

FIRST CHRISTIAN CHURCH (Disciples of Christ) – Hagerstown, MD
LEADERSHIP BOARD – Order of Business
Tuesday September 14th, 2021

Call to Order (Mike)

Opening Devotion/Prayer (Gil)

- Oct (Ellen)
- Nov (Sonya)
- Dec (Mike)

Consent Agenda:

- Minutes from August 10th Leadership Board meeting (Ellen)
- Staff report (Rev Jake)
- Elder Report
- Trustees Report

Action Agenda:

- Treasurer's report – August 2021 (Gil)
 - Approve Finance Committee (Mike)
 - Financial Audit (David)
 - Budget Worksheets distributed (Dianna)

Sharing & Planning:

- 2021 Key Planning Activities (Mike)
 - Consecration Sunday Planning (Sep-Oct)
 - All Church Planning (Jul-Oct)
 - Brainstorming / Kick-off Session – completed in July
 - Activity Calendar Planning (Oct)
 - Update 3yr Goals (HOLD)
 - Review w/Interim Sr Minister & possibly establish 1-2yr goals
 - LB & Sr Minister Goal setting for 2021 (HOLD)
 - Establish w/Interim Sr Minister
- Review role of Pastoral Relations Committee (OPEN – pick up again in OCT)
 - Refine / revise roles as/if required
 - Update LB policy to reflect reinstatement
 - Initiate w/new Sr Minister Search & Call committee
 - Develop plan for Rev Victoria
- Rev Jake's transition plan (Mike)
 - Celebration planning & communication (Rev Wick)
 - Backfilling positions (Partner w/Rev Jeff)
 - Short-term w/interim Sr Minister (LB)
 - Approve consultation / trial proposal for Rev Britt (Mike)
 - Long-term w/new Sr Minister (S&C Committee)
 - Approve S&C committee (Mike)

Adjournment:

- Next Board meeting: Tuesday, October 12th @ 7:00 PM

Closing Prayer: The Lord's Prayer

**FIRST CHRISTIAN CHURCH OF HAGERSTOWN, MD
LEADERSHIP BOARD MEETING – AUGUST 10, 2021**

The meeting was held in the Library at 7 p.m. Attendees were Rev. Jake Caldwell, Rev. Victoria Wick, Mike Baer, Ellen Strock, Phil Adams, Mark Goller, and David Alexander. Also in attendance were Eva Edmonds and Jaime Taylor. Sonya Barnes and Gil Crumrine were unable to attend.

Mark Goller opened the meeting with devotion and prayer.

Consent Agenda

Mike Baer made the motion to accept all the reports on the Consent Agenda, seconded by Mark Goller. All approved.

Comments:

Jake stated that the Boy/Girl Scouts will begin meeting again in September and require the use of the entire church. He asked if the Leadership Board is willing to change the monthly meeting to another day of the week. This will be discussed but, in the short-term, will meet in the Parlor.

Jake asked that the Sunday School classes begin at 11 a.m. since we cannot have Fellowship time while the CDC percentages are in the “substantial” range.

Jake’s meeting with staff members (Victoria Wick, Dianna Plotner, Amanda Carriere, and Matt Albright) on returning from sabbatical revealed that those members were concerned for their safety since we again were singing during the church service. They also stated that their attendance at last month’s LB meeting felt like a complaint session regarding the lines of communication.

Action Agenda

In Gil’s absence, Mike reviewed the Treasurer’s Report for July. David made a motion to accept the July Treasurer’s Report, seconded by Mark. All approved.

Comments:

Finance Committee: John Duckworth and Phil Adams have agreed to serve on the Finance Committee. Calls will be made to additional members suggested by Gil.

Financial audit: Currently waiting for two firms to submit their bids. Trustees will review these quotes.

Sharing and Planning

Elders: Phil said there will be one Elder assisting in the service for now. Elders have made some visits to our “friends at home.”

Sharing and Planning (Cont.)

Northern Cross Nursery School will begin on September 9th with 18 students signed up. Crystal Hoch will return as an assistant.

Trustees: Mark said Trustees met on August 2. They are trying to get Hendershot to replace the gutters and downspouts. Dianna has contacted two companies for ceiling painting and vents. The leaks were fixed; leaks were not related to the discoloration. There is a homeless person who is sleeping in the West portico. Dianna is checking on installing lighting there. Eva Edmonds commented that, in past years, she asked the police to conduct checks around the church and they complied. Also, Eva said this cannot be allowed due to insurance liability. The AED units were serviced and training sessions will be scheduled. Dianna also ordered several new First Aid kits. Lawn service completed their trimming/pruning of trees and bushes on the church property.

