

**First Congregational United Church of Christ**

**Portland, Oregon**

**CHURCH COUNCIL MINUTES**

**April 20, 2017**

Members Present: Moderator Peace Young, Past Moderator Al Horn, Treasurer Belinda Moos, Members-at Large Karen Hurst, Karin Wriggle; Senior Minister Michael Ellick, Ass't Minister Elizabeth Durant; Staff Present: Business Manager Cara Rothe; Member Absent: Ass't Moderator Frank Baldwin; Member-at Large Christian Logerstedt. Guest: Ann Laskey

1. Call to Order: Moderator Peace Young called the meeting to order at 5:31PM. Al Horn offered the opening prayer.

2. E-Votes: The following e-votes were entered into the minutes of this meeting: Minutes of the March 16, 2017 Council Meeting, approved by e-vote Mar. 29, 2017.

3. Announcements:

a. Oliver Lecture Committee: Currently there are two committed members Bruce Bishop and Ruth Ann Barrett. Nancy Otte is a pending member who will finalize her decision once she attends the first meeting set May 16<sup>th</sup>. Original members will also be present to assist in the transition to the new team. Currently First Congregational Church (FCC) is working on getting Margo Cowan as our Guest Lecturer this year. Margo, a lawyer, works at the AZ borders championing the immigration cause. Target date for the lecture pending a final decision on the lecturer and their availability.

b. Moderator contact information – Peace Young informed the group of her new Moderator email address that is printed out weekly on the bulletins.

c. Council has been asked to approve partial funding for potentially both our MID's, Grant Helbley and Michael Overman, to attend the UCC Synod in Baltimore. Our guest, Ann Laskey, described the course as an invaluable tool on both UCC history and polity. Both FCC and Corvallis are sending their MID representatives to discernment this year. After initial funding by UCC and MESA and possible commitment of \$500 by Corvallis, total costs that will need to be covered for one participant is approximately \$1,500. This net assumes that each participant would receive all scholarship funds available. FCC has 2 MID that would qualify to attend the Synod. Michael and Council determined that we would reach out to both Grant Helbley and Michael Overman with a commitment that FCC can match their portion of the costs up to \$1,250 per participant if both attended or \$2,500 if only one attended. Both Cara Rothe and Belinda Moos reviewed the Financials and determined we do have availability for funding of the \$2,500 from our Christian Education expense categories as we do not anticipate hiring our Youth teacher until July 1st. The deadline for registration is May 24<sup>th</sup>. At this time, the Commission is aware of 2 candidates - Grant Helbley from FCC and the Corvallis MID. ***Al Horn made the motion to approve of UCC contribution up to \$2,500. Karen Hurst seconded the motion. The motion passed unanimously.***

4. Approval Selection Committee:

Council has been asked to vote on one of two open member positions of the selection committee, Patti Hammond. There remains one open position that will hopefully be filled by next Council meeting. ***Karin Wriggle made the motion to approve Patti Hammond as Selection committee member. Al Horn seconded the motion. The motion passed unanimously.***

#### 5. Minister Reports [see attachments]:

##### Senior Minister

Hector Lopez, our hired consultant for “Beloved Community”, just finished his six-month commitment. Hector would still like to continue his ministerial assistance with FCC. FCC will provide office space 1-2 days a week. With Hector’s assistance FCC can continue their “Beloved Community” work in addition to providing availability of a minister during days where both Michael and Elizabeth are offsite. Michael reminded Council that he will be on leave of absence in August and that Hector can be an asset to both Elizabeth and Community outreach programs that the church is involved in. Recently Multnomah county library came to us and would like to represent a “civic engagement” of “Beloved Community”. May 21<sup>st</sup> is an upcoming event entitled “We Refuse To Be Enemies’. Participants will include Neveh Shalome, Muslim Educational Trust, EMO and FCC along with Multnomah County. The “Beloved Community” Leadership has provided a model of shaping ideals and programs at a County level. A question was posed on the status of 4<sup>th</sup> Sunday music program. Program was a bit sporadic due to time constraints. This should be resolved soon with more consistency of theme occurring in near future.

