

**Christ Congregational Church  
Executive Council  
November 28, 2016**  
(Originally scheduled for 12/05/2016)

**Present:** Gwen Garrison (Moderator); Tim Carrigan (Past Moderator); Matthew Braddock (Senior Minister); Kristen Brown (CE); Lissa Costa (Church Life); Judy Cox (At Large); Matt Dinkel (At Large); Tom Doggett (Stewardship); Susan Gray (Deacons); Cathy McConnell (O&E representative); Greg Muncill (FinSec); Dean Ripple (Treasurer); John Wack (At Large); Anne Weissenborn (Social Witness/Auditor); Sarah Ingram (Clerk).

**Guests:** Steve Petersen (retreat house) Alison Petersen (Breeze) and Jackie Walters (archives)

**Gathering, Opening Thought, Introductions and Prayer:** Gwen Garrison, Moderator, gathered the Executive Council (EC), declared a quorum, shared an opening thought and led the group in prayer.

**Call to Order and Review of Agenda:** Gwen called the Executive Council (EC) to order at 7:41 pm. The Agenda was approved (motion by Judy Cox; second by Kristen Brown, motion passed).

**Approval of November 7, 2016 Minutes:** The minutes were approved (motion by John Wack, second by Susan Gray; motion carried unanimously).

**Updates from Various Committees and Task Forces**

- Records Management and Archives – (Jackie Walters)

Jackie Walters provided an update to the EC on behalf of Susan Hill and herself, and with Susan Gray (present). The UCC has an archivist but no records retention policy so the team reviewed practices of other denominations and best practices from an online seminar. Jackie shared that until a decade ago Bill Carnahan (“The First Sixty Years”) maintained the records, largely in chronological order, and established retention guidelines, such as retaining authoritative minutes, such as those of the Trustees and Executive Council. The team is now reviewing all paper and non-paper records and formulating retention schedules, storage protocols and collection policies and will involve the “owners” of documents in finalizing those policies. Jackie displayed or described several examples of records CCC’s archive contains: blue prints of the church building from the original building in 1948 through various improvement projects; archival collections of public media covering church leaders (generally newspaper clippings); 8mm film from the 1950’s about the founding of the congregation and building of the church (with production notes); scrapbooks and member books; property

deeds and committees' documents. The Team is reviewing needs for acid-free containers, archival supplies and cabinets impervious to fire and water (fund requests are going to the Trustees). Susan Gray described the challenge of the ever-growing electronic database in the office. Susan described the back-up protocol and the current task of sorting through what needs to be kept, protocols, and what needs to be captured from other electronic media (emails, Facebook, etc.). The Team will provide another update in 2017, including any proposals or needs.

- Retreat House (Steve Petersen)

Report in Attachment A. Steve provided the report for the calendar year, including accomplishments and innovative planning for future years. In particular, Steve highlighted the team's brainstorming for use of the facility with every aspect of CCC, including external mission work (Shaw kids, W.Va. neighbors, etc.). The team is also reviewing whether changes would be needed to the constitution or by-laws to reflect this more robust future.

- Safe Conduct Procedures (Matt Braddock)

Matt expressed appreciation for the work by the Trustees to craft the manageable policy and procedures. He stated that it is time to refresh many of the background checks (through the UCC insurance board) and to offer training for additional people and regular refresher training opportunities for all. The working group has reviewed the recommended training modules, and other criteria, for each certification category depending on role and function. An individual's category of certification (under 18, elderly, etc.) will be stored in their Breeze profile; the Breeze administrators will further investigate the presentation of the information in profiles. Administrative roles: Sue Dollins; Chris Braddock; and Matt Braddock.

- Breeze Implementation and Data Use Policies (Alison Petersen)

Report in Attachment B. Alison reported on accomplishments, next steps and the many possible uses of the new technology.

