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Cypress Ridgeville Church Council Minutes 2016-2023

Cypress United Methodist Church, Ridgeville

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Cypress UMC Administrative Council Meeting
January 24, 2016

Present: Robert Pendarvis, Susie, Lynn, Robbie, Matt, Bonnie and Pastor Dan

Matt called the meeting to order and Pastor Dan opened with prayer.

Minutes were read and approved.

Financial Report was given and approved.

Matt extended an official thank you to both Lynnette and Susie for their hard work for the difficult job of being our treasurers.

Dan reported that the \$300 we contributed to Mt. Canaan's apportionment then put all of the churches in the Walterboro District as having paid 100% of their apportionments! The DS had called Dan to let him know this and to thank Cypress for their support. This is the first time that all churches of the WD have paid 100% of their apportionments.

Mission Event – The church and the LMS will hold a fund raising Oyster Roast on March 5 at the Hoover Barn. Half of the proceeds will go to the LMS for their missions and the other half for the church mission is TBD. There will be a limited number of tickets sold, 100. Cost of the tickets will be decided upon when we have a better idea of how much the oysters will cost. The oyster roast will begin about 6. The Ayers have an oyster cooker we can use. Matt will check on entertainment for the event, possibly a Blue Grass Band. We will have additional food available i.e. chili, soup, desserts etc.

Trustees – The water stain in the vestibule continues to grow. This needs to be checked out and fixed. Also, we need to clean the gutters as they are spilling over the top when it rains. This could be the problem for the water stain.

Ice Maker – The October e-mail from Robert Thompson was read about the ice maker. There was talk about how old this current ice maker is, but no decision was made on how to proceed with the problem.

Fellowship Hall Floor – The floor is in need of waxing. Matt will contact the Farrell Brothers to see if they are still doing floors, if not he will find someone else.

Susie will order new Advent Candles and calendars.

Mt. Tabor – Pastor Dan reported that Mt. Tabor is having financial problems. He has been working with them on finding a solution. One way is to split the pastor's salary 40/40/20. Lisa Boone projected that if we did this, then Trinity and Cypress would have to increase their 2016 budgets by \$3665.59. It was agreed that we are willing to help them in this way. Pastor Dan said we would have to have a charge conference in order to make the change in our budgets. He will contact the DS to set one up. We also told Pastor Dan that if they wanted to have any fund raisers, we would be glad to help.

Respectfully Submitted,
Robbie Fulmer

Cypress UMC Administrative Council

February 28, 2016

Present: Robert Pendarvis, Robbie, Pastor Daniel, Susie, Bonnie, Kim, Matt, Lynn

Matt called the meeting to order and Robert Pendarvis opened with prayer.

The minutes from the last meeting were read and approved.

The Treasurer's report was approved.

Audit – Cypress has to complete its financial audit by the end of March. Susie is going to contact Louise Markham about doing the audit. Dan is going to email Susie the audit forms.

Robert Pendarvis reported that he has fixed the roof leak in the vestibule and cleaned the gutter out.

Waxing and buffing of floors in the fellowship hall and ice maker are still items that need attention.

Oyster Roast – Tickets were passed out to be sold. They are \$20/person. We need to decide how many oysters and where to purchase them from. We need to turn in a number account by Thursday. Lynn will check on having a porta let set up. She will contact Nature's Calling. Bonnie went over the menu: oysters, hot dogs, chili, finger food, and desserts. We will also furnish tea. We need to get additional tables and chairs. Matt will get someone to help with the oysters. Bonnie also reported that Shawn Price will provide the entertainment.

Pastor Dan reported that he is waiting for the DS to get with him to set a charge conference to redo our budget so it will reflect a 40/40/20 split of the pastor's salary among the three churches.
(Cypress/Trinity/Mt. Tabor)

Pastor Dan closed with prayer.

Respectfully Submitted,
Robbie Fulmer

Cypress UMC Administrative Council

April 3, 2016

Present: Pastor Dan, Bonnie, Susie, Robert Pendarvis, Robbie, Lynn

Pastor Dan called the meeting to order and opened with prayer.

Minutes were read and approved.

Treasurer's report was approved.

Old Business –

Pastor Dan reported that the DS had heart surgery and has not been able to schedule a charge conference for us to change the salary allocations for the Ridgeville Charge to 40/40/20. He explained that Mt. Tabor will need assistance as it will soon be time to make salary payments. He asked if we would be willing to go ahead and make a change without having a charge conference. Motion was made to do this, seconded and passed.

Lenten Offering – Susie reported that \$485 was collected during the Lenten service at Cypress. A motion was made to send the Charge Treasurer a check for this amount for Pastor Dan to use, at his discretion, at this summer's Salkehatchie camp. It is to be noted that this is a Charge Donation to Salkehatchie. The motion was seconded and approved.

Oyster Roast – We made \$945 on the Oyster Roast after expenses. The money was split between the church and the LMS. Each has received \$472.50 to use for missions.

New Business -

Sunrise Breakfast Donation - \$150.10 was collected at this year's Sunrise Breakfast. Robbie told of her relative, he is 34, who is overcoming a major heart event that involved his brain being without blood or oxygen for about 13 minutes. He has spent this past year recovering with stays at Shepard Hospital in Atlanta and then relearning many daily activities. He has progressed to the point where he is able to move back to Charleston and resume his job. However, he still has disabilities and needs to live close to and within walking distance to his work. His family is looking for assistance in raising money to help with housing. A motion was made to donate the money to the Drew Moore Special Needs Trust. The motion was seconded and approved. Susie will send a check.

Bonnie reported that the lady from the Upper Dorchester Relay for Life has contacted her. She would like to at least recognize Cancer Survivors on the date of what would be the Relay for Life event on April 29. Bonnie will report back when she knows what is being planned.

Revival – Revival is scheduled from May 15 – 18. Rotation for services: Mt. Tabor, Trinity, Cypress, Mt. Tabor. Kelly and Matt Snelgrove are scheduled to bring the message.

Pastor Dan approached the subject of updating the technology at Cypress. He would like for us to think about purchasing a projector, laptop and TV for the sanctuary. He said that Andrew Preston from Trinity would be happy to work with us. It was also discussed that there are projects we have discussed in the

past that have not been completed yet i.e. light for the stained glass window, sign for the road, ice maker. We would like to see these completed also. Susie reported that we have close to \$100,000.00 in all of our accounts combined. We agreed that when we can volunteer to complete projects, we will, but we can also hire people to come in and work to complete the jobs. We recognized the fact that we cannot do it all as we have personal lives too. Robert Pendarvis said he will get with Russ and Matt to discuss these items.

Lynn presented that the security company suggested that if there were a motion light located on the corner of the fellowship hall closest to the entrance of the church yard. It would be possible to take pictures of license plates of vehicles exiting the church yard. It would also supply additional light at night. Motion was made for the church to install the light .Seconded and approved.

Respectfully submitted,

Robbie Fulmer

Cypress UMC Administrative Council

May 1, 2016

Present: matt, Kim, Robbie, Bonnie, Susie, Lynn, Margaret, Russell, Pastor Dan

Matt called the meeting to order and Dan opened with prayer.

Minutes were read and approved.

Treasurer's Report – not available

Susie did report that all suggested charities from the April meeting were paid. Also all of our apportionments for the year have been paid.

Trustees – Russ asked that a list of projects be forwarded to him.

Bonnie asked about the floors in the fellowship hall. Pastor Dan is going to speak with someone at Trinity as to who does their floors. He will get the phone number to Bonnie.

High School Graduate – Lauren Hales is our only graduate for 2016. Motion was made and seconded to purchase a cross necklace valued between \$50 and \$75 dollars. Susie will see about getting the gift for May 22.

Dan would like to meet with the trustees to talk about future technology upgrades for Cypress. It was discussed to add a speaker in the nursery and kitchen if possible. Also to see about adding technology in the fellowship hall, if possible.

Organ – A motion was made to give the organ in the SS room away. No objections. Susie will check to see if Jesse Cockcroft might like to have it. Dan can also list it on the District Connections web page.

Revival – Dates are May 15 – 18th. Mt. Tabor, Trinity Cypress and back to Mt. Tabor. Services will begin at 7 each night. The covered dish supper will be Wed. at Mt. Tabor beginning at 6.

Pastor Dan closed with prayer.

Respectfully Submitted,
Robbie Fulmer

Cypress Administrative Council Meeting

August 28, 2016

I was not present at the August 28th meeting. After speaking with some people who were in attendance, these are some of the points that were discussed during the meeting.

- Rick received the go ahead to complete and put up the sign.
- Dan spoke about trying to raise money to help in the purchase of a conversion van for Mary Whitfield.
- A raise was approved for Dan.

Respectfully Submitted,

Robbie Fulmer

Cypress UMC Administrative Council Meeting

September 25, 2016

Present: Lynn Hoover, Matt Hoover, Lynette and Robert Thompson, Pastor Dan, Robert Pendarvis, Bonnie Hefner, Terrie Rollins, Robbie Fulmer

Matt called the meeting to order.

Minutes were read and then amended to include 2% cost of living raise, for Dan.

Treasurers Report – Copies were made available for those who wanted a copy.

Old Business – Rick has been called out of town on business until at least the end of September and possibly longer. So there may be a delay in getting the sign put up. We said we are okay with that. Rick has contacted Matt to let him know that he will need help with putting up the sign. Matt said all he needs to do is call him.

Our Administrative Council meetings will be suspended Oct. – Dec. unless we need to have a call meeting during that time. We will resume in January 2017.

A motion was made to send \$250 to UMCOR to help with the Louisiana Flood Relief. Motion Seconded and approved.

A motion was made to send \$250 to UMCOR to help with flood relief in the Elizabethton area of NC. In case there is not a specific initiative for NC, then the \$250 will go to UMCOR general relief fund. Motion was seconded and passed.

A motion was made to donate \$100 to the Huntington's disease Walk that Denny Deweese will be participating in. Motion was seconded and passed.

Lynn announced that Cypress is in charge of SS this year for camp meeting. We will need 2 teachers, one for the children and one for the adults.

Trustees – No report

Dan did say he was waiting for the outside light and sign to be put up before moving forward with technology.

Respectfully Submitted,
Robbie Fulmer

Cypress United Methodist Church
Administrative Council
January 29, 2017

Present: Matt Hoover, Robert Thompson, Lynnette Thompson, Robert Pendarvis, Robbie Fulmer, Susie Hilton, Bonnie Hefner, Terrie Rollins, Rick Wadford, Lynn Hoover

Matt called the meeting to order.

Pastor Dan opened with prayer.

The minutes were read and approved.

Financial Report was given and approved.

Trustee Reports: Matt said Russ had given him permission to vote on any of the items that might come up with regards to trustees.

Rick reported that the sign is close to being finished. He said it should be ready in about 3-4 weeks!

