

**Congregational Meeting  
Minutes  
May 19, 2019**

In Attendance: Aaron, Bob, Walt, Teresa, Eloise, Tammy, Jim, Jen, Rachel Stuckey, Nancy, Sam, Dan, Carol, Amy

**Nomination of trustee** Tammy Wright was affirmed to replace Walt Nickeson, whose term is up this year. Melissa Carlson has one year remaining and Kathy Kern has two years remaining. Each term will expire in May of their respective years.

**Affirmation of delegate to MCUSA convention:** Carol Knieriem was affirmed as our Mennonite Convention 2019 delegate.

**Proposal for updated PiRI rental agreement**

Bob explained the history of our relationship with PiRI and their use of the building:

Much has changed since the last iteration of the agreement (for example, we no longer have an RMF member on their board or staff, and they have grown substantially such that they now have a full-time director and many more trainings per year).

The church's annual rental agreement with PiRI will be renewed at the end of June. Leadership Team proposed that we make a change to the agreement concerning PiRI's use of the front corner room, which is used as their Executive Director's office (a full time, paid position). To date, the agreement has stated that PiRI will put everything away at the end of each day so that the room can be used by the church in the evenings and on weekends. It is proposed that this be changed such that PiRI does not have to make the room available for the church's use outside of "normal business hours" except for possibly as a Sunday School meeting space for a small class such as the Youth class, in which case the table would be cleared on Fridays to accommodate the Sunday School class. Bob explained that his would only be a one-year contract.

**Congregational decision:** The proposal was affirmed with the understanding that we would offer this as only a one-year agreement so that we have the option to change the agreement if we need more use of the room in the future.

**Also of discussed:**

- PiRI is looking into a way to reduce their waste.
- We will have weekly trash pickup in the summer, as it is their heavy training season.
- Amy explained that they would appreciate it if we would leave the sanctuary clear (all hymnals and chairs put away) when we leave on Sundays. We agreed it would be reasonable to expect those of us who are able to clean up each Sunday before we leave. Amy will put in midweek email and announce at church on Sunday.

**Building use policy discussion:** see attached

The team (Bob, Izzie, and Dan) working on changes to our policy reported on their progress and asked congregation for input on 4.1.2 and 4.1.3 and introduce section 9, which addresses accountability was added by Izzie

There is flexibility if something we deem important comes up last minute. We can make exceptions, but we want the document to reflect what is expected of those making requests.

Sam suggested a rewording that Bob recorded. Bob will change in the document.

Was proposed that all activities in *sanctuary* to end by 6pm. Use of the rest of building could have a different end time.

The committee will rework the document and bring to September meeting to be considered.

## **Ministry Reports**

**Leadership Team:** Ron and Melissa's terms are up. Amy, Bob, and Aaron are staying on. Walt and Eloise are joining leadership team for 2-3 terms.

**Worship Ministry:** Have leaders signed up through June 9. Will be meeting soon to discuss whether to use the summer Leader materials. They meet once/month to review past services and plan for future services. Not formally in need of new members but would welcome anyone if interested.

**Stewards:** Evan Walls will be mowing again this year. Hawthorn tree was planted to replace the cherry. Will be having a dedication service on June 16. Stewards keep track of building and grounds and keep things maintained. They welcome new members.

**Adult Education:** Needs new team members, especially someone with administrative acumen. Sam is continuing. Not sure about Judy, They plan for the themes for the year and find people to lead the classes. They meet about 4 times per year to plan and monitor adult education. Traditionally, the 4 themes to be covered are: Scripture study, Anabaptist theology, spiritual formation, and social justice/contemporary issues.

**Children's Education:** Wendy absent so unable to provide a report. Jen put in a plug for the open Sunday School Coordinator position. The job description is listed on the gift pledge form for this ministry. There is flexibility with regard to the description, but it would be great to have someone holding the vision and leading. It's been several years since we have had that. They can always use more teachers also.

**Pastoral:** they meet about once/month. They look for the unspoken needs of the congregation. They also manage the Sharing Fund. We recently sent flowers to Ting and her father. Do not need more members but would welcome them.

