

## **7/23/15 Minutes -- Strategic Leadership Council**

St. John United Church of Christ

Meeting duration: 6:45 pm – 8:45 pm

Attending: Melissa Stephens (chair), Theo Baldwin, Stan Bowling, Louise Hall, Dale Sexton, Pastor Keith Haithcock

Guests: Donna Hoffman, Bruce Horn, Will Tackett

### **Prayer and Preparation**

Meeting opened with a meditation by Melissa Stephens. All read the St. John Vision and Mission.

Consensus Items Approved: 5/28/15 SLC Minutes, 6/15/15 SLC Minutes, 7/2/15 OMG Minutes, 7/23/15 Pastor's Report, 7/23/15 Agenda

- Agenda modified to include two last-minute additions
  - Stewardship Campaign Results under *Generative Discussion*
  - Membership Update under *Proposals, Presentations, Planning*

### **Generative Discussion**

Health Department Update (Dale Sexton)

- Dale contacted a church in Kenton County, who visited St. John and provided advice.
  - This church has a food pantry and holds regular public meals. When they hold events, they notify the health department and invite them to attend.
  - Overall, this guest feels that our kitchen looks good and noted some modest changes and recommendations.
  - Any church must have someone certified inside the building if preparing a meal; however, this does not need to be person cooking the food. Certification training is provided through the NKY Health Department.
  - "Potluck" meals should only be held for the congregation, and not advertised to general public, as potluck food was not prepared in a certified kitchen.
- NKY Health Department website does list some church and related locations as receiving regular inspections. Dale understands that the Health Department intends to inspect every six months, if a church is holding regular meals.
- Bruce Horn distributed a sample inspection report from the NKY Health Department website, and reported on actions already taken by OMG to enhance the kitchen.
- ACTIONS
  - Dale will prepare a list of tasks and guidance to post for anyone using the kitchen space.
  - Will, Bruce, and Dale will complete food preparation certification training.

Church Business Cards

- Bruce distributed a draft "business card" that congregants can use to hand out to people they encounter and want to encourage to be involved with the church.
- SLC affirmed their support for OMG to proceed with printing and distributing these cards.

#### Chairs for Fellowship Hall

- Bruce distributed a proposal to purchase 50 padded banquet-style chairs (black vinyl) for the fellowship hall, including a chair truck and dolly. Chairs cost \$19.95/each, for a total cost of approx. \$1,000.
- Discussion ensued on timeline of this purchase, quantity and quality of chairs needed, and potential funding sources for this project. SLC requested further research on the durability and quality of the chairs, and to obtain a sample if possible.
- A fundraising campaign for carpeting will take place in the coming months. SLC agreed to defer action on a chair purchase until the carpeting campaign is complete.

#### Wedding Policy Update

- Due to the recent changes in marriage equality nationwide, Pastor Keith has prepared an updated wedding policy. The major changes reflect Pastor's ability to serve as an agent of the state and to sign marriage licenses, and the availability of air conditioning throughout the building.
- MOTION: Stan moved to accept the updated wedding policy. Dale second. Motion passed unanimously.

#### Request to Serve Alcohol at Function

- Pastor Keith discussed a request from a church member to serve an alcoholic punch at an upcoming church function.
- SLC practice will be to work through our insurance liaison (currently Sandy Kerlin) to discuss particular situations with the church's insurance agent.
- ACTION: Melissa will coordinate contacting the insurance agent, and will present any cost information to the requesting congregant to pay.
- Future SLC agenda item will be to prepare a policy for serving alcohol at church functions.

#### Altar Flowers Overages

- Melissa presented a proposal that overages for altar flower donations be deposited into the Memorial Fund. Overages are typically small (less than \$50/year).
- MOTION: Louise moved that altar flower overage funds be placed in the Memorial Fund. Stan second. Motion passed unanimously.

#### Removal of Two Pews from Sanctuary

- Pastor Keith discussed the need to create more space in the rear of the church through the removal of the last pew on each side. More space is needed due to increased social gatherings in the rear of the church as well as more activity around the information tables. Also, visitation events held at the church typically request to have the casket placed in the rear of church, and more space would assist in this placement.

- With sanctuary carpeting starting soon, there is an opportunity to make this space change. Removed pews will be placed in the fellowship hall, and planned carpeting will be extended to include the space for these pews.
- MOTION: Dale moved to remove the last pew on each side. Louise second. Motion passed unanimously.
- ACTION: Melissa will coordinate moving of the pews.

#### Stewardship Campaign Results

- Tim Smith distributed an update on this campaign via email. This will be discussed in greater depth at the SLC retreat and future SLC meetings.

### **Proposals, Presentations, and Planning**

#### Membership Update (Pastor Keith)

- Following the church bylaws process, the following 14 individuals have been withdrawn from covenant membership:
  - Brad Caldwell
  - Andrew Weiss
  - Missy Ruete
  - Rob Ruete
  - Jim Meyer
  - Tony Vaughn
  - Tony Phillips
  - Randy Womble
  - Tom Miller
  - Jim Fausz
  - Darlene Fausz
  - Sarah Fausz-Haggerty
  - Brittany Montgomery-Batchelor
  - Amanda (Bowman) Goforth

#### Mid-Month Check-in/Reports (Melissa)

- SLC discussed updates on church business that happen via email or phone between scheduled meetings.
- SLC affirmed that pertinent updates and information will be recorded in the minutes of the SLC meeting following.

#### Email & Phone Call Expectations (Melissa)

- Melissa requests that SLC members provide prompt response to emails and phone calls regarding church business, to confirm receipt or provide feedback.

#### Treasurer's Report (Dale)

- Dale provided a financial update from reports provided by the previous treasurer. Current checking balance is approx. \$13,000. With the end of the fiscal year, total giving is approx. \$22,000 below budget need.

#### Committee and Individual Appointments (Melissa)

- Melissa is still awaiting responses. A list will be approved at the August SLC meeting.

#### Meditation Rotation

- Affirmation of a schedule for rotation of meditations at SLC meetings.

#### Monthly Meeting Schedule

- SLC meetings for this year are scheduled for on the 4<sup>th</sup> Thursday of each month from 4:00 pm – 6:00 pm.
- ACTION: Pastor Keith will inform the church office to update the church calendar.

#### Annual Retreat Schedule

- The SLC retreat will be held from 9:00am – 3:00pm on Saturday, August 8. Location TBD.

#### **Follow-up / Ongoing Items**

- Due to time, the following agenda items will be carried over the next SLC meeting:
  - President Elect Candidate
  - Emergency Operations/Procedures
  - Pastor Evaluation

#### **Actions & Assignments**

- Discussion to confirm actions and assignments for this meeting

Next SLC meeting scheduled for Thursday, August 27, 2015 at 4:00 pm. Meditation will be delivered by Theo Baldwin. All are welcome to attend.

**Adjournment:** Motion to adjourn. Stan moved, Dale second. Motion passed.

Closing prayer led by Melissa.

Minutes recorded by: Theo Baldwin, SLC Secretary