

First Congregational United Church of Christ  
Portland, Oregon  
**CHURCH COUNCIL MINUTES**  
March 16, 2017

**Members Present:** Moderator Peace Young, Ass't Moderator Frank Baldwin, Treasurer Bill Sweeney, Treasurer-Elect Belinda Moos, Members-at Large Karen Hurst, Christian Logerstedt, Karen Wriggle (via Skype); Senior Minister Michael Ellick, Ass't Minister Elizabeth Durant;  
**Member Absent:** Past Moderator Al Horn; **Staff Absent:** Business Manager Cara Rothe; **Guest:** Bruce Bishop

**1. Call to Order:** Moderator Peace Young called the meeting to order at 5:30 PM. Karen Hurst offered the opening prayer.

**2. E-Votes:** The following e-votes were entered into the minutes of this meeting:

- a. Minutes of the Feb. 16, 2017 Council Meeting, approved by e-vote Feb. 27, 2017
- b. Core Ministry Policies, approved by e-vote March 2, 2017
- c. "Council supports the removal and disposal of the Church's espresso cart and supports attempting to fix the espresso machine," approved by e-vote March 3, 2017

**3. Announcements:**

- a. Selection Committee: Peace announced that two positions remain to be filled.
- b. Oliver Lecture Committee: Peace announced that Bruce Bishop has accepted a position on the Oliver Lecture Committee, and at least two additional members would be desirable. **[Not on Agenda:]** Bruce reported hearing renowned immigration lawyer Margo Cowan give a speech in Tucson. Ms. Cowan is a Defense Attorney for the Pima County Public Defender's Office and an active counsel for the Sanctuary Movement. She well-known in the Southwest for her immigration work and received the Tucson Church Women United Human Rights Award in 2015. Bruce ascertained that Margo Cowan would be interested in coming to Portland as an Oliver lecturer. Ecumenical Ministries of Oregon (EMO) and other local groups working on immigrant rights might be appropriate co-sponsors. Bruce was asked to continue exploring the possibilities.
- c. Michael's Pastoral Relations Committee: Michael reported that his committee is now complete with new member Terry Voss and Margaret Baldwin as Chair.
- d. Elizabeth's Pastoral Relations Committee: Elizabeth reported that her committee is still in development.
- e. Church Historian: Peace announced that Sahni Denton will serve as Church Historian. Sahni will recruit additional members of a reconstituted History Committee.
- f. Moderator Motions: Frank apologized to Peace and to the Council for challenging her right to make a motion at the February Council Meeting. Further research by Frank revealed that while Robert's Rules of Order prefers Moderators not making motions, exceptions are possible in small, informal groups such as our Council.

#### **4. Minister Reports [see attachment]:**

Michael outlined several projects in development including another cycle of interfaith “Beloved Community” activities. He also invited responses to a new Front Porch Report summarizing issues arising from the overnight use of the church front porch by homeless individuals. Explorations continue with the intent of bringing back a nightly shelter inside the church.

Elizabeth called attention to new energy and activity within the Church’s ministries to children and youth. This includes a revitalized Family Ministries Team, and a number of youth people participating in recent meetings and gatherings at Camp Adams.

**5. Core Ministry Facilitator Voice and Report [see attachment]:** Hospitality Core Ministry Facilitator Alison Killeen submitted a detailed listing of recommendations emerging from recent meetings of the Welcoming Team.

#### **6. Visioning: Worship**

In preparation for Council discussion, the ministers submitted three Key Questions to ponder:

- I. “How does our worship currently serve our community? Not what do you personally like, etc., but how does it serve outside visitors, new members, guests, etc.?”
- II. “What could a worship experience include (more or less or different) that might be more welcoming to people of color, young families, or people unfamiliar with or wounded by the church?”
- III. “How could our worship provide us with more “lift,” and be truly transformative?”