### **Finance/Treasurer's report**

transactions through 11 may 2019:

Our General Fund \$26,500

(this includes approximately \$38,900 income since 1 february2019 and \$16000 in expenditures and I will be sending out all of our MCUSA charitable giving later this month)

Sharing Fund \$1513

Education at Mennonite Institution Fund \$6081

Education for Immigrant Recipient Fund \$526

Savings \$10641 (total of two accounts, our longstanding act at CNB and our new one with Everence, opened with \$500)

Capital Fund \$12430 (total of 2 CD's plus \$1000 held in designated awaiting maturity)

Outreach Fund \$3294

We sent \$1315 to CPT from our March special offering. Our May special offering (with coins!) to benefit Beaver Camp is underway.

Our mortgage balance is currently approximately \$71,300 (\$72,777.01 as of 12 april.) In april our mortgage rate was re-assessed and went up from 4.0% to 4.5%. It tracks the prime and has risen gently for the past two years. At the current rate with no additional payments we have 42 more months (3.5yrs) until it is paid off.

Additionally, at the congregational meeting it was shared that the Finance Ministry has adequate membership, although if someone is highly interested in joining us, there is always room. Jen is willing to continue as treasurer and other current members are Aaron, Tammy, and Rob.

## Attachment

### **Building Use at 111 Hillside Ave. Amended draft May 2019**

#### 1. Purpose & Principles

1.1 This building is dedicated to the ministry of God through Rochester Mennonite Fellowship (RMF). Any use of the building should be consistent with this.

1.2 It is our desire to have the building used productively all week long, in ways consistent with our values. These include furthering community and fellowship; promoting peace, justice and reconciliation; furthering understanding of faith; and spiritual direction and discipling.

#### 1.3 Building Use Examples

1.3.1 Examples of appropriate use of this building include worship, informal gatherings, parties, weddings, meditation, workshops.

1.3.2 Use of the building for a wedding requires a commitment to God and a group of believers as a church.

1.3.3 Questions on building use, such as use of decoration, set up and cleanup should be directed to the stewards

1.3.4 RMF lays out this policy for transparency and accountability; exceptions can be made at the discretion of the Administrator and Leadership Team who are charged by the congregation).

#### 2. Who can use the building:

2.1 Persons who request use of the building should have some connection to the body that meets to worship. Requests should be brought by a member.

2.1.1 "Outside groups" are those where a majority of those planning the are not part of the weekly fellowship.

2.1.2 This use may be broadened to include like-minded groups not directly connected to RMF.

2.2 Groups with office space in the building may use their offices from 7 AM - 7 PM weekdays, and any other time the facility is not being used for scheduled events. Use of other rooms should be requested in advanced to avoid conflicting schedules.

2.3 Members of the church may use the building for meditation, study, and fellowship without prior notice, subject to scheduled events.

#### 3. How to place building use requests

3.1 Requests for building use should be made either in writing or online to the Administrator.

3.2 The Administrator will make a decision and notify the individual who requests the use of the response to their request. The Administrator or their designee will be present to open the building for use as arranged, and likewise close up the building along with the renter at the end of use.

#### 4. Schedule

4.1 Sunday Worship and activities of RMF take precedence for use of the building. Generally, this includes use of the entire building on Sundays through 2 pm. Additionally, the worship planners often need to have access to the sanctuary on Saturdays to arrange the worship space.

4.1.1 Any use of the building that will affect this use of the building on Sunday needs to be approved by the Leadership Team and the Worship Ministry.

4.1.2 Unless special permission is acquired, all activities in the sanctuary are to conclude by 6 pm Saturday before worship and not to begin before 2 pm on Sunday in order to facilitate worship set-up, worship, and worship cleanup.

4.1.3 Additionally, non-church-related activities requiring the use of the sanctuary on Saturdays should generally be scheduled at least four weeks in advance.

4.2 Requests to use the building will be considered according to priority and the timeliness of the request, according to the judgments of the stewards.

