

Yates Baptist Church  
Quarterly Church Conference  
July 18, 2012  
Minutes

Walt Pickett, Deacon Chair, called the quarterly conference of Yates Baptist Church to order on Wednesday, July 18, 2012 at 6:25 p.m.

Nancy Wooters, Church Clerk, presented the minutes of the business meeting on April 18, 2012 for approval. Since the minutes were available on the church website and there was no request to have them read, a motion was made and seconded that these minutes be approved. The motion passed.

Nancy Wooters reported the following membership change request:

- Randall Shelton, Jr. to New Georgia Baptist Church, Villa Rica, Georgia

A motion was made and seconded to grant this request. The motion passed.

Sean Fenton, Church Treasurer, presented the consolidated financial report for the Church and the Child Development Center for the quarter ending June 30, 2012 (Attachment 1). Year-to-date revenue of \$358,357.51 represents 44.81% of the annual budget, which is behind the 50% target for Q2, 2012. Year-to-date expenses of \$383,402.98 exceed revenue and represent 47.94% of the annual budget.

Sean Fenton led the group in a game of “Family Feud” to identify the various ways church members can give their gifts and offerings to the church, including cash, personal checks, bank-issued “bill pay” checks, stock transfers, and estate/inheritance gifts. Offerings can be given during the worship services and at Sunday School, or may be hand-delivered or mailed directly to the church office. Mr. Fenton stated that since offerings are typically lower during the summer months (last year was an exception), this was a good opportunity to remind everyone of the many ways they can make their contributions. Mr. Fenton also stated that the church is considering mailing offering envelopes directly to church members quarterly rather than distributing them to the Sunday School classrooms annually as has been done in the past, and that members will have the option of not receiving envelopes at all. Mr. Fenton pointed out the tax advantage of gifting stocks to Yates, which reflects the full value of the stock, as opposed to selling stocks, which incurs a tax liability. People interested in gifting stocks to Yates should contact Trinity Concepts. Persons wishing to make an estate gift to the church can designate Yates Baptist Church, for example, as a beneficiary of their IRA, among other methods.

Mike English, representing the Finance Committee, presented a recommendation to approve a new Designated Gifts and Temporary Restricted Funds Policy (Attachment 2). Mr. English stated that when the WEE Committee chair, Personnel Committee Chair, Finance Committee chair, Church Treasurer and Pastor Gordon met with Burke Raper of Trinity Concepts to discuss financial issues and procedures for managing church and CDC finances, they recognized that policies regarding most of Yates financial accounts were lacking and should be written. This particular policy includes definitions and processes regarding temporary restricted funds and designated gifts, and is the first of several financial policies to be developed over the coming months. In addition,

definitions for each currently active temporary restricted fund will be developed. Mr. English pointed out that the IRS requires that the church, not the giver, shall be the final authority in determining the use of all gifts. The motion passed.

Mike English made a second recommendation from the Finance Committee that the church approve a Building Reserve Account Policy (Attachment 3). This policy, which is a combination of policies and procedures, states that at least \$50,000 should be kept in this account for emergencies and additional funds be put into the account for anticipated capital needs. The motion passed.

Matt Miller, Nominating Committee Chair, presented a recommendation that Jon Slaton fill the unexpired term on the WEE committee vacated by Jennifer Clayton. The term ends in 2014. The motion passed.

Bill Reedy, Personnel Committee Chair, made a recommendation that the 2012 budget be amended by an increase of \$2,000 to fund the Ministry Assistant overlap period. Molly Simmons, the current Ministry Assistant, will be retiring September 30, 2012, and Rebecca Nance, currently a secretary at Parkwood Baptist Church, has been hired to replace her. Rebecca will begin work August 20, which will allow a 6-week overlap period for training before Mrs. Simmons leaves. This request is being made to ensure the effective transfer of essential knowledge, skills, processes and procedures between Mrs. Simmons and Mrs. Nance. The motion passed.

Mike English, representing the WEE Committee, presented the new Yates Baptist Child Development Center Mission Statement (Attachment 4) for church approval. Up until now, the CDC did not have an official mission statement. This statement was developed over a period of two years, and has been a collaborative effort with input from various church committees and church members. The motion passed.

Old business:

- Erosion control measures were not required for the empty lot next door.
- The remaining two members of the Facilities Planning Team had been chosen. John Payne and Priscilla Wood have agreed to serve, and the team is in the process of selecting a chairperson.

There was no further business, and the meeting was adjourned at 7:10 p.m.

Respectfully submitted,

Nancy Wooters  
Church Clerk

*Attachment 1 – June 2012 Financial Report*

*Attachment 3 – Yates Baptist Church Designated Gifts and Temporary Restricted  
Accounts Policy*

*Attachment 3 – Yates Baptist Church Building Reserve Account Policy*

*Attachment 4 – Yates Baptist Child Development Center Mission Statement, June 2012*