



144th Annual Meeting

of the Community Congregational Church
of Manitou Springs, Colorado

A United Church of Christ Congregation



COMMUNITY
CONGREGATIONAL
CHURCH

A Year in Pictures
2023

MANITOUCHURCH.ORG

ANNUAL REPORTS FOR THE YEAR 2023

"We will share the story of God's love through our presence to all people."

Annual Meeting

February 4, 2024

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One Hundred and Forty-Fourth Annual Meeting
Community Congregational Church
Manitou Springs, Colorado
A United Church of Christ Congregation (UCC)



Meeting Agenda
February 4, 2024
11:01am

Gathering Song

Call Meeting to Order

Lyn Ettinger-Harwell, *Moderator*

Determination of Quorum
(15% of voting members of Community Congregational Church)

Arlene Penman, *Secretary*

Opening Prayer

Rev. Heather McDuffee, *Minister*

A Word from the Moderator

A Word from our Minister

Motion to approve 143rd Congregational Meeting Minutes & Acceptance of 2023 Reports

Old Business: *none known*

New Business:

- A. Election of Officers/Leaders for 2024
- B. Adoption of 2024 Budget
- C. Vote on the Scholarship Proposal
- D. Adoption of Bylaw Changes
- E. Any Other Business

Closing Word from Moderator

Closing Prayer

Lyn Ettinger-Harwell, *Moderator*

Adjournment *Next Annual Meeting January or February 2025,
specific date TBD by Church Council*

Annual Meeting

February 4, 2024

Minutes of the Community Congregational Church

143rd Annual Meeting

February 5, 2023

- Moderator Maribeth Peiniger called the meeting to order. A quorum was established. Pastor McDuffee opened with prayer.
- Maribeth thanked all those who helped her during her tenure as Moderator.
- Pastor McDuffee thanked those outgoing council members and gave each a small token of her appreciation. She also thanked the church staff.
- It was noted that Rich Baker will serve as our parliamentarian for this meeting.
- Cathy Karr made a motion to approve the minutes of the 142nd annual meeting,
 - Nancy Lindley seconded, motion carried.
- There was no old business.
- New business: Linda O'Riley motioned to accept the annual reports and the proposed slate of officers. Cathy Karr seconded the motion. No volunteers came forward to fill those vacant positions. Motion carried.
 - New officers will be:
 - Moderator – Lyn Harwell Ettinger
 - Vice-Moderator – George Whitt
 - Secretary – Arlene Penman
 - Treasurer – Julie Wells
 - Head of Trustees – Tina Hudson.
- Cathy Karr made a motion to accept the proposed budget, Andy Kovats seconded, motion carried.
- It was noted that this is the 17th year we have had a deficit budget and the current stewardship campaign is for this budget. Another campaign will be presented in the fall for the 2024 budget. Pastor Heather said that stewardship is addressed all year long.
- Maribeth closed with prayer.

Respectfully submitted,

Arlene Penman, Secretary

*Special Meeting of the Community Congregational Church of Manitou Springs
October 22, 2023*

- Moderator Ettinger-Harwell called the meeting to order.
- A quorum was established with thirty-four church members present.
- Lyn opened the meeting with a prayer.
 - Lyn announced that the representative from the Rocky Mountain Conference was terminated last evening so no one from the conference was in attendance.
- Robyn Firth moved to accept the recommendations of the Search Committee to call Heather McDuffee as our settled pastor, the motion was seconded.
 - Lyn announced the vote would be by a show of hands.
 - Rich Baker amended the motion to be a secret ballot, motion was seconded. A vote by hand defeated that amendment.
 - Lyn asked for a show of hands in favor of calling Heather, 25 voted yes.
 - Lyn then asked for a show of hands against calling Heather, 5 voted no.
 - Motion passed.
- Meeting adjourned.

Respectfully submitted,
Arlene Penman, Secretary

Pastor Heather's Report
Part 1

The Pastor's Year 2023

Worship

I created a sermon series for each liturgical season. Our music went through a lot of changes. We had an interim in October and November, started a Drop In Choir and we invited community musicians in December. We also had a special services like Good Friday, Worship in the Park, a Pet Blessing, a Gratitude Sunday, the Longest Night and Christmas Eve with candlelight.

Spiritual Formation

Church Council attended a leadership retreat to learn about nonviolent communication. I led an Enneagram workshop in March. I read several books on church revitalization. We had a successful Adult VBS in July. I did some group study with Council on "Real Good Church" by Molly Baskette. I had Office Hours in the Fall. And brought in the labyrinth in December.

Leadership

We re-established the Missions Board with Jan Hinkley as chair and Linda O'Riley, Arlene Penman, Ellie Bursaw on the committee. The Place, Pantry, WSC, 5 for 5, Heifer International are all a part of our mission. I hired a new custodian, book keeper and interim music director. I have been building leadership capacity among our Council. I was called as the minister of CCC on October 22. I had a New Members Social Hour and welcomed 7 new members in November.

***Pastor Heather's Report
Part 2***



"Do not be anxious about anything, but in everything by prayer and supplication with thanksgiving let your requests be made known to God." - Philippians 4:6

Many thanks to our Church Council, Moderator Lyn Ettinger-Harwell, our Trustees, the Scholarship Board, and the many hands and feet that make CCC a place of Christian love. I am so grateful to Prynness Favors for her tireless efforts to give an excellent experience to those who use our building. And of course, to my lovely wife, Brandy, who is willing to take on the role of the "pastor's wife" and my two teenage girls who support their mom in ministry. I am feeling very hopeful for 2024.

Respectfully Submitted and With Love,
Rev. Heather McDuffee

Director Of Operations and Glitter Report Part 1

Director Of Operations & Glitter

ANNUAL REPORT

2023 Breakdown

A breakdown of annual revenue by source.

Special Events	\$6,658.73
Parking Lot	\$6,919.63
Rentals	\$4,510.25



A projection of our signed contracts as of January 2024

A glance into our future...

Special Events	\$2,050
Parking Lot	\$2,000
Rentals	\$7,340



Graphs Explained

Special events- Concerts, Funerals, Weddings
Parking Lot- The city of Manitou Springs, Manitou Businesses, Special Events, Other
Rentals- Rocky Mountain Makers Market, The Pikes Peak Bulletin, Silver Sneakers, Yoga, Community Rental, Classes, Vijay's Vidra (2024- Lizzy's Cheesecake's included)

*Director Of Operations and Glitter Report
Part 2*

**On the 12th Month of
2023, Prynness Gave to
Us...**

12 COMMUNITY PARTNERS	11 EMPTY CABINETS (IN THE PARSONAGE)	10 TOURS ON AVERAGE (PER MONTH)	9 ROOMS WITH STORAGE (SLOWLY GETTING DECLUTTERED FOR USE)
8 ADS IN PAPERS (INDY, FACEBOOK, THE BULLETIN)	7 PARKING LOT RENTERS	6 Doors with New Locks	5 ELECTRICIANS! (THANK YOU JAMES FOR BEING THE ONE!)
4 HEARTFELT FUNERALS	3 SOCIAL MEDIA PLATFORMS	2 WEDDING COUPLES	AND A CHURCH WITH A BUSY BUILDING ...

