

## **Salem Baptist Church**

### **Quarterly Church Conference, May 21, 2023**

#### **Call Conference to Order**

- Church Moderator Mike McMorris called the conference to order.
- Pastor Jeff Olds led the congregation in a hymn (“Victory in Jesus”).
- Moderator Mike McMorris led the congregation in a prayer and a brief devotional based on John 4:27-34:

“<sup>27</sup>Just then his disciples came back. They marveled that he was talking with a woman, but no one said, “What do you seek?” or, “Why are you talking with her?” <sup>28</sup>So the woman left her water jar and went away into town and said to the people, <sup>29</sup>“Come, see a man who told me all that I ever did. Can this be the Christ?” <sup>30</sup>They went out of the town and were coming to him. <sup>31</sup>Meanwhile the disciples were urging him, saying, “Rabbi, eat.” <sup>32</sup>But he said to them, “I have food to eat that you do not know about.” <sup>33</sup>So the disciples said to one another, “Has anyone brought him something to eat?” <sup>34</sup>Jesus said to them, “My food is to do the will of him who sent me and to accomplish his work.”

Man cannot live by bread alone. Yes, we need physical food to live. But our lives should be about fulfilling the will of the Father. Seek first the kingdom of God and His righteousness, and all these things will be added to you.

- Attendance of 81 exceeded the quorum requirement of 75.

#### **Minutes**

- February, 2023. Regular quarterly conference.
  - There were no corrections, and the minutes were approved as reported.

## **Pastors Report (Pastor Brian Jennings)**

### **- Report**

- Pastor Brian:
  - Some statistics
    - Average of 565 in attendance for worship since Easter
    - Average of 371 in groups
    - Average of 142 online
    - Average of 205 on Wednesdays (not counting those who only come for the meal)
    - 16 baptisms this church year
  - We launched our “new” new members class, First Steps, and had 11 attending. Next class is June 4.
- Pastor Jamie Hyden:
  - One of our elementary-age girls trusted Christ in AWANA about a month ago
  - All elementary BFGs are now using the same curriculum
  - AWANA ends this Wednesday with the Awards ceremony.
  - VBS planning continues – over 100 registered kids

- Need about 10 people to fill monthly holes in Salem Kids
- Pastor Mike Cooper:
  - The week after VBS, Salem will host a week of Deep Impact, a student missions week run by NC Baptists.
  - July 8-15, 8 juniors and seniors along with 6 adults will be serving in Panama with our missionary partners David and Marianella Bueno. We will be collecting donations for homeless ministry supplies: toiletries and secondhand clothing.
  - We will be taking 77 students and 18 leaders (95 total) to Caswell.
- Pastor Jeff Olds: Justin Tessner is under contract to assist Pastor Jeff in the Music Ministry, focusing on the 11:00 worship service. He will be here most Sundays, but will be out occasionally. He is not replacing Pastor Olds, but assisting.

## **Pre-School (Tammy Pressley)**

- **Report**
  - Because of the number of children graduating from preschool this year, we will have 3 separate graduation ceremonies.
  - Thanks to Jessica Correl and Daryl Hyden for work in the daily operation to keep preschool running smoothly.
  - Money from this year's fundraisers will go toward replacing the carpet in the preschool rooms in Building C.

## **Committee on Committees (Mark Harper)**

- **Motion for Committee on Committees**
  - The Committee on Committees submitted a recommendation in the form of a motion to add the following candidates to committees for the 2022-2023 church year:
    - Phil Austin – Nominating Committee
    - Shelly Dardin – Weekday Preschool Committee
    - Susan Hogan – Weekday Preschool Committee
  - The motion was voted on and approved.
- **Joint Motion with Wedding Committee, Constitution and Bylaws Committee, and Senior Pastor to repeal bylaw 2.24 “Wedding Committee”**
  - Background.

Bylaw 2.24 currently reads:

“This committee consists of six (6) at-large members and will coordinate weddings and related events according to established policies (see Bylaw Article 5, 5.2 – Wedding Policies and Procedures). It will also serve as a liaison between the church and the wedding party.”

Bylaw 5.2 currently reads:

“The ‘Wedding Policies’ document governs the use of church buildings for weddings and related events. These policies are administered and monitored by the Wedding Committee. A current copy of these policies is maintained in the church office.”

- The Wedding Committee in conjunction with the Committee on Committees, the Constitution and Bylaws Committee, and Senior Pastor Brian Jennings submitted a recommendation in the form of a motion that Bylaw 2.24 – “Wedding Committee” be repealed from article 2 – “Duties of Standing Committees”, and Bylaw 5.2 “Wedding Policy and Procedures” under Article 5 – “Use of Church Buildings, Grounds, and Property” be expanded as follows to include the appointment of wedding coordinators:

“The Nominating Committee shall recommend and the church appoint a Wedding Coordinator and an Assistant Coordinator to oversee weddings and related events. They shall serve a non-rotating term at their and the church’s discretion. A "Wedding Policies" document which governs the use of church buildings for weddings and related events will be maintained, updated, and administered by the Wedding Coordinators and church staff. A current copy of these policies is available in the church office.”

