

2017 Leadership Team Minutes

March 22, 2017

Present: Michelle Peebles, Steve Patt, Gail Lewis, Phyllis Swirka, Kim Buschenfeldt, Peter Vacchi

Not in attendance: Pastor Don Olson

1. Prayer – gratitude journal – Kim B. opened in prayer and read entries from gratitude journal
2. Ongoing ministry items
 - a. Clerk's minutes February 21 and March 8, 2017 –Motion made to approve, seconded and passed
Minutes from brief Congregational meeting will be reviewed at the upcoming Congregational meeting in April
 - b. Financial Report
Reviewed current financials including total giving to date and balance sheet
Gail L. to check if budgeted offering has been updated for 2017
Cowlicks & Pigtails - phone has been added as a line item on the balance sheet
Gail L. and Pastor paid outstanding bills and processed payroll
A refiling of the audit will be sent to the insurance carrier for the purpose of Workers' Compensation insurance
Still in search of a Financial Secretary to replace Andrea Sawyer
 - i. Update: Financial Secretary and Bookkeeper
Karl Buschenfeldt has volunteered to be the Bookkeeper; a date will be scheduled for him to train with Gabrielle and Pastor
 - ii. Update: Signatory change for Church Checking Account
Steve to go to Bridgewater Savings Bank to sign card
 - iii. CDM program/computer upgrades – 2nd source for bid
Pastor Olson to obtain a 2nd bid
 - c. Pastor Olson Report - PO
 - i. Annual report of Samaritan Fund/Signatory changes to Michelle P.
No Update
 - ii. Nominating Committee Update – Ministry Support Team appointment
Nominating Committee is still working on nominations; Peter V. to send out proposed names
Ministry Support Team will still move forward with a meeting in April
 - iii. Youth Checking Account – change of signatory
Kim B. to sign cards at Bridgewater Savings Bank; East Bridgewater Branch
 - iv. Safer Places Committee – Chair
No update
 - d. Care Group Ministry – feedback from presentation 3/12
The presentation was received very well; good participation so far
 - e. Updates from Facilities Coordinator
 - i. Ideas for front area
Steve P. reached out to Delano people for options
Discussed if we should reach out to the contractor who did the bathrooms

- ii. Update on carpeting installation
Steve P. spoke with Jim Clements and he is not available to assist with the carpet removal
Steve P. spoke with Whitman Carpet and they resent the quote minus the cost of moving the furniture and removing the old carpet; new quote is \$812.74. Waiting on date for installation

- f. Updates on Amazon Smiles program
Kim B. researched and reviewed information with the Team. Gave printed instructions to Gail L. on the steps to how to register
Kim B. searched "GuideStar" to confirm our organization is listed

- g. Local Missions – 2017 Lenten season – spring version of Soupfest
On hold until all coordinators and liaisons are appointed

- h. Ministry Team Coordinators/Liaisons for March 2017 – Feb 2018
Still in need of Coordinators for Faith Community, Youth Ministries, Global Missions and Local Missions; Liaisons to reach out to prospective Coordinators
In need of a Leadership Team Member Liaison for Global Missions
Joyce Vacchi has agreed to be the coordinator for Worship & Music
 - i. VBS dates July 17 – 21, ages 4 – grade 5
Reviewed dates and age range change
 - ii. Rooted update
Revisit at future meeting

- 3. New Ministry Items
 - a. Worship Celebration in 2017 – invitation to serve on ministry teams
Waiting until all Coordinator positions are filled

 - b. Staff Evaluation forms
Michelle P. reached out to Howard Burgoyne in regards to forms that are utilized for evaluation forms; he shared that he begins with the job description and builds the evaluation form from there; rating system moves from Below Requirements, to Meets Requirements, to Exceeds Requirements; he then includes goals and priorities that were previously mutually agreed upon
Kim B. shared samples of forms/formats and rating systems; discussed process of having staff complete self-appraisal prior to the evaluation being written by the appraiser
LT to review forms and share feedback at next meeting

 - c. Solar power consultants – updates
Steve P. spent time with Mike and Kellie Bolinder to review; the return on investment is approximately 15-20 years before we would see any savings and it would require a substantial payment upfront. We will keep exploring ideas

 - d. Global Missions
 - i. Process – what new Covenant Missionary should we support beginning May 2017
Pastor shared some biographies via e-mail for prospective Covenant Missionaries
Propose to Congregation at the Annual Meeting to not add a missionary to replace the Prudek's; at this time we are not meeting the budget

- e. Fundraiser 4/8 for Fuse Concerts/Connect Festival @ CCC
A motion was made to grant Brian Sawyer's request to use the church gym for a fundraiser for Fuse Concerts and specifically for Connect Festival. The event would be a "paint night" and tickets will cost \$35/each on Friday, April 7; motion seconded and passed

4. Communion April 2nd: Peter Vacchi, Gail Lewis, Steve Patt and Michelle Peebles

5. Open Session

- Looking for someone to assist with the High School Sunday School Class through the end of May.
- Michelle P. will include in the SYK that we have 2 delegate openings for the upcoming Annual ECC meeting that will be held on April 28th and 29th in Attleboro. Pastor and Michelle will be attending
- Women's Ministries have reached out to LT requesting that a flyer for the upcoming Memorial Concert to honor Susan Bolinder be included in the Cornerstone and SYK; Concert scheduled for May 20th – All were in agreement

6. Next Meeting: April 18, 2017

7. Motion to Adjourn, seconded, passed