

## Notice on Content and Terms of Use

The Pasco Riverview Seventh-day Adventist Church Board, meeting on March 19, 2018, approved the posting of Church Board Minutes on the Church's website Members Only page with the following conditions:

1. Board Minutes posted on the Church website are placed there for the information of Riverview Seventh-day Adventist Church members only. Persons who are not members of Riverview Seventh-day Adventist Church should direct their inquiries regarding Board actions to the Church Pastor.
2. The Minutes of general agenda items will be posted only after the Minutes have been approved by the Board.
3. The Minutes of confidential agenda items will not be posted on the Church website. The Board shall determine which agenda items shall be classified as confidential. Minutes of confidential agenda items will be kept in the official file of Board Minutes at the Church office.
4. Reports and other supporting documents of a general nature presented to the Board shall be appended to Board Minutes posted on the website. Copies of contracts and other documents containing confidential personal and/or business information will be kept in the official files of Board Minutes and shall not be posted on the Church website.

**RIVERVIEW CHURCH BOARD MEETING**  
**June 16, 2025**  
**7:00 p.m.**

CHAIRPERSON Jason Worf

BOARD MEMBERS	Steve Canaday	Marilyn Montenegro	Phil Van Lanen
	Lowell Cooper	Troy Morrison	Ilene Soltero
	Monte Engeberg	Lisa Ortiz	Tammy Stewart
	Patrick Faulconer	Larry Swisher	Micheal Young

\*Indicates member not present  
Also attending: Celeste Graves, Diane Berry

OUR PURPOSE To know God and to make Him known as we anticipate His soon return!

PRAYER Pastor Jason Worf gave a short devotional. Prayer in 2-4s.

**ACTION ITEMS**

AGENDA APPROVAL VOTED: To approve the June 16, 2025 Agenda.

CONSENT AGENDA VOTED: To approve the June 16, 2025 Consent Agenda, May 19, 2025 Church Board minutes, June 7, 2025 Church Business Meeting minutes and Membership Transfers:  
Leaving: Alan and Karen Birney to Hermiston Adventist Church, Hermiston, OR  
Joining: Brent Burns from Kennewick Adventist Church, Kennewick, WA

FINANCE REPORT VOTED: To record receipt, pending audit, of the May 2025 Finance Reports. There is a budget deficit. By common consent, a letter will be sent to all active members letting them know of the deficit and the Capital Improvement projects financial need

CAPITAL IMPROVEMENT PROJECTS Lowell Cooper reported the application for permit went to the City of Pasco on June 13, 2025. A decision history and cost estimate were also presented. See attachment.

CAPITAL  
IMPROVEMENT  
PROJECTS CONT.

VOTED: To authorize the Capital Improvement Projects Committee, upon receipt of the City of Pasco permit, to proceed with implementation of the projects as early as possible, and further; to authorize the Church Treasurer to access the remainder of approved NPUC loan funding as needed.

Monte Engeberg reported the well pump and pressure tank need replacing. The cost is approx.. \$15,000. This item will be added to Capital Improvement projects.

FEE SCHEDULE FOR  
CHURCH & EVENT  
CENTER RENTAL

VOTED: To approve a revised Fee Schedule for Church & Event Center Rental. Church members will not be charged for use of our facilities unless there are 100+ people attending. For 100+ people, there will be a janitorial fee of \$200 to replace paper goods in the bathrooms and possible cleaning.

REPORTS/DISCUSSION

CARE & NURTURE  
MINISTRY

Diane Berry, co-leader of the Care & Nurture Ministry, gave a report. See attached report.

SPANISH LANGUAGE  
GROUP

Marilyn Montenegro, co-leader of the Spanish Language Group gave a report. See attached report.

NEXT BOARD  
MEETING

If a Board Meeting is needed in July 2025, Lowell Cooper will chair.

ADJOURNMENT

Closing Prayer: Jason Worf  
Recording Secretary: Celeste Graves  
Adjournment: 8:27 pm

Pasco Riverview SDA Church  
**Capital Improvement Projects**  
Update June 16, 2025

**Decision history:**

1. **Approval of loan financing. Church Business Meeting Jan 27, 2024:** VOTED: To approve loan financing for capital improvement projects outlined in the Building Projects and Decision update of Jan 27, 2024, allowing the church board to implement these projects and approve final cost estimates.
2. **Approval of Capital Improvement Projects Master Plan. Church Board Feb 19, 2024:** VOTED Approval of Capital Improvement Master Plan
3. **Authorization for technical services contract bid. Church Board May 20, 2024:** VOTED: To request the Building Committee to obtain a contractor bid to arrange for technical services (surveys, etc.) and permits (City or otherwise) for the capital improvement projects (water/sewer connections for the Food Bank, additional parking lot lighting, surveys related to enlarging and re-paving the parking lot, etc.) approved by...Board action on February 19, 2024.
4. **Authorization for contractor bids. Church Board April 14, 2025:** VOTED: To authorize the Capital Plans team to explore options for contractors and costs for all aspects of the parking lot project including sewer and water connections, parking lot light installation, EV charging facility as per requirement, parking lot resurfacing, and striping of the finished parking surface.

**Pasco Riverview Capital Projects Cost Estimate 06-13-2025**

#	Item	Est. Cost \$
1	Harms Engineering (project design and application for permit)	12,800
2	Maier Engineering (electrical design aspects)	4,600
3	Survey (required for Harms Engineering work)	2,500
4	WiFi bridge (FoodBank to church)	1,500
5	Contractor performance includes: mobilization, septic tank decommissioning, removal and disposal of parking lot sub base, installation of water and sewer connections, catch basins and storm pipe, trenching for EV station, finished grading of site, asphalt paving, striping, signage, curbing, sidewalk, dumpster pad, ADA ramp, curbstops, etc. as per design.	443,050
6	Sales tax on contractor quote	38,324
7	Drinking fountain, bike stop, basketball poles/hoops, etc.	13,300
8	Light poles and bases for lights and basketball poles	TBD
9	Installation of EV station and light poles, etc	TBD
10	Curb along Sylvester	TBD
11	City permit fees	TBD
12	Water and sewer taps and inspections	TBD
13	Misc. and Contingency	20,000
<b>Total cost estimate as of date</b>		<b>516,074</b>
Funds on hand		\$96,000
Loan funds on hand		\$172,600
Additional loan funding approved		<u>\$400,000</u>
Total available as of 06-16-2025		\$668,600

# Adventist Church

PASCO RIVERVIEW

MINISTRY REPORTING June 16, 2025

Church Ministry: Nurturing Committee

Person Reporting, Diane Berry

**What has your ministry done since the last Church Board meeting? Share a story.**

The nurturing committee continues to call, pray, visit, send cards or texts, and take treats, food or flowers as appropriate. WE have reached out to similar members as before like the Murphy's, Jeff and Val Doan, Ardelle, Connie Arlt, Dick and Marilyn Coughren, Signa Sparks, Chris and Doug Klein and Runa Douay, Violetta Zamago, David and Hildeliza Menendez. Others included this month were Brian Steward, Leroy Heavirland, Eloyce Mundall, Anya Rasmussen, Charity Shuhmacher, Val and Lyn's daughter, Solana, Sharon Hibbs daughter, Renee, John and Sandra Fleischer, Herman Maxwell, Anna Northrup, Ron Hollenbeck, Sabra Zaro for her husband PJ, and Steve Canaday. Noni Patchett has joined our group and has brought much joy with her goodies and also music accompanied by her mother. Runa especially was enlightened! Runa, (June 8) is now at Lourdes and very tired and continuing with hypertension and kidney function problems. Further assessment needed. *On 6/9 at 2pm Pastor Cooper with many by her side anointed her. She was released to home on 6/12*

**What are your plans for the coming month:**

To continue out visits and outreach to encourage and pray with those in need and bring cheer. WE want to be used by the HS and be Jesus hands to those needing uplifting reminding them they are part of our church family. In Psalms 147:3 it says : He heals the brokenhearted and binds up their wounds" God through love, has the power to comfort and mend emotional, physical and spiritual wounds.

**What actions do you need the Church Board to take?**

Leroy Heavirland would like visitors arranged through his wife, Helen. He is lonely and anxious and desires male fellowship. He resides at Brookdale Retirement Center.

Continued prayers for those needing surgeries or treatments: Anya Rasmussen for her wrist surgery to go well and she will have ROM as needed and Ardelle awaiting hip surgery. She has been in a lot of pain. Ron Hollenbeck needs treatment, and Signa is working with a neurologist for continued care. There are many stories and some personal. We want to thank all of you for your support in this ministry.



## Ministry Reporting

Spanish Language Group  
Church Ministry: 6/16/25

Person Reporting: Marilyn S. Montenegro

What has your ministry done since the last Church Board meeting? Share a story if possible.

