

2017 Leadership Team Minutes

January 17, 2017

Present: Pastor Don Olson, Michelle Peebles, Steve Patt, Gail Lewis, Phyllis Swirka, Kim Buschenfeldt

1. Prayer – Michelle Peebles opened in prayer
2. Welcome to new members & expectations – Michelle Peebles
 - a. Meetings are generally held the third Tuesday of each month
 - b. E-mails may be sent in between meetings to handle any “housekeeping issues”; quick responses are appreciated
 - c. Feedback from all is encouraged
 - d. Important that we hold each other accountable
3. Ongoing ministry items
 - a. Clerk’s minutes December 13, 2016 – Motion made to approve, seconded and passed
 - b. Christmas Eve donation to EB Hope was \$505.00
 - c. Financial Report

Gail Lewis reviewed the 2016 year-end balance sheet. Presently, the end of the year balance sheet is showing a negative balance of -\$3,035.30 in Undesignated Funds. We are unable to close out 2016 fiscal year with this balance in the negative. A motion was made to recommend to the Congregational Meeting that we “transfer \$10,000 from the Estates/Bequests Fund to the Undesignated Funds on December 31, 2016.” This will cover the negative balance and also be used to pay for unpaid fees owed to the East Coast Conference and Evangelical Covenant Church for November and December of 2016, as well as \$700 toward the church therapist, Dr. Brian Madvig. After the transfer of funds the balance of Bequests/Estates will be approximately \$36,000 - of which 50% (approximately \$18,000) will go toward the Brockton Church Planting as voted on at the November 6, 2016 Congregational Meeting. Motion passed.
Proposal Recommendation will be made and voted on at the Congregational Meeting on Sunday, January 22, 17.
 - d. Appointment of Financial review team (fiscal year 2016): 3 members needed for Team. Last year’s team included Jolie LaValle, Peter Vacchi and Jo-Ann Coles. Gail L. to form this year’s team.
 - e. Appointment of Financial Secretary and Bookkeeper: Gail L. spoke with Andrea Sawyer, she will be available through June – LT will revisit appointment of new Financial Secretary in the spring. Gabrielle Olson will remain bookkeeper for this year.

- f. Signatory change for Church Checking account: Gail L. has authorization to sign. Steve P. (vice-chair) will be the backup for signing checks – Steve to go to Bridgewater Savings Bank to sign card – Gail L. will notify bank of upcoming change and that Steve will be coming in to sign card.

- g. Pastor Olson Report - PO
 - i. Office Copier/printer update
Copier/printer has been purchased as previously voted on – Total cost was \$585.00 including warranty; 3 year service contract
 - ii. Cowlicks & Pigtails agreement update
Contract signed on 1/17/2017 by Erica from Cowlicks & Pigtails; Michelle P. to review contract and sign
Beginning 1/23/17 Cowlicks & Pigtails will be utilizing the Chapel for childcare purposes Monday through Friday
 - iii. Facility use for Fit Club update
Permission has been granted to Rachel Balboni for use of space on Monday evenings, beginning 1/23/17
 - iv. Annual report of Samaritan Fund/Signatory change
Reviewed Financial Statement; Money transferred from CD to Samaritan Checking Account
Pastor to provide more detailed breakdown on funds at next Leadership Team meeting
Pastor has authorization to sign checks; back-up will be Michelle P.
 - v. Nominating Committee Update – LT appointment
Kim B. has been appointed as the LT representative on the Nominating Committee
Pastor Olson to communicate to Nominating Committee
 - vi. Administrative Assistant Martha Richardson
Martha has agreed to increase volunteering from 2 to 3 days per week
New office hours will be Mon, Wed, Fri 10a-3p
Announcement of new office hours will be communicated in the SYK
Job description has been revised to reflect 3 days of administrative assistant availability
 - vii. Youth Checking Account – change of signatory
Pastor Olson currently is authorized
Pastor Dave will be removed and LT liaison Kim B. will be added

- h. Care Group Ministry update
Michelle P. to reach out to Kristen MacNevin for an update

- i. Welcome Baby Project update
Phyllis S. and Nancy Ohlen to meet with members who signed up on Saturday, 1/28/17

- j. Update on Dr. Brian Madvig visit Jan 20 & 21
Schedule has been finalized for Friday, 1/20 and Saturday, 1/21
 - k. Financial suggestions for therapy costs
Total estimated expenses \$1500; motion will be made at the congregational meeting that we pay \$700 towards the expenses; ECC will pay the remainder
 - l. Updates from Facilities Coordinator - PS
 - i. Ideas for front area
No additional updates until Spring
 - ii. Estimates for carpeting
Jim Clements will be meeting with a contractor on 1/18/2017
 - iii. LT suggestions for additional people on Facility Maintenance
~~PS:~~ Steve Patt will work with Jim on identifying additional people to assist
 - m. Updates on Amazon Smiles program
Gail L. is working with Gabrielle; follow-up next month
 - n. PD farewell on January 29th
 - i. Service
Pastor Olson is finalizing the Worship details
 - ii. Potluck lunch
Announcement in 1/15 and 1/22; Sign-up sheet in Narthex
 - iii. Letter for contribution toward gift
Announced in SYK
 - iv. Worship Team & Choir together
Phyllis S. spoke with Charlie D.; Charlie is working on it; Michelle P. to follow-up
 - o. Local Missions – 2017 Lenten season
Further discussions at a later date
 - p. Ministry Team Coordinators/Liaisons for March 2017 – Feb 2018
Liaisons:
Sunday School and Worship & Music – Phyllis S.
Facilities – Steve P.
Global Missions – TBD
Youth Ministries – Kim B.
Local Missions – TBD
Faith Community – Michelle P.
Bookkeeper & Financial Secretary – Gail Lewis
Liaisons will speak to perspective coordinators for each respective ministry
4. New Ministry Items
- a. Worship Celebration in 2017 – invitation to serve on ministry teams
Will revisit after liaisons and coordinators are established and in place

- b. Safer Places Committee Update
Pastor Olson to ask member to Chair; appointment at Annual Meeting in April
Currently on the Committee are Steve Gillis, Ruth Carrigan, Beth Stewart, Sarah Stewart and Betti Buzzee
 - c. Staff Evaluation forms
 - i. Michelle Peebles to email to Steve P. and Kim B.
 - ii. Team to make recommendations on changes/revisions/modifications
 - d. Reports for 2016 – due by Feb 28, start talking with coordinators; if possible, reports should be submitted electronically
 - e. Solar power consultants
 - i. Steve Patt to follow-up with Kellie and Mike Bolinder as to update on solar ban and pursue other options
 - f. Ministry Support Team
Steve P. will be the Chair
Nominating Committee to select a candidate for Ministry Support Team
Meets a minimum of twice per year
 - g. Date for Annual Meeting – Sunday, April 30, 2017, after worship.
5. Open Session
Communicate to Congregation regarding Rob MacNevin's resignation – Pastor to speak with Rob in regards to how he would prefer it to be communicated
Nominating Committee to select a candidate for Member at Large to replace Rob M.
Michelle P. shared e-mail from Scott Ambroceo
Phyllis S. shared the book "One Thousand Gifts" – LT agreed that we will utilize the concepts of the book during opening prayer at each meeting to share things that we are grateful for at CCC
Phyllis to lead at next meeting; she will put a schedule together for future meetings
6. Upcoming Service: Communion February 5, 2017: Gail Lewis, Steve Patt, Michelle Peebles, Kim Buschenfeldt
7. Next Leadership Team Meeting: February 21, 2017 at 7:00pm
8. Motion to adjourn, seconded, passed