

## **Church Meeting Minutes**

Date: 13.2.2011

Time: After Worship

Place: IBCB

Purpose: Regular Meeting

### ***Agenda***

- Call to Order (Moderator)—Scott Corwin
- Opening Prayer
- Clerk's Report (Clerk—currently vacant)
  - Membership—Additions, Deletions, Statistics
    - Current Membership List—66 members
    - Inactive/Remove from Roll
      - Subtraction—Khehla Miya (moved home to SA)
      - Addition—Melvin Washington
    - Establish Quorum—29 members present
  - Minutes of Previous Meetings
    - September 2010
      - Motion—Klaus Ziegler
      - Second—Piet Conradie
      - Approved unanimously
    - December 2010
      - Motion—Jeff Magiera
      - Second—Mathias Lehmann
      - Approved unanimously
- Treasurer's Report (Treasurer)—Beate With (information)
  - 2010 Finance Report (attached)

Discussion: Monte Keltner recommended that the church implement safeguards to balance expenses appropriately between missions and ministries. He also encouraged us to teach—especially the younger generation—the responsibility of tithing. He also suggested that the church set aside a set amount as a savings fund to guard against short falls in giving.

Action: Scott Corwin (Moderator) referred Monte Keltner's suggestions to the Finance Committee to address in the church policies and procedures.

Mathias Lehmann noted that the Finance Committee had organized an external audit that was conducted on 12. February 2011. A written report to be received by the church officially is forth coming, but Mathias reported that the auditor found the files, reports, and accounting to be well-organized and accurate.

- Recommendations/Reports from Ministry Council (if any)
  - Officers

- Mathias Lehmann, Treasurer
  - Motion—Bianca Spengler
  - Second—Klaus Ziegler
  - Carried w/ one abstain (Mathias Lehmann)
- Laurie Corwin, Clerk
  - Motion—Klaus Ziegler
  - Second—Charity Mutegi
  - Carried w/ one abstain (Laurie Corwin)
- Committees

#### **Finance Committee**

Heide John  
 Piet Conradie  
 Rolf Schwippert  
 Mathias Lehmann (Treasurer)  
 Ruth Beltran (Financial Secretary)  
 Scott Corwin (Leadership Council Liaison)

#### **Finance Committee**

- Motion—Mathias Lehmann
- Second—Lucas Ebert
- Discussion/Issues:

Foster Agbor raised the issue of “conflict of interest” regarding Ruth Beltran’s participation in the Finance Committee as a staff member.

Scott Corwin pointed out that the Staff Relations Committee is responsible for staff salaries/benefits and not the Finance Committee. The concern was referred to the Finance Committee to continue the practice of recusing staff members during any discussions or votes concerning staff salaries/benefits.

Beate With raised the issue of “supervision” regarding Ruth Beltran’s dual role as “church administrator” (supervised by Scott Corwin, Pastor) and as “financial secretary” (supervised by Mathias Lehmann, Treasurer).

Charity Mutegi asked that the Church Administrator’s job description be clarified with special attention given to the role of “financial secretary.”

- Question Called—Klaus Ziegler
- Approve—24
- Opposed—4
- Abstain—1
- Question Carried
- Finance Committee Motion
- Approve—24

#### **Staff Relations Committee**

Charity Mutegi, Leader  
 Kim Bleck  
 Rajane Conradie  
 Klaus Ziegler (Leadership Council Liaison)

- Opposed—4
- Abstain—1
- Motion Carried

#### Staff Relations Committee

- Motion—Foster Agbor
- Second—Melvin Washington
- Discussion/Issues:

Foster Agbor asked about the specific responsibilities of the Staff Relations Committee. A working copy of the Ministry Operations Manual was consulted to clarify the responsibilities and roles of the committee.

Jens With asked whether the Ministry Operations Manual had been approved by the church. Scott Corwin responded by saying that the Ministry Operations Manual had not been presented nor voted on by the church.

- Approved—27
- Opposed—0
- Abstain—0
- Motion Carried

- Ministry Team Leaders

**Worship Ministry Team**—Lucas Ebert, Leader

**Prayer Ministry Team**—Faith Kazembe, Leader

**Kid Connection Ministry Team**—Venus Schwippert, Leader

**Usher Ministry Team**—Alma Francisco, Leader

**Guest Ministry Team**—Laurie Corwin, Leader

**Fellowship Ministry Team**—Werner and Phoebe Bäuerle, Leaders

**Beamer Ministry Team**—Kevin Miller, Leader

**Audio Ministry Team**—Piet Conradie, Leader

**Set Up Ministry Team**—Foster Agbor, Leader

- Approve—29
- Oppose—0
- Abstain—0
- Motion Carried

Motion to Adjourn—Klaus Ziegler

- Adjourn (Moderator)