

Church Council Meeting – March 14, 2019

Present:

Rev. Janet Parker, Moderator Anne Sullivan, Assistant Moderator Daniel Russo, Past Moderator Sarah Vazquez, Treasurer Belinda Moos, Member at Large & Community Core Ministry Facilitator Margaret Baldwin, Hospitality Core Ministry Facilitator Karen Hurst, Business Manager Cara Rothe

Meeting commenced 5:40 pm

Opening Prayer - led by Karen Hurst

Council recited current Meeting Guidelines

Reflection – Sarah

Sarah reviewed the history behind the creation of 2018 Guidelines and Blessings. The Guidelines were created as Council had no other covenantal document than Church Mission Statement. The intent was to live into the Guidelines and pass them onto other Committees as a form of commonly agreed upon behavior. The Blessings created by the 2018 Council were unique to their intention. 2019 Blessings should be reflective of the new Council's philosophy. Personal intention vs Church intention can evolve into the new blessing document. Sarah takeaway for the group is to discuss/create new Blessing statements to bring to Council next month. Sarah will take lead on this to pair up and coordinate Intentions discussion for next Council meeting. Discussed if guidelines need to be modified. Suggestion to incorporate a blended document with input from other Church groups or Committees. Have one central document versus two documents to use as statement pieces. Janet suggested that before we proceed with Guideline changes or reaching out to other areas that Council complete the Behavioral Covenant reading material. Action item go forward.

E-Vote Record – acknowledgment of the following online votes

3a – January Council Minutes approved E-vote 2/16/19

3b – Core Facilitator Nominees confirmed via Council E-vote 3/2/19

3c – Create position of Family Ministries Coordinator E-vote 3/8/19

Housekeeping – Council did not have visitors present at March 14th meeting.

Volunteer Updates –Janet

Favorable response from retired clergy members towards assisting in preaching and other ministerial duties that had been performed by Elizabeth. Continuous service will be provided by Avena Ward who will assist with Pastoral Care, Worship and Hospitality. Avena is a trained Spiritual Director who has been Involved with Called to Care Program model. Worked with UCC material that we are currently using. She has volunteered to take on Pastor role for the Call to Care Team. Avena also volunteered to assist the design of additional training modules. Avena's involvement will include Pastoral visitation at hospitals and nursing homes. Creative worship ideas – once a month doing liturgy and preaching a few times a year. Avena is doing this work on behalf of her tithe to First Congregational. Janet would recommend we open office space for her to utilize. Avena is joining the church March 31st. Janet would

like to title her position - Pastoral Care Associate. Term Associate refers work completed with that church in a ministerial capacity that is usually voluntarily.

Denise Denniston— Youth Ministry Associate. This also would be a volunteer position as Denise is a chaplain – 4 years as urban youth director in Seattle. Will work with Annie Tarter to incorporate a spiritual nurture for the youth in addition to mentoring for Annie. Denise would like to be involved in worship occasionally. Denise is also joining the church on March 31st.

Both volunteer positions will report to Janet. Update meetings will be conducted by Janet and might include part of the existing staff meeting. Should also be Community core ministry meetings with these positions.

Staffing Positions – represent Paid Positions

Children’s Ministry Coordinator - Proposed candidate is Jessie Tarter. They have experience with theater/youth groups/school age kids. This is currently an open paid staff position in the budget. Represents a 5 hours per week position. Although this is Children Ministry position, Jessie has experience with youth as well. Only area of training needed is Godly Play. Currently 4-5 churches downtown that are conducting training – Jessie can join with their program. Council is affirming this decision only as according to 3A in bylaws -Minister is responsible for hiring. ***It was moved and seconded for Council to affirm the hiring of Jessie Tarter as Children’s Ministry Coordinator. The motion is passed with unanimous approval.***

Family Ministry Coordinator (attachment on file) – Paid position 10-15 hours a week and will act as a liaison for Family Ministries overall. Coordinate scheduling/curriculum. Childcare provider and Children’s Ministry Coordinator will report to this position. After resume review, Pam Fine is a strong fit with her background –***It was moved and seconded for Council to affirm the hiring of Pam Fine as Family Ministry Coordinator. The motion is passed with unanimous approval.***

Childcare provider – In order to post this open position, Cara needed compensation. After discussion, the Nursery position rate was set at \$15.50. This is also a 5 hour per week position with 3 hours Sunday and 1-3 hours as needed. This position reports directly to the Family Ministry coordinator.

Communications Coordinator – Cara announced to Council that Leah has given notice as she is relocating to another state. Cara proposed a plan that was discussed with Janet to offer the job to our existing Bookkeeper, Andre and increase his hours so that he may become both our Bookkeeper and Communication Coordinator. This will result in him converting from part time to full time and will make him eligible for benefits. This is an increase to expense of ~ \$7,200 annually that is not included in the current budget. Benefits to Full time results in more stability as there has been high turnover for the Communications position. ***It was moved and seconded to incorporate 2 part time positions into one job title that would result in a full-time position and would warrant benefits. Motion would agree to benefit expense of \$7,200 that is currently not in our budget. The motion is passed with unanimous approval.***

Council Meeting dates - 3rd week April proposed versus 4th week in order to return Council meeting schedule to normal. Council will meet 4/16/19 at 6pm.

