

Cathedral of Hope
Board of Stewards Meeting
June 23, 2025

Agenda

Regular Session

<u>Activity</u>	<u>Action</u>	<u>Time</u>
1) Call to Order/Roll Call/Opening Prayer		
2) Agenda	Action	1 min
3) Consent Agenda	Action	5 min
4) Finance Report – Randal Langdon	Discussion	15 min
a) Audit Worksheet and Letter; Required Board Acceptance	Action	5 min
b) Acknowledgement of Staff Raises: Approved in the 2025 budget	Discussion	10 min
c) New Electrical contract	Discussion	15 min
5) Congregational Enhancement Committee	Discussion	15 min
a) Committee Chair		
6) Church Report	Discussion	30 min
a) Rev. Dr. Neil G. Thomas		
7) Continuing Business	N/A	
a) None		
8) New business	Action	15 min
a) Lighting project - Call up the B&G committee for input and make recommendations to the Board		
b) Columbarium project - Call up the B&G committee for input and make recommendations to the Board		
9) Adjourn	Action	
10) Congregational Questions		

Consent Agenda Items

- 1) Acceptance of 4.28.25 meeting minutes
- 2) Board Working Sessions:
 - a) 6.5.25 Meeting
 - i) Acceptance of John Patison's resignation from the Board of Stewards effective 6/5/25
 - (1) Vicki – Motion to approve Brain Lewin's appointment
 - (2) Dusty – second
 - (3) Motion passes
 - b) 6.9.25 Meeting
 - i) Approval of Brian Lewin filling the vacancy on the Board of Stewards
 - (1) Vicki – Motion to approve Brain Lewin's appointment
 - (2) Angela – second
 - (3) Motion passes
- 3) Acceptance of committee reports, where applicable
 - a) Strategic Planning: Met on 5.1.25; Minutes included in the Board packet; There are no recommendations to the Board.

- b) Personnel: Met on 6.4.25 with Jeremy to hire a Congregational Life Coordinator; A report was not provided by the committee. There are no recommendations to the Board.
- c) Development: No meeting information, reports or recommendations provided to the Board.
- d) Bylaws: No meeting information, reports or recommendations provided to the Board.
- e) Building & Grounds: No meeting information, reports or recommendations provided to the Board.
- f) Congregational Enhancement: Met on 5.7.25 & 6.4.25; Minutes included in the Board packet; There are no recommendations to the Board.

Cathedral of Hope
Board of Stewards Meeting Minutes
April 28, 2025

Regular Session

Attendance

Dana Goodenow (Chair)
Dusty Darrow (Vice-Chair)
Ronald Myles (Secretary)
John Patison (Treasurer)
Jon Nelson
Vicki Saulnier
Angela Whorton
Greg Gifford
Rev. Dr. Neil G. Thomas

- 1) Call to order/opening prayer
Dana Goodenow called the meeting to order at 7 PM
Ronald Myles took the roll call
Rev. Dr. Neil G. Thomas opened with prayer
- 2) Agenda
Motion: Approve Agenda
Made by: Jon Nelson
Seconded by: Vicki Saulnier
Vote (Y/N/A): 8/0/0 - Approved Motion
- 3) Consent Agenda
Motion: Approve Consent Agenda
Made by: John Patison
Seconded by: Angela Whorton
Vote (Y/N/A): 8/0/0 - Approved Motion
- 4) Acceptance of March 24.2025, meeting minutes
- 5) Acceptance of reports
 - i) Strategic Planning: No report
 - ii) Personnel: No report
 - iii) Development:
 - iv) Congregational Enhancement: Presented by Jay M. Williams
 - v) Bylaws: No report
 - vi) Building & Grounds: No report
 - vii) Finance Committee: No report
- 6) John Patison presented the Treasury Report
- 7) Randal Langdon presented the Finance Report
- 8) Rev. Dr. Neil G. Thomas presented the church's strategic discussion
- 9) Recommendations/Motions

Motion to adjourn the meeting
Made by: Jon Nelson
Seconded by: Angela Whorton
Vote (Y/N/A): 8/0/0 - Approved Motion

Board Approved June 23, 2025

CATHEDRAL OF HOPE CONGREGATIONAL ENGAGEMENT COMMITTEE
Notes of Meeting May 7, 2025

Attendees:

Rev. Dr. Dawson Taylor
Jay M. Williams, Chair
Bobby Powell III, Clerk
Angela Whorton, Board Liaison
Kelly Quinn
Beth Wilson
Gage Jeter
Natalie-Janine Gates

