

Wake Forest Baptist Church

Deacons' Meeting

December 9, 2012

Present:

Carl Porchey, Chair

Jennifer Allen, Alice Bullock, Penny Ender, Harry Heilig, Eunice Heilig, Martha Wood, Betty Griffith, Sarah Brown, Brett Ureche, Howard Shields, Bob Ellison, Jay Foster, Susan Furches, Nancy Hall

Pastors: Angela Yarber

Carl Porchey called the meeting to order and opened with prayer.

The minutes from September 9, 2011 meeting were approved.

Motion: Harry Heilig

Second: Howard Shields

Unanimous approval by vote of the Deacon Board present with the corrections.

Pledge Financial Report:

See attached document.

“Carl’s Thoughts”:

- Chair, Carl Porchey, expressed his appreciation to the retiring Deacons for their dedicated service.
- Please remember to wear Deacon badges and greet visitors every Sunday. The new badges should be available before the January Deacon meeting.

Special Report on Burial Plots: Martha Wood

See attached document.

2013 Deacon Officers:

Chair – Carl Porchey

Vice Chair – Nancy Hall-Davis

Secretary – Betty Griffith

Motion: Howard Shields

Second: Alice Bullock

Unanimous approval by the current Deacon Board members in attendance.

The next meeting will be January 13, 2012.

Deacon Chair, Carl Porchey, adjourned the meeting.

Respectfully Submitted,

Nancy R. Hall-Davis, Secretary

DATE: 12/04/2012

**WAKE FOREST BAPTIST CHURCH
ANALYSIS OF INDIVIDUAL PLEDGES
FOR PLEDGE YEAR 2013**

	NUMBER OF PLEDGING UNITS		2012 PLEDGE	2013 PLEDGE	PERCENT CHANGE
NO CHANGE	19	29%	46,720.00	46,720.00	0%
INCREASE	21	32%	63,664.00	78,927.00	24%
DECREASE	12	18%	33,930.00	21,515.00	-37%
NEW PLEDGES	14	21%	-	12,160.00	0%
TOTAL	66		144,314.00	159,322.00	10%

SUMMARY OF TOTAL PLEDGES:

	Y-T-D 2012	Y-T-D 2013
# OF PLEDGING UNITS	71	66
# OF PLEDGES—NO CHANGE	18	19
# OF PLEDGES—INCREASED	27	21
# OF PLEDGES—DECREASED	9	12
# OF PLEDGES—NEW	17	14
AMOUNT PLEDGED	189,479.00	159,322.00
BUDGET	279,535.00	269,745.00
% OF BUDGET PLEDGED	67.78%	59.06%
LOWEST PLEDGE	100.00	100.00
HIGHEST PLEDGE	10,000.00	12,000.00
AVERAGE PLEDGE	2,668.72	2,413.97
# OF STOPPED PLEDGES	13	21
AMOUNT OF STOPPED PLEDGES	21,680.00	52,725.00

Information Summary on Burial Plots at Forsyth Memorial Park

December 6, 2012

Plots, depending upon location at FMP, begin at \$1695. up to 4395, incl. perpetual care; the base cost of the most expensive plots is 3995., which applies to the six spaces in question. FMP is currently offering 25% off ground spaces, 0% financing/48mos. Many find financing option attractive and helpful.

Most people sell their own plots since FMP does not buy them back. FMP charges a Quitclaim Fee of \$250. per three deed transfers. This fee can be waived if the purchaser makes any pre-need arrangements with FMP.

This particular lot is a monument lot; currently, no monument is in place. Monument rights are a separate issue to be determined and appropriate agreements properly executed among all parties. Each space does maintain individual foot marker rights.

One local funeral home suggested selling significantly below retail value, \$300. , 400., or 500. max. Other burial costs incldg vault, opening, marker, etc., add to the financial requirements. In addition, cremation is more common and affects sales.

First Pres had a similar situation several years ago when the church received a gift of plots at Salem Cemetery. Apparently, there had been a history of the church's having plots, although that has not been encouraged since plots can take several years to sell.

Suggested marketing possibilities: individual church bulletins, newsletters, websites, bulletin boards; newspaper classifieds; Craig's List; silent auction; raffle.

Suggested pricing: \$500. to \$2000/space.

Alternative suggestion: gifting to Hospice, or another organization for use by an indigent family, child, or category of choice

Wake Forest Baptist Church
Deacons' Meeting
November 11, 2012

Present: Carl Porchey, Chair; Jennifer Allen, Penny Ender, Susan Furches, Betty Griffith, Ross Griffith, Harry Heilig, Howard Shields, Martha Wood; Pastors: Angela Yarber, Susan Parker

Carl Porchey opened the meeting with prayer. He reported that Nancy Hall had become ill and could not attend. Carl implored members to volunteer for duty, then threatened (!), and Martha Wood reluctantly agreed to the **temporary recording** assignment; the affirming group sigh was unanimous.

The October meeting minutes were approved unanimously with two minor corrections: under Carl's Thoughts," 3rd bullet, last clause: add "or to" other Nominating Committee members "who" are . . . ; last bullet under Angela's report, change "Children Coordinate" to "Children's Ministry Coordinator."

Finance Chair Ross Griffith presented the October financial report and noted that the YTD \$38314.60 shortfall has since been reduced by a significant anonymous gift, as well as \$4000.(+/-) in undeposited credit card payments from the auction; additionally, monthly expenditures are less than budgeted. Brief discussion with clarifications and some questions followed.

Chairman Carl thanked everyone for responding faithfully to his request for all deacons to wear name tags and assume greeting responsibilities each Sunday morning.

Carl reported that he has enlisted Jennifer Allen, Alice Bullock, and Penny Ender to nominate officers for 2013 after the new Board is elected by the congregation on December 2.

Following a request from the Nominating Committee that the Church Office Committee be eliminated as a Standing Committee since it has ceased to function, Howard Shields offered a motion to that effect; Penny Ender seconded; approved unanimously.

Betty Griffith presented the Education Committee Report outlining Committee accomplishments during 2012 and identifying areas for further discussion at the November meeting when the Committee will develop suggestions for consideration by the new committee. Betty and Martha Wood confirmed the Committee's request that the Board of Deacons form an ad hoc committee to evaluate security concerns church-wide and develop a plan of action. Jennifer Allen and Nancy Hall-Davis have agreed to participate in this study. Children's Ministry Coordinator Lindsey Mullen has knowledge of and experience with effective plans; the Committee suggests that she be included in the membership. The Education Committee will share materials it has received concerning this issue.

Martha Wood provided information about burial plots at Forsyth Memorial Park. She will pursue additional information and submit a full report at the December meeting.

Ross Griffith presented proposals from the Finance Committee about the disposition of the 162 remaining books of Richard Groves's sermons; total value of the books is \$2200. Following

discussion, Ross moved that the staff offer books to the WFU Divinity School for each student; Jennifer seconded. Motion approved with one negative vote.

Angela and Susan addressed the issue of language in our discussions. Angela advised that the term "lifestyle," as used frequently in discussion during the last meeting, is both "politically incorrect" and hurtful and offensive. Harry Heilig asked: What is correct? Angela replied that according to the LGBT community, the question implies a choice. Harry asked if the term "gay" applies to all LGBT persons. Susan Parker suggested asking persons "you know" about appropriate terminology.

Pastors' Reports:

Susan Parker: Ghazi Sakran's brother died last week. Elizabeth Stroupe is 99 years old; Will Alsop is 96 years old! Finance 101 went well, though not as many participants as hoped. She has advised WFU Chaplain Tim Auman about problems recently experienced with the lift to Wait Chapel prior to Anne Shields's memorial service. Tim reported that updates to Wait Chapel are imminent. She has been attending Divinity School classes. Recently, she saw former interim Tim Willis. Susan then recognized Jennifer Allen who advised Board members of her impending surgery for cancer. Board members expressed concern and support for Jennifer and her family.

Angela Yarber: Thanked Ross and Don Wolford for their assistance with the Finance 101 classes attended by approximately 20 people. In the coming week, she will attend the American Academy of Religion conference in Chicago where she will present a couple papers. Thirty-three new members have joined WFBC in 2012; 59 total new members in two years. About fifty people attended the state of the church meetings. Ten to fifteen people have been attending regularly the trans-gender support group initiated by Brett Ureche. Recently, Angela spoke to the Greensboro trans-gender support group of 22 people.

Deacon Family reports: Individual deacons reported recent communications with assigned families.

Susan Furches requested clarification of her status on the Board of Deacons. Susan Parker agreed to meet with her immediately following the meeting.

Ross reported that new signage including WFBC has been installed and he continues negotiations with WFU about location of signs.

The next meeting will be at Carl and Mary Porchey's home in Yadkinville on Sunday, December 9, 2012, at 6:00PM.

The meeting adjourned at 7:15PM.

Respectfully Submitted,
Martha Wood, for
Nancy R. Hall-Davis, Secretary

Wake Forest Baptist Church

Deacons' Meeting

October 14, 2012

Present:

Carl Porchey, Chair

Jennifer Allen, Alice Bullock, Penny Ender, Harry Heilig, Martha Wood, Betty Griffith, Ross Griffith, Nancy Hall

Pastors: Angela Yarber, Susan Parker

Carl Porchey called the meeting to order and opened with prayer.

The minutes from September 9, 2011 meeting were approved with a correction: Don Wolford was elected to fill the Treasurer position.

Motion: Jennifer Allen

Second: Alice Bullock

Unanimous approval by vote of the Deacon Board present with the corrections.

“Carl’s Thoughts”:

- The Burial Plots Sales Committee report will be tabled until the November meeting.
- The November meeting will be the last business meeting of the year. The December 9, 2012 meeting will be a social meeting. Carl Porchey volunteered to hold the meeting at his home. There would be an election of Deacon Board Officers for 2013.
- Deacon Board vacancies are: 4 – three year terms, 2 – two year terms, and 1 – one year term. Nominations of members to fill the Deacon Board vacancies can be submitted to Don Wolford, Chair of the Nominating Committee; other Nominating Committee members are Frank Wood, Mary Porchey, Michael Hastings, Howard Shields, Ty Hamrick.
- Deacons have been doing a good job on greeting visitors.

Special Report from Personnel Committee:

See attached “Report: WFBC Personnel Committee Feedback from Congregation on Shared Ministry Model, October 3, 2012.”

- The Report was accepted by the Deacon Board
- Communication of report to congregation to include email, USPS mail to those who do not have email.
- Discussion of Report at the October 28th congregational meeting to discuss budget

Committee Reports:

Auction Committee: Susan Parker

The auction was a great success with proceeds of about \$7,000.00.

Financial Committee: Ross Griffith

- Ross Griffith congratulated the Auction Committee on a very successful Church Auction.
- It was noted that the “loose change” offering collected on the first Sunday of every month was considered a Hunger Offering and was donated to a organization that provides hunger relief. Martha Wood suggested that the offering recipient be designated. Betty Griffith suggested the Church consider local mission recipient(s).
- Proposed Budget: See attachments:

1. Summary Analysis of Revenue and Expenses – September 2012, two pages.
2. WFBC Proposed Budget for 2013, two pages.
3. Wake Forest Baptist Church Budget Process for 2013 Budget, one page.
4. Proposed budget is \$9790.00 less than 2012.
5. Deacon Board recommended moving \$50.00 from Education: Special Needs and Adult Ministry (2 X \$50.00 = \$100.00) to Senior Adult Ministry.
6. Martha Wood questioned whether the Church or Susan Parker should pay the tuition (\$450.00) for the Pastoral Care Class Susan is scheduled to take in the Spring 2013.
7. Harry Heilig pointed out that the proposed budget was about \$28,721 over projected incomes.

