

**Saint Matthew
Congregation Council Agenda
October 23, 2018**

Time	Agenda Item	Presenter
7:00 PM	Call to Order	Gail
	Agenda Approval	Gail/Sherry
	Prayer, Devotions and Welcome	Pastor Andy
	Consent Agenda	
	<ul style="list-style-type: none"> • Approval of Minutes September 18, 2018 	Sherry
7:30 pm	Financial Review	
40 min	<ul style="list-style-type: none"> • Financial Review: <ul style="list-style-type: none"> ○ Approve September 2018 YTD Financial Report • First look at 2019 Budget <ul style="list-style-type: none"> ○ Reserve for New Pastor moving expenses? ○ Assumption of start date and salary? ○ 12 months from now? • Special Council Meeting on November 13, 2018 to finalize and approve 2019 Budget. Gail to ensure quorum for this meeting. • December 2, 2018 Proposed date for Budget Forum (Do we want an earlier date) 	<p>Marv/Bill</p> <p>Marv/Bill</p> <p>Gail</p> <p>Bill/Marv</p>
8:10	Unfinished Business	
30 min	<ul style="list-style-type: none"> • Lead Pastor Update (Placeholder) and Interim Pastor Update (Placeholder): 6-month report. <ul style="list-style-type: none"> ○ 9/30/2018 Forum Update ○ Worship vision: 4/17/2018 Action Item ○ W&M Status ○ Children's Ministry status and next steps ○ Vision Statement ○ Position Description <ul style="list-style-type: none"> ▪ Approve Description ▪ Approve Salary ○ Etc. 	Pastor Andy lead discussion; Rob Pattison, guest.
	<ul style="list-style-type: none"> • Action Item Review (Placeholder) 	Gail
8:45 pm	New Business	
10 min	<ul style="list-style-type: none"> • Schedule time for the council to have a conversation on where St. Matthew is going (and should be going). 9/18/2018 Action Item <ul style="list-style-type: none"> ○ January 12, 2019 ○ Jewish Temple Walnut Creek 	Pastor Andy (lead discussion on behalf of Art)

**Saint Matthew
Congregation Council Agenda
October 23, 2018**

	<ul style="list-style-type: none"> ○ Agenda to include Action Item above and the development 4-5 “crisp” priorities for 2019 ○ 8:30 am to 3:30pm ○ Suggested moderator: (Roger still owes us time per Art’s recollection of last strategic planning session); backup moderator if Roger not available. 	
8:55 pm	<ul style="list-style-type: none"> ● Review the proposal to have a fund of ~\$5,000 to give to employees who have gone above and beyond. 9/18/2018 Action Item 	Pastor Andy (lead discussion on behalf of Art)
	<ul style="list-style-type: none"> ● Review “Remainder of 2018 Proposed Calendar” below. Can’t find December date for Christmas Luncheon per Kathy. Do we want to do it in January? ● Council to carve out 20 Minutes in November council to complete 2018 Pastor Evaluation forms 	Gail
	Executive Session (Placeholder)	
	Adjourn	
9:15 PM	Pray for one another (Prayer Circle)	

Time Keeper: Dave Rower

Information/Key Dates:

- Family Time – October 28, 2018
- Meet and Greet – Sunday, November 4, 2018, Jo and Art
- Executive Committee Meeting – Sunday, November 11, 2018 after 10:30 Service, Upper Room
- Council Meeting – Tuesday, November 20, 2018, 7 PM, Green Room
- Agenda Items due to Art – November 16, 2018

Future Agenda/Action Topics

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

***** Proposed Remainder of 2018 Calendar*****

- October 23, 2018 Council – Review draft of 2019 Budget
- November 13, 2018 Special Council Meeting to review and approve Financials: October 2018 Financial Report approval; and 2019 Financial Plan/Budget review and approval
- November 15, 2018 complete Annual Mailing packets to Mission Partners
 - Cover Letter from Art and Pastor Andy regarding Annual Meeting

**Saint Matthew
Congregation Council Agenda
October 23, 2018**

- Complete ballot preparation with 2019 Budget, Candidates for Foundation Committee, Nominating Committee, Synod Assembly representatives and Council Ballots.
- Stuff envelopes to Mission Partners
- Finalize and mail packets to Mission Partners
- November 20 Council - Take 15 – 20 minutes to complete pastor evaluation forms; non-clergy council members
- November 20, 2018 Council – Plan Annual Meeting Logistics
- December Staff/Council Annual Christmas Luncheon?
- December 2, 2018 - 2019 Budget Forum (Do we want an earlier date?)
- December 9, 2019 – Annual Meeting Part 1 and 2.
- December Council 2018 – Elect 2019 Officers

- January 12, 2019 Proposed Staff/Council Treat
- January 2019 – Family Time
- February 2019 – Financial Review

Action Items:

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	Q1/2019	February Financial Review Team to review need for ongoing resolution.
7/8/ 2018	Update on staff evaluations	Pastor Tim	8/21/2018	Pastor Tim. Started circa 7/18.
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 Notes
October 23, 2018**

Gail Dutcher, Joanna Aragon, Bill Stark, David Rower, Pastor Tim Phillips, Sherry Whitmarsh

Members Absent: Pastor Andy Smith, Art Fabsits, Karen Ball, Therese Long, Donna Noonan, Mark Hearn, Gary Klintworth

There was no quorum so no action could be taken.

Gail Dutcher called the meeting was called to order at 7:00 p.m.

Discussion on Worship Leader

- Some experience leading worship preferred but not required – this leaves it open for people who have lots of experience in planning but may not have led a worship service
- Remove strong music theory – actual need is someone who can do a variety of things.
- Salary \$70,000 with a benefit base \$106,000.
- Saint Matthew would be for travel and expenses for candidates if needed.
- Serious candidates may be asked to conduct a rehearsal with the band and a mock congregation.

Review of fund for exceptional performance

- Recommendation not to have a document because there could be legal and overtime pay consequences

Budget

Recommended that new employees pay 10% of medical benefits.