



Plymouth

CONGREGATIONAL CHURCH

LEADERSHIP COUNCIL

Meeting Minutes

Wednesday, August 22, 2018

Attendance:

Yes	No		Yes	No	
■		Deb Fowler, <i>Chair</i>	■		Becky Dougherty, <i>Spiritual Formation</i>
■		Sarah Lehman, <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>	■		Paula Northwood, <i>Acting Senior Minister</i>
■		Eric Olsen, <i>Finance and Administration</i>	■		Beth Faeth, <i>Minister for Congregational Care</i>
	■	John Kulstad, <i>Fine Arts</i>	■		Dan Wolpert, <i>Interim Minister</i>
	■	Peter Eichten, <i>Outreach</i>			

GUESTS: Allison, Seth

Actions Taken:

- Item 1. Minutes of the previous meeting electronically approved.
- Item 2. Agreed to extend Leadership Council meetings to two hours (6:00 pm to 8:00 pm).
- Item 3. Agreed to complete missing job description by the end of September.
- Item 4. Agreed to create a one-pager document that described the liaison roles between the Boards and Committees.
- Item 5. Agreed to share examples of good meeting minutes.
- Item 6. Will locate and share notes from discussions last year about the Chair Elect role.

Agenda and Minutes

Meditation / Prayer

- Reading offered by Deb, from a poem titled *Start Close In*, by David Whyte.

Introductions and Welcome to the Team

- Round table of introductions

Plymouth Priorities for the Coming Year - Paula

- Paula shared four major priorities for the year:
 - Clear understanding of who we are. Dan has been working with the clergy and Brian Slaska on a discernment process. Will roll out to Deacons and Leadership Council.
 - Create a culture of trust. Deacons will be listening for this and the Leadership Council will want to support. Look for how we invite participation from the congregation.

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.

- New leadership/clergy models for the future. For example, the clergy is trying to model a team approach. Will also be intentional about offering other new ideas.
- Growth. The Growth Task Force has met twice. Not thinking only about worship attendance, but also with a broader definition of “growth”. Looking for ways to inspire and invite others into this place. Realizing that “welcoming” is fundamental. Looking at how new visitors are received.

How We Support Changing the Worship Schedule

- Noted that there is high enthusiasm for the change, across much of the congregation.
- When confronted with curiosity, consider responding with eagerness to create permission in others to embrace the change.
- Recommend all to adopt the role of ambassador, being active/proactive in support.
- The same clergy member will preach at both first and second services. The “assist” role will also carry over between the services. The third clergy will be the “float”.
- The schedule describing “Sundays at Ten” is on the website, and a booklet is also available. Six different common activities. All are “drop-in style”, so each week is independent of the others.
- Looking at how special events will fit into the new schedule.
- Looking at how growth of attendance in first service might be handled.

Fine-tuning Leadership Council Meetings

- Shared the “lessons learned” notes from the May meeting.
- Discussed extending meeting by half-hour to create more space for more sharing and discussion, strategic work and big topics, as well as an opportunity to relate anecdotes and stories.
- The additional 30 minutes will allow time for a Board to be featured at each meeting.
 - **Motion:** Agreed to extend Leadership Council meetings by 30 minutes, to two hours in length.

Board Roles, Expectations and Accountabilities – Sarah/Mary

- Job Descriptions
 - Leadership Council is committing to getting Job Descriptions in place.
 - **Agreed:** Looking for all Boards with outstanding material to bring their Job Descriptions to the next meeting. Please share a draft by email one week before, so people can consult.
 - Will send format around again. Is in Dropbox, but will distribute, ask Doug to send.
- Other key points:
 - Chairs should distribute supporting information/materials to their Board members, as the Leadership Day will not cover these topics like it has in the past.
 - All documents should go to Doug, and he will publish in Dropbox and place into the official records.
- Shared the Board Formational Activities Checklist and discussed near-term activities
 - Have streamlined from last year
 - Discussed the liaison connections between the Boards and Committees. Recognized this is a potential weak link. **Agreed** that it would be useful to have a one-pager that explains this role.
 - Before each Board’s September meeting, Doug will share the existing table with the Board’s committees and groups. Boards should respond with the names of the liaisons for each.
 - Doug will facilitate via communicating with these contact points to capture Job Descriptions and Annual Reports, relieving the Board Chair from this work.
 - **Agreed:** Will share an example of good meeting minutes.
- Mike will locate notes from last year about the handling of the Chair Elect roles.

Next Meeting

- Next Leadership Council **September 26, 2018** at 6:00 pm

Adjourn

*Respectfully submitted,
Mike McCallister, Secretary*