Proposed Budget was approved by the Deacon Board with one opposition: Martha Wood

Motion: Alice Bullock
Second: Jennifer Allen

Education Committee: Martha Wood
No report.

Constitution / By-Laws Committee (Ad-hoc):

Presentation of changes to the WFBC Constitution:

- The new constitution will be presented for discussion to the Church on November 18, 2012 after worship, and Salem Towne during the last week of November.
- The Constitutional documents (proposed changes) will be sent out two weeks prior by email and USPS to those who do not have email.

Website:

- Harry Heilig stated that he had received some concerns from his Deacon families.
- Betty Griffith stated that we need to represent all the members of the Church.
- Martha Wood encouraged the Deacons to visit the Middle Collegiate Church (the Gordon Dragt Church referenced in his book) website.

Motion to accept the proposal of the Personnel Committee (See attachment) to assign responsibility of the website to the Outreach Committee was approved.

Motion: Martha Wood
Second: Ross

Pastors' Reports:
Susan Parker

- Auction was very successful proceeds ~ \$7,000.00.
- Richard and Tyler joined this morning.
- Anne Shields service was Saturday, October 13, 2012. There were some issues with the lift. WFU had promised to fix the problems.
- Nona Reeves is back at home.
- Sayward Fletcher is in a Chaplain Program and wants to visit at Salem Towne.

Martha Wood announced that she is honored to be training as docent for the Anne Kesler Shields' retrospective exhibit at SECCA.

Angela Yarber:

- 30 new members in 2012; maybe five more to join before the end of the year. Please be sure to reach out to those guests.
- 50 WFBC representatives marched in the Pride parade - WFBC won the "Best Walking Group"
- Article in the "Black & Gold" contained some inaccuracies that were eventually corrected.
- The intern program and Children Coordinate are working hard with positive feedback from everyone.

Deacon Family Reports:

The Deacons reported on their recent communications and interaction with their "Deacon Families".

The next meeting will be November 11, 2012.

Deacon Chair, Carl Porchey, adjourned the meeting.

Respectfully Submitted,

Nancy R. Hall-Davis, Secretary

Wake Forest Baptist Church
Deacons' Meeting
September 9, 2012

Present:

Carl Porchey, Chair

Jennifer Allen, Alice Bullock, Penny Ender, Harry Heilig, Martha Wood, Betty Griffith, Ross

Griffith, Nancy Hall

Pastors: Angela Yarber, Susan Parker

Carl Porchey called the meeting to order and opened with prayer.

The minutes from July 8, 2011 meeting were approved with a correction: Education Committee section: 1) the discussion of Gordon Dragt's book will include all the Adult Sunday School Classes; 2) Mandy Mizelle is youth coordinator.

Motion: Martha Wood

Second: Jennifer Allen

Unanimous approval by vote of the Deacon Board present with the corrections.

Financial Report: Ross Griffith

Don Wolford has agreed to fill the vacancy left by Robert Fentress. Motion presented to the Deacon Board for approval.

Motion: Ross Griffith

Second: Harry Heilig

Unanimous vote to approve Don Wolford to fill vacancy on Finance Committee

Finance Committee held a meeting with the Chairs (Co-Chairs) of the Personnel, Worship & Music, and Missions Committee on August 16th to discuss the up-coming budget process. The Finance Committee recommended that the Committees adopt the "Zero Based Budget" (start with a zero budget not the previous year's budget) planning program. Proposed budgets are due by September 24, 2012. The Finance Committee will meet on October 4, 2012 to finalize the budget. Additional revenue sources including Church auctions, grants, and sale of burial plots were acknowledged. The Finance Committee hopes to move toward a balanced budget.

Burial Plots:

Martha Wood volunteered to head up the effort to sell the burial plots. She has her NC Real Estate license and access to the real estate network. She will work with Linda Engle

"Carl's Thoughts":

- Thanks for the extra efforts and attention paid to visitors, guests, and students the last several Sundays.
- After requesting lists for Deacon nominations, Carl has only received four; therefore, suggest we include these lists and open up the nominations to the congregation. There are seven vacancies to fill for next year: four – 3 year terms; two – 2 year terms; one – 1 year term. Nominees must be a member at least 1 year and if someone has served a full three year term they must sit out for at least one year.

Committee Reports:

Auction Committee: Susan Parker

Last planning meeting scheduled for this Wednesday night at 7:00 PM, after the Wednesday evening meal.

Church volunteers / workers should arrive at 5:30 PM on Sunday evening.

Personnel Committee: Carl Porchey

Recently completed the review of the dual-shared pastorship model. Will publish results soon.

Working on budget proposal for the September 24th deadline.

Education Committee: Martha Wood

Martha reported a very favorable experience with the new Children's Coordinator, Lindsay Mullen.

Betty Griffith reported a favorable response to the first "annual Church read" (Church wide reading of the Gordon Dragt book).

Martha Wood stated that there were numerous favorable comments in reference to the "Teachers Recognition" during a recent Sunday morning service.

Overall, Lindsay Mullen (new Children's Coordinator) seems to have control of security issues concerning the children. Martha suggested the Church look at general church security concerns. Nancy offered her help as her job focuses on these issues frequently.

Constitution / By-Laws Committee (Ad-hoc):

Presentation of changes to the WFBC Constitution:

- The new (with changes) Constitution will be sent to all members / congregation via email or US Postal Service.
- The correspondence will note that the current WFBC Constitution (2004) will be available from the Church office.
- The congregational discussion will be held on December 2nd, following church. Maybe during a soup/sandwich lunch.
- A meeting will be scheduled for the Salemtowne discussion.

Pastors' Reports:

Angela Yarber:

- We have many members who are "hurting", please be sensitive and keep our congregation in your prayers.
- 23 new members in 2012 / 49 since January 2011
- Prospective members are:
 - Debbie Horton
 - Anita Thomas
 - Tim and Joe (from Karma Gallery)
 - Lydia Cavanaugh
 - The Faulk / Hastings
 - Emily Cole
 - Melissa Lucas
 - Davin and Todd (??)
 - Teresa & Alita (??)

- Christine & Nicole
- Richard & Tyler
- Fallon (?)

Please be sure to reach out to those guests.

- Food & Faith class starts on Sept. 19th in Room 202 – Wingate Hall following supper.
- Perry & Lindsay are working closely with the youth
- Chris Hughes will be heading up the 20, 30, 40 – something class
- Lindsay has a background in film and has offered her camera and editing expertise
- Pride Sunday is October 15th.
- The Pride march / parade will be held on October 13th in downtown Winston Salem.
- At present, there is a baby dedication scheduled for October 7th – Christy & Sharon Pressley's child Garson's .

Susan Parker

- Auction September 16th.
- Look for an interim WFBC Newsletter reporting on recent changes for the CHANGE organization.
- Crop Walk on October 21st – sponsored by Missions & Youth / Children.
- Ruth Finley is heading up the "Meals-on-Wheels" program. New member or other volunteers are needed.
- Welcome back to Ross & Betty Griffith. Their daughter is improving.
- Howard Shields reported that Anne is very weak but was able to attend her art show at Salem College. Martha Wood announced that she is very honored to be training as docent for the Anne Kesler Shields' retrospective exhibit at SECCA.
- Walter Harrelson's memorial service will be held on September 21, 2012 at 3:00 PM.
- Susan reported sending several emails to Darrell at Highland Baptist about the partnership but has not received any reply.

Deacon Family Reports:

The Deacons reported on their recent communications and interaction with their "Deacon Families".

The next meeting will be October 14, 2012.

Deacon Chair, Carl Porchey, adjourned the meeting.

Respectfully Submitted,

Nancy R. Hall-Davis, Secretary

Wake Forest Baptist Church

Deacons' Meeting

July 8, 2012

Present:

Carl Porchey, Chair

Alice Bullock, Penny Ender, Susan Furches, Harry Heilig, Martha Wood, Howard Shields,

Nancy Hall

Pastors: Angela Yarber

Carl Porchey called the meeting to order and opened with prayer.

The minutes from June 10, 2011 meeting were approved with no additional corrections.

Motion: Martha Wood

Second: Harry Heilig

Unanimous approval by vote of the Deacon Board present.

Financial Report: Angela Yarber

A printout of the draft financial report dated June 2012 was provided. There has been a deficit of \$34,395.21, Year to Date for 2012; and a deficit of \$13,099.59 for June 2012. The Year to Date and June deficit figures includes a payout for one half the year obligation to Missions.

The Church received two new pledges totaling \$14,000.00 yearly(?) this month.

Angela Yarber reported that the Finance Committee has an outstanding situation with the Richard Groves books. The money used to pay for the books was borrowed from the Memorial Fund and needs to be paid back to that fund. The balance is about \$2,500.00. It was agreed that the books would be offered for sale in the Narthex each Sunday and at the upcoming Church auction. Martha Wood and Susan Furches offered to look for a rolling cart for the Church to display the books, tee-shirts, and other Church items for sale.

Wake Forest Baptist Church was not awarded the grant requested this Spring because it is considered an independent Church and therefore, not eligible. In order to apply for grants the Church needs to obtain its 501(c)(3), non-profit, status through the IRS. The Finance Committee approved the expenditure of \$800.00 toward this goal.

“Carl’s Thoughts”:

- Thanks to Deacons for wearing their name badges. Please continue to wear them and make a special effort to greet our new members and guests.
- Stay in contact with your Deacon families and let them know about upcoming Church functions.

Committee Reports:

Outreach Committee:

Deacons voted unanimously to approve nominated committee members:

Dru Fulcher

Mark Neff

Mandy Mizell

Betty Faulk

Motion: Susan Furches

2nd: Howard Shields

Property Distribution: Martha Wood

Martha Wood reported that the Church had a successful silent auction and raised about \$200.00. There are still a few items left.

Education Committee: Martha Wood

Angela Yarber reported that the Church has received seven applications for the Children's Ministry Coordinator position. Those application will be reviewed by the Committee to include Martha Wood, Betty Faulk, Angie Bowman, Angela Yarber, and Susan Parker.

Liaison Committee / Space Renovation:

The proposed space renovations begin Monday, July 9 and are expected to take about two weeks. The University will ensure that our space will be usable and safe on Sundays until the project is renovated.

Constitution / By-Laws Committee (Ad-hoc):

Constitution – continued discussion of Membership Section:

- There was a discussion of what "Membership" means.
- The Deacon Board reached a consensus and will propose that people who desire to join Wake Forest Baptist Church attend a series of "Membership Classes" during which they will learn about our Church's history, both locally and the Baptist tradition, to include discussions on baptism and other Christian ideals.
- Angela Yarber will compose the text to include in the Constitution. This text will agree with the Wake Forest Baptist Church "Mission Statement."
- A decision regarding how best to present to Church will be determined later.

