

Christ United Methodist Church (CUMC)

Administrative Board Meeting — September 24, 2026

Attendees:

Rev. Angela Wells; Toni Klinkenberg (SPRC); Clara Fitzgerald (OBIC); Natalie Swirdovich (Finance); Kevin Fitzgerald (Treasurer); Don James (Stewardship); Phil Lindberg (Council of Ministries); Greg Swirdovich (Chair); Rev. Deb Scott (Guest, OBIC President)

Absent:

Fred Mueller (Financial Secretary)

Key Decisions and Updates

- **SPRC Chair**
 - Tony Klinkenberg was formally nominated and approved as the new SPRC Chair, following Kevin Swanson's resignation.
- **Budget and Finances**
 - CUMC's monthly OBIC assessment is expected to decrease by \$150, while RFR will increase by \$26 per month.
 - The congregation is performing ahead of budget financially:
 - Approximately \$20,000 ahead of expenses year-to-date.
 - Pledge collections are approximately 5.3% above expectations year-to-date.
 - Through August, collections, including cash contributions, were approximately \$84,500 compared with a budget of \$67,000.
 - The draft budget will be revised to reflect approved personnel and line-item changes.
 - The board approved:
 - A 5% cost-of-living salary increase for Rev. Angela.
 - One additional week of vacation for Rev. Angela.
 - The budget changes will be included in the draft budget for the stewardship materials.
 - The budget also includes moving \$200 from the discontinued Green Team line to the preacher honorarium.
 - Endowment gifts totaling \$1,098.25 in memory of Mike Plank were acknowledged with gratitude. The funds will be transferred to the MAFF Endowment Fund account as soon as possible. Rev. Angela has written thank you notes to donors and to Sissy Plank with the names of the donors and the total of the gifts.

Property and Space

- CCC is expected to vacate its current space in October.

- The available basement space will be reduced/reconfigured to approximately 3,500 square feet.
- The board will seek a new tenant, with preference for a nonprofit or organization compatible with the mission and welcoming/inclusive values of the owning congregations that does not jeopardize OBIC's tax exempt status.
- Market rental rates discussed were approximately \$25–\$35 per square foot.
- Kevin Buker has consulted with a commercial real estate agent to discuss options for marketing the space.
- CUMC Nursery and Sunday school space will continue to be accommodated.

Communications

- The Communications Task Force, led by Natalie, recommended a plan for replacing the current newsletter format with a hybrid/modular weekly newsletter using the Breeze database.
- The new format will:
 - Provide weekly communications with rotating monthly feature articles.
 - Include graphics and images with improved mobile compatibility.
 - Combine the strengths of the existing weekly/monthly communications approaches.
 - Be a sustainable, less time-consuming approach that will streamline process and be easier manage for the future
- The board approved the report recommendation.
- A volunteer will be sought to manage the newsletter.
- If a volunteer cannot be found, approximately 2 hours per week of administrative assistant time will be allocated, which will add approximately \$2,000 to the annual budget.
- Natalie will communicate the decision and opportunity to the Communications Team.

Stewardship

- Stewardship packages will be:
 - Assembled October 16
 - Mailed October 20
- Stewardship presentations will occur on the three Sundays preceding Pledge Sunday.
- The shorter version of the Time, Talent & Treasurer document will be used for the campaign.

Administrative/OBIC Updates

- The board discussed improving communication between OBIC directors and congregational committees.

- Clara proposed that directors communicate directly with appropriate congregational committees rather than routing all communication through Rev. Angela.
- Rev. Angela noted that she should continue to receive relevant information, particularly with her role as a Trustee and Pastor of CUMC.
- Required Charge Conference reports are being prepared.

Upcoming Events and Deadlines

- Trustees Report and Accessibility Report: due before October 1.
- Charge Conference: October 24 at 1:00 p.m., Colesville UMC.
- The next Administrative Board meeting will return to the Thursday, October 15th.

Follow-Up Actions

Follow-up / Action Needed	Due Date	Responsible
Complete and submit Trustees Report and Accessibility Report for Charge Conference	Before Oct. 1	Clara Fitzgerald
Update draft budget with approved adjustments	Before stewardship mailing	Kevin F.
Send updated draft budget to Stewardship Committee	Before Oct. 20	Kevin F.
Assemble stewardship campaign packages	Oct. 16	Don
Mail stewardship campaign packages	Oct. 20	Don
Work with commercial real estate agent to market approximately 3,500 sq. ft. basement space	TBD	Kevin B.
Continue identifying and vetting prospective tenants for former CCC space	Ongoing	Kevin B. and Rev. Deb
Send Communications Task Force report to Communications Team	ASAP	Natalie
Recruit volunteer for modular newsletter role	ASAP	Rev. Angela / Nominating Committee
If no volunteer is found, arrange 2 hours/week of administrative support	TBD	Rev. Angela / Lisa
Discuss endowment investment performance with Mid-Atlantic Faith Foundation	TBD	Natalie
Add CD maturity dates to reporting calendar with one-month advance reminders	Before October AB meeting	Greg
Move Charge Conference report activities to mid-September on reporting calendar (Pastor's Report; Congregational Profile; Trustees Report; Finance Report; Accessibility Audit). They need to be prepared NLT October 1.	Before October AB meeting	Greg
Process ACH transfer for memorial endowment gifts and notify Natalie	ASAP	Kevin F.