Agenda:

- I. Welcome
- II. Summary of Board of Stewards Meeting
- A. Collaboration with other Committees/Ministries
- III. Discussion of Committee Purpose
- IV. Schedule of In-Person Meetings
- V. Other Matters
- VI. Closing and Prayer

Our Chair called the meeting to order at 7:08 PM and welcomed all those in attendance. Jay discussed a high-level overview of the Board of Stewards (BOS) meeting that was held on April 28th, 2025. While at the BOS meeting, Vicki Saulnier on the Development Committee inquired into the purpose of the Congregational Engagement Committee (CEC) for further clarification. Ms. Saulnier asked if the CEC will be a sort of “start-up” for people interested in leadership roles or if it will be intended more for people becoming new members to identify where they may wish to get involved with Cathedral of Hope (CoH). The CEC did not quite understand the inquiry or question that was presented. Jay’s understanding ultimately of Ms. Saulnier’s inquiry was that she was looking for clarification on what the CEC’s role is in the grand scheme of CoH since the committee has not been very active over the more recent years for various reasons. Jay will follow up with Ms. Saulnier to have further discussion surrounding this topic so the CEC can have appropriate discussion surrounding her inquiry.

Jay shared that he’d like to see the CEC full of vibrancy, to help people get established in the church and see what is going on, etc. Attempts have been made to reach out to Seth Rickman and another congregant to gauge interest in joining the CEC to ensure solid representation amongst the body of CoH. The hope is to get people more connected within the church in areas that they are interested in. Discussion surrounding single, annual events like Trunk or Treat, etc. were used as possible examples that congregants may wish to become involved in.

Bobby mentioned to the CEC that he was working with Rev. Andria about an annual church picnic for Anniversary Sunday (end of July) and that this would be another type of event that would be great to have congregants become involved in. Angela shared that she came from a meeting earlier this week that discussed a main event for CoH’s anniversary and that a committee of individuals would be needed to plan the event. The idea for this main event will include components of radical hospitality and bring all services together for celebration of CoH’s founding anniversary. Suggestion of making an announcement in the services was put forth to capture those congregates that may be interested in assisting with the planning of the main event. Angela noted that the intent of having congregants involved is to take the workload off church staff and encourage more involvement with the congregation. Rev. Dawson will speak with both Rev. Neil and Andria Thursday to see about putting an announcement before the 4 services. Jay suggested that by having diversity amongst participating congregants, that each may put their connections and ideas to use to rely on local resources to help in planning such an event. Gage stated that it would be great to have a “story booth”, camera set up, and/or journaling station where people can record stories, prayers, or memories of living CoH life together in community. Kelly suggested having a waiver that people could sign allowing CoH to post such photos/stories to social media, etc. Jay stated that it would behoove the planning committee to put both Jan and Barb’s photography talents to use as well with such a grand event. Both Angela and Bobby will spearhead the planning and facilitation of the main event for Anniversary Sunday and keep CEC abreast of developing and new information.

Jay transitioned the topic of discussion to focus on defining the purpose of the CEC. He shared that with Rev. Yinessa departing CoH that there will likely be some changes in the new membership classes/process. Both Rev. Dawson and Jeremy have spoken with Rev. Yinessa to look at the process congregants go through to become new members and engaged in the life of the church to get a better understanding of it’s workings. The committee discussed it’s involvement in the new membership process. The consensus was that the committee does not want to overwhelm new members with information all at once but Dawson did highlight the importance of having a consistent process in place to ensure new members can be connected and engaged with Cathedral. Gage spoke to one of the new membership classes he assisted with in where he was a table leader. He created a group text thread to enable the new members at his table to stay in touch with one another and feel connected moving forward with CoH. The question of how to enhance and engage with one another as a church family was posed. Angela noted that it seems the CEC will have a more active role in the New Members class with Rev. Yinessa leaving and staff hours seemingly being reduced. She explained that although she isn’t

entirely sure how the CEC will have a larger role in the New Members class, that it would seem crucial moving forward. Additionally, Angela stated that it would be great to have a Newcomers Social where everyone could come together and connect. Kelly is also involved as a table lead in the new members class and wanted to see if there was any data on how long people attend CoH prior to finding themselves in the new membership class. Gage made a valid point in that he stated the name of the committee specifically is the *Congregational Engagement Committee* and not the membership engagement committee while Angela shared her perspective on the CEC as a 3-legged stool metaphor; where each leg of the stool has a different purpose with one grand mission of engaging the congregation at large. She continued stating that the CEC needs to engage with newcomers, engage with existing congregants, and get all interested parties connected with faucets of CoH that they're passionate about. Angela explained that it's especially important to engage with the newcomers so that they can be connected and not "fall through the cracks" in the process of becoming a member and being connected to CoH at large.