Pastors' Reports:

Angela Yarber:

- 17 New members this year.
- Prospective members are:
 - Debbie ? last name
 - Anita Thomas
 - Tim and Joe (from Karma Gallery)
 - Lydia Cavanaugh
 - The Faulk / Hastings
 - Emily Cole
 - Melissa Lucas
 - Davin and Todd (??)
 - Kip and Madison

Please be sure to reach out to those guests.

- Sally Gulley's brother died on July 4th. The two were very close.
- Marjorie Angel is not doing well.
- The first WFBC auction is scheduled for September 16, 2012.
- There will be an ice cream social at Angela's and Elizabeth's home on July 22, 4:00 PM.
- "Holy Women's Icons" – Angela Yarber's exhibit at Woven Soul on Trade Street during the month of August. Opening night will be August 3rd.
-

Deacon Family Reports:

The Deacons reported on their recent communications and interaction with their "Deacon Families."

The next meeting will be August 12, 2012.

There was no additional business. Chair, Carl Porchey, adjourned the meeting.

Respectfully Submitted,
Nancy R. Hall-Davis, Secretary

Chairman called the meeting to order and commenced with prayer.

Minutes from June 10, 2011 meeting were approved with no additional corrections.

Motion: Martha Wood

Second: Harry Helling

Unanimous approval by vote of the Deacon Board passed.

Financial Report: Angela Yarber

A portion of the Craft financial report dated June 2012 was provided. There has been a deficit of \$4,308.21 Year to Date for 2012 and a deficit of \$25,099.29 for June 2012. The Year to Date and June deficit figures includes a payout for one-half the year obligation to Missions.

The Church has received 14 new pledges totaling \$14,210.00 for the month.

Angela Yarber reported that the Finance Committee has an outstanding situation with the Arkland Graves loans. The money used to pay for the books was borrowed from the Memorial Fund and needs to be paid back to that fund. The balance is about \$3,000.00. It was agreed that the books would be offered for sale in the Narthex each Sunday and at the upcoming Church Auction. Martha Wood and Susan Fritche offered to look for a willing buyer for the Church to handle the books, etc. things and offer Church funds for sale.

Wade Forest Baptist Church was not asked if the grant requested this Spring because it is considered an independent Church and therefore not eligible. In order to apply for grants the Church needs to obtain its 501(c)(3) non-profit status through the IRS. The Finance Committee approved the expenditure of \$500.00 toward that goal.

"Carl's Thoughts":

- Thanks to Deacons for wearing their pastor buttons. Please continue to wear them and make a special effort to greet our new members and guests.
- Stay in contact with your Deacon families and let them know about upcoming Church happenings.

Committee Reports:

Education Committee:

Deacons were encouraged to sponsor new and old confirmation members.

John Feltner

John W. Feltner

John W. Feltner

John W. Feltner

John W. Feltner

John W. Feltner

Wake Forest Baptist Church

Deacons' Meeting

June 10, 2012

Present:

Carl Porchey, Chair

Jennifer Allen, Penny Ender, Robert Fentress, Harry Heilig, Martha Wood, Howard Shields, Nancy Hall

Pastors: Susan Parker and Angela Yarber

Carl Porchey called the meeting to order and opened with prayer.

The minutes from April 1, 2011 meeting were approved with the correction of "Rhodes" to "Rhoades".

Motion: Jennifer Allen

Second: Howard Shields

Unanimous approval by vote of the Deacon Board present.

Financial Report: Robert Fentress

A printout of the financial report dated May 2012 was provided. There has been a deficit of \$21,295.62 Year to Date for 2012; and a deficit of \$8025.93 for May 2012.

Martha Wood asked if the deficit funds were taken from the Endowment Account. Carl Porchey and Robert Fentress stated that at present, the funds were taken from the Investment Account whenever there was a deficit in the budget. Robert Fentress explained that when the Church voted to approve the budget, they voted to cover all expenditures approved by vote and any deficits would therefore be covered by funds from the Church Investment Account up to and including the total amount approved by vote of the Church. Any additional funds must be approved by vote of the Church.

Susan Parker reported that a Auction Steering Committee had been set. The committee members were Joe Foster and Kelvin Wannamaker, Judy and Terry Lovelace, Mark Neff and Dru Fulcher, and Robert Fentress. Plans were that the auction would be held in September / October.

Additional revenues could be obtained by the sale of the six (6) burial plots that are now owned by the Church. It was suggested that the plots be offered for sale to Church members through the WFBC Newsletter and / or at the Fall Auction. An Ad hoc committee was appointed by Carl Porchey to oversee the sale of these plots. Committee members are: Jennifer Allen, Robert Fentress, and possibly Ross Griffith.

Susan Parker also added that there are about six (6) boxes (approximately \$3000.00) of Richard Groves' books in Angela office that need to be handled in some way. Robert Fentress and several other Deacons recommended that we try to sell at the Wednesday night suppers / Fall auction.

"Carl's Thoughts":

- Carl's good friend is in Duke Hospital with complications from a previous lung transplant.
- Our new members are not consistent in their attendance. Deacons please contact all families, but especially the new members and let them know we miss seeing them.

- In Susan Furches absence, volunteers for the month of August are,
 - Robert Fentress – Sexton
 - Martha Wood – Candle lighter and Psalm Readers
 - Howard Shields – Ushers

Sincere thanks to these volunteers for assuming these extra duties.

Committee Reports:

Property Distribution: Martha Wood

Martha Wood, assisted by Carl Porchey, asked for authority from the Deacon Board to deal with the Church property as deemed appropriate. The following Motion was made by Howard Shields and seconded by Penny Ender,

Martha Wood, Carl Porchey, and Penny Ender shall 1) dispose of that WFBC property that is not of any value to WFBC, 2) send for recycling that property that is not usable or of any value to WFBC but can be recycled, and 3) set for auction / sale that property which has value, but is no longer usable to WFBC. The Motion was approved by unanimous vote of those Deacons present.

That property which has value but is no longer usable to WFBC will be up for sale during the Sunday night supper meeting on June 24th. Notice will be included in the Church Newsletter / email prior to that meeting.

Education Committee: Martha Wood

Martha reported that the parents, Pastors and Education Committee met at her house on May 20th for a discussion and planning session. Seven WFBC families were represented and there were three committee members present. The discussion included strengths and weaknesses, changes, need for a Children's Ministry Coordinator, Vacation Bible School, safety concerns, and how to best structure time for the children.

There was discussion of starting a LGBT parenting group or a support group for all parents. Angela Yarber stated that the Church had received one (1) application for the Children's Ministry Coordinator position and expected two (2) more. It was suggested that the selection committee include members from the Education Committee, Pastors, and several parent representatives. Harry Heilig expressed concerns regarding how to increase the number of children in Sunday School.

Liaison Committee:

Susan Parker provided a letter from Paul M. Borick, Architect, and J.L. Bolt, General Superintendent – Construction regarding the renovation plans for the WFBC office / Sunday School area. The letter explained some proposed changes to the original plans.

Constitution / By-Laws Committee (Ad-hoc):

Constitution – continued discussion of changes:

- Proposed changes to the Membership Section, Article 3, regarding the details of Baptism, etc. were not finalized. Suggested amendment to be reviewed at next meeting of the Deacon Board.
- Carl Porchey discussed how best to present the proposed Constitution changes to the Church once the Deacons had agreed on the language. There were three suggested methods: 1) house meetings, 2) Sunday night potluck + a meeting a

Salemtowne to include long standing members who could no longer travel, and 3) meeting / lunch after Sunday worship + a meeting at Salemtowne. Most agreed that a meeting / lunch after Sunday service would be appropriate. The proposed changes should be provided to the Church members by email / US post mail at least three weeks prior to the meeting.

Pastors' Reports:

Angela Yarber:

- 15 New members this year, 19 prospects.
- Theme for the current season – “What WFBC means to me.” If anyone wishes to make a statement, please contact Angela. Encourage Deacon families to bring green material that will be sewn together to make a church banner. In addition, please let your Deacon families know about “game night”. Encourage them to bring a salad / dessert and join in the fun on June 24th.
- Sunday School discussions of Gordon Dragt book are going well.
- Please be here as much as possible during the Summer.
- The WFBC Outreach Committee is working on promoting the Church to the Winston Salem community.
- “Holy Women’s Icons” – Angela Yarber’s exhibit at Woven Soul on Trade Street during the month of August.

Susan Parker:

- Anne Shields continues her health battles.
- Harry Heilig will have a cataract removed on Thursday.
- The Mayers family is due back to the US / Winston-Salem at the end of July.
- Jo Reeves’ daughter is scheduled to have surgery, please keep the family in your prayers.
- Porter Hastings injured his eye and is on antibiotics.
- The first “WFBC Road Show” is scheduled for Salemtowne on June 20th.

Deacon Family Reports:

The Deacons reported on their recent communications and interaction with their “Deacon Families”.

The next meeting will be July 8, 2012.

There was no additional business. Chair, Carl Porchey, adjourned the meeting.

Respectfully Submitted,

Nancy R. Hall-Davis, Secretary

Wake Forest Baptist Church

Deacons' Meeting

May 13, 2012

Present:

Carl Porchey, Chair

Jennifer Allen, Alice Bullock, Penny Ender, Ross Griffith, Harry Heilig, Martha Wood,
Howard Shields, Nancy Hall

Pastors: Susan Parker and Angela Yarber

Carl Porchey called the meeting to order and opened with prayer.

The minutes from April 1, 2011 meeting were approved with no additional corrections.

Motion: Harry Heilig

Second: Jennifer Allen

Unanimous approval by vote of the Deacon Board present.

Financial Report: Susan Parker

A printout of the financial report dated 05/11/2012 was provided. There has been a deficit of \$13,709.06 Year to Date for 2012; and a deficit of \$930.35 for April 2012.

New Business:

- Susan Parker's sabbatical is scheduled for June 25th through August 5th.
- Lu Leake and Katie Fowler have resigned from the Endowment Committee. The vacancies will be filled by Buddy Marterre and Jennifer Allen as appointed by Deacon Chair, Carl Porchey.
- Susan Furches's health currently prevents her from performing all her deacon duties. Her Deacon families will be re-assigned to the remaining Deacons. Carl Porchey will send an email to the Deacons identifying their new assigned family.

"Carl's Thoughts":

- Forsyth Memorial Park burial plots are now fully registered to Wake Forest Baptist Church. The six plots will be for sale through Forsyth Memorial Park.

Committee Reports:

Personnel Committed:

Carl Porchey reported that,

- Survey Monkey evaluations worked very well. The total cost was \$24.00 and there were 79 total and 75 "usable" surveys submitted. "Usable" is a Survey Monkey term and the definition could not be determined by those involved with the survey details. The survey summaries were provided to and discussed with both Angela Yarber and Susan Parker. The Personnel Committee is pleased with the experience and would recommend using this format in the future.
- When originally proposed / instituted, the two-pastor model was set to be evaluated at or about the eighteen month mark which is close. The Personnel Committee will be evaluating the model at its next meeting.
- Angela Yarber has been approached by Wake Forest University and asked to teach a class in the Fall entitled, "Embodying the World's Religions". Angela presented this request to the Personnel Committee for consideration. Based upon her statement that teaching the class would not interfere with her hours required to perform her pastoral duties and given that this opportunity would strengthen

the relationship between the Church and the University, the Personnel Committee approved the request to be brought before the Deacon Board.

Motion: Ross Griffith

Second: Alice Bullock

Unanimous approval by vote of the Deacon Board present.

