



LOVE JESUS. BE TRANSFORMED. DECLARE HOPE.

Operations Team Meeting

July 20, 2026

6:00 PM | Youth Building

Attendees: Ken Loyer, Austin White, Nadine Goodwin, Alexis McGuigan, Scott Schreckengast, Rachel Kling, Mindy Noll, Cory Kling, Brent Leib

- A Spry Missions Team representative or two to be invited to the next Operations Team Meeting.

OPENING WORSHIP AND PRAYER: A time of praise and prayer led by our pastoral team

MINISTRY DESCRIPTIONS

- Between now and the next Ops Team Meeting, chairs of each committee will bring a draft of a Ministry Description for volunteers so they know what they would be committing to on each team. These ministry descriptions will include a purpose statement, ministry Scripture verse, ministry objectives, who should serve on this team (a profile for a team member), and commitment (meeting frequency, responsibilities, etc.)
 - A draft of the SLT Ministry Description was provided as an example, as well as other sample language. Once a draft is shared, we will work together to refine it.
 - These Ministry Descriptions are not the same as previous documents about governance and procedure, which remain relevant and may be useful in shaping those Ministry Descriptions.

SPIRITUAL GROWTH AND DEVELOPMENT

Reflection on Spiritual Health of Congregation

1) Spiritual Health of Congregation

Campus Updates from Pastor Ken and Updates on Worship and Community from Pastor Austin:

- VBS was a wonderful time during which our church was focused on Jesus.
- Our pastors have spent additional time listening to the congregation and have been encouraged by the number of people who are excited to move forward together.

2) Core Values at Work

Where do we see our core values taking hold well? Opportunities to reinforce more?

i. Passionately Focused on Jesus

- Our wonderful VBS volunteers.

ii. Deeply Rooted in Scripture

- Our Mark series.

iii. Boldly Spirit-Led in Community

- VBS has already had a profound community impact. Stories were shared of kids wanting to learn more about Jesus.

iv. Relentlessly Devoted to the Mission of God

- There were a lot of new families in worship at our School St. Campus, some of whom were VBS families.

Vacation Bible School stories of God at work in the lives of kids and families

COMMITTEE REVIEWS

For each committee provide status on open work and present anything requiring discussion or approval from team

Staff Relations Committee

- Staffing Updates – open positions, issues, etc.
 - Pastoral Search continues, with expressions of interest and applications coming in.
 - Conversations are ongoing related to the open children's ministry position. In some ways this will mirror the process we've been doing with pastoral search (screening, virtual interview, involving other staff, teaching a lesson, etc.).
 - Currently meeting with volunteers in children's ministry to get their input on the job descriptions and will potentially hold a meeting August 16 after church at our Pine Grove Campus with some children's ministry staff and volunteers.
 - A Parental Leave and Support Policy was implemented.
 - Disability Life Insurance Policy for FT employees (can use for maternity / paternity leave)
 - Spiritual Renewal and Emotional Support Policy (for counseling services and resources designed to support mental and spiritual health, such as retreats or workshops)
 - Retirement Plan (basic IRA to begin – 3% for full-time staff, other things down the road for any employee and that could involve matching)
 - Health insurance costs increased by more than 20%, which is consistent with other businesses. Will look next year at other options. Maybe some with HSAs.
 - May need to purchase new computers for incoming staff using SRC funds, which will be around \$1400-1800 (Qtek does an exchange program with old computers).
 - Updating job descriptions across the board.
 - Implementing a confidentiality agreement for all staff as a wise precaution, as well as documentation for the onboarding and exit process.
- A question was raised about the recruitment of volunteers for committees going forward and it was clarified that the chair of each committee, who is voted on by the congregation, is responsible for building their team.
 - SLT is in the process of increasing their members and are especially pursuing members who worship primarily at our Pine Grove Campus. There is consideration of adding short-term support, such as non-voting members, even before our Annual Meeting when new members are voted on, to increase representation on the team as soon as possible.