Sampling of Comments:

- Michael acknowledged receiving criticism and complaints about the worship service, and reiterated his disinterest in creating alternate services on Sunday or other times during the week. Council members generally agreed with this position, feeling that multiple worship services could not help but divide the congregation.
- Authenticity is essential.
- People are served in different ways at different times.
- “Diversity” is a watch word, given the broad diversity of experience, theological and political perspective, musical and liturgical preference, age, cultural expectation and sexual orientation.
- Lay leadership in worship is affirmed.
- Our “welcome” should begin on the sidewalk before worship and continue inside, upstairs, and downstairs through the end of Fellowship time.
- We offer the community connection, hopefully leading to a deeper relationship with the congregation, with progressive Christian faith, and with God.
- Worship is an embodiment of Christ’s promise to be with us always, i.e., we are not alone.
- A thematic approach in our worship services holds things together.
- The ministers have our trust and support to lead the worship team and the congregation in establishing the unique style and spirit of our worship.

- More grace, understanding, participation, and love is needed for our ministries to families, children and youth.
- This visioning conversation needs to be continued.

#### **7. Treasurer's Report, Bill Sweeney:**

- Update on Socially Responsible Investing (SRI): The conclusion of the Financial Oversight Committee (FOC) is that United Church Funds is overall a prudent investor and that from an investment standpoint we are most likely "doing no harm." The question of exploring the general subject of SRI with the congregation is one for the ministers to explore.
- FOC is in the process of converting the current employee credit card which requires the personal guarantee of a church member to one that is secured by the church's assets.
- With regard to the Eve's Circle and Eve's Grandma Agnes accounts, FOC has noted that the activities of both groups are self-financed, with no income or expenses budgeted. They raise money and spend what they've raised. A problem occurs when the money is raised in one year and expensed the following year. FOC recommends that the \$1,087 raised in 2016 be made available for scholarships in 2017 and recognized as an approved "over budget" expense. In the future, the Budget Development Committee should provide for any carryover income to be recorded as an approved budgeted expense in the following year.
- It was brought to the Council's attention at the last meeting that the decision to create a Building Fund of \$45,000 carved out of the Reserve Fund required funding starting in 2016 not 2017. This oversight was corrected by the Treasurer in February with a transfer of \$90,000 to the new Building Fund. It was noted that this budgetary approach is scheduled to be reviewed after three years.
- A review of net liquidity numbers show a net liquidity (assets minus liabilities) of over \$1 million indicating continued financial stability of the church.
- On the income side, it was noted that while pledge income and general gifts were ahead of budget, this requires close monitoring based on the disappointing record of actual pledges paid vs. pledged last year. The current budget does not provide any cushion for possible shortfalls. On the expense side, significant negative variances were noted in expenses for heating and employee parking. FOC recommends that Business Manager Cara Rothe, become a permanent attendee at FOC monthly meetings to help the committee understand the reason for such variances in order to foster appropriate plans for necessary budgetary adjustments.

#### **8. Church Safety Team Goals:**

- The Safety Team Goals Preface Memo and the Safety Team Goals 2017 White Paper were reviewed by Peace and Frank and generally accepted as objectives for what should be accomplished this year with respect to the Council's emergency preparedness and safety priorities.
- The Safety Team is chaired by Cara Rothe, and now includes Dean Sigler, Julie Blanchard, Sarah Vazquez, and Frank Baldwin

**9. Closing:** Cards, gifts, words of thanks, and a special cake were presented to retiring Treasurer Bill Sweeney, who has now turned the Church financials over to Treasurer-elect Belinda Moos. Thanks were also extended to Peace Young for providing the spectacular dinner enjoyed by the Council. Karen Hurst offered the closing prayer, and the meeting was adjourned at 7:40 PM.



**Roman 8:28:** And we know that in all things God works for the good of those who love him, who have been called according to his purpose.

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# Church Council Agenda

## March 16, 2017

5:30pm-7:30pm

### FCC UCC Portland Basement Classroom

#### 1. Opening Prayer

#### 2. E-Vote Record:

- a. February 16<sup>th</sup> Council Minutes were approved by e-vote on Feb 27, 2017.
- b. Core Ministry Policies were approved by e-vote on Mar 2, 2017.
- c. The following statement was approved by Council by e-vote on Mar 3, 2017:  
Council supports the removal and disposal of the Church's Espresso Cart and supports attempting to fix the Espresso Machine.
- d. Statement 2a, 2b, and 2c must be added to the March 2017 Meeting Minutes.