WBT: Mark will no longer be tracking the COVID-19 statistics. He will ask Mike Schuit to assume that task. Mark asks that Jake track the statistics in the interim. With the latest CDC guidelines, anyone in the church must wear a mask and follow the protocols.

Mike said the Leadership Board planning activities are on hold for now due to Jake's resignation.

The LB will table any work on policy for the Pastoral Relations Committee until a later time. In the interim, we will make sure that the members of the Search and Call Committee are aware that they serve on the Pastoral Relations Committee.

Mike asked Victoria if she will head the planning process for a celebration of Jake's service to FCC. He asked Jake if he wants to add someone to assist Victoria and, if so, let him know.

Meeting was adjourned with the Lord's Prayer.

The next Leadership Board meeting is on Tuesday, September 14, at 7 p.m.

Executive Session was held. Attending were Rev. Caldwell, Mike Baer, Phil Adams, Mark Goller, David Alexander, and Ellen Strock.

Respectfully submitted,
Ellen Strock, Recording Secretary

First Christian Church
Staff Report—September 2021
Submitted by Rev. Jake Caldwell
with contributions from FCC Staff

Prepared for the Leadership Board Meeting on September 14, 2021

Mission: First Christian Church is a loving and inclusive community who seek the way of Christ through meaningful worship and selfless service.

Core Values: Meaningful Worship, Belonging, Inclusion, Outreach, Growing Disciples, Children & Youth

1. Meaningful Worship: Drawing from a strong tradition of vital worship with engaging music and proclamation of the Word, we gather at Christ's table where all are welcome.
 - 1.1. Per CDC guidelines, Washington County is listed as having a substantially high risk of COVID-19 transmission, which comes with a recommendation for all people, regardless of vaccination status, to mask indoors. We continue to hold worship in-person with a masking requirement and allow for congregational singing pending further review from the Welcome Back Team and Leadership Board. Other measures such as temperature checks, pew spacing, etc., have not been reimplemented.
 - 1.2. Choral music programs are scheduled to return in September after Labor Day weekend. No choir practice was held on September 1 because of the hurricane. Practice will resumed on September 8. Participation is a concern as some members are unwilling to sing with masks on and others are uncomfortable being in a room with singing at all.
 - 1.3. Sunday September 12 is promotion Sunday.
 - 1.4. The worship ministry team met on September 7 to plan services through the fall.
2. Belonging: Every person has the opportunity to connect and share life with one another through our ministries.
 - 2.1. As we lift masking and distancing restrictions, we still affirm that no person can be excluded from church events based on vaccination status, and we are not authorized to ask people to provide us with that information, although they may offer it voluntarily.
 - 2.2. Elders are continuing to make contact with "friends at home," including some in-person visits for communion if both the elder and friend at home feel safe doing so. Elders are encouraging the congregation to be proactive in reaching out to one another.

- 2.3. Adult Sunday school classes are able to meet in-person, virtually, or in a hybrid format as they wish. Christian Heirs, Samaritans, and the Outsiders classes are all currently meeting in-person.
 - 2.4. Seniors in Ministry and Over the Hill Gang hold monthly in-person gatherings.
 - 2.5. There is a Book Club beginning Monday, September 13th at 12:30 PM; lead by Judy Kofoet – “Have You Seen Luis Velez,” by Catherine Ryan Hyde.
3. Inclusion: With an open communion table at the center of our identity, we welcome all people into active participation and leadership.
- 3.1. In some ways, First Christian is more inclusive now than we have ever been. With options to connect virtually, the barriers to participation in the worship life are fewer (e.g., physical ability to get to church and sit in the sanctuary, availability on Sunday mornings, geographical proximity to the church, etc.). In other ways, practicing inclusion is harder with COVID restrictions still in place.
4. Outreach: We demonstrate God’s love by our tangible expressions of selfless service to our church, our community, and our world.
- 4.1. Micah’s Backpack is committed to delivering 40 bags of food each week during the school year. They took a break during the summer, and their first delivery of the 2021-2022 school year will be made during the week of September 13.
 - 4.2. The Diaper Ministry distributed 2,600 diapers to 65 children in the month of August. The Diaper Ministry Team continue to sort and pack diapers on the third Thursday of the month at 5pm in Fellowship Hall, so the next packing date will be September 16.
 - 4.3. DIA School Support assisted with Lincolnshire’s curbside food pantry for the second time on August 4. Held a “Stuff the Bus” school supply drive in partnership with Children & Youth. Kids and volunteers from DIA School Support sorted items on August 21 and delivered items to 5 partner schools on Monday, August 23.
 - 4.4. Community Services’ next meeting is on Tuesday, September 14 at 6:30pm. They will be joined by Jeannie Asbury, the executive director of REACH, who will give a talk about the organization’s work. This meeting is open to the public, and attendees are encouraged to RSVP to the church office in advance.
 - 4.5. Good Roots has no updates.
 - 4.6. Little Pantry continues to provide food and personal care items to members of the community.
 - 4.7. Zion Soup Kitchen: FCC continues to provide meals for the Zion Soup Kitchen on the 3rd and 5th Tuesdays of the month.