##### Assistant Minister

Progress is underway to bring in our Youth teacher position with a target date of July. Movie night is occurring this Saturday night. Godly play training – ages 4-12 with theme “Sense of Wonder”. With the upcoming New Membership on May 7<sup>th</sup>, all new members will be introduced to the Godly play program. FCC has seen an increase in children attending and there could potentially be a need for 2 classes. This would result in a need to bring on additional volunteers. Elizabeth is coordinating with the Welcoming team as they work on new member orientation, visitor breakfast, tour of the building, and a packet that will be passed out to new members. Peace Young asked for the packet so that we can get up to speed. Welcoming cards are now being used in replacement of the red books for those who would like additional information on FCC.

Topic of immigration was discussed along with work related to physical sanctuary. IMIrJ is inundated with those who want to declare physical sanctuary however a list of those who need the service is limited. FCC is strategizing with St Andrew and SOAR legal. FCC Immigration task force team continues to offer outreach as it arises such as the Mother’s Day vigil in Tacoma. Task team is meeting this Sunday in church.

#### 6. Core Ministry Facilitator Voice and Reports [see attachments]

Welcoming Visitors: With the limited ability of Ministry reaching out to every Church Member and potential member the Welcoming team strives to provide an extension of our Ministerial staff. With the new member breakfast and other events planned, the team encourages our existing members to join in on these events and provide a mentoring aspect to those new to the Church. Attached documents

include the March 15<sup>th</sup> welcome team recommendations along with March 29<sup>th</sup> document including recent updates. Karen Hurst, the lead on the Welcome Transition Team, introduced the new Welcome committee table which will act as a central point of informational exchange for those new to the Church and existing members through volunteer opportunity signup sheets. The Council walked through the setup that will be available next Sunday in the Fellowship hall. Welcome team is hoping to get regular volunteers that can commit to regular Sunday's to host. Current setup will include 5 Table Team volunteers. Table includes brochures and information on upcoming events and our Name tag board will move to this area. There is a place on the table to fill out their name tags. Table is located at foot of stairs. Information will be left out for those visiting during non-service hours.

#### 7. Visioning:

In honor of our Welcome committee – Michael stressed the need for a culture of “radical welcome”. Michael tasked Council with coming up with either a written or preferably a picture of what we envision our Church role in Portland city settings. Council members had 4 minutes to either draw or write out their vision. Ideals ranged from an open-door policy of 24/7 to getting our members to break away from their comfort zone to dancing in the aisles. Although Council is a clever group, their sense of artistic finesse is still a work in progress.

Michael summarized this session with a sense that as a group of 4-5 we can act as an extension of the ministerial staff in reaching out to those who come to our church. Training in the art of Outreach could potentially occur for those involved in the Welcome team. Tackling the goal of growth – we should show we have something that is worth being here. Those who come to FCC need to feel like they are at home.

#### 7. Treasurer's Report:

##### Update on Socially Responsible Investing (SRI):

Finance Oversight Committee (FOC) has been in contact with the director of UCF's Sustainability division and they do plan on coming out to visit UCC Portland this fall. Actual date TBD. FOC will provide in advance questions that we would like additional information on based on our SRI meeting that had occurred in March. UCF announced significant changes in their screening process. They have now added a private prison screen and a firearms and ammunition screen. These replaced the alcohol and gambling screens. UCF is in the process of eliminating companies that score lowest on human rights and environmental indices.

The process of switching out the current employee credit cards which carry a personal guarantee to cards secured by church assets has just been completed by Bill Sweeney who is still the signature Secretary on the Banks records until November. Once we have an ETA on when those new cards will arrive we will work with Cara Rothe and card owners to transition out to the new cards.

Net liquidity (assets minus liabilities) continue to trend over \$1 million which reflects financial stability of the church. Income favorable to budget both MTD and YTD. Pledges were below budget expectations for the month of March however this was offset by higher designated gift and annex income. Expense continues to trend favorable to budget due to open youth director position and lower building repairs. We continue to see higher than anticipated utility expense due to increase in office usage. Transfer activity included 25,000 of the 41,000 in general reserve funds that were transferred to Checking. This

was due to large quarterly payments that occurred in March. Cara joined FOC during our March meeting and was invaluable on providing detail on our inquiries along with Church office procedures and updates that promote focus on maintaining our 2017 budgeted goals.