I would say a special thank you to so many incredible humans for an astonishing year...
However, I'm already on page two... So a sparkly "XO" must simply make do.

XO, Prynness

Moderator's Annual Report

"We rise to challenges, we will meet them, we're well prepared for them, we'll get through them and we'll emerge on the other side stronger." ~ Rishi Sunak

Greetings everyone! This quote from Prime Minister Sunak feels relevant to me today. PM Sunak's approval rating is recently a bit low. Well, few folks seem that popular when you look at leadership in today's society and climate. I can certainly empathize. If we took the church's pulse, my approval rating might be similar. That comes with this position and all people who choose to make the difficult decisions and lead change.

In Matthew 20:25-28, Jesus tells His disciples that leaders should not exercise authority over people. Instead, whoever wants to become a leader must become a servant. Leaders realize that serving others is the only way to lead with a pure heart, free of pride and arrogance. Lord knows the leadership of our congregation practices this direction daily.

2023 has had its challenges. We met them head on and I believe you will see the results here in 2024. As you read all the reports in this document, there is much to be grateful for, and much has been accomplished. Calling Pastor Heather as our Settled Minister and leader is one of the greatest successes for us in recent years. I have worked with very few humans who possess her strength, wisdom, and vision. Not to mention her pure joy!

The questions for us as a congregation remain the same as those I proposed last year: Where have we been? Where are we going? Who are we... together? What have we learned and how does that change us, guide us?

I have learned that 2023 was a year of great relationship-building and greater discovery of who I am and who we are together here at CCC. We didn't and don't always agree with each other, but we do listen, listen hard, to everyone here! I listen to my three personal guiding values; Learn, Teach, and Love. That's really it. The Beatles had the right idea: "All you need is love!" From the source of God's love, we have a very hopeful future!

Side by side with the leaders in the church, our Trustees and Council, Pastor Heather, and the amazing Prynness Favors, we have fashioned extraordinary progress, made several difficult decisions, created solutions, and even celebrated in the light of hope that surrounds us.

We have much to discuss and decide as we move into 2024 and into the future years ahead at this annual meeting. There will be good news to share and difficult challenges to discuss. We will always face challenges, and build fellowship and relationships. We will celebrate with joy. The story of our Church continues.

I look forward to another year as your Moderator and add my own challenge to those of you actually reading this... get serious, get involved, and get going! We need more members to be involved in the leadership of CCC. It seems we call upon the same "Usual Suspects" to do the hard work here all the time. For all those leaders I am grateful! For all you future leaders, I am hopeful. Come and help us, we need you!

In much gratitude,

Lyn Ettinger-Harwell

Treasurer's Annual Report and Financial Status Summary

I started my first term as Treasurer at the beginning of 2023. During the year, I provided monthly reports to the Council, worked with the bookkeeper, and oversaw withdrawals from our investments fund. In October, I was hired as the accountant and, due to the conflict in duties with both roles, my term as Treasurer has come to an end. I'm looking forward to working with church leadership in 2024!

The Balance Sheet summarizes our financial position at the end of 2023. Withdrawals from UC Funds investments for the year totaled \$55,000, leaving a balance in that account of \$48,896 which represents money put into "designated" and "restricted" funds over the years. I've included a summary of each of the funds which provides an explanation of what the money was to be used for and recent activity. The Church Council and Trustees have been discussing the idea of adding these funds to our operating budget. (These funds are separate from the Smith Scholarship Funds which have been with JP Morgan Chase.) After much due diligence and discussion with Dan Stuart and Andy Kovats to determine if these funds could be "un-designated/unrestricted", it was determined that most of the money could be put into the Church's general fund by a vote of Church Council.

The proposed 2024 budget shows the numbers with and without having the funds. In both cases, we still have a deficit budget although it is considerably smaller with the undesignated/unrestricted funds. On Sunday, January 21, 2024, Council voted to add the funds to our operating budget and to present that budget to the congregation for approval.

Some other things to note:

- We ended 2023 with a net loss of (\$56,641), almost \$11,000 under budget from the (\$67,466) net loss originally projected.
- Gross income was \$36,000 over budgeted amounts.
- Pastor Heather's and Pryncess' hard work resulted in bringing in more income which helped decrease the loss.
- Pledges for 2024 are up and we have a few new pledges.

Our church's financial health is improving and the donation of the Smith Scholarship funds this year plays a big part in that. The entire congregation is extremely thankful for this gift entrusted to us 30 years ago. Based on recommendations from the Scholarship Committee and Dan Stuart, these funds will allow us to continue the Scholarship program, to have a building maintenance and repair fund, an endowment fund, and an operations fund. In December, Andy Kovats, George Whitt, Rich Baker, and I met with a financial advisor from UC Funds to determine how and where best to diversify these funds. We feel confident that the guidance from UC Funds will help the money grow.

Respectfully Submitted,
Julie Wells

Board of Trustees Annual Report

Annual Meeting

February 4, 2024

The Trustee Board Members were:

Tina Hudson, Chair
Laura Ettinger-Harwell
Andy Kovats
Linda O'Riley
Barbara Reichelt
Julie Wells
George Whitt

This has been such an exciting year. We have new locks on the doors, the parking lot was striped, people are paying to park in the lot, and new people are using our space. Our space has been transitioned to make way for new people to use our space. Sadly, we had to take the tree in front of the church down but this opens space for something new to grow.

I can't wait to see what's next.

Respectfully submitted,
Tina Hudson

Scholarship Annual Report

This year has been exciting for the board. We are nearing the end of the Trust for the scholarships from the The Smith Trust Fund. The Board has had several meetings to come up with a proposal for the congregation to vote on at our Annual Meeting in February 2024 as to how the proceeds (\$640,000) can be used. We presented some ideas to the congregation at two Fellowship potlucks. The Committee's recommendations are included in this report.

In June we had Scholarship Sunday and recognized the students who are recipients of the Frank and Salome Smith Trust, Nathan Hudson, Atticus Baker, Kendyl Born, Trent Born, and our newest recipient Rebecca Davis, and their families.

We have been receiving this money since 1994 and have given scholarships to over 100 students from our church. This year we gave out \$19,500.

I want to thank Arlene Penman, Sue Jones, and Dan Stuart for all their help this year. I am looking forward to working with them next year.

Linda O'Riley
Scholarship Board Chair

Missions Annual Report

Annual Meeting

February 4, 2024

The church's Mission Board was formed in July 2023 with members Jan Hinkley, Ellie Bursaw, Linda O'Riley, Arlene Penman, and Pastor Heather McDuffee. What a wonderful super group of dedicated women! Thank you all for your love of mission.

In just six months we have accomplished the following:

Special Offerings Received

7/7 Westside Cares.....	403.00
7/30 The Place.....	163.00
10/1 Neighbors in Need.....	608.00
12/24 Christmas Fund.....	291.00

Other Donations Received

In Memory of Will Hinkley.....	635.00
Our Church's Wider Mission.....	450.00
Total.....	\$2550.00

Donations Paid Out To:

UCC "5 for 5" / OCWM.....	650.00
NIN.....	608.00
Christmas Fund.....	344.00
The Place.....	250.00
Westside Cares.....	403.00
La Puente, Alamosa.....	100.00
Heifer International (goat).....	120.00
Community Church General Fund.....	75.00
Total.....	\$2550.00

In addition three of us made the 330-mile trip to LaPuente Shelter in Alamosa to deliver Bibles, stuffed animals, hand-made hats and scarves, crayons and coloring books, cans of vegetables and fruit, and other miscellaneous items.