Property Distribution: Martha Wood

Martha Wood provided the Deacon Board with the following summary,

- Some property items are not useable.
- The recycling center in Kernersville will take old electronics; however, the Church needs to make sure that none of the items belong to Wake Forest University before disposal.
- The Church needs a formal property inventory and disposal system.
- The items for disposal should be listed in the WFBC Newsletter for sale / auction.
- The list of disposal items will be emailed to Don Roberson / Church Office.
- The "first call" for disposal items will be made in the Newsletter.
- A "Property Disposition Log" should be prepared.
- A Property Disposition Committee should be formed.

Liaison Committee:

Ross Griffith reported that the MOU had been signed by all parties. Renovations would begin this Summer and volunteers would be needed to help move equipment and furniture, etc. There was an initial meeting with the WFBC staff, the architect, and the contractor. The meeting went smoothly. Susan Parker stated that she felt good about the process. The renovation will begin in the religion lounge – lower level. Suite 108, Church Offices and classrooms renovations are expected to take place in July.

Howard Shields voiced concerns about changes to the original approved / signed construction plans and MOU. It was decided that another meeting should be held with J.L. Bolt (Construction Manager / Contractor), Paul Borick (Architect), WFBC Pastors, and representatives of the Education Committee, Liaison Committee and possibly the Youth Minister, if available. Susan Parker and Angela Yarber stated that they would arrange another meeting.

Martha Wood asked how the Church members would be notified of the proposed changes to the Church spaces. There was discussion regarding the need to formally notify the Church members. Carl Porchey stated that a notification had been published in the WFBC Newsletter and Ross Griffith stated that he had supported the notification and changes. Jennifer Allen stated that she did not know of any legal issues and stated that WFU owned the property and had served WFBC as a generous "host".

Constitution / By-Laws Committee (Ad-hoc):

Proposed changes to the By-Laws were approved as discussed. See attached.

Motion: Alice Bullock

Second: Howard Shields

Unanimous approval by vote of the Deacon Board present.

Constitution – continued discussion of changes:

- Proposed changes to the Membership Section, Article 3, regarding the details of Baptism, etc. were not finalized. Suggested amendment to be reviewed at next meeting of the Deacon Board.
- Motion to approve the Constitution as amended with the exception of Article 3, Membership:
Motion: Jennifer Allen
Second: Ross Griffith
Unanimous approval by vote of the Deacon Board present

Pastors' Reports:

Susan Parker:

- Ross and Betty Griffith's daughter has health concerns, please keep them in your prayers.
- Anne Shields continues her health battles.
- Lynn Rhoades' mother is improving with a full recovery expected.
- Leisure Club will meet tomorrow, May 14, at Salemtowne. There are 38 folks signed up to attend.
- The Church continues to have transportation issues for some of our older members. Lucille Harris suggested that we "pair-up" some of our younger members with some of our more "mature" members and perhaps some of the transportation and other issues could be resolved.
- Still working on a WFBC Auction to raise money. The EU contact has been very encouraging and helpful. EU's first auction brought in about \$5,000. They have grown the auction to about \$36,000 last year. The prospects are very exciting. Looking at an August to September timeframe.
- There will be a Clergy Caucus meeting on Thursday aimed at a "healing ceremony" due to the passage of Amendment One.

Angela Yarber:

- Actively reviewing the evaluations.
- There will be no Sunday service on May 20th. It is WFU Baccalaureate.
- Penny Hazen resigned as Children's Minister.
- Meeting with parents will be held on May 24th at Martha Wood's home to discuss the Children's Ministry. WFBC now has about 11 youth. Over the Summer we hope to have Mandy Mizell as Youth Minister. Perry Dixon will be our Youth Minister intern for the next two years beginning about August 26th.
- Members: 12 new this year; 38 new since January 2011; 15–20 perspective new members.

Deacon Family Reports:

The Deacons reported on their recent communications and interaction with their "Deacon Families".

The next meeting will be June 10, 2012.

There was no additional business. Chair, Carl Porchey, adjourned the meeting.

Respectfully Submitted,

Nancy R. Hall-Davis, Secretary

Bylaws
Wake Forest Baptist Church
(August 15, 2004)

Section 1. Repeal or Amendment of Bylaws

These bylaws, or any part thereof, may be repealed, amended or new bylaws adopted by a majority of the members present and voting at any regular church conference, provided that the proposed changes be mailed to the church members and copies distributed at least fourteen days prior to the time at which the vote is taken. No bylaw shall be in conflict with any provision of the constitution.

Section 2. Church Conferences

Special meetings for designated purposes may be called by the pastor, by the diaconate or by written notice signed by any fifteen members. Notice of regular or special meetings shall be given in the church bulletin or newsletter, or orally in a regular meeting, at least one week in advance. Members present at the conference will constitute the pool of eligible voters.

Section 3. Discussion Meetings

Any member of the church may ask the pastor or the diaconate to convene a discussion meeting of church members to support, to share, or to discuss with him or her any personal, doctrinal or moral problems of a Christian community. The notice shall indicate the person or persons requesting the meeting, the general nature of things to be discussed, the time and place of the meeting, and by whom the meeting has been called. No action shall be taken at such discussion meetings that will involve a change in the structure or practices of the church. The sole purpose of such meetings is simply to share in a member's concern.

Section 4. Reports on Meetings With Affiliated Organizations

Persons attending meetings with affiliated organizations shall report the results of meetings to the congregation via oral communication at a church conference and/or via written communication in the church newsletter. When more than one person attends a meeting, a representative may be chosen by the group to make the report.

Section 5. Deacon Selection Process and Terms of Office

The selection process for the new diaconate members shall be held during the fall prior to the beginning of the term of office on January 1 according to the following schedule:

A church conference will be held and/or a notice will be placed in the newsletter:

- listing the current deacons and the dates their terms expire;
- identifying the deacons whose terms expire and who will thereby oversee deacon selection;
- listing the duties and responsibilities of the diaconate as stated in the constitution and scripture;
- asking the membership to submit nominations for the diaconate from among persons who have been active members for at least one year;
- providing a nomination form to be returned to the Church office by the first Sunday in November.

November: All nominations will be submitted to the Nominating Committee. The Nominating Committee will:

- contact the persons nominated, explain the roles and responsibilities, and invite them to serve;
- inform the membership through the church newsletter the names of the nominees.
- Public notice must be given 14 days in advance of deacon elections.

December: The selection will be held during a church conference. The chairperson of the Nominating Committee will oversee this election, see that newly elected deacons are notified and leave the names of the alternates with the chairperson of the Board of Deacons to be used if any deacon cannot complete the term. A special election will be held to fill vacancies.

Members of the diaconate shall be elected by the church for a term of three years with one-third of the number being elected each year. After the completion of a three-year term no member of the diaconate shall be eligible for re-election until one year shall have elapsed.

Section 6. Terms of Office for Church Officers

Terms for church officers (trustees, treasurer, and clerk) shall be three years. For the trustees, one-third of the number shall be elected each year. Vacancies may be filled at any time, with the person elected filling out the unexpired term of the one whose vacancy is being filled. Having served as a trustee during a previous term will not disqualify a member for re-election.

Section 7. Terms of Office for Committees

With the exception of the Finance Committee, each committee member shall serve a two-year term. Thus one-half of the committee will be elected each year.

Finance Committee members shall serve a three-year term with one-third of the committee being elected each year.

Vacancies on committees may be filled at any time, by the remaining committee members, with the person(s) selected filling out the unexpired terms of the one(s) whose vacancy is being filled. The new committee member(s) will be voted on by the church at the next scheduled church conference.

Section 8. Ordination

The pastor and diaconate shall ask the congregation for permission to convene an ordination council for the purpose of examining the individual for fitness for the ministry. If the vote is affirmative, the pastor and diaconate shall invite three or more ministers and/or lay persons to serve as an ordaining council. If the results are favorable, the council shall recommend that the church proceed with the ordination of the candidate.

Changes made

- Calendar for selection of deacons moved from October to November.
- The previous by-laws mentioned the education committee, but no other committee. The reference to the education committee was removed.
- Vacancies on committees will not be filled by the committees themselves.

Wake Forest Baptist Church

Deacons' Meeting

April 1, 2012

Present:

Carl Porchey, Chair

Jennifer Allen, Penny Ender, Susan Furches, Robert Fentress, Ross Griffith, Martha Wood, Betty Griffith, Howard Shields, Nancy Hall

Pastors: Susan Parker and Angela Yarber

Carl Porchey called the meeting to order and opened with prayer.

The minutes from March 11, 2011 meeting were approved with no additional corrections.

Motion: Jennifer Allen

Second: Howard Shields

Unanimous vote – approved

Financial Report: Robert Fentress

A printout of the financial report (stamped "Draft") was provided. There has been a deficit of approximately \$12,000.00 Year to Date for 2012. Robert noted that historically, some members pay their pledges in the month of December. Angela noted that in the previous several weeks three people have asked for pledge cards.

"Carl's Thoughts":

1. Kudos to all who were responsible for organizing the Church conference. The five agenda items were successfully complete in about 9 minutes.
2. The morning offering collections are still not flowing smoothly. Suggestions for how to correct this are welcome.
3. Deacons please remember to wear your name badges on Sunday.

Committee Reports:

Personnel Committed:

Carl Porchey reported that

- The Church members approved the "Pastor Emeritus" honorary title for former pastor, Richard Groves; therefore, we should schedule the event for the near future. A proposed date of April 29th has been suggested,
- The Personnel Committee is working on the performance survey for the Pastors. This year everyone will have an opportunity to participate either electronically or through hard copy.

Property Distribution:

Martha Wood provided the Deacon Board with a list / printout of the WFBC property. Some of the children's supplies including old construction paper and games are old and faded. After having gone through the tedious process Martha offered two suggestions,

1. There should be a formal process established to track and dispose of WFBC property.
2. There are some furniture items that are good shape and should have some value. We should consider an auction / silent auction as a fund raiser. The Deacon Board was in favor of looking into a possible auction as a fund raiser.

Betty Griffith added support to Martha's suggestions.

Carl Porchey asked Martha Wood to serve as Chair of an ad hoc committee to establish a formal policy / system of property control and disposal. Susan Furches and Betty Griffith volunteered to serve on the committee and Susan Parker suggested that since Jennifer Allen was a Trustee of the Church, she should also be a part of the committee. Jennifer Allen agreed to serve as ex officio.

Education Committee:

Betty Griffith reported that the committee met recently and that there was lively discussion regarding the WFBC Education mission statement because it should include all areas of education at the church, children and adults of all ages. The committee decided to "table" the formalization of the mission statement and suggest to the Church / Sunday School Classes that they read the Gordon Dragt book, discuss the book and see if there would be a broad input of ideas from these groups. Some of the ideas mentioned during the Ed Committee meeting were including studies / lessons including different languages, Biblical ties to cooking, etc.

Liaison Committee:

Ross Griffith presented the University plans for construction involving two new Religion Department offices. The plans include renovations for the lower and first floor levels of the Church. The plans presented are the final plans and do include some loss of space for WFBC. Ross proposed that a Memorandum of Understanding be drafted to clarify the details of the renovation plans and establish the Church's use and access of the shared kitchen and lounge areas on Sundays. Ross will bring a final form of this for approval at the May meeting.

