**COUNCIL MINUTES: Sunday, 3-26-17 at 11:45 am**

Present: Theresa Gale, Judy Hoke, Ann Ivester, Ken Katzen, Heather Kirk-Davidoff, Matt Norvell and Anne Yenchko

Guest: Bonnie Orrison

Absent: Don Link

**AGENDA**:

Ken led us in prayer, and Judy presented the jest.

**Records Management**:

Bonnie Orrison attended today primarily to bring to Council her concerns regarding ensuring that KC records on personnel matters and contractor records are maintained in a “safe, secure and accessible” manner. An ongoing process, the scanning of all current written KC records continues, and Council is reminded to be sure to include the KC Office in all electronic communications so that the documentation is always available for scanning. After discussion, Matt agreed to work with Office Administrator Amy Sens to create a procedure that will address the specific issues about procedures for gathering and scanning personnel and contractor records.

**MINUTES**: **MOTION was made and approved to accept the Council Minutes for January 22, 2017.**

Minutes for the Executive Meetings on 2-20-17, 3-1-17 and 3-12-17 were accepted (motion not necessary.)

During the past month, Council approved the following **Motions** by e-mail:

**MOTION: Council approves the proposed 2017 Final Budget, dated 2/28/17. [Budget is attached for your review.]**

**MOTION: There is a total carryover of $15,634 from 2016.  Council approves the use of $9,495 from 2016 for 2017 operating budget. Additionally, Council approves that the remaining funds be distributed as follows: $4,000 to the Capital Improvement Fund, $1,435 to fund HCC scholarship and $704 to LIFTUP for repayment of operating loan.**

**MOTION: Council approves the following as KC corporate missions: Agape, Cold Weather Shelter, LiftUp!, Route 1 Day Center, Sacred Garden, Seeking Refuge.**

**MOTION: In the absence of an active Records Management Focus Group, the Office Administrator may be appointed Records Officer and may shred small batches of files using the office shredder. The Records Officer is eligible to sign as both Records Officer and the destruction witness on the Destruction Log when this procedure is followed.**

**Heather's Departure**:

Heather's final Sunday with us is June 4. The Executive Committee reported on, and Council discussed at length, creating and presenting to the congregation the process by which the next KC Enabling Minister will be hired. Council is primarily concerned that the life of KC continues as much as possible while the search goes forward. To that end, Jack Dunlavey has offered to do Pastoral Care, Theresa Gale will be point person for Spiritual Enrichment programs, and a part-time minister to support us primarily with Worship is being explored.

Council has begun the process by identifying and outlining the steps that need to be taken, and Theresa will immediately communicate the steps of the process (as they are identified and approved by Council) to the community via email to help eliminate anxiety that has surfaced around Heather's leaving. Helpful information on prior search processes was willingly provided by Members who served on prior Search Committees. Listening groups will be convened, and CARE Group leaders' input will be solicited. Council acknowledged the need for a grieving process as our community faces this major change in its life together. At the April 30 Community Meeting/Community Worship, the community will be asked for more input, will be informed of the Search Committee Guidelines, and the process whereby a Search Committee will be appointed. Once the Search Committee comes together, they will then begin the search and convene as often as is necessary to accomplish their task. The search is estimated to take 6 to 12 months.

Ken announced that V, D & I have recently created a Welcome Team to facilitate connections with visitors and new attendees by making social contacts with them, such as inviting them to coffee, lunch or dinner. Ken reported that Ellen Leiserson will head up this team, and that initial email communication has already gone out.

Anne Y. led discussion examining the draft job description HR provided for the Part-time Minister. A possible candidate has been identified and Theresa agreed to talk with this person regarding the responsibilities the job entails and her level of interest in the full-time position. HR will meet again with Heather to finish out the details of her term of service with KC. All are encouraged to keep this search process in prayer.

**Leadership Teams**

**Finance:**

Ann reported for Don. Two items for the Parking Lot that require input from Finance are (1) to come up with a dollar figure for the amount to be budgeted for the Search Committee; and (2) to coordinate with HR the dollar amount to be offered to an incoming Part-time Minister.

Bonnie reported that the Rolling Ridge Retreat Center contract for 2018-2020 is up for renewal. After discussion, Council unanimously approved continuing KC's long-time relationship with Rolling Ridge.

**MOTION: Council approves the signing of the 2018-2020 contract with Rolling Ridge Retreat Center.**

**Human Resources:**

HR met with Heather immediately upon her announcement of her moving. They will continue to work with Heather in finishing out her term with us, grieving her loss, but supporting her in her move. She will be away Sunday, April 30, the date of the next Community Meeting/Community Worship, during which time the transition plans will be announced.

The Executive Team recommended extending Heather’s contract for 65 days. HR will present this to Heather and attain signatures to solidify it.

**Building and Grounds:**

Matt reported that snow removal for this winter season has been necessary only one time. Judy reported that the Rental Team is having a very busy season, and that there will be a more detailed report at the next Council Meeting. Theresa asked the Rental Team to send in a report each month to be included in the Council Packet and appreciated the incredible work the team is doing.

**Vitality, Diversity & Inclusion:**

Ken called Council's attention to the new name for this Leadership Team, and pointed out the information available by email on this team's new activities. As noted above, Ellen Leiserson will head the Welcoming Team, going forward.

**Enabling Minister’s Report:**

Heather expressed her gratitude for the understanding and the kindnesses she has experienced during this transitional time in her life.

**Worship**:

Theresa reported that WLT met and made plans for the Easter season. She reminded Council that they are to serve as the Worship Task Group for the April 30 Community Meeting/Community Worship. To assist with their planning for that day, Council will have the benefit of the Debriefing Feedback from the first combined Community/Worship event on January 29. To ensure capturing feedback on April 30, especially concerning the Enabling Minister transition process, Council members will not sit together up front as a WTG, but intentionally sit each at a different table around the room.

Heather, Ken and Theresa will work together to develop the Order of Service for the 4/30 service.

**Seeking Refuge**:

Ann gave the update as Don is not able to be present. The Committee continues to press forward in caring for the refugee family we are sponsoring. Ann reported how difficult some of the processes are, especially detailing for Council the onerous guidelines required to obtain approval for our refugee family to receive the State of Maryland's Temporary Cash Assistance. She asked that we particularly continue to pray for all those involved in the relocation, especially for all the volunteers, but also for the lovely family who are mightily grateful for all that is done for them, and are a joy to be around.

**Parking Lot**:

– Finance will come up with a dollar figure for the amount to be budgeted for the Search Committee.

– Finance will coordinate with HR to determine the dollar amount to be offered to an incoming Part-time Minister.

**Assignments for next Council Meeting**:

Facilitator – Theresa

Process –

Jest –

Timer –

Parking Lot –

Chaplain –

**Dates to Remember**:

Executive Meeting TBD

Next Council meeting is May 7

Easter Sunday is April 16

Luzier Memorial Service Sunday April 23

Council members will serve as the WTG on Sunday April 30