

# Single Board Notes from February 18

Here are some highlights from the meeting—business and actions we've agreed upon:

- People present: Christy Menke, Christine Cappetta, Tom Eaton, Jessi Kunkel, Jenny Jorgenson, Aggie Clausen, Yvette Boysen, and Ryan Christenson. SB members absent: Jeremy Hill and Sara Williams Gill.
- Ryan will initiate the meeting around fundraisers/special offerings that will include Jessi, Vern, Kristi, and Doris.
- Ryan (with Jenny J) will follow up to learn about the qualifications to be a "missional church" with specific examples of churches in Iowa that have that designation.
- Vern and Sara will follow up by the CoM (Garrett Thomas) about a space recommendation for the MIDLIFE ministry around medical equipment.
- Tom will pursue the identification of a 4<sup>th</sup> organist to add into our rotation with the understanding that this person will play "on occasion".

6:00 - Prayer (Christy)

6:01 - Mission, Vision, Motto, and Core Values (Christy)

**The mission of St James United Methodist Church is "to make disciples of Jesus Christ for the transformation of the world."** (This is God's purpose for our church.)

**The vision of our church is "a community of hope for every generation."** (This is the picture of how our church looks as we faithfully follow God's lead.)

**When we go in service, we bring hope by connecting with our local and global neighbors to meet real needs through the work of our ministry teams.**

**When we grow in discipleship, we discover hope, develop deeper relationships, and support each other to become more like Jesus.**

**When we gather in celebration, we experience hope through belonging and meaningful praise.**

(The motto represents the foundation of the plan to get us to the picture--the Vision.)

**And we are guided by our core values: acceptance, faith, family, and praise.** (These set the tone of our time together.)

6:05 - Mission and Vision Celebrations (Christy)

When and where do you see God at work in and through the people of St James as we make disciples, transform, and live as a community of hope for every

generation?

- Vern→MOPS and MIDLIFE ministry proposals that we'll be discussing
- Tom→a lot to read—exciting
- Jenny – exciting
- Ryan→CREDO and 101
- BIG Time

6:20 – Intentional Leadership Development (Christine Cappetta)

A year ago, when we changed to this new leadership structure, our goal was to have some time each meeting to help equip our core leaders to be better leaders. Christine, as Lay Leader, will work to do this. If you have specific topics you think would be helpful, let Christine know.

7:00 – Action and Reports Relating to Governance/Administration (30 minutes, Christy will lead us through)

1. We need 2 volunteers from the SB to help us develop a plan around fundraisers and/or special offerings. **Who would be willing to join this team?** (3 minutes) *Jessi and Vern will meet with Kristi and Doris. Ryan will initiate.*
2. The Council on Ministries has proposed a potluck on April 6<sup>th</sup> for our Town Hall meeting. (Our Discipleship Process team has proposed having 2 TH and 2 Leadership meetings. TH in April and October. Leadership Rallies in January and August.) **Confirm that this will work.** (2 minutes) *Confirmed.*
3. **Discuss the Trustees Project Plan. Considering the 2014 part of the plan, any adjustments, ideas?** (For example, adding the siding project into the project of replacing the gutters.) (20 minutes if Vern is able to call in.) *Vern recommended that we include the siding that needs to be replaced in with the gutters project listed in the Trustees Plan (included in the Relationship in Finances Plan). Christine seconded. All voted yes.*
4. **Stewardship/Finance→any updates on the Equitable Salary Grant.** (5 minutes) *We did not receive this grant. The SB asked that Ryan follow up*

and learn what the requirements are to be a “missional church” and to get a few examples from around the conference.

5. Additional item: Vern mentioned that he was approached about purchasing a property across the street to the west from our parking lot. We decided that we would not pursue purchasing the property at this time for the following reasons:
  - a. The property doesn't seem to fit with our understanding of our current mission and vision.
  - b. We have higher priorities when it comes to mission and finances.
  - c. Even as “parking” is something in our long-term plan for consideration, the property isn't ideal and would take quite a bit of work to transform.

7:30 – Consideration of the Ministries represented by the Council on Ministries (10 minutes, Ryan will lead us through)

**1. Questions/Notes from the Council on Ministries – all items are primarily for information only. We can have a brief discussion for basic questions, but really the bulk of the info is included in the material you've received.**

- a. The MIDLIFE Group would like to begin an Medical Equipment ministry. See the CoM ministry reports for more detail. The CoM generally supports this ministry, and we'd like feedback from Trustees about the “best space” for this ministry. [Vern and Sara \(Trustees\) will follow up with a recommendation for the best space for this ministry.](#)
- b. MOPS proposal – See the CoM notes. The CoM thought that MOPS seems to align with the Mission and Vision of St James. The next step would be for Christine Cappetta to work with MOPS leadership to establish a leadership team and plan out a few more details. At that point, specific questions about building usage and storage could be worked out more concretely. [We agreed with the CoM that the MOPS group's proposal seems to align with the mission and vision of the church. We'd want to see more details down the road. Conversation](#)

mentioned that we'd want to have clearer details of building usage and the impact on Julie Luhr (custodian).

- c. March 2 Ministry Highlight – Trustees sharing about their ministry— inviting people to get involved. Ryan will follow up with Vern and Sara.
2. What questions would you have regarding the work of the Council on Ministries (that includes the “communication and coordination” of all ministries at St James)?

