

Calvary Baptist Church of Denver
Church Council Minutes
January 10, 2024 – 6:30 p.m. MT – Zoom

Present: Erin Gangloff, Rick Breitenbecher, Judy Griswold, Cindy Ponikvar, Beth Dickinson, Jim Comstock, Natalie Ralston, Bill Warren, Barbara Carter, Allie Aoyagi, David Peterson, Ryan Robinson, Corry Doty, Christine Zeiler
Staff: Senior Pastor Anne Scalfaro, Pastor Morgan Fletcher, Pastor Alice Horner Nelson

Call to Order and Review of Agenda (Erin Gangloff, Co-Moderator)

- Called meeting to order at 6:36 p.m. (MT)
-

Prayer Time (Pastor Alice Horner Nelson & Pastor Morgan Fletcher)

- 3 Calvary deaths in the last week were noted and prayer concerns were shared.
 - Pastor Morgan led in a time of prayer.
-

Approval of December Council Minutes (Erin Gangloff, Co-Moderator)

- Judy Griswold, Church Secretary, stated that the date on the December Minutes was incorrect and should be December 20, 2023.
 - With the date correction, there were no other additions or corrections to the Minutes; they were approved as read.
-

Financial Report for December 2023 (Cindy Ponikvar, Church Treasurer):

- Financial documents for December 2023 are not complete yet; they will be finalized before the Annual Gathering.
- There are four Finance Committee matters to go over; the first two require a vote.
 1. Last month's Proposal Concerning the Rental Reserve Fund. Referring to the Minutes from November, 2023, you will find the proposal that all income from building use fees remain unchanged as unrestricted income, but would flow through as Unrestricted Operating Income. Council approved this measure last month. *What I'm clarifying is that the proposal becomes effective on January 1, 2024.*
 - Council's unanimous approval was given.
 2. Calvary received "undesignated" disbursements from Barbara Ford's Bequest/Annuity. The final disbursement amount is \$34,481.68 that has been sitting in Other Gifts throughout 2023. In accordance with Calvary's Policy and Procedures (stated in the Bequest Proposal under the heading Bequest Procedures), it is proposed that \$29,978 of the \$34,481.68 be used to fund Calvary's Mission Support in the 2024 Operating Budget, and \$4,503.68 of the \$34,481.68 be applied to the health insurance benefits for Calvary's full-time staff. The Finance Committee approved this proposal. (In the Proposed/Draft Financial Plan for 2024, refer to lines 27 through 45 for a breakdown of how \$29,978 of Barbara's monies will be spent. Line 5 is the Health Insurance benefits line for the remaining \$4,503.68. Also, line 156 records the specific

movement of Barbara Ford's monies to the various Mission accounts and Health Insurance account in the Operating account.)

- Council's unanimous approval was given.
3. The third matter concerns the new Undesignated Bequest procedures that have been approved by the Finance Committee. This does not require a vote from Council, but I believe Council should be aware of this proposed change.
 - The new procedure would simplify bequest procedures for undesignated bequests to Calvary. Currently, 50% of the undesignated bequest automatically goes into a TRF for building projects and then 50% is up for Council designation and involves a lengthy and time-consuming process for approval of the allocation of funds. (This is the process we have gone through with Barbara Fords' undesignated bequest).
 - The proposal imagines the Executive Board of Council (or however that Board is formed/named in the new lay leadership restructuring) would decide collectively on the use of the bequest based on where the funds are needed the most at the time of receipt. This process provides much more flexibility when disbursing funds, i.e., if the building is in need of something the funds can go to the building, or if any other committee or project needs the funds they can be easily disbursed.
 - The decision will be recorded in the minutes, rather than a separate written proposal created and passed through 2 voting groups (Finance Committee and Council).
 4. The fourth matter concerns the Endowment Fund. This does not require Council's vote.
 - The Finance Committee, in conjunction with thoughts and recommendations from Phil Doty, is in agreement that it is time for a change to be made to the percentage for Endowment withdrawals from 4% to 5% beginning with the 2024 distribution. The current average percentage selected by most churches is between 4 and 5 percent therefore Calvary is in line with established norms.
-

Approval of 2024 Budget (Anne Scalfaro, Senior Pastor):

- Pastor Anne gave a BIG thank you to the Budget Reconciliation Committee for using feedback from our discernment process around Financial Wellness to inform their approach to the budget reconciliation process this year. They focused on where Calvary has income opportunities before immediately working to reduce budget expense areas.
- Expenses: Anne went through the different budget expense areas, noting anything of significance or change. One change is that Building Repair & Maintenance in Resource Management is increased since all maintenance will go through the budget this year. (All major property improvements will now be funded through the Major Property Improvements TRF, which is replacing the Building Repair & Replacement TRF; the budget reconciliation committee has ensured this TRF has a healthy balance of around \$60,000 going into 2024.
- Income: Predicting giving is always difficult, and 2023 had a few additional factors to consider. People gave with extraordinary generosity to the Miracle Match Campaign in January, so we were unsure if we would make our \$90,000 goal in

“non-pledged tithes and offerings,” but in fact, we exceeded it. We also had 20 pledges for 2024 that were new from last year. We surpassed \$600,000 in pledges for the first time since 2019. We are entering 2024 in a strong financial position. We’re expecting to have \$25,000+ to carry over from 2023 into cash reserve. Other changes include putting all of building rental income into the budget and the endowment percentage increasing from 4% to 5%.

