

**Saint Matthew
Congregation Council Agenda (Revised September 17,2018)
September 18, 2018**

Time	Agenda Item	Presenter
7:00 PM	Call to Order	Art
	Agenda Approval	Art/Sherry
7:05 PM	Prayer, Devotions and Welcome	Pastor Andy/Pastor Tim
	Consent Agenda	
7:35 PM	<ul style="list-style-type: none"> • Approval of Minutes August 18, 2017 	Sherry
	Financial Review	
	<ul style="list-style-type: none"> • Financial Review: <ul style="list-style-type: none"> ○ Approve August 2018 YTD Financial Report ○ Are we doing an internal financial review? ○ Average Worship Attendance Correlation Analysis 	Bill Art
	Unfinished Business	
7:55 PM	<ul style="list-style-type: none"> • Lead Pastor Update (Placeholder) <ul style="list-style-type: none"> ○ Staff Retreat ○ Director of Music and Worship Arts (Status) ○ HR piece moved to Executive Session 	Pastor Andy
8:10 PM	<ul style="list-style-type: none"> • Interim Pastor Update (Placeholder) <ul style="list-style-type: none"> ○ Retreat Follow Up: Next Steps 	Pastor Tim
0 Minutes	<ul style="list-style-type: none"> • Action Item Review (Placeholder) – Status discussed under other agenda topics 	Art
	New Business	
8:25 PM	<p>Nominating Committee</p> <ul style="list-style-type: none"> • Status: Rob and Dave M no longer members; committee chair Anne resigned • Recommendation <ul style="list-style-type: none"> ○ Met with team on Sunday (9/16/2018) ○ Supplement with 1or 2 council members ○ Establish Timeline ○ Tasks: Synod reps, 1-2 Council & 2 Nom ○ 	Art
8:35 PM	<p>Mission Beyond St. Matthew</p> <ul style="list-style-type: none"> • Funding approvals/Status? • Farmers Market Funds Distribution (Invite to be in conversation with Council)? 	Pastor Andy Pastor Andy, Exec Team
8:45 PM	<p>Important Dates</p> <ul style="list-style-type: none"> • Stewardship kickoff October (change over prior years) • Date for Family Time • Date for Off-Ramp Budget Review part of reg meeting (Exec Committee Recommendation) • Start 2018 Yearbook (Council Calendar) 	All Dave, Karen Pastors/All Executive Committee Pastors/All

**Saint Matthew
Congregation Council Agenda (Revised September 17,2018)
September 18, 2018**

	Executive Session (Placeholder) <ul style="list-style-type: none"> HR Update (Long range staffing, staff resignation, staff evaluations, benefits, etc.) 	Pastors Andy & Tim, Gail
9::05 PM	Adjourn	
	Pray for one another (Prayer Circle)	

Time Keeper: Dave Rower

Information/Key Dates:

- Meet and Greet – Sunday, October 7, Gary and Art
- Executive Committee Meeting – Sunday, October 7, 2018 after 10:30 Service, Upper Room
- Council Meeting – Tuesday, October 16, 2018, 7 PM, Green Room
- Agenda Items due to Art – Friday, October 12, 2018

Future Agenda/Action Topics

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

- August 2018 – Nominating Committee starts work
- September 2018 – Set date for Family Time
- September 2018, - Annual Yearbook Start
- October 2018 – Family Time
- October 2018 – Preliminary Budget Review (Special Meeting?)
- October 2018 - Observe, Evaluate and Recommend all aspects of Worship, Pastor Tim
- October 2018 – Kickoff Stewardship
- October 2018 – Review Nominating Committee Recommendations
- October/November: Executive Session – Council Evaluation of Pastors
- November2018 – Plan Annual Meeting Logistics
- December 2018 - Set separate tine for quarterly off ramp budget review
- December 2018 – Set date for Family Time
- December 2018 – Elect 2019 Officers
- January 2019 – Family Time

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	Needs action or remove from action item list.
4/17/2018	Observe, evaluate and recommend all aspects of Worship – Council	Pastor Tim	10/2018	