As a whole, the CEC may come alongside other committees and ad hoc committees to increase congregational engagement for various church events. The idea of hosting a banquet for volunteer and staff recognition was also raised. Angela shared that there is much that can be done without needing to gather a whole lot of information and that the CEC can lean on Rev. Dawson's expertise in moving forward. Staff can also be an available resource to consult with in collecting useful information on what would be most beneficial to assisting them in needed areas. Suggestions and comments from the BOS may also prove useful in directing the CEC in areas that would be most beneficial to achieving identified objectives. Jay shared that the CEC has been inactive for a while now but sees some recent, positive changes occurring that offer insight into the need for the CEC. Things like the *After 11:45 Socials* in where almost 70 people attended Ojeda's Restaurant on May 4th. Jay asked about statistics/numbers of attendees for various church items like life groups, church attendance, first time visitors, length of congregants visiting prior to entering new membership class, etc. Rev. Dawson noted that attendance numbers are taken but not at such a molecular level and that it probably would not be very helpful to the CEC in its ultimate purpose overall. Dawson also noted that there is a strategic planning committee that focuses on these stats but that the CEC is more programmatic in nature and not so heavily focused on stats necessarily. Bobby suggested putting together a survey to the congregation to get a pulse to better understand how congregants wish to be more involved, if at all. Kelly suggested using something like Survey Monkey and sending a link to all members via email or realm for distribution. Angela noted that if a survey were to be sent, that it'd be best to be a short and direct survey to ensure it's very intentional. Gage expressed that he likes the idea of a church-wide survey and that a QR code that links to the survey could be added to the bulletin or by the iPads in the back where check-in is for easy access. He also added that the revised newcomer cards are much more user-friendly and have blank backs to take notes on which has proven very useful when meeting new people to record a bit of information about them. Dawson asked what happens to the newcomer cards once they are filled out to get an idea of the process.

Angela requested that a placeholder be sent out for meeting participants as a method of reminder. She requested that this meeting information be circulated so that attendance of the CEC meetings is substantive. Jay shared that he will take care of sending out the invites for the Zoom meetings as a placeholder but will reserve the in-person meetings until a location is determined. Dawson will continue to schedule the Zoom meetings with appropriate link for CEC participants. Jay stated that the CEC will elect new officers around December so that the new committee leadership can begin at the start of the new year. Lastly, Jay expressed that he feels the CEC can commit to 2 in-person meetings at a to be determined location for the remainder of the current calendar year. Both Bobby and Kelly agreed to the idea that 2 in-person meetings were achievable. August 6th and November 5th were suggested as potential, in-person meeting dates for the CEC to come together; those in attendance agreed to proposed dates and Dawson will check the CoH calendar to schedule on campus if available.

The BOS continues to meet the 4th Monday of each month. Bobby asked the CEC if they would like the meeting notes prior to distribution to the BOS to ensure accuracy before submission. The CEC acknowledged and agreed to the proposal; Bobby will distribute to the CEC for revisions prior to the BOS submission and send final notes prior to the next CEC meeting for those that were not in attendance to review and have an opportunity to review prior meeting discussion. Gauge suggested reviewing prior meeting notes and approving at the beginning of each meeting moving forward. Jay expressed wanting everyone on the CEC to be in attendance because they want to and not because they feel they must. He will be circulating a summary via email to encourage those not in attendance to add input and additional thought into deciding the purpose of the CEC moving forward; he would like to finalize the purpose of the CEC by the June meeting date. Jay also noted that he will attempt to limit future meetings to an hour if possible, to respect everyone's time and remain diligent in staying on task relating to agenda items.

No other matters needing discussion.

Closing prayer at 8:19 P.M. Meeting concluded at 8:20 P.M.

The Committee's next meeting will take place June 4, 2025 at 7:00 P.M. via Zoom.

Respectfully submitted,

Bobby Powell III

Bobby Powell III
Clerk, Congregational Engagement Committee
Cathedral of Hope United Church of Christ

CONGREGATIONAL ENGAGEMENT COMMITTEE

Proposed Purpose:

When requested by the Board of Stewards, makes recommendations to the Board of Stewards, which are designed to increase congregational engagement. Works with all committees and ministries to assist with deeper integration of the congregation into the life of the church. Analyzes data on congregational engagement and researches engagement methods used by similarly sized congregations.