Light for the stained glass window – A date of April 9th (Lenten Service at Cypress) was set as a target date for having a light installed and working. Robert Pendarvis is going to contact electrical contractor, William Meree to come and write a proposal as to the best way to light the window and cost to install it. Robert is to report back with the proposal.

Robert Thompson is going to research prices for a new ice maker.

Pastor Dan is purchasing a FM transmitter, so services can be broadcast in the nursery and kitchen.

Lenten Service for Cypress in April 9th.

Lynn Hoover brought up purchasing land across Wagon Trail that backs up to the Price's property. This will help ensure space for future growth at Cypress. Pastor Dan suggested that we work on a 20 year vision plan. Our area will soon be growing in population and we need to be ready.

There will be a yard clean up on March 18, the same day as the LMS is having their church clean up.

Lynn Hoover closed with prayer.

Respectfully Submitted,
Robbie Fulmer

Cypress United Methodist Church

Administrative Council Meeting
February 26, 2017

Present: Matt, Russ, Margaret, Robbie, Terrie, Rick, Pastor Dan, Lynnette, Robert Thompson

Mat Hoover called the meeting to order and Pastor Dan opened with prayer.

Minutes were read and approved.

No Financial Report

Trustee Report:

Robert Pendarvis cannot get his electrician out to check on the light. Robert Thompson will speak with his friend about the light. Russ seems to think the men can put the light up on March 18th during the clean-up day. They also plan to fix the light in the kitchen, trim limbs off oak tree, and freshen the pine straw.

Robert Thompson did some research on the ice maker and Eric is checking on a local supplier for one. Robert has found one about half the price as our last ice maker.

Matt has noticed another soft spot in the floor that needs to be checked.

The sign is all but done. Rick said it should be ready to go in the ground the end of March!

A motion was made to give Todd and Christy Phillips \$250. Second and passed. Susie will mail a check to them.

Robert Thompson closed with prayer.

Respectfully Submitted,
Robbie Fulmer

Cypress UMC Administrative Council Minutes
April 2, 2017

Present: Matt Hoover, Robbie Fulmer, Robert Thompson, Lynnette Thompson, Lynn Hoover, Terrie Rollins, Susie Hilton, Bonnie Hefner and Robert Pendarvis

Matt called the meeting to order.
Robert Thompson opened with prayer.

Minutes read and approved.
Financial Report given

Trustees - Workday accomplishments:
 Light installed outside stained glass window.
 Cut branches off oak tree that were hanging over roof
 Ice Maker installed

Rick plans to put up sign on April 8th.

Sunrise Breakfast will be handled by the men of Cypress.

Lenten Service - Need to set the church up after the morning service on April 9th.

The Bug Man did a big inspection. Reported we have some roaches and spiders. Lynn bought some roach bait to use in the kitchen closet. He also reported moisture under the church and that we need to start thinking about taking care of it. We need to get Eric to check under the sanctuary for moisture.

We also discussed the need to pursue purchasing the land across Wagon Trail Rd, behind Jack and Barbara Price's property. Trustees will be the ones to talk with the owners.

We also need to shore up some of the pews in the church.

Bonnie reported that Habitat for Humanity will pick up organ if it is in working condition.

Robert Pendarvis closed with prayer.

Respectfully Submitted,
Robbie Fulmer

Cypress UMC
Administrative Council Minutes
April 30, 2017

Present: Matt Hoover, Robbie Fulmer, Pastor Dan, Bonnie Hefner, Lynn Hoover, Susie Hilton, Russ Hilton, Robert Thompson, Lynnette Thompson

Matt called the meeting to order
Robert Thompson opened with prayer.

Minutes were given
No Financial Report

Motion made to donate the offering that was collected at the Lenten Service be donated to Todd and Christy Phillips. 2nd and approved

Revival will May 21 – 24. Trinity, Cypress, Mt. Tabor and back to Trinity

Russ brought up that the heating and cooling units sometimes run all week because the thermostat has been changed from its programmed timing. He suggested that we install new thermostats and purchase a wireless router so the thermostats could be controlled remotely as well as manually. Suggested that we start with the two in the Sanctuary. Motion was made to follow through with Russ's suggestion and for Russ to be in charge of this project. Motion was 2nd and approved.

Robert Thompson closed with prayer.

Respectfully Submitted,
Robbie Fulmer

Cypress UMC

Administrative Council Minutes

June 4, 2017

Present: Matt, Pastor Dan, Robbie, Lynnette, Lynn, and Bonnie

The meeting was called to order and Pastor Dan opened with prayer.

Minutes were approved.

No financial report.

A motion was made to approve money to given to Pastor Dan to use for the Salkehatchie Mission Trip. At first a motion of \$300 was suggested, but after some discussion a second motion of \$500 was made and second. Passed. Susie will send a check to Lisa Boone for Pastor Dan.

June is the last month for Matt to be Chairperson of Administrative Council. Pastor Dan explained we need to nominate someone to be Chairperson until Charge Conference. This person could continue on to be Chairperson if nominated at Charge Conference. Robert Thompson was nominated for this position, no opposition. Pastor Dan will email Robert about his nomination.

Pastor Dan closed with prayer.

Respectfully submitted,

Robbie Fulmer

Cypress Administrative Council

July 30, 2017

Pastor Dan called the meeting to order.

A request was made by Bill Wheeler to help support a mission he is currently supporting, the Dakota Indian Foundation. A motion was made to donate \$500 to this foundation, 2nd and approved.

Lynn reported that the flower beds need to be weeded. A suggestion was made to have a late afternoon workday.

Reminder of the chicken bog dinner to raise money for shipment of the Samaritan's Purse Shoe Boxes.

Dinner is scheduled for August 8, cost \$8 at the Community Center.

The Alpha Course begins on Aug. 9 at 6:30. The course will be held Mt. Tabor.

Respectfully Submitted,

Robbie Fulmer

Cypress UMC Administrative Council

September 17, 2017

Present: Robert Thompson, Lynnette Thompson, Robert Pendarvis, Russell Hilton, Susie Hilton, Bonnie Hefner, Robbie Fulmer, Lynn Hoover, Terrie Rollins, Pastor Dan

Robert Thompson called the meeting to order.

Pastor Dan opened with prayer.

Minutes approved as read.

Financial Report given

Susie said she will probably send \$5000 to Epworth for our endowment in October.

Our CD is ready to roll over. It was agreed to let it roll over.

Financial report was approved.

PPRC – Lynn reported that the PPRC is recommending the regular cost of living adjustment of 2% for Dan's salary. A motion was made to increase his salary by 2%, 2nd and approved.

The PPRC is also looking into trying to increase his salary without locking it into his salary. His health care is increasing to about \$1100/year. Lynn will get back to us with that.

Pastor Dan would like to have a Dream Night for our church in the next couple of months. He wants anyone who has an investment in Cypress to attend as we plan for the next 5, 10, 15, 20 years. November 14 at 6:30 has been set aside as the date for this meeting.

The Annual Charge Conference will be at Cypress this year on October 29 at 6:30.

Robert Pendarvis requested that the Nominations Committee remove him from the position of Sunday School Superintendent. He is willing to serve as a trustee.

We will hold a brief meeting on 9/24/2017 to discuss PPRC plan for Dan's salary.

Robert Thompson closed with prayer.

Respectfully Submitted,

Robbie Fulmer

Cypress UMC Administrative Council
January 28, 2018

Present: Robert Thompson, Lynnette Thompson, Robert P., Pastor Dan, Terrie Rollins, Rick, Robbie, Bonnie, Lynn, Susie,

Pastor Dan opened with prayer.

Robert Thompson gave an update on the Dream Approach. He has met with Paul, Carolyn and Dan. They went over administrative duties that the churches could do to help Dan. The duties will be presented to the PPRC, and then Dan will train Robert, Paul, and Carolyn in how to do the jobs. They in turn will train volunteers from each church. They hope to have this implemented by April.

Susie gave the Year End Financial Report.

Trustees – No report. We could compile a list of things for the trustees to work on.

Dan's Aunt's home burned. It was a total loss. Lynnette made a motion that we give an initial donation of \$500 to his aunt. 2nd and approved.

Youth Ministry – We could possibly do a group every other week. LMS is to work on ideas.

Respectfully Submitted,
Robbie Fulmer

Cypress UMC Administrative Council
February 25, 2018

Present: Pastor Dan, Robert T., Russ, Robbie, Terrie, Rick, Lynn, Susie

Minutes were read and approved.

Financial Report approved.

Robert Thompson passed out the Task Chart. It will be tweaked and then implemented. The tasks listed are administrative and hopefully will help relieve Pastor Dan so he can spend more time with the people of the churches.

A motion was made to make a contribution to the Huntington's disease Foundation. We will contribute the same amount as last year. 2nd and passed.

A motion was made to repair the Dyson vacuum cleaner. 2nd and passed. Lynn volunteered to get it to the repair shop.

Respectfully Submitted,
Robbie Fulmer

Cypress UMC Administrative Council

April 2018

Present: Robert Thompson, Pastor Dan, Robbie Fulmer, Lynnette Thompson, Bonnie, Lynn Hoover

Pastor Dan opened with prayer.

Old Business:

Huntington's disease Donation – Susie is going to give Denise Thompson the check and she will send it to the Huntington Disease Foundation.

Robbie Ruff's Graduation and Addison Ruff's confirmation – Lynn will check to see if Robbie received a Bible at the time of his confirmation. If not we will get him a Bible and something else for his graduation. Susie will get items after Lynn lets her know about his Bible. Susie will also get a Bible for Addison's confirmation.

Revival- Cypress will host the covered dish supper for revival this year. We will provide the chicken, tea and paper products for the covered dish.

A motion was made to give the Lenten Service offering to Salkehatchie. 2nd and passed.

We need to make sure the sanctuary and fellowship hall are locked when we are finished using them.

Robert reported that Allyson Butler is taking the lead on acolytes and ushers.

There was a discussion about help in the nursery. We need to have more volunteers willing to serve in the nursery.

Robert Thompson closed with prayer.

Respectfully Submitted,
Robbie Fulmer

Cypress UMC Administrative Council

April 14, 2019

Lynn Hoover wanted to present to the Administrative Council a quilt hanging she has been working on. It is her original design of Cypress UMC, the Cypress Tabernacle and a few of the tents of the Cypress Campground. We will hang the quilt in the fellowship hall. We thank you Lynn for the beautiful quilt.

We also voted to purchase a Bible for Hunter Holmes who will be baptized on Easter Morning.

Respectfully Submitted,

Robbie Fulmer

Cypress Administrative Council

April 28, 2019

We met so Robert Thompson could pass out a matrix sheet for us to score as to how Cypress needs to add the other topics for the big plan for the Ridgeville Charge.