#### Questions

- Who selects the wedding coordinator?
  - Answer: the Nominating committee
- Is this a paid position?
  - Answer: no, it is a “fee-for-service” position, similar to the fee for the sound technician. This is not the wedding director. It is a non-rotating position.

The Motion was voted on and approved.

## Missions Committee (Debbie Barnes)

- **Motion** to change Bylaw 2.13
  - Background
  - Bylaw 2.13 – “Missions Development Committee” currently reads:
    - “This committee consists of nine (9) at-large members, plus a representative from the women’s ministry and the men’s ministry serving as ex-officio members. This committee will be responsible for: monitoring current mission activities; identifying new mission opportunities; keeping the church membership and staff informed of status and changes; setting mission budgets and offering goals in cooperation with the Stewardship Committee. This committee shall have the authority to appoint subcommittees as needed to accomplish its duties.”
  - The proposed Missions Ministry Team would be composed of church members who serve in various leadership roles in our missions efforts and who display a passion for missions. The Missions Ministry Team will be a non-rotating team in order to provide a more consistent flow from year to year.
  - The Missions Development Committee, the Constitution and By-Laws Committee, the Committee on Committees, and Pastor Mike Cooper make the following recommendations in the form of a motion that the Missions Development Committee be eliminated and replaced by the Missions Ministry Team.

Team membership can be fluid, and would not be limited to 9 members.

Question: How would the Missions Team handle benevolence needs? What about developing a budget?

Answer: (Mike Cooper) Operationally, the Team will operate much as the current committee does. It would not be under the operational auspices of the Committee on Committees.

The motion was voted on and approved.

## **Buildings Committee (Tim Purkey)**

### **- Reports**

#### **○ PJs renovation**

- The Buildings Committee and the Special Needs Committee have met and finalized plans to include an exterior door.
- We have received an additional \$49,640 for the project since January 2023. The project is now fully funded!
- We have received permits from the Town of Apex, and Wayne Koluch has begun work with an estimated completion date this Fall.

#### **○ Parsonage**

- Has been remodeled and Pastor Mike and Kasey have moved in!

#### **○ Future Projects**

- New kitchen freezer (replacement).
- Replacement of first-floor carpet in Buildings B and C.
- Refinishing playground surface.

- Chapel HVAC.

## **Trustees (Brad Chaney)**

### **- Report**

- 1201 Salem Church Road Update
  - Original plan was to rent to Pastor Cooper at previous rental price of \$800/month.
  - During lease contract preparations, it was discovered that renting to church staff at below-market value could jeopardize Salem's tax-exempt status.
  - The Trustees, Pastor Jennings and the Personnel Committee worked on an alternative solution to change property from a rental to a parsonage/mission home.
  - Pastor Cooper's financial compensation has been adjusted to account for the increased benefit of the parsonage while still maintaining Salem's financial budget.
- Plan Summary:
  - Ensures Salem's continued 501(c)(3) tax-exempt status
  - Saves approximately \$2,000 on future annual property tax
  - Provides affordable housing for Pastor Cooper as he leads Salem's Student Ministry
- 2022 Financial Audit

- Salem Baptist Church & Pre-School annual Financial Audit was completed by Foard and Company (Certified Public Accountants) on May 2 – 3, 2023
- Draft reports being reviewed, and will present update at August church Conference
- Initial results indicate that financial statements continue to be accurately presented in conformity with the organization's basis of accounting and no immediate issues.

### **Campus Technology Committee (Keith Taylor)**

#### **Report**

- Network upgrade project. We are still awaiting delivery of some equipment, some of which will not be available until July. Installation / upgrade will not begin until all equipment is here.

### **Stewardship Committee (Andy Bond)**

#### **- Report**

- Financial Recap: Salem is in very good condition.
- We are trying to spend from Designated Funds and other restricted accounts before general funds.

#### **- Motion**

- The Stewardship Committee in conjunction with the Constitution & Bylaws Committee submit the following recommendation in the form of a motion that Bylaw 6.1 (.1 - .7) be amended as written and renumbered as 6.1.1 – 6.1.4.

The current Bylaw is 6.1 – Budget Expenditures, with subsections 6.1.1 – 6.1.7. The Bylaw as amended and renumbered is Bylaw 6.1 – Budget Expenditures, with subsections 6.1.1 – 6.1.4.

Current Bylaw:

## **6.1 – Budget Expenditures**

**6.1.1** - Budgeted expenditures of less than **\$3,000.00** require approval of the appropriate committee chairperson, or their designee or designated pastoral staff.