Provides consultative support to the Board of Stewards, recommending initiatives that cultivate robust congregational participation. Analyzes barriers to member engagement, assesses desired levels of involvement, and identifies key motivators to boost participation. Partners with committees and ministries to facilitate meaningful involvement in church life. Leverages data insights and industry benchmarks to optimize engagement strategies. (BLP3 in conjunction with Gemini).

**CATHEDRAL OF HOPE
CONGREGATIONAL ENGAGEMENT COMMITTEE (CEC)**

Notes of Meeting June 4, 2025

Attendees:

Rev. Dr. Dawson Taylor
Rev. Dr. Andria Davis
Jay M. Williams, Chair
Tremaine Brown, Co-chair
Bobby Powell III, Clerk
Angela Whorton, Board Liaison
Kelly Quinn
Gage Jeter
Susie Hess

Agenda:

- I. Welcome
- II. Discussion of Committee Purpose
- III. Discussion of Assistance with CoH Anniversary Event
- IV. Schedule of In-Person Meetings
- V. Other Matters
- VI. Closing and Prayer

Our Chair called the meeting to order at 7:08 PM and welcomed all those in attendance. Jay mentioned Development Committee (DC) member Vicki Saulnier as a partner to work alongside in developing/preparing for the CoH Anniversary Event. There is a meeting tentatively set with Jay, Vicki and the Co-chair of the DC for Wednesday June 11th to discuss this collaboration. Rev. Dawson shared that he has been speaking with Rev. Andria regarding the Anniversary Event which is to be held on July 25th from 6 – 9 PM. Both Dawson and Angela noted that the Anniversary Event would be a great opportunity for the CEC to engage with this congregational event. Rev. Dawson noted that he invited Rev. Andria to briefly speak on the remaining needs of the Anniversary Event and she soon thereafter joined the virtual meeting.

Rev. Andria joined and presented on the vision for the Anniversary Event and how the CEC can become involved. The Anniversary Event is meant to be a church-wide celebration for all to attend but should also extend to the local community to come together for a time of unity and celebration for CoH's 55th Anniversary. Andria noted that the Anniversary Event provided an excellent opportunity to not only celebrate CoH's anniversary, but to give thanks and recognition to the staff & volunteers for all their efforts. Andria shared that the beginning of the idea starting off as an outdoor picnic but evolved into having food trucks and ultimately was decided to hold the Anniversary Event in the main sanctuary. There will be 3 different Food Trucks with a variety of foods ranging from fried food, corn dogs, baked potatoes, and a Mexican nacho truck for the event duration. The idea of hosting the Anniversary Event in the sanctuary is also more cost effective in comparison to renting a large, outdoor tent with necessary permits/generators, etc. Andria shared that there will be tables and seating inside with board/lawn games (i.e. Cornhole), giant Jenga and Connect 4.

The DC is working on a fundraising component to the event with entry-level auction items more accessible to the community at large. Andria also noted that the idea is to provide food and beverage items as affordable as possible for attendees. Andria also noted that Angela had the idea of giving away ice cream at the event so long as people sign in/register for the event to help with tracking. Additionally, a coupon system was mentioned where families could have access to food & beverage items either at a discounted rate or free of charge for the early registrants (a 2-drink coupon or \$5 dollar coupon to help pay for food). Rev. Andria further elaborated that there are 3 specific areas that she would like for the CEC to assist with in relation to the Anniversary Event.

- Develop a strategy to encourage/engage entire community to attend (i.e. using social media, Eventbrite, blurb in the Dallas Voice, Cornhole tournament/fundraiser, etc.)
- Staffing tables on Sunday mornings for RSVP of Anniversary Event & to excite people about attending
- Strategize on a registration system for ice cream/food truck tied in with folks that are registering those interested in attending the event (i.e. using Realm, etc.)

Rev. Andria is open to other programming/activities that will engage the community and gather excitement. She noted that there will be live music with Jason Huff and his band of musicians. Thoughts around having an adult beverages truck alongside the food trucks was also proposed. Jay inquired as to where the Anniversary Event would primarily be held and Andria shared that it would be in the main sanctuary with all chairs stored in the Fellowship Hall. The Narthex and sanctuary will be entirely emptied with discussion that the Hall of Heroes may also be available for extra space.