- Total expenses and revenue for 2024 = \$1,034,212 each.
 - Council gave their unanimous approval of the 2024 Calvary Budget.
-

Committee Reports

Resource Management (Bill Warren, Chair)

Updates:

- Main kitchen: Repaired dishwasher hose
- Room 336: replaced toilet
- Building wide: installed wi-fi water leak sensors
- Main ladies’ room: strengthened station supporting handicap stall
- Balcony: diagnose & fix problem with sound system feed to streaming equipment
- East vestibule: replaced agenda monitor
- Chapel: set up & stress tested system for Blue Christmas service
- Balcony: replaced failing TV and numerous video cables
- West side: replaced hot water heater for recirculation system
- Balcony: replaced streaming system
- Chapel: developed streaming configuration for upcoming Annual Meeting

Upcoming:

- Sanctuary: replace spots with LED part 2
- Main doors: replace

Bill added: In December things slow down a bit because of Christmas activities and so many involved in other ways at Calvary.

Stewardship Committee (Natalie Ralston, Chair)

Updates:

- Grateful for a successful Stewardship Season with 120 pledges totaling \$605,133, representing 178 people.
- Committee member Mimi Leonard wrote thank you notes to three new donors since our December Council meeting.

Upcoming:

- Early planning for next fall's Stewardship Season, including analysis of 2023 Stewardship, 2024 pledges, changes in giving, etc.
- Continuing discussions on ways to engage folks who do not make pledges and other opportunities for giving.
- Planning for additional giving opportunities in 2024.
- The Stewardship Committee will write thank you notes to new pledgers (20).
- Moment of Gratitude planning is ongoing.

Staff Relations Committee (Beth Dickinson, Chair)

Updates:

- The regularly-scheduled meeting of SR was cancelled as it would have been on New Year's Day. However, the SR team is standing by in the event a special meeting needs to be held to address any additional budget reconciliation issues.
- Budget reconciliation was the primary focus since the last Council meeting, with multiple budget variations being created to help seek the best option for the budget to be presented to the congregation at the annual meeting.
- Work with the new payroll service is on-going, but appears to be making progress.
- Year-end review of benefit plan requirements was completed.

Upcoming:

- The final budget, along with the Lay Leadership Restructure results, may present opportunities for review and/or reassignment of some current staff responsibilities.
- We will also begin our regular cycle of asking staff members to speak with the SR team about their respective areas, including plans and goals for the coming months.
- Pastor Alice has deferred her sabbatical due to her planned parental leave beginning in May. She will be working on plans for coverage of her responsibilities during leave. A baby shower will be held by SR post-Easter.

Nominating Committee (Jim Comstock, Chair)

- Nominating Ballot will be presented at the meeting.

Staff Updates

Rev. Anne J. Scalfaro, Senior Pastor

Big Picture Priority:

- Lay Leadership Re-structuring Process (sub-team meetings and retreat)

2-3 Items of Focus for this Month:

- Budget Reconciliation, and sub-conversations and with individuals and teams around getting us to a balanced budget
- Annual Meeting
- Epiphany Season Worship/Sermons & preparing for Lent

I am Excited About:

- **Coming Up:**
 - Changes that I've worked on with the Budget Reconciliation Committee to create more income flexibility (bequest procedures, building rental income, cash reserve, memorial gifts, capital improvements TRF, etc.)
 - Finishing Budget Reconciliation
 - Ad-hoc Lay Leadership Restructuring Retreat on January 12-13
 - New member/attendee joining the Tuesday Prayer & Study Group
- **Past:**
 - December 24th Advent #4 worship service & Christmas Eve Service (both beautiful and well attended)
 - Op-ed published in The Denver Post regarding "The Tamarac" shelter in our neighborhood; it has resulted in some community connections for future

partnerships in our neighborhood and at the shelter, including a potential opportunity with a retired business person in the district and The Tattered Cover and the Salvation Army lead for the shelter to create a library at the shelter for the kids

- The amazing CBC volunteers who helped our Councilwoman's staff with a flood situation on short notice; getting donations for the shelter from their office to Jewish Family Service quickly
- End-of-year giving and generosity at Calvary

Something I need help dreaming/workshopping/brainstorming/thinking through:

- Lay leadership system and how that intersects with staff, by-laws, voting, budget (this is on-going work)

Random item(s):

- I have amazing colleagues and am so blessed by their ministry and leadership over the past couple of months; similarly, I feel very blessed by the efforts and time and gifts of our lay leadership at Calvary right now
- This past week has been full of the ministry of presence with members and their families in their last days

Ministry Teams:

Missions Ministry Team:

- Beginning to work on Missions Payout Schedule for 2024.

Insight Leadership Team:

- The ILT will give an update on the Roadmap and other items at the Annual Meeting.
- Nothing new to report since we haven't had an ILT meeting since our last Council Meeting.

