

Church Council Minutes
Monday, October 23, 2017

Members present: Pastor David Parker, Janann Roodzant, Dea Hansen, Stina Queeno, Erin Tombaugh, Julie Palmer, Linda Dady, Susan Schopf, Ken Opdyke, Marali Woessner, Jerry Grunwald, Jim Slowik, Cameron Cecka

Members absent: Bob Wallin, Lanida Brophy

Non-Members present: Margaret Mordhorst, secretary, Ann Oldham, Rawson Mordhorst, Ginger Opdyke, Connie Leonhardi, Judy Norton, Missy Peckenpaugh, Joyce Vance, Joyce Atkinson, Donna Grate, Mary Jo Morris, Mary Fran Wendling, Barb Wright, Marilyn Rogers

Jim Slowik called the meeting to order at 7 p.m. and welcomed new members: Marali Woessner, UMW, and Cameron Cecka, youth representative. Linda Dady presented devotions highlighting the need for the church and the community to join and work together in love.

No changes were made to the Agenda. The minutes of the meeting held September 25, 2017, were approved.

The intent was to excuse non-council members after discussion of the Kitchen Report and the Haven Report and before council discussion. However, it was brought to the attention of the members that according to the United Methodist Church *Book of Discipline*, Executive Sessions are reserved for personnel matters only.

KITCHEN REPORT: Judy Norton

Judy Norton and Linda Jury have taken on responsibility for maintaining the church kitchen and have researched the requirements for operating a public kitchen, allowing for proper protocols and food safety. A copy of the requirements is attached to and made a part of these minutes. **Attachment #1.** After review of the permitting requirements, the costs and lengthy discussion of the impact on church and community groups that use the kitchen, Erin Tombaugh made the following motion, seconded by Christina Queeno.

MOTION: That the church continue with the current commercial kitchen status. Discussion and additional strong concerns were expressed. It was moved and seconded to table the motion until the next meeting and invite Sally Waters of the Health Department to the meeting to give additional information. **THE MOTION WAS TABLED UNTIL THE NEXT MEETING.**

HAVEN REPORT

Pastor Dave reviewed the current status of the Haven's use of the church noting that the church obligation will end November 30 and organizers are looking for a place for December and ongoing. Review and discussion is needed now to assure that the church is prepared when a decision is needed to continue or discontinue church use. Judy Norton reported that the Haven is at full capacity with about 30 individuals each night. No problems have been expressed. Outreach for other churches is ongoing, but to date no commitments have been made. Lengthy discussion was held and concerns expressed, especially for the upcoming Advent time period. It was noted that adjustments to the schedule can be made by both parties. Judy Norton gave an emotional plea to continue the outreach, noting that the inconvenience to church members is minimal, and the need is so great, especially now that the weather is cold and wet. This discussion will be ongoing.

PASTOR'S REPORT AND CALENDAR

A preliminary Lay Leadership Team Report for 2018 Church Officers was distributed. It was noted that Ann Oldham should be included as Assistant Treasurer on the Stewardship/Finance Team.

A copy of Pastor's Activities/Action Update dated October 23, 2017, was reviewed and discussed. A copy is filed with these minutes. **Attachment #2.** The following item was added to the daily calendar.

- The Stewardship Campaign will kick off on November 12; the pledge cards will be collected November 19.

MEMBER REPORTS AND BUSINESS

Lay Leader—Janann Roodzant

Janann announced that she will not continue as Lay Leader due to family illnesses. The council expressed unanimous appreciation for her service.

Worship Team – Dea Hansen

- The use of gluten free bread at communion is still being worked out. Information will be provided to the congregation of its availability. Susan Schopf suggested that care should be taken that the offering is peanut free also.
- The Christmas tree will be put up in the sanctuary on November 28.

Music Ministry – Stina Queeno

- Stina distributed a proposed revised Order of Worship for Sunday morning beginning Advent Sunday. Numerous concerns were expressed. After discussion it was agreed that the proposed schedule needs to be adjusted.

Youth/Family Ministries – Erin Tombaugh

- As noted at last month's meeting, a Halloween "Stop, Sip & Go" will be celebrated with the community in God's Hall, where warm drinks, light snacks, a photo station, and a warm place to be in with a restroom will be available. The youth will also be manning a Candy Booth downtown Oak Harbor.
- Cameron Cecka was welcomed to his first council meeting and reported that the youth will visit Cortez, Colorado, next summer for their mission trip, an Indian reservation to work with Partners in Mission.
- Breakfast will be served this Sunday by the youth as a fundraiser for their mission trip.
- A lock-in is planned in December if it can be coordinated with the Haven activities.

Mission Outreach –Julie Palmer

- Books and toys are still being collected for the LilliKay Foundation.
- Operation Shoebox collections are underway and packing of the boxes will be November 12.
- Christmas gift tags will be available soon.

