

2016 Leadership Team Meeting

December 13, 2016

Present: Pastor Don Olson, Katie Sandford, Gail Lewis, Rob MacNevin, Phyllis Swirka, Nancy McCarthy

Absent: Pastor Dave Capozzi

Guest: Michelle Peebles (newly elected Vice-Chairperson)

Jim Clements-Facilities Coordinator

1. Prayer: Gail Lewis opened in prayer
2. Ongoing Ministry Items
 - a. Clerks Minutes, November 15, 2016-Motion made to approve, seconded and passed
 - b. Financial Report
 - i. Year to Date Financials for month ending November 30, 2016 was \$14,746 (Sunday Worship) averaging \$3,687 per week. This is \$939 below the weekly budgeted amount of \$4,626
 - ii. Undesignated funds (general fund) as of November 30, 2016, \$654 Due to low funds the East Coast Conference and Denomination payments were not made
 - iii. Motion made to approve the financial report, seconded and passed
 - c. Care Group Ministry-Update from Kristen MacNevin-Katie
 - i. Katie Sandford gave an update from Kristen regarding a proposal to create a Care Team to help meet the needs of the congregation. The proposal indicates the need for outreach to regular attendees that have not attended services for a period (see ii-2 for more information on attendance follow-up), possibly rides to appointments, babysitting or other needs as may be indicated. Kristen suggested possibly having a "Care Sunday" during church with a focus on taking care of each other. Discussion of the idea will be continued at future LT meetings however it was stated that much of what the "Care Team" would be about is already part of the Faith Community Ministry duties.
 - d. Faith Community Ministry Follow-Up-Nancy McCarthy
 1. The Faith Community Coordinator Janet Ek resigned her position several months ago, and there has not been a replacement named to date. Until a replacement has been named Michelle Peebles will take over coordinating the duties of the Ministry. Nancy M. will communicate this to Janet Ek
 - e. Update on attendance follow-up
 - i. Gail Lewis will work with Chuck Pierce to make follow-up calls
 - f. Office copier/printer
 - i. After researching Copier/Printers to replace the current one a recommendation was made to purchase a "HP PageWide Pro 477dn Multifunction Inkjet Printer" at the cost of \$629.99 using available funds from the Memorial Fund (to be capped at \$700) Motion made to approve purchase, seconded and passed
 - g. Cowlicks and Pigtales agreement
 - i. The agreement for the use of the church facilities by the business was received and is to be signed by the acting Chairperson (see below)
 - h. Request for facility use for "Fit Group"
 - i. Rachel Balboni requested permission to use facilities for an exercise program on a weekly basis. There are no fees associated with the classes, it is for community benefits only. All participants must sign a waiver of liability form. A motion was

made to allow the use of the facility for these purposes pending review of the liability/ medical injury release form, motion seconded and passed

- i. Safer Places committee update-None now
 - j. Worship celebration in 2017-Invitation to serve on ministry teams-tabled (Intertwined with Faith Community Ministry)
 - k. Welcome Baby Project-follow-up from Sunday December 11, 2016
 - i. Many expressed interest in the ministry. Pastor Olson and Phyllis Swirka will follow-up with those that expressed interest.
 - l. Brockton church plant open meeting
 - i. A meeting has been scheduled for January 11, 2017 at 6:00 for anyone interested in supporting, following or inquiring about the upcoming church plant
 - m. Dialogue with Jim Clements
 - i. Jim reported on status of:
 - 1. Repairs that have been completed. The cost of the completed repairs was \$150.00
 - 2. Projects in Process and the estimated time of completion. The estimated cost for these projects is \$450.00
 - 3. Recommendations for Needed Improvements. Including (but not inclusive) replacing carpeting in upstairs classrooms and repairing the Church entrance way, concrete and door sill. The recommendations will require examining several possible options followed by several quotes to determine best course of action.
 - 4. Consensus is for Jim to obtain estimates for the carpet replacement and Church entrance way repair/replacement
 - 5. See attached itemized report prepared by Jim Clements
3. New Ministry Items
- a. Update on Dr. Brian Madvig visit-next steps-finances
 - i. In response to several upcoming changes in our church community and other evolving topics The LT reached out to Howard Burgoyne, East Coast Conference Superintendent for guidance. He recommended we invite Dr. Brian Madvig of Helping Congregations Heal to work with us on how best to move forward to foster a healthy church community. Pastor Olson, Pastor Dave and Katie Sandford met with Dr. Madvig and have set up a time in January 2017 for him to return to work closely with Pastor Olson and the whole LT. The East Coast Conference will help us with the financial piece.
 - ii. Katie Sandford will communicate this to the congregation through "So You Know"
 - b. Update from Nominating Committee
 - i. The committee met 1 week ago, and recommended Michelle Peebles to move from Vice-Chairperson to Chairperson and to recommend a new Vice-Chairperson (TBD). This change will require a congregational vote which will be scheduled and posted in the SYK
 - c. Christmas Eve offering ideas
 - i. Motion made to gift the Christmas Eve offering to EB HOPE, motion seconded and passed
 - d. 2017 Ministry Team Coordinators Liaisons
 - i. Local Missions-Open
 - ii. Bookkeeper & Financial Secretary-Gail Lewis
 - iii. Sunday School- Open

