

## **Executive Council Minutes February 2, 2009**

*Present: Rev. Susan Henderson, Trish Esposito, Pete Macleod, Anne Weissenborn, Martha Krieger, Aldene Ault, Dianne Abraham, Nae Pearson, Kate Rogers, Pete Hotchkiss, Andy Holmes, Jan Forbes, Jackie Walters, Tim White, Dan Pence, Greg Muncill, Kristin Curley, Dave Main, Gordon Forbes, Richard Jaeggi, Dave Ackerman.*

Moderator Trish Esposito called the meeting to order at 7:36 p.m. Rev. Susan Henderson invited the Council to join in a moment of silent meditation followed by a brief prayer.

**Minutes:** A motion by Aldene Ault that the minutes of the Council's January 5 meeting be approved as submitted was passed unanimously.

**Prayer Service on Jan. 19:** Trish expressed great appreciation for the prayer service held at CCC on Martin Luther King's birthday Jan. 19. She noted that most in attendance were not members of CCC and said it had been an opportunity for us to shine before the UCC. Susan underscored the visibility the event afforded CCC and added to that CCC's leadership at a denomination meeting in North Carolina this past week on racism. She said CCC is becoming well known in advance of our search for a Senior Minister.

**Pastor-Parish Relations Committee:** Dave Main presented a draft charter for a Pastor-Parish Relations Committee (PPRC) prepared by a committee consisting of Aldene Ault, Trish Esposito, Susan Henderson, Leslie Weyn, and himself. The committee would consist of five members serving staggered terms and would promote "proactive communication between the pulpit and pew." Pete Hotchkiss inquired about the meaning of the first bullet under "purpose" stating that the committee would "encourage(e) ongoing and regular evaluations of the church's ministry." Jackie Walters asked whether there was a difference in evaluating a minister and a ministry. Gordon Forbes asked who currently evaluates ministries in the church and suggested the Executive Council should have a role in that. Rev. Henderson described as an example how the PPRC might usefully function with respect to the unusual number of deaths in the church recently and suggested that it would be a forum for exploring the ramifications of that fact on the congregation, the staff, and the church's ministries, and what now needs to be done. Dave Ackerman noted that the Personnel Committee had met on Saturday to discuss the PPRC proposal and concluded that it is a worthwhile initiative and that the implications of the PPRC for the periodic evaluation of our ministers by the Committee will need to be worked out over time. In light of the confusion over the use of the term "evaluations" in the PPRC proposal, Trish suggested that the language be changed to "regularly assessing," and the Council agreed by consensus.

The Council then discussed how the proposed system for nominating and approving the members of the PPRC would work. Aldene Ault said the Executive Council would need to approve only its own two nominees. Jackie Walters said that, in that case, the language stating that "Nominations to PPRC will be approved by Senior Minister and Ex Council" needed to be changed. She also noted that the Board of Deacons had at one time performed the role of the PPRC for the Senior Minister and that perhaps the PPRC should be accountable to that board. Rev. Henderson suggested that an issue implicit in the discussion was to whom the PPRC belonged – the Council or the Board of Deacons – and that maybe all five of the nominees should be approved by the Council. Gordon Forbes emphasized that the PPRC needed to be buffered from the politics of CCC and should not get tied up in reporting to the Council.

Aldene said she would like to take the proposal to the Board of Deacons and get their input. Tim White suggested that the PPRC be accountable to the Council for nine months and then be turned over to the Board of Deacons. Gordon Forbes said that might be too short a period. Pete Hotchkiss said a sunset provision seemed too arbitrary and that the Council needed to assess whether and when the PPRC is ready to be turned over to the Board of Deacons.

Trish proposed the following:

- that the PPRC be accountable to the Council for one year and be assessed at that time;
- that the PPRC work with our Interim Senior Minister and, eventually, with our called Senior Minister;
- that work continue to develop a staff PRC;
- that the role of the Personnel Committee as it relates to the PPRC and SPRC continue to be refined; and
- that the Council approve all nominations.

After a clarification that the two nominations by the Council need not be members of the Council, the Council agreed to this proposal by consensus. Trish said she hopes to forward nominations to the PPRC for approval by the Council by e-mail in the near future.