- UCC and preparations for General Synod in Baltimore (Anne Weissenborn)

The General Synod will be held June 30 to July 4, 2017, at the Baltimore Convention Center. The Synod is held every other year in a changing location, so rare opportunity in 2017 to be more involved. The Central Atlantic Conference (CAC), Local Arrangements Committee (LAC) (Jill White), asked Ann to be an "ambassador". Ann is to solicit volunteers, contributions and encourage local "observers". CAC/LAC is committed to providing hospitality for 4,000 delegates and visitors, ranging from child care to helping special needs attendees, to visiting nearby sights (historically black colleges, seminaries, local churches, tourist sites). Ann said there is a special youth program under which a church can nominate students to be stewards at the conference, but CCC could also support its youth to attend as observers. Ann noted that those who volunteer more than

8 hours can earn financial help on the \$60 registration fee, parking costs, etc. CCC is slated to provide 3 or more volunteers. Ann will consult Sam Wack on whether the CCC choir would like to participate in the outdoor choir concert. The total fundraising goal is \$225,000 (excess to go to a Baltimore mission) and CCC has been written down for \$4,000 (\$2,000/year for two years). Ann plans to go to John Malone for approval for a special fundraising call but it was agreed that the call would be made after the Christmas call. Further discussion and planning will be placed on the January 2017 joint EC/Trustees meeting agenda.

### **Other CCC Old and New Business**

- Post Vandalism (Matt Braddock)

Matt provided the EC with draft letters (Attachments C and D) to the Montgomery County, MD Republican Committee and the Republican National Committee requesting that they speak out against the rising incidents of hatred and bigotry occurring in this area and around the country. The EC discussed the role of the church, the need for CCC to speak out about the important values under attack, and the general need for the church to become more outward facing as a voice for the CCC covenant values. Gwen proposed that the EC approve the sending of the two letters, with any suggested edits provided a.s.a.p. so the letters can be sent by November 30th. A motion was made by Judy Cox, seconded by John Wack, and the motion carried unanimously.

- Chartering New Task Forces: Security Task Force and Communications Team

Description in Attachment E. Gwen asked for a motion to approve both task forces. A motion was made by Susan Gray, seconded by Kristen Brown, and the motion carried unanimously.

- Financial/Fundraising (new topic)

A group of key CCC leaders will meet December 10<sup>th</sup> to discuss future fundraising and financial issues, with ongoing coaching support from the Center for Progressive Renewal. The group will bring analysis and proposals to the joint EC/Trustees meeting on January 9, 2017.

### **Updates from Boards About Governance Change Conversations**

- Status of the Written Report: Gwen reported that she is working on this and hopes to distribute it in the coming weeks.
- New Governance Visualization

Gwen reviewed the governance images used at the last Town Hall, showing the evolution of governance graphics to date. She then reviewed new graphical images developed since the town hall aimed at better answering questions and reflecting key concepts. The

EC members discussed the advantages of the new images, provided feedback, and generally preferred one of the two-dimensional images, slightly modified.

- Reports from the Boards on Governance

**CE** is focusing only on the task of running church school and awaiting any governance change information. CE coordinates with Matt as needed for his leadership of youth group. Separate Contemporary Theology and Bible Study groups are handling adult education.

**Deacons** have pared down the size of the group, eliminated most meetings, and assigned each task to a lead who then handles coordination.

**Church Life** is doing only events for which there is current congregational interest and volunteers to staff the event (for example, Halloween party not repeated but Gratitude Breakfast added). Church Life has loosened traditions so coffee hour is now staffed by volunteers both on and off the committee and even non-church-members.

**Board of Social Witness** is continuing the work of the board, and is supportive of changes, but members have some concern about how work would happen after top-down leadership gone.

**Stewardship** – the shrinking group needs to have new governance model resolved and needs guidance about how CCC is going to approach stewardship in 2017 cycle.

**O&E** is waiting to see how the new model works, including the mapping of activities to the new areas, as O&E assumes it will combine in some way with Deacons and Church Life.

### **Review of Upcoming Events/Meetings**

- Changes to dates on agenda: BSW will not meet in December and O&E will meet on January 17<sup>th</sup> (not January 23<sup>rd</sup>)
- EC/Trustees meeting on January 9<sup>th</sup>, 2017: Gwen and others will map activities against new model and propose interim leadership (draft to be provided before meeting).
- Congregational Meeting on January 29, 2017. EC briefly discussed nature of that meeting but deferred detailed discussion until January 9<sup>th</sup> meeting. Back up date is February 5, 2017.

