

TOWN HALL MTG



PRESBYTERIAN
CHURCH (USA)

Meeting Date: 11-Nov-2007

Team:

Elders 2008	Dan Alexander Troy Bitter	Doug Ginn Kevin Grant	Interim Search Comm	Ginny Clark (lead) Carol Buckhout Lynne Baker	Dan Alexander BJ David
Elders 2009	Carol Buckhout Ginny Clark	Kim Martin OB Phelps	Pastor Nom Comm (PNC)	TBD Jean Holmes [COM member]	
Elders 2010	Lynne Baker Gerry Hinner	Dawn Miller Scott Mozea	Session Moderator	David Ealy, Assoc Pastor at Lakeside	

◆ Attendees objectives (from the post-it notes)

- ◆ Understand the process
 - ◆ ANSWERED – Transitional guidelines
 - ◆ ANSWERED – Listen and find out what is actually going to be happening during the transition. Also find out how the congregation will be kept informed of the progress and status
 - ◆ ANSWERED – Understand the process and why so much paperwork and procedures
 - ◆ RESPONSE: We're Presbyterian. There is process and checks-and-balances in everything Presbyterian.
 - ◆ Like to know the amount of time we must spend for each step of this process and what the steps are
 - ◆ RESPONSE: COM liaison (Jean) was assigned this past week. PNC (and maybe Session) need to meet with Jean to better understand the process and timing. [action item 1]
- ◆ Worship strategy
 - ◆ Can we keep services to 1 hour?
 - ◆ RESPONSE: 55-70 minutes is the targeted time for services. Depending on special pieces, communion, etc, some services can run longer. Services sometimes do not start exacting on time, so the service might end later. We will focus on starting on-time.
 - ◆ ANSWERED: Are we still going to have 2 services?
 - ◆ RESPONSE: Yes. We will continue with the status quo, focusing on maintaining consistency and normalcy. A wholesale review of worship strategy is targeted for early 2008.
- ◆ Congregation support
 - ◆ What are the office hours going to be? Do we have 2 elders appointed for the nominating committee for our own church officers? [action item 2]
 - ◆ If you have an emergency, do we have a specific person to contact at anytime of the day?
- ◆ Where is our music program headed?
 - ◆ RESPONSE: Did not discuss at the town hall mtg (ran out of time). [action item 4]
- ◆ DONE – Free food. RESPONSE: Special thanks to Kim Martin for organizing and Gold Star Chili (and BJ David) for providing the main dish.

- ◆ Pastor Replacement process
 - ◆ GA and Presbytery websites have guidelines on the process. Troy built process flows diagrams from this information. It needs to be reviewed by our new COM (Committee on Ministry) liaison from Presbytery to ensure a proper understanding of the process.
 - ◆ Troy provides the tables with a copy of draft process flow diagrams on the tables. Troy reviewed the high level flows with the group
 - ◆ Targets
 - ◆ **DONE. Short term pastor – Nov 1.**
 - ◆ **DONE. Convene interim PNC and start process**
 - ◆ Hire an interim pastor – Feb target. Allows time for Lent planning. The interim pastor is hired by Session (no congregation vote).
 - ◆ Hire a long term pastor –2009. As PNC meets with Presbytery, we will have a better understanding of the process, timing, ability to target early 2009 or late 2008. [action item 1]
 - ◆ Congregation participation opportunities
 - ◆ Congregational life and helping committees
 - ◆ Session meetings are always open
 - ◆ Church self study
 - ◆ Town hall mtgs and such
 - ◆ PNC
 - ◆ Communication plan. Need to finalize. Current thoughts focus on a PNC communication board and webpage. These would be updated monthly. [action item 5]
 - ◆ Several congregation members have been through this process at this church (years ago) and more recently. Several people shared their thoughts.
 - ◆ It will take time. Don't rush it. Have patience.
 - ◆ The church self discovery is nice process.
 - ◆ It can be stressful, especially since it will likely take over a year.
 - ◆ How to know if we're going in the right direction ... listen to the spirit.
 - ◆ Remember that the goal is to do God's work.
 - ◆ We have put our trust in the elders that we elected.
- ◆ Advent 2007. No changes. Christmas Eve and Christmas Day services will occur as usual. There will be a Christmas program.
- ◆ Session focus through early 2008
 - ◆ Advent planning
 - ◆ 2008 Budget
 - ◆ Increased coverage/responsibilities until hiring interim pastor
 - ◆ General congregation and committee support

◆ Pastor duties to replace

Dimension	-- Minimum	Fully Utilized -- 	Supplemental
Pulpit message			Worship comm, Congregation
Communion			Presbytery
Worship leader			Worship comm.
Leading through interim			Session
Pastoral Care: death			Presbytery
Pastoral Care: hospital			Deacon & Elder
Pastoral Care: LT illness			Deacon & Elder, support groups
Pastoral Care: gen illness			Deacon & Elder
Pastoral Care: relationship			Deacon & Elder
Pastoral Care: spirituality			Deacon & Elder, support groups
Pastoral Care: general			Deacon & Elder
Sunday School teacher			CE
Session moderator			Presbytery
Manager of personnel			Personnel Comm
Home communion			Presbytery
Member on each comm			Session
Minister office hours			Session

- ◆ Mike's Sunday School class – CE will replace beginning Jan 2008 with a Kerygma Bible Study
- ◆ Stewardship campaign. Alan Vicory gave an update. Collecting the final pledges. Numbers are looking good. A balanced budget will be presented to Session at the Nov Session mtg.

Action Item Review: (Green represents completed action item. Blue represents moved to another list.)

- ◆ Closed action item – #
- ◆ Updated action item – #
- ◆ New action items – #1+

	Action Item Description	Owner	Target	Notes
1.	Determine target timeline for the PNC process	PNC	1-Feb	29-Oct: Session, PNC, and congregation agree that better measurable milestones would be better. Need to confer with COM liaison to understand the process and timing better
2.	Session to determine office hours	Session Moderator	19-Nov	19-Nov: Discussed at Session mtg and need to understand past hours and on-call hours 11-Nov: Congregation suggested this 29-Oct: Session brainstormed that this might be necessary.
3.	Determine next town hall mtg	Session Moderator	19-Nov	11-Nov: Congregation also asked. Thinking after the holidays (Jan/Feb target). This might align with introducing the interim pastor.
4.	Determine music program strategy	Music Director	15-Jan	11-Nov: Asked at town hall mtg. Will give focus after Advent (busy time for music program)
5.	Build the communicate paths	Troy	10-Dec	11-Nov: Current thoughts focus on a PNC communication board and webpage
6.	Review general communication process	Session Moderator Dawn, Kim	19-Nov 15-Jan	19-Nov: Maybe use the Gathering room as a central communication hub for committees and others. Dawn M and Kim M take ownership 11-Nov: Member highlighted that the church (Session, committees, etc) don't have a good track record at communicating what's going on behind the scenes.
7.	Determine on-call schedule	Session Moderator	10-Dec	19-Nov: Discussed at Session mtg 11-Nov: Asked at town hall mtg. People might want someone to talk to during the holidays; it can be a rough time for some

	Action Item Description	Owner	Target	Notes
8.	Schedule Coordinating Council mtg (mtg of all committee heads)	Session Moderator	10-Dec	11-Nov: Asked at town hall mtg.