



Plymouth

CONGREGATIONAL CHURCH

LEADERSHIP COUNCIL

Meeting Minutes

Wednesday, February 28, 2018

Attendance:

Yes	No		Yes	No	
■		Chad Freeburg, <i>Chair</i>	■		Ging Wiandt, <i>Spiritual Formation</i>
■		Deb Fowler, <i>Chair Elect</i>	■		Karen Barstad, <i>Worship</i>
■		Mike McCallister, <i>Secretary</i>	■		Mary Welfling, <i>Archivist</i>
■		Emi Bennett Vo, <i>Community Life</i>	■		Beth Faeth, <i>Transitional Minister for Congregational Care</i>
	■	Eric Olsen, <i>Finance and Administration</i>	■		Paula Northwood, <i>Acting Senior Minister</i>
	■	John Kulstad, <i>Fine Arts</i>			
■		Beth Comeaux, <i>Outreach</i>			

GUESTS: Allison Campbell Jensen, *Director of Communication*

Actions Taken:

Item 1. Minutes of the January 2018 meeting electronically approved, following the February meeting.

Item 2. Accepted the following motion: The Leadership Council accepts the recommendation for the updated Job Description Template.

Item 3. Accepted the following motion: With so many initiatives under way in the church, the Leadership Council believes an overall communication plan is important to keep the Congregation informed, encouraged, and excited. As this is important and strategic and connected to the future of our Church, and the need is immediate, the Leadership Council requests the Deacons to take ownership of the creation and implementation of the Communications Plan.

Item 4. Accepted the Growth Task Force charter as currently written.

Agenda and Minutes

Meditation / Prayer

- Offered by Paula, a reading from “Canoeing the Mountains: Christian Leadership in Uncharted Territory”, by Tod Bolsinger, followed by a prayer.

Governance ‘In Service’, Updated Job Descriptions, and Next-Steps

- Mary Welfling shared two resources recently created that help explain the church’s Governance model, including a FAQ Sheet and a Diagram illustrating the relationships between the major Governance components.
- There was discussion on how to distribute this information within the Congregation and how to use it to inform new Board members and others.
- Also discussed an updated Job Description Template that incorporates expectations found in the Governance description of the Boards’ responsibilities and feedback from current Board Chairs.
- **Motion:** The Leadership Council accepts the recommendation for the updated Job Description Template. Seconded. All in favor.
- Requested that all Boards create these job descriptions for the Boards themselves. Mary will share the template document in Dropbox and distribute via email.

Transition Communication Plan

- The Leadership Council discussed the need for greater communication and thoughtfulness about many different elements of the Transition, how they interact with each other, etc., including:

- Interim Search
- Transition Planning
- Clergy, and Calls for Clergy
- Growth, and Growth Task Force
- Budgeting
- Governance Model
- The Leadership Council felt this intentional communication could be a role played by the Deacons.
- **Motion:** With so many initiatives under way in the church, the Leadership Council believes an overall communication plan is important to keep the Congregation informed, encouraged, and excited. As this is important and strategic and connected to the future of our Church, and the need is immediate, the Leadership Council requests the Deacons to take ownership of the creation and implementation of the Communications Plan. Seconded. All approved.

Review Board Chairs Elect

- Board of Community Life – N/A (Emi Bennett Vo continuing)
- Board of Spiritual Formation – Becky Dougherty (SP)
- Board of Finance and Administration – N/A (Eric Olsen continuing)
- Board of Fine Arts – N/A (John Kulstad continuing)
- Board of Outreach – Peter Eichten
- Board of Worship – N/A (Karen Barstad continuing)

Racial Justice Task Force

- Recent questions about who can approve expenses for an initiative recommended by the Racial Justice Task Force raised awareness of the need to reintegrate the Task Force with the Leadership Council.
- Discussed that Seth will act as the Liaison with the Task Force.
- Agreed to consider whether this Task Force should adopt a similar charter structure as recent Task Forces.

Growth Task Force Charter

- Shared the latest draft of the Growth Task Force charter, which is now in the new charter format.
- Made minor updates and agreed on the final language.
- **Motion:** Accept the Growth Task Force charter as currently written. Seconded. All approved.
- Will roll this out like the other task forces by seeking nominations, selecting the chairs and membership, and letting it get underway. Likely will target around Easter for the roll out.

Nominations for Next Year (Preparation)

- The Leadership Council discussed how the timeline for nominating new Board Members will be starting soon.
- Boards should identify which seats need to be filled, identify candidates to fill those seats, and be ready to discuss among the Leadership Council. The results will go to the Nominating Committee.
- There was discussion on how to communicate to new/potential Board Members to encourage broad and energetic participation. Some consideration was given to having a “Board Fair” on April 22nd.

Other Topics

- Boards need to start thinking about their budgets for the upcoming fiscal year, and how growth is facilitated by the Boards and their programs.

Next Meeting

- The next Leadership Council meeting is scheduled for **March 28, 2018** at 6:00 pm.

Adjourn

Respectfully submitted,
Mike McCallister, secretary

Minutes Procedure

Minute-taker submits draft to group within 10 days of meeting; members have 7 days to submit revisions (no response is treated as approval).

If any revisions, minute-taker forwards revised draft to group within 3 days for electronic approval; members have 2 days to respond (no response is treated as approval).

Minute-taker submits approved minutes in Microsoft Word format to the Ministry Assistant for Programs (Doug Freeman, dougf@plymouth.org) upon approval.