

**2014-03-11 MINUTES OF THE CONGREGATIONAL BOARD
OF COUNTRY CLUB CHRISTIAN CHURCH**

Attendance:

| | | | | | |
|---|-------------------------------------|---|----------------------|---|---------------|
| ✓ | Jared Rose, Chair | ✓ | Betsy Wilson | | Katie Cronin |
| ✓ | Glen Miles, Senior Minister | ✓ | Jeff Zimmerman | ✓ | Susan Garner |
| ✓ | Mary McClure, Chair Elect | | Dean Grogger | | |
| ✓ | Gloria Findley-Grogger, Elder Chair | ✓ | Sandy Bible-Finney | ✓ | Lance Jessee |
| ✓ | Jere Hanney, Past Chair of Elders | | Elvin Knight | ✓ | Carol Nichols |
| ✓ | Carty Johannsen, Elder Chair Elect | ✓ | Greg Lear | | Jason Parker |
| ✓ | John Trewolla, Secretary | ✓ | Jason Roske | | |
| | Phil Howes, Treasurer | ✓ | Katherine Holtze | | |
| | Lesley Holt, Personnel | ✓ | John Clemmer, Admin. | | |
| ✓ | Barbara George, Past Chair of Board | | Tim Webster | | |

Chair Jared Rose called the meeting to order at 7:00 p.m. and declared that a quorum was present.

Glen Miles presented the opening devotional with a reading from Psalms 51: "Create in me a pure heart, O God..."

Approval of the minutes of the January 14, 2014 meeting was tabled until the April meeting of the Board. (There was no meeting of the Congregational Board in February, 2014.)

Financial Report:

Phil Howes was unable to attend the meeting. Jared announced that when he and Phil last chatted, there was nothing noteworthy to report.

Personnel Committee:

Lesley Holt was also unable to attend the meeting. In her absence, Jared and Glen announced that Paul Cutelli had been hired as administrative assistant for Glen and Carla. He has been on board for about a month. He has a wide variety of experience in this role and is already fully up to speed.

Glen also announced that Jason Ashley has been hired full time after working as a part-time temporary employee for about 6 weeks. His role is to assist Monica Lewis and Carla in their ministries. Jason also has a background in physical plant maintenance so also spends about one day a week doing routine maintenance around our building.

Housing Report:

Jared announced that the church's house on 61st Street (just east of the chapel parking lot) was sold very quickly after having been listed for sale. An agreement to sell it "as is" for \$435,000 is now pending final signatures. This price is in line with its independently appraised value and reflects its current condition. This house is owned by the church rather than the endowment fund. The board will consider how to apply the proceeds from this sale when the deal is finalized and funds become available.

Construction Report:

John Clemmer reported that construction work continues to go well even though there have been some hitches in our progress. The completion of the project is now expected about the end of late May or early June, 2014. Sidewalk and landscaping work will be undertaken as soon as the heavy equipment is removed.

John also announced that as of the date of the board meeting, we have not yet had to tap the line of credit which has been arranged for the construction work. A large invoice should arrive shortly, but weather delays and some unexpected contributions have provided excellent an excellent cash flow for us.

John also reported that due to a surge in year-end contributions, we have not yet had to tap into the line of credit at Metcalf Bank arranged to finance our project.

Capital Campaign Report:

Greg Lear shared that an anonymous donor made a cash contribution of \$100,000 and a pledge of an additional \$500,000 over the next five years towards our capital campaign. This most generous contribution allows us to safely reach our revised goal of \$4.9 million with an allowance for normal variations in collections and disbursements.

Greg Lear was thanked by the entire Board for his outstanding contributions to our campaign.

Nominating Committee:

Mary McClure announced that the nominating process for next year's deacons, elders and officers is underway. Nominations are now due from everyone.

There was some discussion about whether there was a defined "promotion path" from being elected to the position of Deacon to the position of Elder, etc. There was also discussion of the "sabbatical year off" policy for Deacons and Elders. Jere Hanney responded that the normal term for both Deacons and Elders is three years. Thereafter, Deacons and Elders are asked periodically if they wish to continue to serve or retire. The "sabbatical policy" was found to not

work well because it was “too automatic” and did not recognize all of the variables that impact a person’s decision of whether to re-up, assume a new role or not.

Mission/Vision/Identity Project:

Mary McClure announced that work on this project is proceeding but she wanted everyone to know that its focus is really upon “What is the message that we want to give the community concerning who we are and what we are about.” It involves much more than just considering whether to change the name of the church. Potential outcomes include adopting a new logo, a new name, new signage, and new ways to talk about ourselves.

The kick-off will be on April 27th, the Sunday after Easter, with a “town hall” meeting at 12:15 in the Social Hall. The topic will be “Sharing our History... and Imagining our Future.” A light lunch will be served. The purpose will be to start conversations about how we can improve our identity in the community, improve our distinctiveness, and improve our effectiveness. A consulting firm, Ministry Architects, has been engaged to facilitate these discussions and craft a useful mission statement. This is the same firm that has recently assisted us in re-engineering our ministry to youth and families. This process is expected to continue into the fall and no decisions are expected to be made until about this time next year.

