

Saint Matthew
 Congregation Council Agenda
 Tuesday, March 20, 2018 at 7 PM

Time	Agenda Item	Presenter
6:50 PM	Council Group Photo (Prior to Start of Meeting)	Tom Aragon
7:00 PM	Call to Order	Art
7:00 PM	Prayer, Devotions and Welcome (Placeholder)	Pastor Andy
7:30 PM	Consent Agenda	
	<ul style="list-style-type: none"> Agenda Approval 	Art
	<ul style="list-style-type: none"> Approval of Minutes February 20, 2018 	Sherry
	<ul style="list-style-type: none"> Designate Easter Offering 	Pastor Andy
7:35 PM	Financial Review	
	<ul style="list-style-type: none"> Financial Review: February 2018 Approve Foundation Distribution % for 2018 	Marv Marv
7:50 PM	Unfinished Business	Pastor Andy
	Staff Report (Placeholder) <ul style="list-style-type: none"> Staff status Performance evaluations 2017/Plans 2018 Timely Pastor Evaluation Recommendation 	Pastor Andy Gail Sherry
8:00 PM	Draft Organization Chart (revised), Job Responsibilities for Transitional Pastor, Interim Pastor and Assistant Pastor	Pastor Andy
8:15 PM	Interim Pastor Tim Status <ul style="list-style-type: none"> Reference Checks Interview Compensation/Letter of Agreement (Motion) Next Steps 	Donna Sherry Bill/Gary Art
8:35 PM	Status of Annual Yearbook/Council piece	CAT/Sherry/Jo/Pastor Andy
	Action Item Review (Placeholder) <ul style="list-style-type: none"> Note need additional signups for Meet and Greet 	Art
8:40 PM	New Business	
	Carryover from February- Do we need to initiate internal audit of books/audit of member giving records? Church/ Foundation? Last audit was? Insurance/Medical Review needed?	All/Discussion
8:50 PM	Nominating Committee Vacancy. Asked Ron Mahlman and Anne Lewis to come up with a name (Regular members Ron Mahlman, Anne Lewis and Jessica Kelly, and outgoing Council members Rob Anderson and Dave McCargar). Should be 4 elected; have 3.	Art
	Assessment of Kitchen by CC Health Department	
	Update on Warm Winter Nights	
8:55 PM	Adjourn	
	Pray for one another (Prayer Circle)	

Saint Matthew
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Call to Order:

President Art Fabsits called the meeting to order at 7:01 p.m.

Council Members Present:

Art Fabsits, Gail Dutcher, Bill Stark, Pastor Andy Smith, Joanna Aragon, Karen Ball, Mark Hearn, Gary Klintworth, David Rower, Sherry Whitmarsh

Council Members Absent:

Donna Noonan, Therese Long

Guests:

Marv Schick

Consent Agenda

- Agenda Approval - agenda was approved with two additions: Kitchen Inspection, Update on Warm Winter Nights
- Approval of Minutes February 20, 2018 – minutes were approved as presented
- Designate Easter Offering – Pastor Andy reviewed the guiding principles, the strategy, and the focus of strategic partnerships for Mission Beyond Saint Matthew. Our special offerings commitments are:
 - Disaster Relief: Ash Wednesday
 - Relational Evangelism: Easter
 - Poverty/Homelessness: Thanksgiving
 - Children in Crisis: Christmas
 - Disaster Relief: TBD

M/S/C – Pastor Andy/Joanna Aragon Up to \$5,000 be directed for Camp Scholarships for teenagers in the Former Soviet Union attending one of many Young Life Former Soviet Union Summer Camps and Up to \$5,000 be directed to Young Life Diablo Valley/Capernaum. Any amounts received over \$10,000 will be given to MBSM restricted fund. Vote – 9 yes, 1 no

Financial Review

Contributions are under budget by -\$22,638 (-11.5%) and under 2017 actual giving (-\$12,764) (-6.8%). The financial report has been approved

M/S/C Karen Ball/Mark Hearn– To approve \$17,750 for Saint Matthew Foundation distribution for 2018. Vote – 10 yes, 0 no.

Unfinished Business

- Staff status – An update on staff was presented.
- From the budget \$200 will be used for an inspection to evaluate the kitchen as a commercial kitchen.
- Performance evaluations 2017/Plans 2018 – Those not yet completed, need to be done.
- Timely Pastor Evaluation Recommendation – Council evaluations will be conducted in October in Executive Session.

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Draft Organization Chart (revised), Job Responsibilities for Transitional Pastor, Interim Pastor and Assistant Pastor was shown as working documents and will be continue to be refined.

Interim Pastor Tim Status

M/S/C Bill Stark/Pastor Andy Smith Hire Pastor Tim Phillips as interim pastor per letter of service with \$60,000 as housing allowance and \$30,000 as salary. Vote – 10 yes , 0 no

New Business

Internal Audit - M/S/C/ Joanna Aragon/Sherry Whitmarsh – create an audit team compromised of CPA and accountants of the congregation. Vote – 9 yes, 0 no, and 1 abstain.

The meeting was adjourned.

Respectfully submitted,

Sherry Whitmarsh