

2017 Leadership Team Meeting and Strategy Session

February 25, 2017

Agenda

1. Welcome and call to order 10:10am
2. Prayer – Pastor Jason
3. Adoption of agenda -
4. Leadership Team meeting (30 minutes)
 - a. Approve December 2016 minutes – Motioned by Tim; Seconded by Marty
 - b. Elections (chair, vice and secretary)
 - c. Signing authorities and changing signers (SPLC and Youth)
 - d. Amalgamation of Youth Account into SPLC
 - e. Synod congregation visit request
 - f. AGM date
5. Strategy session (180 minutes)
 - a. Highlight of current strategic initiatives
 - b. Reformation 500
 - c. Policies:
 - i. Fundraising Policy
 - ii. HR Policies
 - iii. Overall policy manual
 - d. Communication strategy
 - e. Vision
6. Round table
7. Prayer
8. Adjournment

4. Leadership Team meeting (30 minutes)

b) Elections (turn meeting over to Tim or Marty to conduct): Chair: Dallas Kostna, Vice Chair: Cheryl Hemmett, Secretary: Megan Schwartz

c/d) Signing authorities: Treasurer, Chair, Vice, Secretary. Explain where Youth account is and see if we can move that in-house now rather than use two financial institutions. Once minutes are available, we can each visit the Royal Bank with the minutes and sign.

– Take Maure Lackman, Kim Way and Caroline Elder off of signing authority list at RBC and add Megan Schwartz, Cheryl Hemmett and Russ Malkoske to SPLC signing authority. Would like to move youth account to our general account to make things easier for signing, accounting purposes. Some ideas are for the youth to have their own fund in the general SPLC account, or to have a separate chq acct under SPLC.

- Motion to move youth account from Cambrian Credit Union to SPLC Royal Bank Canada account. Moved by Tim and seconded by Marty

Addendum: to have the accounts amalgamated by June 1,2017. Passed.

e) Synod requests:

1. Visit: We've been asked to talk about some suitable dates and times (at least two or three options) to have a Synod Council/Staff member come to visit with your council leadership during March, April, May or at latest June of 2017. The visit will be about 45 minutes in length. In preparation for the visit, take 15-20 minutes at your meeting to discuss a few things: Email leadership team dates of when we can meet.

- What story will you tell from this past year of something new you've tried, what you learned and where you have seen God's Spirit at work?
 - Leadership team approach - came across hurdles and challenges but in general has come out positive. Leadership has been addressing those challenges; God's spirit was with us and continues to be with us in addressing these challenges. Communicated well to congregation; opposed to council when the congregation didn't know that was going on. Appreciated what was going on with leadership and staff; can always improve communication.
 - Family ministry - Breaking ground as no other churches have attempted this position. Blessed with pastor's idea of position, Synods compensation/support as well as congregational support is important. The value of having this position; enjoy seeing the children being involved in worship and hearing them around the church life. Family space was a great idea for bonding with other children and other parents. Are there comments from parents of what value they see in the program? So much positive change and impact has come in such a short time. One challenge has been educating the congregation on the value of the cross generational ministry and events.
 - Tabernacle - have had leadership problems, but their leadership has been working with them to resolve it, and SPLC continues to offer support.
- If congregational or area plans are yet not in place for a 500th commemoration of the Reformation, what would you like to see happen (think ecumenically – in the whole Christian church)? Reformation Challenge which is a national church initiative.
 - Some ideas are to have one big celebration weekend, with different event such as "October Fest", cross country/around the world live feed service, parade.
- What has been your congregation's experience with the new "ministry area" grouping in the synod? Since this is still forming, what ideas do you have for the ministry areas?
 - Not enough information about the new structure; if more information comes available Pastor Jason will send to leadership.
- What questions or things would you like to share with synod council?
 - Thank them for their continued support in Leadership/family ministry/congregation.

2. Mission as Hope Appeal: Will we participate? How? Notes: The Synod has been very good to us; we contribute \$18,000 per year to them already.

- Staff to decide one Sunday to have the Mission as Hope Appeal. Each leadership member will donate \$20 to start the fund off.

f) AGM date: We can choose this (our constitution requires us to have a "good reason" for doing so). Potential options:

- Having our AGM a week or so later. We could have reports distributed 4 weeks before the meeting, and ask that any motions be submitted at least two weeks before the meeting so that Leadership has the time to prepare / research / determine feasibility.