Membership and Evangelism -- Linda Dady

- Linda will not be continuing on this committee. New members are needed as well as a new leader.

Staff Pastor Parish Relations – Susan Schopf

- The parsonage has been inspected.
- Team is working on staff compensation for 2018. They will meet with the finance team on November 29.

Trustees – Ken Opdyke

- Church lighting will be changed to LEDs under an energy conservation program offered by Puget Sound Electric. Money from Memorial Funds will be used for the cost of \$4,000.
- A technology update has been planned to install networking capabilities in the lower level allowing for data in all classrooms. Wiring will be installed on Saturday. Donations have been promised but not yet received. Ken made the following motion:

MOTION: That \$800 be allowed for installation of the wiring, cable and boxes to update technology on the lower level.

Susan Schopf seconded the motion. After discussion, it was agreed to use Trustee Endowment money to fund this installation. The motion passed.

It was noted that \$1,500 has been spent on a land-use report from an architect. No report has yet been given to the council. It will be put on the agenda next month.

Susan Schopf asked about the delay in installing the exterior lighting at the parsonage. There has been a problem contacting an electrician. The project will be expedited.

UMW – Marali Woessner

- The UMW planning will be placed on hold until a decision is made about use of the kitchen.
- The Cookie Walk will go ahead as planned without using the kitchen.

Stewardship/Finance –Jerry Grunwald

- A report showing current status of 2017 budget and Endowment fund balances as of September 30 was distributed. Included was the status of general pledges and information of a Current Expense special donation which will put us ahead of budget. In spite of this, at current spending levels we will not finish even for the year.
- We need to encourage additional members to pledge, making the budget process more certain.

Treasurer—Jim Slowik

- No additional report.

Additional Items:

- There will be a fire drill at the end of service on Sunday, October 29, weather permitting.
- The gathering together of congregations from Coupeville, Langley and Oak Harbor to share music from combined choirs, refreshments and fellowship held yesterday, October 22, in Coupeville was a grand success and will perhaps become an ongoing event.

Noting the lateness of the hour, Jim Slowik deferred new business until the next meeting.

Jim commented that the council had discussed some hard topics this evening. He complimented members on their willingness to listen to each other; they are a great group to work with. "Praise the Lord!"

Pastor Dave closed the meeting with prayer at 9:30 p.m.

Respectfully submitted,

Margaret Mordhorst
Recording Secretary

Attachments: #1 Church Kitchen Ministry Requirements
#2 Pastor's Activity Report dated October 23, 2017

Our Kitchen Ministry: What to Do?



Conversations have occurred around the subject of our kitchen protocols. Research has been done with the local health department. Factual scenarios are now available for a better understanding of the options before us as well as the implications of how our church kitchen can function and for what purposes. Here's what we know:

Experts agree that a few across-the-board differences exist between warming kitchens and commercial kitchens. Many are rooted in the facility's intended uses. "A warming kitchen is one in which the food is primarily prepared elsewhere and assembled or heated up in the kitchen," explains Darrell Devore, senior project manager at Churches by Daniels Construction in Broken Arrow, OK.

In contrast, three kinds of activities put a church kitchen on the health department's radar as a commercial operation: serving a day school, serving the homeless, or selling food. "These create a situation where there's public trust in the food, and the county enforces their regulations to keep things safe."

Safe-Kitchen Protocols for all workers:

1. Keep potentially hazardous foods out of the Danger Zone (41°F and 135°F).
2. Do not work with food when you are ill (diarrhea, vomiting, fever, coughing/ sneezing, runny nose & open infected wounds).
3. Wash your hands twice after using the toilet---once in the restroom, and then again back in the kitchen (towel drying actually helps to remove germs)
4. Put on disposable gloves or use utensils when handling ready-to-eat foods.
5. Wash, rinse, and sanitize all equipment used for food preparation.
6. Separate workers (or different gloves) for loading and unloading dishwasher

"Food safety" changes to our Coffee Hour:

1. Foods are currently all cooked in commercially licensed kitchens
2. Foods that are not individually wrapped are partially covered.
3. Tongs are now used in place of hands to prevent germ transmission.
4. Refrigerated foods served during the Coffee Hour are served over ice packs.

We discovered in this process that we have a Food Establishment Permit, so we went to the Island County Health Department to ask some questions about this food license/permit and what rules/procedures we needed to follow. Here's what we discovered:

1. We discovered that our Food Establishment Permit is for a "commercial kitchen" and is not a temporary food permit. Not all church kitchens have a "Food Establishment Permit" and not all Church

kitchens can qualify for this permit. Our kitchen is a commercial grade kitchen and it meets this permit's requirements. We are very fortunate to be blessed with this type of kitchen! We can prepare foods and service these foods to our congregation and the community safely and professionally. This is one of the reasons Spin Cafe asked to use our kitchen to prepare their meals in; we are a safe, commercial kitchen. Spin Café still will have their own Food Establishment Permit and Food Handler's Cards, but they will follow our kitchen's commercial requirements and procedures. Therefore, we need to change a few ways of doing things in our kitchen!