Treasurer Report – Belinda

Feb Financial results YTD were favorable net income \$510.00. Income YTD is unfavorable (\$19,139). This is primarily in Pledges, Building Rentals, Annex Subleases. Once March has closed, FOC will complete a Pledge analysis to determine areas of shortfall. Building Rentals tends to be seasonal. Annex Sublease we are in the process of trying to fill some of our open office spaces. Expenses YTD are favorable which helped to offset the income shortage. Portion of favorability due to timing (insurance payments, transition expense categories); controllable categories – cost savings due to changing Church hours saved with custodial labor expense; absence of expenditures with major building expenses. FOC met March 13th and had their first Budget Plus Quarterly review. Action items included establishing a year-round Stewardship committee and our involvement with the Transition Project which parallels the main focal points of the Budget Plus agenda. In order to monitor Transition expenses, FOC will need to have the Ministerial Transition budget categorized into targets so that we can complete analysis on actuals against these targets. In order to avoid duplication of action items, FOC would like to propose a meeting that includes elected Transition Team and Consultants. This will provide guidance to FOC on areas that should be part of the Budget Plus agenda items.

Open position from Belinda transitioning to Treasurer - has been proposed that Cath Clark fill that position and continue to be an FOC member. ***Belinda Moos made a motion for Cath Clark to fill open FOC position. Margaret Baldwin seconds. Result was 3 votes in favor, 1 against and 1 abstained.***

Business Manager Report - Cara

Building –Blues Festival created by Cara and Steve was created as a Fundraiser for Do Good organization that focuses on homeless Veterans. The cash collected has not been utilized by Do Good yet and there is now an opportunity for them to rent one of the unoccupied offices. A portion of the money raised for this Organization will be used to fund the office. Since they are reinvesting this money into a rental space, the Church will be able to recognize this as income. Facility related news - Boiler and Roof were recently checked and appear to be in good shape. Church is identified on the URM (unreinforced masonry) list and this is still a work in progress.

Summary of Lessons Learned

Exit interviews –Council needs to provide individual feedback. Council instructed to Email insights to Anne for further perspective.

Behavioral Covenant

Janet has assigned to Council reading material – “Behavior Covenants in Congregations” by Gilbert Rendle. Janet will provide guidance on what areas to read prior to next months’ Council meeting.

Transition Planning (Janet & Anne)

Review of Key Initiatives shared at Retreat (Janet): Council has approved Key initiatives for 2019 (attachment on file). Retreat materials – Key Ministry Initiatives – Defining Core Ministry objectives were also affirmed. Consensus agreed. These will be published in the Pilgrim

Consultant (Janet)

Vote to go forward – Center for Progressive Renewal – 1st weekend in May proposed. Must have the transition team appointed before this. Travel for site visit – costs will be incurred in 2019. Missing Council members will be updated. Decision to possibly involve the 2nd consultant should be a part of 2020 budget. ***It was motioned and seconded that Council agrees to contact Center for Progressive Renewal to initiate the process of entering into the Transitional Consultant contract provided. The motion carried with those present at the meeting. Members not present will be notified by Janet and Anne.***

Designing process/criteria/timeline for Transition Team (Anne/Janet)

Council discussed how to involve the congregation in the nomination process. Janet recommended the Transition team consist of 5-6 with an alternate. Council to review nominations and appoint the team. Categories of potential candidates and responsibilities of roles will need to be defined. Only visible to Council on who has been nominated. Council members should not be nominated – bias issue. Transition team should be an independent group that reports to Council. Group should incorporate a representative from FOC. Product of the Transition project is local Church Profile – leads into the Search Committee. Some Transition members to stay on so that there is a seamless change of guard between both committees. A brief definition of what a Transition team is, is recommended. Diversity of experience/diversity of situation in life/diversity of background. Janet to pull the descriptive from her research papers. Visioning report was discussed – work completed in 2018 will be posted and might assist with Transition process. ***Both description and team number will be made into a Council E-vote.*** Soliciting nominations – appoint the committee at April meeting-- team would be available in May for the Consultants. Sunday April 14th deadline on Congregation submitting nominations.

Core Facilitator Voice: Cara talked with Cheryl – they have developed a plan to get more members to volunteer towards community outreach. Focus is to make community related outreach projects multigenerational from the Church's perspective.

Janet meeting March 26th with Core Facilitators to review role of core ministries and check with facilitators and define some of the existing volunteer positions and where they fit in our Core Ministry teams (i.e. Greeters and Ushers). Ideas around creating better signage and communication on building such as large posters. Discussion around Council assisting with Welcome Table. Janet will develop a Worship Team.

Ministers Report – (attached on file). Upcoming event - New Members in worship March 31st.

Closing Prayer Rev Janet Parker

Meeting adjourned at 8:26