- Have two meetings. Move our AGM to early November so that we can discuss issues, direction, possibilities, and to get congregational input and discussion. Then, in February, we can have a 'budget approval meeting' where we review annual reports (which can include direction for the coming year based on the Nov discussion) and approve the budget (which will take into account the discussion from Nov.)
- Stay as is and inform the congregation that salaries and honoraria are not amendable, but that suggestions will be taken for the budget in future years.

AGM Ideas:

- have a budget ready for end of October to send out to congregation for November town hall where suggestions can be made then.
- have the congregation give suggestions on what they would like to see in the budget; and give to leadership to consider and amend if possible; congregation to give suggestions anonymously and if they aren't approved or put into the budget then give them reasons of why they weren't put in.
- keep as is

Tabled: Will discuss options at next meeting

5. Strategy session

a) Current strategic initiatives

Family/cross-generational ministry
Connect Groups versus "Programs"

- Pastor Jason will be working with group leaders to get them trained and set up for rolling out the Connect Groups in fall 2017. Leadership to be involved in connect groups, not necessarily leading but at least participating.

b) Reformation 500

No, this isn't an automobile race. We need to assign someone to get going on it. Leadership should be responsible for investigating:

- Whether or not we're going to do some kind of big event
- If we will partner with another church or the synod
- If we want to specifically do something with the Catholic community
- How we want to handle supporting the national church "Reformation Challenge" objectives
- Other items?

- Partnering with area churches; big celebration at the end of October

- Megan to go to area meetings and contacting other churches to build an event.

- Megan to communicate with Lisa to see what they are planning for Reformation 500

- set up something outside of the church (plywood) and have the community write their thoughts or feelings about the church? (Advertise on the outdoor sign/article in community paper) - Pastor Jason & Marty to look into options

- Movie Night showing "Luther"

Follow up with options and ideas at next meeting.

c) Policies

Fundraising Policy (see sample)

HR Policies and reviews

Top policies:

- Respectful workplace
- Health, safety and violence prevention

- Overtime

Overall policy manual

- Dallas K has been working on Fundraising and other policies and have sent it to HR Team, Pastor Jason and Mary. After they have reviewed, policies will be sent to Leadership Team for approval. Once all policies are made they will be put into the Leadership binder as well as a binder for the staff in the office.

d) Communication strategy

- Importance of responding quickly to emails (no email contact will mean more meetings)
- Staff / Leadership Team communication
- Ideas on how we can improve our communication with the congregation
 - going to the front and giving verbal announcements and posting it on the website
 - putting in the bulletin & power point adverts
 - send the admin assistant announcements a week before the end of the last Sunday of the month
 - Cheryl to create a template for announcements
 - at the end of the month making announcements
 - once leadership meets have meeting minutes out a week after the meeting available to the congregation
- Purpose of website and social media communications (members, prospective members, both - why?)
 - geared towards visitors; there are some resources for members; calendar always updated with current and future events
 - Facebook is our largest social media communication (other than website) you have to "like" and "share" posts.
 - Twitter doesn't have a large following;
 - SPLC Messenger - changed from a large document to a shorter more specific announcements
 - One on one contact/discussion
- If you have an issue call the office
 - Leadership team name list will be available for congregation

e) Visioning (next meeting)

- Review the Mural / To-do List article (<https://www.churchleadership.com/leading-ideas/vision-mural-list/>)
- Discuss our mission
- Paint a vision (idea is to create something we can post on the wall in our meeting room)
 - Describe what your individual church means to the world (both the community you're in and beyond)
 - If you asked an artist to paint your church's vision, what would be in the mural?
 - The story of what God's doing in your church is what attracts people to join in
- Establish 3-4 goals for next 2-5 years
- Create initiatives to make those goals a reality
- Plot in "Aha!" software

Pastor Jason to send out "Need to Meet" email of possible dates for next Leadership Meeting

Motion to adjourn 2:30pm - Marty

Prayer - Pastor Jason

Tasks to be Completed

- Staff to decide one Sunday to have the Mission as Hope Appeal. Each leadership member will donate \$20 to start the fund off.
- Megan to go to area meetings and contacting other churches to build an event.
- Megan to communicate with Lisa to see what they are planning for Reformation 500

- Cheryl to create a template for announcements
- Pastor Jason to send out "Need to Meet" email of possible dates for next Leadership Meeting.

Tabled for Next Meeting

- AGM date / voting
- Reformation 500 plans
- Visioning

DRAFT