

***Church Council Meeting***  
***Tuesday, June 16, 2009***  
***7:00 pm***

**Present:** Paul Durland, Deb Durland, Jane Rioux, Kathy Pappas, Dave Fentress, Rev. Will, Karen McArthur, Jenny Lynch, Cecelia Roberts, Jim Forbush, Susan McLaren, Margaret Forbush, Linda Gouveia, Dick Purdy, Phil Guymont

Meeting convened at 7:00 and was opened with a prayer.

**Rally Day, Sunday, September 13th**

Picnic plans were discussed. Since the picnic is hosted by the Church Council, each ministry agreed to share the responsibilities of the event as follows:

**Care Giving and Outreach:** Set up

**Children's Circle and Worship:** Clean up inside kitchen

**Properties:** Take down tables and chairs

**Treasurer and Communications:** Cooking

**Clerk:** Purchase food

**Fellowship** will ice and drinks

**Ministry Meeting Minutes**

The group discussed the minutes of Ministry meetings on the church blog. Jim Forbush (Communications) will explore the different venues used by the church to communicate. Discussion ensued regarding how to publish meeting minutes to best serve the ministry and the congregation. **Motion was made and approved that minutes from the Church Council and other official meetings (quarterly and annual meetings and/or other special meetings called with the Congregation) will be available through the church website.**

**Finance**

Karen McArthur will forward budget information to each ministry for review and submission to the Finance Ministry. These **budgets are due on September 8th**. She will compile the data and distribute them to the council for review before the September 15th meeting. We discussed the role of the Finance Ministry regarding approval of the budget. The **Church Council** will make final decisions on entire budget process. Jim suggested that each ministry carefully review in their budgets what may not be necessary and put it aside for now – trying to find ways within your own budget to pay for the priority items.

**Stewardship**

Karen offered her view on the upcoming Stewardship drive. She has begun to recruit others to participate in this process and wants to make it a multi-generational approach. Her goal this year is to also increase participation from the congregation. There is a feeling that the pledges cards may confuse people because of their dual purpose – Outreach and Operations. With a change in process, Outreach would not want their donations decreased. A percentage of the pledges would be dedicated to Outreach. Whatever process was decided, we need to ensure that the Congregation is educated and understands how it works. Phil G. advises that loose collection and investment income

not be included in the percentage to Outreach allocation. Jim F. cautions about those who give heavy to Outreach and the possibility of losing Operations dollars. **Motion was made and approved to change from a dual pledge approach to a single pledge card for a unified budget for year 2010.**

### *Children's Circle*

Jenny asked for the Church Council support for the extended hours program that the Nursery School will offer in the fall. Licensure has been granted by the State. Enrollment numbers were positive, showing a net profit for the program. The budget is not dependent on pledge giving – it is self sufficient based on tuition dollars. The school has taken steps to promote the extended day to increase enrollment. A domain name was purchased for 2 years and will be linked to the church's webpage for those searching the web. Sandwich boards have been purchased and will be placed around town. A DVD will be produced and sold to generate revenue. Other ideas involving alumnae have been discussed but not finalized. The Nursery School has also been contacted by UMass Dartmouth as a potential referral source since the closing of their daycare center. Contracts for staff have been reviewed and agreed to. Jenny recommends that the cost of living raise given to other church staff this year be approved for Nursery school staff as well effective with new contracts. Staff Relations Ministry, Rev. Will and Jenny will sign contracts as Church officials. The Nursery Wish List includes a lap top and a sun cover for the sand box. A small stage was also mentioned and will work with Buildings and Grounds to complete.

## *Ministry Reports*

### *Staff Relations Ministry*

Members: David Fentress, Rich Brosky, Kathryn Duff, Kathy Pappas

1. Ministry Mission Statement is in process and will be finalized by the next council meeting.
2. All staff job descriptions have been revised, sent to staff and related ministries for review, revision, and use in job performance evaluations which should take place by early August.
3. Job descriptions and contracts for the Children's Circle Nursery School are in the penultimate stage with final review scheduled for the June 24 meeting.
4. Long range plan (fall 2009) is to develop an employee handbook.

### *Care Giving Ministry*

#### **Lay Shepherds:**

The Lay Shepherds voted to approve the Caregiving Mission Statement to be presented at the June 16 Council Meeting. They also voted to send birthday cards to all parishioners 80 years old and older. Jean Butler volunteered to do the mailings. The new Lay Shepherds received names of church family to visit. Howie Clinch is very much interested in shepherding the recently bereaved families. We ask the congregation and family members to offer suggestions of those whom we might surround. Lay Shepherds make visits once a month.

### **Membership Team:**

The Membership Team will be planning ways to surround our new members and to make them feel welcome. New name tags for everyone was discussed, perhaps even color-coded for number of years as a member. A topic of concern is keeping in touch with the young graduates and their families.

### **Communications Ministry**

Jim noted that his ministry group will be doing a survey of the different types of communication resources that we utilize at church. They will try to determine if we are using these effectively, repetitively or efficiently based on the needs of the church.

### **Worship Ministry**

Linda Gouveia reported that her ministry group has met but has not yet finished their mission statement. In determining former Deacon duties, it was suggested as an idea and strongly encouraged by Rev. Will for each ministry team to assume responsibilities for one month during the year. Sharing these responsibilities presents the church as a whole, giving many members the opportunity to participate more fully in the life of the church. A sign up sheet was passed around.

### **Ministry of Properties**

This is the new name of this ministry. Dick Purdy reported on various activities being reviewed and remedied around the church (ants, spraying, and broken window in shed).

### **Ministry of Fellowship**

Deb reported that the team has decided to keep their name as is since it was just changed from Ways and Means in order to recognize their role of promoting fellowship opportunities for the whole church. They have a list of 20 different ideas and have asked the congregation to join with other ideas or to assist someone with an activity. They will meet in August to finalize their plans for the year and to plan the year end chicken BBQ scheduled for September 20th.

### **Treasurer**

Phil reported that the church is in good financial shape with the figures through May.

### **Mission Trip**

Reverend Will talked about the upcoming Mission Trip scheduled for June, 2010. There will be a maximum of 36 kids and 10 adults. Deadline for registration for the kids is August 1st. If there are fewer kids then more adults will be invited to attend. Team building and fund raising activities will be planned throughout the next year.

### **Ministry of Spiritual Formation**

Rich Rende reported a successful end to the Sunday school year. At this point, Wendy is beginning to formulate her plans for next year after taking some time off to recuperate from this year's projects. They will be meeting again later this summer.

Meeting concluded at 9:10 with the Lord's Prayer.

**Next meeting is scheduled for Tuesday, September 15, 2009 at 7:00 pm in the church library.**

Respectfully submitted,  
Cecelia Roberts  
Church Clerk