Constitution / By-Laws Committee (Ad-hoc):

Jennifer Allen, Chair, recapped the changes that were discussed at a previous meeting and continued the presentation of changes proposed by the committee. The "Membership" section was not discussed as all Deacon Board members did not have the most current printout.

A copy of the proposed changes will be attached to these minutes as a formal document of reference.

Pastors' Reports:

Susan Parker:

- Member Frank Wood is back with us in Worship Service.
- Howard Shields reported that Anne is greatly improved.
- Paul Lawrence is making progress following shoulder surgery.
- Kelvin Wannamaker's brother-in-law from Canada, died suddenly and unexpectedly while on vacation in Williamsburg, VA. Kelvin and Joe Foster have traveled to Canada with Kelvin's sister.
- Discussed the possibility of a fund raiser: Six burial plots were donated to the Church. Selling these could help the Church's financial deficit. Parkway UCC holds very successful fund raisers / silent auction events. The Deacon Board encouraged Susan to gather information and present some possibilities at the next meeting. It appears that WFBC has some valuable assets that could be turned into monies at an auction / silent auction event.

Angela Yarber:

- April 28th is Earth Day, WFBC will have a booth at the Dixie Classic Fair Grounds from 10:00 AM until 5:00 PM. We need volunteers to help attend the booth and serve as hosts to represent WFBC.
- May 6th is WFBC Family Day and will be held at a local park (TBA).
- Summer Worship theme will center on personal stories from our members and friends.
- We have 24 new over the past year, 30 since January 2011 and 16 more are seriously considering joining WFBC.
- A trans-support group will be sponsored by WFBC.
- We received "thank you's" from Mark and Thom regarding the gracious support shown to Justin. Justin is now in a new school and reports great improvements.
- Adam McDuffie, a Summer Pre-Ministry student needs housing.
- WFBC website: Betty Faulk has been working on improving / updating our WFBC website. She has been able to secure a new server which offers lots of ease and flexibility for changes and additions that are not available now. The new server will cost \$6.00 / month, which is an overall decrease in expenses from the current situation.

Deacon Family Reports:

The Deacons reported on their recent communications and interaction with their "Deacon Families".

The next meeting will be May 13, 2012.

There was no additional business. Chair, Carl Porchey, adjourned the meeting.

Respectfully Submitted,

Nancy R. Hall-Davis, Secretary

Wake Forest Baptist Church

Deacons' Meeting

March 11, 2012

Present:

Carl Porchey, Chair

Jennifer Allen, Harry Heilig, Penny Ender, Ross Griffith, Martha Wood, Alice Bullock, Betty Griffith, Nancy Hall

Jay Foster – Chair, Personnel Committee

Pastors: Susan Parker and Angela Yarber

Carl Porchey called the meeting to order and opened with prayer.

The minutes from February 11, 2011 meeting were approved with the correction of Lewis Brozard to Lewis Bozard.

Motion: Jennifer Allen

Second: Martha Wood

Unanimous vote – approved

Financial Report: Robert Fentress was absent

A printout of the financial report was provided. There has been a deficit of approximately \$5,500.00 for the first two months of 2012.

Jay Foster, Chair – Personnel Committee, presented the revised Grievance and Harassment Policies approved by the Personnel Committee, in addition to the proposed Pastor Emeritus Policy for former WFBC Pastor, Richard Groves.

1. Grievance Policy: Jay Foster stated that the Personnel Committee considered the proposals of the Deacon Board and made the following revisions to the first Grievance Policy,
 - Added the Scripture Reference from Matthew,
 - Changed the order and added bullets as opposed to numbers to designate points,
 - Made grammatical corrections,
 - Included Jennifer Allen's recommendation to include a statement that "this is the final step of the grievance procedure".

The Grievance Policy revision was approved with the addition of, "will take place in a timely manner" at the end of the second and third non-bulleted paragraph.

Motion: Martha Wood

Second: Alice Bullock

Unanimous vote - approval

2. Harassment Policy: Jay Foster stated that the Personnel Committee considered the proposals of the Deacon Board and made the following revisions to the first policy proposed,
 - Did not add specific examples of types of harassment,
 - Did not include Member – Member issues as this is not a Personnel Committee issue,The Harassment Policy revision was approved with the addition of "bullying" added to the second paragraph and the phrase, "shall be made in a timely manner" to the end.

Motion: Harry Heilig

Second: Betty Griffith

Unanimous vote - approval

3. Pastor Emeritus Policy: Jay Foster stated that the Pastor Emeritus Policy was based on several Church examples including one from UCC. The honorary "Emeritus" title is usually

By-Laws Committee (Ad-hoc)

Jennifer Allen stated that the committee determined that both the Constitution and By-Laws documents should be maintained. Any changes to the documents require a vote of the Church: 2/3 vote to amend the Constitution and a simple majority to amend the By-Laws. Jennifer presented the first proposed revisions to the Deacon Board; discussion will begin at the April 1st Deacon meeting.

Carl Porchey offered thanks to Jennifer Allen, Robert Fentress, and Paul Sinal for their work in reviewing and revising these important documents.

“One Foot Planted in the Center, the Other Dangling Off the Edge”, Gordon Dragt:

Carl Porchey brought in a copy of the book for loan.

Pastors' Reports:

Angela Yarber:

- Lenten theme: “Binding the Broken” has included several touching stories from our members.
- We have two new members over the last several weeks and have 16 potential members attending.
- Zac Bailes is teaching the 20-30-40 Something Sunday School class – topic is focusing on religion and politics.
- The Magnolia Dinner is scheduled for March 25, 2012 – be sure to notify your Deacon families.
- Betty Faulk is still working on updating our WFBC website; there are many problems due to the age of the server.
- Please encourage your Deacon families to read the Gordon Dragt book.
- Angela is negotiating two new books.
- Angela asked the Deacons to provide extra support to Justin Hazzard, who is the victim of bullying by some of his school mates.

Susan Parker:

- Looking at possible Divinity School interns.
- Matt McCarter, Divinity School student, may be joining WFBC.
- Jean Jarvis could use some encouragement.
- Frank Wood and Paul Lawrence had surgery; please remember them in your prayers.
- Allen Johnston is at Salemtowne.
- Lu Leake has moved to health care at Salemtowne and will remain there.
- The Koran Class held a lunch for guests from the Community Mosque today; Martha Wood reported about 32 attendees.
- Returning visitors today: Dru and Mark, and Robert and Marcia. We were glad to see them and hope they will continue to come.

Deacon Family Reports:

The Deacons reported on their recent communications and interaction with their “Deacon Families”.

There was no additional business. Chair, Carl Porchey, adjourned the meeting.

Respectfully Submitted,

Nancy R. Hall-Davis, Secretary

Wake Forest Baptist Church

Deacons' Meeting

February 11, 2012

Present:

Carl Porchey, Chairman

Harry Heilig, Penny Ender, Ross Griffith, Martha Wood, Robert Fentress, Howard Shields,

Alice Bullock, Betty Griffith, Nancy Hall

Jay Foster – Chair, Personnel Committee

Pastors: Susan Parker and Angela Yarber

Carl Porchey called the meeting to order and opened with prayer.

The minutes from December 11, 2011 meeting were approved with the correction of Martha Woods to Wood:

Motion: Penny Ender

Second: Howard Shields

Unanimous vote – approved

Financial Report: Robert Fentress

Year End Report 2011 - \$36,000 more expenses than revenue.

Investment account: Begin balance - \$315,000 / End balance - \$279,000 after difference in 2011

expenses / revenues.

2011 pledges were 67 pledges = ~\$181,000, ~ 64% of budget.

2012 pledges so far 70 pledges = \$189,000, ~ 67% of budget.

Ross Griffith clarified that the Finance Committee report was needed by February 22, 2012.

Jay Foster, Chair – Personnel Committee, presented proposed Grievance and Harassment Policies approved by the Personnel Committee.

1. Brief history: first evaluations of WFBC personnel began with Jean Batten's group.
2. After organization and review of some old, accumulated documents, it was determined that it would be advantageous for WFBC to establish grievance and harassment policies.
3. Carl Porchey referenced several Church sources on the internet and Jay Foster obtained sample policies from Knollwood Baptist Church. Draft policies were drawn up using examples from these sources and presented to the Personnel Committee. The Personnel Committee edited the policies from the perspective of the Personnel Committee and asked Jennifer Allen to review. Jennifer made several suggestions. The following questions and suggestions / points were brought up by members of the Deacon Board,
 - Similar policies have been adopted by other Churches, Knollwood Baptist is an example.
 - Do these policies supersede the personnel evaluations? No, they are two separate issues.
 - Policies should be based on Scriptural direction: Matthew 18.

- All relationships are equal; there is not a first, second, or third. These are three distinct and equal relationships.
- The policies do not address member / member issues as they were adopted by the Personnel Committee. This committee does not have jurisdiction regarding member – member issues.
- Should add the definition of “harassment” – it involves a power situation.
- It is proposed that the last step included in the policies will end with the Personnel Committee to maintain confidence. It is a given understanding that any and all issues may be brought before the Deacon Board by Church members.
- Suggestions will be taken back to the Personnel Committee and new, revised policies will be presented to the Deacon Board when approved.

“Carl’s Thoughts”:

1. We are having some logistic problems with the Ushers / readers / candle lighters, etc. Please send out reminders and emails (prior to Sunday) to the folks who have been assigned these tasks. Carl Porchey stated he would write up an “Usher’s Policy”.
2. Members received Deacon badges / name tags, should wear when at Church and Church functions.
3. A review of the current WFBC Constitution, revealed it needed to be re-written. It was suggested that the Ad hoc committee established to review and re-write the Bylaws would include the Constitution as well. This suggestion was approved by the Deacon Board.

Bylaws Committee: (established by Chairman, Carl Porchey)

Jennifer Allen, Chair

Paul Sinal & Robert Fentress, volunteer members

Committee Reports:

Missions Committee:

Alice Bullock reported that the committee had completed the mission at the food bank and planned to survey the Church for needs, suggestions, and expectations.

Liaison Committee:

Ross Griffith reported that the University has had a change of plans regarding the renovation of the lounge and downstairs areas. There were serious concerns and compliance issues expressed by the Fire Marshall that would greatly increase the financial requirements. Currently, the Liaison Committee is working with the University and the WFBC staff to find alternatives that meet the needs of all.

Personnel Committee:

Working on Grievance Policy.

Asking permission / approval of motion by Deacon Board for Personnel Committee

to

establish specifics/guidelines for a “Pastor Emeritus” Honorary Title.

Motion – Harry Heilig

Second - Ross Griffith

Unanimous approval

Property Disposition:

Martha Wood suggested that in light of time and decisions that need to be made, the report should be postponed until the March meeting.

“One Foot Planted in the Center, the Other Dangling Off the Edge”, Gordon Dragt:

There was a discussion regarding the book and how it relates to WFBC. Nancy Hall-Davis volunteered to help organize resources and make the book more available to the Church members.

Grant:

The grant proposal has been submitted as directed. We are waiting on the results.

Laura Foley Ordination:

The Deacon Board approved by unanimous vote upon motion made by Harry Heilig, that was seconded by Ross Griffith to recommend to the WFBC Congregation for approval, to form a Council of Ordination to oversee the ordination of Laura Foley. The written announcement will be included in the February newsletter. The vote will be held at a Church conference after the service on April 1st.

