

<b>Facilitator</b>	<b>Tom Shepherd, Chair</b>
<b>Note Taker/Timekeeper</b>	Debbie Guy
<b>Attendees</b>	Don Wenzel, Debbie Guy, Tom Shepherd, Peggy Medlin, David Bruyninckx, Anita Plue, Vicki Parker, Cheryl LaPointe,
<b>Absent Members</b>	Craig Doxey
<b>Exofficio</b>	Rev. Ben Wills, Pastor Cindy Vinson, Church Administrator Harry Parker, Treasurer
<b>Guests</b>	None

**Opening Prayer and Devotion by Cheryl LaPointe** *God wants to be our Foundation*

**Next month: Peggy Medlin**

**Pastor Ben allowed Don to present early so he could leave as he is under the weather.**

**Don Wenzel:** Shared that PC Hereford has agreed to \$20K for the easement with attorney fees being deducted from that amount. Our attorney will write up all documentation for the agreement for both parties (McCloud).

<b>Motion</b>	Motion to move forward with allowing attorney to draw up agreement		
Motion was made by:	Tom Shepherd	2nd	Vicki Parker
Vote was unanimous			
<b>Action Items</b>	Person Responsible	Deadline	
Obtain agreement	Don	None set	

**Leadership Development** - Ben provided the Leadership Covenant from 2019 (attachment #1) for our review and recommendations on Realm NLT 10 July 2023. Structure Guiding Principles – who can be on, who makes up GOV Team, we do not have overarching principles for how the GOV Team functions. He would like to get a task team going to work that. Asked “How would GOV Team like to handle this?” He passed out a Sample R-12 Guiding Principles (attachment #2) – he does not want to overstep into GOV Team area but would like to solicit feedback on Realm NLT 10 Jul 23. Cindy will post on Realm.

**Tom covered the new process for consent items on the agenda – if there is discussion needed, please have it moved off consent calendar. We have 2 for the June meeting Financials and Meeting Minutes**

- **Discussion:** No discussion

<b>Motion</b>	Motion to accept May Minutes and May Financials with no corrections		
Motion was made by:	Vicki Parker	2nd	David Bruyninckx
Vote was unanimous			
Corrections to minutes/financials: none			

**Reports**

**Financial Team:**

The financial team recommended a fundraiser to be approved by the GOV Team for Rise Against Hunger (RAH) – Ben did not get acceptance from Marvin to share in this effort. The date is October to prepare the kits on World Communion Sunday. Fundraising would be from Aug-Sep.

**Discussion:** Debbie asked how this would affect our Capital Campaign planned for the fall. Ben and Cindy: This would be over prior to Capital Campaign. David would like it to be contingent on getting Marvin’s approval for participation.

<b>Motion</b>	Motion to approve the RAH Fundraiser		
Motion was made by:	Vicki Parker	2nd	Cheryl LaPointe
Vote was 7 for 1 against			

**Discussion:** Cindy shared that an adjustment is needed on the cost of flowers from those who sign up in the book. The actual cost is \$61 with delivery vs. the \$50 that members pay to recognize/memorialize. Vicki will check with the Worship Team on this – there is \$1200 in the budget for flowers.

<b>Trustees</b>	<b>Briefers: Ben/ Vicki/ David/Debbie</b>	
<p><b>Ben</b> – Boy Scouts of America (BSA) discussion: update from General Conference led Ben to believe that the Facility agreement is not finalized.</p> <p><b>Vicki</b> – TLACOCC lease was discussed on Realm – GOV Team is good with recommended agreement – Motion and due out shown below.</p> <p><b>Ben briefed for Craig</b> – Online Presence Strategic Initiative Report – provided 2 quotes – a third is required per our guidelines – will check on that – see handout (attachment 3)</p> <p><b>David</b> – Curb Appeal Strategic Initiative Report (attachment 4) update to Capital Projects that was posted on Realm. Has been working on plants and still finding the sprinkler system – if anyone knows someone who knows where they are located, please reach out. Road work at parking lot is ongoing.</p> <p><b>Debbie</b> – Family 25-34 Strategic Initiative Report – posted information on Realm for review. At the last meeting, the task team voted to recommend KKFC and Messy Church (video was posted on Realm also).</p> <p><b>Ben</b> – Would like to form a Prioritization Task Team to look at Campaign and Grant opportunities (Aug 1<sup>st</sup> is deadline for submission of grants); visioning; group leaders will meet with Pastor to work on this; email in coming weeks with dates.</p>		
<b>Action Items</b>	<b>Person Responsible</b>	<b>Deadline</b>
Provide TLACOCC copy of revised lease to TLACOCC	Vicki	30 Jun 23
<b>Motions:</b>	Motion	Accept TLACOCC Lease
Motion was made by:	Vicki Parker	2 <sup>nd</sup> : David Bruyninckx
Unanimous vote for		