Ministry Teams Report:

Barbara George reported that ongoing efforts have been underway to coordinate our ministry teams (formerly called “councils”). The team has been making good progress and includes Sandy Bible-Finney, Barbara George, Lance Jesse, Stuart Hoffman and Carla Aday. They asked questions like:

- “What do our ministry teams look like?
- How do they operate?
- How do we bring people on to these ministry teams?
- How do we make our ministry teams reflect the mission and vision of our church?
- What are the gaps we need to fill?
- How do we reach out within our congregation to make these teams more effective?

After reviewing our by-laws, policies and procedures, the committee found many conflicts and inconsistencies. In response, the team asked Dan Hotchkiss of the Albany Institute for guidance. Barbara explained the meanings of the various parts of the diagram shown on the following page.

Barbara also highlighted points from a draft proposal of the new structure of the Ministry Teams which she distributed to the Board. It is also attached to these minutes on the following pages. The target delivery date for a final report is September 2014 and a progress report will be delivered to the Board in February 2015. All of the changes, as finally approved (probably next year) will be presented to the Congregational Board for adoption into the church's policies, procedures and/or by-laws as appropriate.

- Ministry teams have specific responsibilities and minimum expectations.
- Ministry teams have specific budgets and 3-year plans.
- Ministry teams meet regularly and provide written reports to the Board.
- Ministry teams coordinate with other ministry teams.
- Ministry teams will have a minimum of five members and sub-groups as appropriate.
- Ministry team chairpersons will serve for three to five years to allow new leadership to develop.
- Ministry teams will nominate ministry team members to the Board as appropriate.
- Immediate past chairs of ministry teams will serve on the Strategic Planning Committee of the Congregational Board. The goal is to maintain close communications between ministry teams and the Board.
- Ministry team chairpersons will be publicized and highly visible to the rest of the congregation to facilitate matching up congregation members with the ministry teams that are most likely to interest and engage them.

Minister's Report:

Glen Miles' Senior Minister's Report is attached.

Glen extended a special "Thank You" to Greg Lear for his success with the capital campaign, to Jared Rose and Dean Grogger for their assistance in selling the church's houses. Glen thanked David Diebold for outstanding contribution of music to our worship experience and John Clemmer for his outstanding work in staffing efforts over the past few months.

Glen announced that an anonymous donor has made CD's of the "State of the Church" address available for every member. Please get one if you don't have it yet.

Glen pointed out that the largest 11:00 worship attendance this year occurred on the Sunday of the Children's Musical – and for good reason. Our youth activities impact everything in a good way.

Glen's social media communications – emails, FaceBook postings, blogs, etc. – make a measurable difference in the number of new faces we see and the positive feedback we get.

Glen is thinking about preparing a sermon series for 2015 on "Salvation." It's not all about Heaven and Hell after you're dead.

Glen shared that as the Moderator of the Disciples of Christ denomination, he is beginning to see our own church through "fresh eyes." He is gaining insights that are already proving to be quite valuable, especially as regards how the "business of the church" makes such a difference.

Board Actions:

No official actions were taken by the Board at this meeting.

General Comments:

Jared Rose announced that the next meeting of the Congregational Board will be at 7:00 PM on Tuesday, April 8, 2014 and then adjourned the meeting.

Respectfully submitted,
John Trewolla, Secretary

DRAFT

Ministry Teams and Committees at Country Club Christian Church Proposal/Draft February 2014

Definitions:

A Ministry Team is a group of leaders who have an area of defined responsibility and,

1. Has a budget and strategy that supports the church wide Strategic Plan
2. Receives funds from the church budget
3. Interacts with other Ministry Teams
4. Ministry Teams are reviewed annually and may be added or subtracted with recommendations of Staff and with approval by the Strategic Planning Committee and Sr. Minister

A Ministry Project Team is a sub-group of a Ministry Team that works on a specific project or strategy within the ministry. Project Teams are reviewed annually by the Ministry Team and may be added or subtracted at the discretion of the Ministry Team chairperson and coordinating Staff

Minimum Expectations for Ministry Teams and the Chairperson:

**Done in partnership with Staff*

1. * Write an annual strategic plan; update 3-year plan
2. * Submit an annual budget proposal
3. Provide a written Report to the Board by September 1 and February 1.
 - a. report includes Strategic Plan and Updates as well as Key Results to date
4. Ministry Team to nominate 2 individuals familiar with its ministry for consideration by the Nominating Committee to serve on the Congregational Board
5. Meet a minimum of 2 times a year as a Ministry Team
6. Minimum of 5 people serving on a Ministry Team
7. Meet quarterly with other Ministry Team chairs for communication, coordination, planning and support.

