



Council Meeting Minutes

April 12, 2016
6:00 PM

Attendees

Council Members Present: Brent Cottrell, Barbara Sappenfield, Shannon Fenner, Gary Sims, Lee Allen, Jeff Lorenz, Donna Merkle

Others Present: Pastor Alan Fox, Greg Gordon, Kara Farrow, Roy Brockmeier, Patti Schmigle

Absent: Kim Ghylin, Lynn Minden

Opening

Opening devotion was offered by Brent Cottrell. The meeting was called to order at 6:30 p.m. on Tuesday, April 12 by Brent Cottrell.

Approval of Agenda/Minutes

The minutes of the March 8, 2016 meeting were amended to correct 2016 budget information and then unanimously approved. The agenda for the April 12, 2016 meeting was amended to include additional new business items and then unanimously approved.

Ministry Teams

Property

- Access control panels have been installed on entry doors. The door has been acting up, so representatives have been out working on them twice (and need to return again). The access control panel is working, but the door hardware is malfunctioning.
- Two security cameras have been installed in the copy room and in the hallway.
- Committee is researching sound improvement options. Considering installing a sound system behind the alter. Expecting a bid within 10 days.
- New coat racks and literature racks installed following recommendation of Arts and Aesthetics committee.
- Wednesday crew continues to meet. Will be starting some painting in the commons.

• G Gordon/J Lorenz

Administration

- Barbara Johnson (non-member) has joined the staff as a part time bookkeeper.
- She brings a wealth of experience to the position and is working out well.

• G Gordon

Stewardship

- Stewardship themes are continuing to run in the bulletin with discussion points for members to consider in small groups, etc.
- Living God's Abundance campaign has sent one letter with a follow up coming this week. This letter will include a brochure with a pledge form. Money will come through Fellowship so that we can track how much we are pledging.

• Pastor Fox/L Minden

Outreach

- Sarah worked with Kara, Vicki and Liz to get an ad in Tulsa Kids for summer VBS and Arts camp.
- We sent Easter postcards to new people in the 74133 zip code with emphasis on those in the 30-50 age group.
- We have a new banner that we used for the Easter Egg Hunt. Was funded by an action fund from Thrivent. It is a generic banner that can be used for all types of events.

• S Fenner

Worship

- Spring Sing and Ring Thing event went well and was well attended.
- Getting a few new people for chancel choir.
- Summer arts camp is coming up.

• K Ghylin

Missions

- Mission of the Month for April - Discretionary fund for emergency assistance for families.
- Faith United Methodist has a program (Family Promise) to help homeless people. Several staff members have attended a meeting. They are looking at bringing the program to Tulsa and are trying to recruit churches to help.

• L Allen/K Farrow

Hospitality

- Doe helped with the Spring Sing and Ring Thing.
- A committee has formed to help plan FLC's anniversary event.

• D Merkle

Care

- 111 care contacts between Feb 16 and March 15.
- Reached out to 44 households in the FLC community.
- Contacts included 39 cards, 22 phone calls, 12 hospital visits, grief resources to 2 households, and 4 prayer shawls.
- Emergency Assistance fund met two requests.
- Transportation provided 3 times.
- Memorial planning for 1 funeral.
- Care Team breakfast on April 23.
- Quarterly lunch and learn will be held for "Vitality Ministry for Retirement Age and Beyond" on April 20.

• B Sappenfield

Old Business

Strategic Plan Review/Ministry Teams Retreat

- Plan was provided at March council meeting.
- Roy opened the discussion to comments from Council members. Brent asked if ministry teams will change in structure. Roy believes there is an opportunity to discuss if any changes should be considered at the May 21 retreat. Roy expressed that Hospitality is an area where we should look at making some changes with the possibility of realigning Wednesday Night activities to paid staff.
- We will discuss ways to recruit and nurture volunteers.
- Jeff asked about assigning target dates to strategies and goals in the plan. Roy explained that the purpose of the May 21 meeting is to make those items realistic and actionable, which will include target dates. Roy distributed recommended goal development worksheets (ATTACHMENT A) that the teams will use to develop those actionable goals.

- Roy Brockmeier

Sabbatical Plan

- Kara distributed her sabbatical plan (ATTACHMENT B).
- K Farrow

New Business

Personnel Committee Update

- Greg Gordon is stepping down as Church Administrator.
- Personnel committee has discussed opportunities to fill Greg's position and has explored offering the position to Roy Brockmeier.
- The committee has reached out to Pastor, Paul Greek, and Ann Lee; all have offered their support for offering the position to Roy.
- The committee believes Roy to be a good fit for that position and recommends the position be offered to him.
- Council approved the recommendation. Personnel Committee will discuss the position with Roy.