Andria stated that the vision for the Anniversary Event is for it to be a free, family event with children included. The overall atmosphere being a Biergarten vibe with long picnic-style tables. Additionally, the plaza outside will also be available for those wanting to be outdoors. Susie asked if there is a theme to help establish the event within the Dallas Voice and greater community at large. Some discussion was had over appropriate theme that would align with the Anniversary Event. Themes such as Food Truck Night, Cookout, Block Party, and "We're 55 Come Check Us Out, We've never looked so good". A "Food Truck Night" theme was also mentioned as a possible theme. Whatever the theme ends up being, it will be a fun and compelling. Rev. Andria shared that she would like the theme/deep branding of the event to be finalized by the end of June.

Tremaine asked if there will be any shirts or merchandise specific to the event. Rev. Andria will speak with Chuck Norcross to see if this is something in the works currently or a plan surrounding merchandise for the Anniversary Event. Andria stated that for the 3 Food Trucks, their guaranteed minimum comes out to \$2,700.00. Meaning that if each person gets a \$5 dollar coupon to use at the food truck, then the first 540 people that register can participate in obtaining free food. In comparison, last year's annual celebration attracted 350 people. Jay shared that he likes the idea of food trucks as it will really draw community members in to celebrate with CoH. Ideas of putting out flyers on the Cedar Springs Strip were floated as well.

There will be security present at the Anniversary Event; what is primarily needed from the CEC is assistance with a communications piece to go out, developing a registration process, utilizing Realm potentially with the registration component and helping coordinate the cornhole tournament/other potential programming.

The CEC will provide Rev. Andria with an update by June 25th regarding the committee's suggestions to help in the identified areas. Rev. Andria stated that once she gets the CEC's suggestions, that it may be possible to include something in the mailing set to be sent out regarding the Anniversary piece by Randall at the end of this month. Andria also noted that she has most everything accounted for in preparation for the Anniversary Event and that Saturday's Breakfast at Cathedral of Hope (BACH) will be using the tables in the main sanctuary from the Anniversary Event the night before. She also stated that the CEC can collaborate with the Development Committee to learn about the fundraising and other details surrounding the event (i.e. auction, etc.). Fernando needs help with setting up lights and with preparations for Jason's band for the live music. Rev. Andria will be working out details in getting volunteers to assist as well. Rev. Andria left the meeting at 7:41 PM to attend to another engagement.

Jay proposed using email as a platform to generate and discuss ideas to help in the planning of the Anniversary Event. Bobby asked about using a group text thread or similar platform to aid in communicating with one another as email hasn't seemed like a great fit for the group in facilitating ongoing, regular communication. Rev. Dawson shared that he will speak with Andria about setting up a Teams group thread for the CEC. Bobby will look into platform Slack in the interim until more information about the possibility of using Teams can be established. Jay also proposed finalizing the purpose of the committee by the next meeting and wants to ensure that everyone gets an opportunity to provide input into the purpose of the CEC.

In reviewing the currently proposed purpose of the CEC, Angela shared that the purpose sounds too business-oriented and should be easy to understand and explain to someone in what the committee is about and trying to accomplish. She elaborated by stating that she attends the CEC meetings as a liaison to the BOS and that when she first started attending CoH that it was following the COVID-19 pandemic. There was not a connect center at that time and there was low commitment opportunities for people to get to know one another. Since her time first attending, there are no New-Comer meetings, a group for people in their 30's, etc. Angela explained that her vision for the CEC purpose is for us to find ways to gather important information and to use it so we can in turn extend radical hospitality and inclusivity to the congregation/newcomers.

Kelly echoed Angela's opinion in that the current, proposed purpose is too business-like and stated that it doesn't sound engaging and is cold. He stated that the purpose should address how we get people more involved and connected with one another. Tremaine also agrees and disliked the proposed purpose. The CEC agreed to come up with better version that more appropriately reflects the desired intention by June 18th. Jay stated that the BOS did not meet at the end of May but that he'd like to have the purpose more defined by the 18th so it can be presented to the BOS when they next meet June 23rd. Susie asked if the description/purpose of the CEC was already defined in the bylaws. Angela shared that back in February 2025, the BOS discussed all the committees and felt it was a good idea to bring attention back to the descriptions of each to be looked at again. Angela noted that the committee purposes are not a part of the current CoH bylaws and that they can be updated in the policy on standing committees. Susie inquired about the difference between the CEC and the Engagement Committee. Rev. Dawson shared that the primary difference between the two is that the CEC is more pragmatic in nature while the Engagement Committee focuses on data points, trends, etc. The CEC would be concerned more with relational/human connection, newcomers' meetings, etc. while the Engagement Committee is more goal driven with analyzing statistics.