PLUS!! A BIG thank you to Arlene for being our Westside Cares liaison and taking care of all the special collections. Please see her report.

There is a Mission bulletin board in The Hub. Please check it out when you are there. God has blessed us all, members and friends of this church to be able to accomplish so much in a short time. Our sincere gratitude to everyone who contributed time, effort, and funds.

*In the spirit of service,
Jan Hinkley*

Music Annual Report

Annual Meeting

February 4, 2024

This year started as it usually does. We had Stevie Astley leading our choir each Sunday in the spring and were happy to have Malcolm McDuffee join in on the trumpet on multiple occasions. The choir sang at Easter and was invited to sing at Will Hinkley's memorial as well.

During the summer, we had volunteers and guests sing due to the choir being 'off' for the season. Stevie and I sang 'Down to the River to Pray' at the outdoor service, and the Front Porch Singers came to sing for us in June. We were also thankful to have Danny White perform some of his original compositions. Our church also hosted Jerry McCauley and his 'Songs in the Key of J' concert on July 22nd.

In August, Stevie Astley announced her retirement from the Music Director position. We were honored and blessed to have her as our director for 8 years (at least) and although she is not continuing as our director, she will always have a place in our church's musicality. In early September, we invited Jerry McCauley to be our interim music director/accompanist while Susan Doherty was undergoing medical treatment. During October, Jerry performed our offertories.

In November, Danny White helped schedule guest musicians as we did not have a director at that time, and we were not sure when Susan would be back. Our guest musicians included Interrobang, High Mountain Duet, Danny White, Desi Knight, and the Festive Brass. We also had two drop-in choirs during the first week of November, "Seasons of Love" and December, "Advent Medley" which were led by Jerry McCauley.

Lastly, January 7th was Susan Doherty's final Sunday with us as our Organist. She accepted a position at another church, and we wish her all the best and miss her greatly! A search committee has been formed to interview candidates for the Music Director position.

***Respectfully Submitted,
Robyn Firth, Music Chair***

Diaconate Annual Report

We are enjoying working with Pastor Heather. All is running smoothly. The bell in the belfry is being rung on Sundays to welcome all to our service of praise and worship. The altar candles are filled with oil each week. Everyone is welcomed and bulletins are handed out. Communion is provided, prepared, and served on the first Sunday of every month. We have between 35 and 50 congregants attend worship each week. A special thank you to Matt Hinkley and other members who have helped to keep our services full of prayers and rejoicing in our Lord.

***With the comfort of Jesus,
Nancy Lindley and Maribeth Penninger, Diaconates***

Annual Meeting

February 4, 2024

Women's Fellowship Annual Report

In December we had a Christmas cookie exchange.

The Palisade Peach sales gave us a profit of \$1,202.50.

We continue to serve Kiwanis dinners on Monday nights.

We hosted a coffee fellowship to celebrate Heather and Brandy's marriage.

We had a Recycled Christmas sale.

We continue to donate to the 5 UCC missions allowing us to be part of the 5 for 5 campaign.

Beginning in July we will be hosting a potluck luncheon the last Thursday of each month. Linda O'Riley hosted the first one we had. In October we changed the luncheon to be Thursdays and Fridays. November was the first Saturday on the schedule.

We met one morning each month for quilt-making. There were between 4-8 ladies taking part in the construction of the quilts. We gave one to each of our Westside Cares families. We sold three at our recycle sale for \$75.00 each. Five of the quilts went to the Miramont Castle for the Christmas program.

Sue Jones retired as our treasurer after 16 years.

We hosted receptions for three funerals. One for Ann Rodgers mother, one for Julane Berridge, and one for Will Hinkley.

***Respectfully Submitted,
Cathy Karr***

Women's Fellowship Budget

CASH BALANCE JANUARY 1, 2023 \$6,317.73

INCOME

KIWANIS DINNERS 1,595.00
CHRISTMAS BAZAAR 1,558.95
PEACHES SALES 1,202.50
KIWANIS DONATION 750.00
OTHER DONATIONS 400.00
RECEPTIONS 250.00
INTEREST 1.08

TOTAL INCOME \$5,757.53

EXPENSES

CHURCH - GENERAL FUND 2,000.00
CONFERENCE - CHRISTMAS FUND 200.00
CONFERENCE - NEIGHBORS IN NEED 200.00
CONFERENCE - ONE GREAT HOUR OF SHARING 200.00
CONFERENCE - OUR CHURCH'S WIDER MISSION 200.00
CONFERENCE - STRENGTHEN THE CHURCH 200.00
LA PUENTE HOMELESS SHELTER 200.00
LA PUENTE COMMUNITY OUTREACH 200.00
MERCY AT MIRAMONT CASTLE 200.00
MANITOU SPRINGS FIRE DEPARTMENT 200.00
WEDDING GIFT - HEATHER AND BRANDI 200.00
RECEPTIONS 57.56
CHURCH - KITCHEN SUPPLIES 30.57

TOTAL EXPENSES \$4,088.13

NET INCOME 2023 \$1,669.40

CASH BALANCE DECEMBER 31, 2023 \$7,987.13

Pantry & WestSide Cares Lay Representative Annual Report

Our congregation supported WestSide CARES this past year with the following donations:

- 280 packages of notebook paper and \$425.00 was given to WestSide CARES for the Backpack program.
- \$565 was given to provide Thanksgiving Dinners.
- We adopted a family of four giving them \$500 in gift cards for food and gifts.
 - Adopted a second family of three, giving them \$425 for food and gifts. The money for this second family was money not delivered to a family last Christmas because they unexpectedly were not available.
 - Both families received a quilt from Women's Fellowship.
- Our church family has supported the food pantry with money and countless bags and boxes of food.
 - This year, our pantry served...
 - 621 family units, 848 adults, 243 children, and 116 seniors.
 - A total of 1207 individuals!
 - Last year we served 747 people from 337 households. This year we saw an increase of 38% in persons served.
- Many thanks to Linda O'Riley, Deb Bornholdt, Ellie Bursaw, Betty Armstrong, CharLynAnn Iuppa, George Whitt, Brad Gibson, Stuart McMillin, Mike Groso, Jane Hart, Becky Rich, Sharon O'Donnell, Sue Jones, Jane Edwin, Lynda Burns, and Arlene Penman for faithfully being in the pantry Friday afternoon to assist our neighbors.
- Also, to Jane Hart and Sue Jones for shopping to fill the shelves.
- A very special thank you to Sharon O'Donnell for bringing our needs to the attention of our local American Legion. They continue donating money for the food pantry.

*Respectfully submitted,
Arlene Penman, Lay Rep*

Community Outreach Annual Report

2023 was a bright year for community outreach, especially at the end when many new faces walked into our church.

In January we supported and provided the official fruit cakes for The Great Fruit Cake Toss. With the online T-shirt order not getting to us in time, I contacted Twin Bears and helped create a t-shirt for fundraising.

February brought the Carnivale Parade, as we marched with a brand new banner.