- P Schmigle

Pastor's Report

- Pastor distributed a report (ATTACHMENT C) to congregation and highlighted its contents.
- Kara presented information on small groups. Trying to focus on connecting members via small groups. Roy and Julie Brockmeier will host a dinner for young couples. Tiffany is trying to engage young families by planning a zoo outing in April.
- Kara and Elliot working on getting a 20-something age group together.
- Gary Swartzlander has volunteered to attend the OK/AR Synod Assembly meeting April 29-May 1.
- Pastor will arrange a meeting of the Tulsa Organizing Committee at Fellowship on Thursday, April 28 at 7:00 pm.

- Pastor Fox

Treasurer's Report

March		Year to Date	
Income:	\$73,612	Income:	\$225,111
Expenses:	77,966	Expenses:	222,906
Net:	(4,353)	Net:	2,205

Adjournment

Meeting was adjourned. The next general meeting will be on May 10, 2016 at 6:00pm. Donna Merkle will provide meal and devotion.

Minutes submitted by: S Fenner

SMART Goals

Using the SMART acronym can help ensure that managers and employees share the same understanding of goals set during performance review conversations.

Specific
Measurable
Achievable
Relevant
Time-bound

As you create goals, answer the following questions to be sure that you are following the SMART approach:

- What is specific about the goal?
- Is the goal measurable? (How will you know the goal has been achieved?)
- Is the goal achievable?
- Is the goal relevant to performance expectations or professional development?
- Is the goal time-bound? (How often will this task be done? Or, by when will this goal be accomplished?)

Here is a sample goal:

Keep our department's web page up-to-date.

Does this meet the SMART criteria? What does "up-to-date" mean? How can the employee and manager be sure that they are working to the same standard? How can each of them know that the employee has met this goal?

The following is a revised goal that meets the SMART criteria:

The first Friday of every month, solicit updates and new material from our department's managers for the web page; publish this new material no later than the following Friday. Each time new material is published, review our department's web page for material that is out-of-date, and delete or archive that material.

The revised goal is:

Specific

At a specific time solicit updates from a specific group of people, and at a specific time revise the web page.

Measurable

Were updates solicited on schedule? Was the web page updated on schedule? These are both yes or no questions.

Achievable

This requires some conversation—are the updates too frequent? What should the employee do if managers fail to respond? What other time-sensitive work is this employee responsible for? With conversation, it should be possible to set a shared, achievable standard for updating the department's web page.

Relevant

The goal needs to tie into the employee's key responsibilities and be relevant to the mission of the department.

Time-bound

This sample goal does not end with a particular action or event but carries forward until the employee's next review, or until it is changed for other reasons. Some goals might be time-bound by setting a deadline for the project or task to be completed. For example, "By March 31, include photos of the new graduate students on our web page."

Strategic Plan Action Worksheet

<u>Goal</u>				
<u>Strategy</u>				
<u>Action Step: What will be done?</u>	<u>Responsibilities & Who?</u>	<u>Timeline. By When? Day/Month</u>	<u>Resources Available and Needed</u>	<u>Potential Barriers: Individuals, Orgs</u>
<u>Step 1:</u>				
<u>Step 2:</u>				
<u>Step 3</u>				
<u>Step 4:</u>				

ATTACHMENT B

Sabbatical Plan | Kara Farrow

22June/22August 2016

It is my hope that this upcoming sabbatical can not only provide a time of rest and renewal, but also an opportunity to grow in my knowledge of and be more effective in my new role as Community & Education Minister. For the growth portion of my sabbatical, I plan to take a course at Philips and spend time talking with people who do what I now do, both in the Tulsa area and at large ELCA churches in Illinois. Building relationships and engaging with other communities will be beneficial to my understanding of my new position and will provide the opportunity to gather new ideas. For rest and renewal, I would like to travel to the Outer Banks in North Carolina. I hope to visit close friends in NC along the way and spend time renewing my soul spiritually and emotionally beside the ocean, making time for contemplation and writing.

Growth & Study

PTS Course: Women & Gender in Early Christianity August 1-5 (½) \$325

Read: Books for PTS Course and a Leadership book

Research/Networking:

- Schedule meetings with area Community Pastors July/August \$100
 - Kevin Howe, Harvard Avenue Christian Church
 - Jerry Jacobs, First Baptist Tulsa
- Visit 2 mega-ELCA churches/meet with staff July 9-12 or Aug 13-16
 - Our Savior and Good Shepherd in Naperville, IL
 - Airfare \$400
 - Car Rental \$225
 - Hotel \$300

Rest & Renewal

North Carolina | Avon, Outer Banks July 19 - July 31

- Hotel \$300
- Cottage Rental \$1740
- Gas (approx. 3000 miles) \$600
- Food (?)