The Riverview SDA Church Spanish Language Group fills three primary roles. 1) Organize and maintain a weekly Spanish Language Sabbath School Class, 2) Provide spiritual nurture for Spanish-speaking church members and visitors, including Sabbath afternoon Bible study/baptismal class, 3) Provide weekly translation services for second service sermons.

1. Thank you for including two Spanish group members at diacons since our last report - Luis Henrique and Edgar
2. Thank you for allowing the Spanish group to use the church for a Sabbath evening nutrition/

What are your plans for the coming month?

- 1) The Riverview SDA Church Spanish Language Group will work with the pastor and church leadership to integrate Spanish-speaking visitors and new members into the church. Salvador and Cecilia anticipate the birth of their baby son this week. Christian and his family attending.
- 2) The Sabbath afternoon Bible Study will work, with the guidance of the Holy Spirit, to prepare class visitors for baptism or church membership transfers into the Riverview SDA Church Three non-members attending weekly Sabbath afternoon Bible class.) Hope to integrate Christian and his family.
- 3). Obtained Spanish language Great Controversy books literature obtained

What actions do you need the Church Board to take?

- \* Allow the Spanish group to meet in the church this coming Sabbath during Camp-out.
- \* Consider integrating Spanish group member(s) into the community services department to assist with language and relationship-building with Spanish-speaking service recipients.
- \* Continue to pray for another Adult Sabbath School Spanish Lesson teacher

## **RIVERVIEW CHURCH BOARD MEETING**

**May 19, 2025**

**7:00 p.m.**

CHAIRPERSON Jason Worf

BOARD MEMBERS Steve Canaday \*Enio and Marilyn Phil Van Lanen  
Montenegro  
Lowell Cooper \*Troy Morrison Ilene Soltero  
Monte Engeberg Lisa Ortiz Tammy Stewart  
\*Patrick Faulconer \*Larry Swisher \*Micheal Young

\*Indicates member not present

Also attending: Celeste Graves, Paul Daniel, Joelle Worf

OUR PURPOSE To know God and to make Him known as we anticipate His soon return!

PRAYER Prayer in 2s.

### **ACTION ITEMS**

AGENDA APPROVAL VOTED: To approve the May 19, 2025 Agenda.

CONSENT AGENDA VOTED: To approve the March 17, 2025 and April 14, 2025 (Zoom) Church Board minutes and February 15, 2025 and April 5, 2025 Church Business Meeting minutes.

FINANCE REPORT VOTED: To record receipt, pending audit, the March and April 2025 Finance Reports including March & April 2025 Check Reports, March & April 2025 Credit Card Reports. Also record receipt of the April 21, 2025 Audit Letter. See attached audit letter.

THANK YOU FROM COMMUNITY SERVICES VOTED: To approve a letter of thanks to the Church of Jesus Christ of Latter-day Saints for their generous contribution of food and man-power to our Food Bank. See attached letter.

COMMUNITY SERVICE EMERGENCY FOOD ACCESS GRANT VOTED: To approve Paul Daniel apply and sign for the Emergency Food Access Grant (WA State) and use the funds received. Community Service has this ongoing state grant which renews every 2 years, ending June 30.

**2025-2026  
PROPOSED CHURCH  
BUDGET**

VOTED: To recommend to the Church Business Meeting the 2025-2026 Church Budget as proposed by the Finance Committee. The first reading will be May 24 and 31 with a Zoom meeting on June 1, 7:00 pm to give the church family a chance for input. The 2<sup>nd</sup> reading will be June 7.

The Church Board expresses their appreciation to the Finance Committee for all the work put into making the budget. See attached proposed budget.

**STUDENT  
ASSISTANCE**

VOTED: To approve the Tuition Assistance forms and application process as outlined in the documents attached. To approve the use of the FACTS Grant and Aid online application for members applying for tuition assistance.

**MISSING MEMBERS**

VOTED: To approve the following list of names be marked as missing in Eadventist. This list was published for 2 weeks in our church newsletter requesting updated contact info.

Veronica Achin Delmas	Robert Oberst	Charlene Thomas
Benjamin Salinas Achin	Kavin Prones	Gayle Thomas
Dawnelle Baker	Robert	Ericka Usher
Jason Barclay	Rasmussen	Michael Vance
Judy Brown	Tom Reardon	Paulette Vasquez
Stanley Brulotte	Frank Rho	Stephanie Weatherby
William Fuller	Hee Rho	Isis Wilkinson
Leslieann Gibson	Rebecka Saunders	Carol Wright
Elaine Hagan	Emma Shaffer	Scott Young
Jeremy Millam		
Christine Mueller	Amber Thornton	

**REPORTS/DISCUSSION**

**ADVENTURER CLUB**

Ilene Soltero, Adventurer Club Director, reported on Funday, Investiture, and participation in the up-coming Jump Start. Registration for next year will begin in September. Adventurer Club is asking for their budget to be increased by \$1000. An increase of \$900 is already included in the proposed 2025-26 Church Budget which is acceptable to the Adventurer Club. See attached Report.

**COMMUNITY  
ENGAGEMENT**

Lowell Cooper, Elder for Community Engagement, reported on projects explored for Community Engagement that did not come to fruition. Currently, Lowell is spending time on the parking lot project which is a higher priority. See attached Report.



#### DISCIPLESHIP

Joelle Worf reported on the success of Small Groups during the spring quarter. She plans to recruit small group leaders for the fall quarter and continue to work with the Richland SDA Church so there will more options for small groups available. See attached Report.

#### SABBATH SCHOOL SUPERINTENDENT

Troy Morrison submitted a report read by Jason Worf. Troy has been working to have all volunteers who work with children verified through the UCC web portal. There is a Sabbath School teacher shortage in many of the children's divisions. This shortage needs to be communicated to the church family. See attached Report.

#### PARKING LOT UPDATE

Lowell Cooper reported the parking lot project may begin in early July. He submitted a map with various items which will be addressed in the project, the white posts and cable, water fountain and bench, galvanized pipe/leaking pipe, EV charging station, ADA ramp. Current paving demolition quotes are being acquired as well as new paving quotes. Meier Engineering is being contracted for the electrical portion. See attached map.

#### ADJOURNMENT

Closing Prayer: Jason Worf  
Recording Secretary: Celeste Graves  
Adjournment: 9:10 pm

#### **Ministry Reporting: Adventurer Club Leader: Ilene Soltero**

Since our last meeting we participated in one of the conference events "Funday 2025" which took place in Tri Cities. This is one of the first events that Riverview has attended with, 50 percent participation.

We also had our investiture last Wednesday where 65 of our children and 20 of our staff earned awards. Monte from Pathfinders attended the even and we presented him with 5 graduating Adventurers.

#### **What are your plans for the coming month?**

We are taking a break for the summer will start registering in August for the following year. I would like for the Director and Co-Director to attend trainings at MiVoden this year in November. The new staff will also be joining the Jump Start in September at the Conference Office in Spokane 7 hour training!

**What actions do you need the Church Board to take?** I need the board to increase budget by \$1,000 for the next year. The expenses have increased since we are no longer partnering with Richland Church. RSDAC was providing bouncy houses for our party at the end of the year. Not sure

if they were providing patches for their members, but there has been an increase in Adventist Source for materials.



## Ministry Reporting

Church Ministry: Community Engagement

Person Reporting: Lowell Cooper

What has your ministry done since the last Church Board meeting? Share a story if possible.

Explored two possible Community Engagement projects for implementation in March/April. One was for a yard cleanup and the other for a income tax reporting seminar prior to April 15.

Neither project came to fruition for various reasons. More time was needed for the advance planning and identification of a tax specialist who could conduct a seminar for the community. Will see if this can be re-scheduled for early 2026.

What are your plans for the coming month?

My available time is focused on getting the parking lot project underway. Community Engagement planning will have to take a second seat.

What actions do you need the Church Board to take?

None at present.

## Ministry Reporting

Church Ministry: Elder for Discipleship/Small Groups

Person Reporting: **Joelle Worf**

**What has your ministry done since the last Church Board meeting? Share a story if possible.**

I began a discipleship small group using the Deep Calling Curriculum, which focuses on spiritual disciplines including devotional life, Sabbath, and service. We're currently just over half way through the group. We opened with a full day Sabbath retreat and had 9 participants present. Attendance has varied from 25% to 100%, averaging at 50%. I am encouraged by the presence of

two new believers - one who has just returned to the Richland church within the last 3 years and one non-member but active attendee from our own congregation. One member, though a long time Adventist, remarked that this was her first time ever getting involved at our church! In addition, several long-time members have provided spiritual depth and consistency to the group.

