

Governing Board Meeting
Wednesday, September 22, 2021, 7-9pm
Grace Hall

Welcome/ Call to Order	Cydney Philbin	7pm
Opening Prayer	Dick Wood Jr	2 min
Building Community First	All	20 min
Sharing of Joys and Pastoral concerns	All	2 min
Approval of August 2021 Meeting Minutes	All	2 min
Reports		
Senior Minister	Glen Miles	5 min
Financial/ Operations	Paul Anderson	5 min
Akita	Stacy McVey	
Chair's Remarks	Cydney Philbin	2 min
Unfinished Business		
Nominating Committee of the GB	Jodi Patton	10 min
New Business		
Governance Team Recommendations	Molly Hagkull	20 min
Closing	Cydney Philbin	
Closing Prayer	Glen Miles	
Adjournment		

Next Meeting: October 27 7:00-9:00 pm Election of GB Vice-Chair

**Governing Board
Key Takeaways
September 22, 2021**

1. The Church continues to experience solid financial performance. Pledge revenue continues to be above budget while expenses are running below budget. We ask that members try to keep their pledge current as we complete the year.
2. The Board accepted a report and recommendations from the Governance Team formed as a part of the Strategic Plan. The recommendations will look at more effective ways to function.
3. The audit on the 2020 financial statements of the Church and the Foundation has been completed. An unqualified opinion will be issued and there are no material weaknesses or significant deficiencies in internal controls. The report will be finalized in the next 30 days and will be available then.
4. Nominations for the Governing Board and Diaconate are now being accepted. Nomination forms are available **now through September 29** and forms are available in multiple formats:
 - Pick-up at First Community North and South Reception Desks
 - Printable PDF version [HERE](#)
 - Fill out and submit online [HERE](#)

The Governing Board will next meet October 27th in Grace Hall at North. Meetings are open to anyone who wishes to attend. Information from the Governing Board meeting is posted under the Resources tab on www.fcchurch.com

**First Community Church
Governing Board Meeting
Grace Hall
September 22, 2021**

ATTENDEES: Cydney Philbin, Chair, Jodi Patton, Past Chair, Alice Finley, Vice Chair, Deb Humphrey, Ryan Nicoll, Pam Shisler, Andrew Wildman, Joe Bull, Dick Wood, Jr., Stacy McVey, Sally Hughes, Molly Hagkull, Doug Torrance, Steve Mushrush, April Howe

Ex-officio: Glen Miles, Senior Minister, Paul Anderson, Executive Director of Operations

Guests: Tim Vansant Seminary intern, Mary Kate Buchanan, Minister of Pastoral Care

Absent: Tricia Baxley, Jason Milligan, Treasurer

OPENING/CALL TO ORDER

Chairperson Cydney Philbin called the meeting to order at 7:02 pm. Dick Wood, Jr. presented a reading as the opening devotion.

For the Building Community First, Cydney called on each member to tell what event or activity other than the Governing Board meeting they planned to participate in during the next 30 days.

There was sharing of joys and pastoral concerns by Board members.

APPROVAL OF AUGUST 2021 MINUTES

Joe Bull made a motion to approve the August 25, 2021, meeting minutes. Two corrections were noted. Dick Wood, Jr. seconded the motion to approve the minutes as amended, and the motion passed unanimously.

REPORTS

Cydney called on Glen Miles who added comments to his written report. Glen mentioned that Kickoff Sunday was successful. There is exciting activity in many ministry areas. He also mentioned that he is looking forward to the Dedication of the North Sanctuary and the 100 Anniversary of Country Club Christian Church in Kansas City. Glen believes we are embracing the shake, which was discussed in a video the Governing Board reviewed in March 2020 ([Phil Hansen: Embrace the shake](#)). He then introduced Tim Vansant, Seminary Intern and Rev. Mary Kate Buchanan, Minister of Pastoral Care and made brief comments about both. He then answered a couple of questions.

