea.

Chad asked for prayers regarding his upcoming conversations with Gary H.

Meeting Adjournment: 8:30 pm

Minutes were submitted by board secretary, Rachael Yoder.