#### 3. Announcements

- a. Need members for the Selection Committee (2).
- b. Oliver Lecture Committee Update. (*Tentative*)
- c. Michael's Pastoral Relations Committee (PRC) Update.
- d. Elizabeth PRC Update.
- e. Church Historian.
- f. Frank Announcement.

#### 4. Minister Reports

#### 5. Core Ministry Facilitator Voice and Reports

#### 6. Visioning: Worship

- a. Question Points

#### 7. Treasurer's Report

- a. Update on Socially Responsible Investing knowledge gathering for FOC.

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**Church Council:** Peace Young (Moderator), Frank Baldwin, Al Horn, Bill Sweeney, Belinda Moos, Karen Hurst, Christian Logerstedt, Karin Wriggle

**Church Bylaws. Article VI.(2). Church Council:** The Council's duties shall include, but not be limited to, serving as a forum for discussion of all matters pertaining to the well-being of the Congregation. It shall seek to plan, coordinate, and review the Church's life in its entirety. It shall establish policies and procedures. The Council shall oversee church finances, maintenance and management of church facilities, and personnel policy matters. It shall authorize the creation (and, as appropriate, dissolution) of Core Ministries...

## **8. Church Safety Team Goals**

- a. Safety Team Goals Preface Memo
- b. Safety Team Goals 2017

## **9. Parking Lot Items (Quick and Minimal Assigned Action Items or Discussion Points)**

- a. Create visible signage for how to operate church lift. (Cara and Joey)  
(*Complete*)
- b. Create training session for congregation on how to operate church lift.  
(Steve Eggers)
- c. Create signage to announce that non-electric and electric mobility devices can be stored in corner space that is located right across from the Fellowship Hall floor lift. (Cara)

## **10. Church Fundraising Team (*Tentative*)**

- a. What should be Fundraising Team's Goals?
- b. Where would be good places to research on the purpose of Church Fundraising Teams?

## **11. Closing Prayer**

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## **Senior Minister's Report to the Board: March, 2017**

### *Internal*

- Pastoral calls/visits: 47+ since last Meeting
- Sunday Worship ongoing,
- Monday meditation groups ongoing.
- Thursday small group
- Supervision of all staff and core functions.
- 2 Weddings – one on location, one off
- Meetings with core ministry facilitators one on one...
- Wayfarer meetings internal
- New Member Sunday, and anticipation of next: a real uptick in visitors interested in joining the congregation recently.
- Immigration Taskforce
- “Teach Me to Fish” Fundraiser with SURJ and the Beloved Community on 2/21
- Opening Reception for “Cambodian Resiliency”
- New PRC Chair: Margaret Baldwin

### *External*

- Asked to be on the board of the Institute of Christian/Muslim Understanding
- Asked to be on the board of Teach Me to Fish
- Asked to be a strategic consultant of the Interfaith Council of Greater Portland
- Both myself and our church were filmed in a documentary on Emma McIlroy (member)
- Separate meeting with the Mayor and minority community leaders...
- Interfaith outreach: Tuesday Lunch Gatherings and Interfaith “Council” Meetings
- Cultural Diplomacy “Silk Road” Event(s) with Muslim Educational Trust

### *Development*

- Walter John Boris Farewell on 3/19 at 2:00p after church
- Dorothy Larsen Memorial on 3/26 at 2:00p after church

- Bringing Immigration-Organizer hero Ravi Rabir from New York to Portland for an event with IMIRJ
- StoryLab(s) on the Enneagram and Spiritual Autobiography
- Immigrant/Refugee “Accompaniment Program” Development with IMIRJ
- Asked to strategize and speak for the local “Coalition Against Hate”
- Asked to speak in Salem on housing issues on behalf of EMO
- Regular Morning Prayer at the 18<sup>th</sup> Ave Peace House
- Holy Week & Easter at First Congregational
- Adult / New Member Confirmation Class?
- Development for the “Beloved Community Forums,” in conjunction with Ecumenical ministries of Oregon, Muslim Educational Trust, and other faith/non-profit leaders around the city. Hoping for a launch in late April or May
- *Also in development:* a new baby we’re hoping to be born on or around August 13<sup>th</sup>.



