

Ministry Council Meeting Minutes

January 25, 2021 at 6:30pm via Zoom

Attending: Rev. Estee Valendy, Rev. Jason Valendy, Judy Belter, Melanie Grice, Emie Stewart, Bob Whetson, Dave Burke, Julie Sizemore, Sara Howard, Toni Bliss, Diane Whetson, Keith Bierley, Emily Stansberger, Mike Miller

Judy called the meeting to order at 6:30pm.

Estee shared that a psalm came to mind when she began *The Gift of Being Yourself*, the book the Council is reading together to prepare for our retreat. She read Psalm 139:1-6, 13. This scripture is about how well God knows us, accepts us, and loves us unconditionally. God created the innermost parts of us (kidneys), traditionally associated with decision-making. Estee opened the meeting in prayer.

Introductions

Judy asked all in attendance to give introductions with their names, position, and a God-given talent.

Estee – Co-Senior Pastor, ability to play the piano

Toni – Treasurer, sewing

Diane – Shadow Treasurer, ability to care

Julie – UMW Representative, organizing

Bob – Board of Trustees Representative – brass player

Sara – Co-Youth Representative – trumpet player

Keith – Staff Parish Relations Committee Representative – ability to remain calm

Emily – Co-Youth Representative – running long distances

Dave – Lay Leader – see things from a different perspective, photography

Melanie – Recording Secretary – administration and baking

Emie – Finance Committee Representative – attention to detail

Mike – Stewardship Chair – empathy

Jason – Co-Senior Pastor, reading lots of material and making connections

Judy – Ministry Council Chair – seeing big picture, visionary

2021 Budget

Judy sent a copy of the budget to all Council members prior to the meeting and asked for everyone to review in light of our mission.

Emie pointed out that 9 of the 14 people in the meeting also regularly attend Finance Committee meetings, and others are always welcome. The budget will be monitored closely.

Emie highlighted a few summary items:

1. Anticipated income for 2021 is down a bit from the previous year due to COVID and uncertainty.
2. December giving in 2020 was up, as is the norm in church giving. KUMC ended the year with about \$379,000 more income than expenses, with actual receipts exceeding the budget.
3. The cash reserve continues to grow and as of December has reached the level recommended by our auditing firm. The ideal range set by the Finance Committee based on auditor recommendation is between \$650,000 and \$800,000 in unrestricted cash. If the ceiling is met,

the Finance Committee will vote to make decisions on how to spend the amount over the ceiling.

4. Anticipated 2021 expenses have also been reduced. SPR has committed to no hiring in the first quarter and also identified some savings in health insurance.
5. The budget recommended by the Finance Committee contains a difference of about \$28,000 between anticipated income and expenses, about 1% of the total budget. This difference is considered “noise”, within the norms of forecasting. The difference also represents an opportunity to encourage more active members to participate in stewardship.
6. The Finance Committee unanimously recommended the budget to the Council for approval.

Jason commented that he and Mike will plan to begin taking advantage of the opportunity Emie referenced in Item 5 above. He has found so far in speaking to leaders of other churches that a targeted campaign is a new idea.

Emie noted that the top 3 allocations for the budget are Facilities (27%), Administration (15%) and Music and Worship (14%).

Julie said that she sees a focus on Knowing and Serving, and a clear link between our mission and resources allocation.

Jason noted that if there is no place to congregate, discipleship doesn't happen. There can be information transmission, but not transformative experiences. He sees a strong commitment in the budget to maintain our place and honor our promises.

Judy said she feels like Facilities is an investment rather than just an expense.

Dave said he sees all expenses as connected to making disciples. Some respond to pretty buildings, some respond to missions and programs, etc. Offering all different avenues requires money. The more money, the more opportunities for making disciples if used wisely.

Judy asked how the level of cash we have now was accumulated.

Melanie explained that we started the year with some cash, and it was increased throughout the year both through the Paycheck Protection Plan and through income being higher than expenses. We were able to finish the year in a much stronger cash position, in line with our auditor's recommendations.