Pastors' Reports:

Angela Yarber:

- The Amendment One discussions will continue after the next Wednesday night supper and regularly scheduled third Sunday night potluck.
- Sunday, February 19th is Mardi Gras Sunday – be sure to wear your hats and beads.
- There is a Lenten photo opportunity for all those interested. The focus theme is “Binding the broken.”
- There are 18 potential new members who have been attending service. Please welcome them with “loving encouragement” to become members.
- There are several upcoming intern possibilities.
- The Children's ministry is going well.
- 20 / 30 / 40 Something Sunday School class is going well.
- Angela is negotiating her second book.

Susan Parker:

- The Baptist Build organization will be meeting on Saturday, February 25th. The organization has raised considerable money from school children. Please consider giving.

- Adeola Durotoye had several family members who were involved in a serious accident over the holidays. The accident occurred in England and one family member was killed.
- Sharon Snow fell and broke her ankle.
- Lewis Brozard is set to graduate with his PhD this Spring.
- Children sent out Valentines to some of our shut-ins and members who have not been coming to service.

Deacon Family Reports:

The Deacons reported on their recent communications and interaction with their "Deacon Families".

There was no additional business. Chair, Carl Porchey, adjourned the meeting.

Respectfully Submitted,
Nancy R. Hall-Davis, Secretary

**Wake Forest Baptist Church
Deacons' Meeting
January 8, 2012**

Present:

Carl Porchey, Chairman

Jennifer Allen, Harry Heilig, Penny Ender, Susan Furches, Ross Griffith, Martha Wood, Robert Fentress, Howard Shields, Alice Foster, Betty Griffith, Nancy Hall-Davis

Pastors: Susan Parker and Angela Yarber

Carl Porchey called the meeting to order and opened with prayer.

The minutes from December 11, 2011 meeting were approved:

Motion: Penny Ender

Second: Howard Shields

Unanimous vote – approved

Financial Report: Robert Fentress

Preliminary Year End Report 2011 - \$36,000 more expenses than revenue; the 2011 approved budget was reduced \$22,000 in mostly operating expenses.

Investment account: Begin balance - \$315,000 / End balance - \$280,000 after difference in 2011 expenses / revenues.

All 2011 pledges were not received; ~ \$9,000 short.

2012 pledges so far = \$188,000, ~ 67% of budget.

16 new pledges = \$15,000

13 stop pledges = - \$21,000

“Carl’s Thoughts”:

1. Expected format = 1.5 to 1 week prior to meeting members should receive minutes and agenda, if corrections/changes, email Carl Porchey.
2. Members received Deacon badges, should wear when at Church and Church functions.
3. Would like to suggest that two of the four weekly ushers serve as greeters in the Narthex, unanimous agreement of Board.
4. Dates of meetings:
 - Standard meetings on second Sunday each month at 6:00 PM
 - Third Sunday in April at 6:00 PM, due to Easter
5. Ad Hoc Committee - according to the current Bylaws, committees will be appointed by the Deacon Chairperson; however, if there is a committee on which you would like to serve, please volunteer.
6. A new men’s group, the Fourth Friday Men’s Group, is being formed. The first meeting is scheduled for January 27, 2012 at Vincenzos on Robinhood Rd. at 1:00 PM.

Committee Reports:

Liaison Committee:

Ross Griffith reported that meetings have been held with the University. WFU needs two new faculty offices. The proposed location is in the current lounge space. Concerns / tentative plans include:

- Moving lounge downstairs
- Additional exit needed downstairs to accommodate Fire Code

Liaison Committee meeting notes are attached as provided by Ross Griffith.

Personnel Committee:

Working on Grievance Policy.

Asking permission / approval of motion by Deacon Board for Personnel Committee to establish specifics/guidelines for a "Pastor Emeritus" Honorary Title.

Motion – Harry Heilig

Second - Ross Griffith

Unanimous approval

Bylaws Committee: (established by Chairman, Carl Porchey)

Jennifer Allen, Chair

Paul Sinal & Robert Fentress, volunteer members

The Bylaws are antiquated and need updating / re-writing.

They are available electronically; therefore, most of the work can be done by computer.

WFBC Website:

Website is currently being updated by Betty Faulk. Progress is slowed as everything must be handled through the WFU server.

Grant:

Walter Harrelson has connections to the E. Rhodes and Leona B. Carpenter Foundation and has suggested WFBC seek grant funding through the foundation. Both Pastor and the WFBC staff are working on a grant proposal. The initial proposal targets \$50,000 / year for three years.

Pastors' Reports:

Susan Parker:

Beulah Raynor, WFBC's oldest member, passed away in her sleep. Arrangements information will be sent out as soon as possible.

Lu Leake fell and broke her leg, she is back at Salem town in assisted care / rehab.

February, after Wednesday night suppers – will be focusing on information regarding the upcoming Amendment 1 issues.

Angela Yarber:

20-30-40 Something Group going very well, there were many visitors in Church service this morning connected with this group.

Young Adult Sunday School Class – about 10 attendees this morning; guest teachers.

Penny Hazen is working very hard to develop and grow are children's program.

LGBT Spirituality Group is growing.

Worship & Music Committee will hold its first meeting next Sunday.

Goals for the year –

≥125 attendees each Sunday,

50 new members next years

8 new choir members

Deacon Family Reports:

Carl Porchey – two new members active in worship service

Danny and Aden are back

Meals to families – Martha Wood & Betty Griffith the Shields family

Penny Ender – Mary Celeste is at Mayo Clinic – hoping for a diagnosis – keep her in your prayers.

Harry Heilig – Glad to have Anne Shields back home.

Sarah & Dale Boyles were in a serious car accident

Ross Griffith – Elizabeth Stoup had an accident and is on oxygen – keep her in your prayers/send cards/calls.

Howard Shields – Carlton Mitchell is in poor health.

Martha Wood – Larry Womble suffered very serious injuries the a car accident in December. His progress is slow. The family would appreciate your continued prayers.

Miscellaneous:

Martha Wood – In cleaning out some of the areas down stairs it became apparent the WFBC needs to establish a property/asset list and then a property disposition process. This will probably be covered/handled in the Bylaws update.

The new Deacons should read the Gordon Dragt book, "One Foot Planted at the Center, One Foot Dangling Over the Edge". We will discuss the book and its ideas soon.

Ross Griffith suggested that we present copies of the Richard Groves book to graduating WFU Divinity School students.

There was no additional business. Chair, Carl Porchey, adjourned the meeting.

Respectfully Submitted,

Nancy R. Hall-Davis, Secretary

Minutes of Deacons' Meeting

December 11, 2011

Present: Judy Lovelace, Bob Ellison, Carl Porchey,, Jennifer Allen, Nancy Hall-Davis, Alice Bullock, Robert Fentress, Susan Furches, Ross Griffith, Betty Griffith, Harry Heilig, Penny Ender

The minute was called to order at 6:35 by Carl Porchey and opened with a pray.

The November minutes prepared by Alice Bullock were presented. A motion to approve the minutes was made by Harry Heilig and seconded by Jennifer Allen. The minutes were approved unanimously.

The nominating committee consisting of July Lovelace and Bob Ellison presented the following slate of offices for the year 2012.

Carl Porchey – Chair

Jennifer Allen – Vice-Chair

Nancy Hall-Davis – Secretary

A motion was made by Penny Ender to accept the slate of officers. The motion was seconded by Alice Bullock. The motion passed unanimously without discussion.

Carl Porchey then announced the sign-up sheet was available for deacons to choose their month for 2012. An explanation of duty followed. Questions arose about the sexton duties and the chair agreed to e-mail each deacon a document detailing the sexton's duties.

Angela Yarber then announced the deacon retreat for January 8. Details will follow

There being no further business the meeting adjourned at 6:45

Respectfully submitted by

Carl Porchey, Chair

WFBC
Deacons Meeting
November 1, 2011

In attendance: Penny Ender, Bob Ellison, Harry Heilig, Carl Porchey, Alice Bullock

Called to order at 6:05 pm

Approval of September and October minutes: Harry Heilig and Bob Ellison seconded

Finance Report:

Robert Fentress unable to attend meeting. Harry shared that this was the best stewardship campaign in recent years.

Update from Carl:

Martha Wood has resigned from the Liaison Committee. It was suggested that the following people be asked to take this spot: Sarah Sinal or Ann Bonner

Robert Barnes has officially resigned from the Diaconate.

There has been many visitors attending worship. More people have joined the church this year (18) than in previous 5 years combined. Carl encouraged all members to talk with new people and welcome them to our church.

Usher Suggestions:

It was suggested that ushers take a more active and intentional role in greeting people – perhaps having 1–2 ushers at the back to welcome people as they arrive.

Topic was discussed of being intentional in passing the collection plates all the way across each aisle so that each person hands the offering plate to another person.

Nominating Committee

Names need to be submitted for diaconate members for 2012. These names are due by the church conference on 12/4/2011.

The final Diaconate meeting for 2011 will be a social event on December 11 at Carl's home.

State of Church Follow-Up:

Final attendance of 90 – These meetings were seen to be very productive in educating more members and friends about our financial situation. Many people were still unaware of the church's financial problems. Other topics in these meetings included some criticism of the Outreach Committee particularly in regard to church's Facebook page and the church website. Both of these areas need to be updated. It was noted that Frank Wood has interest in helping the Outreach Committee.

It was suggested that the church office email the information shared in the meeting to any active members unable to attend any of the meetings.

It was also suggested that the State of the Church meeting to be done annually in the future with perhaps only 2 meeting times offered, as opposed to the 4 meetings offered this year.

Update on Joe and Hillary Dinner:

The Potluck dinner to honor Joe Foster and Hillary Floyd is set for next Sunday, 11/20/2011. The Diaconate thanks Martha Wood for her help writing the declarations and to Harry Heilig for getting the framing done. It was decided that Susan will read Hillary's declaration and Carl will read Joe's declaration.

Pledge Follow-up:

The Diaconate will make suggestions to Finance and Stewardship Committee to contact people who pledged last year and also for those that have never pledged.

New Business:

Angela and Susan shared information about a possible grant for which the church can apply. The Carpenter Grant is a foundation that shares similar goals of our church, specifically in the area of theological education, LGTB and Justice issues. The Pastors will be working with Walter Harrelson in deciding the process to apply for this funding.

Children's Ministry:

After getting the word out in church community with several people interested, the Education Committee chose to hire church member Penny Hazen to be the next Children's minister. She will start on 11/20/2011, working 8 hours a week.

Pastors Reports:

Angela's report:

The 8-week Bible Study is now over and she hopes to do another study starting in early 2012. Angela shared that she greatly enjoys teaching and is happy to this opportunity at our church. There are many plans for Advent

11/26 will be Hanging of the Greens at 10:00 am. Help welcomed

17 people have joined the church this year, with 6-8 anticipated by the end of the year.

12/4/2011 will be the church conference to vote on new Deacons for 2012.

Pastors asked opinion about having church on Christmas. Deacons present thought it would be a great idea, though perhaps not to have Sunday School.

Susan's report:

Leisure Club meets on 11/14/2011

Mission committee will bag items on 11/16/2011

Women's group will meet on 11/21. There will be no Wednesday supper on 11/23 due to Thanksgiving holiday.

