

First United Methodist Church Governance Board Meeting – May 18, 2022

Present: Pastor Duane Carlisle, Perry Brown, Reid Hochstedler, Kathleen Abrahamson, Craig Dobbins, Amanda Rowe, Mike Johnson, Larry and Lola Huggins, John Norberg

Meeting was called to order at 7:05 pm.

1. Pastor Report

The part-time positions created have been filled. There are two purposes behind these positions. One is to provide a way to get the required work done. The other is to relieve some of pressure on the operating budget. The positions held by Lael Maddox and Rebecca Eyrick are focused on Nursery Activities, Children's Sunday School, and Vacation Bible School. Pastor Duane is serving as supervisor and mentor.

Kory has picked up some of the administrative duties associated with the music program and worship services. Haewon Yang and Pastor Duane developed a draft job description a Music Direct/Accompanist based on what Haewon had been doing. This draft was shared with Board (attached). Pastor Duane is planning to call a group together in July to discuss next steps for the music program. The current plan of sharing accompanist duties between Lisa Mott -Johnson and Charis Vander Plaats is working well.

Pastor Duane's Leadership Lafayette experience has come to an end and graduation is Thursday night May 11 at 4:00 – 6:00 pm. He felt it was a worthwhile experience and is coming away with a better understanding of the community needs in West Lafayette and Lafayette.

2. Trustee's Report

Outside lights changed to LED, building painting, and air conditioner repairs are being scheduled. The First Church Foundation has contributed up to \$100,000 for completing these items. If expenses exceed \$100,000, the First Church Foundation will consider supplying additional funds. There is confusion about weather adequate repairs have been made to the sidewalk outside the kitchen door. This needs to be checked.

3. Abuse Prevention Policy (Safe Sanctuary Policy)

Updating this policy continues. It was discovered the Methodist Church has several references to provide guidance. For the most part, our current policy was solid. The one place where the current policy lacked guidance was in the case when an accused offender was identified.

4. We're Out

A discussion of last year's activity was held. The major issue was do we hold this event again? After a short dissuasion of the pros & cons it was **moved to establish working groups for holding this event on October 8, 2022. The motion was seconded and passed unanimously.**

5. Meeting in Person

A short discussion was held about the merits of meeting in person and by Zoom. The consensus was to meet in the way that was the most appropriate at the time the meeting is scheduled.

The meeting was adjourned at 8:10 pm.

First United Methodist Church of West Lafayette

Governance Board Meeting

1. Welcome
2. Attendance
3. Opening Prayer
4. Adoption of Agenda
5. Approval of Minutes
6. Pastors
7. SPRC
8. Reports
 - a. Summer Ministry Internship has been offered to Yoonie Lee
 - b. Children's Ministry Co-Coordinator roles have been offered to Lael Maddack and Rebecca Eyrick.
 - c. Trustees
 - i. FUMC Foundation has allocated up to \$100,000 to
 1. Repaint exterior
 2. Install exterior electrical to support outdoor service and events.
 3. Replace canopy lights with LED.
 4. Remainder to be used for Furnace/AC work.
 - ii. Exterior wall lights are now LED
 - iii. David and Jonathan have begun updating the WiFi network
 - iv. Most of the building is routinely unoccupied, if you're hosting an event let Don Caddy know beforehand so he can turn the heat on.
 - v. Ongoing issues with AC in Sanctuary are being addressed (parts have been ordered).
 - d. Misc.
 - i. Return to in-person GB meetings?
9. Q & A
10. Closing

We're Hiring a Director of Music and Arts

Director of Music and Arts

Status: Approximately 12-15 Hours per week

Anticipated start date: Summer 2022

Church Contact Information:

First United Methodist Church

1700 W. State Street

West Lafayette, IN 47906

Website: www.fumcwl.org

Email: _____@fumcwl.org

First United Methodist Church, a 200+ member congregation located in West Lafayette, Indiana (FUMCWL) seeks a dynamic and engaging worship collaborator to be their Director of Music and Arts. We are a Reconciling United Methodist congregation. This means we are open and affirming, theologically progressive and an inclusive spiritual community that is centered in the belief that we are all beloved children of God. We seek to joyfully share Christ's message of hope, love and inclusion through vibrant worship, meaningful connections between people, and advocating for justice while serving our community. Whatever your background might be – your race, your nationality, your age, your bank balance, your physical or mental ability, your gender identity or expression, your sexual orientation – whoever you are and wherever you come from, you are welcome in our community of faith.

As a Reconciling congregation, FUMCWL welcomes people of all ages, races, cultures, sexual orientations and all gender identities and expressions. The Director of Music and Arts would be expected to share and uphold these values and our approach to faith. (For more information see our website: <https://www.fumcwl.org/>)

Our church is working to explore new ways to be connected to our community in simultaneous multiple platforms for worship, both with the gathered congregation as well as remaining connected to those members of the church who continue to worship remotely due to the ongoing pandemic. Music is central to our church's identity, and we are interested in expanding how we use multiple music and art forms to further deepen people's sense of belonging, enhance our passion for justice and service, and engage people across generations and cultures.