Guidelines for priorities will be

4.2.1 Sunday worship and preparation

4.2.2 Other RMF activities

4.2.3 New York Mennonite Conference (NYMC) and other denominational activities

4.2.4 PiRI activities

4.2.5 Other renters needs/ other requests

4.3 A master schedule of building use will be maintained by the administrator and available electronically.

5. Rent

5.1 RMF members will not be charged for use of the facilities, including for services like weddings, funerals, or other worship services.

5.2 Outside renters will be charged \$ 50 per day (\$ 25 for 1-4 hours) for use of the building. Use of the kitchen costs an additional \$20. This rate may be modified by the Stewards.

5.2.1 The administrator will execute a short contract with renters.

5.2.2 Building use guidelines will be communicated to the renters in advance.

5.3 Materials beyond those we have available in this space, like added chairs or tables, need to be arranged for by renters, and remain their responsibility in total.

5.4 Gatherings of the NYMC or any Mennonite agency activities will not be charged rent.

6. Stewards are appointed by the church (RMF) to oversee the use and maintenance of the building.

6.1 Questions on building use should be directed to the stewards.

6.2 The stewards are responsible for assuring that the building is supplied, clean and in good working order.

6.3 The stewards should be notified of any problems with or damage to the building.

6.4 The stewards will carry out their duties along these principles. They will use their best judgment to implement and clarify these recommendations.

6.5 A list of the stewards is posted in the kitchen

7. General Rules for the use of 111 Hillside Ave.

7.1 All users of the building are responsible for clean-up and returning the facility to the state it was prior to use. If property is damaged or destroyed, user is responsible for reporting such to RMF and assuming payment for repairs.

7.2 We value our relationships with our neighbors. Care should be taken to respect their property and needs.

- 7.3 Alcohol consumption is not permitted in the building or the property.
- 7.4 Smoking and e-cigarettes are prohibited within 50 feet of any entrance.
- 7.5 The kitchen is for reheating foods, not full meal preparation; it should not be used to fry foods or anything else that would generate smoke.
- 7.6 This building cannot be used as a place of lodging.
- 7.7 Animals are not permitted in the church without special permission, with the exception of service dogs.
- 7.8 The maximum occupancy of the sanctuary is 144 persons.
- 7.9 Use of the building is subject to the laws and regulations of the City, County, State and Federal governments.
- 7.10 All use of supplies should adhere to the Mennonite principle of simplicity and stewardship of the world we share. We prefer building users refrain from using plastic silverware or disposable tableware, and keep waste to a minimum.
8. Office Space Rental to Partner Organizations
- 8.1 In order to encourage use of the facility during the week and to support the work of like-minded, non-profit, organizations, the building is designed to accommodate office space for 3 groups.
- 8.2 To maximize cooperation and understanding, and minimize misunderstanding, the stewards will contract with each renter and review this annually.
- 8.3 PiRI can expect the use of their rooms from 7AM to 6PM, Monday through Friday.
- 8.3.1 Any exceptions to this need to be arranged in advance.
- 8.3.2 Those using office space can also use the kitchen, provided it is kept clean and any supplies used are replaced.
- 8.4 Partner organizations will be expected to open the building for themselves, secure unused areas while present, and secure their space and the building when they leave.
- 8.5 Groups who are using office space will be charged a nominal fee to help cover utility and maintenance costs.
- 8.5.1 This fee will be negotiated separately with each renter.
- 8.5.2 Communication expenses (e.g. telephone, internet) are not included.
9. Accountability
- 9.1 If there is a breach of trust with any individual or group using the building, a restorative conference will be set up to address the harm and restore the relationship, to include representatives of the congregation and the named individual on the building use form. Breaches in trust include using the building in ways other than listed on the building use form, creating excessive waste, leaving the building in disarray or requiring extra cleaning, or causing disturbance to our neighbors.
- 9.2 Repeated violations of these bylaws by building users after a restorative conference will be barred from using the space until trust is restored.

*Accepted as a working document by the Rochester Area Mennonite Church, 3/16/2007  
Reviewed and revised by Stewards, Rochester Mennonite Fellowship, 12/2017  
Revised by ad hoc committee in May 2019.*