Paul Anderson then gave brief comments in addition to his written report. The financial reports look good despite cash dipping as it does this time of year. He mentioned that one classroom of Mary Evans is closing today due to possible COVID exposures in the room. We have found after a long search a food service chef for Akita and hired a Stewardship/Foundation administrative person. He also mentioned that several departments have staffing shortage and are making do with the staffing they have. Almost all the shortages are due to current economic and employment conditions. Most acute shortages are in Facilities, Akita kitchen and teachers.

Paul called on Steve Mushrush who presented a brief report for Jason Milligan, Treasurer, regarding the Finance Committee meeting with the auditors. The auditors reviewed a draft of the 2020 audit report. The opinion will be unqualified and there is no material weaknesses or significant deficiencies in internal controls. The report will be finalized within the next 30 days.

Cydney then complimented Stacy McVey on her written report regarding Akita Council that was in the packet.

CHAIR'S REMARKS

Cydney announced that Shah Hasan has resigned. His term ends in January 2022. As per the Constitution, The Executive Committee will ask the Nominating Committee for a name of a nominee to finish his term. Cyd then reviewed the calendar for the remainder of the year.

UNFINISHED BUSINESS

Cydney called on Jodi Patton who discuss the Nominating Committee of the Governing Board. Jodi reviewed the handouts that were provided in the Board Packet and discussed qualifications for the Nominating Committee, Governing Board and Diaconate candidates. She reminded Board members to provide 4 nominees for the Nominating Committee to her by October 18th and any nominees for Governing Board and the Diaconate to Ryan Miller. A brief discussion followed, and Jodi answered several questions.

NEW BUSINESS

Cydney called on Molly Hagkull to present the Governance Team recommendations. Molly reviewed a document that had been provided to the Board prior to the meeting. A brief discussion followed, and questions were answered by Molly and members of the Governance Team. There was also discussion on the implementation of the recommendations. April Howe made a motion to accept the report, which was then seconded by Pam Shisler. Unanimously approved.

CLOSING

Glen Miles gave the closing prayer. Cydney Philbin adjourned the meeting at 8:44 pm. Afterwards, The Board held a reception for Tim Vansant and Rev. Mary Kate Buchanan, hosted by the Personnel Committee.



**First Community Church
Governing Board Meeting
Grace Hall
August 25, 2021**

ATTENDEES: Cydney Philbin, Chair, Jodi Patton, Past Chair, Tricia Baxley, Molly Hagkull, Deb Humphrey, Ryan Nicoll, Pam Shisler, Andrew Wildman, Joe Bull, Dick Wood, Jr., Stacy McVey, April Howe

Ex-officio: Glen Miles, Paul Anderson, Jason Milligan, Treasurer

Guests: Ginny Barney, Chair of New Horizons Capital Campaign

Absent: Sally Hughes, Molly Hagkull, Doug Torrance, Shah Hasan, Steve Mushrush

OPENING/CALL TO ORDER

Chairperson Cydney Philbin called the meeting to order at 7:04 pm. Pam Shisler gave the opening prayer.

There was sharing of joys and pastoral concerns by Board members.

For the Building Community First, Cydney called on each member to tell what committees, councils, and boards they participate in, and whether they meet in person or virtual.

APPROVAL OF JUNE 2021 MINUTES

Dick Wood, Jr. made a motion to approve the June 25, 2021 meeting minutes. April Howe seconded the motion, and the motion passed unanimously.

REPORTS

Cydney called on Glen Miles who highlighted a few items in his report, including the Kickoff Sunday and Dedication Sunday. He also updated the Board on new personnel that will be starting in September.

Cydney called on Paul Anderson who mentioned a few items from his report. He reported on the challenges in filling open teaching positions for MECDC and for Akita facilities and kitchen. The lack of adequate staff may cause us to suspend food service for Akita rental groups. Paul also mentioned that we are moving to a mandatory COVID vaccine policy. Currently, there are 3-4 staff that are holdouts, most of whom work with our children. He briefly touched on the financial results for July.