#### 9. Sunday Money Counting Support:

Although FOC is now on a schedule for Sunday collections, due to the need to have 2 counters a contingency plan is needed in case there is a shortage of available FOC members. Council can assist when FOC needs additional counters. Belinda Moos provided both documentation and guidance on how the process works.

#### 10. Church Sunday Video Camera and Stand:

Ross Runkel and Ruth Ann Barrett have volunteered using Ross's equipment to video sermons. Video recording is then posted to YouTube and then this link is located on the FCC website. The overall reaction has been very positive and has enhanced interest in those attending FCC. The challenge is getting the correct equipment purchased by the Church to relieve Ross of having to use his own equipment. The other goal is to establish a consistent volunteer schedule so that the burden of filming does not continue to fall solely on Ross or Ruth Ann.

Cara Rothe provided some history and feedback on researched options. Timeframe on publishing Sunday services first started with the development of the Website and then introducing voice recording which was then put on the website. Questions were asked on what it would take to integrate a built-in sound system and if we could potentially utilize Wi-Fi to go live. Questions of how equipment could be secured to avoid theft and where the equipment would be physically located were also discussed. Other opportunities would be to discuss with other churches who currently have a media system in place. Depending on the level of sophistication we want for a media system, the cash outlay could range \$5,000 - \$15,000 cost. In the meantime, a volunteer schedule should be established and interim purchase of a video camera comparable to Ross's system. Estimated cost on an interim system of \$1000-\$1500. Cara Rothe, Joey Rodriguez, Michael, Elizabeth, and potentially Julie Blanchard and Grant will meet to develop a proposal and present to Council

#### 11. Parking lot items:

a. Elevator – Sunday April 23<sup>rd</sup> Steve Eggers is providing training after service on the Elevator. Council will need to attend this training or reach out to those who did so that we can provide guidance on operation of the lift.

b. Storage mobility devices – Currently have signage for non-electric and electric mobility devices on where to store them. Ideal storage area is in corner of the Fellowship area away from landing area which was posing a hazard to getting down to Fellowship area.

c. Email recording – being used for missed phone calls.

#### 12. Church fundraising team:

Tentative – There are techniques that have proven successful by other churches in generating funds. Peace Young will work on putting a team together to start the process. Discussed near future

13. Closing prayer: Al Horn offered the closing prayer, and the meeting was adjourned at 7:30pm



**John 14.12:** Very truly I tell you, whoever believe in me will do the works I have been doing, and they will do even greater things than these, because I am going to the Father.

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# Church Council Agenda

## April 20, 2017

5:30pm-7:30pm

### FCC UCC Portland Basement Classroom

#### 1. Opening Prayer

#### 2. E-Vote Record:

- a. March 16<sup>th</sup> Council Minutes were approved by e-vote on March 29, 2017.
- b. Statement 2a must be added to the April 2017 Meeting Minutes.

#### 3. Announcements

- a. Oliver Lecture Committee Update.
  - i. Bruce Bishop, Ruth Ann Barrett and Nancy Otte
- b. Moderator Contact Information.
- c. Update on support for Grant Helbley to attend General Synod in Baltimore.  
(Peace, Cara & Belinda)

#### 4. Approval: Selection Committee

- a. Patty Hammond

#### 5. Minister Reports

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

- a. Hospitality Min.: Feedback for Alison Killeen on Welcoming Committee Summary needed.
- b. Peacemaking Min.: Report Review from Stephanie Mullen.

#### 7. Visioning

#### 8. Treasurer's Report

#### 9. Sunday Money Counting Support

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**Church Council:** Peace Young (Moderator), Frank Baldwin, Al Horn, 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...

## **10. Church Sunday Video Camera and Stand**

- a. Discuss purchasing a video camera and stand equipment for recording Sunday Sermons.
- b. Review some equipment options, provided by Cara.
- c. Discuss budgeting for purchase.

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

- a. Create training session for congregation on how to operate church lift. (Peace Young & Steve Eggers. April 23<sup>rd</sup> after service)
- b. 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)
- c. Add e-mail recording for missed phone calls to Office processes. (Cara)

## **12. 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?
- c. How many individuals should be on this team?
- d. Who should be on team? Suggestions?