Jason said that since the request to approve the budget came from a committee that a motion in Ministry Council serves as a second.

Keith moved to approve the budget as submitted. Judy called for a vote. Passed unanimously.

Judy asked if chairs of other committees are voting members of the Finance Committee. Emie said yes, they are.

Team Development

Judy summarized the mission of the Ministry Council, which is to envision, plan, implement and evaluate all ministries. The Council is the administrative arm of the charge conference.

Judy asked for input on roles needed on the Council:

1. Emie – active listening and participation by every member
2. Jason – all members contribute prayerfully, having the courage and the wisdom to speak or not speak as needed
3. Bob – leadership and facilitation to create an environment in which each member feels welcome
4. Judy – each person has the same right to speak, and the leader protects the environment that makes that possible
5. Julie – members prepare for meetings
6. Estee – need voice to remind us this is a church body, not a corporation – spiritual leader
7. Julie – Estee set tone of meeting tonight using biblical text as guidance
8. Judy – asked for input on how we depend on spiritual leader
9. Emie – unity of spiritual purpose
10. Judy – Jason and Estee will function as spiritual leaders
11. Dave – spiritual leadership is a responsibility for all Council members
12. Judy – may need topic leaders from time to time – a person who is invited because he or she has particular expertise, or can be someone already on the Council, such as Emie discussing the budget
13. Melanie – explained her role as recording secretary – taking minutes, gathering corrections, taking vote, and publishing on website after approval
14. Judy – asked Council to begin responding only to Melanie with corrections rather than large group emails, Melanie will gather and then send new document with corrections highlighted
15. Melanie – will set deadline for corrections with the draft so that minutes are able to be published in timely manner, asked Council to check email at least daily

Effective Teamwork

Judy referenced a hand-out distributed prior to the meeting (Appendix A). Objectives must be accomplished through all members of the team, not just 1 or 2 members.

States of Team Development

Judy referenced a hand-out distributed prior to the meeting (Appendix B).

She walked the Council through the stages. We are currently in Stage 1, forming and working out roles.

Stage 2 will be uncomfortable, but normal stage in team development.

Stage 3 is when things start to fall into place. The leader becomes a facilitator as all members become leaders.

In Stage 4, Judy recommended continuing to look forward and trying to reach higher stages.

Meeting Management Proposal

Judy referenced a hand-out distributed prior to the meeting (Appendix C).

Judy proposed that Council members submit agenda items in the timeframe referenced in the document along with the estimated time required.

We are missing an opportunity if we spend all our time on reports, so Judy suggested moving to written reports to review prior to the meeting. The meeting time can then be used to talk to one another.

Judy also proposed letting the Council know in advance about guests while meetings are still taking place on Zoom. Also use screen share minimally on Zoom so that we can see faces and refrain from using the chat feature so that the speaker remains the focus.

Organization Model

Jason referenced a hand-out distributed prior to the meeting (Appendix D).

This chart did not exist when Estee and Jason came to KUMC in 2019. A single board represented all committees. This board met quarterly and then broke out into groups to conduct their individual meetings. This framework may have served the church well during a period of rapid growth. It was a top priority for Estee and Jason to reignite the committees, but without creating the silo effect.

In 2020, a shortened mission statement of Know, Love, Serve was adopted by the new Ministry Council, not necessarily permanently, but to act as a placeholder.

Jason suggested reading the model by laying on a table rather than holding it up. It is not intended to be hierarchical, but to encourage all boards and groups to move forward.

The church went into triage mode in March 2020 by necessity. There was just not enough bandwidth to implement major structural changes.

Julie said that Polly Soulsby told her 2020 was the first year for UMW to be represented on Ministry Council, but they are not listed on the model document. She would like to see a more descriptive place. Judy welcomed thoughts on how to make that happen.

Closing

Judy said that two members of the Council are unable to attend on February 6, but both asked the group to go ahead with the meeting. All members have copies of the book to be discussed.