Alice gave a brief update from the Personnel Committee, which was held prior to this meeting. Health insurance has been renewed at no additional cost and short-term disability insurance has been added as a benefit. The cost of the short-term disability insurance will be offset by a reduction in accumulated sick time.

UNFINISHED BUSINESS

Cydney then called on Glen who introduced Ginny Barney. Ginny has agreed to chair the New Horizons capital campaign. Glen then offered some introductory comments about the history of previous capital

campaigns, the status of First Community and the need now for the capital campaign. Ginny then reviewed the process and timeline for the New Horizons campaign. She also introduced Bruce Pontious who will serve as campaign consultant.

Ginny then made an ask of the Governing Board to consider a personal pledge to the campaign. She emphasized the need for 100% participation by the Board. Pledge cards were then distributed to the Board. She then answered a few questions from the Board.

Motion made by Joe Bull and seconded by Deb Humphrey to move that the Governing Board endorses the New Horizons capital campaign and approve the following individuals to serve on the steering committee:

Ginny Barney, Chair
Diane Albrecht
Joe Bull
Jack Burtch
Alice Finley
Loretta Heigle
Mary Ann Krauss
Bill Mead
Nancy Rummel
Michael Schoedinger
Mike Zook
Glen Miles, ex-officio
Paul Anderson, ex-officio
Bruce Pontious, Campaign consultant

The motion was unanimously approved.

Cydney then updated the Board on the start by the Operational Imperative Teams. She thanked each Chair of teams for agreeing to serve. She told the Board that they will receive regular updates on the work of each Operational Imperative Teams as they progress.

CHAIR'S REMARKS

Cydney reminded the Board of the Nominating Committee process to select the Governing Board and Diaconate. She also reviewed the process for determining candidates for the Nominating Committee, which are nominated by the Governing Board. Jodi Patton, as past chair, will chair the Governing Board Nominating Committee.

NEW BUSINESS

Cydney called on Jodi Patton. Jodi provided some additional information on the process followed by the Governing Board Nominating Committee. She encouraged the Board to be thinking of four names to nominate. A few questions were asked, and a discussion followed.



CLOSING

Glen Miles gave the closing prayer. Cydney Philbin adjourned the meeting at 8:19 pm.



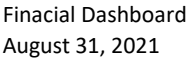
Financial Dashboard
August 31, 2021

	Budget Annual	Budget for This Month	Actual for This Month	Variance for This Month	Budget YTD	Actual YTD	Variance YTD	2020 YTD
Pledge Revenue	1,915,000	112,500	73,333	(39,167)	1,252,500	1,403,354	150,854	1,482,850
Sanctuary Offering	35,000	2,073	2,849	776	22,796	6,176	(16,620)	9,858
Fee Supported	1,893,783	53,945	106,725	52,780	1,370,262	1,594,701	224,439	477,470
Program and Facilities	176,495	9,369	42,088	32,719	105,503	270,111	164,608	84,146
Gifts and other Support	503,237	20,180	15,363	(4,817)	356,378	424,407	68,029	434,180
Total Revenue	4,523,515	198,067	240,358	42,291	3,107,439	3,698,749	591,310	2,488,504
Fee Supported	1,784,094	242,670	170,849	71,821	1,289,739	1,342,715	(52,976)	820,786
Ministries and Programs	419,791	31,563	45,171	(13,608)	252,087	268,961	(16,874)	273,557
Facilities and Administration	1,027,251	84,919	92,068	(7,149)	688,308	607,014	81,294	605,684
Salaries and Benefits	1,292,379	107,771	95,419	12,352	863,595	848,853	14,742	996,748
Total Expenses	4,523,515	466,923	403,507	63,416	3,093,729	3,067,543	26,186	2,696,775
Net Change	0	(268,856)	(163,149)	105,708	13,710	631,206	617,496	(208,271)