7:40 – Consideration of future meeting times. (10 minutes, Christy will lead us through) [We decided to move the starting time of our meetings to 5:30 pm.](#)

7:50 – Conclude Single Board Meeting and continue with Staff-Parish portion of our work. (Closed meeting session) – (15 minutes, Christy will lead us through)

1. Update of “probation” and status of Joyce Kaiser.
2. Do we need to look for another organist? (Joyce’s health + David is out of town + Merlyne really needs to be “off” some Sundays)
3. Other staffing related issues.

8:05 – Closing (Christy)

## **Ministry Reports from the Single Board Groups**

### **Lay Leader - Christine Cappetta**

Lay Leadership and Development info. for Single Board Meeting:

- 1) This month concluded our first St. James 101 class specifically designed as an introduction to the mission and vision of St. James, helping participants learn their spiritual gifts and understanding the 5 membership commitments of the United Methodist Church. Ryan is currently working on developing the curriculum further as we will continue to use this on a regular basis for new people attend St. James. The expectation will be that interested persons will need to take this class before joining St. James. A new class of "Credo" has also begun and this class will also be available on a continuing basis.

2) Over the next two months we will be working to fill two open positions - one on Staff Parish Relations Committee (Single Board) and one for Communication and Connections (Council of Ministries). I also want to start intentionally looking at people who we can begin to develop future leaders. I will specifically begin visiting with leaders on SB and CoM whose 3 year terms are done this year.

### **Lay Member to Annual Conference - Yvette Boysen**

- nothing to report

### **Staff Parish - Tom Eaton, \_\_\_\_\_**

### **Trustee - Vern Yates, Sara Williams Gill**

Report from Vern and Sara

- 1) Have the new office PC bought and started to install it.
- 2) Working on updating the Trustee's work team.

- a) Need to find a way to get a list of which members would be able to help with project around the Church, and what their area of expertise is.
- 3) Fellowship hall needs to be cleaned and waxed,
  - 4) The kitchen/walls need to be cleaned.
  - 5) The garage door at the Parsonage is not working very well. May need to replace the opener.
  - 6) The siding on the outside of the Sunday class room. Is in very bad shape. We did some painting last Fall on this but it really needs to be replaced. One of our members came up to me a couple of weeks ago and said that he would pay for replacing this siding for us, we just need to get a team together to help with the labor. We are looking to start this in the spring.
  - 7) The gutters on the south side are in very bad shape. We are looking to replace them also this spring.
  - 8) Going to be working with Education on getting one or two Sunday class rooms a window AC unit.
  - 9) Looking into a new AC unit for fellowship hall.
  - 10) Going to update the sprinkler systems (add one more zone).
  - 11) Looking into new carpet for the upstairs hallways.
  - 12) Working on heat in nursery, it has been very cold.
  - 13) Looking into purchasing a blind for nursery to help with drafts.
  - 14) Door broken coming into fellowship, looking for someone to fix
  - 15) Room off of sanctuary needs shelves to hold sound equipment, many cords hanging
  - 16) *Other items added by Ryan*
    - a. *Crack in the north entryway*
    - b. *Dry, cracking woodwork*
    - c. *Floors in Kitchen as well*
    - d. *Kitchen, inventory used to be done by UMW*
    - e. *Library—books galore in the storage room—maybe this waits until we have that purposeful usage conversation*
    - f. *Clean upstairs windows*

#### Additions from Ryan:

- Here are some ministry groups under the umbrella of Trustees. A goal for next month would be to have reports from each of these sub-areas:
  - o Endowment (Sara will be working with Buckie Crabb)
  - o Memorials (Vern [change to Sara?] working with Joyce Bennett)
  - o Insurance Policies (Vern working with Koby Hill)
  - o Parking Lot/Snow Removal (Vern working with Jeff Anderson)
  - o Janitor/Smaller Maintenance (???? Working with Julie Luhr)
  - o Audio/Video/Technology (????????)
  - o Yard Care/Sprinklers/Mowing Guy (????? Working with Aggie Clausen and Vicki Anderson)

- According to our “Trustees Plan” from HCI, here are the projects we’ve agreed upon as a leadership team:
  - o 2013 – Office Computer – it’s here, we just need to get it up and going. (We got \$500 from UMW on this. Vern, you had an idea for the rest of the funding)
  - o 2014
    - iPad for giving – ready to go for March 1
    - Update Sprinkler System – Spring 2014 – Vern is spear-heading this
    - AC Units for Upstairs – Sara working with Kristi Christenson
    - Gutters – Spring 2014 – Vern (\*\*do we need to add the siding into this project?)
    - Purposeful Usage Conversation – talking with Sara, Sara and Vern will have a plan/process for us for our March meeting.

## **Stewardship and Finance - Jessi Kunkel, Jenny Jorgensen**

### **What we've done in the past month**

Submitted Equitable Compensation grant

Discovered we know the same family from Sutherland :)

Collaborated to increase our effectiveness

Researched possible self-training for Stewardship for Jenny

### **What we will do in the next few months**

Jessi-Get the iPad card reader up and running and all the glitches worked through

Jenny-Follow up on some training regarding stewardship from the Iowa Conference website

Jenny-Taking a workshop on grant writing at WITCC (April)

Searching other funding sources

Collaborating to increase our effectiveness

## **Pastor - Ryan Christenson**

- see the Council on Ministries report.