

Charlotte Church of Christ Administrative Meeting Minutes – Monday January 13, 2025

Members Present		Members Absent
Shawn Hubbard, Minister	Luke Carnahan	Cindy Grant
Jeff Frank, Deacon	Will Wade, Chair	Amanda Grecni
Amy Radabaugh, Treasurer	Allan Fisher, Secretary	Mike Hicks, Deacon
Mike Tanner, Deacon	Dave Walton, Elder	

- Meeting was called to order at 7:00 PM with a prayer led by Elder/Minister Shawn Hubbard
- The Church finances were presented by Amy Radabaugh.
 - Checking account balance - \$12,715.23
 - Savings account Balance - \$28,080.23
 - Building Improvement Balance - \$24,555.24
 - Net Income vs Expense for 2024 (\$10,156.85)

New Business

- Announced that the deacon’s monthly meeting will continue on the 2nd Monday of the month at 6:30 PM, immediately prior to the Administration meeting
- 2025 budget plan was discussed, and will be presented to congregation at the quarterly meeting on 1/26/2025.
- The church van is in need of repairs, possibly a belt / wheel bearing. The Administration team approved a budget of \$1000 to get these repairs. Mike Tanner to contact a possible repair to obtain quote and effect the repairs to try to be completed by Feb 1st, 2025.
- Discussed the Congregation meeting agenda, which will be sent out to the Administration team prior to the meeting on 1/26/2025.
- Recommendation is needed date for camping trip for the youth at Rock Lake.
- Amy Radabaugh indicated that ladies restroom door is not working correctly. Dave Walton began to troubleshoot issue and determine corrective action.

Old Business

- Kids Wing SOP
 - Still do not have a complete SOP for this.
 - Committee which includes Lori Walton, Will Wade, Tia Hicks, and Rick meet to work on this. Still working on this.
 - Need to get PDF from IDES or file that Amanda Grecni (Still needs to happen)

- Luke Carnahan – Role after graduation in Spring 2026
 - Reimbursement to Luke from the church has been completed.
 - Associate Minister position job description progress.
 - Necessary for committee to meet again.
 - Question: Will our church continue to grow without the Associate Minister vs. growing until we have a need for the Associate Minister. Likely that church does not have budget to fill this position at this time.
- Church insurance
 - All open building repairs items are now fixed prior to the grace period ending. Item is now CLOSED
- Greeter Policy
 - Policy is completed
 - Shawn will provide the SOP for the greeters to the Administration Team via email. (COMPLETED)
 - Training is now scheduled for after service on 1/19/2025. Shawn to contact Doug (chairman of committee) to administrate the training.
 - Need to also provide a list of security, nursery people, medical, etc. and have the person responsible for these ministries day of service to “Check In” with the greeters before service in order for the greeters to know who to contact if issues arise during the service.

Meeting was closed at 8:10 PM with closing prayer from Shawn Hubbard