All Funds - Actual	Current Month				Year to Date			
	Operating	Donor	Capital	Total	Operating	Donor	Capital	Total
Total Revenue	240,358	16,042	9,017	265,417	3,698,749	177,707	106,140	3,982,595
Total Expenses	403,507	33,964	7,667	445,138	3,067,543	340,777	300,765	3,709,085
Net Change	(163,149)	(17,922)	1,350	(179,720)	631,206	(163,071)	(194,625)	273,511

Cash Balance	174,924	1,027,662	430,457	1,633,043
Change from prior month	(239,443)	6,682	(7,505)	(240,266)
Line of Credit			5,711,626	

Use of Pledge Dollars YTD	Revenue	Expense	Effect to Pledge \$
Pledge Revenue	1,403,354		1,403,354
Sanctuary Offering	6,176		6,176
Fee Supported	1,594,701	(1,342,715)	251,986



Attendance
On-line

In-Person

[illegible]

Akita Council Committee Report

September 17, 2021

Summer Camp Recap:

Campers seemed more excited than ever to be back at Akita this summer! There were more first time campers than ever before. Every Counselor was a first year Counselor! In all there were 1,504 people through Camp this summer. The top 3 schools represented by campers was Upper Arlington, Hilliard, and Dublin.

There was a 15% difference in attendance from summer 2019 however there was an Increase in Backcountry and 1,2,3 Akita. LifeGuard attendance was down 13% less than in previous years.

Summer camp had a 17% loss due to lower capacity and management of COVID. There were a lot of new policies created because of COVID that were great and will probably continue to be considered moving forward (Ex: Cabins sitting together at meals, separating parents and kids earlier, etc.) The kids were really great about wearing masks when they were asked to do so. There were only two "Covid Moments" which ended up to be minor incidents and there were no break-outs all summer.

The Big Tent was a big hit (Thank you FC Foundation for providing!) and everyone loved having it. It solidified the need for a large, open-air space for a gym-like space that still felt like everyone was outdoors yet had a "roof" over head in the event of rain.

Having 3 regular nurses was very helpful. Amy Winslow did an outstanding job running the kitchen; above and beyond the call of duty!

Special thanks to Beth Ryan for all the help with the Luggage Truck this summer. Many of the council members assisted each week with camper check-in and departure.

Operations:

Cabin rentals are going strong; however the lodge rental is a little slow due to some Covid related cancellations.

Projects that are being done: Fixing the lakeview deck steps; building a handicap ramp at Tail Feather; working on weather damage on the back of the loge.

Staffing:

Currently Akita has the need for a part-time admin coordinator and a head chef/food service person. If you know of anyone please let Paul or Bobbi Mueller know!

Akita Fun Day----Sunday, October 24th

From 1pm to 4pm. Sarah Kientz will do a short service at 2 pm (Vesper Hill likely)
There will be hay rides to outpost and we are hoping to have the camp staff run the Tower.

Pumpkin painting or carving (age appropriate)

Looking for volunteers to help make the day a success! Need parking lot helpers, basketball court attendants (lots of fun activities to supervise). Snacks will be provided this year in lieu of lunch.

Misc:

Facilities committee is looking to add another co-chair. Other committees associated with Akita looking for more volunteers are: Alumni, Fundraising and Summer Staff Appreciation. If you or anyone you know is interested in getting more involved please contact Kendall Glasser or Bobbi Mueller; Thank you!

Submitted by Stacy McVey

With the help of Kendall Glasser (Akita Committee head)

PREPARATION FOR SEPTEMBER 22, 2021 GOVERNING BOARD MEETING

Governing Board Past Chair Responsibilities.....

August 17, 2021

Dear Governing Board Colleagues,

Thank you for your help with Nominating Committee candidates!

In our September GB meeting, I will further address FC's governance election process and will go into greater detail regarding the process for the Nominating Committee candidates. We will have space in this meeting for dialogue and questions. In preparation of this conversation, please be aware of the "Action Steps" below.

