Leadership Team Meeting Minutes  
Monday, April 18, 2016

Team members present: James Norton, Sandy Peters, Pete Riojas, Steve Nieman, Russel Martin, Richard Gunkel and Angie Smith and Clinton Lowin

Pete Riojas opened the meeting with prayer at 6:30 PM.

Open Segment of the Meeting

Comments/Questions from Guests: Glen Harville shared with everyone about a camping trip to Caprock Canyons State Park June 4th & 5th. This is a church-wide opportunity for fellowship, fun and food. Saturday’s activities include hiking and fishing, Saturday night hamburgers, games and visiting. Sunday morning’s activities include attending worship service at First Baptist Church of Quitaque. Contact Glen Harville 778-3756 for questions.

Todd Dipprey was also present as a guest.

Serve Team Update: Bobby Price was invited by Pete Riojas to share about the Safety Serve team to our members. This is a new serve team headed up by Bobby, an ex-police officer. He will be contacting church members who want to be involved in maintaining a safe environment for our church.

Staff Member Report: Zack Holder reported on the upcoming events for the youth:

- Praise for the success of D-Now!
- Super Summer Leadership Camp in Abilene -19 students are planning to attend.
- Germany - Zack and Rebecca are taking 5 students who will be on mission in a Muslim culture
- Camp at Glorieta, NM – this will be a group building trip with 100+ students going
- Mission Monday & Destination Unknown Thursdays will be weekly summer opportunities for students to serve, get together, grow and have fun.

Insurance Advisory Team: Barbara Norton, a member of the Insurance Advisory Team that was appointed by the Stewardship Committee, was present. Other members of the team are Rita Rachels and J. Paul Manning. The team thoroughly reviewed the church’s property and casualty insurance policies and discussed them with David Hagood of Church Mutual, the existing insurance carrier. The Insurance Advisory team recommended changes in the coverage to the Stewardship Committee, who approved them and recommended them to the Leadership Team. The total estimated cost of the recommendation is $4,219.00, which would represent an approximate increase of 9.5% over the current cost of coverage. The Leadership team voted to accept the changes that were presented.

Changes that effect the cost of coverage include the following:

- An increase in employer’s liability limit from $500,000 to $1,000,000.
- Increase comprehensive and collision deductibles from $250.00 to $1,000.00.
- Add extra expense coverage to help pay for the cost of relocation expenses in the event of catastrophic loss.
- Insure the Mustard Seed building and the Coffee House (house on the southwest corner across from the church) for actual cash value.
• Increase the fire damage legal liability when using or renting other properties from $300,000 to $1,000,000.
• Increase money and security coverage from $12,000 to $30,000.
• Increase fidelity bond coverage from $20,000 to $50,000.
• Increase the umbrella liability coverage from $1,000,000 to $5,000,000.

Other recommendations:
• Implement a driver’s acceptance program.
• Submit forms that will allow us to explore hirer limits for sexual misconduct coverage.
• Check on vacant properties once per week.
• Prepare a detailed bid packet that will allow us to seek competitive bids for the church’s property and casualty insurance prior to the policy renewal.
• Prepare written guidelines for the staff to use in adding drivers, reporting incidents and for reporting changes in church vehicles, new structures, payroll changes, etc.

Grow Report: Russel Martin, Grow Representative met with Connection Group teachers Sunday, April 17th.
• Several Connection Groups have teacher vacancies. Russel is in the process of attempting to fill these vacancies.
• Russel asked teachers to contact him when the materials that are being taught change so an updated list can be posted.
• The plan to start a “Navigator” program was discussed. The purpose of this serve team would be to welcome guests, provide them with information about FBC Shallowater and offer to take them to, and introduce them to, a connection group class. This serve team will primarily be made up of deacons who volunteer to serve and their wives.

Serve Report: Pete Riojas, Serve Representative discussed some ways we can become more hospitable and to share community with visitors and new members. A good example is to have families sign up for a Sunday and invite the visitor’s to share a meal with them that day or sometime during that week.

Traditional Worship Report: Richard Gunkel, Traditional Worship representative feels the need to get more information from our visitors so he can contact them personally, to see what their needs may be and invite them to join in on our regular activities during the week. The fact that the Outreach (pie delivery) Team currently contacts first-time visitors who fill out visitor cards was discussed. However, this could be supplemented by Richard and other members of the Traditional Worship service who are willing to help.

Contemporary Worship Report: Angie Smith, Contemporary Worship representative is wanting to serve the people of the Contemporary Worship service in the best way she can through prayer, reaching out to visitors and loving on all the members. The Leadership Team discussed the idea of Angie enlisting other members who would be willing to join in prayer prior to each worship service.