## Front Porch Report

### March 12, 2017

In 2016, the church and our neighborhood were impacted tremendously by the harsh winter weather conditions of multiple snowstorms and subzero temperatures. More importantly, though, the homeless population bore the brunt of this damage, bringing to light many of Portland's overall issues concerning the well-being of these individuals. These issues led to a number of deaths due to freezing and displaced many more.

There are multiple, and complex, reasons as to why this crisis occurred last winter. Businesses in downtown Portland do not allow anyone to sleep on their porches or in front of their stores at night. Cleaning up after individuals and the possible aggravation that comes with interacting with homeless people are deemed too costly for them. Regardless of the weather, the homeless are awoken in the middle of the night and forced from their resting places, wandering elsewhere simply to find a place to exist until morning.

Not enough refuges exist in Portland for them to find even a modicum of shelter and safety. Compounding this issue are the laws prohibiting anyone from sleeping on the sidewalk or even in the park. If they cannot sleep in front of businesses, or on the sidewalk, or in the park, where are they to find comfort? Shelters around the city are known to operate consistently at their capacity, or must turn away those individuals who do not meet certain criteria. This vetting process can be debilitating for someone who just wants to lay their head down and rest. Some restrictions include:

- Must be a victim of domestic violence
- Must be a veteran
- Must be clean and sober
- Must be ~~under~~ the age of 18 ~~over~~
- Must have a referral from a case worker
- Must be willing to go to bible study classes

In November 2016, it was decided that we would allow these individuals to exist on our large, empty, covered porch in order to shelter them from the harsh elements of the cold winter nights. Our Facilities Manager Steve Eggers' passion for helping this population was instrumental in this decision, as we needed someone to oversee the effort. However, this endeavor has been anything but simple.

Our porch attracts homeless individuals who do not fit into one of the categories listed above, they have fallen through the cracks in the system, and have already been vetted by other shelters. There is no prerequisite for using our porch, and while this makes it more attractive for these individuals, it presents many more challenges for us as we try to accommodate them.

Since our initiative began, we have had to address several important issues, including:

#### **1. What are reasonable expectations of people using our porch?**

Having a set of concrete rules can be a strategic way to maintain order and pass down expectations to those who choose to sleep here at night. But, it is crucial to understand that we cannot control the choices that these individuals have made in the past, or continue to make. Setting the bar too high creates an impenetrable barrier that forces them to once again fall through the cracks. A healthy balance was needed to protect both parties and ensure a safe space. The following rules have been in effect:

- a. The porch is only available for sleeping after the doors of the church have closed for the day/evening.
- b. All bedding is to be rolled-up by 9:00 AM every morning.

## Front Porch Report

March 12, 2017

- c. Porch guests are asked to help our staff clean the porch every morning and remove their own trash.
- d. Guests are not allowed into the kitchen unless they have been approved. *This is very rare.*
- e. Guests can stay on the porch during the day, but personal items must be packed up. (This is subject to change based upon usage. We try to have a maximum of five (5) people.
- f. Smoking is not permitted on the porch during business hours.
- g. Personal items must be out of the egresses to the church when the church is open.
- h. Violence of any sort is not tolerated. Perpetrators will be immediately reported to the authorities and will be "trespassed."

### **2. How do we address individuals who are not able to follow these rules?**

First and foremost, our staff employs as much patience as possible. We actively work with the homeless to help them follow our guidelines so that they can not only stay, but stay safe. When these efforts fail, we must file a "trespass order" with the Portland Police Department. Since November, we have filed against three individuals who were not good stewards of the space.

