

1/26/17 Minutes -- Strategic Leadership Council

St. John United Church of Christ

Meeting duration: 5:30 pm – 8:00 pm

Attending: Louise Hall (chair), Theo Baldwin, Lonnie Fields, Steve Howes, Dale Sexton, Melissa Stephens, Pastor Keith Haithcock

Prayer and Preparation,

Pastor Keith provided a meditation and prayer. All read the St. John Vision and Mission and the SLC Goals statement (from Charter documents).

***Strategic Leadership Council Goals...** In the spirit of the above Vision and Mission statements and in order to transform St. John United Church of Christ into a vital, fully alive mission outpost - receptive to the Word of God, moved to action by the Holy Spirit and living the commission of our savior Jesus Christ - the **Strategic Leadership Council (SLC)** establishes...*

Consensus Items approved: 1/26/17 SLC Agenda, 12/15/16 SLC Minutes

Investment/Endowment Team

- No report for this meeting.

Technology Proposal

- Mitch will present on a sanctuary technology proposal at the February SLC meeting.

SLC 2016-2017 Priorities

- Louise reviewed the SLC 2016-2017 Priorities established during the August SLC retreat:
 - Extravagant Welcome
 - All SLC members take a lead role with this, as part of a wider church effort to extend welcome.
 - Creating Ongoing Balance Sheet
 - Melissa, Dale, and Steve continue to develop the monthly balance sheet format.
 - Implementing First Friday Activities
 - Pastor Keith will hold a brainstorming meeting about this on Sunday, January 29.
 - Review of Policies, Personnel, and Committees
 - Louise, Pastor Keith, and Steve met on Jan 24 to discuss. Steve will take the lead with this.
 - Transparency at all Levels
 - Achieving this as much as possible, including budget and financial information.

Policies, Procedures, and Rotation Schedules

- Steve distributed documents on the strategy for review and development of policies and procedures, including three categories: 1) current written/approved procedures, 2) drafted/not approved procedures, and 3) not drafted/not approved procedures.

- ACTION: At a first step, Steve will send written/approved procedures for comment at least one week prior to next SLC meeting. SLC members will review and provide any necessary discussion/edits over email. Goal is to have all written/approved procedures updated and approved at February SLC meeting.
- At future meetings (March and beyond), SLC will deal with drafted/not approved policies and not drafted/not approved policies.

Emergency Procedures Update

- Pat Giglia's niece is preparing floorplans of the church building for emergency personnel (e.g., fire and police). Louise will request an editable version of the diagram in case the diagram needs future changes.
- Re: phone system updates, Lonnie has discussed our desires with Mitch and should have upgrade costs from a phone vendor ready for the February SLC meeting.
- Re: usher/greeter training (scheduled for February 5): Discussion on revised procedures in light of security needs. ACTION: Louise and Theo will prepare recommendations on external doors for SLC. A future need is incorporate active shooter training/discussion with ushers/greeters.
- SLC also discussed another security issue regarding people leaving valuables unattended in the church building, which opens up the possibility of theft.

Financial

- Dale reviewed the November 2016 and December 2016 Treasurer's Report.
- MOTION: Melissa move to approve the November and December Treasurer's reports, pending a correction to the November ending balance. Steve second. Motion passed.
- ACTION: Dale will send corrected reports by email for attachment to the SLC January minutes.
- Dale reviewed the balance sheet detailing financial activity for December 2016.
- SLC clarified financial reporting for Music on the Avenue, which operates on a separate bank account. At the end of each fiscal year, the MOTA chair is expected to make an annual report to the congregation, including financial information.
- Future SLC agenda item is to develop a policy regarding financial reporting for church activities that work through a separate bank account.
- Discussion on the processes for preparation of the Financial Secretary's report, which currently involves double entry in both Church Windows and Excel. ACTION: Melissa will meet with Mary Ann and any other interested SLC members to discuss potential new procedures.
- Discussion on Church Windows training needs for the Treasurer, Financial Secretary and church staff.

Stewardship Committee Update

- Melissa, chair of the Stewardship Committee, reported that the next committee meeting will be February 1 at 6:00pm. The next congregational stewardship luncheon event will be planned during this meeting.

Pastor's Report

- Seven covenant members have not attended church in two years and have not given a recordable gift in the past two years. Per St. John church bylaws, Pastor Keith prepared a letter inviting these individuals to reengage with the church. If there is no response within a 30-day period, these individuals will be removed from the membership rolls. These covenant members are: Jackie Conley, Tristan Day, Mallory Fausz-Muddiman, David Foust, Anne Marie Jansen, Sandy Showell, Dennis Sunderman, and Patti Webb.

- MOTION: Lonnie moved that we approve sending these letters. Steve second. Motion passed.
- Pastor Keith reminded all of the forthcoming book study program.
- Pastor Keith is discussing shared worship efforts (Ash Wednesday/Good Friday services) with Rev. Holly Robertson of Dayton Presbyterian Church.
- A multi-church congregational care team training to take place in March. Five individuals from the St. John congregational care team will participate.
- Pastor Ryan Byers (Christ Church, Ft Thomas) has submitted his resignation from the Board of the Youth Advisory Board. In addition, Alicia Byers will step down as Coordinator of the Youth Advisory Board.
- Pastor Keith is obtaining a carpet remnant for the choir rehearsal room, to reduce noise during rehearsals.
- A Keurig coffee maker has been donated to the church. This will be available for general congregational use on Sundays.
- Camille Saba Smith will receive a choir section leader contract.
- Steve Milloy is the interim director of Mannerchor, the small ensemble of the Cincinnati Men's Chorus. This ensemble has completed a Building Use application with St. John, for their use of the building. Mannerchor rehearsals will be held in the sanctuary, with no use of spotlights. The group will pay a one-time annual housekeeping fee, and heating needs (e.g., thermostats timers) will be handled through church staff. One member of Mannerchor will participate in the St. John Chancel Choir each Sunday. In addition, three volunteer performers will be provided for both of the 2017 variety shows.
- Pastor Keith distributed a report on Pastor's Discretionary Assistance Fund (PDAF) Year-End Totals. There is a five-year accumulation of \$9,402.65 for this designated fund. ACTION: Pastor Keith will develop a plan for SLC on spending this available balance within the spirit and purpose of the fund.

OMG Update

- Louise, Pastor Keith, and other SLC members will meet with OMG members on February 12.
- Pending tasks are for OMG to craft a mission statement and to share their contact lists with the church office.

Adjournment: Melissa moved to adjourn, Dale second. Motion passed.

Minutes recorded by: Theo Baldwin, SLC Secretary

Next SLC meeting scheduled for **Thursday, February 23 at 5:30 pm**. Meditation: Steve. All are welcome to attend.

Treasurer's Report November & December 2016

<<will be included in final minutes>>