<b>Church Administrator</b>	<b>Briefer: Cindy Vinson</b>
<p>Membership audit continuing, staff reviews underway, Aug 30<sup>th</sup> WellRoot lease renews – will post for review, Randall Crook (not a member here) has expressed interest in being the Cemetery Representative – Cindy will get responsibilities and David will look in the box from Gene Hair.</p>	

Action Items	Person Responsible	Deadline
Provide David with Box from Gene	Cindy	TBD
Provide responsibilities for Cemetery Rep	Cindy	
<b>Motions:</b>	<b>No motions</b>	
Motion was made by:		2nd

Pastors Report	Briefer: Rev. Ben Wills	
Over 40 follow ups that are eligible for Coffee with the Pastor on 16 July. VBS was well done. KORE is in need of someone to lead.		
Action Items	Person Responsible	Deadline
<b>Motions:</b>	<b>No motions</b>	
Motion was made by:		2nd

**New Business**

Moved to Executive Session		
Action Items	Person Responsible	Deadline
<b>Motions:</b>	<b>No motions</b>	
Motion was made by:		2nd

<b>Special Notes</b>	Convened Executive Session 7:58 pm
<b>Evaluators</b>	n/a
<b>Evaluator Notes</b>	
<b>Next Meeting</b>	17 Jul 2023 6:30pm
<b>Closed in Prayer</b>	Rev. Ben Wills



# LEWIS MEMORIAL

## UNITED METHODIST CHURCH

#1

### **Governing, Oversight, Vision (GOV) Team Covenant**

*As members of the GOV Team, we promise to lead by following the example of Christ. This covenant was developed to guide our life together as leaders. We make these promises to God, our church, and our fellow Team members to build a foundation of trust and purpose.*

- GOV Team members are role models for the congregation. Therefore, members will model mature discipleship by
  - being consistently present in worship
  - tithing or moving toward a tithe
  - having an active prayer life, interceding on behalf of one another and our church
  - serving in mission and ministry
  - pursuing spiritual growth in transformational community
  - and openly sharing their faith with others in the secular world.
- GOV Team members are expected to be present at all team meetings unless ill or out of town. Members can be tied into meetings via ZOOM if needed, but need to communicate such a need. If members miss more than three meetings per year, the Team Chair will converse with the team member to see if their seat needs to be vacated and filled by someone who can be more active.
- Leadership Board members will be on time for meetings, silence cell phones, be fully present, and immerse themselves in the meeting without distractions in respect for others' time and commitment.
- GOV Team members will review all materials provided on Realm in preparation for meetings and come fully prepared and ready to participate. Meeting materials under consideration will be sent no later than three days prior to the meeting. Team members will also participate in discussion between meetings via Realm to the very best of their ability.
- GOV Team members will encourage and support our pastor and fellow board members.
- GOV Team members will hold one another and the pastor accountable for individual and collective roles and responsibilities. Team members will likewise recognize their



# LEWIS MEMORIAL

## UNITED METHODIST CHURCH

being accountable to honoring this covenant; to leading the church body in answering its call to make disciples; and, to Jesus Christ.

- Leadership Board member(s) approached by a person or group concerning a matter of disagreement or conflict will:
  - approach the matter with transparency while maintaining the Board's missional focus
  - encourage the concerned party to go directly to the responsible person(s) while offering to accompany him/her as a witness
  - and/or invite the concerned party/group to address the full Leadership Board or an assigned work team to address the issue.

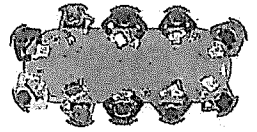
Board members will never suggest, encourage or support secret meetings which undermine the integrity or authority of the pastor or Leadership Board. This is particularly important in relation to staff members who report directly to the pastor, not to the Leadership Board.

