

**Minutes of
Dixboro UMC Leadership Council Meeting
Wednesday, May 6, 2020 7:00 to 8:30 PM**

Present: Pastor Jeanne Garza, Reverend Mary, Barbara Scheffer (chair), Kenn Scheffer (Trustees), Charles Engle (Financial Sec.), Mary Turfe (Lay Leader), Brent Howlett (Rep to Annual Conf.), Jayne Worthy-Howlett (Pres. DUMW), Harold Tuckett (VCI Coord.), Marilyn Pobanz (SPRC), Mary Ellen Miller (Secretary), Cathy Freeman (Outreach), Patty Burns (Witness), Randy Hucks (Treasurer)

Missing: Youth member

Devotional time: A reading shared by Barb about being Christian.

Minutes of March 5, 2020 unanimously approved as distributed

Business:

1. *Presentation of Goals and measurable outcomes from SPRC. - Marilyn (Rev. Mary sent document for review and shared on our screens)*

Discussed the 3 proposed SPRC Goals:

- A) SPRC will develop and approve written job descriptions for clergy and other paid staff members in cooperation with each staff person.
Measurable Outcomes:
 - 1) Prepare a one page draft describing roles and responsibilities by July 2020.
 - 2) Present draft to Leadership Council by August 2020.
 - 3) Share draft with congregation in person and electronically by September 2020.

- B) SPRC will work effectively in church functioning as demonstrated by:
Measurable Outcomes:
 - 1) At least quarterly confer and counsel with the clergy and staff on the matters pertaining to the effectiveness of ministry; relationships with the congregation; the clergy's health and self-care, conditions that may impede the effectiveness of ministry; and to interpret the nature and function of the ministry. Example: Jeanne should take care of herself by taking at least one day off a week.
 - 2) SPRC members will share the responsibility for being staff liaisons (checking with paid staff members quarterly, and then reporting back to team).

- C) SPRC will provide summative evaluations at least annually for the use of the clergy and staff in an ongoing effective ministry and for identifying continuing educational needs and plans.
Measurable Outcomes:
 - 1) Complete all required evaluation forms by the end of August each year.
 - 2) Present forms at the Annual Church Conference.
 - 3) Implement all approved actions by December 31.

After discussion, clarifications, and minor changes in wording the above 3 goals and measurable outcomes were unanimously approved – Good job Marilyn

Note: Goals and measurable outcomes from Trustees and Finance will be discussed at next meeting

2. *Discussion of the Proposed New Ministry Teams prepared by the task force (Mary Turfe, Brent Howlett, Rev. Jeanne, Rev. Mary, Barbara)*

Discussion of the rationale for moving from 5 teams, as discussed at the last Leadership Council meeting, to 4 teams concluded with keeping the newly proposed 4 teams, acknowledging the issue of many overlapping responsibilities. The proposed 4 teams are:

- 1) Discipleship Team
- 2) Faith Community Team
- 3) Mission Team
- 4) Caring Team

Discussion included the following comments:

We need to include our vision statement

Need to include gathering ideas from lay leaders.

How do you have measurable outcomes?

Hospitality should not be in fellowship

Outward emphasis is missing: hospitality should be directed towards new comers, for event pieces it is an outreach into our community.

Hospitality includes welcoming in the beginning and all the way through the worship service.

Where does coffee hour belong?

Hospitality should be in the website and not tied to events. Events are important, but not same thing as hospitality.

Hospitality and events were put together as there is overlap between hospitality and events

Website is a BIG responsibility

Question by chair: Do we want 4 focus groups or 5? Discussion continued

Putting people in boxes is artificial, but can we try 4 to see how it goes?

Experience with events such as trunk or treat is outward as $\frac{3}{4}$ of attendees are not regular members.

Welcoming, greeting, mentoring, and follow up are important/

Council approved the four ministry team categories with a plan to evaluate in one year of implementation

PLAN:

Implement this in September, 2020

Team Leaders:

Discipleship- Brent

Faith Community- Harold and Patty Burns agreed to co-chair for Faith Community. Harold and Patty will have a ZOOM meeting with Pastor Jeanne to discuss.

Mission- a name was suggested and Pastor Jeanne will pursue

Caring- Cathy Freeman

Charge to Team Leaders:

1. Examine the existing list of "Primary Responsibilities" and add or delete by next LC meeting
2. Identify names of potential team members
3. Prepare a 3 minute presentation to congregation about the new team and seek volunteers to join

Additional thoughts:

Each team should have a liturgical color associated with the ministry. Brent wants mint green.

Patty wants slate blue.

3 .*Discussion of what else we can do now to help our members and our community during this time of social isolation AND What do we need to do to prepare for the "new normal" for the church building, the church service, church use, church members, visitors, etc.*

Rev. Jeanne will soon have input from Bishop Bard

There is a first Sunday back information kit available. More discussion next meeting.

Kenn – there will be physical needs that will have to be dealt with and/or supplies purchased when we return. Specifically for the Sanitary.

Hand washing options? Could reroute people through admin doors to bathrooms before entering sanctuary.

How often do we clean the church?

Harold stressed the need to continue providing online streaming as not everyone will feel safe returning to church.

Also need to address issue of who is able and who is not able to attend virtual church.

There are lists for people to call people to check on their welfare.

Church bathroom use for the Farmer's Market: Approved plan for only vendors in to use the bathroom? Fewer vendors this year. Use of a porta potty not preferred.
Market time is shrinking from 4 to 3 hours, no food truck.

Cathy – Is looking for a school population that needs help for outreach for ministry.

Good News –

500 masks have been sewn by members and distributed!

Randy – applied for CARES act forgivable loan of \$26,000 with blessing of church higher ups.

Church attendance – 70 to 98, Easter was 150

4. *Date for next meeting: June 3, 2020 7 pm, probably a ZOOM meeting*

5. *Agenda for next meeting will include:*

Opening devotions by Harold

Feedback from ministry team leaders regarding additions, deletions, changes to “Primary Responsibilities” of the team.

Review of the goals and measurable outcomes from Trustees and Finance

More discussion of how the "new normal" is functioning

Closing reading/devotion

6. *Closing reading from Mary Turfe*

Thank you Rev Mary for coordinating the tech support for the meeting.

Pastor Jeanne – suggested that in future to have an online sign up genius to sign up for devotions.

Meeting adjourned.

Respectfully submitted, Mary Ellen Miller