ACTION STEP #1 – FOR NOMINATING COMMITTEE CANDIDATES

On or Before 10/18/21, submit to Jodi Patton @ jodilynne737@gmail.com

- Names & Contact Information of four (4) FC members in good standing for Nominating Committee slate
- Contact information to include: email and mobile phone number

ACTION STEP #2 – FOR GOVERNING BOARD AND BOARD OF DEACONS CANDIDATES

On or Before 9/30/21, submit to Ryan Miller @ ptownryan@yahoo.com

Nomination forms are available in multiple formats:

- Pick-up paper form at First Community North and South Reception Desks
- Printable PDF version [HERE](#)
- Fill out form and submit online [HERE](#)

If you have questions, please reach out to me via email or cell at 614-264-7000.

In gratitude,
Jodi

Two Attachments:

Current Nominating Committee Roster

Current 2022 Nominating Committee Candidate Spreadsheet

Nominating Committee (through 2022)

Staff Rep: Robin Hood; Chair: Rose Konrath

2021 Class

Lynne Ayres
4880 Berry Leaf Pl
Hilliard OH 43026-3125
lwayres@usa.net

Joy Converse
3422 Cranston Dr
Dublin OH 43017-1719
joyreads@yahoo.com

Mike Elliot
3256 Summerdale Ln
Columbus OH 43221-4629
mae1021@att.net

Gail Evans
1975 Braemar Dr
Columbus OH 43220-3025
gaillloyd@columbus.rr.com

Lauren Hawley
4850 Oldbridge Dr
Columbus OH 43220-2840
lauren_todd@hotmail.com

Craig Kauderer
8744 Linksway Dr
Powell OH 43065-8296
craigkauderer@columbus.rr.com

Rose Konrath
3314 Abbey Rd
Columbus OH 43221-1515
rkonrath@columbus.rr.com

Doug Obergefell
6073 Tulip Hill Rd
Columbus OH 43235-3363
dougro@aol.com

Heidi Orsini
4025 Windermere Rd
Columbus OH 43220-4656
hkorsini1@gmail.com

Scott Van Hooser
8663 Lazelle Commons Dr
Lewis Center OH 43035-8839
smvh1431@yahoo.com

Bob Wandel
1581 Terrace Dr
Columbus OH 43212-3446
robert.n.wandel@gmail.com

Nan Weir
3287 Mountview Rd
Columbus OH 43221-1811
nnaaann@yahoo.com

2022 Class

Erica Carlson
3792 Arabian Ct
Columbus, OH 43221-5600
ericajcarlson@gmail.com

Kristy Glaser
2633 Alliston Ct
Columbus, OH 43220-4213
kristynglaser@gmail.com

Rick Greene
4970 Rheims Way
Grove City, OH 43123-7902
rgreene442@columbus.rr.com

Judy Hoberg
1953 Bluff Ave
Columbus, OH 43212-3226
judyh@columbus.rr.com

Sarah Jonaus
1829 N Devon Rd
Columbus, OH 43212-1953
sjonaus@gmail.com

Keith Levell
6251 Wexford Woods Dr
Dublin, OH 43016-3806
keith@levellweb.com

Ryan Miller
2465 McCoy Rd
Columbus, OH 43220-4355
ptownryan@yahoo.com

Randal Ott Espinoza
1982 Drury Ln
Columbus, OH 43235
randal.ott@gmail.com

Bruce Pontious
1002 Linworth Village Dr
Columbus, OH 43235-5024
bepontious@gmail.com

Emily Rogers
3675 Klibreck Dr
Columbus, OH 43228-3726
erogers@fcchurch.com

Caren Wildman
1857 Andover Rd
Columbus, OH 43212-1001
caren.wildman@gmail.com

Debbi Wood
5735 Newbank Cir Apt 301
Dublin, OH 43017-5507
debbiwood@yahoo.com

Ministry Team Definition:

First Community Church's Ministry Teams are flexible groups comprised of lay people and staff united together in Christian service, working toward a shared goal or goals.