### **3. What services do we currently offer our porch guests?**

- a. We allow individuals to use our restrooms in the morning to freshen up.
- b. Staff spends time everyday speaking with guests in order to build healthy relationships.
- c. Hot beverages are served on mornings when the temperature is below freezing or when someone is clearly suffering from exposure.
- d. Extra attention is given to those who are ill or who might need immediate medical attention. Referrals to businesses or outreach programs that can help often occur.

### **4. What is our staff's ongoing strategy?**

- a. Steve and Cara devote time every week to meet and specifically address challenges that arise.
- b. Steve also reports the porch's status in our weekly staff meetings.
- c. Cara and Steve perform routine inspections of the porch several nights a week.
- d. Cara and Steve communicate with the Portland Police, Portland 5, and Pacific Patrol to get perspective on the scope of the impact this strategy has had on the neighborhood.

### **5. Is this the best way for the church to serve the homeless population?**

Since making this decision in November, there has been an ongoing conversation among staff regarding opening a shelter once again inside the church. Steve Eggers has lead this initiative with energy, fueled by his passion for serving this underserved population. We have made some positive headway:

- a. We have been working with Chris Aiosa of Do Good Multnomah in efforts to bring back a nightly shelter.
- b. Several of us have met with funders in an effort to create a shelter inside the church again.
- c. Steve Eggers is holding a fundraiser at the church in May to raise money for a new shelter.

While our current solution is not perfect, we still stand proudly behind the notion that allowing the homeless to use our empty porch at night is the least we can do. It is our hope that we will have a shelter within the next year, and we will feel that the church must be a proactive community partner in solving this dire situation.

Feedback from our members is always encouraged and appreciated. Our goal is to build a team of members to strategize the next steps we must take to improve and maintain this project.

## **Assistant Minister's Report to the Board - March 2017**

### *Internal*

- Preached once and helped lead worship & children's time
- Ash Wednesday service & Lenten planning
- Pastoral care: ~40 calls and in-person visits (church/home/hospital/doctor)
- Called to Care coordination and support (including prayer shawl ministry)
- Led Family Ministries team meeting; new team member Rev. Amanda Guthrie
- Promoted kids & youth events (web, email, bulletin board, in-person invites)
- Taught Godly Play and managed storyteller/doorkeeper schedule
- Illustrated Family Devotional Book for Lent; Parent Pages; activity bags
- Tree Planting Project with Youth Group; coordinated with Parkrose UCC youth
- Shrove Pancake Breakfast with children and youth (raised \$400 for summer trip!)
- Ongoing youth collective coordination
- High School Youth Summit at Camp Adams
- Middle School Mid-Winter Retreat at Camp Adams
- New visitor breakfast; New Member Joining Sunday & 1:1 connections
- Supported Core Ministry Facilitators; recruited for Hospitality & Community; PPOP
- Ongoing Welcoming team meetings with Rev. Alison Killeen
- Immigration Task Force meetings; IMiRJ Sanctuary Cohort support
- Support Members-in-Discernment (1:1 meetings; ordination paper help)
- Planning for Camp Sunday on March 19 & summer camp scholarship coordination
- Attended Michael's PRC meeting; planning my own
- Wrote newsletter articles; proofread bulletin & weekly email newsletter

### *External*

- "Teach Me to Fish" Fundraiser for Celebration Tabernacle
- Lenten White Privilege Study at Bridgeport UCC
- SURJ Interfaith Action Group Meetings & promotion of interfaith events
- Central Pacific Conference (CPC) "Gresham Dreamers" group
- "Awakening Leadership" (Wayfarer) Meetings
- Central Pacific Conference Racial Justice Network
- 2017 CPC Annual Meeting Core Team
- LGBTQ Clergy for Drop-In Spiritual Care Hours at Q Center

### *In Development*

- Planning for adult confirmation class (tentative Easter Season to Pentecost)

### **Assistant Minister's Report to the Board - March 2017**

- Godly Play Training for new storytellers
- Safety/maintenance review of supplies/facilities for nursery and classroom
- Movie Night with Youth Group in Kiva area
- Enneagram Story Lab on April 1
- Family Passover Seder on April 8
- Inter-generational Spiritual Autobiography StoryLab – date TBD