In March, Spring Fling returned, and in April, the Palm Sunday Ecumenical Service and Easter Sunrise Service for all to join in.

August brought back the MultiChurch Potluck with a huge success. I ordered banners for Fall and Christmas to hang in the Community Hall.

October started with the Fall Festival and ended with the Trunk or Treat. Even the snow couldn't keep away a few dozen visitors, including Pumpkin Head Jack.

I was so happy when local musicians jumped at the opportunity of playing at our church. From a rock band, Interrobang; to a gospel blues group; to a voice that reminded us of Stevie Nicks; to a brass quartet, all were accepted by our church. I thank you for that.

Even though we couldn't partake in the Christmas Parade, the lanterns we were going to carry in the parade worked well for the Longest Night and Christmas Eve Candlelight Services.

I've probably forgotten something, but it was a mind blowing year. Throughout the year, I coordinated with Rev. H, Pry, and Robyn, on Canva posters, worship slides, and other materials.

Here's to a fun 2024!

Danny White

Church Membership Annual Report

- Community Outreach was emphasized during this past year
- Ongoing welcoming of visitors and inviting to Coffee Hour after service
- Series of musical concerts attracted community members into the church
- Postcards and phone calls to prospective members with an invitation to Sunday afternoon Social Hour to learn about UCC and CCC
- Nov 12 - Social Hour: Approx 20 people including prospective members and some Council members. Questions and answers about membership in CCCMS and UCC. Snacks and beverages were served.
- Nov 19 - Official Receiving Ceremony for seven new members by the congregation during the worship service
- Intention to carry on this process as we attract new prospective members during the coming year

Respectfully submitted,

Annual Meeting

February 4, 2024

Betty Armstrong, Membership Chair

Church Membership Report 2023

Total Membership beginning January 1, 2023 - 73

Members received by affirmation of faith, or reinstatement - 7

Members received by Confirmation - 0

Members transferred out, removed at their request, or removed for inactivity - 0

Church Member deaths - 1

Total Membership ending December 31, 2023 - 79

NEW MEMBERS RECEIVED/REINSTATED AFTER ABSENCE

Brandy Bring

Ann Ingram

Heather McDuffee

Malcolm McDuffee

Keith Roberts

Annie Rodgers

David Wild

CHURCH MEMBER DEATHS

Will Hinkley

**MEMBERS TRANSFERRED, REMOVED BY OWN REQUEST,
OR REMOVED FOR INACTIVITY**

CONGREGATION PARTICIPANT DEATH

Doris Wardlow

Membership information from Church Office Records.

ADOPTING CHANGE TO THE CONSTITUTION AND BYLAWS

Part 1

CHANGE TO ARTICLE VIII: MINISTER(S)

Current: Section A. Election, Duties, Performance Review

2. Duties. The Minister shall have charge of the spiritual welfare of the Church, including functioning as the Chief Administrative Leader of the Church with the assistance of its various organizations. All paid staff persons, except the Bookkeeper, shall be under the Minister's direction. In cooperation and consultation with the Church Council the Minister shall:

Proposed: Section A. Election, Duties, Performance Review

2. Duties. The Minister shall have charge of the spiritual welfare of the Church, including functioning as the Chief Administrative Leader of the Church with the assistance of its various organizations. All paid staff persons, ~~except the Bookkeeper~~, shall be under the Minister's direction. In cooperation and consultation with the Church Council the Minister shall:

Revised: Section A. Election, Duties, Performance Review

2. Duties. The Minister shall have charge of the spiritual welfare of the Church, including functioning as the Chief Administrative Leader of the Church with the assistance of its various organizations. All paid staff persons shall be under the Minister's direction. In cooperation and consultation with the Church Council the Minister shall:

CHANGE TO BYLAWS: ARTICLE XXIV: BOARD RESPONSIBILITIES; Section B. Board of Trustees

Current:

This Board will operate under the General Provisions of Article XXIV, Section A.

1. The Board of Trustees shall consist of seven members, including the Chairperson, elected at the Annual Meeting for two-year staggered terms. They may be nominated and elected to any number of successive terms.

Proposed:

This Board will operate under the General Provisions of Article XXIV, Section A.

1. The Board of Trustees shall consist of ~~seven members~~, including the Chairperson, elected at the Annual Meeting for two-year staggered terms. They may be nominated and elected to any number of successive terms.

Revised:

This Board will operate under the General Provisions of Article XXIV, Section A.

1. The Board of Trustees shall consist of 6% of the active congregation, including the Chairperson, elected at the Annual Meeting for two-year staggered terms. They may be nominated and elected to any number of successive terms.

ADOPTING CHANGE TO THE CONSTITUTION AND BYLAWS

Part 2

CHANGE TO BYLAWS: SECTION D. TREASURER

Current:

The Treasurer shall be elected by the membership, in odd numbered years, for a term of two years and limited to two successive terms. The responsibilities of the Treasurer include

1. Making regular monthly reports to the Church Council and Trustees as to the status of local operating funds and keeping an accurate record of all receipts and disbursements,
2. Making available, upon request, to the Boards and Committees the status of their budgeted funds,
3. Submitting the accounts to an auditor or auditing committee bi-annually, 4.
A Bookkeeper shall be under the Treasurer's direction,

Proposed:

The Treasurer shall be elected by the membership, in odd numbered years, for a term of two years and limited to two successive terms. The responsibilities of the Treasurer include

1. Making regular monthly reports to the Church Council and Trustees as to the status of local operating funds and keeping an accurate record of all receipts and disbursements,
2. Making available, upon request, to the Boards and Committees the status of their budgeted funds,
3. Submitting the accounts to an auditor or auditing committee bi-annually
- ~~4. A Bookkeeper shall be under the Treasurer's direction,~~

Revised:

The Treasurer shall be elected by the membership, in odd numbered years, for a term of two years and limited to two successive terms. The responsibilities of the Treasurer include

1. Making regular monthly reports to the Church Council and Trustees as to the status of local operating funds and keeping an accurate record of all receipts and disbursements,
2. Making available, upon request, to the Boards and Committees the status of their budgeted funds,
3. Submitting the accounts to an auditor or auditing committee bi-annually,

Community Congregational Church UCC

Balance Sheet

As of December 31, 2023

	<u>Dec 31, 23</u>		<u>Dec 31, 23</u>
ASSETS		LIABILITIES & EQUITY	
Current Assets		Liabilities	
Checking/Savings	9,924	Current Liabilities	3,650
Other Current Assets	<u>48,896</u>	Long Term Liabilities	<u>696,399</u>
Total Current Assets	58,820	Total Liabilities	700,049
		Equity	
Fixed Assets		Invested Funds Balance	48,896
Church Property	<u>3,003,688</u>	Total Property Fund (DES)	3,003,688
Total Fixed Assets	3,003,688	Unrestricted Net Assets	(2,920)
Other Assets	<u>630,564</u>	Net Income	<u>(56,641)</u>
TOTAL ASSETS	<u>3,693,072</u>	Total Equity	<u>2,993,023</u>
		TOTAL LIABILITIES & EQUITY	<u>3,693,072</u>

Community Congregational Church - Designated Funds History, Part 1

4/30/2023

Children's Bell Choir

Started in 2019 by Robyn Firth and Danny White to get kids involved in music and to learn handbells. Suspended during Covid and not started again.