Determining Ministry Team Chairpersons

1. A chairperson is expected to serve between 1 and 3 years but may not serve more than 5 years
2. In the Hotchkiss Governance model, Ministry Teams are a function of the Ministry side of the equation. The Strategic Planning Committee is a committee of the Board selected by, and chaired by, the immediate Past Chair of the Board
3. Ministry Team Chairs will be appointed by the appropriate staff member with the approval of the Senior Minister and Board Chair
4. The full Board will be made aware of Ministry Team Chairs annually at the August meeting including each Chairperson's length of service

Suggestions

Goal: *Continue to expand outreach throughout the entire congregation*

1. Balance each Ministry Team with church members representing diversity of experience, background, a variety of age groups, etc. within the church.
2. Invite members to serve on a rotating basis so the Ministry Team always has new members joining and some members rotating off. Example: (Members might serve a maximum of three years and then rotate off for at least 1 year)

Ministry Team Chairs and Staff

| Ministry | Chair | Staff |
|----------------------|-------------------------|-------------------------------|
| Adult Education | Lesley Holt & Phil Love | Carla |
| Children & Family | Tina McGuire | Monica |
| Church Growth | Sally Nielsen | Lauren |
| College Age | | Monica |
| Communications | Tepring Crocker | Lara |
| Congregational Care | Greg Garrison | Joe |
| Enrichment | Ryan Holmes | Carla |
| Marriage Enrichment | Jason & Brooke Glasrud | Lauren |
| Metro Mission | Tom & Cindy Thornton | Carla |
| Mission Trips | Betsy Wilson | Carla |
| Music | Brian Campbell | David |
| <i>NE Initiative</i> | <i>Mary McClure</i> | <i>Carla</i> |
| Outreach | Lance Jessee | Glen |
| Practical Services | Dan Jensen | John |
| Worship | Jeff & Jan Zimmerman | David |
| Youth | | Monica/Haley (Youth Director) |

Country Club Christian Church

Senior Minister's Report to the Board

11 March 2014

1. Thank You Notes. **Greg Lear**-Amazing work as the chair of the capital campaign. **Jared Rose**-Has led board through this year with hope and encouragement and strength, including sale of houses. Speaking of houses, **Dean Grogger**, gave tremendous leadership on developing a plan for this work. **Gloria Grogger**-leading elders with grace and enthusiasm (even this week while Dean recovers from heart surgery!) **David Diebold** always provides outstanding work as our Minister to Music but I never want to forget that truth. **John Clemmer** has put together great Administrative team with new additions Jason Ashley and Paul Cutelli to go along with Mary Margaret House and Diana Black.

2. State of the Church Address on CD and in hard copy. A generous donor provided the funds to make copies of the address so that every church household can have a CD or booklet of the speech. We will give them out again this Sunday at the door. Many who were unable to attend have been very grateful for the chance to read or listen to the speech.

3. A Word From Glen. I continue to get very positive feedback on these weekly emails. It has become a great way to enhance our overall communication with the congregation. I have heard from many that they appreciate hearing from me directly on the mission and ministry of the church.

4. Sermon Series. The most recent series, *The Gospel in Seven Words*, was an interactive series that involved the entire congregation. Many very much appreciated seeing their contribution in the Sunday bulletin. We will continue to seek fun and creative ways to engage our members and friends in the work of the pulpit. The current series, *Hope Between the Shadows*, is designed to guide the listener toward those dark and shadowy experiences and moments in life and see that many times God is already there. I am working on a stewardship series for May-June and additional series for the fall and early next year. I'm thinking of taking on the subject of salvation in the not too distant future. This will be a theologically rich series and one that I hope will help our folks rediscover the joy of salvation (Colossians 1:19-20).

5. Moderator of the Christian Church (Disciples of Christ). In February I led 6 days of meetings of the Administrative Committee and General Board of the CCDOC. I was very encouraged by our work together for two reasons: (1) The board formed a task force to begin the work of reshaping our work into two teams, one that focuses on mission and ministry and one that focuses on governance. There is some great similarity to this work and the effort that Barbara George is leading for us! This effort may be one of the first steps toward helping our denomination provide better resources and support for local congregations and (2) I'm seeing our congregation through new eyes. As the Moderator for the CCDOC I'm required to think like the chair of the board. This has helped me see the needs in our church from that perspective and not just the viewpoint of the Senior Minister. This has been transformative for me in many ways. It helped to inspire much of the content and openness of the State of the Church Address. This

work as Moderator has helped me see that there is always “business” to be done that this work must be done with just as much care as preparing for a sermon, leading a staff meeting or designing a new ministry. I’m grateful for the congregation’s willingness to allow me to serve the general church in this way and I am certain that it is helping me in my role here as your pastor.

6. Away Dates -Vacation April 4-6

Respectfully Submitted,

Dr. R. Glen Miles