2. Secondly, let us explain the two types of food permits that are available to us in Island County. They are: a Temporary Food Permit and a Food Establishment Permit. The Temporary Food Permit is a one-time deal for an organization to serve food to their group in which only one person needs the Food Handlers Card. There is a one-time fee for each food event you want to do. This can be expensive for the organization, but if they bring in the foods, this is what they will need to do if they will be using our commercial kitchen. Every organization that uses our kitchen to food serve which is brought from home will need a "Temporary Food Permit" and must post a sign stating that "The food being served to you were not prepared in a commercial kitchen and are not approved by Island County Health Department." This holds the organization responsible for the food being served and not our Church.

3. The other type of permit is the permit we have been licensed for and requires a one-time fee per year for the kitchen. Everyone in the kitchen must have a Food Handler's Card on site. Even the two dishwashers will need the Food Handler's Card (1 person to clean off the dishes and put them into the dishwasher and a 2nd person to remove the clean dishes from the dishwasher and put them away. We can't cross contaminate the clean dishes!) Since we have been permitted for the "Food Establishment Permit" and we have a commercial kitchen; we will need to follow the rules & procedures for our permit. The food served from our kitchen must be prepared in our kitchen OR be commercially prepared, sealed and purchased commercially. Basically, everyone in the kitchen must have a Food Handlers Card; wash their hands upon first entering the kitchen; and then put on gloves and keep them on while in the kitchen working and serving foods. If your gloves get contaminated, then you will need to wash your hands and put on new gloves. To get your Food Handler's Card, go online! The address is: www.foodworkercard.wa.gov. We appreciate the volunteers who have already given us There is only a fee of \$10 to get your card, and only when you pass the test. There is no extra costs for multiple tests.

FUMC Kitchen Ministry has three options:

1 – Warming Kitchen

- This type of kitchen is used for "POTLUCK" which is an event where people are gathered to share food. People attending the event are expected to bring the food to share. There is no compensation provided for people bringing food to the event. There is no charge for any food or beverage being provided at the event; AND the event is not conducted for commercial purposes.
- Kitchen is basically used for already prepared food to be served to congregation. No cooking.
- Needs no "permit" to have this type of kitchen. This leaves us vulnerable with no rules or guidelines to follow for health and safety.
- We do our own thing and have no control of our food service.
- Food is prepared at home and brought into our kitchen. This leaves us with no control over what ingredients are being put into the foods being prepared and what kind of sanitation procedures are being followed in the home.
- No control over the age of the food being served or how the food was stored and maintained.
- Leaves our Church responsible for the food being served to the congregation.

2 – Temporary Food Permit

- This permit is purchased for a one-time food event that will be held at our Church (ex: Bazaar, Auction Dinner, Lenten Soup Suppers, Cookie Walk, etc.). A separate fee would be charged for each event. Approximately \$79/event.
- Only one person with Food Worker Card is required to be present during whole event to ensure

health requirements are being enforced. All other Island Co. Health rules will apply.

- Food may be prepared at home and brought into Church which leaves us no control over what ingredients are being put into the foods being prepared and what kind of sanitation procedures are being followed in the home.
- Must post a sign stating that “The food being served to you were not prepared in a commercial kitchen and are not approved by Island County Health Department.”
- Outside organizations using our Church’s kitchen would be required to get this permit before using our facility (i.e. Garden Club, Rotary, Whidbey Women’s Organization, etc.); otherwise our Church is held responsible for their food event and service.

3 – Commercial Kitchen with Food Establishment Permit

- This permit is the current permit our Church Kitchen maintains. Cost per year is \$149.
- This permit requires us to have every worker in the Kitchen to acquire a Food Worker Card even the two dishwashers (one to clean dishes and put in washer & one to remove and put clean dishes away).
- This permit is for our Church usage only. All other users of our Church Kitchen need to apply and maintain a “Temporary Food Permit” every time they use our kitchen. Therefore, not making our Church responsible for their food service. We would be responsible for only our food service.
- All Island County Health and Food Service rules and regulations apply for our Church Kitchen and food service.
- We have control over how foods are prepared and served to our congregation. We know what ingredients are in each food item served whether they are prepared in our Kitchen or are commercially prepared.

Recommendation by the Kitchen Managers:

We recommend maintaining our current Food Establishment Permit status.

- This Permit is cost effective for us (\$149/year vs. \$790 per year for 10 events).
- This Permit will allow us to maintain and ensure the best food preparation, service, and food safety to our Church congregation and the community we would serve.
- The impact to our Congregation is and will be minimal, but this will provide the best and safest food service route for our Church and congregation to choose.
- We would be able to service, open up our events, and charge our community for services rendered and for fundraisers to support our congregation and our community.