

**Saint Matthew
Congregation Council Agenda
June 19, 2018**

Time	Agenda Item	Presenter
	Conference Call Mark Hearn: Cell 925-408-1760	
7:00 PM	Call to Order	Art
	Agenda Approval	Art/Sherry
	New Business (Guest)	
7:05 PM	<ul style="list-style-type: none"> ● Foundation Grant Approval – Scholarship (Motion) 	Gwen
	<ul style="list-style-type: none"> ● Foundation Transfer of Funds to Mission Beyond St. Matthew (Motion) 	Gwen
7:15 PM	Update on Family	Pastor Andy
7:20 PM	Update on Family	Art
7:25 PM	Prayer, Devotions and Welcome	Pastor Andy and Pastor Tim
	Consent Agenda	
	<ul style="list-style-type: none"> ● Approval of Minutes May 15, 2018 	Sherry
7:45 PM	Financial Review	
	<ul style="list-style-type: none"> ● Financial Review: May 2018 	Marv
	<ul style="list-style-type: none"> ● Review Insurance Programs – Council Calendar Task. Are there any gaps in our insurance? 	Marv/ Bill
	<ul style="list-style-type: none"> ● When to kickoff Internal Financial Review – Action Item Task 	Bill/Gary
	<ul style="list-style-type: none"> ● Continuing resolution for annual Internal Financial Review determination (Constitution Gap) 	Bill/Gary
	<ul style="list-style-type: none"> ● Set date for quarterly budget off ramp review. Exec Committee recommends 7/10/2018 at 7 PM. 	Bill/Art
	<ul style="list-style-type: none"> ● Set date for Family Time. Exec. Committee Recommends 7/22/2018 both services. <ul style="list-style-type: none"> ○ YTD Budget Review: 6 months ○ Stewardship Message ○ Transition Update? ○ Lead Pastor Update? 	Art Bill Karen/Dave Pastor Tim Pastor Andy
	Unfinished Business	
8:15 PM	<ul style="list-style-type: none"> ● Interim Pastor- Observations, Status (Placeholder) 	Pastor Tim
8:25 PM	<ul style="list-style-type: none"> ● Action Item Review 	Art
	Business	
8:30 PM	<ul style="list-style-type: none"> ● ELCA Community Outreach: God’s Work our Hands. 	Karen/Dave
8:40 PM	<ul style="list-style-type: none"> ● MBSM Update/Motion(s) 	Pastor Andy
8:45 PM	<ul style="list-style-type: none"> ● Council Retreat: Future Agenda Item. Pastors Andy and Tim to determine date, place and agenda 	Pastor Andy and Tim
8:50 PM	<ul style="list-style-type: none"> ● Average Worship Attendance Part 2 	Art
9:20 PM	rn	
	for one another (Prayer Circle)	

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Time Keeper: Dave Rower

Information/Key Dates:

- Meet and Greet – Sunday, July 8, 2018: Karen and Gail
- Executive Committee Meeting – Sunday, July 8, 2018 after 10:30 Service, Upper Room
- Council Meeting – Tuesday, July 17, 2018, 7 PM, Green Room
- Agenda Items due to Art – Friday, July 13, 2018

Future Agenda/Action Topics

Council Calendar 60 Day Look Ahead (**Placeholder**)

- July 2018 – Family Time
- July 2018 - Approve Barret Scholarships
- July/August 2018 – Council Retreat: Pastors Tim and Andy, pick date and agenda
- September/October 2018 – Ministry Plan Update: Pastor Tim
- September 2018 - Set separate time for quarterly off ramp budget review
- September 2018 – Set date for Family Time
- October 2018 – Family Time
- October 2018 - Set separate time for financial review
- October 2018 - Observe, Evaluate and Recommend all aspects of Worship, Pastor Tim
- October/November: Executive Session – Council Evaluation of Pastors
- December 2018 - Set separate time for quarterly off ramp budget review
- December 2018 – Set date for Family Time
- January 2019 – Family Time

Parking Lot

- TBD - Discussion Item: Can we develop better church metrics to augment Average Worship Attendance that better reflects Partners in Mission involvement in Mission? Office staff (Jack) average worship attendance information if needed. Develop better metrics as a future agenda

discussion item. Art

- TBD Call Committee: Following items need revisions. Hold for Call Committee Call Process draft. Complete with input of Intentional Interim and Pastor Andy. Saint Matthew Profile ((85% complete). Senior Pastor Requirements Draft

Action Items:

Date Open	Description	Assigned to	Due Date	Status
3/20/2018	Internal review - create a financial review team comprised of CPA and accountants of the congregation. Approved by Council 3/20/2018	Bill/Gary	TBD	Establish Team
4/17/2018	Observe, evaluate and recommend all aspects of Worship – May/June Council	Pastor Tim	10/2018	

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5/15/2018	Start Transition Team with 5 to 7 people who are not on Council	Pastor Tim	8/2018	Establish Team
5/15/2018	Council dinner for "Book of Acts" study.	Gail	7/8/2018	Complete
6/19/18	Council to look at a continuing resolution for an internal review. Frequency of the review to be determined	Bill/Gary	7/17/2018	

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Call to Order: Art Fabsits called the meeting to order at 7:00 p.m.

Council Members Present: Pastor Andy Smith, Pastor Tim Philips, Art Fabsits, Gail Dutcher, Karen Ball, Donna Noonan, Dave Rower, and Sherry Whitmarsh

Council Member Present by Conference Call: Bill Stark

Council Members Absent: Joanna Aragon, Therese Long, Mark Hearn, Gary Klintworth

Guest: Gwen Ross, Marv Schick

MSC Dave Rower/Karen Ball: Transfer \$2000 from Saint Matthew Foundation to Mission Beyond Saint Matthew.

Vote: 8 – yes, 0 – no

MSC: Dave Rower/Andy Smith Two \$1000 scholarship be awarded to staff members, Mike Basil (\$1,000) Azusa Pacific and Amanda Diehl (\$1000) Portland Seminary

Vote: 8 – yes, 0 – no

Minutes were approved as sent.

Financial Report:

Contributions are 6% under the budget and 3% under the same period 2017. Total revenue and expenses are -\$47,780 YTD.

Insurance Review: There are currently no gaps in our insurance policy nor are we overpaying in any areas. We are in our second year of a three-year policy. This policy includes buildings, property, general liability, crime coverage, professional liability (covers counseling, council, staff), hired and non-owned vehicle liability and an umbrella policy. Saint Matthew also has worker compensation. A new item is the catastrophic insurance that is being added due to all of the public shootings.

Internal Financial Review – this will be discussed in July

This was removed from the constitution two years ago.

Sherry Whitmarsh/ Gail Dutcher: To have a continuing resolution to have a determination for an annual financial review. Motion withdrawn.

A financial review special council meeting will be held on Tuesday, July 10.

Family Time – During the July 22 service there will a brief overview of the topics during service. The congregation will have an opportunity to go more in depth after the 9:00 a.m. and 10:30 a.m. services.

The transition update and lead pastor update won't be done during family time.

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Pastor Tim reviewed his report. Highlights include looking at who was here two years ago and is currently not here and preliminary synopsis of meetings with mission partners and regular attendees.

ELCA Community Outreach: God's Work our Hands will be on September 9.

Mission Beyond Saint Matthew to give \$4,000 to El Puente.

Vote – 9- yes, 0 – no

Council Retreat will be held on August 18.

From 2006 – 2018 average attendance has dropped from 732 to 393. Since August 2013, 30 staff members have left.

Respectfully submitted,

Sherry Whitmarsh
Council Secretary