Robbie Fulmer

Cypress Administrative Council

July 22, 2018

Present: Robert Thompson, Lynnette Thompson, Susie, Bonnie, Robbie, Robert Pendarvis, Lynn, Pastor Dan

Pastor Dan opened with prayer.

Minutes were read and approved.

Susie reported the Huntington's disease donation check has not yet been cashed. Robert and Lynnette will check with Denise.

Addison Ruff received a Bible and figurine for her confirmation.

Robbie Ruff received a devotional book by Tim Tebow and a plaque for his high school graduation.

The PPRC has requested that the churches help pay for removal of the remaining carpet in the parsonage and replace it with hardwood floors. Cypress would be responsible for \$2250.85 Motion made, 2nd and passed.

New Business: We received a thank you note from the Joy Chase family. We gave them \$500 to help them during the time of their losing their home to fire.

Susie explained why she is sending all monetary contributions from Cypress to Wayne Boozer so we can be recognized for our contributions.

Folding Machine for bulletins – As the churches are growing in attendance, more bulletins are being printed. A folding machine would help with this task greatly. Motion was made to help pay for a folding machine for the charge.

Salkehatchie The money Cypress received during the Lenten service offering was donated to Salkehatchie. That was then used to help purchase a HVAC system for a gentleman who was without heat and air. It was very much appreciated.

Louise Markham's granddaughter was in an accident. A Go Fund Me account has been set up to help with medical expenses. After discussion, it was decided to write a check to Kevin Markham (father) for \$250 to help with medical expenses. Motion made and 2nd, passed.

Respectfully Submitted,
Robbie Fulmer

Cypress Administrative Council
September 10, 2018

Present: Dan, Robert T., Terrie, Louise, Robert P., Lynnette, Russ, Robbie

Robert Thompson called the meeting to order.
Dan opened with prayer.

Minutes were read and approved.
Thank you note from the Markham's was read.
Financial report was approved.

Family night is scheduled for September 27.

VBS - \$250 check to Epworth to honor Bethany with their donation of VBS decorations.

Trustees said there was no prep planned for the upcoming storm.

Dan reported that the youth group is set for Sept. 30th. He and the youth are feeling excited and encouraging.

Directory for the Charge – Lifetouch will be doing the photos for the directory. Dates are: Trinity 13th, Mt. Tabor, 20th, Cypress 27th all in November.

October 7 is the Charge Conference. We will have a combined service at 10 at Mt. Tabor with the Charge Conference following.

Dan told us it is time to do another background check. He would like to set and use the Track 1 system.

Susie requested that she order new chairs for her classroom and Stepahnie's. We need about 20. A motion was made that Susie can spend up to \$1000 for new SS classroom chairs. 2nd and passed.

Robert Thompson closed with prayer.
Respectfully submitted,
Robbie Fulmer

Cypress Administrative Council
September 30, 2018

Present: Robert T., Susie, Robert P., Robbie, Lynn, Bonnie, Dan, Russ

Pastor Dan opened with prayer.

Minutes approved.

Dan ordered a folding machine and it is here!

2019 Budget

Susie reported that the cost of living raise is already in the budget.

4% COL – 2% recommended and 2% additional
Motion made passed plus gifts to help with Pastor Dan
Recommended budget approve, 2nd and passed.

Susie recommended for 2020, the Financial Committee meet for the allocation of the budget.

Dan still wants to have a Super Leadership Committee.

Thanksgiving Family Night is one week before Thanksgiving.

Sid Mims will be the guest preacher for Camp Meeting.

Robert Thompson closed with prayer.

RS

Robbie Fulmer

Cypress UMC Administrative Council

October 20, 2019

Present: Kristy, Dan, Lynnette, Robert T. Susie, Louise, Lynn, Robert H., Russ, Rob Butler, Kathy Biss, Robbie

Dan opened with prayer.

Robert T. will be putting together the strategic ideas.

Nominations – Lynnette highlighted the new positions and new people who will be filling the positions.

Respectfully Submitted,
Robbie Fulmer

Cypress Administrative Council

December 16, 2018

Present: Pastor Dan, Susie, Robbie, Russ, Lynn, Bonnie

Pastor Dan requested that the church make a donation to family of the volunteer fireman who lost her life in a car accident. A motion was made to give \$500, 2nd and passed.

Robbie request that the annual donation to Young at Heart be continued. A motion was made to give \$400, 2nd and passed.

RS,
Robbie Fulmer

Cypress UMC Administrative Council

January 27, 2019

Present: Robbie, Pastor Dan, Robert T, Robert P, Russ, Lynn, Lynnette

Robert called the meeting to order.

Dan reported that he visited the family who had the loss of their mother. They are very appreciative of financial support.

New Business –

Lynn reported that Diane Alexander was concerned about the possible death of her daughter. If that should happen she wanted to check to see if she could be buried at Cypress. She was informed that the cost would be \$1000.

We also discussed the purchase of new altar cloths for the altar. Lynnette made a motion that we purchase new cloths. 2nd and passed. Susie will order the new set.

Dan talked with us about the upcoming General Conference and the topics that will be discussed and the 3 plans that are under consideration. 1. Traditional 2. One Church Plan 3. Connectional Umbrella. The General Conference will begin on February 20. Please be in prayer for a the best, Godly plan.

Robert Thompson reviewed the Leadership plans for our charge and what each church is in charge of. These will be presented to a combined meeting of the PPRC and the 3 Administrative Councils on March 6 at Mt. Tabor. In the meantime, Cypress will meet on February 10 to go over our portion.

Lynn asked that we continue to pray for the situation in Venezuela.

Respectfully Submitted,
Robbie Fulmer

Cypress UMC Administrative Council Meeting

February 27, 2019

Present: Robert Thompson, Lance, Lynn, Robbie, Robert p., Russ, Lynnette, Dan, Susie, Bonnie

Dan opened with prayer.

Minutes were read and approved.
No financial report.

Continue our prayers for the country of Venezuela.

New Business

Robert welcomed Lance Saulisbury to the administrative council. Lance is the youth representative for the council.

Lynnette asked Dan if he needed help with the Children Moments. It was suggested that parents remind children to pay attention while down front. Lynnette volunteered to be on "crowded control" during this time. Also we might consider having volunteers do the Children Moments sometimes for Dan.

Trustees – The septic tank was pumped out. We are having problems with roots growing in the line. Need to set a date between now and Easter to work on cleaning the lines and doing a big yard clean up.

March 7 is the Super Admin Council at Mt. Tabor.

Lynn asked how Heather and Jeff McElheney are doing. Jeff has had heart problems. Motion was made, 2nd to give them \$750.

Dan reported that his Aunt Joy has moved into her new house. She has had sepsis from a kidney stone and doing well now.

Dan said that you can go to General Conference UMc.org for updates.
Pray for our denomination.

Robert T. closed with prayer.

Respectfully submitted,
Robbie Fulmer

Cypress UMC Administration Council

May 12, 2019

Present: Robert Thompson, Robert Pendarvis, Pastor Dan, Russ, Bonnie, Susie, Lynn, Robbie, Rob Butler, Lisa Boone, Preston

Dan related that Norman Murdaugh is going to Florida for training on Stephen Ministry. When he completes the training, he will train those in the Ridgeville Charge who are interested in becoming a Stephen Minister. Norman has already paid the fee of \$1675. A motion was made to pay 1/3 of that fee, \$588. 2nd and passed.

Breeze – Dan explained that many of our younger members do not use checks or carry cash. So, giving to the church can sometimes be difficult. Breeze is a way to give on line. We can use to track easily giving, send messages to all etc. Dan was requesting we give it a 6 month trial. Russ made a motion that we do the 6 month trial, Lynn 2nd it. Passed

Dan also wants to apply to the Lilly Foundation for a \$100,000 grant to acquire money for help in making improvements within the church building. We will have to raise \$100,000 also. There is no deadline in time for our raising the \$100,000. Permission granted to apply.

RS

Robbie Fulmer

Cypress Administration Council

May 12, 2019

Present: Robert Thompson, Robert Pendarvias, Pastor Dan, Bonnie, Susie, Lynn, Robbie, Rob Butler, Lisa Boone, Preston

Stephen Ministry – Norman Murdaugh has paid \$1675 to attend a workshop to learn how to become Stephen minister. When he returns, he will then teach anyone interested in becoming one and then the RC will have group of Stephen ministers for our area. A motion was made by Lynn that Cypress pay \$ 588, 1/3rd of the cost. 2nd by Russ, passed.

Breeze – This is a way to give your offerings on line. Dan felt that our younger generations do not write checks or carry cash, so this gives them an easier way to give their offerings. It will also make it easier to keep up with giving, do mass emails, etc. He asked if we would consider a 6 month trial period. Russ made a motion that we do it for 6 months, 2nd by Lynn, passed.

Lilly Foundation – Dan would like to apply for a grant of \$100,000 from the Lilly Foundation. We would also have to raise \$100,000. There is no end for our part. This grant is for upgrading our facility. It was approved for Dan to proceed.

RS

Robbie Fulmer

Cypress UMC Administrative Council

June 2, 2019

Present: Robert T. Lance, Lynnette, Robbie, Robert P., Susie, Terrie R., Russ, Bonnie

Lynnette opened with prayer.

Minutes were read and approved.

A motion was made to give the Lenten Offering to Salkehatchie's discretionary fund.
2nd and approved.

Susie explained that she is now using Quick Books for our accounting.

Right now we are on track with our budget. Financial report approved.

Susie also reported that she has applied for a debit card for the church.

Strategic Plan – Robert explained that the Task sheets are due for the Super Admin. Council on August 7.

We need to start hammering out each point, but it is not necessary to come to a resolution. SP committee will meet Monday, June 3 at 5:30.

Respectfully Submitted,

Robbie Fulmer

Cypress UMC Administrative Council

June 16, 2019

During the Strategic Planning meeting we switched to Administrative Council.

A motion was made for Russ to purchase portable speakers and sound equipment. Motion second and approved to spend up to \$2000.

Respectfully Submitted,

Robbie Fulmer

Cypress UMC Administrative Council

August 18, 2019

Present: Robert T., Dan, Robbie, Susie, Bonnie, Lynnette, Lance, Margaret Ayers

Robert T. called the meeting to order and opened with prayer.

Lynn brought to the council that should the Pendarvis/Hale family decided to bury Kylie and Gab at Cypress, that Cypress waive the burial fee. 2nd and approved.

The Love Offering for Kylie and Gabe collected was \$1718. A motion was made to give the family \$3000 total. The church treasury will make up the difference. Susie that the Love Offering had \$700 in cash with the rest being in checks. It was decided that the \$700 would go directly to the family without being deposited so the families would have cash for immediate needs. Susie will deposit the checks and then write a check to balance out the \$3000 to be given to the Pendarvis.