- 4.8. Community Book Drive: We are once again a host collection site for the 9th Annual Day of Caring Community Book Drive from Sunday, August 1st to Sunday, September 12th.
- 4.9. Other outreach programs continue in modified forms.
5. Growing Disciples: We seek the way of Christ and nurture trust in God through worship, study, and open conversation.
- 5.1. We continue to offer Sunday school and other classes in person with staff support as needed.
- 5.2. Rev. Caldwell is furnishing adult Sunday school teachers with curriculum on an as-needed basis.
- 5.3. Samaritans are meeting in Fellowship Hall and are studying "The God We Can Know."
- 5.4. Christian Heirs are meeting in Fellowship Hall and study the scriptures/sermon provided in worship.
- 5.5. The Outsiders are meeting in the Parlor or outside if the weather is nice. Topics vary.
- 5.6. No additional guidance was issued for Sunday school classes other than the general mandate to mask while in the building, so they are free to continue to meet at their discretion pending any additional safety protocols from WBT and LB.
6. Children & Youth Ministry: To keep investing in the young people in our congregation, we continue to offer engaging programs for our Children and Youth.
- 6.1. Children's Ministry:
- 6.1.1. We will resume our Children's Blessing during Worship on Sunday September 12th for our blessing of the backpacks. We plan to continue doing a Children's Blessing during Worship before sending children to Worship & Wonder, but this will depend on the Covid numbers in the Fall.
- 6.1.2. We wrapped up our mission project that took place during Sunday school in August. We mailed an envelope full of awesome cards to Cardz for Kidz. This organization distributes handmade cards to children in hospitals all over the country. Those who took part really enjoyed being creative for the purpose of bringing joy to someone's life.
- 6.2. Youth Ministry
- 6.2.1. We had a Back to School Bash on Wednesday, September 8, 2021. We had a great turnout and enjoyed spending time together.
- 6.2.2. Regular Youth group is will resume on Wednesday, October 6th from 6:30-8:00PM. It will meet every other week. The Youth Leadership is working on a plan for this ministry.

- 6.2.3. The Youth assisted with the School Support team's school supply collection and sorting on Saturday, August 21st.
 - 6.3. Fall Planning
 - 6.3.1. Promotion Sunday will take place on Sunday, September 12th. We will have our Blessing of the Backpacks during Worship that day.
 - 6.3.2. During Sunday school on Promotion Sunday we will have Promotion Celebrations for Elementary (all together Pre-K through 5th Grade) and Middle/High.
 - 6.3.3. Sunday school classes will resume breaking out into smaller groups on Sunday, September 19th.
- 7. Updates on Congregational Goals: (On hold, pending review and planning by Leadership Board)
- 8. Property & Finance:
 - 8.1. Property
 - 8.1.1. An electrician installed lighting on the Church Building pointing down in the area of the Church Office/Senior Ministers Office. This is to deter sleeping and drug use in the bushes which has been an issue.
 - 8.1.2. Dianna is soliciting quotes to have the tiles in the fellowship hall replaced.
 - 8.2. Finance
 - 8.2.1. Dianna has contacted several accounting firms to inquire about conducting an audit of the church's books and financial procedures. Two of them are in the process of preparing a quote for their services, which will be reviewed by Trustees.
- 9. Additional Highlights from Rev. Caldwell:
 - 9.1. Amanda had an exit interview with Personnel on Sunday, August 29th. Her final day is Sunday, September 12th. She has arranged leadership for programming as much as possible and has given Dianna a copy of notes along with the schedules.
 - 9.2. I conducted employee annual reviews with Matt, Victoria, and Dianna during the month of August and presented the reviews to the personnel committee at their September 7 meeting.
 - 9.3. My exit interview with the personnel committee is scheduled for Sunday, September 12. My last day is Sunday, September 19.