Jay shared that he is hoping the CEC can be engaging, proactive, encourage others, plug people in, and work with other committees/volunteers for various events in the life of the church. He noted that everyone has and wants different levels of involvement when they come to church. He mentioned offering shadowing events to folks so that they can see if they might be inclined to become more involved in one particular area or another. Jay wants the CEC to be able to provide those opportunities so that folks feel welcomed and included as their chosen family. Rev. Dawson shared that he feels it would be a great opportunity for the CEC to become involved in the membership classes that occur to help direct and provide information to new members on how to get them engaged and plugged in. Having the CEC apart of new membership classes would provide a more seamless experience to help folks become more connected with the congregation. Susie suggested utilizing a Google Doc so that the CEC can use it to provide their suggestions/edits to the proposed purpose. Bobby agreed that this was a great idea and stated he would create a Google Doc for

the CEC to utilize. Angela suggested things like music bingo, movie nights at church while Tremaine proposed organizing a meet-n-greet happy hour for new members to help with getting people more interested and involved.

Lastly, due to a majority of CEC members having other plans for the next CEC meeting July 2nd, a motion to move the meeting to July 9th at 7 PM was put forth and agreed upon. Bobby will be on vacation for the newly proposed date, but Jay will be stepping in to record meeting notes in his absence. It was also shared that both Janine and Beth are no longer able to participate moving forward in the CEC monthly meetings. Rev. Dawson will be looking into speaking with church members from the 8:30 AM service, Spanish service, and other members that are a part of the Transgender and Ally communities that may be interested in joining the CEC.

No other matters needing discussion.

Closing prayer at 8:19 P.M. Meeting concluded at 8:20 P.M.

The Committee's next meeting will take place July 9, 2025 at 7:00 P.M. via Zoom.

Respectfully submitted,

Bobby Powell III

Bobby Powell III
Clerk, Congregational Engagement Committee
Cathedral of Hope United Church of Christ

4/24/25

To: Cathedral of Hope Board, Senior Leadership Team, and Finance Committee Chair

From: John M Rieger, Finance Committee

To whom it may concern:

As a member of the finance committee, please see attached questionnaire spreadsheet from the Cathedral of Hope UCC Dallas Audit Committee Handbook used during interviews with COO Randal Langon.

There were different suggested audit programs but using the questionnaire was most efficient. There were forty-six questions. I met with the COO twice onsite at the church and we reviewed each question, and I placed the answers in the column next to the questions.

Once the questions were answered, I asked the COO to show or perform the steps taken on certain questions.

- Question #4 - Reviewed check posting process on Realm and verified process.
- Question #16 - Reviewed gold box locations, and security of boxes
- Question #25 - Reviewed process/verified.
- Question #31 - Reviewed process/verified.
- Question #33 - Reviewed process/verified.

The COO was very clear and detailed in the answers given and did an excellent job showing how invoices were prepared, who signs, how disbursements are created and approved, how the cash (minimal cash received except in Spanish service) is handled, counted, recounted, and immediately deposited. Also, how checks are managed, using a check machine onsite at COH that scans the check and deposits it. Also, how petty cash (extremely minimal on hand) is managed, counted, recounted, etc. How the store cash and credit cards are managed, all with dual verification, etc. Additionally, where checks or cash are stored before they are taken to the bank after services are very secure "safe" locations, with security camera's covering the entire upstairs second floor and the 1st floor, with AI-facial detection, the latest, most sophisticated security cameras and systems as recommended by Homeland Security audits and paid for by grants.

I have been associated with this church for at least 15 years and have been on numerous committees including the finance committee prior, and have been a member of the church board, etc. I am extremely impressed with the level of detail that is taken to ensure the assets of the church. I want to thank Randal Langon and Scott Cannon for all their assistance through this project.