**6.1.2** - Budgeted expenditures of greater than **\$3,000.00** not provided through an established contract will require at least three (3) estimates, quotes or bids from three (3) sources, plus prior expenditure approval of the Stewardship Committee.

**6.1.3** - Budgeted expenditures of greater than **\$10,000.00** not provided through an established contract will require at least three (3) estimates, quotes, or bids from three (3) sources, plus approval of the Stewardship Committee. In addition, the procurement recommendation will then be presented to the congregation for approval.

**6.1.4** - The lowest evaluated bid will be accepted unless just cause can be documented and provided to the Stewardship Committee for advance approval. At least three (3) estimates, quotes, or bids will be required from three (3) qualified sources for all procurements exceeding \$3,000 unless otherwise provided for within an annual or multi-year contractual agreement. Each vendor contact person (name,

e-mail, phone number) invited to bid will be documented and each will be given a minimum of 10 business days to respond. The results received by the 11<sup>th</sup> business day will be documented and the purchase evaluation and purchase decision will proceed. This process and results documentation obtained and/or recorded satisfies the requirement for at least three (3) estimates, quotes, or bids from three (s) sources.

**6.1.5** - Budgeted expenditures for church literature are exempted from the competitive bid process.

**6.1.6** - Advance approval of the Stewardship Committee is required to expend more funds than allocated on a budget item(s) during a budget year.

**6.1.7** - Upon recognition of an emergency event occurring, immediate notification will be provided to the Chairperson of the Stewardship Committee. The Chairperson of the Stewardship Committee or the Senior Pastor is authorized to approve emergency expenditures not included in an existing contract. Immediate action should be taken to assess and address the emergency situation with notification to the church office for contacts with insurance providers (as applicable); competitive bidding is not required, however, insurance stipulations may require proof of marketplace pricing once the situation has been stabilized; a brief written summary will be submitted at the next church conference for approval that explains the root cause of the emergency, action taken, and recommendation for approval including costs incurred.

## Proposed Bylaw

### **6.1 – Budget Expenditures**

**6.1.1** - Budgeted expenditures of less than **\$10,000.00** require approval of the appropriate committee chairperson, or their designee or designated pastoral staff. Budgeted expenditures of greater than **\$10,000** require prior approval of the Stewardship Committee.

**6.1.2** - Budgeted expenditures exceeding **\$25,000.00** not provided through an established contract will require at least three (3) estimates, quotes, or bids from three (3) sources, as well as the approval of the Stewardship Committee. In addition, the recommendation will be presented to the congregation for approval.

**6.1.3** - Approval of the Stewardship Committee is required to expend more funds than allocated on a budget department during a budget year.

**6.1.4** - Upon recognition of an emergency event occurring, immediate notification will be provided to the Chairperson of the Stewardship Committee. The Chairperson of the Stewardship Committee or the Senior Pastor is authorized to approve emergency expenditures not included in an existing contract.

Notes on changes:

- Section 6.1.1 is merged with Section 6.1.2, the approval cap is raised from \$3,000 to \$10,000, and the bidding process removed.
- Section 6.1.3 is moved to 6.1.2 and the amount is changed to \$25,000.
- Section 6.1.4 is removed. The bidding process is moved to 6.1.2 and simplified in clear and concise directions.
- Section 6.1.5 is removed with the increase of the amount in 6.1.1.
- Section 6.1.6 is moved to 6.1.3 and changed from budget item to budget department.
- Section 6.1.7 is moved to 6.1.4 and clarified with a shorter explanation

Question: What is the rationale for choosing the new caps for various levels of approval.

Answer: Simplification. The Stewardship Committee still has overall responsibility.

The Motion was voted on and was approved.

## **Membership Report**

Membership activity during the period between **February 19, 2023** and **May 21, 2023**:

Current membership (**active** and **inactive**) stands at 1,964, with 8 additions and 3 deletions for a net gain of 5. Active membership (per database) stands at 693.

The **Additions** include:

Received for membership by profession of faith for **Baptism: 2**

- Jason Engel
- Stephen Russell

Received for membership by **Statement: 6**

- Sid and Pam Keener
- Prem and Daphne Masku
- Todd and Suzanne Parker

The **Deletions** include:

Transferred membership to another church: **3**

- Garry and Amy Walker
- Annette Redwine

Deceased: 0

**Are there any motions or questions from the floor?** (Note: a second is required for discussion).

- Q: (Bruce Wrenn): We need an updated church directory.
- A: (Jessica Correll): We are already looking into this. Will discuss at staff meeting.

There were no other motions or questions.

A motion to adjourn was raised and seconded. The motion was adopted. The meeting was adjourned, and Pastor Brian closed with prayer.

Respectfully submitted,

Larry Green

Church Clerk