

Santee Baptist Association

EXECUTIVE MEETING

November 5, 2018

WORKING TOGETHER IN

CLARENDON, LEE, AND SUMTER COUNTIES



SANTEE BAPTIST ASSOCIATION

234 Broad Street

PO Box 1773

Sumter, S.C. 29151

Moderator: Pastor Kevin Massey

EXECUTIVE TEAM MEETING AGENDA
of Santee Baptist Association
November 5, 2018

Fellowship Dinner

Welcome & Opening Prayer Kevin Litchfield

Our Purpose

Business Session: Book of Reports, Comments & Recommendations, Announcements

Moderator.....Kevin Massey

Book of Reports

- Minutes of October 8, 2018 Business session of Leadership Celebration.
- Missions Team
- September 2018 Finance Report
- Proposed Budget 2019

Comments & Recommendations

- Check Signers
- Crisis Closet
- Proposed Budget for 219
- Facts Sheet

Final Announcements Kevin Litchfield

- SCBC, Nov. 12-14
- Senior Adult Retreat
- Christmas Drop-In

Maine Missions Team Highlights

Closing Prayer

MINUTES OF MEETING

Oct 8 Annual Meeting 2018

Santee Baptist's Association 140th Annual Meeting & Missions Celebration was hosted by Northside Baptist Church on October 8, 2018, 5 – 8 PM. Our business session began at 5:00 pm followed by a fellowship supper and mission celebration.

BUSINESS SESSION

Moderator Kevin Massey welcomed everyone and opened the meeting in prayer.

Minutes from Leadership Celebration, held May 10, were read. A motion was made and seconded to approve. He then reported on the September 2018 Finance Report. A motion was made and seconded to approve.

Kevin made note of the recommendation of the Associational Missionary that 30 of our 50 pastors serve on our 2018-2019 Executive Leadership team. This team represents almost 60% of our churches. A motion was made and seconded to approve. No discussion. Amen and approved.

Jennifer Kolb reported on WMU. She noted that the WMU had set a goal of 1500 Health Kits. They received 1752. The set goal for Seafarers caps was 1000. They received 1159. Christmas backpacks are due Thursday, November 8 to the Association Office. Copies of the Christmas story are available to pick up on the WMU table. Last year's theme was "By All Means" and the watchword was 1 Corinthians 9:22b-23.

Kevin Massey stated that Kevin Litchfield has brought in a new spirit; a mission's experience tonight. If your church has a ministry, please plan to highlight it at next year's annual meeting and mission's celebration. He shared that his church, New Salem, is doing Reading Buddies. During the Missions Celebration following the meal, we'll hear some reports from within association and outside of our association.

Kevin Litchfield closed the business by conveying we want a connection with the people of Lee, Sumter, and Clarendon counties. He asked, "What is your missional fingerprint? What are you good at?"

Pastor Neal Sweet blessed the food. Our meal was catered by First Steps Catering.

Respectfully Submitted,

Joyce Russell-Sanders

Missions Team

This team will work with the associational missionary, and in his absence the Interim Missionary or designated leader, to provide development, mission development, wisdom, and accountability for the organization.

This team will:

- Oversee the church planting arm of the association; working to develop a sending culture.
- Create Acts 1:8 mission opportunities with the churches that make up the association.
- Share a verbal report at Executive Leadership Team Meetings and be open to questions by the board members and messengers. This will usually involve only one person.
- Help plan the fall mission celebration
- Provide financial accountability for the budget items involving missions as well as Janie Chapman and other mission funding streams.
- Work with the associational missionary in developing the missions-related line items amount for each new budget year.
- Maintain confidentiality and brotherly cooperation and love. (May we model the right spirit for our associational churches!)
- Actively pray for the association's churches and pastors.

Leadership Development Team

This team will work with the associational missionary, and in his absence the Interim Missionary or designated leader, to provide church and pastoral leadership development, wisdom, and accountability for the organization.

