

Shared Ministry Team: Minutes  
12/2/20, 7:30 Zoom

Present: Jerry Katzmann, Anne Black-Sinak, Aleta Borrud, Kim Reid, Greg Turosak,  
Rev. Luke Stevens-Royer  
Absent: Jeff Larson Keller

1. Check-in [congratulations and welcome back to Aleta] (All)
2. Chalice lighting (Anne)
3. Luke identified a list of issues/questions about the Program Team operations that were collected by Staff:
  - a. Budget proposals- when, process, how detailed?
    - i. We recommend that the **process not change significantly**. The Treasurer, Congregational Administrator, and Minister should solicit from the Program Teams any anticipated changes in Program/budget and generate a draft of the budget proposal for the Financial Stewardship Program Team and Board review and Board approval.
    - ii. The Program Teams should solicit thoughts from their program groups so that the **Winter quarterly Program Team meetings can identify budget requests**.
  - b. What level of details should Program Teams delve into?
    - i. A framework for the dates of Program Teams' Fall, Winter, and Spring quarterly meetings should be established.
    - ii. **A framework of topics for the quarterly meetings should be developed** [e.g. Fall quarter - visions, goals... : Winter quarter - budget... : Spring quarter - review...]
  - c. Timing for agendas for Team meetings?
    - i. Quarterly meetings are public and **agendas should be posted on the website one week before the meeting**. Each quarterly meeting should designate a facilitator, taker of minutes, and begin the in-gathering with a chalice lighting.
    - ii. When Program Teams meet at times other than the quarterly meetings, each Team can determine the format.
  - d. How to fill Program Team vacancies?
    - i. Board member vacancies will be filled by the Board, Staff by the Minister, and at-large by the Shared Ministry Team.
    - ii. As the process matures **and the by-laws are updated, the Nominating Committee should assume the role of recruiting at-large members** of the Program Teams.
  - e. How will SMT support Program Teams?
    - i. **RUN, GROW, TRANSFORM**. The Program Teams have authority to run, grow, and suggest transformations of activities in their program area.

- ii. Each Program Team has an SMT liaison: Worship (Anne), Faith Dev (Kim), Cong. Life (Aleta), Social Justice (Luke), Financial (Jerry), Admin (Greg). **Staff will alert the SMT liaison when an agenda is posted.**
- iii. When uncertain about limits or when seeking advice, the Program Teams should **seek advice from the Minister** for answers or for triage to the Board or Shared Ministry Team.
- f. Consistency in terminology?
  - i. We did not discuss this issue. The Staff should identify inconsistencies and suggest solutions at Staff meetings.
- g. What are expectations for visitors/observers of meetings?
  - i. **A uniform format should be developed** for the quarterly Program Team meetings (e.g. identify Facilitator, identify Secretary, review posted agenda, define times for visitor comments and follow-up questions, review...)
- 4. By-laws should be made consistent with shared ministry governance and revisions brought to the Annual Meeting or a Special Congregational meeting after we gather again at Church.
  - a. **Jerry will prepare a first draft for the SMT to review/edit**
  - b. **An ad hoc by-laws committee should be formed by the Board** to finalize the revisions.
- 5. Policies and Procedures
  - a. The Program Teams should continue to identify what changes are needed.
  - b. **Revisions should be made in the Fall of 2021.**
- 6. Year-end Evaluation
  - a. **At the end of the Church year we will solicit feedback** from the Board, Program Teams, and Staff using a set of questions about positives, negatives, changes/support that is needed.
  - b. **Jeff will suggest a set of questions** to stimulate responses.
  - c. We need to decide how we will get congregational feedback [open letter in weekly news, directed emails, Zoom meetings, in-person meetings...]

**To-do:**

1. **Define topics as framework for quarterly meetings [All]**
2. **Define format for agendas of quarterly meetings and visitor input [All]**
3. **Draft by-laws revisions [Jerry]**
4. **Draft set of questions for year-end evaluation [Jeff]**