Deacon Report: Sandy Peters, chairman of deacons met with the deacon body Sunday, April 17th.
• A retreat is being planned in the future to reconnect the deacons and to determine their purpose for serving in our church.
• A possibility of adding new deacons to our church body was discussed.
• A men’s group prayer breakfast is being held Tuesday, May 10th at 6:30 am in the ROC.
• Walt Pene will be in charge of contacting members to help at the Navigator tables after each Sunday morning service.
• Current church deacons include the following: Bart Greer, Craig Conner, David Sewell, Garland Boozer, Greg DeFever, J. R. Johnson, Jack DuLaney, James Norton, Jim Jones, Joe Kirk Smith, Keith Trent, Kyle Kuehler, Richard Gunkel, Robert Olmstead, Jr., Ron Goulette, Russel Martin, Sandy Peters, Steve Nieman, Steve Rackler, Terry Rasco Todd Dipprey, Tony Cotten, and Walt Pene.

Stewardship Committee Report: Steve Nieman chairperson of the committee reported:

• A vacancy in the Stewardship committee needs to be filled. The committee met and came up with a recommended nominee and two alternates to recommend to the Leadership Team. These names were approved by the Leadership Team.
• Shared the First Quarter of 2016 Budget vs. Actual report. The report reflected giving of $225,211 and total expenses of $223,414, with net income of $1,796. The unreconciled general fund (operating account) balance at the end of March was $305,717. Steve reported that the balance of the operating account has remained fairly constant over the last 6 months or so. Steve also reported that salary accounts for staff members were slightly over budget due to three payrolls falling in the month of March. This occurs twice each year, but is included in the overall annual budget. No segment of the budget (Missions, Personnel, Organization & Education, General Promotion or Building & Equipment was over budget for the first quarter of the year.
• Steve reported that Jason Hunter, CPA from the Webb, Webb & Wright accounting firm reconciled the church’s bank accounts for 2015. Jason indicated that he made a few minor adjustments to some deposits, but nothing that would be considered material. The Stewardship Committee is awaiting some improvements that Jason will be making to the Actual vs. Budget report that will improve the ease of understanding the report.

Properties Committee Report: James Norton, chairperson of the committee reported:

• Repairs will be made on the woodpecker holes on the west side of the ROC soon.
• Thanks to County Line Electric the sanctuary lighting will be fixed. A board in the panel needs to be replaced.
• Roof repairs are completed with $14,684.15 left in the church maintenance account from insurance money that was paid from Church Mutual.
• The carport cost $5,100.00 with all the work being donated by co owners Dennis & Dan Brown, D&B Roofing crew and Brown family.

Personnel Committee Report: In the absence of a current committee chairperson, Clinton Lowin, Interim pastor, reported that there are three vacancies on the committee.

• The remaining members of the Personnel committee Nancy Trantham, Suzanne Hamilton and Garland Boozer will nominate three new members to fill the vacancies.
• After approval by the Leadership Team, the new members and the chairman nominated by the Personnel committee will be voted on by the church.
• A revised personnel policy manual needs to be written. Clinton suggested that a advisory team could be formed by the Personnel Committee to help with this project if needed. The fact
that it would not be necessary to “reinvent the wheel”, since the existing personnel manual and copies of other church’s could be used as a starting point.

Closed Segment of the Meeting

- A lengthy discussion was held pertaining to the Pastor Search Team. One result of the discussion was that the Leadership Team decided that it would be best for there to be no Leadership Team members serve on the new Pastor Search Team. Angie and Richard (current members of the Pastor Search Team) were in agreement. The team agreed for each member to continue to pray over nominations to replace the vacant positions on the Pastor Search Team and to submit six names to Steve by Friday, April 22nd. Steve will compile the list and schedule a called meeting to discuss the names, pray over the names and to select nominees for the church’s approval.

- A personnel matter pertaining to Kid’s Day Out was discussed. The matter was pertaining to the question of whether or not the director of KDO is considered to be in a “leadership role” in the church and, if so, should that person be a member in order to be consistent with what the bylaws state about other leadership positions. Although our new bylaws do not specifically state that a staff member in a leadership position must be a member of our church, the bylaws do specify that people in leadership positions such as the Leadership Team, Standing Committees and connection group leaders must be members. The Leadership Team determined that a person in the position of KDO Director is also in a leadership role, and therefore, should also be a member of our church. Gayle Burgett, the current FBC Kids Day Out Director, has become a member and Children’s Minister at Mitch Wilson’s new church plant in Lubbock. Because of these circumstances, the Leadership Team asked Dr. Lowin to meet with Gayle and ask her to continue serving through the end of May, but to plan on discontinuing at that time. The desire was to celebrate Gayle’s time as KDO director as she moved on to direct her focus at the new church without causing too much disruption to KDO through the end of the semester. The team was in agreement that Gayle’s performance and dedication to KDO has been exemplary, but the unique circumstances presented by the new bylaws and Gayle’s decision to be a member of another church dictated the decision.

- The Reconciliation Team will be hosting an Open Dialogue for their first event Wednesday, April 20th.

- All church members have been asked to complete the Transformational Church Assessment Survey located online. Assessment survey forms are also available in hard copy form in the church office. The cumulative results of the assessment will be used to determine which areas need to be addressed as we strive to become a transformational church, to create a congregational profile and help prepare FBC Shallowater for the next phase of our mission and ministry.

Richard Gunkel closed the meeting with prayer at 11:00 PM.