Susan shared an update on various church members with health issues and prayer concerns.

The Meeting adjourned at 6:15 pm

Respectfully submitted

Alice Bullock

**WFBC BOARD OF DEACONS MEETING
SUNDAY, OCTOBER 9, 2011**

Present: Jennifer Allen, Alice Bullock, Bob Ellison, Penny Ender, Harry Heilig, Judy Lovelace, Susan Parker, Carl Porchey, Howard Shields, Martha Wood, Angela Yarber

Call to Order and Prayer by Carl Porchey

Minutes for September meeting were discussed with the following corrections or additions: Martha noted that her suggestion for special mission offerings was "in addition to" budgetary allowances, not "in place of." Harry Heilig accepts responsibility for having made the motion to accept the budget as presented by the Finance committee, and Howard Shields, for seconding the motion. Angela noted the email corrections she had sent, including student participation on Freshman/Student Sunday: approximately 200 attended worship, including many students and their families; also, while having some 400 worshipers on 9/11 was great, we need to act intentionally on our desire to engage more with students. Recently, at least five such opportunities were offered, and only eight members responded. The IDR workshop attendance is another example of little involvement despite much interest being expressed. The LGBT Spirituality Group meets on Sunday nights. WFBC hosted an IDR Workshop on August 28. Sara Sinal was appointed to the Endowment Committee rather than the Finance Committee. Judy Lovelace took responsibility for that motion, and Jennifer, the second. A vote on the minutes as corrected was delayed to the November meeting.

Finance Report: In the absence of Robert Fentress, Susan Parker presented the financial report confirming the projected \$45–50 thousand deficit for 2011 and noting some cash flow issues. Harry Heilig reported on the meeting with the Finance Committee which confirmed that members had received 2012 pledge cards prior to the four State of the Church sessions. Committee members and Deacons agreed that pledge cards should be made available at each session so members have the opportunity to adjust their pledges. The goal is to double the number of pledges in 2011 to 120 pledges, and encourage members to increase their pledges by 10%.

Martha noted that the unbudgeted \$1500. expenditure Harry mentioned was the cost of the IDR workshop held Saturday, August 27, with eight members attending: John Collins, Jenny Fentress, Laura Foley, Olivia Maciel, Susan Parker, Carl Porchey, Martha Wood, and Angela Yarber. Angela expressed disappointment that many members who had stated their interest in the workshop did not attend, although it was "free to members."

Carl's Thoughts: 1. By mutual consent, review and revision of the church constitution and by-laws will be delayed until at least January, 2012. 2. All committees need to forward monthly meeting minutes to Linda Engle. 3. Volunteers have agreed to Sexton duties for November, January, and February. On motion by Judy Lovelace and second by Bob Ellison, deacons voted

unanimously to accept responsibility for enlisting sexton each month. Martha will take duties in December. **4.** Deacons recently assigned new families need to notify them ASAP to let them know their deacon representative. **5.** Angela and Susan have agreed to prepare a message that deacons can send their families about the four State of the Church meetings. Each deacon is urged to notify their families about these important sessions.

Carl noted that the budget passed with little discussion among the 94 participants at the congregational meeting.

Recognition for Hilary Floyd and Joe Foster: Deacons mutually agreed to the November 20 potluck supper. Martha will confirm Hilary's attendance for that date and Carl will speak with Joe. When Martha has completed the resolutions, Harry Heilig has agreed to have them properly framed. Harry will also assign deacons to usher at worship on November 20 when Laura Foley will be preaching.

Congregational Voting Procedures: Bob Ellison reported on the work of the ad hoc committee which included Howard Shields and Robert Barnes. The three agreed that church conferences should occur consistently following worship on Sunday mornings and not at night and that written ballots should always be available. They could not agree, however, on appropriate procedures for absentee voting or voting by proxy. The committee thought a suggestion from Jay Foster to hold more than one church conference raised numerous questions. At this time, no change will be made to voting procedures.

Harry urged keeping the agenda simple and making the issues clear ahead of time. Howard asked: what is a quorum? Carl answered: the number of members attending the meeting. Judy Lovelace posed videoconferencing as a possibility. The committee concluded that we could open Pandora's box with this matter and create even more problems. The church by-laws should address voting issues and specify the balloting procedures.

Personnel Committee Report: After reviewing similar policies at comparable churches, the Alliance, and Women's Conference, the committee proposed a Parental Leave Policy for staff members. With a motion to approve by Jennifer Allen, seconded by Judy Lovelace, the motion passed unanimously.

WFU Liaison Committee: Howard Shields distributed minutes of the committee's first meeting, and confirmed that the committee is working to clarify the needs of our church and determine ways WFBC can help strengthen WFU. Each committee member has an assignment for the next meeting in November. Susan noted that Steve Boyd has delivered the records of the space committee's work to the church office where they are available for review. Harry observed that meeting with WFU officials once or twice per year is important for goodwill. Penny Ender noted that the parking lots are available sporadically and make finding parking difficult on Sunday mornings, such as this morning, e.g.

Pastors' Reports: Susan provided updates on several members, including Jean Batten's father, and noted Lori Fuller and Eva Andrews' report during morning worship. Joe Foster coordinated the Pride parade sign-making session during which there were good discussions with those present. The Leisure Club meets on Monday to discuss various approaches to that ministry. Walter Harrelson is working on transportation on Sunday mornings, and possibly Wednesday evenings, for WFBC members at Salemtowne. The recent BSU dinner was successful. Volunteers are needed to co-ordinate the Divinity School luncheon on 10/25 when Zac Bailes preaches. Susan explained that the congregation of the preacher for the day provides the lunch.

Previous discussion about house meetings precipitated the recent meeting with the Finance Committee. Deacons are encouraged to communicate with their families about the State of the Church sessions and urge their attendance and participation. These meetings are outlined in the newsletter.

Angela stated a goal of 150 in attendance at the four State of the Church meetings and she emphasized that we need to be working together to survive and thrive. The meetings are designed for one hour of presentation and discussion. Follow-up email reminders will be sent from the church office.

Fifty members have signed up for the Pride Parade. Angela encouraged everyone to wear their WFBC tee shirt. There will be a couple vehicles for those who would prefer or need to ride instead of walk.

There have been two Artists' Gatherings which have attracted 10–15 members and have been intergenerational. They are planning for Advent.

Angela has twice taught a Freshman Seminar and noted lots of football players in the group!

On October 23, a Fall Festival is planned for children and youth in Sunday School in an effort to build the classes.

In remarks about the Parental Leave Policy adopted earlier in the meeting, Angela reported that adoption is a lengthy and expensive process.

Various members provided some family reports. Harry noted that the congregational vote following worship today indicated that we must have done a good job of informing our members about the budget.

The meeting adjourned approximately at 7:30PM.

Notes taken and submitted by Martha Wood

BOARD OF DEACONS MEETING

September 11, 2011

Present: Judy Lovelace, Robert Fentress, Jennifer Allen, Carl Porchey, Angela Yarber, Penny Ender, Martha Wood, Alice Bullock, Robert Barnes, Harry Heilig, Howard Shields, Bob Ellison, Susan Parker.

Called to Order and Prayer by Carl Porchey

Minutes from the August meeting were approved

Finance Report

Robert Fentress presented the financial report indicating that August collections were the smallest ever. He estimates that we lost between eight and nine thousand dollars. So far this year, we have lost 35,000 dollars and we are on track to lose 40-50 thousand for year.

We are collecting less and spending more. At this rate we are projected to lose an additional 50+ thousand dollars in next year's budget.

Martha suggested we have special collections for special mission work in addition to having individual missions detailed in the budget.

For the 2012 budget we are adding to the cost of the education budget by adding a Children's Ministry coordinator, but we are losing the Sexton position and one Child Care Worker. This should help to defray the cost. Other cost "adjustments" will be reflected in the budget but it is essentially the same dollar amount.

Robert sites the fact that people are just not giving as being the reason for the reduction in our collections. We must monitor our church spending more carefully.

Currently it costs \$5500.00 per week to fund the church.

To discuss this matter further, it is suggested that we meet with the finance/stewardship committee on the 1st Thursday in Oct. to discuss ways to reduce costs or increase offerings. After that meeting, we are encouraged to have house meetings with our members to discuss this situation.

A motion was made by Harry Heilig and seconded by Howard Shields to adopt the budget recommended by the Finance Committee. This motion passed unanimously.

Carl's Thoughts

Carl expressed his desire to form a sub-committee to research ways that would allow members who are not able to attend church conferences to cast their vote. Robert B., Bobby E. and Howard S. will make up this committee and report back to the diaconate at the Oct. meeting.

Minutes of congregational meeting need to be recorded. Bobby E. offered to record the meeting from the sound system.

Carl also announced that the Sexton duties would now be fulfilled by volunteers. A notice will be sent out in the newsletter to explain the procedures/requirements and to ask for volunteers.

Old Business

Update on Hilary and Joe

A biography of the good works performed by Joe and Hilary has been drafted and will be sent to Martha so she can create an appropriate certificate of appreciation. In addition, a copy of the biography will be sent to Susan Parker for updating.

Angela

Angela emphasized the importance of reading the Gordon Dragt Book and discussing it with fellow church members. It would be an excellent item to discuss at our house meetings.

Angela sees this book (loosely) as a roadmap that our church can emulate to increase participation and offerings.

Mission Statement/house meetings

Harry Heilig and Judy Lovelace along with Howard Shields and Jennifer Allen held house meetings to discuss the proposed mission statement. There was no objection to the mission statement itself but there were some "considerations" for the supporting documents. We all agreed that the parsing of words in this type of documentation could go on forever and we decided to let the mission statement stand on its own.

Pastors Report

Over 200 people attended worship on new student Sunday, including many students.

6 people joined the church over the Labor Day weekend.

Angela reported that it was great that we had over 400 people present in worship today. She also shared that almost everyone in the church has expressed a desire to minister more to students; however, upon offering at least 5 opportunities to specifically engage with students, only 8 people volunteered. The IDR workshop posed a similar problem with very little involvement despite many people expressing interest.

BSU is getting excited about partnering with us on some activities

We will hold Student LGBT Spirituality Group on Sunday nights

We hosted an IDR workshop on August 28 where we had a very poor showing. Again it was stressed that we need to be more engaged with our church.

There will be an Anti-bullying program presented by Interfaith Voice on Oct.4.

We were reminded that Pride is coming up in Oct.

There will be a vigil in Grace Court in support of Same Sex marriage

Katie and Brad Fowler will be attending Knollwood Baptist Church in the near future. They plan to leave their membership at our church.

Bill Allen will no longer be attending our church.

The Personnel committee has revised the church policy to allow for Parental leave. The policy will be presented for approval at the October meeting.

The newly formed Liaison committee will have its first meeting in Oct. after Wednesday night dinner.

Sara Sinal was chosen as a replacement on the Endowment committee. A motion to approve this was made by Judy Lovelace and seconded by Jennifer Allen and passed unanimously.

The meeting was adjourned at 7:30

Respectfully Submitted

Robert Barnes

Deacons' Meeting Minutes

January 10, 2010

In attendance were Joe Foster, Harry Heileg, Judy Lovelace, Martha Wood, Jennifer Allen, Alice Bullock, Ruth Finley, Penny Ender, David Marshall, Ryan Eller, Cathie Heck, Joey Skelton, and Susan Parker and Tim Willis.