Groups come together as needed to

- collaborate,
- strategize,
- determine member roles and action steps,
- evaluate actions taken in their area of ministry, and
- engage together in fellowship and care.

Teams may be facilitated by either staff or lay leaders who help

- synthesize group ideas,
- organize planning into actionable steps,
- delegate responsibilities,
- direct the evaluation of past actions, and
- allow space for relationship-building and ministering among team members.

**Everything you
always wanted to
know about Ministry Teams***

**Explained by
The Governance Team**

***BUT WERE AFRAID TO ASK**

Hello, First Community Councils, Committees, and Groups!

We are so grateful for all the ways you continue to serve our community, both inside and outside the church. The work you do and the connections you create make a difference in the lives of others. We see you! We see the care and commitment you put into your area of ministry. God sees you! Whether you are doing big, visible things like serving those with food insecurity and providing assistance to new refugees or behind-the-scenes work like reserving meeting rooms and typing up minutes what you do matters. You are a blessing to our church family.

First Community's 2021 Strategic Plan produced 4 Mission Imperatives and 5 Operational Imperatives to both guide and inform our future planning and ensure that First Community's ministries remain vibrant and effective. Operational Imperative #3 states that:

The First Community Governing Board will streamline our ministry governance system from councils to ministry teams and short-term, time-limited task forces.

People today are as passionate about serving God and others as they ever were. What has changed in the last 50 years is the time many of us have to commit to one organization. We want to help, we want to be useful, but we want our time to be well spent. We don't want our volunteer hours to add to the stress we might feel from work life or family life. In that spirit, the Governing Board's Governance Team has been exploring Operational Imperative #3 and what it might look like to transition some of our groups to Ministry Teams.

We found inspiration from a 2012 Ministry Matters article by Robert C. Crosby entitled, [Teams, Not Committees](#) in which the author explores the ways in which teams differ from committees. He writes that, "Unfortunately, [church members] often see a committee as something you 'sit' on instead of 'serve' with."

Crosby continues with this illustration:

Committees talk about doing things,
Teams actually get things done;

Committees seek to hear every voice,
Teams seek to become one voice;

Committees share their opinions,
Teams share their lives;

Committees have a chair[person],
Teams have a coach-leader-facilitator;

Committees take notes,
Teams measure results;

Committees talk about issues,
Teams strategize for results;

Committees vegetate,
Teams collaborate.

Additionally, we looked at Ann A. Michel's 2015 article for Church Leadership, [5 Characteristics of Effective Ministry Teams](#). Michel says strong ministry teams must have:

1. Shared vision
2. Distinct roles
3. Constructive engagement in an "atmosphere of trust and mutual respect"
4. A group size that remains "small enough for each person's participation to really matter"
5. Leadership in the form of a "captain" [or captains] facilitating focus, climate, processes, and communication

Ideas from these resources and our group discussion led us to creating our own definition for Ministry Teams:

Ministry Team Definition:

First Community Church's Ministry Teams are flexible groups comprised of lay people and staff united together in Christian service, working toward a shared goal or goals.

Groups come together as needed to

- collaborate,
- strategize,
- determine member roles and action steps,
- evaluate actions taken in their area of ministry, and
- engage together in fellowship and care.

Teams may be facilitated by either staff or lay leaders who help

- synthesize group ideas,
- organize planning into actionable steps,
- delegate responsibilities,
- direct the evaluation of past actions, and
- allow space for relationship-building and ministering among team members.

In addition to this broad definition, there are some practical aspects that help characterize ministry teams:

- No by-laws needed
- No terms on serving
- Church membership is not required. Non-members will be met where they are, supported, and encouraged toward membership
- The process of folding teams into other ministry areas as appropriate is normalized. Additionally, the process of sunseting teams that have completed their specific goals is normalized. Combining and ending teams is a practical measure based on outcomes and is not a judgment of team members or team activity.

How do we shift to a team model?

1. Use the following prompts to help you consider the present state of your group.

A. List the current members of your group:

STAFF

LAY LEADERS

LAY MEMBERS

- Does your group have a traditional term of service?
- How is lay leadership (if present) selected?