## Welcoming Team Recommendations

March 15, 2017

- Create a system for **New Members Orientation and Inclusion**
  - Tour of space and meet staff, Information about how church works, etc, at new visitor breakfast
  - **Fireside chats** with new and existing members to connect new folks to mentors. Then connect 6-12 months.
  - More than one visitor breakfast (different content) to re-engage
  - New member packet/one-pager or app with info about how to get involved and contact info
  - Membership and commitment is still important. We need new ways to talk about it, understand it culturally as a congregation.
- **Welcoming Visitors**
  - Create a system to learn about visitors' (and members') interests, keep a record, coordinate follow up (We also need to make a decision about **the Red Book** system, which currently isn't working)
  - Make decisions about ways to **make our spaces more welcoming for families**.
  - Play areas in lobby and sanctuary
  - Coach Greeters to counsel new families where to go, maybe a little handout at welcome table
  - **Coffee Hour** needs addressing. Food or no food? The Jims need relief. More important to welcoming visitors, how do we make sure that people a) know where the Fellowship Hall is, and b) feel welcomed once they get there?
  - How to welcome folks in the worship service. There isn't agreement that having visitors raise their hand in the services is the best way -- can be awkward
- **Address Physical Space.** Review and alter the physical space of the building so that it better reflects our values and identity. Create visual cues that let visitors know who we are.
  - **Consider building signage.**
    - Add several flags (Black Lives Matter) that greet people at the entrance of the building.
    - Fliers/posters in lobby.
  - **Establish Two Tables in Lobby/Fellowship Hall** (or one that does both)
    - Welcome table with information about who we are, child care, greeter for a few minutes before/after worship?
    - We need a one-pager or other handbook with **info about who we are** that people can access right when they enter the building
    - Sign up tables with things that are coming up, need help.
      - You can find sign ups and this info off the side of Fellowship Hall, but we aren't sure that any visitors would see it their first or second or even third time here
  - **Accessibility**
    - Some of the elevators are hard to use. One of us heard feedback that one is "creepy"
    - Signs to bathrooms, childcare, sanctuary not easy to see

- **Name Tags.** We need to make a decision about the name tags. It creates a feeling of inclusion/exclusion if people have name tags but there's no way for visitors to choose to have one.
- **Greeters and ushers.** We need more of both.
  - Add greeters at the bottom of the stairs in Fellowship Hall?
  - Greeters also to play a role during Coffee hour?
  - Ensure greeters know how to interact with folks sleeping on our porch and living on the park blocks respectfully
  - Coach Greeters to counsel new families where to go, maybe a little handout at welcome table
  - Kids as ushers?

## **Visioning: Worship**

### **Three Key Questions for Us to Ponder:**

- 1) How does our worship currently serve our community? Not what do you personally like, etc., but how does it serve outside visitors, new members, guests, etc.?
- 2) What could a worship experience include (more or less or different) that might be more welcoming to people of color, young families, or people unfamiliar with or wounded by the church?
- 3) How could our worship provide us with more “lift,” and be truly transformative?

# First Congregational Church

## SAFETY TEAM GOALS 2017

### Background Information:

- A. Current Team Members: Julie Blanchard, Dean Singler, Cara Rothe
- B. New Team Member: Sarah Vazquez. Sarah would like to join this team.
- C. Cara created a First Congregation Emergency Action Plan Manual in 2016 with team.
- D. Team, with support from AI, worked to find radios, last year, that Staff now use for events and other church functions.
- E. Team met a couple times in 2016.

### Goals for the Team:

Note: Accomplishment of goals are not in any particular order except items (1) and (2) to be accomplished first.