In addition, to lessen the need for volunteers and increase the options offered for small groups, I've coordinated with the small group ministry leaders at the Richland church. We published a joint catalog, highlighting our own ongoing small groups (Prayer Meeting, led by Bitsy Zimmer; a Women in the Bible study led by Valarie Young; Exploring Daniel, led by Jason Worf; and a Spanish Bible study, led by Marilyn Montenegro) as well as the semester based small groups offered by Richland. I don't have concrete numbers, but am aware of several Pasco members/attendees who have taken advantage of the "area wide" offerings, and at least one Richland member joined my small group. We met again recently and planned a timeline for continuing our cooperation during a Fall small group semester. I plan to pursue the semester based approach, since a 10 or 12 week session reduces the barrier to leading a group.

Additionally, I've spent time with Bitsy Zimmer, discussing her ministry in Prayer Meeting (one of our "ongoing small groups") and providing support for her needs as prayer ministry leader.

I decided not to pursue the small group for pre-teen and young teen girls. I decided I could not do both groups concurrently, and Sabbath School and Pathfinder are both church programs that provide some level of discipleship, while offerings for new believers are limited.

**What are your plans for the coming month?**

I am planning to make an announcement during the Church Life time on May 17, recruiting small group leaders for a fall semester. We hope to feature at least one testimony from a small group participant.

The Deep Calling group will wrap up with a final full day retreat at the end of May. I plan to offer this group again in the future, but will focus on personal invitations to newer members. In the meantime, I will run semester based small groups on various topics. In the fall, Jason and I plan to work together to offer a small group on marriage, probably using curriculum materials from Family Life, and the Richland church will have several offerings as well.

I would like to touch base with Valerie Young and see how her ministry is proceeding and what needs she might have.

**What actions do you need the Church Board to take?**

None.



## Seventh-day Adventist Church

PASCO RIVERVIEW

### Ministry Reporting

Church Ministry: Sabbath School  
Superintendent

Person Reporting: Troy Morrison

What has your ministry done since the last Church Board meeting? Share a story if possible.

Since the last Board meeting, Ilene Solters and I have been corresponding about the Sterling Verification process for all the VBS volunteers. The vast majority have done their due diligence and are eligible, the others are working on theirs.

Although, what I'm sharing with you now ~~did~~ not occur since the last board meeting, it is worth mentioning that 4 of our SS leaders and myself attended the children's Leadership Expo @ the UCC in Spokane back in March. Despite ~~not~~ the lack of participation from our SS leaders, those of us who did attend enjoyed a day of great instruction from an enthusiastic group of people who love children's ministry.

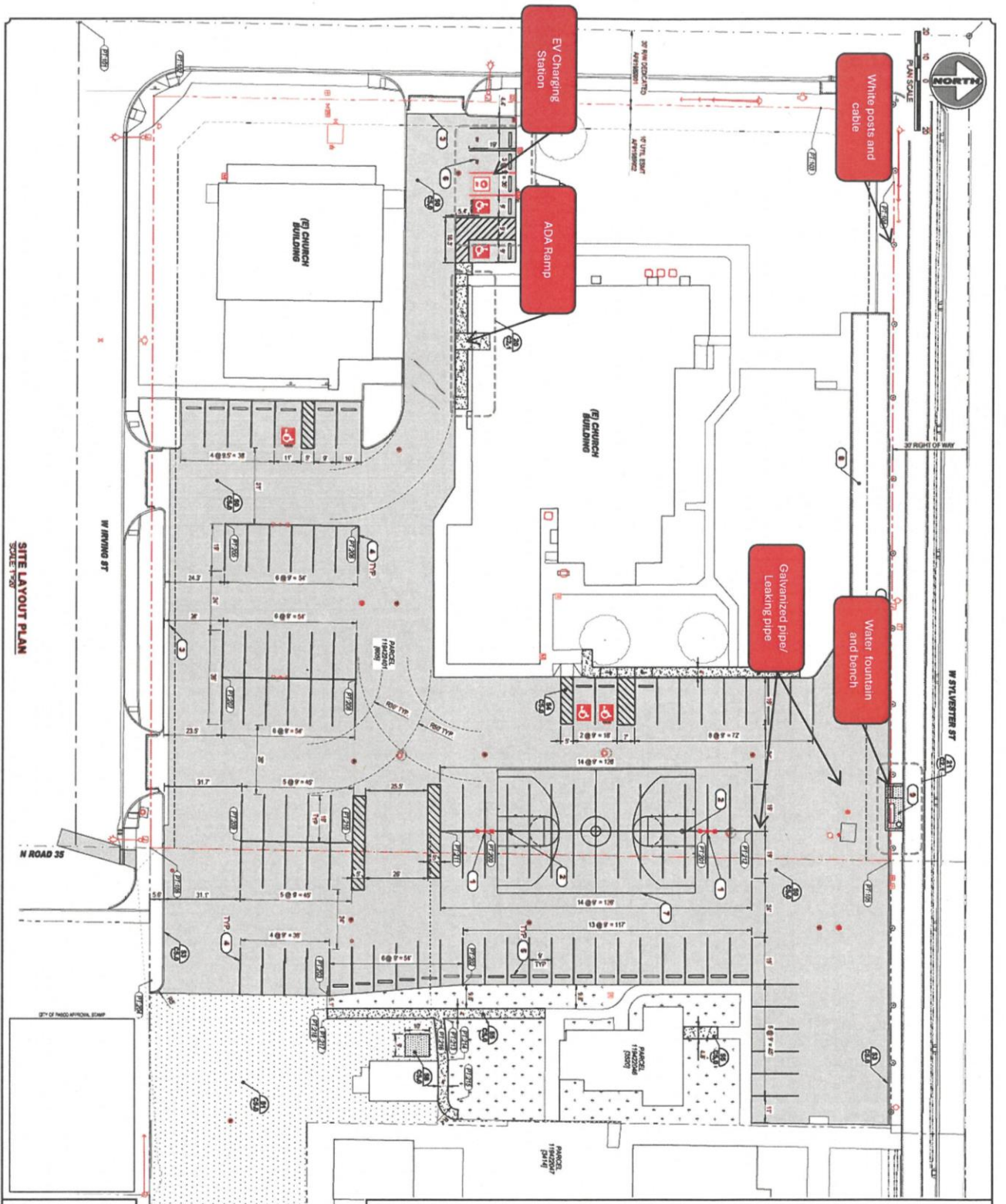
What are your plans for the coming month?

- Continue with the verification process for VBS volunteers so everyone is eligible.
- Visit the children's SS departments on Sabbath to observe <sup>superintendents</sup>
- Keep learning what a SS <sup>superintendent's</sup> role is.
- Learned that we have a growing concern over available teachers for the early divisions. I know people are busy and it can be difficult to get people to commit.

What actions do you need the Church Board to take?

It's not really a board action but I welcome suggestions or solutions to our teacher shortage in our SS classrooms.





SITE LAYOUT PLAN  
SCALE 1"=50'

President Derek Maughan, Pasco Stake,  
Church of Jesus Christ of Latter-Day Saints  
4102 Rd 104 Pasco, WA 99301

Dear President Maughan:

The Pasco Riverview Seventh-day Adventist Church FoodBank recently received a truckload of food from the Church of Jesus Christ of Latter-Day Saints. This shipment, more than 34,000 pounds, from Salt Lake City came at a time when our staple items were running low. The FoodBank serves 1,300–1,400 client families per week with a range of food products including rice or beans, pasta products, canned goods, fresh produce along with a protein food source. The truckload of food came as a godsend.

The Pasco Riverview SDA Church Board just recently recorded a vote of appreciation for the very generous contribution of food from your organization.

The FoodBank also enjoys weekly assistance from numerous volunteers and service missionaries from the Church of Jesus Christ of Latter-Day Saints. Our leadership team is deeply grateful to the exceptional service that your members provide and counts it a blessing from God to enjoy your partnership with us in service to others.