- GOV Team members understand that as a leader, comments or conversations about personnel (pastor or staff) are inappropriate with anyone at any level and are to be avoided. Members are expected to be supportive and encouraging publicly. Concerns are to be processed with the collective GOV Team only. GOV Team members carry, support, and promote the mission and vision of the church at all times.
- GOV Team members are encouraged to invest in conversations and divisions with vigor and passion. During such times, members will:
  - respect the opinions of other members and guests
  - always assume the person speaking has a positive intent behind their words
  - allow others to finish their thoughts before stating their own
  - give each other grace while working to finalize decisions.

However, once the team has come to a decision, each team member will openly and publicly support the decision of the GOV Team whether the individual member personally agrees with the decision. We are a team with a unified voice.

**I have read the above and have committed my life and pursuing my ministry in a way that is consistent with these expectations and desire to do so at Lewis Memorial United Methodist Church.**

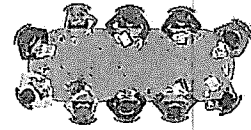
**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## R-12: Sample Guiding Principles

### Topics and Focus Areas for Guiding Principle Consideration

- Mission, vision, core values of the church
- Identification of the board's role, powers, responsibilities, and authority, in regards to the *Book of Discipline*
- Clear distinction for the role of governance for the board - not management
- The Leadership Board will ensure there is a current organizational chart reflective of the current decision-making process and chain of command at all times.
- The Leadership Board is to provide transparent and routine communication to keep the congregation informed of missional effectiveness and resource alignment.
- Financial approval policies for staff/ministry team leaders, the pastor, and the building maintenance team
- Hiring, terminating, and evaluating authority of the pastor and other paid staff
- References or inclusion to church wide policies for the following areas:
  - ❑ Building and equipment usage policies (for example, facility rental policies for members, internal ministry groups, outside non-profit groups or for-profit businesses)
  - ❑ Safe sanctuary policies for child protection
  - ❑ Employee handbook
  - ❑ Building safety
  - ❑ Technology usage and safety
  - ❑ Counters' policies and procedures
- How decisions will be made by the Leadership Board: parliamentary rules of order, such as the usage of Robert's Rules of Order, the consensus method, or other variations.
- Include how to edit or add a guiding principle
- Official record keeping practices and access to records of meetings and executive session minutes



Role and function of the building maintenance team

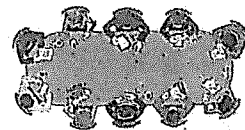
Authority and responsibility of the treasurer

Relationship of Nominations and Leadership Development to the Leadership Board

Boundaries that state how individual board members may not make demands on staff time outside formal board requests.

How daycare and/or preschool relate to the church, pastor, and Leadership Board in terms of supervision of personnel and accountability (There is a huge legal and governance difference between childcare ministries that operate under a church's ministry (operate under the church's legal umbrella) and childcare ministries that exist as a separate but related 501(c)(3). These differences will impact how you write your guiding principle defining the relationship as well as how they appear on the organization chart.)

Defining public meetings vs executive sessions (such as personnel matters when the board is operating as the congregation's S/PPRC).

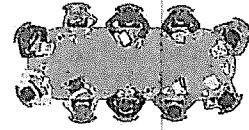


## Guiding Principles Catalogue

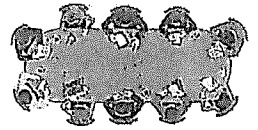
The following guiding principles are offered to you as guide lines or thought- starters. These are not intended to be a complete set of building principles. In fact, you will find a few of the guiding principles are contradictory to one another. This is intentional and is offered to remind churches of the importance around clarity around specific principles. Guiding principles are intended to be a permission-giving tool to eliminate waiting on decisions or permission as a bottle-neck to ministry flow. Guiding principles provide healthy boundaries and macro rather than micro decision-making. Please do not cut and paste these (or other churches') guiding principles. Every church has its own unique setting, so special care and attention in this work will prove to pay dividends for years to come.