- (1) Have first 2017 meeting of the Safety Team. Determine Team Chair. Go over Safety Team Goals 2017 Document.
- (2) Finalize Emergency Action Plan Manual. Send finalized document to Council for approval by May 8, 2017.
- (3) Perform at least 3 sessions with outside church community individuals/groups who will come to the church and train Church Leaders and Congregation members in safety topics in 2017.
- (4) Perform at least 4 Safety Drills/Simulations with Congregation Members in 2017.
- (5) Create Usher and Greeters specific safety training that must be given to new Ushers and Greeters. Possibility to have this training be a requirement to be an Usher and/or Greeter.
- (6) Provide Safety Communication updates to the Congregation every 2 months. This will be 6 total in 2017.
- (7) Create "At First Congregational, I felt unsafe when....." safety box for the Congregation to give continual feedback on their perspective of possible unsafe items for Safety Team to address at church. This creation should be by Fall of 2017.



- (8) Create information sessions for the Congregation that come from the sections in Cara's First Congregational Emergency Action Plan manual. Sessions will be mandatory for Church Leaders (Council Members, Ministers, Staff, Ushers, Core Ministry Facilitators, Greeters, Child Care Leads, maybe have one representative from each Church Leader group present). At least 3 sessions to be created in 2017, more in 2018. Determine which sessions will have a yearly reoccurring cadence at First.
- (9) Create Safety Team Policies to be ready for approval/review by the Church Council. Create draft by September 1, 2017. Send draft to Policy Sub-Team (Al Horn, Karen Hurst, Margaret Baldwin, and Peace Young).  
Policy to include:
- a. List of yearly safety training/sessions that Safety Team will perform or cause to happen.
  - b. Use of radios.
  - c. Safety Team meeting cadence.
  - d. References to Emergency Action Plan manual.
  - e. Reference to Child Abuse Prevention Policy.
- (10) Create Church Leaders Safety Training/Sessions. Specific to Church Leaders. Examples, crowd control pointers, and session on Child Abuse Prevention Policy. At least 2 in 2017.

# MEMORANDUM

**TO:** PEACE YOUNG, MODERATOR, FIRST CONGREGATIONAL CHURCH  
**FROM:** FRANK BALDWIN, ASS'T MODERATOR and CARA ROTHE, BUSINESS MANAGER  
**RE:** SAFETY TEAM GOALS 2017  
**CC:** MINISTERS and MODERATORS, meeting Wednesday, March 8, 2017

In response to Peace Young's February 8th white paper on 2017 Safety Team Goals, Cara Rothe and Frank Baldwin have met - with some input from Al Horn and Elizabeth Durant - to assess where we currently stand with this project. We've reviewed the history of the Safety Team since Council authorization in 2013, as well as three key documents relating to First Congregational UCC safety:

- A) The draft Emergency Action Plan (2016), as well as summary papers written by Cara for training purposes;
- B) The earlier Child Abuse Prevention Policy, written by Ass't Ministers Trudy Bradley and Sara Rosenau with the Christian Education Committee (Adopted by Council in 2013); and
- C) The proposed Safety Team Goals 2017 white paper.

Our recommendations to the Safety Team and the Council are as follows:

- 1) Finish drafting the Emergency Action Plan. This involves editing, proofreading, and possibly a few minor additions, and can be effectively completed in March and April by Cara and Frank.
- 2) Confirm the membership and mandate of the Safety Team. In April, continuing members should be re-confirmed as to their interest and availability for this work; new members should be recruited as necessary, and a Team Chair identified.
- 3) The first meeting of the reactivated Safety Team should be in late April or early May. The Team's first task will be to finalize and present a completed Emergency Action Plan to Council for approval at the May meeting.
- 4) The Safety Team continues functioning with these immediate goals:
  - Activate the Emergency Action Plan
  - Reconfirm essential on-site components and resources of the Emergency Action Plan
  - Prioritize and develop implementation with reference to the Safety Team Goals 2017
  - Schedule and facilitate preparedness training and awareness for staff, church leaders, and congregation
  - Integrate and support the Child Abuse Prevention Policy as an important "Safe Church" component
- 5) Evaluate results and institute corrections or improvements as necessary

Please include these recommendations for consideration at the March 8th Minister & Moderator Meeting and the March 16th Church Council Meeting.