Respectfully Submitted,
Robbie Fulmer

Cypress UMC Administration Council

October 13, 2019

Present: Shanna, Robert T., Robert P., Lynnette, Robbie, Lynn, Lance, Susie, Louise

Susie presented to the council if we wanted to increase Dan's bonus to \$6000 from \$5000. Lynnette made a motion to for the \$1000 increase for 2020. Motion was 2nd and approved.

Lynn made a presentation from the PPRC. The Bishop's cabinet asked for a 2% COLA for ministers. The Walterboro Superintendent also asked for a 1% raise for ministers. Lynn made the motion that a 2% COLA raise be made and an additional 1% raise as well. 2nd and approved.

Breeze – Susie reported that Breeze was not included in the 2020 budget as we had originally agreed to a 6 month trial. To continue we would need to pay \$600/year plus a 3.2% service charge. Lynn made a motion that we continue with Breeze for 2020, 2nd and approved.

Lynn's Sunday school class is studying the Bible. She would like to purchase Bibles that are reader friendly for her age group. She will research which Christian Book dealers have the best price and then purchase the Bibles. She was given permission to purchase the books and will be reimbursed.

Nomination Committee still needs to contact a few more people before our Charge Conference.

Dan – the Stephen Ministry training at Bethany will be in January. Let Dan know if you are interested. Dan would like to have at least one person from trained from each church to through the program and go to Florida for training this summer. Motion was made to increase budget to include Stephen Ministry Training. 2nd and passed.

Robert Pendarvis reported that Susan is doing well, but needs to get out more. They have donated \$1900 to the Youth Fund.

RS,
Robbie Fulmer

Cypress UMC Administrative Council Meeting

February 28, 2021

Present: Dan, Robert T, Lynnette, Susie, Robbie, Lynn, Carol, Robert P., Rob, Shanna

Dan opened the meeting with prayer.

Dan advised that Jack and Barbara Price are downsizing. They wanted to provide Cypress UMC and Cypress Campground with the first option to purchase their property prior to putting it on the open market. The price is \$285,000.00 for approximately 2.26 acres, home and metal shed. The Campground Trustees and Cypress UMC Trustees agreed that the property would be beneficial to both parties and have agreed to enter a contract wherein the campground and church would jointly purchase/own the property with each party contributing half of the cost/\$142,500.00. Russell Hilton will be drafting an agreement related to the joint ownership of the property. The parties have executed a letter of intent to purchase the property from Jack and Barbara Price and inspections of the property will be conducted in the next week. Original closing date was May 18. However, Price's have found a new home and will be closing on it on April 8th so, it is likely that the closing for the property will be moved up upon the completion of the required inspections.

There were discussions regarding the potential uses of the property for parking, playground, children's center, classrooms, mission work, and use for fellowship events.

Lynn advised that the Trustees of the campground have authorized a down payment on their part of \$75,000.00 and are willing to go as high as \$85,000.00. It would be ideal for Cypress UMC, if possible, to match the amount of the campground's down payment.

Dan advised that Cypress UMC received a donation to be used toward the purchase of the property in the amount of \$20,000.00. With that said, Dan made a motion that Cypress UMC authorize the expenditure of \$55,000.00 from the building fund to be put with the \$20,000.00 donation for a total of \$75,000.00 to be used as a down payment toward Cypress' portion of the mortgage.

Robert T. requested that Administrative Council take a holistic approach when determining the amount of the down payment by considering costs associated with future use and repairs/updates that may need to be made to the property. Discussion was had regarding the need to match the down payment of the campground while not depleting the funds of Cypress UMC to the point that there would not be funds available to maintain their current facility and/or perform renovations to the new facility.

At the conclusion of the discussion Dan's motion to use the \$20,000.00 donation and \$55,000.00 from the building fund of Cypress UMC for a total down payment of \$75,000.00 on the mortgage for the purchase of the Price property was granted with no opposition.

Susie advised that a separate joint bank account with Cypress Campground and Cypress UMC has been opened for funds to be deposited and remitted for payments and costs associated with the property. Susie is the treasurer.

Dan made a motion that he prepare and send a letter to the members of Cypress UMC advising them of this project and requesting donations. The motion passed without opposition and Dan is to begin drafting the letter to be sent to members.

If Cypress Campground exceeded their down payment contribution of \$75,000.00, Susie inquired as to if funds received from donations outside of the regular church budget should be used to increase the down payment of Cypress UMC for it to match the down payment of the campground? Susie also asked that should there be funds collected in excess of the amount needed to match the down payment would those funds be used to make the mortgage payments? Both questions were answered with "yes".

The Administrative Council further voted to authorize Robert Thompson, the current chairperson of the Administrative Council, to act on behalf of Cypress UMC, execute any documents necessary to complete the loan, mortgage, promissory note, deed(s), releases, waivers, necessary disclosures, or other documents for the purchase of 254 Myers Mayo Road.

Robbie mentioned that while we are all excited about the new opportunities the property provides, we do not want to forget about our current facilities and the need for maintenance and upkeep. Some of the money held in the building fund should go to repairs of the current facilities such as painting, etc. Everyone agreed and further discussion was had as to the need for regular Trustee meetings so that issues of upkeep could be routinely addressed. There was also discussion regarding the need for additional volunteers to conduct maintenance. Generally, Russ is the go-to person for maintenance. It would be nice for him to have support in his efforts to maintain the church and grounds. Robert T. offered to reach out to Russ regarding planning Trustee meetings, preparing a list of needs regarding maintenance and a plan of action to get the work accomplished.

Susie announced that Church Mutual Insurance Company is sending water sensors that will monitor water usage and provide an alert in the event of a leak. This is a free service and Matt has agreed to oversee the installation of the sensors.

Dan thanked everyone for attending the meeting and advised that the property purchase is an evolving project that will likely require additional input/meetings in the future as things progress. Dan closed in prayer.

Respectfully Submitted,

Shanna H. Saulisbury

Cypress UMC
Administrative Council Meeting
Sunday, July 25, 2021

-Pastor Cheri opened with prayer.

-Old business was discussed.

-New Business

Pastor Cheri is working on a list to visit homebound and could use help with putting that list together. Please email information to her.

Ladies Missionary to restart in September. Kristy will send out notice.

Rusty is working on HVAC. Sanctuary is an easier fix than upstairs. The unit for upstairs needs parts. Sunday school should not start until HVAC is fixed.

Sunday school will restart on August 25 if HVAC is fixed. Sunday school teachers are needed. All teachers need to have Darkness to Light training-Kathy will look into who has had training and who needs training.

Susie provided everyone in attendance with a report of the Operating Account from January-June 2021.

There was a question about the need to maintain the joint checking account with Cypress UMC and Cypress Campground that was opened for the purchase of the property. Since each entity is paying their own mortgage payments, Susie was not sure if the account which is incurring monthly fees would still be required. For various reasons such as taxes, insurance, maintenance, it may be a good idea to maintain the account. We discussed Cypress UMC and Cypress Campground each depositing a sum into the account that would keep it above the minimum balance so that the account will not incur monthly fees. Susie is to confirm the minimum balance requirement and Lynn will check with the Trustees regarding their opinion on maintaining the account and contributing toward the min. balance requirement.

Ralph Sanders and Robert Thompson discussed the campgrounds proposal to sell the mobile home on the price property with the proceeds divided and applied to the campground and church mortgages on the property. The current plan is to have an appraiser give a value for the home so a listing price can be firmed up if the home is to be sold. We need to be thinking about

future use of this property for the church. The campground's primary concern is parking space for campmeeting.

- Prior to this Admin. Council meeting Robert Thompson sent an email to Admin. Council requesting thoughts on this proposal and received feedback.
- Discussion was held regarding the need to open up this decision-making process to all church members since many members contributed to the purchase of the property. All members of the church have been invited to attend the next Admin. Council meeting on 9/12/21. Discussion was also had regarding the churches need for the property to be used for the purposes of expanding ministry and that a portion of the property should be dedicated to that goal whether it be in the existing mobile home or with other facilities built in the future.
- The property needs to be maintained. The Campground Trustees and members of Cypress UMC will alternate months for grass cutting and general property maintenance. September is the responsibility of Cypress UMC.

Increasing the monthly payment for maintenance of the cemetery from \$200 to \$250 was discussed. Lynnette made a motion for the increase and Lynn seconded the motion. All were in favor-none opposed.

The church received a letter and donation from the Knight and Wigger family requesting that some extra attention be given to their family plots such as removal of small trees and bushes. The men's group will coordinate a fall clean up date for cleanup of the cemetery and church grounds and will work to complete the cleanup requested by the Knight and Wigger family.

The ice machine is not functioning. Russ will see if it's dead or if it can be revived with low-cost maintenance. If the ice machine is dead, a suggestion was made to purchase a small chest freezer that can be stocked with ice.

Funeral homes conducting burial services in the cemetery frequently have a hard time maneuvering their vehicles and have caused damage to some of the older stones. In an effort to ward off further destruction and to make the route through the cemetery easier for funeral homes Lynn suggested that a second gate be added to the cemetery allowing vehicles to pass straight through without having to turn around or back up. Lynn made a motion that the church look into the cost for adding a second gate. Robbie seconded the motion. All were in favor-none opposed. Shanna is to talk to Devin Byrd about meeting with Russ so that Devin can provide a quote for the new gate installation between now and the next Admin. meeting.

The meeting was adjourned.

Cypress United Methodist Church
Ad Hoc Administrative Council Meeting
Sunday, September 12, 2021

Chairman Robert Thompson called the meeting to order. Pastor Yates opened with a word of prayer.

The purpose of this ad hoc meeting is to discuss matters involving the newly acquired Price property adjacent to the church. Cypress Campground trustees have asked Cypress UMC to consider selling the home with the stipulation of the buyer having to move it off the land. The bank which was initially going to loan us the money to buy the house and land has appraised the house to be around \$90,000. We understand it's hard to break out house and land; however, this is the amount the Campground has made. Robert says the question in hand - Is Cypress in agreement to sell? Robbie Fulmer commented she thought we were going to use the house for other things such as extra classrooms/bathrooms for Sunday School and VBS etc. The Campground sees the house as an expense vs an asset. We currently share in the expenses for the land and house with a joint checking account. The Campground has no use for the house. Lynn Hoover asked if we need the extra space right now? We may have a problem in the future but we could look at building something else to fit our needs at that time. We were really looking at the land as an investment and to shield us from surrounding growth. Current expenses are \$50/month for electricity and \$1100 for taxes. We are looking at changing the tax status to non-profit next year (2022). Someone suggested the possibility of buying the Campground out. Victor Smith suggested that perhaps someone close by would buy and move the house as an investment for renting. They could move it onto their property and use it for rental income.

We all agreed to get an official appraisal worked up for the house and determine a base price for moving it. (To my knowledge, no one took the lead on this.) If we decide to keep the house, do we buy Campground? Consensus was yes, for half the appraised value.