## **13. Closing Prayer**

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

### *Internal*

- Pastoral calls/visits: 40+ since last Meeting
- Sunday Worship ongoing,
- 1 wedding offsite, 1 anniversary “blessing”
- Monday meditation groups ongoing.
- Thursday small group
- Supervision/Management of all staff and core functions.
- StoryLab on Enneagram
- Meetings with core ministry facilitators one on one...
- Maundy Thursday Service in Holy Week
- New Member Integration
- Immigration Taskforce
- Walter John Boris Farewell
- Dorothy Larsen Memorial
- Socially Responsible Investment strategizing with Ruth Ann Barrett
- Regular Ministry for “Park Block” walk-in needs
- Organizing New Fellowship Hour staffing

### *External*

- Meetings with SOAR legal re. immigration accompaniment
- Open House event for “Teach Me to Fish,”
- Affordable Housing Testimony for Ecumenical Ministries of Oregon

### *In Development*

- “We Refuse To Be Enemies” event with Neveh Shalome, Muslim Educational Trust, EMO, and Multnomah County. This is both a special event on May 21<sup>st</sup>, but also an ongoing interfaith relationship building strategy.
- Rapid Response Planning with Ecumenical Ministries of Oregon
- New hire process for Youth Program Leader in conjunction with Rev. Durant and Rev. Werner
- Regular Morning Prayer at the 18<sup>th</sup> Ave Peace House
- Next “Outwork”Event on May 20th
- 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 May

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

### *Internal*

- Preached twice and helped lead worship & children's time
- Pastoral care: ~40 calls and in-person visits (church/home/hospital/doctor)
- Palm Sunday service, Maundy Thursday service & Easter (egg hunt!)
- Walter John Boris (Conference Minister) Farewell Service
- Memorial Service for Dorothy Larsen
- Called to Care coordination and support
- Family Ministries team meeting
- Godly Play storyteller/doorkeeper schedule, classroom maintenance
- Family Gathering night at the Clarks' home
- Youth Lounge (snacks, games, conversation on third Sundays of the month)
- **Youth collective coordination & planning for new hire**
- Promoted kids & youth events (web, email, bulletin board, in-person invites)
- Met with Core Ministry Facilitators
- **Created New Member Orientation (new process, packets)**
- Ongoing Welcoming team meetings with Rev. Alison Killeen
- Immigration Task Force meetings; IMiRJ Sanctuary Cohort support
- Enneagram Workshop (planning and child care)
- Eve's Circle Retreat planning
- Support Members-in-Discernment
- Attended Michael's PRC; still planning my own
- **CPC Committee on Ministry visit & review**
- Wrote newsletter articles; proofread bulletin & weekly email; update brochures

### *External*

- Led spiritual grounding & presented at IMiRJ Sanctuary March Cohort meeting
- Lenten White Privilege study at Bridgeport UCC
- Good Friday / Passover rally at ICE
- SURJ Interfaith Action Group Meetings & promotion of interfaith events
- Central Pacific Conference (CPC) Justice & Witness Ministry Team
- CPC Clergy Cluster & "Gresham Dreamers" group
- "Awakening Leadership" (Wayfarer) Meetings
- CPC Racial Justice Network
- 2017 CPC Annual Meeting Core Team

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

### *In Development*

- Planning for Spiritual Quest class from early May to mid-June
- Movie Night with Youth Group in Kiva area (April 22)
- Climate Justice march (April 29)
- **Godly Play Training for new storytellers (May 7)**
- Safety/maintenance review of supplies/facilities for nursery and classroom
- **Planning for CPC Institutional Equity Workshop (June 3)**

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?

FCC Welcoming Task Force  
First Congregational Church

March 29, 2017, in the Library  
Present: Bill, Phil, Elizabeth, Alison

### GOALS

- Consider how to communicate our ideas to the rest of the congregation and invite feedback and additional ideas
- Identify who will take what actions, by when

### AGENDA

1. Check-ins
2. Updates: New Member Orientation (Karen, Alison, Bill, Elizabeth)
3. Review where we ended previous meeting
4. Identify simple projects and projects that need more time
5. Go in a round: who has energy/affinity for which items?
6. Decide together where we want to put our energy first and assign action items
7. Evaluate meeting

### NOTES

Last Wednesday, Bill was a guinea pig for a new member/seasoned visitor orientation. The tour of the building was really helpful - he didn't feel like an outsider anymore.