**Adjournment and Prayer.** Gwen adjourned the meeting at 9:38 pm and Matt shared a poem and meditation.

Respectfully submitted by Sarah Ingram, Church Clerk

## YEAR END REPORT ON YELLOW SPRING, 2016

A closing retreat was held at Yellow Spring the first weekend in November. The house was cleaned and winterized (the main component of winterization is turning off the water and draining the system; we identified a need to document this process). The closing workload was light because the facility was scarcely used throughout the season and because this year we implemented a post-use walkthrough (by the Davises, acting as our local agent). The walkthrough ensures a level of accountability by users and alerts us to any maintenance needs in a timely manner.

Under this season's limited use policy (church events and family use only), Yellow Spring saw five uses (netting just over \$2,000) and two work retreats:

- Four family uses
- One CCC event (Men's Retreat)
- Opening and Closing Retreats

Our committee is in the midst of brainstorming programming in accordance with the vision that Cyndy Wright-Johnson's team discerned at the beginning of this year. Using that vision as a base, the committee has been tasked to take key concepts from the vision, sketch out programs or events based on them, and then relate those to ministry circles from the newly emerging governance model. Our guiding philosophy is:

“Looking at the new governance model, where does Yellow Spring fit in? Everywhere. To pigeon hole it into Property & Finance (as it was under the old model) does it a huge disservice. It has the potential to be a part of each of the ministry circles. Ideally, it can even be a bridge between them.”

This is the committee's first step towards re-imagining its role in the new governance model. We see that role as expanding beyond mere operations (i.e., beyond simply maintaining the physical plant). Once we have a solid set of programs/events to work toward, we can then develop a realistic budget based on projected use. Our goal is to restore Yellow Spring to being booked solid through its open season each year, providing a serene space for our congregation to relax, renew and re-energize.

**Breeze Implementation & Data Use Policies**

Report to the Executive Council

Monday, November 28, 2016

Alison Petersen

**Implementation –**

- CCC historical and current membership data in the Breeze system
- User Roles and Authentication Procedures Developed
- Church School Form for Children and Youth Identified and individuals are tagged in the system
- Member Registration Form Developed
- All CCC Paid Office Staff Clergy are trained
- Board Administrators are identified
- Because We Care Core group members are trained in executing on 'follow ups'
- Tags and tagging individuals are moving forward

**Next Steps –**

- Advertise the CCC Member Registration Form to the entire congregation via an e-Blast. The form allows us to merge existing member records with updated information provided in the form.
- Work with LJ Ingram and other small group leaders to start using Breeze for communications
- Continue to work with Dave Main to weed out duplicate records
- Hands On Training for the Admins of the Boards (see Admin Role below)
- Draft Data Use Policy
- Getting Pledging information for FY17 set up in Breeze.

**As of November 27, 2016**

62 Users in the system; not sure how many member records (family records) have been updated.

21 different Roles

– Administrative Role for the members of the following Boards & Committees

- Because We Care
- Board of Social Witness
- Board of Christian Education
- Board of Church Life
- Board of Deacons
- Board of Outreach & Engagement
- Board of Stewardship
- Board of Trustees

- Three Staff Roles
  - o Staff 1 - Senior Ministers
  - o Staff 2 - Ministers and non office staff
  - o Staff 3 - office staff
  
- Member - can only modify their particular record, but can see all members demographic information
- Admin - Full Access
- Admin D&I - Admin design & Implementation privileges
- BWC Members - have access to view and assign BWC follow-ups
- Check In - can only check members in, say for the nursery or Sunday School
- Clerk of the Rolls - Full Access
- Committee Chairs
- Lay Leadership
- Limited - can only view people

**Data Use Policy -**

The following statement is listed on the CCC Member Registration form:

Breeze is intended only for CCC staff, members and volunteers to assist us with church business. It is not intended for public use or solicitation. Misuse of the system or data is considered a violation of the use agreement.