Sincerely,

Jason Worf, Pastor

Paul Daniel, FoodBank Director

PROPOSED RIVERVIEW SDA BUDGET FOR 2025-2026								
DEPARTMENT	Budgeted 24-25	Spent thru Apr.	Difference thru April	% thru Apr.	Exp. EOY	Proposed 25-26	Per Month 25-26	
BUILDING MAINTENANCE								
Design & Décor	\$504.00	\$20.82	\$399	5%	\$21.00	\$120.00	\$10.00	
Maint & Repairs	\$4,494.00	\$3,600.09	\$145	96%	\$4,494.00	\$4,776.00	\$398.00	
Total	\$4,998.00	\$3,600.09	\$565	86%	\$4,494.00	\$4,896.00	\$408.00	
BUILDING OPERATIONS								
Electricity	\$16,500.00	\$15,380.87	(\$1,631)	112%	\$18,090.00	\$18,480.00	\$1,540.00	
Janitorial Supplies	\$1,008.00	\$1,210.16	(\$370)	144%	\$1,335.00	\$1,452.00	\$121.00	
Janitorial Contract	\$12,000.00	\$10,000.00	\$0	100%	\$12,000.00	\$12,000.00	\$1,000.00	
Garbage	\$3,660.00	\$2,671.10	\$379	88%	\$3,187.00	\$3,660.00	\$305.00	
Insurance	\$20,220.00	\$35,498.63	(\$18,649)	211%	\$37,763.00	\$37,764.00	\$3,147.00	
Piano Tuning	\$1,140.00	\$1,000.00	(\$50)	105%	\$1,000.00	\$1,000.08	\$83.34	
HV/AC Budget	\$5,040.00	\$4,200.00	\$0	100%	\$1,436.00	\$3,000.00	\$250.00	
Municipal Utility Services	\$3,480.00	\$2,848.75	\$51	98%	\$3,420.00	\$3,492.00	\$291.00	
Total	\$63,048.00	\$72,809.51	(\$20,270)	139%	\$78,231.00	\$80,848.08	\$6,737.34	
GROUNDS								
Grounds Care Contract	\$6,600.00	\$3,713.50	\$1,787	68%	\$5,695.00	\$6,480.00	\$540.00	
Grounds Care - Labor	\$470.52	\$227.21	\$165	58%	\$3,830.00	\$501.48	\$41.79	
Grounds Equipment	\$84.00	\$42.00	\$28	60%	\$84.00	\$84.00	\$7.00	
Grounds - non-labor expenses	\$600.00	\$524.87	(\$25)	105%	\$525.00	\$600.00	\$50.00	
Total	\$7,754.52	\$794.08	\$5,668	12%	\$4,439.00	\$7,665.48	\$638.79	
CHURCH SERVICE								
Potluck, Communion	\$804.00	\$0.00	\$670	0%	\$0.00	\$600.00	\$50.00	
Children's Supplies	\$36.00	\$0.00	\$30	0%	\$0.00	\$36.00	\$3.00	
Worship Service	\$480.00	\$397.01	\$3	99%	\$472.00	\$480.00	\$40.00	
Flowers (Special Occasions)	\$219.96	\$11.52	\$172	6%	\$127.00	\$219.96	\$18.33	
Library	\$174.96	\$54.44	\$91	37%	\$175.00	\$174.96	\$14.58	
Total	\$1,714.92	\$462.97	\$966	32%	\$774.00	\$1,510.92	\$125.91	
CHURCH OFFICE								
Secretary Payroll	\$21,378.08	\$18,706.98	(\$892)	105%	\$22,662.73	\$22,829.16	\$1,902.43	
Treasurers Payroll	\$9,190.12	\$7,510.14	\$148	98%	\$8,901.27	\$9,422.88	\$785.24	
Office Supplies	\$780.00	\$758.64	(\$109)	117%	\$917.00	\$960.00	\$80.00	
Copier Maintenance	\$2,376.00	\$1,629.02	\$351	82%	\$1,968.00	\$2,640.00	\$220.00	
Audio Visual	\$924.00	\$770.00	\$0	100%	\$10,244.00	\$960.00	\$80.00	
Worship Service Software	\$3,300.00	\$3,157.83	(\$408)	115%	\$3,158.00	\$3,300.00	\$275.00	
Pastor's Fund	\$1,000.08	\$755.84	\$78	91%	\$900.00	\$1,000.08	\$83.34	
Postal Expenses	\$930.00	\$729.00	\$46	94%	\$805.00	\$936.00	\$78.00	
Total	\$39,878.28	\$34,017.45	(\$786)	102%	\$49,556.00	\$42,048.12	\$3,504.01	
OUTREACH MINISTRIES								
Evangelism	\$10,008.00	\$8,340.00	\$0	100%	\$21,234.00	\$10,008.00	\$834.00	
Health Outreach	\$816.00	\$0.00	\$680	0%	\$400.00	\$720.00	\$60.00	
Chaplaincy Health Care	\$1,000.08	\$0.00	\$833	0%	\$1,000.00			
Memorials/Showers	\$660.00	\$149.22	\$401	27%	\$150.00	\$468.00	\$39.00	
Social Events						\$750.00	\$62.50	
Verify Volunteers	\$120.00	\$0.00	\$100	0%	\$0.00	\$120.00	\$10.00	
Web / Network Support	\$2,796.00	\$2,330.00	\$0	100%	\$2,075.00	\$2,016.00	\$168.00	
Total	\$15,400.08	\$10,819.22	\$2,014	84%	\$24,859.00	\$14,082.00	\$1,173.50	
SABBATH SCHOOL								
Gen & Division Supplies	\$6,792.00	\$8,803.36	(\$3,143)	156%	\$9,074.44	\$7,385.64	\$615.47	
Children's Div. Discretionary Funds	\$1,896.00	\$44.82	\$1,535	3%	\$1,740.00	\$1,800.00	\$150.00	
<i>Beginners</i>	\$300.00	\$-57.72				\$300.00	\$25.00	
<i>Kindergarten</i>	\$300.00	\$149.00				\$300.00	\$25.00	
<i>Primary</i>	\$396.00	\$0.00				\$300.00	\$25.00	
<i>Junior</i>	\$300.00	\$-200.00				\$300.00	\$25.00	
<i>Young Adult</i>	\$300.00	\$88.00				\$300.00	\$25.00	
<i>Youth</i>	\$300.00	\$65.54				\$300.00	\$25.00	
Total	\$8,688.00	\$8,848.18	(\$1,608)	122%	\$10,814.44	\$9,185.64	\$765.47	
COMMUNITY SERVICE								
Comm Service Expense	\$15,312.00	\$13,197.54	(\$438)	103%	\$14,281.14	\$16,000.08	\$1,333.34	
Total	\$15,312.00	\$13,197.54	-\$438	103%	\$14,281.14	\$16,000.08	\$1,333.34	
SCHOOL & PATHFINDERS								
TCAS Subsidy	\$94,126.08	\$3,000.00	\$75,438	4%	\$94,126.08	\$93,836.00	\$7,819.67	
TCAS Capitol Dev	\$9,412.60	\$7,843.80	\$0	100%	\$9,412.60	\$9,383.60	\$781.97	
Adventurers Club	\$1,200.00	\$1,000.00	\$0	100%	\$2,100.00	\$2,100.00	\$175.00	
Pathfinders	\$3,600.00	\$3,000.00	\$0	100%	\$3,600.00	\$3,600.00	\$300.00	
Youth Events Coordinator Fund	\$1,008.00	\$89.00	\$751	11%	\$89.00	\$600.00	\$50.00	
Total	\$109,346.68	\$14,932.80	\$76,189	16%	\$109,327.68	\$109,519.60	\$9,126.63	
CONTINGENCY								
	\$420.00	\$12.00	\$338	3%	\$12.00	\$420.00	\$35.00	
TOTALS	\$266,560.48	\$159,493.84	\$62,640	70%	\$296,788.26	\$286,175.92	\$23,847.99	
						% Increase	7.36	

## Tuition Assistance

### Philosophy

Christian education is a core commitment of the Seventh-day Adventist Church. As a denomination, we believe it is vital for the training and nurture of young people. Pasco Riverview Adventist Church affirms this tradition and supports parents in their desire to educate their children in a God-honoring environment where Christian principles are upheld and students are treated as image-bearers of God. We believe we have a collective responsibility to financially partner with parents and students who desire a Seventh-day Adventist Christian education but need assistance to make it possible. Our annual budget significantly subsidizes Tri-City Adventist School, and we also raise funds through our weekly children's offering to provide Student Tuition Assistance. Tuition assistance funds are administered according to the guidelines below.

### Guidelines

- Parents/guardians and/or students must be attending members of Pasco Riverview Adventist Church.
- The portion of the school account(s) not covered by Student Tuition Assistance must be kept current.
- Students are expected to maintain good attendance, be diligent in their schoolwork, and meet other school standards as outlined in the school handbook.
- Tuition assistance is determined based on the financial need formula provided by the FACTS Grant & Aid online application (\$45 fee). Pasco Riverview Adventist Church will provide assistance based on demonstrated need, with a maximum cap of 85% of tuition for elementary school students or matching funds up to \$3,000 for high school students, subject to the school's matching program.
- Participating schools include Tri-City Adventist School, Walla Walla Valley Adventist Academy, and Upper Columbia Academy.

### Tuition Assistance Application Process

1. Apply to the school through their FACTS application process on their website:
  - a. Tri City Adventist School: <https://www.mytcas.org/new-c>
  - b. Upper Columbia Academy: <https://ucaa.org/future-students/admissions/>
  - c. Walla Walla Valley Academy: <https://www.wwva.org/apply-now>
2. Fill out the FACTS Grant & Aid online application at <https://online.factsmgt.com/aid>
3. Complete and return the information release form to: [office@riverviewadventist.org](mailto:office@riverviewadventist.org).
4. If you need assistance with the application fee, fill out the reimbursement request and return to [office@riverviewadventist.org](mailto:office@riverviewadventist.org).
5. Applications must be submitted by May 30<sup>th</sup> for first consideration and no later than June 15<sup>th</sup>.