We need more facts before we can make a final decision. Susie Hoover suggested we need to pursue having by-laws written to describe what happens in the event all agree to sell the house. How do we separate the land? Which part becomes the property for Cypress UMC. Russell Hilton has agreed to draw up an agreement between the church and the Campground.

Final discussions have to do with the upcoming Ridgeville Charge Conference scheduled for November 4th at Mt. Tabor. Cypress Nominations and Finance committees need to meet to prepare the required 2022 reports. Robert and Lynnette Thompson will schedule these meetings one all materials are available from the Waltherboro district.

There being no further business, Pastor Yates adjourned us with prayer.

Respectfully submitted,

Lynnette Thompson (Acting Secretary)

Cypress UMC
Administrative Council Meeting
Monday, July 12, 2022

Attendance: Pastor Cheri, Ronnie Brewer, Dawn Brewer, Robert Pendarvis, Rob Butler, Shanna Saulisbury, Lynn Hoover, Robert Hoover, Carol Clement, Robbie Fulmer, Larry Hoover, Susie Hoover.

-Ronnie Brewer opened the meeting.

Susie reviewed with council the Cypress UMC Operating Account as of June 2022 and the Cypress UMC Balance Sheet as of June 2022. Copies of the accounting documents are attached to these minutes. A motion was made by Robbie to accept and approve the financial report prepared by Susie, the motion was seconded by Carol Clement. All were in favor-none opposed.

Susie contacted Epworth regarding Cypress being recognized in Epworth's newsletter as a top contributing church. Cypress gives \$5,000.00 to Epworth's endowment annually as well as contributions from our Mother's Day and Workday offerings. Cypress' contribution to the endowment was previously not recognized as a contribution that would count towards the per member giving requirement. Changes have been made and the \$5,000.00 endowment contribution will now go towards the per member giving requirement for recognition in the newsletter.

Robert P. indicated that the Trustees had no issues to report at this time.

Ronnie requested that siding on the church be fixed in the location of the disconnects to the ac unit. The Trustees will look into making the repair.

Lynn indicated that it is Cypress' turn to provide PPRC with a Cypress Trustee to contact for parsonage issues for the 22-23 term. The contact does not necessarily have to make the repairs they are just the person that is notified of any needs regarding the parsonage. Trustee contacts rotate yearly among the charge churches. The Trustees will provide Lynn with name and number of the Trustee that should be contacted for parsonage issues.

Cypress UMC has septic tank/drain field issues causing the commodes to not flush and back up. Susie contacted Knight's Septic Tank Service. Knight's inspected and pumped the tank at a cost of \$450.00. Knight's said that we likely have roots growing into our drain field and that we may need a new drain field installed. However, before spending the money to have a new drain field installed we should try using copper sulfate that can be flushed into the system to see if it will help eliminate the problem. It was agreed that copper sulfate will be purchased and used to see if the issue resolves itself, if not Robert P. will contact Knight's to further discuss the work needed to fix the issue. Knight's provided Susie with an estimated cost of \$2850-\$3000 for a new drain field. It was discussed that funds for this drain field installation, if needed, would come from the building fund.

Susie applied for tax exempt status on behalf of Cypress UMC for the Price property. SCDOR will not allow Dorchester County to provide tax exempt status on a property that has multiple owners even if both owners independently have tax exempt status. The property for which exemption is being asked can only be titled in the name of a single owner. A possible suggested solution to this problem would be for the campground and the church to create a tax exempt LLC where each member holds a 50% interest. The campground and the church would then deed their interest in the property to the LLC. Susie is to discuss the particulars of this possible solution with Russ. Susie will also contact SCDOR to see if the LLC idea would correct the issue. Ronnie will reach out to Ralph Sanders with the Campground and see what they think.

Robbie inquired as to if the trustees could have the floors in the fellowship hall cleaned and waxed. The Trustees will look into hiring a company to wax the floors.

Larry noted that cats have entered the ductwork under the church. It was discussed that an inspection of the crawl space of the church and Price house should be done to see what, if any, damage has occurred to ducting and flooring. The Trustees will work to have an inspection performed and crawl spaces secured.

Ronnie inquired about an inspection for termites and/or termite damage at the Price house. Lynn said that an inspection was done prior to the purchase of the property and that she would try to see which company did the inspection so that we can have them come back out to inspect and treat the home.

Susie reported that there is an approximate balance of \$988.00 in the joint account held by Cypress UMC and Cypress Campground for maintenance of the Price property. Funds were spent from the account for a new thermostat, but so far that has been the only expense since the payment for the insurance. Cypress UMC is paying the electric bill each month since the house is being used weekly for youth meetings. The current monthly average electricity cost is \$66.00.

Ronnie provided everyone in attendance with a copy of an email dated May 17, 2022, that provides the understanding between the church and the campground regarding the churches use of the Price house for youth meetings and other church functions from March 23, 2022-March 22, 2023. A copy of the email is attached to these minutes for reference.

Rob gave a report on the youth house. There are approximately 8-12 kids per week attending youth group. The group initially met every other week for an hour. The kids requested meeting every week and to stay for longer, so meetings are now held each Sunday from 4-5:30 with possible plans to extend the meeting to 6. We have three children that do not attend Cypress UMC coming to youth meetings.

Bonnie handles announcing and collecting for our missions each month. Susie reported that our goal is give \$10,000.00 per year to missions. We give \$5,000.00 each year to the Epworth Endowment. So far this year we have given funds to Lucille Knight Collins, UMCOR for Ukraine, Water Missions International-VBS voted mission, and \$600.00 to Doors of Freedom which is a group home in Ridgeville. Funds will also

be donated to Young at Heart. After those donations we still have approximately \$3,000.00 in funds to be give for missions.

Pastor Cheri commented on the wonderful job done by Cypress with their VBS program. Many thanks were given to the volunteers and to the parents/grandparents for bringing their children.

Ronnie inquired as to if there was any further new business to be discussed, hearing none he moved the discussion of the meeting from administrative council issues to matters pertaining to the United Methodist Church.

Ronnie advised that the United Methodist Church as we now know it may not be the same UMC that will continue to exist in the future. The current disciplines of the UMC are being challenged by progressive UMC groups. With that said, at the upcoming 2024 General Conference changes may be voted on that would determine whether the UMC will continue to follow the traditional disciplines or if progressive disciplines will be implemented. Ronnie advised that this is a fluid matter that needs monitoring to keep Cypress' members up to date on what challenges/changes our church may be faced with in the event that a progressive path is the favored vote at the 2024 General Conference. The churches in our charge (Trinity, Mt. Tabor and Cypress) have decided to come up with a three-person committee for each church that will be assigned with the task of deciding with input from their home churches what the vision of our charge should be with regard to our beliefs and teachings. The committees will also work to educate the members of the charge on the differences between the traditional UMC disciplines and the progressive UMC disciplines so that members have a full understanding of the possible directions in which the UMC may be going. The committees will also investigate/report what it will mean for their church individually and the charge as a whole, if it is decided that the churches of the charge will not follow the discipline (traditional/progressive) adopted by the UMC at 2024 General Conference. Ronnie advised that some churches are already making moves and pulling out of the UMC in anticipation of the possible fallout at the 2024 General Conference. Discussion was had and the consensus was that a vote on what to do at this point would be premature. However, we want to be educated on the subject and prepared in case a vote is required in the future. Ronnie asked for volunteers for the committee and advised that the volunteers may change as needed in the future, but for now we needed a group to get us moving. Rob Butler, Shanna Saulisbury and Ronnie Brewer were nominated for the Cypress committee. They will make contact with the committee members for Trinity and Mt. Tabor to begin the process of understanding the future possibilities of the UMC and will work to report that information to the Administrative Council and members of the Charge.

Ronnie Brewer closed the meeting in prayer.

The meeting was adjourned.

Cypress UMC
Administrative Council Meeting
September 20, 2022

Attendance: Pastor Cheri, Ronnie Brewer, Susie Hoover, Dawn Brewer, Lynnette Thompson, Robert Thompson, Robbie Fulmer, Lynn Hoover, Robert Hoover, Christy Hill, Shanna Saulisbury

Ronnie Brewer opened the meeting.

The July 12, 2022 meeting minutes were provided and reviewed. A motion was made and seconded for approval of the minutes. None opposed and the minutes were approved.

Pastor Cheri and Ronnie Brewer reviewed the Charge Conference Reports with Council. Those reports included Nominations/Leadership Report, Accountable Reimbursement For Pastor, Pastor/Parish Relations Report, Finance/Treasure 2023 Budget/Direct Billing/Total Church 2023 Budget, Trustee Report, Committee on Missions and Outreach, Ministries on Worship and Service, Admin. Council Report, Pastors Church Report. A motion was made and seconded to approve all reports. None opposed and the reports were approved.

Susie Hoover provided a copy of the proposed 2023 Budget and a copy of the Operating Account for January-August 2022, and a Balance Sheet as of August 31, 2022. The 2023 budget was approved.

An update on the Price property was provided. Allyson Butler cleaned the house and it is currently being used for youth group activities and meetings as well as church social gatherings such as trunk or treat. It was noted that the dogwoods on the property need to be cut and the corner by the driveway needs to have shrubs and growth removed.

Ronnie Brewer reviewed a list of tasks that need to be done and requested approval from Council to proceed with getting the tasks completed. The tasks for approval include the following: Inspection and repair of the church and Price property duct work, church siding fixed, church electrical disconnect, clean and wax floors in the fellowship hall of the church, and sealing the church and Price property so that cats/animals cannot go under the buildings. A motion was made to have these items completed. The motion was seconded. None opposed and authorization has been given by Council for these items to be accomplished.

The Church Task Force, Bishop Task Force and Church Strategic Plan were discussed. Robert Thompson discussed the current work of the strategic planning committee. They are working on getting an updated plan together to put out to all three churches. The plan would include updating social media pages, locating and reaching out to members that no longer attend, outreach and attendance invitations to individuals that are new to the area in newly developed areas of Dorchester and Berkeley, and visitor ID cards. Pastor Cheri suggested that we see who has stopped attending and work on making invites back to church along with baked goods to be delivered.

Ronnie Brewer gave an update regarding the Bishop's task force and the current stance of the Bishop and the Task Force regarding disaffiliation from the Methodist Church by traditional churches.

Lynn Hoover provided us with information about an organization started by Pete and Lori Singletary called Hunters Helping Hands. The organization provides a way for hunters to donate processed deer meat to food banks and families in need. Robert Hoover made a motion to donate from the mission budget \$500.00 to Hunters Helping Hands. Lynn Hoover seconded the motion. None were opposed and the motion to donate \$500.00 to Hunters Helping hands was approved.

Pastor Cheri closed in prayer.

The meeting was adjourned.