- All references to the Church Council, Board of Trustees, Staff/Pastor Parish Relations Committee, Endowment Committee, and Finance Committee, in all congregational policies as of \_\_\_\_\_, and in all references in the *Book of Discipline* of the United Methodist Church, shall be understood to refer to the Leadership Board beginning \_\_\_\_\_.
- Once the budget is approved, those responsible (i.e., staff and team leaders) for the various ministry areas have the authority to spend their budget to align with the objectives for their ministry area approved by the pastor. No further approval is needed to access the budget in their area of responsibility. \*
- The pastor is responsible for reviewing line items within ministry areas with the appropriate staff or team leaders for accountability from the staff and to the board.
- Any member of the Building Maintenance Team has the authority to purchase supplies for building maintenance and improvement up to \$\_\_\_\_\_ without approval. The Building Maintenance Team leader can authorize purchases for building maintenance and improvement up to \$\_\_\_\_\_. Purchases up to \$\_\_\_\_\_ can be approved by the pastor (executive pastor or business manager). Any purchases over \$\_\_\_\_\_ need Leadership Board approval unless the expenditure is already approved in a capital expenditure line item in the approved budget. \*
- Any expenditure over \$\_\_\_\_\_ will require three bids. Preference will be given to hire local companies offering competitive bids within \_\_\_% of other bids. If the expenditure is already approved in the budget and meets the previous criteria, there is no further approval needed. The ministry team leader or staff member responsible for the purchase will provide documentation of the bids to the Leadership Board for purposes of a paper trail only. \*





- \*The treasurer must be consulted concerning any single purchase or expenditure over \$\_\_\_\_\_ for purposes of cash flow. The treasurer does not approve or deny purchases but rather confirms large purchases will not create cash flow issues.
- The pastor has the authority to hire and release employees using the church's employee policies and procedures in the \_\_\_ UMC Employee Handbook. When terminating an employee, the pastor will invite a board member to sit in on the exiting conversation for purposes of liability protection. The pastor has the responsibility to supervise, discipline, and evaluate staff performance as outlined in the \_\_\_ UMC Employee Handbook.
- The authority to hire and terminate employees of the church shall be vested in the Leadership Board. The pastor shall have the authority to interview and recommend candidates to fill open staff positions. The Board shall have the sole authority to determine the number of staff positions, approve job descriptions for each staff member and set the salary paid to each staff member. The Leadership Board delegates to the pastor the authority to supervise, discipline, and manage paid staff.
- The pastor will review all paid staff annually using the approval evaluation process in the employee manual dated \_\_\_\_\_. Paid staff will review unpaid staff/team and leaders annually using the same evaluation process.
- The Weekday Child Care Advisory Board (BOD ¶ 256.2.c) is fully amenable and accountable to the Leadership Board and shall submit an annual budget and recommended policy changes to the Leadership Board. The director of weekday ministries is supervised by the pastor.
- The board recognizes and approves the Building Usage Policies dated \_\_\_\_\_.
- The board recognizes and approves the Building Security and Key Policies dated \_\_\_\_\_.
- The board recognizes and approves the Financial Controls Policies dated \_\_\_\_\_.
- The board recognizes and approves the \_\_\_ UMC Personnel Policies date \_\_\_\_\_.
- All meetings of the Leadership Board shall be open to the public, with the exception of any meeting or portion of a meeting in which a personnel matter or a matter of legal negotiations is considered. In those cases, the Board will transition into executive session. Minutes of executive session agenda items concerning personnel matters will be kept separately as part of the "S/PPRC" files.



- Leadership Board members are nominated by a separate and independent Committee on Nominations and Leadership Development, chaired by the pastor, and elected by the Charge Conference as described in the BOD. The Nominations Committee will be responsible for developing new leaders and equipping them for future Leadership Board positions.
- Due to Leadership Board's serving as the congregation's Staff-Parish Relations Committee, no immediate family member of the pastor or other paid staff person may serve as a member of the board. Due to serving as the congregation's Board of Trustees, only Leadership Board members over the age 18 will have voting privileges in matters of property, incorporation, legal matters, contracts, insurance, investments, or other matters described in the BOD ¶s 2525-2551.
- The Lead Pastor is the Leadership Board's only link to church ministry and programming. The Lead Pastor has complete authority and accountability for all staffing, including hiring, evaluating, firing, and consideration of raises. The Council will never give instructions to persons who report directly or indirectly to the Lead Pastor. The Council will view Lead Pastor performance as identical to church performance so that organizational goals will be viewed as the Lead Pastor's performance.
- Compensation for the Lead Pastor and all appointed clergy will be determined by a Charge/Church Conference. Recommendations for the Lead Pastor's compensation will be made by the Leadership Board (as part of their SPRC duties) to the entire Church Council for consideration before the Charge/Church Conference. Recommendations for other appointed clergy compensation will be made by the Lead Pastor in consultation with the Leadership Board to the entire Church Council for consideration before the Charge/Church Conference. Decisions about increases in the Lead Pastor's compensation will be based primarily on the following three criteria: 1. Council's review of Lead Pastor's effectiveness in reaching established goals. 2. Needs of the church for a Lead Pastor with the skill sets necessary for reaching established goals. This will be determined in relationship to the compensation packages of churches of similar or larger size in the Annual Conference. 3. Possible cost of living increases. However, it is understood that the primary criteria for compensation will always be (a) the Leader Board's review of the Lead Pastor's performance.
- The Lead Pastor shall not cause or allow any activity, decision, or organizational circumstance that is unlawful or in violation of commonly accepted business practices and professional ethics. Furthermore, the Lead Pastor shall not cause or allow any activity, decision, or organizational circumstance that is a violation of the current *Book of Discipline*, Standing Rules of the Annual Conference, or the express direction of the resident bishop and/or district superintendent of the annual conference.