Thank you,

John M Rieger

Question #	Audit Question	Audit Question Answers	Process Review
#1	Does the church have an updated accounting procedures manual?	Yes	
#2	Does the Chief Accountant or Treasurer's activities involve only keeping the records of cash collections and preparing support for disbursements?	No, they are also responsible for bank reconciliations, statements, account balancing for both restricted and non-restricted funds, operating statements, payroll, accounts receivable and accounts payable	
#3	Are the facilities locked when not in use?	Yes, the building has an access control system, safes are under lock and key, accounting offices are locked, well-secured, and the camera system is AI-controlled, can detect people, faces, etc.	
#4	Are the accounting records safeguarded at all times?	Yes, all records are kept in REALM, cloud-based protection with backup, the computers of Ariel, Scott and Randal are all backed up, including all data, sign-ons, etc.	Reviewed check posting process on Realm and verified process
#5	Is an internal audit committee operational?	Yes, on a regular and periodic bases	
#6	Are the accounting records and the underlying internal controls audited annually?	Yes, when requested by the board and finance committee, there is no outside audit calendar	
#7	Are all employees that have access to cash bonded?	Yes, all employees, board members and volunteers are bonded under a general indemnity policy, our insurance is with the UCC Insurance Board.	
#8	Are members encouraged to use offering envelopes?	Yes, but auto-pay and ACH debit is preferred	
#9	Are members encouraged to use checks or credit cards?	Yes, most is not cash as we've moved to an almost cashless society	
#10	Is the handling of collections always controlled by at least 2 people?	Yes, the 830a and 10a services uses a counting team; 1145a and 1a services are counted by a two-person team on Monday mornings, they count, and recount. Bookstore is mainly all credit card, minimal petty cash, Randal and Chuck count the funds from the bookstore, again, count and recount after Sue counts it.	
#11	Are collections counted in a secure area?	Yes, access codes are needed to get upstairs and AI cameras are in use at all times	
#12	Do the money counters verify that the contents of the offering envelopes are identical to the amounts written on the envelopes by members?	Yes, and the Spanish congregation donates mostly cash, which is counted and recounted by two people and placed in the safe for counting on Monday morning.	
#13	Are all checks received restrictively endorsed as soon as possible?	Yes, checks are processed same day as received, no endorsing needed, the machine used is what is seen in a bank that scans the check and instantly deposits the funds in the church's bank account. Also, checks are reviewed to ensure they were deposited into the right bank account for the right amount.	
#14	Is cash deposited as soon as possible after receipt?	Yes, on Monday mornings	Reviewed gold box locations, and security of boxes
#15	IS ALL cash received deposited in the bank?	Yes, on Monday mornings	
#16	Is cash safeguarded in a safe or in a protective container when at the church?	Yes, all cash and checks are held in a safe on the 2nd floor, in a locked room in two gold boxes	
#17	Are collection reports given to the financial secretary or treasurer for entry into the accounting records, and a copy sent to the audit committee or finance committee for subsequent purposes?	Collection reports are distributed Monday and Tuesday to Neil, Randal, the Board, the Finance Committee and the Finance Committee Chair Jacque Borel	
#18	Are incoming mail and in-office contributions handled by people who are not responsible for the accounting records?	Yes, Scott Stout, or Randal if Scott is out, sorts the mail and all checks go into the gold box in the safe, and the bills go to Ariel in accounting.	
#19	There is no question #19	XXXXXXXXXX	
#20	Are contribution records maintained for all members?	Yes	
#21	Are members instructed to report any discrepancies in their notices of contribution to the audit committee?	No, but they receive giving statements that go out at quarter-ends, 4x per year, and the member should review their giving statements	
#22	Are the contribution records reconciled to the total contributions in the accounting records?	Yes, all numbers must balance, the weekly report shows where all bank accounts stand	

