

**Steering Committee Meeting
Monday, February 18, 2019**

Attendees

Pastor Jon Bailey	Jan Hall	Dinah Lockhart
Chris Brown	Bert Hitzel	Amy Nichols
Brian Carter	Joan Hitzel	Mark Richards
Rita Carter	Doris Jones	Kaj Sinclair – <i>via phone</i>
Curt Christopher	Matt Kirkpatrick	Lisa Sinclair
		Dee Ann Wilson

Not in Attendance

John Boorman	Julie Brady	Jill Neas
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Welcome

Pastor Jon welcomed all and brought the meeting to order.

Prayer and Focus

Mark Richards led the group in devotions through music and prayer.

Housekeeping & Accomplishments

The group decided to keep the March meeting as scheduled on Monday, March 18th at 6:30pm even though this is during spring break.

Committee Members listed current church activities and accomplishments:

- February Mission – cookie and valentine decorating for homeless – 180 cookies
- Successful Chili Cook-off – Chris Brown the champ
- Youth led the Souper Bowl food drive
- ASP Lasagna Luncheon fundraiser
- AUMC ended 2018 in the black with a surplus of \$8,500+
- Guests speakers while Pastor Jon was on retreat
- UMW Officers hosted Central District meeting
- Sunday Services have not been cancelled due to weather
- Renewed contract with Iowa Chin Group (ICBC)

January Meeting Summary

Kaj Sinclair made a motion to approve the Steering Committee Meeting Summary for January 2019. Jan Hall seconded and the motion was approved.

Financial Report

Matt Kirkpatrick led this portion of the meeting. The financial projection for 2019 is good. New members were instructed to speak with Bert and Joan Hitzel if they have questions about their committee budgets. Matt thanked everyone for making cuts for the 2019 budget.

Discussion & Action Items

Nominations 2019 *this portion of the meeting is separate from the SC meeting*

Pastor Jon is Chair of Nominations and led this meeting.

It was suggested that we get a report soon from Ron Mountsier about endowments.

We still need to find a **Co-Chair for Finance**. This person must attend service regularly, commit to three years of service and lead the Fall Pledge campaign.

- Curt Christopher asked Mike Hamilton but he declined.
- Amy Nichols will ask Keith Hupp.
- Curt Christopher will ask Dana Bentzinger.
- Chris Brown will ask Paul Woodard.

Lay Leader Communications

Jan Hall is Lay Leader and so a part of every committee, including SPRC.

All communication within your committee should go to both her and Pastor Jon

SPRC

We were recently informed that this committee should consist of six to nine members. Kaj Sinclair will stop serving on this committee because he is Chair of the Steering Committee. Joan Hitzel and Julie Brady are currently the only voted-in members of SPRC. Jon Neas and Tom Petersen have agreed to join. Joan and Julie will ask the following church members to join SPRC: Mary Ann and Brian Huey, Chris and Laura Porter, and Alicia Wells.

Joan Hitzel made a motion to add Jon Neas and Tom Petersen to SPRC. After discussion, all attending Steering Committee Members voted in favor of Jon and Tom joining SPRC. To be clear, Joan and Julie are the Steering Committee representatives for SPRC so John and Tom do not need to attend Steering Committee meetings.

The Nominations Meeting was declared closed.

Compile Job Descriptions for each Ministry Team

Kaj Sinclair asked all committees to bring a rough draft of their committee's job description to the March meeting. This will be a living, breathing document for each ministry team.

What questions to answer in the committee job description:

- What does your committee/team do?
- What is your committee/team responsible for?
- How is your committee/team structured?
- What has your committee/team accomplished this month?
- What does your committee/team want to accomplish in 2019?

This will be useful:

- when we are recruiting others to join our ministry teams
- for all SC members

Submit monthly reports with these three things:

1. Consent Calendar
2. Action & Discussion
3. Informational

2019 Goals

SC Committee needs to formulate timelines/metrics

1. Increase our Volunteer Base

- This needs to be more specifically defined with a set timeline for review or completion. We believe 20% of the people are doing 80% of the work and we want to change this.
- We need to determine the current volunteer base.
- Theresa Constable and Bert Hitzel will create a Google document with a list of active members. There will be a column specified for each Team. The document will be forwarded to all Teams and Staff Leaders so they can mark the church members that have helped them in the past. This will help us identify deficits – where we need to grow volunteer base

2. Better Communication from Steering Committee Leadership

- We want to communicate better to the membership at large.
- Want info to be strong, clear and promote our Mission.
- Chris Brown had previously volunteered for this and will report in March.
- Matt Kirkpatrick has made the budget into a Google document and it will be on the website so all can see.
- We should take photos (in landscape format) at events so we can post on the website for members to see.

3. Form a Clear Pathway from Guest to Engaged Disciple

- Mentorship program
 - To the March meeting, Kaj Sinclair asked each Steering Committee Member to bring names of members that may be good candidates for a Mentorship Program. Approved Mentors will study together to mentor in the same way, using the same tools and skills. We will create a “playbook” for mentors so they may form relationships with church guests (prospective members).
- Create two small groups > younger members / older members
- Create a book group or Bible study
- Play radio ads during the Easter and Christmas seasons
- Hold mission projects which will allow members to get to know the people we are doing missions for, such as *Laundry of Love*

New Business

Kaj Sinclair mentioned the possibility of adding a fourth goal.

After meeting with the District Superintendent on February 17th, Kaj believes we should have an intentional plan to know our neighbors, particularly the Chin Group.

Pastor Jon and the Staff have discussed the Easter schedule. This is the tentative plan:

- Saturday before Palm Sunday – children’s activities
- Palm Sunday – 9:30am service
- Maunday Thursday – mission night
- Good Friday – 7:00pm service
- Easter Sunday – 8:30am UMM breakfast and 9:30 service

Chris Brown will make sure we have radio ads announcing the various events.

Closing

The next meeting is scheduled for Monday, March 18th at 6:30pm. Chris Brown will lead devotions. Pastor Jon gave the closing prayer and the meeting was adjourned.