**Saint Matthew
 Congregation Council Agenda (Revised September 17,2018)
 September 18, 2018**

Date Open	Description	Assigned to	Due Date	Status
6/19/18	Council to look at a continuing resolution for an internal review. Frequency of the review to be determined	Bill/Gary	TBD	
7/8/ 2018	Update on staff evaluations	Pastor Tim	8/21/2018	Pastor Tim. Started circa 7/18.
7/17/2018	Council would like clarification on how all scholarship amounts are determined and process being used	Mark Hearn	September 2018	Completed 9/18/18
9/18/2018	Schedule time for the council to have conversation about where Saint Matthew is going	Art		
9/18/2018	Look at cost of benefits for employee, employee + spouse, and employee family	Bill will work with Kathy	November 30. 2018	

**Saint Matthew
Congregation Council Minutes
September 18, 2018**

Members Present: Pastor Andy Smith, Pastor Tim Phillips, Art Fabsits, Gail Dutcher, Bill Stark, Mark Hearn, Donna Noonan, Gary Klintworth, Therese Long, Joanna Aragon, Sherry Whitmarsh

Members Absent: Marv Schick, Karen Ball

Art Fabsits called the meeting to order at 7:03 p.m.

Minutes are approved as revised.

Financial Report

Expenses exceed income -\$59,491. YTD forecast is project have expenses exceed income by \$26,155.

A committee has been formed to conduct a financial review in February, 2019 following year end close.

The income has trended with attendance.

Lead Pastor Update

Staff retreat was held September 6-7 at the Mercy Center in Burlingame. Tim Keller's message was "The Church as an Unstoppable Force".

Director of Worship and Arts Search

The committee has interviewed over 30 people and is formulating a position description. The new director is projected to be in place during the first quarter 2019.

There are 27 groups in Next Steps.

Advent/Christmas planning is underway. TJ Burke will work through Christmas.

The website is being updated. The sermon and sermon notes are on the website.

Interim Pastor Update

Trunk or Treat – there seemed to be enough people interested in the event but we need to have an organizer..

The transition to the cloud based Shelby system (membership and giving) is going well.

Nominating Committee

There are currently no council members on the committee as the council members who were on it have left the congregation. Karen Ball has volunteer to be on the committee. One more person is needed for the committee.

**Saint Matthew
Congregation Council Minutes
September 18, 2018**

Mission Beyond Saint Matthew

The Mission Beyond Steering Committee presents, unanimously, the following recommendation to the Council for approval: (Note: The current MBSM Restricted Fund balance is \$9,332.)

1. MBSM allocate \$500 from the MBSM Restricted Fund to be given to Young Life in Marin County for the purchase of a Table of Ten at the Fall Banquet on October 12th and that we invite ten people from Saint Matthew to attend the event.
2. SMLC offer to make our facilities available for use by the Contra Costa Interfaith Council's "Warm Winter Nights Programs" for two weeks in 2019. The dates will be selected by the Pastoral Staff so as not to conflict with events already on the calendar. Kathy Frattini has agreed to oversee the organization of the meals for the two weeks. MBSM will make sure a planning team is in place well in advance of the event.
3. The Recipients of the Thanksgiving Offering for our Strategic Partners working in the areas of Poverty/Homelessness are as follows:
 - a. Up to \$4,000 for ELCA World Hunger
 - b. Up to \$4,000 for the Trinity Center Program Expenses
 - c. The Remainder given to MBSM Restricted fund.
4. MBSM allocate \$1,000 from the MBSM Restricted Fund to be given to El Puente Ministries for a weekend speedboat/tubing getaway at Lake Melones, near Angels Camp and Columbia. The 40 students going on the trip are from Concord and Richmond. Many of the students are immigrants and have never been on a speedboat or tubing. Saturday will include speedboat tubing, cooking over a campfire, s'mores and a message about Creation, Life, and Jesus. Sunday the group will head over to Columbia, an old-time Gold Rush Town. The cost for the ski boat and tub is \$667.80 and one 12-passanger van for the weekend is \$400.

MSC Sherry Whitmarsh/Joanna Aragon to accept the recommendation from Mission Beyond Saint Matthew as presented.

MSC Sherry Whitmarsh/Gail Dutcher for the current Farmer's Market income to be distributed as 2/3 to Lutheran Disaster Fund and 1/3 to Wings of Eagles. All future earnings will be put into a disaster relief fund.

Important Dates

October 28 will be the next Family Time

The budget meeting will be incorporated into the October monthly meeting.

MSC Joanna Aragon/Gail Dutcher To give staff a week off with pay for the week between Christmas and New Year.

Respectfully submitted,
Sherry Whitmarsh
Secretary