**COUNCIL MINUTES: Sunday, 5-7-17 at 11:45 am**

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

**AGENDA**:

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

**MINUTES**: **MOTION was made and approved to accept the Council Minutes for March 26, 2017.**

Minutes for the Executive Meeting on 4-25-17 were accepted (motion not necessary.)

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

**MOTION: Council approves the contract for Amy Sens to provide Worship Consultant support beginning May 8 through December 31, 2017.**

**Evaluation of April 30 Worship/Community Meeting:**

Overall comments from the attendees were shared and discussed. Council will be using the Responses to Questions and Responses to Concerns which were received as they prepare the next steps in the transition process. Important to the process are transparency, communication, and discernment. Anne noted that the Leadership Teams are stronger and much more functional now than in the times of past ministerial transitions, which bodes well for the health and continuation of KC as a community.

**Search Team Appointment:**

Upon review and discussion of the resumes received, Council selected the Search Team of Don Benson, Marty Downie, Genny LaPorte, Laura Lesche, Matt Norvell, Bonnie Personnett, and Avery Trinh. The Search Team's responsibilities were reviewed; they will be informed by telephone call prior to the public announcement. Those who submitted resumes and were not chosen for the Search Team will also receive a telephone call indicating their status and thanking them for applying. A Commissioning Service will be held for the Search Team on June 11.

**Enabling Minister's Report:**

Heather reviewed with Council her upcoming activities as she winds down her term at KC. She will be transferring administrative information and will discuss with Theresa the pastoral information she wishes to share. Council will welcome her input and suggestions concerning the transferral of her duties so that nothing will be overlooked in the transition planning. As a member of the greater Howard County community, she will be a panel member at the Columbia Founder's Day event, will provide a Refugee Family presentation for Leadership Howard County, and will participate in the Ice Cream Social planned for our refugee family later in the month.

There was discussion as to the circumstances and events in which Heather would participate after her formal time with KC is finished. That she will no longer be available to give pastoral advice is a given, healthy for both herself and for KC, but she would like to remain on the prayer chain, and will be available should the need arise to officiate at a funeral, but only in the interim until the new pastor is secured. A parking lot item was created to develop communication to KC about communicating with Heather after she leaves.

After her report was concluded, Heather was excused from the balance of this meeting.

**Farewell Party for Heather**:

Mary Jane Sasser will head up the farewell celebration on June 4, with assistance from a number of others. It was decided that those invited would be only people associated with KC, not including persons from the greater outside community. Council will need to discuss and decide with them various options for the celebration—i.e., catered food or potluck; how much to budget; whether to accept donations or not; if there is to be a gift, what should it be?

**Combined Worship/Community Meeting Results:**

In order to keep the KC community informed, the Executive Committee discussed how to communicate the steps of the process (as they are identified and approved by Council) to the community. Input from attendees will be shared with the Search Team. Council feels it important to offer further opportunities discussion, such as offering another community meeting, and providing a questionnaire asking KC individuals to name the qualities they wish a new pastor to have. Theresa with the help of the Executive Team and Council will communicate with KC in a timely manner via email on the ongoing steps of our search process. Many positive ideas were discussed, and Council is ready and willing to meet the challenge of transition in a positive frame of mind.

The purpose of the Search Team is to find, hear and bring candidates to KC, each of whom will bring a sharing to the congregation, and be available for a question & answer session. After hearing all candidates, all of KC will be invited to participate in a discernment. This is not a vote. There was discussion on the discernment process. Note was made that Council affirms or does not affirm a candidate recommended by the Search Team and that HR and Finance should negotiate and approve a salary and benefits for the new Enabling Minister.

At that point, the discussion turned to current KC by-laws and how currently they do not clearly define this part of the process. It was determined that Council wants to be clear about the roles and responsibilities of (1) Council; (2) Search Team; (3) and the community. Council wants to provide clear guidelines and cover the process in detail before sharing with the congregation. **[In an email exchange after the meeting, it was determined that Council will only develop guidance to this Search Team and not develop By-Laws nor Policies & Procedures for future Search Teams.]**

**Leadership Teams**

**Finance:**

Don reviewed the financial reports, especially the Treasurer's Summary, and the First Quarter Financial Results. He remarked on the generosity of KC Community as reflected in the higher level of income received from pledges and offerings in 2016, and the increased level of pledging for 2017. He indicated that the Search Team budget is estimated to be $7,500.

**Human Resources:**

HR is meeting with Heather as needed to finalize her time with KC, and will continue to work with Amy Sens as she steps into the additional duties of Worship Consultant for KC in this transition time. Anne indicated Amy will be a 1099 consultant for tax purposes. HR will meet with Amy and Heather to ensure all administrative duties are addressed and transferred in a timely manner.

**Worship:**

Theresa reported for the WLT, who will be working with the Worship Consultant as worship planning goes forward once Heather leaves. WLT will ensure that the Worship Task Groups are fully staffed, and that a WLT committee person will attend each month's WTG planning.

**Building and Grounds:**

Matt reported that contract rentals continue to increase. He asked for feedback from Council about two additional concerts that are planned in the Summer and what rental rate should be charged since they are not for 2nd Saturday, yet are fund raising events. The Rental Team will meet with Matt to discuss their recommendations to Council at the next meeting.

Jimmy Woodward is no longer available to serve KC, and the search is on for a replacement. HR has a job description for Matt to use in his discussions with Council and Leadership Teams as a new person is identified to serve in Jimmy's capacity.

The lighting project has been completed.

The upstairs refrigerator may need to be replaced soon.

Volunteer workers are being solicited for Barn Work Day on Monday, May 29.

Discussion on computer file security ensued. Is it necessary? YES. Are we secure enough? What digital backup is necessary? Is any critical material being stored off site (in your filing cabinet or basement) ? Matt will discuss with Leadership Teams, and with Amy to find the answers to these questions, and the right solution for our needs.

**Vitality, Diversity & Inclusion:**

This team will continue to do interviews over the summer using the same list of questions. Ken has the originals in his possession, and the material obtained may be helpful in the search process. Six people are now trained in these methods.

**Seeking Refuge:**

The volunteers are heavily into the job search for Mehdi, the father of the family, and hope that they will be successful soon.

**Parking Lot**:

– Review of Policies and Procedures relating to the transition process

--HR to propose guidelines for Heather's leaving and building boundaries

**Assignments for next Council Meeting**:

Facilitator – Theresa Process – Don

Jest – Matt Timer – Ann

Parking Lot – Anne Chaplain – Ken

**Dates to Remember**:

Refugee Ice Cream Social, 5-21-17

Barn Work Day, 5-29-17

Heather's last Sunday, 6-4-17

Next Council meeting, 6-11-17

Search Team Commissioning Service, 6-11-17