Cypress UMC
Administrative Council Meeting
January 9, 2023

Attendance: Pastor Cheri, Ronnie Brewer, Susie Hoover, Dawn Brewer, Lynnette Thompson, Robert Thompson, Robbie Fulmer, Lynn Hoover, Robert Hoover, Christy Hill, Shanna Saulisbury, Summer Smith, Faye Whitehead, Brad Whitehead, Russell Hilton, Andrea West, Carol Clemente, Rob Butler, Joe Pack, Lance Saulisbury, and Bonnie Hefner.

Ronnie Brewer opened the meeting.

Robert Hoover-Opening Prayer

Susie Hoover provided a financial report wherein she reviewed the balances of all accounts and the year end 2022 budget. Supplemental printouts of the financial information discussed were provided by Susie and are attached to these minutes. A motion was made and seconded to accept the budget presentation. None opposed and the presentation was approved.

Shanna Saulisbury read the meeting minutes from the September 20, 2022 meeting. It was requested that financial reports provided at the meetings or supplementally provided be referenced and included as attachments to the approved minutes. With the understanding that the financial reports are to be attached to the minutes, a motion was made and seconded to approve the September 20, 2022 meeting minutes. None opposed and the minutes were approved.

Old Business:

Dead trees at the Price property will be removed and filled in with dirt. A load of dirt is already on the property. Pete, Robert, Ralph and Ronnie will work on this task on behalf of the church and campground.

The church electrical disconnect will be done on January 16th and the church duct work is to be inspected and repaired.

Council previously voted to give a donation to Hunter's Helping Hands. Lynn Hoover advised Council that the donation was made and that Pete and Laurie Singletary were very appreciative of the donation.

The gate to the cemetery has been replaced.

Robert Hoover is following up on finding someone to clean and wax floors in the fellowship hall.

Bushes around the church and Price home need to be cut back.

Susie Hilton advised that in 2021 the church and the campground each paid half of the insurance invoice for the Price property. However, Susie does not receive the invoice. The invoice goes to Lori Singletary each year. Lori advised Susie that the 2022 insurance invoice has been paid and the property is

insured. Susie has requested the amount of the church's portion for the 2022 insurance so that it can be paid, but has not received that information to date. The 2023 insurance invoice will be due soon so, we may need to pay the church's part of the 2022 invoice and the church's part of the 2023 insurance invoice.

Russell Hilton worked with various government entities to obtain tax exempt status for the Church on the price property which saved \$6,000.00 in taxes having to be paid.

New Business:

Last March we reached an agreement with campground for the Price house to be used for one year by the church with the church maintain the property and paying expenses associated with electricity and use. The purpose was to gauge how much use the church would get from the house so that a decision can be made as to if the house should be kept and possibly purchased for 100% ownership by the church or if the home should be sold and moved with the funds being used to pay towards the debt of the property purchase. Members of the youth group wrote notes as to why they would like to continue to have the house and provided counsel with information about the things having the house has allowed them as a group to do. Discussion was had regarding the various reasons that it may be good to keep or to not keep the house. It was decided by council that the best course of action at this time would be for the church to ask the campground if they would be willing to extend the deadline for a decision for another 6 months to a year while the church sorts through the various issues faced due to the current state of the UMC. Lynn Hoover is to speak with the Trustees to see if they will agree to hold off on a final decision for a while longer and will let us know their thoughts at our next meeting in February.

Ronnie Brewer advised of the church task force meetings and that the Bishop has provided a path forward and issued an Agreement for Disaffiliation which is essentially a list of rules/steps to be followed in order for a church to properly disaffiliate from the UMC. If we decide that we would like to disaffiliate we would need to notify the UMC of our decision by March 1st. The various financial obligations of disaffiliation such as paying 10% of the property value, a years' worth of apportionments, etc. were discussed. The process for voting on staying or disaffiliation was discussed. Deed status regarding the church properties was discussed. The history of the Church's existence was discussed. Russell Hilton advised that we may want to review our Bylaws and Articles of Incorporation since it does not appear that the majority of the property was transferred to the UMC Trust. It may be that the terms of disaffiliation proposed by the UMC can be countered. We further discussed hiring an attorney to represent the members of Cypress in the disaffiliation process. The majority agreed that hiring an attorney at this point is premature and that a vote regarding staying or disaffiliating would need to be taken prior to hiring an attorney. If the Church voted to explore the option of disaffiliation, Russell Hilton would be willing to assist with reviewing the bylaws, articles of incorporation and land documents in order to prepare a letter to the UMC countering their terms for disaffiliation. Russ asked that someone do the leg work of obtaining the bylaws, articles of incorporation and research regarding title to the properties of the church (church itself, price property and strip of land by church). Rob Butler volunteered to assist with obtaining documents. A motion was made for a volunteer to obtain church documents related to the setup and property holdings of the church in order for the church to assess the situation of possible disaffiliation with the cost of obtaining documents not to exceed \$1500.00. The motion was seconded. None opposed and the motion was approved.

It was announced that on February 5th the youth will be hosting a Souper Bowl Sunday lunch right after church where soup, cornbread and desserts will be served. Donations are requested and all proceeds will go to the Farmer family to assist with expenses of Wilder Farmer's upcoming surgery.

Council discussed making a donation to the Farmer family. A motion was made to donate \$500.00 to the Farmer family to assist with expenses associated with Wilder's surgery. The motion was seconded. None opposed and the motion was approved.

Pastor Cheri closed in prayer.

The meeting was adjourned.

Cypress UMC

Special Administrative Council Meeting

January 29, 2023

Attendance: Ronnie Brewer, Pastor Cheri, Dawn Brewer, Susie Hilton, Kathy Campbell, Stephanie Smith, Bonnie Hefner, Lynn Hoover, Caroline Edmondson, Matt Hoover, Victor Smith, Casey Smith, Kristy Hill, Archie Savage, Joe Pack, Ada Hill, Robert Pendarvis, Katie Rogers, Daniel Hill, Casey Hill, Shanna Saulisbury, Carol Clement, and Legare Clement.

Ronnie Brewer opened the meeting. It is noted that the Administrative Council meeting is open to all church attendees. The meeting was announced the past two Sundays to give notice to all church attendees and an email was distributed charge wide notifying members of the meeting.

Ronnie Brewer advised that the purpose of this meeting is for members to vote as to if they want to move forward with separation from the UMC or not move forward with separation from the UMC. Ronnie provided a Checklist for Closure and Separation to all in attendance that provides the steps for separation of Cypress from the UMC if the church decides to go that route. A copy of the checklist is attached hereto. A large tally sheet with two columns labeled "Move forward with separation" and "Do not move forward with separation" was visible to everyone at the front of the church.

Discussion was had regarding the process for disaffiliation, the timeline in which things must occur, the position taken by Cypress with regard to the property on which the church is situated, and what would happen regarding the Pastor's service should Cypress complete all steps in the disaffiliation process in the timeframe provided. It was determined that Cypress is in a unique position regarding its holdings and that position will need to be taken into account moving forward. Pastor Cheri advised that if disaffiliation from the UMC is completed by Cypress then she would not continue to be our pastor after June of this year. The group discussed the possibility of hiring an attorney to assist with navigating through the separation agreement if the church decides to proceed with separation. Ronnie advised that he and other members of the council will have a Zoom meeting with attorney Jonathan Bailey. Based on the information obtained during that meeting, administrative council will meet again to determine if the church would like to obtain the services of Mr. Bailey and his firm.

Ballots were distributed to church members in attendance. The ballots asked members to cast a vote on whether they wanted to separate from the UMC or not separate from the UMC. Ronnie advised that he was given four proxy votes from Robert Thomposn, Rob Butler, Robbie Fulmer and Russell Hilton. The ballots were collected. Joe pack read the votes out loud and Ronnie Brewer tallied the votes on the tally sheet at the front of the church. There were 5 do not move forward with separation votes and there were 18 move forward with separation votes.

Pastor Cheri will take a letter to the District Superintendent notifying the UMC that Cypress has voted to disaffiliate.

Ronnie announced that another Administrative Council meeting would be held on Sunday, February 5th at 6:30 to discuss moving forward with the items on the checklist such as appraisal of property and there

will be discussion about the meeting with the attorney so that a decision regarding retention of legal counsel can be made.

Everyone was encouraged to spend time thinking and praying about the situation and to ask for guidance from God as to the direction he would have us go.

Pastor Cheri closed in prayer.

The meeting was adjourned.

Cypress UMC
Special Administrative Council Meeting
February 5, 2023

Attendance: Ronnie Brewer, Pastor Cheri, Robert and Lynnette Thompson, Lynn and Robert Hoover, Daniel Hill, Katie Rogers, Ada Hill, Susie Hoover, Robbie Fulmer, Archie Savage, Rob Butler, Larry Hoover, Kathy Campbell, Legare and Carol Clement, and Shanna Saulisbury

Ronnie opened the meeting with prayer,

The church has 10 floor joist that need to be repaired and then the duct work can be replaced.

The church took a straw vote on January 29th and decided to proceed with looking into disaffiliation.

An appraisal of the property would need to be done. Lynn and Ronnie will coordinate with the appraiser, Ed Carter.

Discussion was had about the history of the church and title searches conducted in the past regarding the property that the church is situated on. Further discussion was had regarding the specific portions of property that would be included in the appraisal.

The incorporation documents of the church were reviewed.

Legare will help Ronnie gather the required information that is on the checklist

Susie will gather the required financial information.

The church's year end reports are due on February 28th and we are to do them as we have always done.

Pastor Cheri suggested that we compile all of the checklist documents to present to the DS for review prior to the March 1st deadline to be sure that we have everything we need.

Matt Hoover will work on gathering the insurance information for the church.

Lynn will gather and make a digital copy of the church records (weddings, births, deaths, baptisms)

Robbie and Shanna will gather the Admin. Council meeting minutes.

Ronnie reminded those in attendance that the discernment period will end on February 28th at 6:30 p.m. if we decide to disaffiliate that will take place officially on June 30th. We will need a new name and all documents, accounts and titles will need to be transferred into the new name. We will not be permitted to use UMC or the UMC logo. We all need to think about a new name and meet after church on Sunday to vote on the new name.

Pastor Cheri closed in prayer.

Cypress UMC

Special Administrative Council Meeting

February 12, 2023

Attendance: Ronnie Brewer, Pastor Cheri, Rob Butler, Lynnette Thompson, Robert Thompson, Katie Rogers, Daniel Hill, Kayce Hill, Ada Hill, Lynn Hoover, Susie Hoover, Robert Hoover, Kathy Campbell, Cathy McLaughlin, Robbie Fulmer, Carol Clement, Legare Clement, Bonnie Hefner, Mr. Savage. Margaret Ayers, Victor Smith and Shanna Saulisbury.