**Long-Term Staffing Plan:** Jackie Walters summarized the changes the committee made in the document based on last month's discussion by the Council – "CEO" as a shorthand description for the Senior Minister has been replaced by "Primary Executive & Oversight Responsibility for the Church"; the Senior Minister now relates to all four of the key areas of Worship, Music, CE, and Social Witness; the "Minister for Parish Life" has been changed to "Minister for Adult Ministries" with an emphasis on senior adults; the social action position has been made a half-time ministerial position, and that position has been given specific responsibility for implementation of CCC's three social justice covenants – Open and Affirming, Just Peace, and Becoming an Anti-Racist Church; and every box in the chart now has either numbers or words. In response to questions and comments, Jackie and others responded that (1) it is hard to say how many new positions the proposal would add, as CCC has had a variety of staff structures in the past and it depends on what time period is used as the basis for comparison; (2) young adults ministry would be the responsibility of the Minister for Adult Ministries; (3) the "3" in the worship box for the Minister for Children, Youth, and Families reflects concern that past ministers in that position have been utilized too much in Sunday morning worship rather than engaging with teachers and children in the CE program; (4) the proposal in no way restricts consideration of other possibilities for structuring worship and CE; (5) the proposal does contemplate that the Church Property Manager and Church Office Manager will be supervised by the Church Administrator; (6) the proposal makes no mention of a support person for the music program; and (7) notwithstanding the lack of specific mention, the continuation of custodial services is assumed. By consensus the Council agreed to several changes in the document: (1) in the chart, worship ought to have a priority of "2" for both Ministers B and C; (2) outreach & engagement ought to have a priority of "1" for Minister B; and (3) the proposal should include a 1/4 time support person (accompanist) for the music program. Trish noted that the discussion of the proposal by all available Past Moderators scheduled for the past week had been postponed because of the snow and ice storm and will be held on February 4 instead.

Trish then posed two questions – how should the long-term staffing plan be presented to the congregation, and how should we approach the issue of what our staffing will be after July 1, when the current intermediate interim staffing structure comes to an end. On the first question Dan Pence stressed

that congregational discussion of the plan needs to be kept separate from the stewardship campaign, lest confusion arise. In response to a question by Jan Forbes about whether the staffing plan is needed by the search committee, Rev. Henderson noted that such a plan does need to be part of the church's profile for the search. Jackie said it does not need to be laid out in detail in the profile but can be very general; and Kate Rogers said the staffing plan is necessary to inform the search committee about the skill sets that will be most important in our new Senior Minister. Dan said the plan could be presented to the congregation as a vision for the future and not as something that has to be funded immediately. Kristin Curley said the plan has the potential of exciting the congregation. Pete Hotchkiss noted that the plan grows out of the visioning process of a couple of years ago. Anne Weissenborn stressed that the plan not be presented to the congregation as a *fait accompli*. In response to a suggestion by Trish that the plan be presented initially in a town hall meeting, it was suggested that more than one meeting be held and at different times, so that more people can be reached; that it be called a "congregational information meeting" rather than a "town hall meeting"; and that the plan be presented as a work-in-progress, a future direction for the church but not something set in stone. Andy Holmes said what we want is congregational feedback and affirmation. Dave Ackerman stressed that if we really want this to be the direction the church should go, we will need a congregational vote at some point.

Trish then distributed a list of questions from the Local Church Profile CCC needs to prepare for the search process. She noted that they are substantially different from some of the questions in our last profiles in 2003 and 2007 and that the UCC now expects total congregational involvement. Trish said she wanted to create a small group to work on these questions, with two members from the Council, two Past Moderators, and two from the Search Committee. Jackie asked whether the small group is to plan how to do the answers to the questions, or to do the answers. Trish said the latter. Rev. Henderson responded that a profile can be done in a variety of ways with input from a variety of sources, and several people commented that we can capitalize on existing groups in CCC and don't necessarily have to contemplate an all-church questionnaire. Dave Ackerman stressed that the profile is an invitation to conversation in the search process and that it needs to be accurate but we shouldn't get bogged down in trying to meet every one of the UCC's expectations. By consensus the Council agreed to Trish's proposal for a small group to work on the questions.