Good Samaritan Fund

Started to help people who asked for gas money, rent assistance, etc. Major activity in 2019 and 2020 when we had a person in the congregation going through health problems. Rather than give money directly to her, some people would give to this fund and we would give the money to her.

Art Fund

Art Committee sometimes had a sale of recycled art – paintings, etc that people no longer wanted. They would bring them in and sell them to others. Not active for several years. The major person on the art committee (an informal group) moved away.

Missions Fund

The Missions board would have a Spring Tea each year to raise funds for various missions projects – One Nation Walking Together, West Side Cares, etc. The latest activity is Will Hinkley memorial funds deposited here (per Jan's request).

Westside Cares Fund

Donations to this fund are for the Westside Cares "backpack project" and Thanksgiving and Christmas gifts to families. For the last few years the backpack supplies have been donated. Arlene is principally in charge of these projects.

Youth Fund

Started years ago to supplement youth activities, including vacation bible school, field trips, etc. No youth group, so no expenses for several years.

Memorial Fund

Money given in memory of members. Families are supposed to be contacted to discuss what they want done with the donations.

Building Improvement Fund

Donations to be used for major building improvements. Last major improvements were to replace the ice maker and upgrade the sound system.

Waldo Canyon Fund

When the Waldo Canyon fire happened, the UCC national office sent us money to help the community. The Black Forest church received funds as well, but they weren't impacted by this fire so they sent their money to us. I think it was about \$1,500 each(?) but not sure. We helped one person with some rent assistance and another person with some utilities, but not much else. When the Black Forest fire happened the next year, we didn't send the Black Forest church back their money.

Community Congregational Church - Designated Funds History, Part 2

Tresouthick Fund

Marion Tresouthick's will designated \$50,000 to the general fund (I think) and \$25,000 to the church to be used for the youth program. We put the \$50,000 in the investment fund and we were using the \$25,000 to supplement the cost of having Claire Twomey as our youth minister.

The Story of Our Proposed Budget for 2024 Part 1

by Rev. Heather McDuffee

“Give, and it will be given to you. A good measure, pressed down, shaken together, running over, will be put into your lap; for the measure you give will be the measure you get back.” Luke 6:38

Every budget has a story. Our proposed budget’s story for 2024 is one of Life (with a capital L) for Community Congregational Church. This year will be a time of providing strong structures to support growth, better retaining new folks, nourishing existing members, and meeting spiritual needs. We will continue to make significant strides in three areas of ministry: WORSHIP, COMMUNITY, and ECONOMIC SUSTAINABILITY.

For the past 15 years or more, our church has been running a deficit budget. As a way to fill in the gap, we have been dipping into our investments. Those investments are depleting in the very same year that the 30-year Frank and Salome Smith Trust is released to us. The world is very different than it was 30 years ago. And yet, the Smiths had the foresight and the generosity to give a gift that had time to grow and sustain us today... right on time.

Below is a bit of the narrative of WHY we are doing what we are doing in our budget. We need a “HOW”, or a strategic plan so that we can wean ourselves off of the financial dependency we have had over the years. We must envision what it would look like to be fully financially responsible for ourselves as Christians in a faith community we love. We have the resources and I know we can accomplish this.

WORSHIP

This past fall and winter, our Sunday morning worship continued to attract more newcomers. Worship attendance was up from an average of 30 when I first arrived to an average of 45 each Sunday, with a high of 70 on Easter and 72 on Christmas Eve.

Music is so important to our worship life together. This year, our music program has taken two big hits: Stevie Astley’s retirement and Susan Doherty’s resignation to take on a larger position at First Community Church. A small search team assembled in January to conduct interviews/auditions for a Director of Music. We had two interested candidates with only one interviewing and auditioning. We are incredibly hopeful that our new Director of Music, Jerry McCauley, will move our hearts and spirits in worship, while also engaging members in their talents and attracting new people.

Your pledge at work might make way for...

- An octogenarian who has seen too many things change in her lifetime and wants to sing familiar hymns and have a comforting place for her grandchildren. She knows her church will be here for her, even if she can’t physically attend, and especially when she dies.
- An empty-nester couple who is looking for a deep spiritual well to ask questions about purpose, faith, and justice. They are looking for a church that has sermons to think about throughout the week, uplifting music, is open to all people on all walks of life, and yet has roots in tradition.

Narrative Budget for 2024 Part 2

- A young adult who visits, hoping he isn't the only person under 40 and isn't mobbed for his youthful energy. He finds permission here to express himself through music.

Budget Total: \$101,356 (Includes the music director, musical instrument upkeep, music ministry budget, pastor's salary, including pension and employee taxes)

COMMUNITY

This year, we reprised community outreach efforts through our participation in the Fruitcake Toss, the Carnivale Parade, Community Potluck, and Trunk or Treat. We offered new events, such as A Community Christmas, the Out Loud concert, and two J. Chang-Tablada concerts. We welcomed 7 new members, with people already lining up for the Spring Member gathering. "I feel welcomed in this place," people have said over and over. It is clear that people need a church like ours—will they hear about us?

In 2024, we will begin to fund a Director of Operations who will help us fund our ministries in new ways. Our Director of Operations will further develop our advertising and other publicity materials, develop our spaces for community uses, and capitalize on outreach opportunities both in media and in the community, etc.

Our Community Outreach lay leader will continue to plan and implement our increased presence in the community.

As Christians, part of our community will always be "the least of these". Not only are the recipients at the food pantry, Westside Cares, and The Place part of our community, but missions is a non-threatening way for new people to engage in our church's mission. Kingdom building is a community bonding experience. We aim to increase our visibility in the community to make Community Congregational Church a household name as well as to build a welcoming and loving culture in which we are comfortable inviting our friends and others to church.

Your pledge at work might make way for . . .

- A transplant from the Midwest who finds himself in the mountains of Manitou. He doesn't know a soul in town but finds us on our website and makes friends while serving at the food pantry.

- A neighbor whose son is gay and who doesn't know a church as open-minded as ours existed. She comes to church on a Sunday and hears a layperson share her stories about coming out. The woman is moved to tears. She now knows that "religious progressive" is not an oxymoron. She comes regularly to worship and wants to join the church.

- Someone newly sober finds himself depressed every December. They are invited to our church by one of our members and they begin new recovery groups at the church.

Budget Total: \$58,250 (Includes the Director of Operations, internet, administrative expenses, and community outreach budget.)

Narrative Budget for 2024 Part 3

ECONOMIC SUSTAINABILITY

Our leaders on Church Council were challenged to increase their giving by 1% more this year. “The 1% Challenge” was extended to all of our members to increase our faith in a future that we cannot yet see. Our collective pledged giving increased by 13%!! Way to go, Community Cong!! Of course, even with our increased giving, a small congregation can’t cover our budget. Until we grow the number of people in our pews, we must get creative about what capacities we have for financial sustainability. In 2023 and 2024, we are generating multiple streams of income. The strongest income-generating asset our church has is our property.

We start with our parking lot. We rented our parking lot over the summer to the city who also striped our parking lot (a gift worth over \$5,000). From June to December, we earned \$11,087 from our parking lot. We now have parking signs with a QR code for people to pay us for parking. And it’s working!