Finance Committee

- 2026 Income and Spending Review Status Review
- A chair is needed on the team, along with additional team members.
- Looking to move funds out of checking and into a money market savings account to increase our return.
 - The signers at the bank need to be updated. Since there is no chair, this requires a letter from the SLT on letterhead that indicates, per Finance approval, that we are authorizing Bob Becker and Rachel Kling as signers.
 - Finance has discussed setting a policy for the signers. Something in writing that says what the signer is responsible for. Anything over \$2,000 will require 2 signers on a check (not required by bank but an internal control for us).
- Financial review / audit.
 - Before we did an annual financial review and someone from the Susquehanna Conference would review it. Now, we are still not required to have a full audit, but we would benefit from doing a review of our finances, which can be conducted by an accountant who does not attend our church.
 - Bob and Randy reached out to 2 financial services companies. Both interested in providing a review, as it would better fit our needs and the cost will be significantly lower than a full audit. Approved. Next step is to communicate with Rachel about what a review would look like.
- Budget reporting and accountability in 2026

- If we had not received the \$100k undesignated gift, we would not be meeting budget regularly in our current state. Rachel has been in conversation with several staff members about lowering spending and only using 80% of the budgeted amount.
- It was suggested that additional communication be included in the Q2 report to indicate the one-time giving of \$100,000 and the impact it has on our bottom line.
- Furthermore, the empty positions on staff indicate a surplus from SRC that does not reflect the need.
- Q2 report to be included in the Spry Church Family Transition Update email on Tuesday, July 28.
- New budget request forms are going out to staff and committee leaders. They are due back to the Treasurer by Monday, September 7th.
- Rachel has a new, full-time position at Logos Academy. She will continue as Treasurer and is willing to assist SRC with onboarding or offboarding from the perspective of her position at Logos.
- There will be no finance meeting in July due to vacations.

Trustees

- Completed or ongoing work updates
 - Sidewalk repair and replacement currently underway at the School St. Campus (facing the cemetery).
 - Downspouts and gutter work at SSC as well.
 - Parking lots – will review quotes on 7/22 then present to SLT. There are different variables at play, so they will consider what next steps are the best financial investment.
 - There have been lower-level moisture issues at our Pine Grove Campus. The AC unit is much bigger than it needs to be. The trustees are moving forward with an industrial dehumidifier.
- Crestlyn Drive property sale – scheduled for 7/23.
- After a tax assessment, 65 School St. was considered “not tax exempt” and we are currently disputing this with the county. No taxes are currently being paid on this property.
 - 34 and 50 School St. are still one parcel (34 School St. was not broken out in the assessment).
- The School Street rental property now has tenants.
- General liability decreased slightly for various reasons including increasing our deductible from \$2,500 to \$5,000.
- Requests for approvals / large project reviews
 - SSC space allocation—room 100 and 101 HVAC this year before we get into the cold, rearranging of rooms (prayer room), lobby, exterior sidewalk...all can hit in our budget this year. Approved to move ahead with further approval required for lobby renovations.
 - Improve indication of greeters in worship (vest, lanyard, etc.).
 - It was mentioned that another hospitality training may be required to communicate about the responsibilities of volunteers and to train additional people interested in serving in this away. This training will be led by staff.
 - Continue to cultivate a culture of connection that is modeled by greeters and embraced by others.
- At the recommendation of the SLT and Operations Team, Trustees have implemented a new policy regarding internal bids from Trustee members who own a business. Bids are permitted, but bidders are not to be present for deliberation or voting.
- A trustee brought up the desire for weekly communications and marketing, such as the emails Aldersgate Church sends out.
 - SRC is looking into improving our communications and marketing with current staff and discerning the potential need for an additional hire or increased hours.
 - It was mentioned that Church Center is underutilized. All our events are on the Church Center app.
- The suggestion was made that SLT report on oversight of Spry Church’s mission, vision, and values, along with administration of the church’s regular operations and vision for operations going forward.
- It was also suggested that everything that happens within our church operations come back to the Ops Team.

- A clarification was made that the Operations Team is responsible for maintaining church operations at a higher and broader level, but the staff are responsible for day-to-day operations.
- The SLT supports and oversees the Ops Teams and works with the staff and volunteer teams to ensure day-to-day operations.
- Updates from the SLT on our church's vision and how we operate as a church would help the Ops Team move forward with the Trustees SSC renovations and future layout improvements at PGC.

REVIEW OF ACTION ITEMS

- Next steps
- Next meeting – Monday, Oct 12

CLOSING PRAYER