B. In a few brief sentences or phrases, what does your group do?
What are the goals of your ministry?

C. Are the specific tasks, activities, or events that your group is (or traditionally has been, pre-pandemic) responsible for? List them here:

D. Are there elements of your group that are purely for fellowship? List them here:

E. Consider how your group meets.

- Historically (pre-pandemic) how did your group meet? Location? Frequency?
- Currently how does your group meet? Location? Frequency?
- How does your group primarily communicate? (email, Facebook group, text chain, etc.)

2. Use the following prompts to evaluate your group's actions listed in response 1.C.

A. Go through each action and indicate if this action is **constant** (remains mostly the same each time) or **changes** (while parts may remain the same, other parts evolve or have different elements each time.)

B. Go through each action and determine if you have a method for debriefing and evaluating the success of your task once completed. Mark **yes** or **no**. Success could be defined both quantitatively (ex. amount of money raised, number of participants) and/or qualitatively (ex. participant comments, leadership feedback)

C. How well do your actions listed in 1.C. align to your goals in 1.B.? Mark **aligns** if an action aligns well and **does not align** if it does not.

D. Go through each action and list who is responsible for the tasks included. Mark **S** if staff are involved, **LL** if lay leadership are primarily responsible, **G** if general group members share responsibility, and **V** if outside volunteers do or could participate.

3. Use the following prompts to consider your response to 1.A.

A. What are the roles of Staff leadership (if present)?

B. What are the roles of Lay Leadership (if present)?

C. Does your group's general membership have assigned roles? y/n

D. How have you traditionally assigned roles or delegated responsibilities for your tasks in 1.C.?

4. Use the following prompts to consider your response to 1.D.

A. What elements of fellowship continue to serve relationship building and ministry among your group members?

B. Are there elements of fellowship that no longer serve the needs of your group?

C. Are there elements you could add that would facilitate relationships? (ex. sharing snacks, opening or closing prayers, sharing highs and lows, devotion, time for conversation before the meeting begins)

5. Use the following prompts to assist your group in moving forward.

A. If you have an action marked as **constant**, is it possible to shift this action to an automatic sign-up method (such as Sign-up Genius) that could be accessed by group members and outside volunteers?

B. If you have an action marked as **no**, what methods could you introduce to ensure a space for debriefing and evaluation?

C. If you have an action marked as does not align, consider what needs to shift. Would this action fit better under another area of ministry? Or does your group need to broaden your goal(s)?

D. Consider the leadership roles listed in prompt 3. What roles are best suited for staff? What roles are appropriate for lay members? Could leadership roles be shared? Could leadership roles be rotated? Envision how dividing leadership roles might best serve your members and your mission.

Use your work from the previous prompts to complete the Team Worksheet.

Team Worksheet

Group name:

Goal(s):

Leadership roles (Who will facilitate? Can it be shared?):

Actions:

Constant Actions	Timeline When does it occur? How frequently?	Member(s) responsible for delegating tasks	Method used for delegating (ex. Sign-up Genius)	Method for annual evaluation

Changing Actions	Timeline When does it occur? How frequently?	Member(s) responsible for completing tasks	Timeline for group planning and organizing	Method for annual evaluation

Fellowship:

- List elements to facilitate ministering to group members and/or relationship building

Plans for Meeting:

- During the program year this Team plans to meet on the following schedule and meeting mode:
- We plan to communicate using the following methods (in person meetings, Zoom, Facebook group, Sign-up Genius, etc.)



Welcome



from the governing board

last on the agenda

We are blessed to have **Mary Kate** joining our ministerial team and to have **Tim** serving as a seminary intern.

They will join us for wine and snacks provided by the personnel committee.

If you would like to bring small welcome gifts, please do. Or, If you prefer to donate to group gifts - please reach out to Alice.

See you on Wednesday!

Contact Alice Finley
alicekfinley@gmail.com
614-361-9140