### Family Information





**FACTS Grant & Aid Release**

**Form**

I, \_\_\_\_\_, the parent of, \_\_\_\_\_, do hereby authorize the release of my FACTS Grant & Aid results to the Pasco Riverview Seventh-day Adventist Church for tuition assistance purposes, including any supporting documents that may be included in the FACTS Grant & Aid results document.

Please send my FACTS Grant and Aid documents in a PDF format to [office@riverviewadventist.org](mailto:office@riverviewadventist.org).

Signed \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name \_\_\_\_\_



**FACTS Grant & Aid Fee**

**Reimbursement Request**

Tuition assistance reimbursement is intended for those with genuine financial need. If you are able to cover the application fee, please refrain from requesting reimbursement. If the fee poses a barrier to seeking aid, we are committed to ensuring it does not prevent you from applying.

☐ I need reimbursement for the FACTS Grant & Aid application fee.

Make reimbursement check out to (name): \_\_\_\_\_

Address, City, ST, Zip: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_



Upper Columbia Conference  
of Seventh-day Adventists

April 21, 2025

Pasco Riverview SDA Church  
PO Box 2070  
Deer Park, WA 97203

The financial records of Pasco Riverview SDA Church for the period of December 1, 2022 -- December 31, 2024 have been examined on February 27, 2025 by the Internal Auditors of the Upper Columbia Conference of Seventh-Day Adventists and the exam results (Part One) and recommendations (Part Two) are herein presented.

The exam provided by the Conference is a minimal evaluation of the financial records and internal controls of the organization for the purpose of reasonably verifying the accuracy and reliability of financial information, and compliance with accounting policies and procedures adopted by the Conference.

To provide for the successful financial operation of the Church a cooperative effort between the Conference, the Internal Auditors, and the Operating Board is required. The Operating Board is responsible for establishing a strong system of internal controls, adopting an adequate accounting system, recruiting qualified personnel, conducting oversight of operations, and participating in the management of the Church.

**PART ONE – Exam Results**

Based upon the procedures performed, we, as Internal Auditors of the Upper Columbia Conference, believe that the accounting records of the Church are being maintained properly, internal controls appear to be adequate, and financial reports appear to be reasonable. Any exceptions noted do not appear to be material, but will be detailed for the Operating Board in order that they can be addressed in the coming year.

On the following page, we have outlined recommendations found during our exam. When the details of this letter have been reviewed by the Church Board, please record that action in the Board Minutes, listing the steps that have been or will be made to address the exceptions noted. Should you need clarification of any of the items mentioned, please call. We consider it a privilege to provide our services to your organization.

Sincerely,

Debra L. Christensen  
Auditor, Upper Columbia Conference of Seventh-day Adventists  
debrac@uccsda.org  
503-702-8991

cc: Jason Worf, Pastor / Phil Van Lanen, Head Elder / Larry Swisher, Finance Chair / Steve Canaday, Treasurer / Upper Columbia Conference, Treasury Department

~ 1 ~

**Pasco SDA Church – April 21, 2025**

**PART TWO – Recommendations**

**RECONCILED BANK/BOOK BALANCES:**

Bank Statements were reconciled with the financial statements and reflect the balances as shown below as of 12/31/24:

Bank of the West ***1192 .....	\$163,455.15
Less Outstanding Checks .....	\$ 90,318.06
Plus Outstanding Deposits .....	<u>\$ 50,855.89</u>
Adjusted Bank Balance .....	\$123,992.98
Bank of the West Checking ***3459 .....	\$ 16,958.72
Bank of the West ***5417 .....	<u>\$364,994.34</u>
Church Ledger Balance .....	<u>\$505,946.04</u>

**RECOMMENDATIONS TO THE TREASURER:**

1. None.

**Thank you to Steve Canaday for his excellent service as treasurer!**

**RECOMMENDATIONS TO THE CHURCH BOARD FOR BEST PRACTICES:**

2. FDIC INSURED ACCOUNTS: NOTED that more than \$250,000 is on deposit with Bank of the West. This is in excess of the maximum amount that is insured in a qualified account per FDIC-insured bank. RECOMMEND opening an account with a separate FDIC-insured banking institution so that all church funds are protected under the FDIC-insured values.
3. FINANCIAL REPORTS: RECOMMEND that the Church Board, Finance Committee, Board Chairperson, or other Board appointed individual review and initial the following documents each month. This is a necessary checks and balances procedure.
  - a. Financial Summary – Fiscal Month-to-Date: Currently being reviewed.
  - b. Financial Summary – Fiscal Year-to-Date
  - c. Monthly Deposit Report
  - d. Monthly Checks Written Report
  - e. Monthly Transfers / Allocation Report
  - f. Monthly Bank Statement
  - g. Monthly Bank Reconciliation Report
  - h. Do NOT include any individual contribution information.

4. PERMANENT RECORD OF CHURCH BOARD MINUTES & FINANCIAL REPORTS: RECOMMEND that a permanent copy of the church board minutes and presented financial reports be kept according to the 3-2-1 method of document storage: 3 copies, 2 different media types, 1 copy off-site. Insurance and asset/contents records should also be stored in this way.
5. The NPUC loan balance as of 12/31/24 was \$289,283.43.
6. REIMBURSEMENT REQUESTS: RECOMMEND that all reimbursement requests are substantiated by receipt/invoice documentation prior to reimbursement.
7. COMPENSATION TO VOLUNTEERS / SPEAKERS / ETC: NOTED instances of payment to individuals for appreciation/honorariums. IRS guidelines make these type of compensation subject to tax withholdings and payroll filings. RECOMMEND that appreciation gifts are small, consumable, non-cash items of appreciation.
8. BUILDING PROJECTS/RENOVATIONS: Invoices and paperwork related to building projects and renovations are part of the permanent documents of the church. RECOMMEND that a copy of these invoices be kept according to the 3-2-1 method of records retention as noted in #4 above.

## **RIVERVIEW CHURCH BOARD MEETING**

**April 14, 2025**

**7:00 pm**

**Zoom Meeting**

**CHAIRPERSON** Jason Worf

**BOARD MEMBERS**

Steve Canaday	*Enio and Marilyn Montenegro	Phil Van Lanen
Lowell Cooper	*Troy Morrison	Ilene Soltero
Monte Engeberg	Lisa Ortiz	Tammy Stewart
*Patrick Faulconer	Larry Swisher	Micheal Young

\*Indicates member not present  
Also attending: Celeste Graves and Paul Daniel

**OUR PURPOSE** To know God and to make Him known as we anticipate His soon return!

**PRAYER** Pastor Jason Worf

### **ACTION ITEMS**

**AGENDA APPROVAL** VOTED: To approve the April 14, 2025 Agenda.

**MEMBERSHIP TRANSFERS** VOTED: To approve and send to the Church Business meeting the following nominations for membership transfer:

Joining: Tom Johnston from College Place Adventist Church (Village), College Place, WA  
Karl and Samantha Wooster from Richland Adventist Church, Richland, WA

**PALLET JACK FOR COMMUNITY SERVICES** VOTED: To accept the donation of a Toyota electric pallet jack from the Battle Ground Adventist Community Services, and further;

To send a letter of appreciation to Battle Ground Adventist Community Services for this generous contribution to the Pasco Riverview Community Services Food Bank.

COMMUNITY  
SERVICES GRANT

VOTED: To authorize Paul Daniel, Community Services Director, to apply for a Washington State Department of Agriculture Resiliency grant to include:

1. Authorization to submit a grant application for food.
2. Authorization to sign any required grant documents.
3. Authorization to spend any awarded grant funds.

PARKING LOT

Further discussion with the City of Pasco substantially changes the requirement for Electric Vehicle (EV) charging stalls. Instead of one EV stall per 10 stalls Pasco Riverview will get the benefit of an exception in the State code. The revised requirement is one EV stall for every 200 parking stalls plus one stall wired for future use and one stall designated for future EV charging facility.

With this added clarity in the requirements final design for the parking lot improvements can be completed and submitted for City approval.

VOTED: To authorize the Capital Plans team to explore options for contractors and costs for all aspects of the parking lot project including sewer and water connections, parking lot light installation, EV charging facility as per requirement, parking lot resurfacing, and striping of the finished parking surface.

REPORTS/DISCUSSION

ADJOURNMENT

Closing Prayer: Jason Worf  
Recording Secretary: Celeste Graves  
Adjournment 7:20 pm

## RIVERVIEW CHURCH BOARD MEETING

March 17, 2025

7:00 p.m.

