**Church Council Meeting Minutes**

**May 22, 2018, 6pm; FCC UCC Portland Basement Classroom**

Present: Moderator Sarah Vázquez, Asst. Moderator Anne Sullivan, Past Moderator Peace Young, Treasurer/Secretary Cath Clark, Council Member Karin Wriggle, Senior Minister Michael Ellick, Asst. Minister Elizabeth Durant, Business Manager Cara Rothe, Nancy Tangeman, Karen Hurst, Alice Forsythe, Judy Bishop, Youth Ministries Coordinator Annie Tarter, church member Gary Vaughn

Absent: Council Members Bill Greene, and Paris Hancock

1. **Opening Prayer, Blessings, Meeting Guidelines (**Sarah**)**

Sarah opened the meeting at 6:15pm with a moment of prayer. Council members read aloud the council blessings document (“Blessing our Work”) and meeting guidelines. Meeting guidelines were distributed and displayed in a variety of modalities (e.g., business cards, table tent, full-size page) for quick reference.

1. **Reflection: Youth in Leadership (**Sarah**/**Anne**)**

Council members had been prompted prior to the meeting to reflect on their own experiences as youth in church. Members spent time sharing narratives of salient experiences as youth in church in order to pinpoint some key factors for inviting youth into our church community in meaningful ways.

With the hiring of our youth director Annie Tarter, and a budget that supports a robust youth ministry, our church has demonstrated a commitment to supporting youth involvement. An idea was proposed to consider including a youth representative on council to provide yet another opportunity for substantive youth involvement in the congregation.

1. **E-Vote Record:** 
   1. Minutes from April 24, 2018 council meeting were approved via e-vote on May 21, 2018. The minutes have been posted to the church website.
2. **Announcements/Updates/Reminder** 
   1. Housekeeping: Role of Meeting Visitors (Sarah):

Church members are welcome to visit council meetings in accordance with our common practice and church by-laws. Chairs are provided for visitors to sit to the outside of the council table. It is requested that visitors hold commentary until the end of the meeting. Items not addressed by Church Council that come from visitors can be placed in the “Parking Lot” section of Council’s next meeting. Visitors are also welcome to email the moderator (Sarah Vázquez) with questions or comments following the meeting. This request allows council the opportunity to conduct the governing work of the church in an organized manner.

* 1. Upcoming Safety Training + Need for More SPOCs (Cara):

The Safety Committee is in need of more volunteers to be trained in the Safety Point of Contact (SPOC) role. SPOCs are trained to conduct safety checks during Sunday church service and rotate the weekly duty.

Safety Committee has an upcoming training with the National Alliance for Mental Illness (NAMI) for handling mental health emergencies. The 8-hour training will be held at the church for SPOCs, ushers, members of the Called to Care committee, and possibly members from other churches who have interest. The tentative dates for the training are Sunday July 8 (1-5pm) and Monday July 9 (8-12pm). Cara will confirm the dates as soon as possible.

* 1. Council Meeting Guidelines + Consensus Model (Sarah)

Sarah encouraged council members to use the meeting guidelines at church meetings they may attend/lead.

Discussion about the consensus model was tabled for this meeting in the interest of moving along the meeting agenda.

* 1. Around the room.
* Elizabeth Durant made the following report on behalf of the Family Ministries Committee:

1. Family ministries is looking for more volunteers to lead/share an activity with children (ages 4-12years) during Sunday School over the summer months. The commitment is for 1-hour, one Sunday, and a trained teacher will be present throughout the session.

* Nanci Tangeman made the following report on behalf of the Community Core Ministry:

1. Carol Lynch will be ending her term as church librarian, and a replacement is needed.
2. Eves’ Circle had a successful women’s retreat at Camp Adams last weekend.
3. The Soul Box Project also has an event coming up on June 3. More information will be coming out about that in Sunday’s bulletin.

* Karen Hurst made the following report on behalf of the Hospitality Core Ministry:

1. The next Art Reach show will be opening June 3, 2018. The work of Artist Lauren Carrera will be on display.
2. **Treasurer’s Report: Audit Results (**Cath**)**

* McDonald Jacobs has completed an audit of church finances for 2017. They presented a report of their findings to the Financial Oversight Committee (FOC) on May 9, 2018, with moderator Sarah Vázquez and business manager Cara Rothe present. The cost of the audit was $15k. Thanks was given to our business manager Cara Rothe who spearheaded gathering of requisite materials for the audit.
  1. The audit is significant because it is the first in our church history. Audits are required when applying for federal and other types of grants.
  2. This audit is also significant because it validates the overall health of our financial status and systems.
  3. See attached Treasurer Report and audit documents for detailed information about the audit.
* Council was directed to read detailed information about April finances in the Treasurer Report and supporting financial statements.

1. **Rev. Durant’s Call Agreement & Discernment (**Elizabeth**)**

* At last month’s council meeting, Elizabeth’s PRC had presented a recommendation to begin the process for calling Elizabeth to ordained ministry in her position as assistant minister of our church. Given the announcement of Michael’s resignation, Elizabeth requests to temporarily pause the process for her call in order to make space for the upcoming senior minister transition
* Elizabeth affirmed her commitment to this congregation, and her willingness to serve in whatever capacity the congregation deems necessary during the upcoming transition to a new senior minister, whether that means continuing in her role as assistant minister, or serving as acting senior minister.
* Elizabeth expressed a desire for council to develop a transition plan as soon as possible so that preparations can be made prior to Michael’s last day, July 30.
* It was noted by council that Elizabeth already has experience with serving as acting senior minister when Michael was out for paternity leave in fall 2017.
* Council also noted that Elizabeth’s compensation was not adjusted for the added duties she took on during the paternity leave. Should she take on extra duties during this pastoral transition, the council recognized a need to be mindful about finding a fair compensation for her services.

1. **Senior Minister Vacancy**
   1. **Defining Key Terms (**Sarah**)**

* Sarah Vázquez and Anne Sullivan (moderators) met with Conference Minister Molly Carlson on Sunday May 20 to discuss options and ideas for the upcoming senior ministry vacancy.
* Specific types of minister roles within UCC were outlined:
  + 1. Settled Pastor (i.e., long-term pastor). This is what Michael was, and what we ultimately want to find.
    2. Interim Pastor (called position for temporary term of congregational preparation for a settle-pastor search.)
    3. Designated-Term Pastor (called position for a designated time period for a defined purpose).
  1. **Options for Council to discuss (Interim vs. Designated, etc.) (**Sarah**)**
  2. **Rev. Ellick’s Comments (**Michael)
* Michael expressed his endorsement of searching for a designated minister, and finding another person to serve as assistant minister. See attached Sr. Minister Report
* He has some specific people in mind to recommend for each.
* Michael recommends that we find a local person to fill the vacant position. The recommendation comes from his personal experience of coming to Portland from out-of-state and discovering challenges that are specific to Portland church culture.
  1. **Define Action Items (**All**)**
* Moderator will present a report to the congregation this Sunday during worship to keep them informed of our progress and plans.
* Given that we need to have a plan in place by July 30, council has agreed to hold some meetings between regular council meetings to consider the options and make a plan.
* Council will meet on Tuesday May 29 at 6pm in the church basement classroom.

1. **Congregation Strategic Visioning (**Sarah/Karin**)**

This item will be addressed at the next regularly scheduled council meeting.

1. **Wrap-up & Parking Lot Items (**Sarah**)**

No items were addressed in this category.

1. **Prayer Requests & Closing Prayer  (**Peace**)**

Peace closed the meeting in prayer at 8:55pm.