- I. Call to Order: After beginning with prayer, Joe introduced the newly elected deacons: Jennifer Allen, Alice Bullock, Penny Ender, Harry Heileg, and Martha Wood. Ryan Eller and David Marshall have been appointed to finish terms of deacons who have resigned.
- II. Monthly Business: December's meeting was a dinner hosted by outgoing Deacon chair Phil Batten, so no minutes were taken.

Financial Report: Joe explained the draft of the church's financial statement.

- Our finances were better at the end of December than had been expected.
- The investment from the sale of Richard Groves' house is gaining ground.
- The investment fund needs to be protected to have the ability to correct yearly deficient.
- The possibility of combining the stewardship and financial committees was discussed
- Pledges were reviewed. As requested, a 5% increase in the pledge unit has occurred; however, the amount of money has decreased.
- We have an increased budget but a decrease in the money pledged.
- Harry commented that historically if we can get 75% of the budget pledged, then we'll probably meet the budget.

III. New Business:

- Deacon Family Lists presented to New Deacons.
 - House Meetings: Emails were sent out last week. One church-wide meeting on the pastor search model has been held. The Search Committee report revealed that the congregation seems to favor Model C. Model C has been amended somewhat due to the congregational feedback. The focus on the upcoming House Meetings will be a further explanation of the revised model as well as opportunity to garner more feedback on this issue. The meetings will be in the home of a deacon, with at least one other deacon also serving as host. Each deacon will offer a specific invitation to his/her own home meeting, but also listing the dates of other House Meetings. Most of the times offered should be during the daylight hours as many of our members are reluctant to drive at night. A search committee member will be present at all Meetings to facilitate the discussion. There will also be a meeting at Salem Towne. David Marshall and Cathie Heck offered to be the deacons for that meeting. The House Meetings should take place before February 6th. Attendance will be noted. Martha Wood agreed to host a "final call" meeting, if necessary, for those members who were not able to come to a scheduled House Meeting. Deacons then signed up for a House Meeting, time, and date. The final schedule will be emailed later in the week.
 - Deacon Retreat: The tentative date is February 27th. Among the topics to be discussed are the role of the deacon, active membership size, and finances. Joe will finalize the date later in the week.
 - Usher Schedule: The usher schedule was distributed and deacons selected a month.
- IV. Pastoral Concerns were expressed. Tim informed us that after finishing his work with our congregation he will become a Life Coach and regional facilitator.
 - V. Revisited the issue of merging the financial and stewardship committees. Harry Heileg recommended the merging, Martha Wood moved to merge, Harry seconded. It was approved unanimously.

Respectfully submitted by Cathie S. Heck

Wake Forest Baptist Church
Board of Deacons Meeting
September 12, 2010
12:15 pm

AGENDA

I. Call to Order

II. Monthly Business

a. Approval of minutes

Joe

b. Financial Report

Robert

III. Pastor Reports

Tim

IV. Deacon Family Reports

Deacons

V. Business:

a. Ordination Council

b. Space Committee Recommendation Feedback

All

c. Meeting with VP Cullinan

Joe

d. 2400 Bethabara Road - Viewing

Joe

e. 2400 Bethabara Road – Offer

Joe

f. Vision Definition Process

Joe

g. Building Fund Process

Joe

VI. Other

Deacons' Meeting Minutes: March 14, 2010

All Deacons were in attendance. Joe Foster called the meeting to order and opened with prayer.

II. Monthly Business: Martha Wood proposed that the names of those voting for and against movements made in the Deacons' Meetings be noted in the record. Ryan Eller so moved and Harry Heileg seconded the motion. It carried unanimously. The March minutes were approved.

Robert Fentress presented the Financial Report. He explained that the church's finances were positive in February. We have spent less this year (\$36,000) than last and only a little over what we've raised. (\$400.00) The missions money has yet to be spent.

III. Pastoral Reports: The Edwards' family is doing well after the birth of Blake. Opal Weatherly is in the Baptist Hospital and Susan will forward the visiting hours via email. The Outreach Committee approved the concert of Kate Campbell which is scheduled for March 28. Tim is pleased that we will be able to present the concert. The Magnolia Dinner is scheduled for April 25.

IV. Deacon Family Reports: Nothing is known to be reported at this time.

V. New Business: Diane Holding presented information from the Personnel Committee regarding Staff Reviews. The last time there were evaluations was in 2001. She explained that the review information will go out to the congregation via email and newsletter. There are five main points in the staff evaluation process. Susan will be given the form for self evaluation (accessing her strengths, priorities, goals, and how the church may be helpful to her). The Deacons, the Personnel committee, and every Chairperson of a committee will be given confidential staff evaluation forms. These will be due May 9-16. The Personnel Committee will meet May 23 to review and compile the survey results. Then the Committee will discuss the results in June with Susan and a representative from the Diaconate. The ministers will review the staff (Don, Linda, Woody) Woody's title is Choir Director and organist. Harry asked if Diane will report the results to the Diaconate. Diane said no, that is not the procedure.

Search Committee news: An ad and description was presented. This will be published on our website as well as in Christian journals. Don's name has been removed as the contact person.

Renewed Pledges: Regarding a 3-5% increase in pledge amount from the Diaconate, the Finance Committee members also all agreed to at least review their pledges and they seemed to be in support of increasing their personal pledge amount. Harry asked if we will present this information to the congregation, which he then moved to do. Ruth Finley seconded it. Upon more discussion involving how the information will be presented to the congregation, Harry withdrew his motion. Joe Foster will work with Don Wolford, head of the Finance Committee on this matter.

Deacon Retreat Follow-up: In addition to obtaining ushers for their month, each deacon will also serve as greeters, and find candle lighters and readers. Divinity School students will be encouraged to become involved. A deacon will stand by the sign up poster in the narthex. Alice Bullock and Jennifer Allen agreed to trade months.

Active/Inactive Members: Joe Foster, Susan Parker and Linda Engle were involved in creating the Active/Inactive member lists. Joe read the letter to be sent out to those members who have been designated inactive. Ryan suggested adding a P.S. to remind people to send in the card. Joey suggested deleting the fourth paragraph. Discussion of the people on these lists ensued. The letter will be sent out after next month's meeting.

Changes be noted in the record. Ryan Eller so moved and Harry Halling seconded the motion. It carried unanimously. The March minutes were approved.

Robert Pentreas presented the Financial Report. He explained that the church's finances were positive in February. We have spent less this year (\$36,000) than last and only a little over what we've raised, (\$400.00). The mission money has yet to be spent.

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Wake Forest Baptist Church
Personnel Committee
February 8, 2010

Members present: Dick Barnett, Jean Batten, Jay Foster, Richard Loeser
Ministers present: Susan Parker, Angela Yarber

1. Susan and Angela discussed their five weeks working together in the shared ministry model. They are pleased with their developing relationship. They are meeting together with all committees and groups to determine an effective way to divide responsibilities and activities. The Alliance has an ongoing group of ministers in mutual ministry models that may be a source of support for them as well.
2. Susan updated the Committee about her activity with the Divinity school. This school year, she has been facilitating an Art of Ministry group for 2nd year students in internships in local churches. The time commitment is one to two hours a week, and the group ends in April. The committee supported this as an important way to continue links with the Divinity School.
3. The committee reviewed the Staff Evaluation Process which is to begin in April. Jay Foster volunteered to lead this process.
4. Susan requested that she be able to take a sabbatical leave this summer. The church guidelines state a minister is eligible for three months of leave after seven years of service. Susan has been in her role since 2003. She wishes to take two months this summer, mid-June to mid-August and then to take the remaining month next summer. She acknowledged the need for a time of renewal for herself following the months of extra responsibilities she had during the transition period. She also hopes to work on her D. Min. project to ready it for publication. The committee discussed this, both from the standpoint of wishing to support Susan and being concerned that the timing is not best for the church given all the changes and need to build the church. The decision was made to discuss this further at the next meeting.
5. Jay Foster agreed to be chairman of the Personnel committee for this year. The meetings will occur monthly on the third Wednesday of each month. He will ask one of the deacons to serve on the committee to replace Diane Holding.
6. The next meeting is Wednesday, March 16th at 6:45 p.m. after church supper.

WFBC Deacons' Meeting -- Sunday, 9/12/09

Chair Phil Batten called the meeting to order at 12:45 PM. Present were: Joey Skelton, Edna Green, Jay Foster, Lu Leake, Judy Lovelace, Ruth Finley, and clergy Susan Parker and Tim Willis.

Under "Family Matters," the following items were covered:

1. The memorial service for Idella Harrelson will be Saturday, 9/26/09, at the Saal at Salemtowne at 2 pm. Judy Lovelace is the Harrelsons' deacon. Both she and Lu Leake offered to help with food for the reception, but it was not known if Salemtowne would be catering the event.
2. Steve Andrews has been staying with his mother in Durham every weekend.
3. Opal Weatherly is still in considerable pain and Judy noted that Opal will be going to the pain clinic at WFBMC soon.
4. Kenneth Wood, who has multiple mental health diagnoses, is back in town and contacting various church members, despite a restraining order. Peter Reeves of Center Point has indicated that their organization could be of service to him if in fact anyone could determine where he is staying.
5. Bane Morrison recently fell, but her condition is not known at this time. Her deacon is Christine Jordan, but Christine has asked to resign due to increasing family responsibilities. Susan named the persons who were the next highest "vote-getters" in the latest deacon election and will make contact accordingly in order to fulfill Christine's term.
6. In a related item, deacon Jon Groves has moved to Richmond as a student at Baptist Theological Seminary (BTSR). His term will expire at the end of 2009, so no replacement will be appointed.

Pastor Darryl Aaron of First Baptist Church - Highland Avenue, arrived in order to extend a personal invitation to the board of deacons for our entire congregation to worship at Highland on Sunday, 9/27/09, when Barbara Brown Taylor will be the preacher. (Barbara will also be speaking

several times at WFU over the week-end). Pastor Aaron hopes to re-establish the former relationship previously enjoyed between the two congregations. Susan Parker reiterated the invitation of WFBC for the Highland congregation to join us on Thanksgiving morning (11/26/09) at 10 AM for a joint service in Wait Chapel.

Tim Willis reported that he had met with the Search Committee. Jay Foster, who co-chairs that committee along with Carl Porchey, reported that the committee will be meeting alternate weeks for the first couple of months, fashioning a job description based on all reports from the transition team, member input, etc. The actual search will begin in November and hopefully the committee will wrap up its work in April, 2010. To facilitate that process, the Search Committee has requested a written charge from the deacons as to the search process and mechanism for staying in contact with the church during the search, such as pot luck discussions. To that end the deacons synthesized the following:

The charge to the Pastoral Search Committee is (1) to clarify and establish the ministerial needs of the church, and (2) to address those needs, acknowledging that this will be a true discerning process which will also encompass obtaining appropriate financial data.

Regarding the Space Committee, Phil & Jean plan to host both committees at their home in October.

The meeting was adjourned at 1:25 PM.

(Submitted by Ruthie Finley, qualified to take minutes by virtue of the fact that she was holding a pen in her hand when Phil noticed the secretary was absent. Said person will be out of town at the October deacons meeting, but corrections should be sent to ruthie43@netzero.net. Thanks.)

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