CHAIRPERSON	Jason Worf		
BOARD MEMBERS	Steve Canaday	*Enio and Marilyn Montenegro	Phil Van Lanen
	Lowell Cooper	Troy Morrison	Ilene Soltero
	Monte Engeberg	Lisa Ortiz	Tammy Stewart
	Patrick Faulconer	Larry Swisher	*Micheal Young
	Eliseo Gutierrez		
	*Indicates member not present		
	Also attending: Celeste Graves		
OUR PURPOSE	To know God and to make Him known as we anticipate His soon return!		
DEVOTIONAL & PRAYER	Pastor Jason Worf gave the devotional Prayer in groups of two.		

### ACTION ITEMS

AGENDA APPROVAL	VOTED: To approve the March 17, 2025 Agenda.
CHURCH BOARD MINUTES	VOTED: To approve the February 17 and February 25, 2025 minutes.
CHURCH BUSINESS MEETING MINUTES	VOTED: To approve the February 22 and March 1, 2025 minutes.
FINANCE REPORT	VOTED: To accept, pending audit, the February 2025 Finance Report. VOTED: To transfer all remaining Church Fellowship Hall Building Funds to Campus Upgrade and all future donations to the Church Fellowship Hall Fund will be automatically credited to the Campus Upgrade Fund.
FUNDING FOR CHURCH CAMPOUT	There will be a church camp out the weekend of June 20-22 at ABC Mountain Retreat out of Weston, OR in the Blue Mountains.  VOTED: To approve \$500 from the Thank Offering to fund the deposit at ABC Mountain Retreat for the church campout.



## REPORTS/DISCUSSION

### PARKING LOT

Lowell Cooper reported on information received from the City of Pasco Planning Department regarding pending questions related to the church parking lot expansion and re-surfacing project. Landscaping will need to meet the ratio requirements for the expanded parking lot involving approximately 107 parking spaces compared with the current 67 spaces. Further, both State and City codes mandate one in ten parking stalls will be equipped for charging of electric vehicles.

### DENTAL CONSULTATION FOR FOOD BANK CLIENTELE

Lowell Cooper and Larry Swisher reported the dentist has seen Food Bank clientele on March 12, 2025. The Facility Use Agreement has been signed by all parties. It has been confirmed the dentist has good insurance coverage for using our building.

### NEXT CHURCH BOARD MEETING – APRIL 2025

The next scheduled church board meeting coincides with the TCAS Constituency Meeting on April 21, 2025. By common consent, the board decided to let the chair decide whether there will be a church board meeting in April 2025.

### ELDER RESIGNATION

Eliseo Gutierrez will resign as an elder at the end of March 2025.

## ADJOURNMENT

Closing Prayer: Larry Swisher  
Recording Secretary: Celeste Graves  
Adjournment 7:58 pm

**RIVERVIEW CHURCH BOARD MEETING**  
**February 25, 2025**  
**E-vote**

CHAIRPERSON            Jason Worf

BOARD MEMBERS      Stan Arlt                      Eliseo Gutierrez            Phil Van Lanen  
                                 Steve Canaday              Enio or Marilyn            Ilene Soltero  
                                                      Montenegro  
                                 Lowell Cooper              Troy Morrison              Tammy Stewart  
                                 Monte Engeberg            Lisa Ortiz                    Micheal Young  
                                 Patrick Faulconer          Larry Swisher  
                                 All members have voted yea.

OUR PURPOSE            To know God and to make Him known as we anticipate His soon return!

**ACTION ITEMS**

LETTER OF  
APPRECIATION TO  
CONNIE AND STAN  
ARLT                      Motion: To express the Church Board's appreciation for Stan and Connie Arlt as follows:

The Pasco Riverview Seventh-Day Adventist Church Board would like to express its deepest gratitude and sincere appreciation for the dedicated and committed service of Stan and Connie Arlt as our esteemed Co-Community Services directors over the past several years. Their ministry has had a profound impact on the lives of countless individuals through the diaper bank and food bank initiatives, and their capable leadership has inspired dozens of volunteers who have served under their guidance. May God accompany them in this new chapter of their lives and shower them with even greater blessings than they have bestowed upon others.

**RIVERVIEW CHURCH BOARD MEETING**  
**February 17, 2025**  
**7:00 p.m.**

**RIVERVIEW CHURCH BOARD MEETING**  
**February 17, 2025**  
**7:00 p.m.**

**RIVERVIEW CHURCH BOARD MEETING**  
**February 17, 2025**  
**7:00 p.m.**

CHAIRPERSON Jason Worf

BOARD MEMBERS	*Stan Arlt	Eliseo Gutierrez	Phil Van Lanen
	Steve Canaday	Enio and Marilyn	Ilene Soltero
		Montenegro	
	Lowell Cooper	*Troy Morrison	Tammy Stewart
	Monte Engeberg	Lisa Ortiz	Micheal Young
	Patrick Faulconer	Larry Swisher	
	*Indicates member not present –		
	Also attending: Celeste Graves, Diane Berry, Joelle Worf		

OUR PURPOSE      To know God and to make Him known as we anticipate His soon return!

DEVOTIONAL & PRAYER	Pastor Jason Worf gave the devotional Prayer in groups of two.
------------------------	--

## ACTION ITEMS

CONSENT AGENDA VOTED: To approve the Consent Agenda for February 17, 2025.  
APPROVAL a. Church Board Minutes – January 20, 2025  
b. Church Business Meeting Minutes – February 2, 2025

AGENDA APPROVAL VOTED: To approve the February 17, 2025 Agenda.

FINANCE REPORT      VOTED: To accept, pending audit, the January 2025 Finance Report.

COMMUNITY SERVICE GRANT	<p>VOTED: To authorize Stan Arlt, Community Services Director to apply for a United Way grant including:</p> <ol style="list-style-type: none"> <li>1. Authorization to submit a grant application for food.</li> <li>2. Authorization to sign any required grant documents.</li> <li>3. Authorization to spend any awarded grant funds.</li> </ol>
----------------------------	---

DENTAL  
CONSULTATION  
FOR FOOD BANK  
CLIENTELE

VOTED: To approve, in principle, the proposal to serve as the host site for a limited dental services program sponsored by Astria Health Centers (Sunnyside, WA) for Food Bank clientele. The intent of this program is to provide space (Community Event Center atrium) for Astria Health Centers staff to offer free dental consults on Wednesday mornings (once-a-month frequency) for Food Bank clientele.

Implementation of this service is contingent upon:

1. Pasco Riverview Church and its Community Services program arranges for free space utilization but does not serve as sponsor of the program.
2. A UCC-approved agreement is concluded regarding the use of space and any related insurance/indemnification provisions necessary.
3. Agreement on frequency and time slots for the consultations.
4. Agreement on the scope of services provided. Initial discussions indicate the service would involve only consultation rather than treatment.
5. Assurance that Astria Health Center has Professional Liability Coverage and Property Damage Insurance for this program.
6. Agreement that Astria Health Center will provide promotional/informational material which Food Bank staff will make available to Food Bank clients. Other communications will be handled directly by Astria Health Center. Food Bank staff will not act as intermediaries between clients and Astria Health Center.
7. Agreement on the project's duration and an exit process should either party find the program unsatisfactory.

and further;

To ask Larry Swisher to provide oversight and monitoring of the program.

RENTAL POLICY –  
COMMUNITY EVENT  
CENTER

VOTED: To accept the Rental Policy for the Community Event Center, see Exhibit 1, as a dynamic document. The Finance Committee will add a Rental Fee Schedule to the documents.

CHIAWANA HIGH  
SCHOOL PROM USE  
OF OUR PARKING  
LOT

VOTED: To accept the request of the Chiawana High School for its students to use the Church parking lot on April 16, 2025 from 7:00 - 11:00 p.m. on condition that Chiawana High School indemnifies Pasco Riverview Church should any damage to vehicles or Church property occur during the use of the parking lot. The Church grants the use of the parking lot at no cost to Chiawana High School or to individuals using the premises for events conducted by Chiawana High School on April 16, 2025.

COMMUNITY  
SERVICES  
DIRECTOR

VOTED: To approve Paul Daniel (member of Richland Adventist Church) as Community Services Director pending approval from the Upper Columbia Conference Executive Committee.

Additionally, VOTED: To approve the Community Services Director have a debit/credit card for Community Services related purchases.

REPORTS/DISCUSSION

PARKING LOT

Lowell Cooper reported: The City of Pasco has given us no information about our permit. We are waiting on the City to move forward.

CARE AND  
NURTURE MINISTRY  
REPORT

Diane Berry reported on the various ways this ministry seeks to meet the needs of many in the church family. See Exhibit 2.

BUILDING OP &  
MAINTENANCE  
COMMITTEE  
REPORT

Monte Engeberg reported the Building Op & Maintenance Committee has a contract with Pat Antonsen for HVAC maintenance and repair with no labor costs, only the cost of parts. Steve Canaday has been working on lighting updates.

HISPANIC  
MINISTRIES  
REPORT

Marilyn Montenegro reported on the Sabbath School, Bible studies and contacts made with our Spanish language friends and fellow church members. This ministry is dynamic and growing. See Exhibit 3.

