

**Christ Congregational Church UCC
Executive Council
Minutes of June 27, 2016**

Present: Gwen Garrison (Moderator); John Malone (Moderator-Elect); Kristen Brown (Christian Education); Lissa Costa (Church Life); Mary Stone (Outreach and Engagement); Scott Wales (Social Witness); Matt Dinkel (At-large); Holly Massett (Communications); Sharon Rising (Stewardship); Susan Gray (Deacons); Sarah Ingram (Church Clerk). Note: Rev. Matt Braddock (Senior Minister) was absent from meeting due to a pre-existing commitment to teach.

Moderator Gwen Garrison welcomed attendees, engaged the group in a thought exercise, and led an opening prayer.

Call to Order and Review of Agenda

Moderator Gwen Garrison called the meeting to order at 7:30 pm. The Agenda was approved (Lissa Costa moved for approval; Susan Gray seconded; motion carried).

Approval of Minutes

Minutes of the June 6th meeting: Sarah Ingram called for any changes (none); John Malone moved for approval; Kristen Brown seconded; motion carried.

Updates on Ongoing Business

- 1) **Safe Conduct.** Gwen relayed an update from the Board of Trustees (John Malone confirmed). Trustees split the Safe Conduct package into (i) Policy and (ii) Procedures. Trustees approved the Policy document. Trustees approved a Procedures working document covering a wide range of procedures. Mary Pence (incoming chair of Personnel Committee) will work on who needs to go through which process, how that will happen, and the timing. Trustees agreed with the Executive Council's recommendation that Rev. Matt Braddock draft a church covenant to which the whole congregation can commit. There will be a town hall meeting in September that will cover this topic.
- 2) **Retreat House Limited Opening for Summer 2016.** Trustees decided that the retreat house will be open for limited use. CCC official events can be scheduled and take place. Also, a CCC member can schedule an event but must agree to follow all applicable guidelines, such as the safety guidelines that prohibit sleeping in the main house. Those wishing to schedule use of the retreat house should see Steve Petersen. According to Rick Sniffin, the Retreat House will close officially in September/October to enable the start of demolition work. In September, Rick will brief the Executive Council on the anticipated schedule. Several questions were raised about the source of funding and about what stages of activity have been approved by the congregation at this point. Rick has received most of the costing data but needs to factor in sweat equity, being offered by members of the congregation, before presenting any additional fundraising needs. Also, if there are requests for fee-paying bookings into the fall, the Retreat House group will consider how to maximize rental income without jeopardizing the demolition process.

- 3) **CPR Report Next Steps.** Gwen shared that the Planning Team will meet Tuesday, June 28th to start pulling together the game plan, including how to gain momentum and how to identify “low hanging fruit” issues and tasks. The Team plans to pull in Holly M. as activating a communications plan will be critical. The Team consists of: Judy Cox (past At-large), John Malone (Moderator-elect), Larry Duff (representing the Trustees), Steve Jordan (to add organizational experience and his wider-UCC perspective), Rev. Matt Braddock, and Moderator Gwen Garrison. There is a desire to keep the group small at this stage.
- 4) **New Position: Church School Superintendent.** Kristen Brown described the new 10-hours-per-week position approved by the congregation at the Annual Meeting. Kristen shared that although the Christen Education Board would love to hire from within (person needs to be present most Sundays and welcome new families placing children in class), she has had several good internal candidates turn her down. She asked for ideas about good candidates and about how to expand the search. Ideas included contacting the Potomac Association and asking other churches to mention or pass along the information about the opportunity.

Calendaring

Gwen demonstrated the online calendar functions and then led a review of meetings and events likely for August through January 2017.

- 1) **Executive Council.** No meeting in July or August (although busy over summer with CPR report and the software conversion). Meetings will remain on the first Monday of each month, except: September 12th and January 9th. EC members should expect the 9/12 meeting to be a packed agenda. The EC retreat dates (firm) will be Friday evening September 30th and all day Saturday October 1st (early start to late afternoon). The group agreed on the need to do the retreat away from the CCC physical building but there was a variety of opinion about whether it needed to be at a conference-style site, with over-night stays, or could be at the home of a near-by member and allow participants to go home late on Friday and return very early Saturday. John Malone offered his home for consideration, as it could accommodate the attendance numbers, enable sub-meetings, and support shared meals, but it cannot accommodate overnight stays. The plan is to use Friday to gather, share dinner, and start activities, and then re-start very early Saturday on implementation strategies for the CPR report. Gwen and John will confer with Matt Braddock, Tim Carrigan and others about the options.
- 2) **Town Halls and Congregational Meetings.** There will be alternating town halls to share information and discussion and congregational meetings for decisions and votes. Seen as especially important given the CPR report game plan and the retreat house progress. Scheduled dates: Sept. 18th (town hall – CPR update and Safe Conduct); October 16th (congregational meeting); November 13th (town hall); January TBD.
- 3) **Board, committee and circle meetings.** Not all Boards have confirmed their monthly meeting slot although most plan to continue on traditional day (e.g., Trustees and Deacons both on 3rd Monday). Other groups need to get schedules to Susan Gray, copy to Gwen.
- 4) **Event schedules.** Questions remained about resolving conflicts for one-time events, such as the numerous advent events (wreaths, cookies, Chrismon, Christmas music Sunday), certain repeating events (e.g., Game Nights), and the rescheduling of existing events bumped by town

halls and congregational meetings (e.g., Board of Social Witness guest speakers, Racial Justice Circle lunch and learns).

***Next Steps:** Known scheduling conflicts, especially Sunday post-Service slots, were assigned for resolutions. All groups should confirm to Susan Gray their repeating slots, raise any additional known events, and confirm any necessary rescheduling resolutions.*

Prayer and Adjournment

Gwen led the group in closing prayer. A motion to adjourn was made by Mary Stone, seconded by Holly Massett and was approved. Moderator Gwen Garrison adjourned the meeting at 8:40 pm.

*Respectfully submitted by
Sarah H. Ingram, church clerk*