

2017 Leadership Team Minutes

February 21, 2017 and continued to March 8, 2017

Present: Pastor Don Olson, Michelle Peebles, Steve Patt, Gail Lewis, Phyllis Swirka, Kim Buschenfeldt, Peter Vacchi (March 8th meeting only)

1. Prayer – gratitude journal – Phyllis S. opened in prayer and read entries from gratitude journal
Phyllis
2. Ongoing ministry items
 - a. Clerk's minutes January 17, 2017 - Motion made to approve, seconded and passed
 - b. Financial Report
 - i. Update: Financial review team (fiscal year 2016)
Gail reviewed year end financials
\$10,000 was transferred from Estates/Bequests Fund to the Undesignated Funds; 2016 financials have been closed. \$700.00 has been posted to funds in/out to cover ½ of Brian Madvig's expenses – Motion made to accept, seconded and passed
 - ii. Update: Financial Secretary and Bookkeeper
Search for bookkeeper published in So You Know
Discussion in regards to Karl Buschenfeldt was considering it; Gail L. to call him to ask him if he would be interested; motion made, seconded and passed
 - iii. Update: Signatory change for Church Checking Account
Steve to go to Bridgewater Savings Bank to sign card
 - iv. CDM program/computer upgrades
Computers currently not connected to a network; needs to be upgraded. Phyllis S. checked with the Geek Squad and the total cost would be approximately \$250.00
Pastor Olson to reach out to Dave Sawyer's IT person who performed the installation of the computers
 - v. Transfer \$10,000 from NPC CD to Bridgewater Savings Checking account
Shortage in 2017 checking account; transferred \$10,000 from CD to checking account; current balance s of 2/21/17 is \$4,427.90
 - vi. Payment to Brockton Church Plant – quarterly (Mar, June, Sept, Dec.)
No account setup for Brockton Church Plant at this time; 50% of allocated funds will be transferred from Estates/Bequests to Brockton Church Plant end of June and then 25% respectively at the end of the 2 remaining quarters
 - vii. Communicate to three missions (KICY, Brockton Mentoring, EB High Anti-bullying) that we will no longer supporting them financially
These were supported through Grow the Vision; Gail L. will contact each of them via letter to notify them
 - c. Pastor Olson Report
 - i. Update: Cowlicks & Pigtales facility usage
Need to have another phone line installed – expense to be paid by Cowlicks & Pigtales
 - ii. Annual report of Samaritan Fund/Signatory change to MP
Pastor provided an anonymous breakdown of the distribution of Samaritan Funds
Pastor will provide every 6 months to LT to review

- iii. Nominating Committee Update – LT & MST appointment
Peter Vacchi has been nominated and accepted the LT Member-at-Large; a brief Congregational meeting will be held on Sunday, March 12th to vote on nomination.
MST appointment will be voted on at April's Congregational Meeting
 - iv. Youth Checking Account
Pastor Dave to sign-off account; Pastor Olson will notify Kim B. when complete and signature can be updated at Bridgewater Savings Bank
 - v. Pilgrim Pines Sunday – March 12
Conference has declared Sunday, March 12th Pilgrim Pines Sunday
Special offering to be held at CCCEB on March 12th – Motion to approve made, seconded and passed
Pastor to work out logistics with video, offering, presentation, etc.
 - vi. Safer Places Committee
Pastor Olson to ask member to Chair; appointment at Annual Meeting in April
 - vii. Marie Caruso's membership transferred
Marie requested to have her membership transferred to Central Congregational Church, Middleboro; will be announced at Congregational Meeting in April
 - viii. Vacation on March 18 – 27, 2017
Pastor will be on vacation
- d. Care Group Ministry update – Kristen MacNevin was not available to attend
Michelle P. met with Kristen to review proposal for a Care Committee
Care Committee's mission to connect with the church community and offer services to those in the congregation in need
Bulletin board on an easel will be placed in the Narthex with services and contact information posted on index cards – Babysitting; shopping services; transportation to appointments; etc.
- e. Updates from Facilities Coordinator - SP
- i. Ideas for front area
Steve P. discussed options and reviewed suggestions
Steve to meet with John Delano
 - ii. Estimates for carpeting
Steve P. reviewed estimates/bids for upstairs/loft and backstairs
Discussed moving ahead with replacing the carpet in the front upstairs area at this time; cost will be approximately \$1,000.00 – Motion made, seconded and passed
- f. Updates on Amazon Smiles program
Kim B. to research process on how to register
- g. Worship & Music
While Pastor Olson is on vacation: Confirmed - March 19: Allynne MacLean will preach; Confirmed - March 26: Rev. Stephen Cushing will preach
- h. Local Missions – 2017 Lenten season
No update
- i. Ministry Team Coordinators/Liaisons for March 2017 – Feb 2018
Local Missions – Peter V.
Global Missions – Still open
Liaisons will speak to perspective coordinators for each respective ministry

3. New Ministry Items

- a. Worship Celebration in 2017 – invitation to serve on ministry teams
No update; Will revisit once coordinators are established and in place
- b. Staff Evaluation forms
Kim B. to research and draft staff evaluation forms
Michelle P. to reach out to Howard Burgoyne to see what resources maybe available through the Covenant
- c. Reports for 2016 – due by Feb 28
Still missing a few reports as of March 8, 2017 – Youth ministries; Men’s ministries; Worship and Music
- d. Solar power consultants
Steve P. had a conversation with Mike and Kellie Bolinder; there is interest in moving forward in researching
- e. eBay sales proceeds of donated items
Will be applied to Women’s Ministries account
- f. Global Missions
 - i. Barb & Steve Swanson visit Sunday, May 12, 2017
They will be State side On May12th; Global missions Sunday
 - ii. Process – what new Covenant Missionary should we support beginning May 2017
Pastor will provide names of missions to consider; recommendations to be made at Congregational meeting in April

4. Open Session

- Rooted group will meet during the Summer; will work on decorations for VBS
- Dates for VBS – July 17 – July 21
- Looking for someone to assist with the High School Sunday School Class beginning 3/12 through the end of May. David Buzzee willing to assist until he receives his orders. Betti to reach out to potential volunteers
- Update on Brockton Church Plant – Meeting twice a month utilizing a church in Brockton; opportunity to worship and for those interested in the church
- Will reach out to those who have shared that they plan on leaving CCCEB for the Brockton Church for permission to disclose to congregation
- April 30th will be the pledge Sunday for the Brockton Church plant
- June 4th – Transitioning for those affirming to be part of the Brockton church plant

5. Upcoming Service: Communion March 5, 2017: Gail Lewis, Steve Patt, Michelle Peebles, Phyllis Swirka

6. Next Leadership Team Meeting: March 21, 2017 at 7:00pm

7. Executive Session – Reviewed

8. Motion to Adjourn, seconded, passed

Respectfully submitted,
Kimberly Buschenfeldt, Clerk