Little River United Church of Christ  
Governance Board Meeting  
November 12, 2014

PRESENT  
Tom Ross, Moderator  
(Absent)  
(Moderator-elect)  
(Absent), Past-Moderator  
Dave Curtis, Treasurer  
Ann Lingo, Clerk  
John Forrest, at large  
(Absent), at large  
Ben Northrup, Board of Trustees  
Rob Peters, Stewardship  
Jan Curtis, Communications Advisory Team  
Jean Wheelock, Personnel Committee  
David Lindsey, Senior Pastor  
(Vacant), at large

Tom called the meeting to order at 7:38 p.m. and provided opening devotions.

REPORTS  
Moderator: Tom reported the Trustees appointed Gary Allen to the position of Assistant Treasurer effective immediately. Gary has also agreed to be nominated for the Treasurer’s position next year. Anne Holmes resigned as Safe Church Chair due to her appointment as the interim Senior Pastor of Seneca Valley UCC. Suggestions for Safe Church Committee chair and another member are welcome. Several members will join Tom and David at the retirement reception for Kwame Osei Reed this coming Friday in Silver Spring. Tom expressed appreciation for Kwame’s wise advice and counsel to LRUCC over many years.

Consideration is being given to changing how we evaluate pastoral staff. Traditionally, the Board of Deacons has been responsible for both evaluation and support of the pastors. Under our new governance structure evaluations would be done by a committee or small group lead by the past moderator under the auspices of the Governance Board. An evaluation would be done annually with an in depth process occurring every few years with more formal congregational input. Deacons would continue their role of providing pastoral support. This proposal separates the support and evaluation functions conforming to current best practice. David has requested an annual review in the summer with quarterly check-ins for himself and would like to move all staff reviews to the summer, a less busy time of year.

Tom expects the Stewardship Committee will be able to provide an estimate of giving for 2015 by December 15. Meanwhile, he will be working with a small group including the Treasurer and representative of Trustees to develop a process for putting together the 2015 budget. He expects to share the proposed process with the Church Council at their December 12 meeting.

Senior Pastor: In the area of church administration, David reported Donna Jones is now employed by LRUCC as the full time Office Administrator. He has developed a position description for a part time Office Assistant which will be reviewed by the Personnel Committee. The person who fills this 20 hour/week position will be primarily responsible for maintaining the on-line communications as well as administering, managing and updating the data base. Some time ago Darlene Lane requested and was promised to be relieved of responsibility for Safe Church administration. Hank will take it over. Staff has requested that annual reports be submitted by December 17, so an electronic copy (draft) can be available by January 4 and the final edited copy available by January 11. Reports should go to Donna.

In the area of pastoral care, David and Hank have both been meeting with Greenspring Village residents monthly while sharing the responsibility for programing. David has also visited or contacted several members with health issues.
He has enjoyed preaching while being challenged to complete the service in 60 minutes. His installation is scheduled for January 11th at 3 p.m. A fellow doctoral student, Rev. Dr. Shaun Whitehead, will preach. Advent and Christmas plans are in progress and for the most part will follow the traditional programming schedule. After announcing the White Gift service would be held at 10 a.m., he has received several messages of concern and requested input. He will revisit the decision with the Deacons and Worship Committee, and make a decision soon.

**Stewardship:** Rob reports he has received positive feedback about the Stewardship materials that were mailed prior to Consecration Sunday. On November 3, an additional 220 mailings were mailed to people who had not pledged to date. The last information available includes 86 pledges for a total of $387,000 which is an average pledge of about $4500. Rob is working to get greater visibility for Stewardship on the web site and in Currents. He expressed concern that last year we received 175 pledges from the 306 households that have a relationship with the church. Not long ago we had 215 pledging units.

**Treasurer:** Dave reports we will end the year in the black though he is not encouraged by giving. How we come out at the end of the year will depend up how much income comes in and staffing between now and year end. The next treasurer will have duties similar to those traditionally handled by the treasurer with the Accountant now working for LRUCC 2 days/month. Some other duties that Dave has done will move to the Office Administrator once an assistant is hired to relieve her of some duties. Personnel and Stewardship will also be picking up some tasks that Dave has done. Tom expressed the opinion that these changes are positive.

**DISCUSSION/ACTION**

**Minutes:** It was moved and seconded to approve the minutes of October 8, 2014 Governance Board. Passed.

**Personnel Committee:** Jean provided a draft Charter for Personnel committee. Discussion followed including suggestions for additions and clarifications. Jean and committee will continue working on the draft. Tom requested the Church Council be given an opportunity for feedback before the Charter is approved by the Governance Board.

**Communication Advisory Team:** Jan presented the Communication Advisory Team’s proposed charter (see attachment). A concern was raised regarding the lack of term limits for committee members. Tom suggested the Board adopt the charter as presented and that it be updated annually. It was moved and seconded to adopt the Communications Advisory Team’s Charter. Passed.

**Organizational Renewal Team:** Tom reported at the team’s last meeting they concluded that reorganization is on the right track, but that there is still much work to do. They recommended that the trial period be extended into 2015 working toward a spring workshop which would focus on the development of an organizational structure that supports the vision and mission of LRUCC. Tom plans to share the team’s recommendations with the Church Council at their December meeting.

Tom adjourned the meeting at 9:40 p.m. after a closing prayer by David.

Next Church Council Meeting is Wednesday, December 12.

Respectfully Submitted,
Ann Lingo
Clerk

Attachment: Communications Advisory Team Charter
Communications Advisory Team
Organizing and Operating Practices

Mission
The mission of the Communications Advisory Team (CAT) is to provide Little River United Church of Christ audiences, including members, friends, staff, and the wider community, with consistent and comprehensive information about all aspects of church life. Understanding that diverse audiences require diverse communications, CAT oversees the use of many communication channels while striving to maintain a consistent message and brand identity for the church.

Charter
CAT is responsible for establishing and reviewing Little River UCC’s communications policies and practices and overseeing their consistent implementation. CAT recommends policies to the Church Council for approval and then may establish details of communication practices that are consistent with those policies. CAT has editorial responsibility for all official church communications (internal and external) and sets guidelines for purpose, style, and format. CAT also serves as a resource for communications questions from staff, church officers, boards, committees, and groups.

Membership and Term
CAT consists of people who are involved in communications at Little River UCC—volunteers, the pastoral team, members of the office staff, and a representative from the Evangelism Committee of the Board of Deacons—as well as at-large members who have an interest in communications. Any member of the congregation may participate in CAT meetings. Members participate in CAT with no set term of service.

Reporting Relationships and Interfaces
The chairperson of CAT is a member of the Ministry Board of Church Council. The chairperson or a representative from CAT participates in meetings of the Ministry Board, and, when appropriate, the Governance Board. Boards, committees, and groups within Little River UCC are encouraged to identify a liaison to work with CAT.

Operating Practices
- CAT meets at least quarterly.
- Regular meetings are announced in advance.
- Summary notes are provided to the Moderator, the pastoral team, CAT members, and the chair of the Ministry Board.