#23	Are requisitions required for cash disbursements that do not have standing authorization?	No cash disbursements, though there is a "petty cash" procedure	
#24	Are pre-numbered purchase orders used for all purchases that do not have standing authorization?	Contractual purchases do not have prenumbered purchase orders, large purchases have purchase numbers, and small purchases like facilities needs are under a credit card process for payment.	
#25	Are invoices for goods and services approved by a person in authority before payment is made?	Yes, payments go out without pre-approval. The P&L owner writes up the need, then the Sr. Pastor or the COO approve. As CEO, the Sr. Pastor signs contracts, and the COO would sign tech-related contracts.	Reviewed process/verified
#26	Are invoices checked for accuracy before being paid?	Yes.	
#27	Is the approval and check for accuracy documented?	Yes.	
#28	Are all disbursements, except for minor items, made by serially numbered checks?	Yes, if a check is used, it's sequentially numbered, but the main method is ACH	
#29	Is a check protector used?	No, but check usage has dropped by 90%, most everything is now ACH	
#30	Are at least two signatures required for all checks?	No, one signature on the check, but two signatures on the initial request.	
#31	Do all check signors inspect all supporting documentation before signing?	Only the Sr. Pastor signs checks after reviewing the supporting documentation with dual signatures/authorization visible unless the Sr. Pastor is not available, then a board designee signs the checks.	Reviewed process/verified
#32	Are invoices and supporting documents marked cancelled or paid when checks are issued?	Yes	
#33	Are invoices and supporting documentation or paid when checks are issued?	Yes, all invoices are stamped with a specially-formatted stamp that allows the person in accounting to fill out all the required information related to the transaction. They do not physically write "paid" or "canceled" on the document.	Reviewed process/verified
#34	Are all voided checks so marked and retained?	Yes, and check usage is at a minimum	
#35	Is preparing a check made payable to "cash" prohibited?	Yes, totally prohibited.	
#36	Are blank unused checks safeguarded at all times?	Yes, kept under lock and key in the accounting office which also is under lock and key	
#37	Is a petty cash fund used for minor disbursements of cash?	Yes.	
#38	Are vouchers prepared for all disbursements from the petty cash fund?	Yes.	
#39	Are transfers between bank accounts always properly authorized?	Yes, by the Chief Accountant and the COO. COH has 3 operating accounts; American Bank, Fidelity, and Cornerstone with financial controls in place to ensure proper signoffs of any financial transfer.	
#40	Are reconciliations of all bank accounts prepared monthly by an individual who is not involved in handling cash or writing checks?	Yes, only the Chief Accountant and Junior Accountant doing reconciliations. Also, the Chief Accountant is the only person that handles payroll.	
#41	Is the petty cash fund reconciled on a surprise basis at least once per year?	No, but whenever the petty cash box is opened, it is reconciled	
#42	Are the account balances in the books reconciled with the amounts presented in the financial reports?	Yes, on a weekly basis by the accounting team.	
#43	Are valuables (securities, important documents) afforded protection in a bank safe deposit box?	No securities are held by custodians; specifically Fidelity.	
#44	Are two signatures required for access to the safe deposit box?	No, there are no safety deposit boxes	
#45	Is an updated inventory of securities, valuables, equipment and other non-cash assets maintained?	Inventories of anything of value are updated once per year. Securities are reconciled monthly. The COO manages the Fidelity and Cornerstone investment accounts. The Chief Accountant manages the account at American Bank.	
#46	Are regular reviews made to determine if insurance coverage is adequate?	Yes, insurance reviews are done on an annual basis and the insurance is with Cornerstone/UCC in a blanket indemnity policy.	

Strategic Planning Outreach Meeting Minutes

Date: Thursday, May 1, 2025. At 6:30pm in 2nd floor conference room

Attendees: *

Staff Liaison: Dawson Taylor*

Attendee: Jim LeCroy*

Board Liaison: Greg Gifford*

Attendee: Kas Riggs*

Chair: Ed Johnson*

Attendee: Richard Ulrey

Vice-Chair: Brian Lewin*

Clerk: Adrienne Benavides*

Meeting was called to order at 6:37pm

Discussion / Conversation

- Since this was Greg Gifford's first meeting with this team, we went around the table and did introductions.
- Restating this committee's purpose – See scanned attachment. Ed coordinated a review of his *Purpose* document.

Ed suggested we don't perform any of the Required Skills on the document, except for the last bullet related to Passion for analytical data and organizational behavior.

Action for all committee members is to consider how we might want modify Ed's Purpose document (especially the Required Skills area).

- Collecting positive CoH experiences – spontaneous topic

Dawson is looking for ways to collect narratives and stories from first time visitors to capture for marketing. And to help congregation understand impact that church is having. Ed suggested that maybe have an email repository that we can capture the stories on... Maybe call the "Experiences of Hope" repository. Maybe a Yelp style collection. But it should not be un-moderated it. Or a google form.

- Dawson reviewed the handed out Strategic Goals document – See Scan and the February and March Strategic Planning Committee memos that he authored.

Some high lights:

- In January, the church staff started to use Microsoft Teams social networking tool to improve communications.

AI:Dawson to see if this committee can get a Team's channel.

- There is significant work going on to overhaul the FTV path by Dawson, Rev Andrea, and Rev Jeremy.
- Rev Jeremy suggested CoH needs to recruit more small group leaders.
- Dawson notes that we are trending up in services participation.

Also distributed was a spread sheet printout of the Media activities (scan attached)

Strategic Planning Outreach Meeting Minutes

- 55th Anniversary Gala – Jim feels the price and limit to 400 is shameful. There are some anniversary events being announced today. Tickets are \$250 and \$350 for VIP.

Al:Dawson and Greg will provide feedback about Jim's frustration with the Gala event's cost.

- Next meeting is in July 31st.

Meeting was adjourned at 7:55pm