Mr. Michael Higgs  
Montgomery County Republican Committee  
15833 Crabbs Branch Way  
Rockville, Maryland 20855

November 27, 2016

Dear Chairman Higgs:

Upon becoming President Elect, Donald Trump pledged that he, “will be president for all Americans,” and he asked those who did not support him for “guidance and your help so that we can work together and unify our great country.” Since then, we in Silver Spring, Maryland have seen a rise of public bigotry and hatred committed in the name of Mr. Trump. Along with racial vandalism at our church, a multi-cultural Episcopal Church in Silver Spring was spray painted with the words, “Trump Nation. Whites only.” Swastikas have been spray painted on homes and school walls, and burned into football fields. Graffiti saying, “Kill Blacks” has been scrawled in school restrooms. There are many more reports of verbal and physical harassment of Muslims, Latinos, and gay community members.

Though not all of these acts have been verified as being committed by supporters of Mr. Trump, the atmosphere of intimidation and fear is unquestionably real. While Mr. Trump has asked people to stop doing these acts, we believe his supporters can and must do more. We think that a statement from our local Republican Committee denouncing the outpouring of racist, sexist, xenophobic, anti-Semitic, anti-Muslim, and homophobic insults, threats and attacks being associated with Mr. Trump’s name will go far in bringing us together as a community. We ask you to make a strong public statement at your Fall Convention on December 2. Please reassure us that this is not what the Montgomery County Republican Committee stands for.

We ask you to make a clear statement to the nearly 1.5 million people of Montgomery County -- people of all races, ethnicities, abilities, sexual and gender identities, and religions. Every one of us deserves to live in safety and with dignity.

Sincerely,

Rev. Dr. Matthew Braddock  
Sr. Minister  
matt@cccsilverspring.org

Dr. Gwen Garrison  
Moderator



Republican National Committee  
[ecampaign@gop.com](mailto:ecampaign@gop.com)

November 27, 2016

Dear Mr. Chairman:

Upon becoming President Elect, Donald Trump pledged that he, “will be president for all Americans,” and he asked those who did not support him for “guidance and your help so that we can work together and unify our great country.” Since then, we in Silver Spring, Maryland have seen a rise of public bigotry and hatred committed in the name of Mr. Trump. Along with racial vandalism at our church, a multi-cultural Episcopal Church in Silver Spring was spray painted with the words, “Trump Nation. Whites only.” Swastikas have been spray painted on homes and school walls, and burned into football fields. Graffiti saying, “Kill Blacks” has been scrawled in school restrooms. There are many more reports of verbal and physical harassment of Muslims, Latinos, and gay community members.

Though not all of these acts have been verified as being committed by supporters of Mr. Trump, the atmosphere of intimidation and fear is unquestionably real. While Mr. Trump has asked people to stop doing these acts, we believe he can and must do more. His desire to be a president for all Americans will have more force if both he and the Republican National Committee unequivocally repudiate the outpouring of racist, sexist, xenophobic, anti-Semitic, anti-Muslim, and homophobic insults, threats and attacks being associated with Mr. Trump’s name. We ask you to make a strong public statement to the people who supported Mr. Trump’s candidacy, as well as those who be affected by his policies. Tell us this is not what the Republican Party stands for, nor is it what a new presidential administration will tolerate.

We ask you to make a statement to the 320 million people of this great country -- people of all races, ethnicities, abilities, sexual and gender identities, and religions. Every one of us deserves to live in safety and with dignity.

Sincerely,

Rev. Dr. Matthew Braddock  
Sr. Minister  
[matt@cccsilverspring.org](mailto:matt@cccsilverspring.org)

Dr. Gwen Garrison  
Moderator

**Proposed Task Forces**

**CCC Security Task Force**

Chartered by CCC Executive Council at the Request of the Moderator, Gwen Garrison  
(November 2016)

Chair: John Wack

Task Force Members: CCC Volunteers and Staff after the first meeting

Charge (Tentative): Assess and make recommendations to bolster CCC physical and digital assets including staff, event management and interface with appropriate civic authorities.

Initial Target Report (Tentative): February 2017

---

**CCC Communications Team**

Chartered by CCC Executive Council at the Request of the Moderator, Gwen Garrison  
(November 2016)

Chair: Steve Petersen

Team Members: CCC Volunteers and Staff TBD after the first meeting

Charge (Tentative): Create a strategic plan with tactical implementation activities that sharpens and focuses CCC Communications activities in three areas: website & social media, public relations, and member information.

Initial Target Report (Tentative): February 2017