Budget | \$4000.00

Total: \$3990

ATTACHMENT C

1. **40th Anniversary for Congregation - Roy Brockmeier**
Seeking to organize a meeting of interested volunteers for our 40th Anniversary Celebration!
Next meeting has been suggested for Wednesday, April 27th at 6pm in the Conference Room at church.
2. **"Review of Strategic Plan"** Other significant dates and activities coming up:
April 12 - Council meeting - We review with council any significant changes and begin the process of talking about developing Action Steps with their ministry team representatives.
April 25- Staff update and training on developing Action Steps.
May 10 – Council meeting - Give sample agenda of the May 21 SP retreat and brief council on the steps of developing an Action Step with their respective Ministry Team (I assume that all of the council have ministry team assignments?
May 21 (Saturday from 8:30am to 12 noon??) Council/ Staff / Ministry Teams Retreat... We will review the Goals / Strategies / and ask the Ministry Teams to spend some time in conversation and come back to the main group with concrete Action Steps for their team that fit under either a goal or strategy.
3. **Land of Luther Trip to Germany - August 27-Sept 7, 2017** –Twenty –six people have signed up and paid initial payment. It looks like this trip will make.
4. **"All of Life is Stewardship" Discussion Starters:**
Small Group outreach: A series of articles / discussion starters written by Erv Janssen and the Stewardship Team. Articles will be emailed to small group leaders with the encouragement for them to read and discuss the questions at the bottom of the document with their small groups. This should only take about 15 minutes or so of their small group time. They should be encouraged to report any additional information / questions they receive.
Sunday Worship Outreach: In addition, we will duplicate the articles and insert them in the bulletin for the following Sunday's. I will make a special effort to include reference to the article of the month in sermon or announcements.
Preaching Schedule: May 8, 2016 - #3 – Entrusting Resources - John 17: 20-26.
September 4, 2016 #4 – Defining Resources - Luke 14: 25-33
October 2, 2016 –#5 –Decision Making - Luke 17: 5-10
5. **Small Group Emphasis – Kara**
6. **Stand Against Racism - YWCA Annual Event (Elliot) Special speaker on May 1.** An introductory conversation about race relations in Tulsa.
7. **Comunidad de Esperanza –**
Three Successful Thrivent action Team grants (Legal Clinic for Immigrants – April 16 @FLC; Fundraiser meal at the Synod Assembly @ Ascension; Yard signs for Local congregations)
I have resigned from the Steering Committee to start Internship Supervision with Alvaro.
8. **Internship** for Pr. Alvaro began March 15

Learning Service Agreement is almost complete. (Copy available)

Weekly Supervisory sessions - We will meet face to face every other week at either First Lutheran or Fellowship Lutheran and by phone on the off weeks.

Coordination with DEM, Steering Committee, Synod Candidacy Committee , Seminary.

Establishing a Internship / Lay Team (CdE, First, FLC) – Pastor Rob Martin (1st Lutheran)

9. **Tulsa Synod (ELCA) Cluster - Cluster Dean**

I have been ask by the Bishop to be the dean of the Tulsa area cluster of congregations. I'm most aware of the need for congregation, staff and other pastors to be supportive.

I have not affirmed my willingness to do this, but am most excited to encourage congregations to work closer together.

Lutheran Community Project – Servers / helpers at May 1 Fundraising meal for CdE at Synod Assembly. Prince of Peace – Church Building Veneer rebuild / Tulsa Race Relations

10. **Living God's Abundance Campaign**

Synod Campaign at Fellowship will include: Two letters and two special offering during 2016.

Letter #1 - Information letter going out the first week of March – Sent

Letter #2 - Sent the week of April 15 ... The letter will include a synod brochure with updated pledge form to be returned to Fellowship.

Special 5th Sunday offerings:

Notice of upcoming special offering in enews on May 24.

Special offering envelopes provided to the congregation in the pews or bulletin.

May 29th - Pastor Meredith Harber from Oaks

July 31 - Pastor Liz Albertson – DEM for A-OK Synod

11. **Tulsa Organizing Committee- Kristen King Lead Organizer VOICE (405)613-3621**

TOC is a coalition of congregations, schools and non-profit groups that have come together out of a deep sense of mission and concern for the pressures faced by families in the Tulsa area. To better understand these pressures we ask our own members to talk about their experiences in the community. Even though we may differ on the issues that are most important to us, it is our desire to put these differences aside and focus on our common ground. To help develop the leadership skills of our own members Chris King will be in Tulsa and is available to meet with us here at Fellowship on April 28 (Thursday) at either 4:30 or 7pm or Monday May 2 from 4:30 - 5:30. Please let me know which of these times will work for you and if you are willing to be a part of the conversation about how it can work in our church.

12. **Assembly Delegates -**