#### Welcoming Visitors

- Visitor Table
- New Visitor Scouts
- Invitations from the pulpit to come down
- Welcoming line, shake hands
- For now: keep the red books going.
- Integration: What if we did a church-wide thing on a quarterly basis?
- Series of evening meals, potlucks at people's homes -- Common Table

A little bit more intentionality around follow-up.

Next Step: Have a big meeting with all of us, identify an "ideal process" and source next steps from there.

Michael: An ethic of "discipleship" -- for membership. Engagement and commitment.

Elizabeth: Commitment and *voice*, representation. What is our covenant? Why do we think we're here? How do we want to be community together? You may hold me accountable to this. Maybe one of the most important things we can do for visitors and integration is to create an understanding in this congregation of why we gather. What are we inviting people into?

A work meeting: Annual, every six months? We get together, have a time that we hang out and get things done. Framework that allows for flexibility, accountability, and sabbath. Tables, you sit down, expectation is that you see the task, sign up, it's for six months. In six months we have another meeting, you can step out, or you can come and pick a different table!

#### New Member Inclusion

- First session - Welcoming circle, connecting to each other, who I am
- Second session - sharing the folder, Michael and Elizabeth, more about the church, why we do what we do. What is this Church all about? Survey.
- Third: Tour at some other point

Pictures of new members, put it in the bulletin.

We've noted in introduction materials that there isn't a lot of information about who we are, what we believe. What is our covenant to each other? Does our community know this?

We need more places/activities where we can include people when they visit/join.

Recommendation: We still need to explain, What does membership and/or belonging in our community mean?

#### NEXT STEPS

- Accomplishments! New member packets are in process!
- Let's do the name tags
- Working meeting: Establish Visitor Process
- Renew to Michael: Announce about the red books - Elizabeth
- Reach out to Julie (lead usher) re red books, make sure the pages are getting to Julie - Alison
  - Every week the ushers have process
  - Any way to make this easier?
- Email Kara, get Salesforce Login - Alison
- Bill ask Mary Lou to join the group

#### Name Tags:

- Get in touch with Ross Runkel, get name tag info for purchase -- Bill
- Chalk paint and markers -- Alison
- Check in with members that still have the old name tags, is it okay that we get rid of them? -- Phil

Next meeting is **Wednesday, April 19, 5-7pm**

## Peacemaking Ministry Report

### Shelter for Houseless:

- There is a very good possibility that we will have another opportunity to partner with Do Good Multnomah, as well as be awarded funding to have a shelter within the church building for houseless folks.
- Cara, Michael, Alison, Stephanie, and others are brainstorming and working to build a curriculum that might prepare the congregation for this.
- The goals of such a curriculum would be to create a welcoming atmosphere for the people housed here, as well as encourage members to volunteer, or at least stay engaged on some level with what is happening in the church in regards to the shelter.

### Immigration Task Force:

- Our Immigration Task Force is still hard at work searching for ways to offer support to immigrant communities, while recognizing that self-determination of those communities is the priority. Some members are engaged in the IMIrJ Cohort, some are meeting with other congregations or other organizations, and coalition building is happening. We are then bringing this back to each other as a task force. More to come soon likely, as many seem ready to move into action.

### Racial Justice Action Group:

- The Radical Reading Group in partnership with For White Accountability in Racial Dialogue just had its first meeting, with two congregants in attendance, as well as many other members of our wider community. We are reading The New Jim Crow, and people can join in late if they'd like. Just contact Stephanie. The Slightly More Radical Reading Group starts the 27<sup>th</sup> of this month.

### Outreach Projects:

- Many of our outreach projects are in need of volunteers to help with the important work they do. These projects include Goose Hollow, Transition Projects, and Potluck in the Park. For more information on these projects, folks can reach out to Jim Sikkell regarding Goose Hollow, Jim McPartland regarding Transition Projects, and Ron Clevenger regarding Potluck in the Park.

### Misc. Peacemaking:

- The donation drive we had for Portland Peoples Outreach Project was a success. We raised approximately \$150 on that day, as well as several boxes and bags full of much needed items. Spare change for this quarter will be going to Portland Peoples Outreach Project as well.