LOOKING FORWARD  
2025 REPORT

Pastor Jason reported the Looking Forward results from the February 15, 2025 Church Business Meeting. A survey was conducted at the business meeting to find out what the church family would like to focus on during 2025. The results are below in Exhibit 4.

BANGLA HOPE  
THANK YOU

Celeste Graves read a note of appreciation from BanglaHope who used our Community Event Center for their recent board meeting.

ADJOURNMENT

Closing Prayer: Lisa Ortiz  
Recording Secretary: Celeste Graves  
Adjournment 8:56 pm

## Exhibit 1

RIVERVIEW SEVENTH-DAY ADVENTIST CHURCH

### Facility Rental/Lease Policy

Approved by Church Board action on \_\_\_\_\_

#### Our Mission

"To know God and make Him known as we anticipate His soon return."

#### Our Facilities

This facility rental policy pertains to the Church building and Community Event Center located at 605 Road 36, Pasco, WA.

#### Rental Policy Terms

1. Policy purpose: The purpose of this policy is to ensure that Riverview Seventh-day Adventist Church (hereafter 'the Church') facilities are managed and used in ways consistent with Seventh-day Adventist values and in furtherance of the Church's mission. Church members see themselves as part of a community that extends well beyond the immediate Church membership. This policy is adopted to recognize this larger community and to facilitate ways in which the facilities can bring added value to community life.
2. Facility usage priorities: Use of the facilities described above will be prioritized to accommodate functions in this order:
  - a. Church programs and events under the leadership of staff and program directors.
  - b. Weddings and funerals (subject to approval of the lead pastor or head elder in the absence of a pastor). Weddings shall conform to the Church teaching about human sexuality and marriage.
  - c. Not-for-profit organizations and other charitable agencies with community-service objectives and charitable purposes similar to those of the Church.
  - d. Government, private and for-profit groups, and individuals whose activities are consistent with Church values and lifestyle.
3. Pre-application visit: A pre-application visit and tour of the facilities in the company of an authorized Church representative is required in order that the renter is fully aware of facility features and safety controls.
4. Application and approval procedure: Parties wishing to explore the possibility of Church facility rental will complete a rental application (see form below) and submit it to the Church secretary or pastor. The pastor is authorized to approve application for one-time or two-times rentals provided they are in harmony with this policy. Long-term rentals (three or more events) will require Church board approval. When an application is approved the renting party shall complete and submit a rental/lease agreement along with proof of insurance and a financial deposit as outlined in the rental/lease agreement. The party (pastor or board) that approves the rental/lease agreement shall have the authority to cancel the agreement with one week's notice upon failure of the renting party to fulfill commitments in the rental/lease agreement.
5. Facility access: Access to the facilities shall be granted to the person(s) who are the authorized representatives of the renter.

RIVERVIEW SEVENTH-DAY ADVENTIST CHURCH

**Facility Rental/lease Application**

1. Name of party submitting application: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Phone: \_\_\_\_\_ Email: \_\_\_\_\_
4. Describe the nature of the event: *(worship, meeting, wedding, funeral, etc.)*:  
\_\_\_\_\_
5. Date, time and duration of event: *(if a one-time event)*  
\_\_\_\_\_
6. Dates and duration of lease: *(if multiple events over a period)*  
\_\_\_\_\_
7. Facility use requested: \_\_\_\_\_ Church \_\_\_\_\_ Community Event Center
8. Complete if Church facility is the intended venue:
  - a. Rooms requested: \_\_\_\_\_ Sanctuary, \_\_\_\_\_ Fellowship room, \_\_\_\_\_ other rooms (indicate specific rooms) \_\_\_\_\_
  - b. Use of audio/visual/media system needed: \_\_\_\_\_ Yes \_\_\_\_\_ No
  - c. Is Church expertise needed to operate equipment or to supervise use of the facility?  
\_\_\_\_\_ Yes \_\_\_\_\_ No
  - d. This event involves use of kitchenette: \_\_\_\_\_ Yes \_\_\_\_\_ No  
If Yes, explain intended use of the kitchenette: \_\_\_\_\_
  - e. Number of expected participants per event: \_\_\_\_\_
9. Complete if Community Event Center facility is the intended venue:
  - a. Room configuration required for event: \_\_\_\_\_ Chairs \_\_\_\_\_ Tables and chairs  
*(Note: The rental/lease party will be responsible to restore the original room configuration.)*
  - b. Use of audio/visual/media system needed: \_\_\_\_\_ Yes \_\_\_\_\_ No
  - c. Is Church expertise needed to operate equipment or to supervise use of the facility?  
\_\_\_\_\_ Yes \_\_\_\_\_ No
  - d. This event involves use of the kitchen: \_\_\_\_\_ Yes \_\_\_\_\_ No  
If Yes, explain intended use of the kitchenette: \_\_\_\_\_
  - e. Number of expected participants per event: \_\_\_\_\_
10. Declaration:

On behalf of and with the authority of the applicant indicated above I declare that I have read the Riverview Seventh-day Adventist Church Rental Policy. I understand and accept the policy terms and hereby submit this application for review and approval.

Print name of signatory: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_



## Seventh-day Adventist Church

PASCO RIVERVIEW

Jan 17, 2020

### Ministry Reporting

Church Ministry: *Ministry*

Person Reporting:

What has your ministry done since the last Church Board meeting? Share a story if possible.

Bertha + I continue to make visits, calls, phone/text outreach + send cards. The need is constant + prayers for our out reach is greatly appreciated. Bertha is giving Bible studies with Victoria Yonago. Cheryl Murphy is in Ricketts Rehab, Room 308 + leaves short visits. She is in need of long term care. Doug Klein has been at Lourdes Rehab (most recent) in hope to go home. Prayer for Chris + Day. Agave Sports is currently homebound as her car needs an attorney. Steve Butler could help but he is working 80 hr/wk right now. Thank you Pastor for taking her to MD appt. -

What are your plans for the coming month?

Continued visits + upcoming contacts - aware of Verna Hunt requesting formal baptism for Aaron - requesting Jason visit + make a video of Brookdale assisted living on base. Going to share her story with Pastor or pod cast (her physical + spiritual journey from Iran). Darlene Winters + Noni Pickett are on the Ministry team + willing to help when aware of need.

What actions do you need the Church Board to take?

If aware of needs in our church - let the ministry team know - working together in service for Jesus. Your prayers + support are appreciated.



## Exhibit 3



### Ministry Reporting

Church Ministry: Spanish Language Group

Person Reporting: Marilyn S. Montenegro

What has your ministry done since the last Church Board meeting? Share a story if possible.

The Riverview SDA Church Spanish Language Group fills three primary roles. 1) Organize and maintain a weekly Spanish Language Sabbath School Class, 2) Provide spiritual nurture for Spanish-speaking church members and visitors, including Sabbath afternoon Bible study/baptismal class, 3) Provide weekly translation services for second service sermons.

1. Thank you for the updated Spanish translation equipment that integrates our members into one family
1. Thank you for allowing the Spanish group to use the church for New Year Prayer Vigil January 4
2. Thank-you to the church treasurer who obtained Spanish-language Tithe Envelopes.

What are your plans for the coming month?

- 1) The Riverview SDA Church Spanish Language Group will work with the pastor and church leadership to integrate Spanish-speaking visitors and new members into the church. Members who recently joined the Riverview Church will be proposed for church offices and responsibilities.
- 2) The Sabbath afternoon Bible Study will work, with the guidance of the Holy Spirit, to prepare class visitors for baptism or church membership transfers into the Riverview SDA Church (Currently two non-Seventh-day Adventist members attending regularly.) Two, Salvador and Cecilia, joined the Riverview Seventh-day Adventist Church by profession of faith last Sabbath.

What actions do you need the Church Board to take?