Jason said he would arrange for the meeting to be recorded for those unable to attend.

Estee said this Sunday in worship there will be a time to recognize leaders with a slideshow of pictures.

Jason closed in prayer at 7:59pm.

TEAM

A TEAM is any group that has one or more objectives which must or should be achieved through the combined efforts of the group members.

Conditions for Effective Teamwork:

1. Clear understanding of and commitment to the purpose and goals. A clear direction set by the leaders of the organization.
2. Belief in one another and each member's contribution. An appreciation and understanding of individual differences.
3. An effective communication system with unrestricted information flow.
4. Distribution of responsibility and power (authority). Participation in problem solving processes and decision making.
5. Collective accountability for tasks. Collaboration versus competition.
6. Leadership as coordinating and facilitating.
7. Ongoing evaluation of group effectiveness. Feedback as helpful and supportive. Tolerance of growth and development. Emphasis on learning.

Prepared by Judy Belter, Ministry Council Chair January 2021

Tuckman's Model of Team Development Characteristics of Team at Each Stage

Forming:

Stage 1

- roles and responsibilities unclear
- high dependence on leader for guidance
- processes often ignored, or worked around
- varying levels of trust
- questions about purpose, objectives, and external relationships

Storming:

Stage 2

- decisions within group difficult
- team members vie for position, may challenge leader
- exhibiting power and control issues
- may lose focus on goals/purpose by becoming distracted with relationship/emotional issues
- uncertainties around expectations, purpose
- cliques and factions form
- members escalate issues/complaints outside the meeting

Norming:

Stage 3

- roles and responsibilities clear and accepted
- significant decisions made through consensus
- commitment and team unity strong
- team develops own work processes and style

- mutual respect for skills and abilities
- general respect for leader, leadership functions shared

Performing:

Stage 4

- works toward goals within attending to relationships, work style and process
- strategically aware with shared vision
- works autonomously
- problems solved within team; changes to work systems and processes made by team
- disagreements are managed productively
- members are interdependent

Prepared by Judy Belter, Ministry Council Chair January 2021

Appendix C

KUMC Ministry Council

January 20, 2021

Meeting Management Proposal

Judy Belter, Ministry Council Chair

1. Agenda: Request for Agenda Items from chair to all members on Wednesday prior to meeting. Reply to chair *only* by Thursday with items and time requirements. Send documents for distribution by chair with the agenda. Agenda with attachments sent to all no later than Friday morning.

2. Functional Reports: Send written reports for distribution with agenda. Use meeting time for questions, feedback, discussion, discerning. Establish standard format for reporting:

- purpose of report (update, get input, test possible actions, etc.)
- goals and/or strategies linked to mission
- progress on goals
- identification of hurdles, restrictions, limitations
- identification of needed MC action (support, discussion, actions, vote etc.)
- plans near term, long term

3. Meeting Process:

- Guests are always welcome to observe meetings. Informing the council in advance while we are on zoom is appreciated.
- Topic Leaders/resources may be invited by any member to deal with an agenda item, share, or participate in discussion on that topic. Out of respect for the entire body, they do not participate in other items or have a vote.
- Use screen share only to get all on same page of previously sent documents to keep all members on the zoom screen.
- Rather than use chat, raise hand to make point, ask questions, etc. While someone is typing a chat, others reading it, a speaker is going unheard.

4. Meeting Minutes Approval Process:

- recorded minutes sent to all for review, questions, corrections, etc.
- changes sent to Melanie *only*
- Melanie makes any changes, alerts all to changes if made, resends minutes to all with request for approval. We are considering embedded in this email process the motions to approve.
- members vote on approval *only to Melanie*
- Melanie informs all when minutes have been approved and posted to the web site. For both the minutes approval and agenda requests, I am requesting that members do not reply all when responding. The email chains get long and tangled. All members ultimately get all the information without having to read through 14 emails each time.

Vision: *To Know, Love and Serve*

UMC Mission: To Make Disciples of Jesus Christ to Transform the World