This team will:

- Meet as needed but no less than quarterly to evaluate and plan leadership development opportunities.
- Work with associational missionary to secure speakers and topics for the monthly Pastors breakfast as well as publicize these opportunities
- Share a verbal report at executive board meetings and be open to questions by the ELT members and possibly messengers. This will usually only involve one person.
- Help plan the Spring Discipleship Training session as well as pastoral cohorts.
- Provide financial accountability for the budget items: Church Ministry Support and Pastoral Leadership Development. (When it comes to pastoral leadership development expenses, keeping those confidential as we meet personal pastoral needs is of utmost importance.)
- Work with the associational missionary in developing the specific leadership development line items amount for each new budget year.
- Maintain confidentiality and brotherly cooperation and love. (May we model the right spirit for our associational churches!)
- Actively pray for the association's churches and pastors.

Finance Team

This team will work with the associational missionary, and in his absence the Interim Missionary or designated leader, to provide financial accountability for the organization.

This team will:

- Receive emails of the monthly financial documents of the association. This will be sent each month once the bank statement is reconciled with QuickBooks.
- Meet quarterly to discuss these documents. Usually our meetings will occur within 10 days of our executive board or messenger meetings
- Share a verbal report at executive board meetings and be open to questions by the executive board members and messengers. This will usually involve only one person.
- Meet every 6 months to provide an internal audit. (One month will be randomly chosen and all files and receipts will be pulled. Deposit slips and other documents will be examined for that month). When a discrepancy is found, it will be noted. The team will work with the associational team to prepare this report; it will be shared at the annual mission celebration.
- Work with the associational missionary, committee chairman, associational staff, and ELT in the preparation and completion of the association's yearly budget which is usually presented at the fourth quarter ELT meeting.
- Maintain confidentiality and brotherly cooperation and love. (May we model the right spirit for our associational churches!)
- Actively pray for the association's finances and encourage churches and other partners to be good financial stewards in their associational giving.

Facilities Team

This team will work with the associational missionary, and in his absence the Interim Missionary or designated leader, to provide needed services and equipment recommendation for the association.

This team will:

- Meet as needed, but no less than quarterly, to evaluate any building or equipment needs.
- Work with associational missionary to secure needed services and equipment for the association.
- Share a verbal report at ELT meetings and be open to questions by the ELT members and possibly messengers. This will usually only involve one person.
- Provide financial accountability for budget items: Utilities, Church and Church Equipment and Maintenance.
- Work with the associational missionary, in developing the specific facilities line items amount for each new budget year.

- Maintain confidentiality and brotherly cooperation and love. (May we model the right spirit for our associational churches!)
- Actively pray for the association's churches and pastors.

Personnel Team

This team will work with and on behalf of the associational Missionary to present needs and counsel to the ELT team.

This team will:

- Meet as needed but no less than quarterly
- Share a verbal report as needed at ELT meeting and possibly member meetings. This will usually only involve one person.
- Provide an annual performance review that is presented to ELT and actively encourage and support the associational missionary.
- Provide counsel as needed and desired to Associational Missionary
- Work with the associational missionary in developing any needed or desired ministry cost of living increases for each new budget year.
- Maintain confidentiality and brotherly cooperation and love. (May we model the right spirit for our associational churches!)
- Actively pray for the association's churches and pastors.

2018 Income and Expenses

(see accompanying notes)

