

## **MISSION COMMITTEE MEETING MINUTES**

### **April 13, 2025**

**Members in attendance:** Kevin Sangster, Tammy Wall, Pat Schaffer, Denise King, Jerry Rugletic, Lillian Knott, Nancy Cadet, and Darlene Watson

**Visitors:** Fr. Russell and Cynthia Griffin

The meeting was called to order at 11:07 a.m. with prayer said by all.

**Minutes:** The March 9, 2025, meeting minutes were reviewed. Darlene pointed out that the year in the date of the last meeting should be “2025” and not “2024”. A Motion was made and seconded to accept the Minutes as corrected. All were in favor and the Motion passed.

**Matters Arising:** Kevin said he will be following up with the Bishop regarding the architectural drawings for the new hall that were submitted to the Diocese for review, as well as the status of the new letter of agreement for our deacon.

**Presentation on the Alpha Course:** Fr. Russell and Cynthia presented to the Mission Committee an overview of the Alpha Course, which focuses heavily on evangelism by providing a space and opportunity for, particularly non-believers, to ask their questions and get information that could potentially cause them to consider becoming believers. Two short videos were presented to show how the course is taught. Typically, there is a meal, followed by a discussion. There won't be much of any expense to the church, as there is usually a volunteer for the meal and Fr. Russ and Cynthia can get the materials. We would need to advertise the event to get the word out to the community, although the course could also be attended by current members/believers to help strengthen their faith. We could look to start this in the Fall.

The matter is tabled, and the Mission Committee will consider it at a subsequent meeting.

**Correspondence and Announcements:** The spring Camden Convocation meeting will be held on Sunday, May 4, 2025, from 4 p.m. to 6:30 p.m. at Holy Trinity Collingswood. Convocation delegates should coordinate our representation at the meeting.

**Treasurer's Report:** The Treasurer's Report reviewed. Denise noted that the check to the architect for the new church hall drawings was paid but it was not yet cashed. Tammy made a Motion to accept the Treasurer's Report as presented and the motion was second by Darlene. All were in favor and the Motion passed.

**First Quarter Budget Report:** Denise presented the report, showing that our YTD deficit was \$10,205.52 versus \$4,939.37 as budgeted. Kevin noted that the true deficit was in the realm of \$7,000 because, for instance: (1) the Diocese didn't cash the Fair Share check for December until January; and (2) our last insurance premium for 2024 was not paid until January.

**Senior Warden's Report:** Kevin noted that the church has earned over \$2,800 since 2021 from the sale of old items we're no longer using. A few items are still available for sale on Facebook Marketplace and Craigslist, and we hope to sell those in due course.

Gail and Regina are working on finalizing the draft of our updated church history from 1994 to the present. That should be done in short order.

**Junior Warden's Report:** There are some issues with the stairs heading into the kitchen that will need to address. Jerry will follow up with Dcn. Bruce Cecchini and Andy Listman re: same.

The violations noted in the recent fire inspection have been or are scheduled to be addressed: (1) Andy replaced the batteries in the Exit signs and Jerry will advise if and when the bill is presented for payment; (2) the fire extinguishers are scheduled to be serviced on Tuesday, April 15 at 10 a.m. by Woody's ASPE.

Kevin asked Jerry to remind the sexton to keep up with the weeding of the flower beds and to water the flowers once they are planted by the landscaper.

#### **Committees/Ministries:**

- 1- Fundraising:** Darlene & Lillian reported that we need to push the sale of the 50/50 cash raffle tickets. The team continues to seek out community events to attend and sell tickets. The Gloucester Twp. Day has been canceled. We sent a check for a vendor's spot, but the check should be returned to us. The Annual Basket Auction will be held on October 26, 2025, at Paris Caterers. Darlene and Lillian are currently applying for the licenses for that event. Application for the large items raffle and the Christmas Raffle license will follow.
- 2- ECW and Sunday School:** Regina Listman, Sunday School Superintendent and Teacher, reported that the two children continue to do well. Regina has not yet considered where to take them for the end-of-year treat for their hard work, and she will need to order pins for them this year.

ECW recently made and presented five (5) Easter baskets for the ECW District to be given to underprivileged children. We continue to collect soda can pull tabs for the Ronald McDonald House. ECW contributed 13 soaps and 20 shampoos to the Interfaith Homeless Outreach Council.

The recent ECW soup sale has netted \$217 to date, and that money will help to offset future ECW projects. ECW will be hosting a Mother's Day Tea at the church on Saturday, May 10. Tickets are \$10 per person. Consideration is also being given to have a hoagie sale, as well as a country store bingo. Items are also being made for the Christmas Bazaar.

The ECW District meeting will be held at Good Shepherd on Monday, April 21, at 6 p.m.

Pat Schaffer noted that an ECW member asked her whether the church maintains a separate bank account for the money ECW raises and gives to the Treasurer. A

discussion ensued and it was explained that ECW is a ministry of the church, and it does not have a separate bank account, but its money is held in the general savings and is tracked by the Treasurer as money dedicated to ECW. If ECW needs to use any of that money, that amount is transferred to the checking account so that expense can be settled. Kevin offered to meet with ECW to discuss how ECW or any other church ministry operates to clarify any misunderstanding.

#### **Old/Unfinished Business:**

- a- **2025 Church Audit-** Kevin reported that he spoke with another auditor and shared a copy of the audit report and what is involved to see if it is something he could help us with at a lower cost. He was busy with the tax season, but Kevin will follow up and reach out to our usual auditor, Lisa Keenan.

Kevin also pointed out that we may need a wider audit of our finances/reporting to correct some discrepancies in Realm. While there is no issue with our funds, but some reporting that Denise inherited may need correction. Kevin noted that we could possibly see if our auditor could assist with that when the audit is done this year, but Denise offered to reach out to Realm again to see if Realm can help with it.

- b- **Backpack and School Supplies Distribution:** The Mission Committee decided that we will not have a fun day this year, but we will bring the event indoors. We will distribute the backpacks and supplies as usual, with likely crafts, games, and finger foods in the multi-purpose room. Kevin noted he will reach out to the Berlin Community School and Berlin Township School to inform them of the event and ask them to make it known to the school community for anyone interested. We'll have a registration setup.

#### **New Business:**

- a- **Visitors' and New Members' Gifts:** Kevin shared that we could get some small and inexpensive items to make a gift bag for the first time visitors to our church. We could also get some membership forms to be issued to new members. The Mission Committee agreed to the proposals and the items will be procured for same.
- b- **Strategic Plan:** Welcome Sunday will be held probably once or twice a year (Spring and Fall) to officially welcome our new members to the church. We'd have a special liturgy during that day's service where we could, as our little ritual, stand and clap or proceed to the altar rail to pray with the new members to welcome them. We could have a similar Homecoming Service to welcome back former members to the church.

**Other Business** - Pat noted that she reached out to the organizers of the Berlin 4<sup>th</sup> of July Parade. They will provide the forms for us to register to participate. Pat will follow up and continue to see if any parishioner is interested in participating.

**Adjournment:** A Motion was made by Tammy to end the meeting and was second by Nancy. All were in favor and the Motion passed.

The meeting ended at 12:23 p.m. with prayer said by all.

Respectfully submitted,

Kevin Sangster  
Nancy Cadet