- iv. Youth Ministries-Rob MacNevin
- v. Worship and Music-Phyllis Swirka
- vi. Facilities-Phyllis Swirka
- vii. Global Missions-Open
- viii. Faith Community-Michelle Peebles
- e. PD's Farewell:
 - i. Scheduled for January 29, 2017-Pot Luck Lunch after services
 - ii. Letter for gifts to be sent out by Katie Sandford
- 4. Open Discussion
 - a. Phyllis Swirka discussed staff review form draft. It was decided the form needs work, discussion to continue in January, 2017
 - b. Amazon Smile- When you shop on Amazon.com they will donate a portion of the purchase price to your favorite charitable organization (which would be CCC in our case)
 - i. Gabrielle Olson will set up the program, the LT will announce the program to the congregation
- 5. Upcoming Communion January 1, 2017: Rob MacNevin, Gail Lewis, Michelle Peebles, Phyllis Swirka
- 6. Motion to adjourn, seconded, passed
- 7. Katie Sandford closed in Prayer

Respectfully submitted- Nancy McCarthy, Clerk

**AGREEMENT BETWEEN
COMMUNITY COVENANT CHURCH
400 Pleasant Street, East Bridgewater, MA**

and

**COWLICKS & PIGTAILS – 2 CHILDCARE CENTER
392 Pleasant Street, East Bridgewater, MA**

1. Community Covenant Church agrees to provide:

- Monday – Friday, 6:45 am – 6: 00 pm:
 - 17' x 25' space for Infant Childcare Center
 - Heat and A/C
 - Lights
 - Bathroom facilities
 - Daily snow removal (parking lot & sidewalk)
 - Vacuum sweeper
 - Facility key for main entrance (\$20 deposit required)
- Storage Space (7 days/week) for:
 - 10 pack & plays/portable cribs
 - Small shelf unit for toys
 - Hand washing table
 - Changing table
- Remove all chairs from the space by Sunday evenings
- Weekly cleaning service (Saturdays)

2. Cowlicks & Pigtails agrees to provide:

- A \$1,000,000 Certificate of Liability Insurance naming CCCEB as an additional insured
- Wireless door bell
- Carbon monoxide detector
- Fire Extinguisher
- Waste basket(s)
- Trash bags
- Clean space daily
- All equipment/furniture needed for the Childcare Center
- Alternative arrangements on days when Community Covenant Church has a Funeral Service
- \$600/month donation due on the first day of each month
- Store all equipment/furniture on Friday evenings

3. This agreement is valid for January 1, 2017 – December 31, 2017

4. This agreement will be evaluated in 3 months (March 31, 2017) to determine if this agreement is mutually beneficial to both parties.

5. This agreement is at-will of both parties and may be terminated for no reason with 30 days' notice.

Erica Kilcoyne, Owner & Proprietor
Cowlicks & Pigtails – 2 Daycare Center

Michelle Peebles, Chairperson
Community Covenant Church

Date

Date

Properties Status

Status of Projects December 12 2016

Projects Completed

- . Repaired fuel pump on Lawnmower, unit would not start
- . Multiple repairs of multipurpose room, drywall damage, nail pops/paint etc.
 - Repair and repaint of multipurpose room hallway exit walls and ceiling .
- . Repair and repaint of entrance foyer walls and ceiling .
- . Repair and repaint of walls at front (near exit door)and rear (by sound booth)of the sanctuary
- . Repair of door handle and lock mechanism on multipurpose room hallway exit.
- . Repair of 2 cabinets in kitchen(bottom falling out) .
- . Re-installation of toilet paper dispenser in Men's Room(damaged and pulled off wall)
- Repair and repaint of wall (window wall) in upstairs classroom .
- . Installed new baseboard radiator covers in upstairs classroom(existing ones were missing)
- Painted all upstairs window sills .
- . Cleaned first story gutters, second story ones ongoing . .
- Trimmed Organ Pipe(unit was jammed in at ceiling).

Cost for completed projects as listed \$150.00

Projects in Process

- | | |
|--|--------------|
| . Installation of stainless steel backsplash in kitchen, | tbc Jan 15th |
| . Paint repair several small areas in back Chapel Room | tbc Dec 21st |
| . Remounting of electrical box for AC condenser outside sanctuary. . - | tbc Jan15th |
| - Replacement of external spot light lamps outside kitchen. | tbc Dec 21st |
| . Finish painting and repair of walls in library. | tbd. ??? |
| . Repair of base cove on several cabinets in kitchen. | tbc Jan 30th |
| . Outlet under stained glass in Chapel not functioning. | tbc Jan 15th |

Estimate for cost for projects in process \$450.00

Recommendations for Needed Improvements

- . Upstairs classroom needs carpet replaced, many areas of damage, trip hazard . .
- Upstairs Loft carpet replacement, carpet was cleaned but is in poor condition .
- . Classroom/Nursery Room by Kitchen is need of a paint refresh, ceiling is fine .
- . Storage shed siding is de-laminating, possible paint and or siding repair needed . . -
- Church roof needs cleaning, removal of staining and moss required .
- . Church entrance way, concrete and door sill major damage and replacement needed.

This will require examining several possible options followed by several quotes to determine best course of action.

Properties: Jim Clements

MAINTENANCE Fund 12/13/2016

Insurance Claim Balance	\$ 9,221.81	
Unrestricted	<u>\$ 4,973.12</u>	
TOTAL		\$14,194.93