We have several renters in our building in 2024. From a meditation group on Saturday mornings to the Pike Peaks Bulletin, we are now generating \$8,000 that goes into our general operating budget. We will continue to build these relationships with people in our community and be good stewards of our beautiful space.

One-time events are increasing as well. In 2023, we had two weddings, five funerals, one family reunion, and a senior recital party. These events generated over \$4,000. We will increase these one-time events in 2024.

Because of the innovation and wisdom of Salome Smith, we can dream of a future with hope. In 2024, we are receiving this 30-year trust of \$650,000. The congregation will be voting on how we will invest these funds to sustain us into the future. And in 2024, we will be encouraging people to contribute to our endowment in similar ways.

Money is only ONE resource we have. Most church revitalization experts say that growing churches have parishioners who are engaged beyond the worship hour. When pastors do all the work, the church dies. I have already located some areas of the church to plug in passionate people. We are all invited to find that place of meaning and purpose. Many of you filled out the Engagement Worksheet included in your Stewardship packet. We have gathered the information that will connect people with meaningful ministries.

Your pledge at work might make way for...

- A young bride and groom looking for a place for their wedding and find that our church is the perfect place to put down roots for their future.
- A prominent leader in Manitou who leaves \$50,000 to Community Congregational Church in his will because of how open we are in our theology and how we support Westside Cares.
- A Manitou business owner who wants to lease four parking spots for his employees so that they have safe parking when they end their shifts at night.

Budget Total: \$51,000 (Includes The bookkeeper, custodial support, building/property expenses including utilities and property insurance).

Community Congregational Church UCC
2024 Proposed Budget

	2023 Budget	2023 Actual	Over/(Under) Budget	2024 Proposed Budget w/out designated funds	2024 Proposed Budget with designated funds
Ordinary Income/Expense					
Income					
Designated Church Funds					
Art Fund (DES)	0	0	0	0	575
Bldg Improvement Fund (DES)	0	0	0	0	2,468
Childrens Bell Choir	0	0	0	0	375
Good Samaritan Funds (DES)	0	0	0	0	31
Memorial Fund (DES)	0	0	0	0	47,543
Missions Fund (DES)	0	0	0	0	10,583
Westside Cares (DES)	0	0	0	0	2,521
Youth Fund (DES)	0	0	0	0	3,665
Total Designated Church Funds	0	0	0	0	67,761
Misc Donor Restricted Funds					
Pantry Fund (RES)	0	0	0	0	5,717
Tresouthwick Fund (RES)	0	0	0	0	8,555
Waldo Canyon Fund (RES)	0	0	0	0	3,407
Total Misc Donor Restricted Funds	0	0	0	0	17,679
UCC Missions PassThru Support					
Per Capita	130	39	(91)	0	0
Southeast Association	0	0	0	0	0
OCWM	0	0	0	200	200
Strengthen the Church	0	0	0	200	200
One Great Hour of Sharing	0	0	0	200	200
Neighbors In Need	0	0	0	200	200
Christmas Fund	0	0	0	200	200
Total Missions PassThru Support	130	39	(91)	1,000	1,000
Total Church Funds	130	39	(91)	1,000	86,440

Congregational Giving					
Pledged Giving	78,300	85,126	6,826	94,050	94,050
Identified Giving (Non-pledged)	16,000	26,170	10,170	16,000	16,000
Loose Plate	1,000	3,121	2,121	1,000	1,000
Total Congregational Giving	95,300	114,417	19,117	111,050	111,050
Other Income					
Fundraising Income					
Credit Card Rewards	250	0	(250)	0	0
Flowers	300	0	(300)	0	0
King Soopers Community Rewards	900	823	(77)	900	900
Special Event Proceeds	0	921	921	500	500
Total Fundraising Income	1,450	1,744	294	1,400	1,400
Hall Rent					
Classes	0	393	393	0	0
Pikes Peak Vajra Vidra	0	1,600	1,600	1,920	1,920
Silver Sneakers	0	267	267	0	0
Yoga	0	333	333	0	0
Hall Rent - Other	0	0	0	0	0
Total Hall Rent	0	2,593	2,593	1,920	1,920

Community Congregational Church UCC
2024 Proposed Budget

	2023 Budget	2023 Actual	Over/(Under) Budget	2024 Proposed Budget w/out designated funds	2024 Proposed Budget with designated funds
Health Fairs/Makers Markets	0	977	977	0	0
Miscellaneous Income					
Interest Income	0	12	12	0	0
Misc Income	0	2,398	2,398	0	0
Total Miscellaneous Income	0	2,410	2,410	0	0
Office Rent					
Pikes Peak Bulletin	0	941	941	2,400	2,400
Office Rent - Other	0	0	0	0	0
Total Office Rent	0	941	941	2,400	2,400
Other Organizations' Support					
AdAMan Club	0	250	250	250	250
Kiwanis	0	1,200	1,200	1,200	1,200
Other Property Usage	2,000	0	(2,000)	0	0
PEO	0	113	113	0	0
Women's Fellowship	2,000	2,000	0	2,000	2,000
Total Other Organizations' Support	4,000	3,563	(438)	3,450	3,450
Parking Lot Usage					
City of Manitou Springs	0	4,940	4,940	5,000	5,000
Manitou Businesses	0	475	475	3,600	3,600
Miscellaneous Receipts	0	749	749	0	0
Special Events	0	652	652	1,400	1,400
Total Parking Lot Usage	0	6,815	6,815	10,000	10,000
Service Income					
Funeral	0	1,350	1,350	300	300
Wedding	0	2,388	2,388	4,000	4,000
Total Service Income	0	3,738	3,738	4,300	4,300
Total Other Income	5,450	22,779	17,329	23,470	23,470
Total Income	100,880	137,234	36,354	135,520	220,960

Expense					
Administrative Expenses					
Advertising	400	1,040	640	150	150
Bank Service Charges	800	692	(108)	350	350
Computer/Technology Expenses	500	513	13	1,000	1,000
Internet/Telephone	2,500	4,282	1,782	1,800	1,800
Membership	200	0	(200)	100	100
Misc Admin Exp	0	810	810	1,000	1,000
Office Supplies	1,200	1,916	716	1,700	1,700
Postage	200	294	94	500	500
Printing	0	0	0	0	0
Software Licenses/Support	200	0	(200)	200	200
Taxes/Fees	200	151	(49)	0	0
Toner/Ink/Printer Maint	0	286	286	800	800
Web Hosting	100	0	(100)	0	0
Total Administrative Expenses	6,300	9,983	3,683	7,600	7,600

