

## 2017 Leadership Team Minutes

April 18, 2017

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

1. Prayer – gratitude journal – Gail L. opened with the gratitude journal
2. Ongoing ministry items
  - a. Clerk's minutes March 22, 2017 – Motion made to approve, seconded and passed
  - b. Financial Report

Gail L. reviewed current financials including total giving to date and balance sheet  
Monthly offering is down compared to last year  
Undesignated funds balance is currently in the negative – Gail L. to reach out to Karl B. to finalize balance sheet prior to Annual Congregational meeting  
E.B. Hope has not been posted for April  
Gail L. to send out Quarterly Report to LT prior to April 30<sup>th</sup>

    - i. Update: Financial Secretary and Bookkeeper  
Bookkeeper – Karl Buschenfeldt – Trained with Gabrielle and Pastor  
Financial Secretary – currently in search of someone to replace Andrea Sawyer
    - ii. Update: Signatory change for Church Checking Account  
Steve to go to Bridgewater Savings Bank to sign card
    - iii. Workers' Comp Insurance – refile for possible credit  
Gail L. has contacted insurance company – audit has been filed
  - c. Pastor Olson Report
    - i. Samaritan Fund/Signatory change to Michelle P.  
Kim B. submitted paperwork at bank
    - ii. Nominating Committee Update – MST appointment  
No update at this time  
Steve P. scheduled a meeting for Tuesday, May 9<sup>th</sup> from 7pm-9pm; Steve to notify Lee Stewart on date/time of meeting
    - iii. Youth Checking Account  
Kim B. signed signature card at the bank  
Pastor to sign updated signature card
    - iv. Safer Places Committee – Chair  
No update on Chair  
Current committee members will be contacted to confirm they want to remain on the committee – Sarah Stewart, Beth Stewart, Ruth Carrigan and Steve Gillis
    - v. CDM program/computer upgrades – 2<sup>nd</sup> source for bid  
Networking of the computers is complete; cost was \$121.25  
The admin hard drive needs to be replaced before the system crashes; Motion to approve the purchase of a new hard drive up to \$100.00 for the Administrative Assistant Computer – Motion made, seconded and passed

vi. Wedding ceremony request in NH

Pastor has been asked to officiate a wedding ceremony in NH on Sunday, May 28<sup>th</sup>; LT all in agreement that this would be considered pastoral duties

Phyllis will speak with Joyce Vacchi to coordinate someone to preach on 5/28; possibly reach out to Pastor Ron Mancini

d. Updates from Facilities Coordinator - SP

i. Ideas for front area - No update at this time

ii. Update on carpeting installation

Installation is scheduled for April 27<sup>th</sup> at 10:00am; Peter V. and Steve P. will rip up and remove the old carpet on the afternoon of April 26<sup>th</sup>

iii. Location of large rocks on lawn

Decision has been made not to move the rock but to mulch around it

e. Updates on Amazon Smiles program

Gail will setup prior to the Annual Congregational Meeting; we will announce this at that time

f. Ministry Team Coordinators/Liaisons for March 2017 – Feb 2018

Beth Llanes has agreed to continue to be the Coordinator for Local Missions

Still in need of Coordinators for Faith Community, Youth Ministries and Global Missions; Liaisons to reach out to prospective Coordinators

Pastor will be the liaison for Global Missions

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 – changes/updates

Kim B. to work on a draft

c. Solar power consultants

Steve P. researching the name of the person to evaluate the site and make recommendations on capabilities based on current foot print; Goal is to be electrically self sufficient

d. Potluck lunch at Congregational Meeting 4/30

Michelle P. will coordinate; has reached out to Sandy Brown who will assist

Peter V. and Steve P. volunteered to set up the tables on 4/26 if multi-purpose room will not be in use prior to Sunday

4. Communion May 7: Kim Buschenfeldt, Gail Lewis, Michelle Peebles and Peter Vacchi

5. Open Session

Looking for volunteers to mow the church lawn during the summer; we will announce the need for volunteers in the SYK

Pastor will be holding an Inquirer's Class on Saturday, May 13<sup>th</sup>

July 22<sup>nd</sup> there will be an opportunity to work at the New England Seafarer's Mission – details to follow

A picnic at Pilgrim Pines has been scheduled for Saturday, July 29<sup>th</sup> – All are encouraged to attend

6. Next Meeting: Tuesday, May 16, 2017 at 7:00pm

7. Prayer – Michelle P. closed in prayer

8. Motion to Adjourn, seconded, passed