September Finance Report

	<u>Sept Receipts</u>	<u>YTD Receipts</u>		<u>Budget Amt</u>	<u>YTD Spent</u>	<u>YTD Bal</u>
REVENUES						
Assoc. Church Giving	13,530.53	107,983.47				
Bapt Foundation of SC	0.00	1,081.18				
Janie Chapman	0.00	4,300.00				
SC Baptist Convention	0.00	0.00				
Total Revenues	13,530.53	113,364.65				
DESIGNATES						
2018 Summerton Acct	833.33	7,500.03				
Afr/Amer Ch Plant, Gaddy	0.00	10,000.00				
Individual Contributions	0.00	2,640.00				
Janie Chapman	2,426.00	2,426.00				
SC Baptist Convention	3,741.83	21,144.47				
Total Designates	7,001.16	43,710.50				
Revenues & Designates	20,531.69	157,075.15				
EXPENSES (Note 1)						
	<u>Budget Amt</u>	<u>YTD Spent</u>	<u>YTD Bal</u>			
Assoc Missionary (Note 2)						
Salary	45,500.00	34,119.00	11,381.00			
Housing Allowance	24,000.00	18,000.00	6,000.00			
Health Insurance	6,000.00	4,500.00	1,500.00			
Travel Allowance	3,000.00	2,250.00	750.00			
Conference/Convention	2,000.00	0.00	2,000.00			
Retirement	2,000.00	1,503.00	497.00			
Social Security	4,500.00	3,375.00	1,125.00			
Total Housing	87,000.00	63,747.00	23,253.00			
Office Manager						
Joyce Russell-Sanders	18,500.00	13,878.00	4,622.00			
Finance Administrator						
Nancy R Baker	4,500.00	3,375.00	1,125.00			
Total Office Staff	23,000.00	17,253.00	5,747.00			
Ministries						
Church Ministry Support	7,200.00	5,313.93	1,886.07			
Church Planter/Urgan Str	12,000.00	532.57	11,467.43			
Missions & New Work	8,000.00	6,931.74	1,068.26			
Pastoral Leadership	7,000.00	5,171.19	1,828.81			
United Ministries	1,000.00	250.00	750.00			
WMU	2,000.00	1,056.84	943.16			
Total Ministries	37,200.00	19,256.27	17,943.73			
Office Expenses						
Office Equip & Maint	4,000.00	1,762.37	2,237.63			
Office Supplies	1,000.00	656.91	343.09			
Postage	1,000.00	580.24	419.76			
Total Office	6,000.00	2,999.52	3,000.48			
Utilities						
Building Insurance	4,100.00	3,534.00	566.00			
Electricity	4,000.00	2,192.52	1,807.48			
Exterminator	1,500.00	776.90	723.10			
Gas	1,200.00	1,378.95	-178.95			
Lawncare	1,200.00	530.00	670.00			
Phone and Internet	1,000.00	889.81	110.19			
Water	800.00	472.27	327.73			
Total Utilities	13,800.00	9,774.45	4,025.55			
TOTAL REVENUE	113,364.65					
TOTAL EXPENSES	113,030.24					
	NET RESULT			334.41		
TOTAL DESIGNATE	43,710.50					

Note 1: The operating budget of the Association only reflects expenses and capital expenditures that are expended from unrestricted member church contributions, fee income, and investment income. Expenditures resulting from the satisfaction of donor restricted contributions and board designated funds are not included in the operating budget.

Note 2: Pursuant to Section 107 of the Internal Revenue Service Code, a tax-free housing allowance is designated for Kevin Litchfield in the amount of \$24,000 for the current year and all subsequent years until amended

SANTEE BAPTIST ASSOCIATION

**November 5 / Executive Leadership Team Meeting / 2018
PROPOSED 2019 OPERATING BUDGET**

(see accompanying notes)

	<u>Annual Budget</u>			<u>Annual Budget</u>
REVENUES		Office Manager		
Church Giving	150,000	Joyce Sanders		19,500
Outside Funding donations	20,000			
TOTAL REVENUES	<u>170,000</u>	Finance Secretary		
		Nancy Baker		4,500
EXPENSES (Note 1)				
Associational Missionary (Note 2)		Ministries		
Salary	46,500	Church Ministry Support	5,000	
Housing Allowance	24,000	Pastoral Leadership Development	5,000	
Health Insurance	11,600	Missions & New Work	8,000	
Cell Phone Allowance	1,200	WMU	2,000	
Conference/Convention	2,000	Unitd Ministries	1,000	
Retirement	2,000	Church Planting Strategist	<u>15,000</u>	
Social Security	4,500	TOTAL MINISTRIES		36,000
TOTAL EXPENSES	<u>91,800</u>			
UTILITIES				
Electricity	3,000			
Phone and Internet	1,000			
Water	800			
Gas	1,500			
Exterminator	800			
Building Insurance	2,500			
Lawncare	750			
Payroll Services	1,200			
TOTAL UTILITIES	<u>11,550</u>			
Office Expenses				
Office Equipment & Maintanance	2,000			
Office Supplies & Mail	1,000			
Postage	1,000			
TOTAL OFFICE EXPENSES	<u>4,000</u>	TOTAL EXPENSES		<u>167,350</u>

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