	2023 Budget	2023 Actual	Over/(Under) Budget	2024 Proposed Budget w/out designated funds	2024 Proposed Budget with designated funds
Building/Property Expenses					
Equipment	0	0	0	0	0
Insurance - Property	20,200	22,082	1,882	23,500	23,500
Janitorial Supplies	200	969	769	800	800
Landscaping Expenses	0	0	0	900	900
Organ/Piano Maintenance	900	140	(760)	900	900
Repairs and Maintenance	1,500	2,725	1,225	1,500	1,500
Small Tools and Equipment	0	0	0	0	0
Utilities					
Electric	2,500	3,484	984	8,800	8,800
Fire & Alarm	950	805	(145)	3,000	3,000
Garbage	550	1,419	869	2,200	2,200
Gas	8,000	7,356	(644)	1,400	1,400
Water	2,000	2,505	505	1,000	1,000
Total Utilities	14,000	15,569	1,569	16,400	16,400
Total Building/Property Expenses	36,800	41,484	4,684	44,000	44,000
Churchwide Missions Expenses					
Pantry	0	514	514	0	0
Westside Cares	0	125	125	0	0
Churchwide Missions - Other	0	518	518	0	0
Total Local Churchwide Missions	0	1,157	1,157	0	0
UCC Pass-Thru Support					
Per Capita	550	750	200	750	750
SE Assoc Dues	150	150	0	150	150
RMC/SEA Meeting Expenses	100	0	(100)	0	0
OCWM	0	0	0	200	200
Strengthen the Church	0	0	0	200	200
One Great Hour of Sharing	0	0	0	200	200
Neighbors In Need	0	0	0	200	200
Christmas Fund	0	0	0	200	200
Total UCC Pass-Thru Support	800	900	100	1,900	1,900
Total Churchwide Missions	800	2,057	1,257	1,900	1,900
Ministry Support					
Christian Education					
Adult Education	100	0	(100)	0	0
Curriculum	100	0	(100)	0	0
Leadership Library	0	0	0	0	0
Supplies	50	0	(50)	0	0
Vacation Bible School	100	60	(40)	0	0
Youth Events	0	0	0	0	0
Total Christian Education	350	60	(290)	0	0
Community Outreach	250	182	(68)	250	250
Fundraising/Special Event Exp	0	1,397	1,397	1,500	1,500

				2023 Budget	2023 Actual	Over/(Under) Budget	2024 Proposed Budget w/out designated funds	2024 Proposed Budget with designated funds
			Music Ministry					
			Guest Musicians	0	900	900	0	0
			Music Supplies	400	573	173	400	400
			Total Music Ministry	400	1,473	1,073	400	400
			Worship Expenses					
			Altar Decorations	320	0	(320)	0	0
			Communion Supplies	0	169	169	200	200
			Flowers	0	912	912	0	0
			Worship Equipment	0	0	0	0	0
			Worship Supplies/Resources	0	428	428	300	300
			Total Worship Expenses	320	1,509	1,189	500	500
			Total Ministry Support	1,320	4,621	3,301	2,650	2,650
			Service Expenses					
			Funeral Expenses	0	59	59	300	300
			Wedding Expenses	0	2,552	2,552	3,000	3,000
			Total Service Expenses	0	2,611	2,611	3,300	3,300
			Staff Support					
			Admin Staff Support					
			Admin Staff Salary	33,000	39,127	6,127	45,000	45,000
			Admin Staff Payroll Taxes	2,500	3,169	669	5,450	5,450
			Total Admin Staff Support	35,500	42,296	6,796	50,450	50,450
			Misc Staff Exp					
			Bookkeeping Salary	3,600	3,600	0	3,600	3,600
			Custodial Salary	5,200	4,500	(700)	5,200	5,200
			Guest Ministers	800	600	(200)	800	800
			Misc Staff Exp - Other	0	0	0	0	0
			Total Misc Staff Exp	9,600	8,700	(900)	9,600	9,600
			Music Staff Salaries					
			Bell Choir Director	648	0	(648)	0	0
			Music Director	2,592	4,080	1,488	13,000	13,000
			Organist	3,456	5,772	2,316	2,400	2,400
			Total Music Staff Salaries	6,696	9,852	3,156	15,400	15,400

	Staff Support					
	Admin Staff Support					
	Admin Staff Salary	33,000	39,127	6,127	45,000	45,000
	Admin Staff Payroll Taxes	2,500	3,169	669	5,450	5,450
	Total Admin Staff Support	35,500	42,296	6,796	50,450	50,450
	Misc Staff Exp					
	Bookkeeping Salary	3,600	3,600	0	3,600	3,600
	Custodial Salary	5,200	4,500	(700)	5,200	5,200
	Guest Ministers	800	600	(200)	800	800
	Misc Staff Exp - Other	0	0	0	0	0
	Total Misc Staff Exp	9,600	8,700	(900)	9,600	9,600
	Music Staff Salaries					
	Bell Choir Director	648	0	(648)	0	0
	Music Director	2,592	4,080	1,488	13,000	13,000
	Organist	3,456	5,772	2,316	2,400	2,400
	Total Music Staff Salaries	6,696	9,852	3,156	15,400	15,400
	Pastoral Support					
	Minister Salary	41,000	40,833	(167)	40,000	40,000
	Minister Housing	26,000	26,500	500	29,000	29,000
	Minister Payroll Taxes	3,130	3,308	178	11,516	11,516
	Pension	0	0	0	5,740	5,740
	Reimbursable Expenses	0	489	489	1,000	1,000
	Business Meals	0	0	0	0	0
	Continuing Education	0	0	0	0	0
	Health Insurance	0	0	0	0	0
	Minister Auto Allowance	0	0	0	0	0
	Total Pastoral Support	70,130	71,130	1,000	87,256	87,256

	2023 Budget	2023 Actual	Over/(Under) Budget	2024 Proposed Budget w/out designated funds	2024 Proposed Budget with designated funds
Payroll Expenses					
FICA-Employer Share	0	0	0	6,500	6,500
FAMLI - Employer Share	0		0	200	200
Workers Comp Ins	1,200	1,140	(60)	1,000	1,000
Total Payroll Expenses	1,200	1,140	(60)	7,700	7,700
Total Staff Support	123,126	133,118	9,992	170,406	170,406
Total Expense	168,346	193,875	25,529	229,856	229,856
Net Ordinary Income	(67,466)	(56,641)	10,825	(94,336)	(8,896)
Net Income	(67,466)	(56,641)	10,825	(94,336)	(8,896)

During July and August, the Scholarship Board solicited comments from the congregation regarding the potential uses of the Smith Scholarship funds once those funds (approximately \$640,000) are received by the church in 2024. The Scholarship Board has reviewed the comments received and the surveys returned. Those comments are summarized as follows:

1. Members value the long history of the church in the community and that it's welcoming to all.
2. Members value one another.
3. Members value Pastor Heather and want to support her.
4. Members love the sanctuary and music and they value the fellowship hall.
5. Keeping our physical property in good repair and appearance is a high priority.
6. Having a scholarship program has been beneficial. It should continue to be available in some form for members and their children, if possible, balancing that desire with the financial needs of the church.
7. Scholarships and capital needs are easier goals for fundraising campaigns than salaries and other operational expenses.
8. Our Bedrock Beliefs and Core Values are still applicable to our Church.
9. The need for prompt action to address financial stability is recognized.