In addition to Pastor Anne's report, she commented her op-ed that was published in the Denver Post has yielded a lot of responses and a lot of interesting, potential opportunities, i.e., a connection with a business owner who has connections with Tattered Cover. They would like to engage in conversations around a library for the children at The Tamarac.

Rev. Alice Horner Nelson, Pastor

Big Picture Priority:

- Compiling Annual Report (last year's report came in right at 60 pages) and preparing for Annual meeting

2-3 Items of Focus for this Month:

- Supporting the lay leadership restructuring process. We have a retreat coming up Jan 12-14.
- Implementing the pieces of the Calvary communications plan
- Setting up storytelling pieces for the first quarter of the year.
- Preparing for Connections Class- Feb 18 at 9am, Feb 25 at 11:45am, Mar 3 at 3pm
- Regular newsletter production

I am Excited About:

- I will be representing Calvary at Evergreen's leadership retreat on February 8-10. I serve on the Anti Racism team for the Euro Caucus of Evergreen and I'm excited to see a few folks I usually see on Zoom.

Something I need help dreaming/workshopping/brainstorming/thinking through:

- Nothing at the moment

Random item(s):

- I will be officiating a funeral for the life of Linda Jones, a friend of Carol Howe's, on February 2 in our chapel.

Rev. Morgan Fletcher, Pastor

Big Picture:

- Planning for youth summer trip and expanding our partnership with New Hope Baptist church

2-3 Items of Focus for this Month:

- Annual Gathering video pieces
- Congregational Care Team feedback
- Staff development schedule
- Blessings beginning in a new format

I am Excited About:

- The ad-hoc retreat in Estes Park to work on details of lay leadership system
- The celebration shift for this year's annual gathering
- Youth group joining New Hope's youth group on Jan. 28

Random Item(s):

- Supporting Angela as she comes back from parental leave on Sun. Jan. 14

Ministry Teams

- *Congregational Care Team:*
 - All but two team leads have agreed to continue through June while the lay leadership system is assessed and created. All have shared they will need to reconsider when June comes but three said they would be open to continuing. A big area of focus will be working on how to make the teams more manageable and find new team leads.
-

Approval of 2024 Nominating Ballot (Jim Comstock, Nominating Chair):

- Jim Comstock shared the list of people he asked to extend their time on Council 4 or 5 months, due to a possible Council structure change. He also noted that 2 people have resigned from Council, 1 from Finance and 1 At-Large, who will not be replaced before the Annual Gathering.
 - The congregation will vote on the ballot nominations at the Annual Gathering on January 28, 2024. A separate email with all the information for the Annual Gathering will be sent to all members 2 weeks prior to the Annual Meeting.
 - Rick Breitenbecher, Co-Moderator, is stepping back from Council and asked to be taken off the 2024 Nominating Ballot
 - Council unanimously approved this Nominating Ballot.
-

Lay Leadership Update (Erin Gangloff, Co-Moderator):

- The Lay Leadership will head to Estes Park this weekend for their work retreat. They will work from their past 2 meetings to flush out their work and be ready for the Annual Meeting.
 - Erin showed the graphic that depicts the structure they are working on, which is a prism. It includes areas such as Congregation, Vision & Discernment, Property, Staff Relations, Financial Wellness, Matching needs and gifts, and Formation & Engagement (worship, music, caring and connections, growing, hospitality, and serving). Lay Leadership will be working on refining this document and completing their work to flesh it out.
 - Anne Comstock was a wonderful co-lead person for this Ad-Hoc Team. She really has organized the group and keeps it moving forward.
 - Diane Newcom has helped the group by sharing her non-profit knowledge.
 - If anyone has thoughts or questions for the Ad-hoc Lay Leadership team, email them to Erin Gangloff.
 - No vote is needed, but all Council members agreed we are headed in the right direction. All showed their support of this Ad-Hoc Team moving forward.
-

Annual Gathering (Meeting) Review (Erin Gangloff, Co-Moderator):

- All church members should have received a formal invitation in the mail, for January 28, 2024.
- Pastor Alice launched a poll for Council members to sign-up to put together materials on Sat., January 27 in the church office, for set-up, helping in the potluck

line and for take-down, on Sun., January 28. Bill Warren could also use help moving the live stream equipment to the Fellowship Hall on Sat., January 27.

- Pastor Anne asked Council for a few more communion sets for the tables.
-

Church Highlights (All):

- Pastor Anne's recent op-ed in the Denver Post.
 - Unhanging of the Greens – many volunteers and a place for everything to be stored in the crawlspace! Thanks, Morgan!
 - Ryan Robinson's piano arrangement and sharing his musical talents.
 - Christmas Eve Service & Sunday morning service
 - Our face-to-face Council Meeting in December.
 - Generous giving and a balanced budget!
-

Wrap-up (All):

- Council will meet next on February 21, 2024 with an updated Zoom link.
 - See everyone at the Annual Gathering on Sunday, January 28, 2024.
-

Adjourn (Erin Gangloff, Co-Moderator):

- Meeting was adjourned at 8:20 p.m.