Ronnie called the meeting to order.

Pews are being fixed, some need reinforcement.

Floors are being cleaned and waxed in the fellowship hall on Tuesday.

If we decide to leave UMC we will need a new name for the church. Everyone at the meeting voted in favor of "Cypress Church". None were opposed.

Ronnie reviewed the checklist to coordinate who would be getting what information together and storing the information on thumb drives. Legare will collect thumb drives from everyone response for providing digital copies of information and will put all files on one thumb drive.

Susie will get all of the financial documents together to provide to the DS at the upcoming meeting for him to review ahead of time so that if we need any further documentation we can obtain it prior to the deadline.

Ronnie reminded everyone that the discernment process began on January 29th and will end on February 28th when we take a vote with the DS present. The vote on the 28th will be in person only-no proxy. Individual votes will not be revealed. It will be a ballot vote. Two-thirds of the members present must vote in favor of disaffiliation in order for the vote to pass.

The dynamics of the appraisal requirement on the checklist were reviewed.

Everyone was encouraged to be in prayer for our church and the UMC.

Pastor Cheri closed with prayer.

The meeting was adjourned.

Cypress UMC
Administrative Council Meeting
February 26, 2023

Attendance: Summer Smith, Victor Smith, Russell Hilton, Bonnie Hefner, Margaret Ayers, Susie Hoover, Dawn Brewer, Robert Hoover, Lynn Hoover, Robert Pendarvis, Rob Butler, Allyson Butler, Robbie Fulmer, Ronnie Brewer, and Shanna Saulisbury

Ronnie Brewer opened the meeting.

Ronnie Brewer advised that Tim Brannon will be the speaker for Revival in April. Tim would like to give the three churches of the Ridgeville charge a preview of the sermons they can expect to hear at Revival. He asked if the three churches would be okay with having a combined service at 9 a.m. on March 19th at Mt. Tabor. Ronnie took a vote. All were in favor of the combined service at 9 a.m. on March 19th at Mt. Tabor. None were opposed.

The meeting was adjourned.

Cypress UMC
District Superintendent Meeting
February 28, 2023

Attendance: District Superintendent, Pastor Cheri, Joe Pack, Rob and Allyson Butler, Matt Hoover, Shanna Saulisbury, Katie Rogers, Ada Hill, Bonnie Hefner, Archie Savage, Casey Smith, Summer Smith, Victor Smith, Brad Whitehead, Robin Fulmer, Robert Hoover, Legare Clement, Skipper and Anna Hill, Steven and Charlotte West, Jackson West, Blair West, Kathy Campbell, Ronnie and Dawn Brewer, Louise Markham, Margie Wheeler, Lynette and Robert Thompson, Susie Hilton, Daniel and Casey Hill, Faye Whitehead, Caroline Edmondson, Andrea West, Carol Clement, Cathy Mclaughlin.

Pastor Cheri opened the meeting and we sang happy birthday to the DS.

Everyone in attendance signed in up front.

Everyone in attendance received a ballot.

The DS explained the ballot and the procedure.

The ballots were collected.

Shanna Saulisbury as the Administrative Council Secretary counted the votes in the presence of the DS, Pastor Cheri, and two Trustees of Cypress UMC-Victor Smith and Matt Hoover. The vote was as follows: five (5) NO, one (1) ABSTAIN, thirty-six (36) YES. The two-thirds vote requirement in order to disaffiliate was met. The Secretary signed the certification of the votes and the Trustees signed as witnesses to the vote.

The DS advised that he would take the certification document regarding the votes to the Conference Board of Trustees for review and that there would be items that we would need to prepare and provide to him by certain deadlines.

The DS closed in prayer.

The meeting was adjourned.

Cypress United Methodist Church

Safe Sanctuaries Policy

- For the purposes of this document unless otherwise stated the term "child" refers to ages 18 and under.

I. Purpose

Jesus plainly taught that children were to be included and provided for within the community of faith. Throughout the history of the Christian church, children have been included in the worship and ministry of the community of faith. Today, the church may be the only place where some children find unconditional love and care they so desperately need to grow, to thrive, and to become faithful people. As Christians, we must take our responsibilities to our children very seriously, always attending to their spiritual growth and nurturing.

The General Conference of the United Methodist Church, in April 1996, adopted a resolution aimed at reducing the risk of child sexual abuse in the church. Child abuse prevention and risk reduction policies and procedures are essential for every congregation, not only for the protection of our children but also for our volunteers and our employed workers with children. As faithful adults, we must do all that we can to create a safe and secure environment for the children in our care. This includes the physical, emotional, and spiritual dangers that may confront them. We acknowledge that religious organizations are not immune to incidents of abuse and misconduct; however, we are committed to the protection of all children and other persons participating in

the activities and programs at Cypress UMC. Abuse, exploitation, or harassment in any form

- physical; emotional; or sexual - will not be tolerated.

As part of our congregation's baptismal vows, we covenant with each other to take responsibility for the nurturing of faith; and, in that regard, the members of this church have pledged to uphold one another. In the spirit of Christ, we teach, strengthen, and support every individual's relationship with the church family. As our baptismal vows imply, we also undertake to preserve the integrity of each person within our church family. Cypress UMC is committed to the safety and sanctity of all children. A well-implemented child protection policy not only protects children, but also the adults who serve and minister to children.

It is to be understood that this Safe Sanctuaries Policy covers any person employed by or volunteering at Cypress UMC in any capacity involving children and all outside organizations using Cypress UMC facilities for their own programs involving children.

We establish this policy in order to put in place the practices and procedures necessary to keep children free from harm. We also consider these practices and procedures as protection for the adults who have graciously stepped forward to care for the children within our congregation and community. Finally, we endorse all aspects of this policy, realizing that by protecting children, and reducing the possibility of abuse, we are also taking critical steps necessary to protect the entire ministry of our church.

II. Requirements

In order to provide a safe community for children and adults, the church requires all employees and volunteers* working with children to comply with the

"Requirements of Employees and Volunteers"

and

"Child Protection Guidelines and Procedures"

that make up this Safe Sanctuaries Policy adopted by the Church Council Cypress United Methodist Church. All employees will be under the supervision of the Director of Children's Ministries, the Pastor Parish and Staff Relations Committee (P/S-PRC), and the Pastor of Cypress UMC. All qualifying volunteers will be under the supervision of the designated chairperson of those programs of the church involving children and youth to which they are assigned.

*** Volunteers must complete an application and comply with all other requirements.**

III. Review

The Church Council shall receive reports annually from designated chairpersons of programs of the church involving children and youth in order to determine the effectiveness of this Safe Sanctuaries Policy. Reports may suggest changes for Church Council to consider in order to further perfect over-all effectiveness.

IV. Requirements

1. All employees and volunteers designated to work with youth and/or children must complete and sign an application, including references and permission to do a background check.
2. All employees will be interviewed by the P/S-PRC, and all volunteers will be interviewed by the Nursery Supervisor, Director of Children's Ministries, Director of Youth Ministries, etc. as appropriate.
3. All employees must successfully complete and maintain training and certification in CPR and First Aid.
4. All volunteers beginning service on or after January 1, 2009, must complete and sign an application, including references and permission to do a background check. After the initial application, all volunteers will be required to fill out a Volunteer Short Form to update information every other year or as needed when changes in information occur.
5. All volunteers in place before January 1, 2009, must sign and submit an authorization form for a background check by December 15, 2008.
6. Reference checks will be conducted on all applicants - employees and volunteers
7. Criminal background checks will be completed on each applicant- employees and volunteers. through Intellicorp Records, Inc.

Note: Background checks will be conducted by a designated member of the P/S-PRC and/or member of Church Council. Results of background checks will only be shared with those individuals making the decision on whether or not to place the applicant in an area of ministry involving work with children and youth. Offenses that would keep an applicant from being hired as an employee or selected as a volunteer would include, but not be limited to, all convictions of crimes of violence, abuse, or felonies against people -

especially children. Background checks will be redone on employees and volunteers every five years.

8. All employees and volunteers must attend orientation/training regarding this Safe Sanctuaries Policy. Training events will be scheduled by the P-SPRC and Church Council at least three times a year in order to maximize participation.
9. All employees and volunteers must affirm by their signature that they have read and understood the requirements of this Safe Sanctuaries Policy prior to being placed in the position for which they are applying.
10. All employees and volunteers must successfully complete training in preventing and responding to childhood sexual abuse. Stewards of Children, or other training determined to be appropriate by the P-SPRC and Church Council, must be completed within three months after placement. Refresher training will be repeated every five years or more frequently if deemed necessary by the P-SPRC and Church Council.

V. Child Protection Guidelines and Procedures:

A. General Guidelines and Procedures for All Activities Involving Children

1. No adult employee or volunteer should be alone with one child. An exception to this policy would be a situation in which contact occurs in a public space where others are able to clearly witness interactions by being in and out of the area where an adult is working with an individual child. If an unexpected situation arises which does not meet the criteria of this policy, alternative steps must be taken to ensure that the situation is brought into compliance.
2. Employees and volunteers must read and receive an orientation about the Safe Sanctuaries Policy of Cypress UMC, agree to it by completing and signing the appropriate forms, and submitting to the background check and training requirements.
3. During the first three months of service, a new volunteer must serve in conjunction with an established volunteer in Children's Ministries and/or Youth Ministries.
4. Rooms normally occupied by children should have a door with a window. If the door is to be shut, the window must not be covered.
5. Adults should not be alone with children in the restroom, and trips to the restroom should be with at least two children if possible. And, whenever possible, the adult should stay in the doorway and not in direct physical contact with the child. Preschool age children should be accompanied to the restroom by an adult who should wait at the door. The Hall Monitor may be designated to carry out this responsibility. The child's teacher should be informed of the destination and be aware of the time of exiting and returning to the classroom. Children elementary age and older should choose a same sex buddy to accompany them to the restroom or on any errand in the building. The child's teacher should know their destination and be aware of the time of exiting and returning to the classroom.
6. During programming when classrooms are in use, there should be a volunteer designated to function as a Hall Monitor.
7. In accordance with the "Reporting and Responding" section of this policy, employees and volunteers should report immediately any suspicious or inappropriate behavior that suggests: sexual abuse, misconduct, or exploitation; neglect; physical abuse; or emotional abuse. Specific information about abuse and reporting laws are part of the Stewards of Children training required for all employees and volunteers. Copies of information about reporting abuse are available from the Director of Children's Ministries, and further information about reporting is contained in the "Reporting and Responding" section of this policy. All reports

will be treated with the utmost confidentiality and not made available for public dissemination.