Committee Recommendations for the Smith Funds:

1. Scholarship Fund.
 - a. Create a modest scholarship fund of \$50,000, to continue to be administered by the Scholarship Committee. For convenience and ease of management, The Scholarship Fund (The Fund") may be invested with the church investment fund, but The Fund and its earnings should be designated only for church scholarships.
 - b. Ask members to enhance The Fund over time through legacy and other giving.
 - c. Scholarship funds should be granted only to church members or children of members.
 - d. Scholarships should be limited to a one-time gift of not more than \$2,500. This scholarship amount may be modified in the future, depending on the size of The Fund and the number of applicants.
 - e. Current or prior Smith Scholarship recipients are eligible to apply for a scholarship from the Fund, so long as they have received not more than three years of funding from the Smith Funds.
2. Maintenance Fund
 - a. Create a Maintenance and Repair Fund of \$160,000 (25% of the Smith funds) to address the physical maintenance needs of the church.
 - b. The Church Council/Trustees should create a list of short, medium, and long-term capital needs (e.g. 1 year (immediate) needs; 5-year needs; and 10-year and beyond needs) to be addressed by this fund. The list should be reviewed, updated, and approved on an annual basis.

Proposal for use of Smith Trust Funds Part 2

c. Maintenance needs on the list should be presented to the congregation as sponsorship opportunities and fundraising campaigns.

d. The Maintenance Fund should be utilized only as matching funds, following such campaigns.

e. Consider that “wish lists” can use up the funds quickly. Many “nice-to-have” capital needs, such as new windows in the parsonage or AC for the Fellowship Hall could/should be funded by specific campaigns/targeted gifts/legacy giving. We should also be asking if we’ve “done without,” is a given expenditure really needed at this time of economic uncertainty?

3. Outreach and Programs

Emphasize the “community” in Community Church. Invite them in. Our focus should be on Manitou and Westside activities/events/sponsorship/support/mission. Let the community see we’re involved.

a. A short-term Outreach/Community-Visibility Campaign should be established. A \$1,000 gift has been received by the church to initiate this effort. This gift should be enhanced by \$5,000 from the Smith funds as well as by such other funds as may be solicited and received.

b. The use of these funds should be directed by the Church Council to increase the visibility of the church in Manitou Springs and nearby areas. Possible starting points: Host community groups; sponsor music – in the sanctuary and in the parks; support community projects like the library restoration, Hiawatha Gardens, the MSVFD, the PP Bulletin, adopt a park, etc. In short, be visible. It doesn’t have to cost a lot. Such efforts have already started but, as an example, if \$100 is donated to a community project, multiple press releases and social media postings should celebrate that giving. (Note: Women’s Fellowship already supports MSVFD and Miramont Castle. The church also supports Westside Cares. We should publicize that generosity.) We should also publicize our music. If the Church Council desires to attract the community to attend church or utilize the church for spiritual and other events, the community needs to know we’re here. The Pikes Peak Bulletin reaches our target area and, likely, our demographic. The church’s activities and community giving should be regularly featured in the newspaper.

c. In a perfect world, without the concern for the church’s current finances, Mission would be a separate category. If the church’s mission to serve the community were clear and strong, we would be giving a portion of the funds to those needs and we would hope the returns would come back to the church in new volunteers and new members. Such are the challenges of faith. The suggestions for a modest outreach are a start of a new effort to focus locally and be more visible in the community.

d. Only program enhancements that do not require additional church funding should be considered at this time. While no Smith funds should be allocated to programs, activities that encourage member participation in the church, as well as new member growth, should

be encouraged as long as they do not impact the budget. Bible study is an example of this, but any program that is volunteer-driven or self-funded should also be encouraged. Continuing to make the fellowship hall available at a reasonable cost for community activities is encouraged.

4. Endowment

a. Create an Endowment Fund for the church, starting with \$320,000 (50%) of the Smith funds.

b. Ask for members to enhance the Endowment Fund over time through legacy and other giving. Such endowment giving should be celebrated at regular intervals and encouraged.

c. For convenience and ease of management, the Endowment may be invested with the church investment fund, but the Endowment Fund and its earnings should be segregated in a separate line item.

d. The principal of the Endowment should be maintained in perpetuity and not spent for any purpose, absent approval by a super-majority (e.g. 2/3) of the congregation. The earnings of the Endowment Fund should be designated for church operations and such other needs as the Church Council may determine.

5. Operating

Given the current financial issues facing the church, the balance of the Smith funds (approximately \$105,000) should be utilized to help pay the ongoing operational needs of the church. With the current budget and expenditures, this approach is recognized to be, at best, a short-term band-aid. Immediate action is needed to strategically enhance visibility, endowment, and other giving, and targeting fundraising campaigns.

Summary

1. Scholarships	50,000
2. Maintenance	160,000
3. Outreach	5,000
4. Endowment	320,000
5. Operating	<u>105,000</u>
Total:	640,000

2024 NOMINATED OFFICERS

Moderator: Lyn Ettinger-Harwell 2023 (2nd year of 1st Term)

Vice-Moderator: George Whitt 2023 (2nd year of 1st Term)

Secretary: Arlene Penman 2024 (½ years remaining of 1st Term)

Treasurer:

Council Members:

Christian Education Chair	<i>Empty</i>	
Membership Team	Betty Armstrong	(2nd year of 1 st Term)
Memorial Chair	<i>Empty</i>	
Mission Chair	Jan Hinkley	(½ year of 1st Term)
Music Chair	David Wild	(1 year remaining of 1st Term)
Scholarship Board Chair	Linda O-Riley	(2nd Term)
Stewardship Chair	Laura Ettinger-Harwell	(2nd year of 1 st Term)
Trustees Board Chair	Tina Hudson	(4 th Term)
Diaconate Chair	Maribeth Peiniger	(2nd year of 1st Term)
Women's Fellowship	Cathy Karr	<i>Elected by WF Members</i>

Trustees Board Members:

Andy Kovats	(2nd year of 1st Term)
Linda O'Riley	(3rd term)
George Whitt	(2 nd yr of 2 yr term)
Robyn Firth	(1st year of 1st Term)
Julie Wells, Accountant	Ex-officio

Standing Committees

Community Outreach	Danny White
Clergy/Congregational Relations Committee	George Whitt
Nominating Committee	<i>As Needed</i>
Finance Committee	George Whitt, Andy Kovats, Rich Baker

Notes

- 1) Council Members are chosen from the differing ministry teams, serving not as delegates from that ministry team but as representatives serving the best interest of the entire congregation.
- 2) Chairpersons shall be elected at the Annual Meeting and may serve two, one-year terms. Each Chairperson, except the Trustees, may select a minimum of two or more board members for unlimited one-year terms. (CCC Bylaws Art. XXIV, Sec. A, #2, pg. 6)
- 3) Refer to CCC Bylaws Art. XXIV for information on Board Responsibilities.



COMMUNITY
CONGREGATIONAL CHURCH

Community Congregational Church
United Church of Christ
103 Pawnee Avenue, Manitou Springs, Colorado 80829
ManitouChurch@gmail.com
www.ManitouChurch.org

*The Community Congregational Church of Manitou Springs
is listed on the National Register of Historic Places.
It was first called together as a congregation on August 23, 1879, and
is one of the oldest continuing congregations in the State of Colorado.
The church was built in 1880 and fully restored in 2010.
The pipe organ is the oldest in El Paso County.*

Our 2023 Staff:

Reverend Heather McDuffee, *Minister*
Pryncess Favors, *Director of Operations and Glitter*
Jerry McCauley II, *Director of Music*
Julie Wells, *Accountant*
Paola Garcia, *Custodian*



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