

**Harvest Ridge Covenant Church  
Leadership Team Meeting Minutes  
December 15, 2011**

Present: Ken Schroeder, Bill Taylor, Heather Lennard, Pastor Jed Hollenbach, Youth Pastor Mark Peterson, Jan Brownson, Scott Fenton, Mavis Griesemer and Cindy Myers. Ted Richmond was unable to attend. Jeremy Livingston joined us for the Financial Review portion of the meeting.

**Minutes** of the November meeting were approved.

**Opening**

Ken opened the meeting in prayer. The team introduced themselves to the new members, Mavis Griesemer and Scott Fenton. Each member discussed their involvement at HRCC. The team also expressed appreciation for the outgoing members of the team, Bill Taylor and Jan Brownson.

**Calendar Review**

The team discussed items on the calendar for the next couple of months. Changes to the Calendar will be added for next month.

**Follow up Items:**

- Ken will contact National Covenant Properties to discuss options regarding the mortgage and to see if they have additional ideas that might be helpful.
- Mark will contact the Pension administrator to obtain the bill for his pension.
- Scott will obtain gift cards with the money donated for staff gifts.
- Cindy will add payroll items to the calendar.
- Ted will organize a subcommittee meeting and e-mail discussions with Heather and Ken surrounding the Pastoral Scorecard. The team has had their initial meeting. **Ongoing**
- Mark will look into the options for debit/credit cards for Debbie and the office staff. **Delegated to Nancy Chumley.**
- Ken will communicate with Ministry Team Leaders about each team's detailed budget as well as remind them of the hospitality funds that were intended for use by all groups. **Completed**
- Cindy to order three teams of Sticky Teams book for use by staff and new LT members. **Completed**
- Ken to communicate to LT and staff about Sticky Teams book discussion on January 5<sup>th</sup> at Cindy's. **Completed**
- Ken to send e-mail/letter to congregation regarding staff gift donations. **Completed**
- Jed to poll the congregation regarding whether to have January 29<sup>th</sup> Town Hall meeting immediately after the service or in the evening. **To be completed in January.**
- Cindy to invite Scott and Mavis to December 15<sup>th</sup> LT meeting. **Completed**
- Heather to set up LT binders for Scott and Mavis with ByLaws, etc. **Completed**
- Ken will add an item to the agenda to discuss designated and undesignated memorial fund gifts. **Ongoing**
- Ted is working on a policy related to ensuring FSA rules are met. (ie auditing the disbursements.) **To be forwarded to Kathie Glenn for final review.**
- Jed will add a new LT member dedication to a January service. This will recognize the new LT members and thank the outgoing LT members. This will occur the third week in January. **Completed**

## **Senior Pastor Scorecard Creation/Evaluation**

Ted Richmond, Heather Lennard and Jed Hollenbach met on December 14<sup>th</sup> to discuss the senior pastor scorecard. Jed's additional compensation for 2012 is to be based on the goals decided by this team. They found that normally churches base the goals on their vision statement. Since our vision statement is in progress but not complete, they will formulate the goals based on the five elements of a healthy missional church as discussed in the Veritas seminar. They mentioned the difficulty in completing this task due to the subjective nature of these types of goals. They will meet again next week with each bringing suggestions for each of the objectives to discuss. We also discussed a timeline for completion of these goals. While no specific date was set, it was agreed that the goals needed to be firm before we made it too far into the first quarter of 2012.

## **Pastoral Comments**

Mark discussed the activities that he has been involved with during the past month. It has been an extremely busy month with several challenges. But it has also been a very fruitful month. He and Jed have been working together on the staff job descriptions and evaluations. Mark has been encouraged by the number of new families visiting Harvest Ridge. He is also very thankful for the addition of Nancy Chumley to the office staff.

Mark also updated the team on the fundraisers for CHIC. The youth have raised \$1,500 so far. There are two additional fundraisers planned. Bill Gray will have a concert in February. The annual garage sale will be held in April. The final payment for CHIC is due in January.

Jed began his update by contrasting December 2010 and December 2011 at Harvest Ridge. Jed candidated and accepted the call to ministry at HRCC in December 2010. He feels that the culture is changing in positive ways at HRCC. The Connections Team hosted their fourth luncheon in December for new people. There were five new families that attended. Jed has noticed that the new families at HRCC are inviting their friends to check out HRCC. Jed noted that our attendance has leveled off at 160-170 per week. This means that while we are attracting new families, some of the families who have been with HRCC for some time may not be attending as regularly.

Jed and the office staff are very encouraged by the work that Tom Knapp has put in modernizing the computer system at HRCC. Nancy Chumley has been a wonderful new addition to the office staff. The staff also had a Christmas luncheon this past week.

Jed noted that many churches in North America are fighting for their lives right now. They are having difficulties in the following areas:

- Maintaining financially.
- Becoming culturally relevant.
- Reaching out into the community and making a difference. (being salt and light)

Jed has asked Lavern Holderman with Covenant Financial planning to meet with the LT in January. He works in the area of developing wills and financial planning.

## **Financial Review**

Jeremy Livingston joined the team for this portion of the meeting. Various financial statistics were discussed. Our attendance has increased from 148 per service in July to 168 per service in November. Giving has increased in the month of November when compared to the previous two months. The team is hopeful that we can end the year on a good note as December has traditionally been a good month for giving. We also discussed the need to develop a stewardship team. Jeremy asked the LT for permission to close the savings account into the checking account to make bill paying easier. The LT agreed.

The church currently has an operating cash balance of \$24,971. This does not include designated funds of approximately \$20,000. Our total cash balance including designated funds is just under \$45,000. Through November the church has spent \$12,191 more than we have brought in. This shortfall does not include the second, third and fourth quarter tithes that need to be remitted to the Midwest Conference and the denomination office. These total approximately \$15,000 (\$5,000 per quarter) In addition, the church needs to remit approximately \$6,000 for Mark's pension.

The team discussed various strategies for paying the obligations. The team discussed the need to offer the first fruits to God and the need to model this behavior for the congregation. The team also discussed next steps if the financial situation does not improve. Ken will contact National Covenant Properties to discuss options regarding the mortgage and to see if they have additional ideas that might be helpful.

After prayer and discussion, the Leadership Team authorized Jeremy to remit the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> quarter tithes to the Midwest Conference and denomination. Jeremy will make the fourth quarter payment in either December or January, whichever matches the payment for 4<sup>th</sup> quarter 2010. In addition, the LT authorized Jeremy to remit Mark's pension payment. The team also discussed the need to make the congregation aware of our financial situation.

The Christmas Eve offering will be divided between Shawnee Community Services and Covenant World Mission.

### **Year in Review**

The team highlighted some of the accomplishments during the year and the priorities for 2012. The accomplishments include:

- Better communication within the LT, with the ministry teams and the congregation.
- Increased unity at the staff, ministry team and LT levels.

The priorities for 2012 include:

- The Senior Pastor Evaluation scorecard
- Ministry team empowerment and encouragement
- Financial oversight

### **Other Items**

There were no other items discussed.

The meeting was closed with prayer. The next meeting will be Thursday, January 19, 2012 at 7:00pm at the church.

Respectfully submitted,

Cindy Myers