8. For off-site activities, since each facility will be different, it will be the responsibility of the program director and/or designated person in charge to determine how to best use the facility to ensure compliance with this policy.
9. Overnights/Lock-Ins: Males and females must be segregated during sleeping time. If it is deemed appropriate (depending on ages of children and lodging circumstances) for adults to share accommodations with children, there should be a minimum of two adults and two children of the same sex present in a specific location. It is recommended that the adults be unrelated. Adults and children will not share the same bed unless they are related to one another. In Youth Ministries at Cypress UMC, adults and students attending overnight events will not be allowed to share rooms under any circumstances, unless the adult and student are related to one another.
10. All volunteers and staff members who drive and/or chaperone on off-site trips involving children should conform to all aspects of this Safe Sanctuaries Policy. All adults who drive children should provide a copy of a valid SC driver's license and an insurance card to the designated person in charge.
11. Employees and volunteers should address behavior that is disruptive with positive verbal instruction defining behavioral expectations and/or time-outs. Physical discipline and abusive verbal correction is prohibited.
12. Employees and volunteers should never allow themselves to be involved in any situation that would give rise to the perception or appearance of inappropriate behavior.

B. General and Procedures for Non-Church Sponsored Use of the Church Facility:

1. Any non-member, outside group, or member who is using the facilities for non-church related functions will receive and be required to sign for a copy of this Safe Sanctuaries Policy.
2. At the time a contract is made with any individual or group desiring to use Cypress UMC facilities for non-church related functions, the Church Secretary will require a signature on the contract itself which confirms that a copy of this Safe Sanctuaries Policy has been provided and will be complied with.

C. Guidelines for Staff in Charge of Employees and for Volunteers:

1. It is the responsibility of the appropriate staff member to give each newly hired employee and each new volunteer a copy of and provide familiarization with this Safe Sanctuaries Policy.
2. The appropriate staff member will keep accurate and up to date records of training, background checks, and certification according to the requirement of this policy on each of his or her employees and volunteers.
3. The Pastor along with other program staff, Director of Children's Ministries, and Director of Youth Ministries will review the implementation of Cypress UMC Safe Sanctuaries Policy and report their findings to the Church Council annually.

VI. Reporting and Responding to Reports of Suspicious or Inappropriate Activity

Reminder:

In all cases, issues of Reporting and Responding MUST be handled with CONFIDENTIALITY.

A. Definitions of Child Abuse and Neglect:

According to the National Clearinghouse on Child Abuse and Neglect Information, **neglect** is failure to provide for a child's basic needs.

Neglect may be:

1. Physical (e.g., failure to provide necessary food or shelter, or lack of appropriate supervision)
2. Medical (e.g., failure to provide necessary medical or mental health treatment)
3. Educational (e.g., failure to educate a child or attend to special education needs)
4. Emotional (e.g., inattention to a child's emotional needs, failure to provide psychological care, or permitting the child to use alcohol or drugs.)

These situations do not always mean a child is neglected. Sometimes cultural values, the standards of care in the community, and poverty may be contributing factors, indicating the family is in need of information and assistance. When a family fails to use information and resources which are made available, and a child's safety is put at risk, then child welfare intervention may be required.

Physical Abuse is physical injury (ranging from minor bruises to severe fractures or death) as a result of punching, beating, kicking, biting, shaking, throwing, stabbing, choking, hitting (with a hand, stick, strap, or other object), burning, or otherwise harming a child. Such injury is considered abuse regardless of whether or not the caretaker intended to hurt the child.

Sexual Abuse includes activities by an adult, child, or youth such as fondling a child's genitals, penetration, incest, rape, sodomy, indecent exposure, and exploitation through prostitution or the production of pornographic materials. Sexual abuse may also include inappropriate sexual conversations.

Emotional Abuse is a pattern of behavior that impairs a child's emotional development or sense of self-worth. This may include constant criticism, threats, or rejection, as well as withholding love, support, or guidance. Services may not be able to intervene without evidence of harm to the child. Emotional abuse is almost always present when other forms are identified.

All abuse or suspected abuse should be reported to the designated person in charge in accordance with the provisions of this policy; and, reporters names can be kept confidential.

B- Reporting of Suspicious or Inappropriate Activity:

In every case the safety of the child or youth should be immediately ensured.

Suspicious or inappropriate activity brought to the attention of an employee or volunteer must be reported immediately to the designated person in charge of the event or activity.

South Carolina law requires that certain members of the Cypress UMC staff be mandatory reporters, including the Pastor, Mother's Morning Out Program Director and teachers, and others as

may be deemed appropriate. These individuals are required by law to report any known or reasonably suspected reports of child abuse to a local law enforcement agency or Department of

Social Services. However, all other adults who serve in ministry with children and youth are strongly encouraged to report abuse if they suspect that it has occurred. Cypress UMC the reporting of suspected abuse a moral and ethical obligation.

All allegations shall be regarded as serious and will be responded to in a professional manner, with due consideration given to the rights and privacy of both the alleged victim and person being accused.

Appropriate persons to whom reports of suspected abuse should be submitted include:

the Pastor;

Director of Children's Ministries;

Director of Youth Ministries;

Mother's Morning Out Program Director;

and other Designated Persons in Charge of planned activities and events.

C- Protocol Following A Report of Suspicious or Inappropriate Activity:

1. Any employee of volunteer accused of abuse will be removed immediately from contact with children in Cypress UMC until an investigation by authorities is concluded. The results of the investigation will determine if the person accused is to be reinstated or released.
2. The person receiving the report of alleged abuse or suspicious activity shall then document the date, time, and circumstances of the alleged incident on an Incident Report Form.
3. The appropriate staff member will:
 - a. Notify the child's parents) or guardian(s) as appropriate.
 - b. Completely document the incident and complete and Incident Report Form, maintain, safely
 - c. secure and store all documentation of the incident and report.
 - d. Contact the appropriate authorities.
 - e. Notify the church's legal counsel and insurance carrier.
 - f. Determine with legal counsel the appropriate communication necessary for release to the church and media.
 - g. Maintain confidentiality.
 - h. Comply with all state laws and refrain from further investigation of the incident in order to avoid compromising, interfering with, or delaying a legal investigation.

VII. Policy Violations:

Any employee or volunteer working with children and/or youth who does not adhere to this policy will be counseled with regard to their non-compliance and may be terminated from their position immediately.

***Certification of Receipt of and Orientation Regarding
Cypress United Methodist Church
Safe Sanctuaries Policy***

I have read, understand, will comply with, and have received a copy of the Cypress United Methodist Church Safe Sanctuaries Policy.

Name of Employee/Volunteer (please print)

Signature _____ **Date** _____

Annual Conference Safe Sanctuary Policy'

A RESOLUTION TO REQUIRE THE ESTABLISHMENT OF A SAFE SANCTUARY POLICY IN EVERY UNITED METHODIST CHURCH AND IN EVERY UNITED METHODIST CONFERENCE EVENT IN THE SOUTH CAROLINA CONFERENCE

WHEREAS, Jesus said, "Let the little children come to me, do not stop them; for it is to such as these that the Kingdom of God belongs. Truly I tell you, whoever does not receive the Kingdom of God as a little child will never enter it." Mark 10:14-15 (NRSV) Jesus also said, "If any of you put a stumbling block before one of these little ones ... it would be better for you if a great millstone were fastened around your neck and you were drowned in the depth of the sea." Matthew 18:6 (NRSV)

WHEREAS, The Hebrew people treasured their place of worship as a holy place, a sanctuary, a place where they could worship in safety and harmony. (See Psalms 20:1-2 and Psalms 27:4-5) This scripture provides examples of how the sanctuary is to be a community of protective nurture and harmony, holy and safe.

WHEREAS, The Book of Discipline of the United Methodist Church regarding rights of children states, "children must be protected from economic, physical, emotional, and sexual exploitation and abuse." *Social Principles* (Paragraph 162C, 1996,2000,2004)

WHEREAS, The General Conference of the United Methodist Church adopted a Resolution in 1996, and readopted it in 2004, calling upon all local congregations and every Annual Conference to strive to make our churches safe places protecting children and other vulnerable persons from sexual and ritual abuse, and provided a list of steps for local churches, Annual Conferences, and the General Board of Discipleship and the Council of Global Ministries to follow. The Book of Resolutions 2004 (Paragraph 65, Page 201)

WHEREAS, The South Carolina Annual Conference adopted the *Sexual Ethics Policies and Procedures* on May 30, 1994, and by 1997, *Policies and Procedures for Reducing the Risk of Children's Youth Sexual Abuse in the Church* was written as it pertained to local and conference church events relating to both employees and volunteer workers, and the Conference strongly recommended each local church have a Safe Sanctuary Policy in place; now, therefore, be it

RESOLVED, That the South Carolina United Methodist Conference will require every local church to have a Safe Sanctuary Policy by December 31, 2008; and be it further

RESOLVED, That the South Carolina United Methodist Conference provide guidance to local churches to write and implement a Safe Sanctuary Policy by providing training, workshops and sample policies to meet criteria as outlined in The Book of Resolutions 2004, and that this will be coordinated at the district level by the Congregational Specialists; and be it further

RESOLVED, That the South Carolina United Methodist Conference will require accountability of each church annually at Charge Conference beginning in the year 2008; and be it further

RESOLVED, That the South Carolina United Methodist Conference -will have a Safe Sanctuary Policy in place for all district and conference events to include training and screening procedures including, but not limited to, having application forms, interviews, reference checks and background checks for all staff and volunteers by December 31, 2008, and that this will be coordinated through Connectional Ministries by the Board of Education.

Cypress United Methodist Church

Children's and/or Youth Ministries

Authorization and Request for Release of Background Information

I hereby give my full consent and permission to Cypress United Methodist Church to obtain information relating to my criminal history and any other applicable records through Intellicorp Records, Inc. and authorize any duly authorized agent of Intellicorp Records, Inc. to obtain, whether the said records are public or private, and including those which may be deemed to be privileged or confidential in nature and I release all persons from liability on account of such disclosures. Information appearing on the Authorization will be used exclusively by Intellicorp Records, Inc. for identification purposes and for the release of information which will be considered in determining suitability for volunteering and/or employment Cypress United Methodist Church.

I certify that I have made true, correct, and complete answers on this form.

When presented along with proper identification. I have the right to request Intellicorp Records, Inc. to inform me of the nature and substance of information in its files on me at the time of my request.

including sources of information, and the recipients of any reports on me which Intellicorp Records, Inc. has previously furnished within the two year period preceding my request.

I ACKNOWLEDGE THAT I HAVE READ AND FULLY UNDERSTAND THE CONSENT FOR THE ABOVE RECORD CHECK AND THAT I ACCEPT AND SIGN THIS FORM VOLUNTARILY.

First Name

Middle Name

Last Name

Other Name (including maiden name)

Social Security Number

Date of birth (MM/DD/YYYY)

Current Address (NOT P.O. Box)

City

State

Zip Code

(_____)
Home Telephone Number (including Area Code)

Signature

Date (MM/DD/YYYY)