**Minutes**

**UCL Search Committee**

**November 18, 2014**

**UCL Kenthill Office, 6:45pm**

**Present:** Willie Sutton, Carolyn Dickerson, Maurice Jackson, Jacquie Jackson, Phyllis Chesley, and Linda Jackson-Smith

The meeting was opened with prayer by Maurice Jackson.

The first order of business was to review the Board’s responses to the seven (7) questions posed by the Committee. Willie Sutton, Sharon Duncan and Maurice Jackson attended a Board meeting held the previous evening on November 17th (Note: Willie serves on the Board). The seven committee questions and the Board’s responses are as follow. Sharon Duncan took detailed notes of the Board’s responses. For purposes of brevity, the responses are briefly summarized in these minutes, and includes discussion among committee members on the 18th.

1. **As we proceed with planning and financing options, the anticipated future size of the church membership will be an important factor. We, therefore, need input from the Board about expectations for the future growth of the church. Who is the best group\person to formulate future growth projections and by what date can estimates be available? We are seeking this guidance so that work is not duplicated and roles and responsibilities are clear.**

The projected growth is doubling the size of membership from 150 to 300. When UCL moves to its new location, if size of membership becomes an issue, then two services will be incorporated. Projections of growth over a period of time are needed (for example, 3, 5 and 7 years)

1. **Seeking agreement and approval to execute an online survey to gain insights on our right physical home from the church membership.**

Mary Frances Winters made some edits and requested that an introductory paragraph be included in the survey. There was also agreement that mention of UCL’s 25th anniversary in 2016 be mentioned. The Board approved the survey with a review of the final iteration. It was agreed by the committee that we must have input from the congregation.

1. **What is the current financial situation? Are we still getting the additional amounts pledged or has income dropped off? Attendance appears to have dropped off. We need to assess this and understand that it may get worse as winter weather hits and people seek options.**

The Board noted income has dropped off. The committee noted that extra and/or stable financial commitment is needed from church members. There is lack of consistency in church attendance from Sunday to Sunday.

1. **Is a 5-week month more rent for Meadowbrook? Is the $2600 reflective of a 5-week month or a 4-week month? And do we have lease on the Meadowbrook building space? If so, what is the minimum time they have to notify us if the County wants us out, and vice versa. The last time they gave us 30 days. Does our rent go to the school board or does it go to the County?**

UCL pays $650 each week. Payment for the weekly use of the sanctuary goes to the Board of Education. Payment of the UCL Office at Kenthill goes to the City of Bowie ($1500 per week). The lease is up on June 2015, with a 30-day cancellation clause. It should also be noted that we are charged extra for the sanctuary if we extend usage beyond 1:30pm.

1. **Is the Board open to us finding a better sanctuary to rent until our new church is built? This assumes that we can find something cost-effective nearby that will be at or below the current cost. We are concerned about the keeping the physical home.**

The Board is supportive of UCL renting another facility until a permanent home is found. The committee discussed the possibility of renting a Seven Day Adventist Church. Possible locations include Race Track Road, Good Luck Road in Lanham and a church in Grambrills. Calls will be made to these Seven Day Adventist Churches to ascertain their availability on Sundays.

Regrettable news was shared during the Board meeting. SunTrust Bank declined to provide a loan to UCL. This was due to our financial picture for one of the three past years. We may have to rent for perhaps one to two years.

In the meantime, the committee discussed and agreed it would be prudent to find another potential lender, willing to work with us. There is concern, however, that UCL may be at a disadvantage reaching out to another lender that does not know us (SunTrust is the bank used by UCL.)

1. **We would like to seek agreement that before any future actions, such as the submission of financial documents or loan inquiries between the church and any financial entity is performed, that the action is understood by and agreed upon by the following parties/contacts: Rev. Mosby, the Board of Trustees (BOT) with Mary Frances Winters as the recommended contact, the Finance Committee with Patti Annesi as the recommended contact, and the Search Committee with Willie Sutton as the recommended contact. Such communication will keep all parties aware of desired plans and actions, facilitate coordination and buy-in, and minimize confusion.**

The Board agreed that all stakeholders must work in collaboration.

1. **We would like to discuss the benefits of a capital campaign for the church and determine if the Board will support such a campaign.**

There was mixed reaction about capital campaign. Butch and Patti felt a capital campaign only worked if there was something to improve, such as an existing building or land. They and the Board agreed to look into the possibility. Maurice agreed to do some follow up and make a later presentation to the Board about capital campaign consultant that work with Unity churches.

During the committee meeting, it was determined that the benefits of a capital campaign need to be introduced to all stakeholders. Maurice and other committee members agreed to contact companies or experts that conduct capital campaigns, particularly for Unity churches and other non-profits.

Lastly, it was discussed and agreed that it would be beneficial to report to the Board every other month. Therefore, a report will be provide to the Board in January.

**Next Steps**

1. Ask Sharon Duncan to conduct a presentation to the UCL congregation on December 7th. A PPT presentation will be put together by Phyllis Chesley to include the seven questions and responses from the BOT. We will also include pictures of steel-structure churches as a cost-effective option for UCL, should it decide to build its own facility. Linda will provide the pictures.
2. The committee will contact the county-wide Seven Day Adventist Churches to inquire about possible rental opportunities.
3. The next meeting of the search committee will take place on Tuesday, December 2nd at 6:30pm. We will use the meeting to refine the presentation scheduled for 12/7.

There being no further business, the meeting adjourned at 8:15pm.

Respectfully submitted,

Jacquie Jackson