## Digital Presence Team Report to GOV Team, June 2023

Three focus areas of team:

### (1) Upgrade Sanctuary audio-visual capability (*Status: on-track*)

Estimates developed by Williams Sound Company and Active Audio Visual following on-site walkdowns and discussion w/ team. Recommendation to contract w/ Williams Sound Company with consideration of baseline requirements and cost.

	Streaming (\$)	Projection	Audio	Housekeeping & Training	
<b>Equipment &amp; Material</b>	11,712	20,682	6,939	1,458	
<b>Labor</b>	3,000	1,600	1,400	2,800	
<b>Total</b>	14,712	22,282	8,339	4,258	<b>49,591</b>

Note: Active Audio Visual estimated \$73.9K but more “bells and whistles” baked into that number, some not considered essential.

### (2) Upgrade Live Streaming Capability (*Status: on-track*)

Resi live streaming software is proven, reliable capability used at other regional churches. Includes:

- “Set-and-forget” technology: one-click stream to multiple social media sites and mobile TV apps; e.g., Facebook, You Tube, and Apple TV
- Session scheduling eliminates weekly personnel maintenance
- Stream to and maintain content library at Lewis Memorial website

Annual subscription (\$): 1,328 or 148/month

### (3) Improve Website (*Status: off-track*)

No responses to date to Benchmarking requests on two occasions to four area churches regarding:

- What website platform used
- Design/development “costs:” in-house vs. contracted
- Maintenance “costs:” laity vs. staff vs. contractor; other lifecycle costs

Rough order-of-magnitude cost for implementation (\$): 5,000

Interim action: Doxey to learn/perform development and maintenance tasks.

What focus area is next for exploration? **Social Media Presence**

#4

Lewis United Methodist Church  
Building and Grounds Improvement Proposal

Capital Projects

June 19,2023

Item #	Priority	Capital Project Item for Consideration	Status and/or notes for activity
1	2	Install sprinklers throughout the campus where existing shrubs do not have water sprinklers and where new shrubs will be installed	David & Jeff. Once existing system is documented, a design can be undertaken for extended system for new shrubs
2	3	Install low growing shrubs and pine straw on west side of the education building	Marie (L). Shrubs recommended to be installed have been identified. Will obtain cost (wholesale) at time of install.
3	3	Install low growing shrubs and pine straw on the east side of the chapel next to the block wall	Marie (L). Shrubs recommended to be installed have been identified. Will obtain cost (wholesale) at time of install.
4	3	Install fencing at both ends of the area between the Warehouse and Youth building with a gate for storage	Jeff(L). Area must be cleaned up prior to fence/gate installations. Scheduled for week of 6.26.23
8	3	Install four (4) planters, two in front of Sanctuary and two in front of Portico	Marie,Jeff, Jennifer. After investigating, water is available for these planters.
9	4	Remove old shrubs on the east side of the chapel and replace with new shrubs.	On hold until sprinkler system is installed for new shrubs
5	4	Add landscaping along the new North Entrance to the campus once the entrance has been completed	Will be scheduled and potentially contracted out once road construction and new entrance to LMC north parking lot is completed. Working on now.
6	4	Install new "Electronic" sign on the corner of our property on the southeast corner at the intersections of Columbia rd, Hereford Farm rd, and Lewiston rds.	Research by Jeff indicates estimated cost to be \$30,000. A definitive design must be performed in order to be able to submit to vendors for firm bids.
7	4	Relocate the existing sign in front of the sanctuary to the north entrance to be built as part of the road construction presently ongoing. This would be performed after all road construction is complete. Will include electrical and water to the sign	Will be scheduled and potentially contracted out once road construction and new entrance to LMC north parking lot is complete
		Changes to status from previous report	