

Strategic Leadership Council: 8 October 2013 Meeting Minutes

In Attendance: Keith Haithcock, Mary Ann Reilly, Mitch Leigh, Tim Smith, Raniele Jago, Sandy Kerlin

In Attendance for Pastoral Relations Committee (PRC): Robert Moreland, Mary Kahal

The SLC meeting was opened with a prayer led by Sandy. We read our Vision and Mission statements aloud as a group.

Accomplishments:

Pastoral Relations Committee (Pastor Keith was not present during the beginning of this agenda item.)

- Along with Pastor Keith, prepare a job description and a way to measure goals against the objectives of our Vision and Mission.
 - Job description should be based on the UCC Ordained Clergy Code of Ethics, Church Bylaws, Installation Liturgy and Call Letter
- Suggested that there be an annual covenant renewal service between the congregation and the Pastor.
- Suggested that Pastor's Report be written more qualitatively versus just providing numbers to bring life to the actions.
- Develop a policy and process for a congregant to provide feedback regarding St. John Church.
 - Should be a simple form to provide feedback
 - Provide name of congregant
 - Include what happens next
- Pastor Keith has expressed the need for more administrative help. Currently, the Church Secretary only works 16 hours per week.
- **Raniele will draft a congregation feedback form to be presented to the SLC by October 25th**
- **Tim Smith will reach out to SONKA, UCC website and local UCC churches regarding the Pastor Job Description by October 25th**
- **Entire package of Job Description, evaluation measures, feedback form to be completed by April 1, 2014 for implementation of new fiscal year in June.**
- **PRC will return to November 2013 SLC meeting for update**

Steering Group Proposal

- Steering Group Proposal shared during last month's SLC meeting.
- Communication will be needed between the A-Team and the SLC, Pastor and Administrative staff.
- **Pastor Keith will continue to coordinate the Usher/Greeter, Acolyte/Liturgist.**
- **Mary Ann to communicate with Willie Tackett regarding the identification and invitation of the members of the A-Team (5 people) to the November SLC meeting for a 45-minute discussion regarding their plans and proposals. Any SLC feedback and response needs to be provided to Mary Ann by end of this week.**

Congregational Concerns/Seating and How Decisions Are Made

- The back rows of the sanctuary have been roped off in an effort to make an enhanced worship experience for all.
- **An announcement will be made regarding a day for the congregation to come together to discuss seating in the sanctuary in the e-Weekly (blurb to be written by Tim) and by Tim during service for the next two weeks. (Keith and Tim to work together to decide a date.)**

November Annual Meeting

- **Tim will write a proposal regarding the transition of SLC membership in the upcoming FY.**

Sound/Video System

- Estimate from Industrial Communication and Sound shared by Mitch. Mitch will gather other estimates for review.
- **SLC to review and provide feedback via email.**

The meeting was ended with a prayer led by Sandy.

Action Items:

- Action items are noted in bold above.

Correspondence Notes from the Secretary: Dean & Carol Griffith have requested to have their membership transferred from Trinity Hill UCC to St. John UCC. Pastor Keith has sent a request for a letter of transfer of church membership dated September 25, 2013.

Next Meetings:

- November 12, 2013 SLC Meeting 6:30pm
- November 17, 2013 Annual Congregational Meeting