Trish then returned to the question of how we should approach what happens to our staffing at the end of June. Do we look for an Associate Minister? Do we extend the current staffing structure? Jackie Walters said that given Rev. Henderson's workload, we may need another pastor but we also need to hear from the people in the current positions. Dave Ackerman suggested creating a small group to develop a proposal. Nae Pearson asked whether an Associate would be an interim? Rev. Henderson said "yes," but that we would need to be very careful not to create confusion by involving that person in doing the interim tasks CCC needs to do. In response to a question from Jackie Walters on whether we can hire an Associate for an interim period, Rev. Henderson said we could, or we could call an Associate with an express contingency with respect to whether the new Senior Minister would want the Associate to continue. Nae Pearson expressed concern about the instability inherent in hiring a short-term Associate and said he would prefer not to hire or call an Associate until the new Senior Minister is on board and can be part of the conversation. Aldene Ault suggested that we could add a stipend position for pastoral care and worship. Rev. Henderson said she has not as yet had time to look at the cost implications of doing so but that we need to hear what the current occupants of the stipend positions are learning about the church. She also noted that both Nae and Sarah Anders are engaged in pastoral care and said she worries that parishioners will stop coming to her office because of concern about workload. Tim suggested that

perhaps we could experiment next year with what is contemplated for the Minister C position in the long-term staffing plan after Sarah Anders leaves. Trish said she will put together a small group to develop a proposal for the Council's consideration.

**One Church, One Budget:** Martha Krieger presented for the Council's consideration a document recently developed and approved by the Board of Trustees entitled "One Church, One Budget." She described the document as a primer on church finances and said that it has been needed for a long time. She asked for input on how the document should be disseminated. Aldene Ault said it should be in new member packets and on CCC's website. Trish said it should be given to all board and committee chairs and members as well. Nae Pearson asked whether the document addressed, or should address, the difference between designated and undesignated memorial funds. Martha said it did not. Nae then asked who decides what categories are appropriate for memorial fund donations and expenditures. Dave Ackerman said a donor can designate that a gift be used for a particular purpose and the Board of Trustees will do so; but the Board of Trustees can expend undesignated memorial gifts only within categories that are supposed to be proposed by the Board of Deacons each year and approved by the Council. Dan Pence noted that as Treasurer he has created a number of categories accounting for the expenditure of memorial funds over the years. Nae asked if it is correct that a donor can designate a memorial gift for a particular purpose. Richard Jaeggi said "yes" but the church still needs to decide if that purpose is acceptable. Trish asked whether the document should be amended to elaborate on memorial funds in greater detail. Tim White said it did not but additional conversation on memorial funds would be appropriate. Trish asked for a motion to approve the document. Jackie Walters moved that the Council accept the document, and Dan Pence seconded. Dave Ackerman objected to the word "accept," saying it was too passive. Jackie withdrew her motion, and Dave moved that the Council endorse the document. After a second, the Council approved the motion unanimously. Trish noted that a supplemental document on "Guidelines for Financial Responsibilities of CCC Staff" will be distributed to the Personnel Committee and others.

**Board and Staff Updates:** (1) Anne Weissenborn reported that she had met with Marla Scharader, a UCC missionary to the Palestinians to discuss setting up a program on the Middle East at CCC. The plan is to show a film on a Sunday after Easter and follow that with an all-day program the following Saturday. (2) Jan Forbes said the church school is fully staffed for the next session and that she is working with Nae on a musical for May. (3) Gordon Forbes noted that John Gipson will be doing an adult education series on the Bible during Lent and that he (Gordon) is preparing a document on "commuter contemplation." (4) Anne Weissenborn reported that the Open & Affirming group is getting organized. They are planning a monthly social event, thinking about programs for the church, and engaging in political activity with Equality Maryland. (5) Martha Krieger reported for the trustees that the elevator is now working but that a further problem had developed with contamination from the hydraulic fluid. (6) Rev. Henderson reported that Nancy Kosinski is doing well after heart bypass surgery and will soon be transferred to a rehab facility. She also said that Jack Hiland has been moved to the Manor Care nursing home on Georgia Avenue and asked for prayers and support for Jack and Iona.

Trish adjourned the meeting shortly after 10 p.m.

Respectfully submitted,  
Dave Ackerman  
Temporary Scribe