- \* Consider offering church offices such as deacon to a newly voted church members.
- \* Consider integrating Spanish group member(s) into the community services department to assist with language and relationship-building with Spanish-speaking service recipients.
- \* Continue to pray for another Adult Sabbath School Spanish Lesson teacher

## Exhibit 4

### Looking Forward 2025

	Avg	<5	10
• VBS in the Park event, summer, 2025	8.4	5	39
• Continue to develop and grow our welcome ministry and visitor retention program.	8.6	4	37
• Host an outreach-focused sermon series during the worship service for several weeks in September/October of 2025.	7.7	4	20
• Adopt Mark Twain Elementary school on Road 40 to make friends with the teachers and students, show them acts of kindness, and serve their needs.	6.2	5	12
• Start a Compassion Day event where members perform acts of kindness, make friends, and socialize with our community on a Sabbath in 2025.	8.0	4	27
• Start a community focused prayer ministry that will invite the community to ask us to pray for them — in partnership with Adventist Information Ministries and their already successful social media prayer initiative	7.0	13	18
• Train members to give Bible studies and start a Bible school for people in our community.	7.5	9	20
• Grow a missing member ministry to figure out how to reconnect with missing members who are local and also help members who have moved to find and transfer to a church local church if possible.	8.3	5	25
• Continue to develop and grow our Ministry Placement Committee process for engaging members in active ministry.	8.1	4	24
• Host a musical concert in the Community Event Center.	7.5	8	21
• Launch a lecture series and host a local speaker/lecturer on a subject that would engage our neighbors.	7.4	9	14
• Host a block party for our neighborhood after the parking lot is finished.	7.3	15	21
• Start a basketball group in our parking lot—engaging our neighborhood and ending with a basketball tournament sometime in 2025/2026 — possibly a yearly outreach.	6.8	14	17
• Host 3 or more health related outreach events.	7.3	9	17
• Partner with The Tabernacle Experience to do guided tours of the tabernacle and host a follow-up Bible study for people who want to learn more about the Sanctuary and God's plan of Salvation.	7.5	11	21

Avg = average score out of 10 with 71 survey responses

#1 = the number that indicated the lowest priority, #10 = the number that indicated the highest priority

### Additional Suggestions

- Have a church campout
- Continue Food Bank ministry
- International Food Fair
- Add more small group options
- Youth Service
- Socials and activities for youth and young adults
- Offer a free vehicle inspection / oil change
- Start activity group for healthy living (exercise, walking, birdwatching, etc)
- Install a playground and/or skate park on church property
- Do regular vespers at different people's homes
- Host an evangelistic series
- Health focused lectures (natural healing, nutrition, etc)
- Start a scripture memory club

CHAI

BOAF

nen

**RIVERVIEW CHURCH BOARD MEETING**  
**January 20, 2025**  
**7:00 p.m.**

CHAIRPERSON Jason Worf

BOARD MEMBERS

*Stan Arlt	Eliseo Gutierrez	*Phil Van Lanen
Steve Canaday	*Enio and Marilyn Montenegro	Ilene Soltero
Lowell Cooper	Troy Morrison	Tammy Stewart
*Monte Engeberg	*Lisa Ortiz	Micheal Young
Patrick Faulconer	Larry Swisher	

\*Indicates member not present

OUR PURPOSE To know God and to make Him known as we anticipate His soon return!

DEVOTIONAL & PRAYER Pastor Jason gave the devotional – encouragement to “raise our Ebenezer”, have faith-based optimism that God has taken us this far and He will continue to be with us.  
Prayer in groups of two.

**ACTION ITEMS**

CONSENT AGENDA APPROVAL VOTED: To approve the Consent Agenda for January 20, 2025.  
c. Church Board Minutes – November 18, 2024  
d. Church Business Meeting Minutes – November 16, November 30, December 7, 2024

AGENDA APPROVAL VOTED: To approve the January 20, 2025 Agenda with additions.

FINANCE REPORT VOTED: To accept, pending audit, the November and December 2024 Financial Reports.

The Board would like ongoing communication to the church family about financial need for Campus Upgrades after we receive the permits and bids to know the scope of work involved.

SOCIAL COMMITTEE EXPENSES VOTED: To approve a refund for Social Committee expenses to Kathryn Holm from the Thank Offering. The Social Committee was not given a budget for the 2024-2025 fiscal year.  
VOTED: To approve future Social Committee expenses in the 2024-2025 fiscal year be funded from the Thank Offering.

RENTAL POLICY FOR THE COMMUNITY EVENT CENTER	VOTED: To approve the refund of the \$100 deposit for BanglaHope's rental of the Community Event Center on January 19, 2025. VOTED: To approve Pastor Jason Worf and Lowell Cooper to write a rental policy for the church, review it with the Finance Committee and bring it back to the church board.
---	--

BUDGET INCREASE FOR BEGINNERS SABBATH SCHOOL	VOTED: To approve raising the budget for Beginners Sabbath School to \$300 and to transfer \$156 from the Thank Offering to meet the increase.
--	--

ROLLING WHITEBOARD	VOTED: To approve the purchase of a rolling whiteboard for the Community Event Center for approximately \$500, funding to come from the Thank Offering.
-----------------------	---

VOLUNTEER SCREENING COORDINATOR	VOTED: To approve Troy Morrison as Volunteer Screening Coordinator.  All leaders of any church ministries, including the Church Board, will need to be screened because they represent our church organization.
---------------------------------------	---

## REPORTS/DISCUSSION

CAMPUS UPGRADES	Lowell Cooper reported: The light shields installed on the parking lot lights have reduced the light shining in the neighbor's house. The application to the City of Pasco for sewer and parking lot improvements is still in process. The city has been very slow in giving us the information we need. An ADA (handicap) ramp at the south entrance to the church is being considered, but there may not be enough room to accommodate it.
-----------------	---

STAN ARLT RESIGNATION LETTER	The Church Board acknowledges and records receipt of Stan Arlt's letter to resign all church offices including Community Services Director effective Feb. 28, 2025. See attachment. The Board is considering how to celebrate Stan and Connie's service to the church and Community Services/Food/Diaper Bank.
------------------------------------	---

EVANGELISM REPORT	Pastor Jason Worf presented a document of tentative evangelism plans for 2025 which will be ratified at a Church Business Meeting on Feb 15, 2025. See attached document.
----------------------	---

YOUTH MINISTRIES  
REPORT

Eliseo Gutierrez reported on the Youth Ministries. See attached report.

ADJOURNMENT

Closing Prayer

Recording Secretary: Celeste Graves

Adjournment 8:35 pm

January 19, 2025

To: Pasco Riverview Church Board

Effective Friday, February 28 I am retiring from my position in Community Services and all other church offices.



Stan Arlt

## 2024 Strategic Plan Review

### Worship

- ☒ Enlarge gathering space
- ☒ Start a Church Life time at 10:45
- ☒ Make the transition to worship @ 11 distinctive (prelude transition)
- ☒ Begin a garden of prayer time
- ☒ Update bulletin design/function

### Discipleship

- ☒ Read through the Bible in 2024
- ☒ Start a prayer ministry
- ☒ Launch a care & nurture team
- ☒ Host a Joshua's Men leadership cohort (6 participants)
- ☒ Start a monthly Youth intersections podcast
- ☒ Redesign the nominating process with standing Ministry Placement Committee
- ☐ Train new small group leaders
- ☐ Train new SS teachers
- ☐ Missing member strategy & follow-up

### Witness

- ☒ Host MindFit community outreach program
- ☒ Host Project Compassion outreach program
- ☒ Develop a welcome ministry and visitors engagement/follow-up system
- ☒ Host women's tea
- ☒ Host men's prayer breakfast
- ☒ Host emergency responders prayer breakfast
- ☐ Start a discover Bible School
- ☐ Start a digital prayer ministry
- ☐ Train members to give Bible studies

### Community Engagement

- ☒ VBS in the Park
- ☒ Interview city officials to discover community needs
- ☐ Develop an Acts of Kindness or Compassion Day strategy

## 2025 Evangelism Plans

- ☐ Feb/March outreach sermon series on fundamental beliefs
- ☐ VBS "In the Park" using the church grass and event center
- ☐ Sept/Oct evangelism sermon series on the book of Daniel
- ☐ Compassion Day event
- ☐ Start a digital prayer ministry inviting our community members to ask us to pray for their needs (partner with Adventist Information Services at WWU).
- ☐ Train members to give Bible studies and being a Bible school program where people from the community can join a "bible school."
- ☐ Adopt Mark Twain Elementary school on Road 40 for the purpose of making friends and serving the teachers and students.
- ☐ Develop a missing member ministry to figure out how to reconnect missing members who are local and help members who have moved to find a church local to them.
- ☐ Continue to develop and grow our welcome ministry and visitor retention program.
- ☐ Continue to develop our membership engagement through gift-based ministry and our Ministry Placement Committee processes.
- ☐ Host a musical concert at the Event Center
- ☐ Launch a lecture series and host a local speaker/lecturer on a subject that would engage our neighbors.
- ☐ Host a block party for our neighborhood after the parking lot is finished.
- ☐ Start a basketball group in our parking lot—engaging our neighborhood and ending with a basketball tournament sometime in 2025/2026 — possibly a yearly outreach.
- ☐ Host 3 or more health related outreach events.



## Ministry Reporting

Church Ministry: Youth

Person Reporting: Eliseo Gutierrez

What has your ministry done since the last Church Board meeting? Share a story if possible.

Held 3 youth vespers in Nov-Dec. Closed out the year with a White Elephant gift exchange game. Care Packages were also delivered/mailed to academy/colleges the first weekend in December. Program went into hiatus for the holiday season to not conflict with Journey to Bethlehem/ Other church programs.

What are your plans for the coming month?

Meeting with kennewick counterparts to work on plan for the 2025

What actions do you need the Church Board to take?

None at this time.