FUMCWL has two worship services at 9:00 AM and 11:00 AM on Sunday mornings called "First Up" and "Celebrate" respectively. The earlier service is in the contemporary praise-worship style and the later service is more of a blend of classic and newer style worship elements. The Director of Music and arts would relate more to the Celebrate service but also be expected to be supportive of all parts of worship life as needed.

The Director of Music and Arts is called to provide leadership in contributing to the creation of a dynamic, creative music and arts ministry in all aspects of worship and the community life of FUMCWL. They are responsible for the overall development, management, and growth of this ministry to all people and look for engagement opportunities for children, youth, and adults so as to enhance worship, build community, and offer an extravagant welcome to all.

Due to the nature of this position the Director of Music and Arts would be expected to be on site at the church for regular rehearsals and for Sunday morning worship services (in addition to occasional special worship services throughout the year such as Christmas Eve, Maundy Thursday, Good Friday and Ash Wednesday). However, there is flexibility in terms of remote work and online attendance for regular staff meetings and collaboration with the worship planning team. Job-sharing, i.e., separating accompanist and director duties may be an option with this position and would entail negotiation of the time expectations.

Duties needed are:

Pianist/organist (there is a pay schedule attached)

- Play piano/organ for the weekly services, as well as other services as part of the liturgical church year (Christmas eve, Good Friday, etc)
- Prepare and rehearse with worship leaders/special music soloists on Sunday mornings (10am) before the service
- Rehearse with message in music presenters (mutually agreed time)
- Pick appropriate prelude/postludes, as well as music for underscoring various portions of the service
- Play for choir rehearsals each week, as well as with other church ensembles as needed (Jubilation bells, Aldersgate bells)
- Check the piano humidifier regularly (twice a week if possible) and refill the water in the humidifier as soon as it is needed
- Check condition of the piano (both Steinway and the upright) and organ, and schedule when repairs/tunings need to happen.
- Play for any funerals or weddings if available.

Choir director

- Prepare and direct weekly rehearsals.
- Planned out repertoire for the season (Jan-May, Summer off, August-December.)
- Work with choir librarian on distributing and organizing the music.
- Keep the music library organized in the choir room. Continue to work on the computer cataloguing of choir's music database (This is an ongoing project.)
- Plan out schedule for message in music, direct choir during the worship service.
- Created a large print version of the choir music for Dennis Manning, who is legally blind. He can see, but only if the music is blown-up quite a bit. He finds it very helpful and appreciates that he can be a part of the choir. There are examples of how big I made the music for him.

Music Director

- Attend weekly meetings with the Pastor and staff for planning services and other special events within the church.
- Copyright:
 - Check on CCLI/Onelicense to make sure that our hymns are under copyright.
 - For hymns not under copyright, see if there are fees that could be paid for us to use them (rarely happens, usually a minimal fee.)

- If lyrics or score are provided by CCLI/OneLicense, double check with the version of the hymns in the UMH books to make sure that there are no discrepancies.
- Let church administrator know if there are copyright licenses needing to be renewed.
- Scores:
 - Scan scores for use in bulletins each week in pdf format.
 - Revise scores as necessary if we want to use a text with a different tune.
 - In *The Faith We Sing*, the congregation hymnal does not always have the parts, so always refer to the accompaniment version as well.
 - Send scores within the weekly email to the weekly worship leaders and the staff person who makes the bulletin.
- Lyrics:
 - Find the correct lyrics that correspond to our score, and upload them to planning center before Saturday
- Worship leaders:
 - Schedule worship leaders for each week on Planning center (based on voice types, personal schedules) – usually 4-5 is a great number to have
 - Send out a weekly email detailing the hymns to be sung, any special instructions, recordings, along with the hymn files. When the script was created and finalized, this was sent along as well.
 - Lead the worship leaders in rehearsal at 10am each week. Listen for issues with balance, tuning, etc.
 - Assign the worship leaders to read various portions of the liturgy on planning center
- Message in Music
 - Work with various ensembles/soloists from our congregation and set up a schedule for weekly message in music offerings
 - Fulfill requests for various needs for performing
 - Send lectionary scripture to help people find appropriate music selections
 - Non-profit guest groups without specified pay are presented with a \$50 honorarium, work with Ronda to send checks
 - Book guest groups (from PMO) if available, they have their own pay rates
- Miscellaneous
 - Pick up the bulletin/scores from the office when I came in before the 10am rehearsals
 - Throw out the bulletin/scores after the service
 - Tidy up around the CLC to make sure that anything not needed is not hanging around on the sides, but put back into the closet
 - Work with the tech staff to communicate what instruments (piano/organ) will be used this week, as well as the needs for our special music (mics, etc)
 - Purchase music as necessary for the ensembles that we have
 - Manage accounts still under Ellen's name, and work to put them under Ronda's care
- Instruments
 - Communicate with church leadership and technicians on work that is needed on the piano/organ.
 - Make sure that the instruments are being cared for and are always in good condition.