

**Harvest Ridge Covenant Church  
Leadership Team Meeting Minutes  
June 16, 2011**

Present: Ken Schroeder, Bill Taylor, Ted Richmond, Heather Lennard, Pastor Jed Hollenbach, Youth Pastor Mark Peterson and Cindy Myers. Jan Brownson was unable to attend the meeting.

Ted Richmond provided the meal. Jed Hollenbach gave his testimony for the devotional.

**Minutes** of the May meeting were approved as corrected.

**Financial Management Team**

Year-to-date we have spent approximately \$4,000 more than we have brought in. The team discussed that the giving tends to drop during the summer months. We discussed the need to remind the congregation of the monetary commitment we made when we voted to extend the call to Jed. Ken will draft an e-mail to regular attendees and members that addresses this issue.

The team also discussed ways to cover the \$1,684 deficit related to the pastoral search committee funds, which included Jed's relocation. The LT approved covering this item with funds from the Benevolence Fund. The benevolence fund currently has a balance of \$3,202.

The capital campaign funds remain at approximately \$12,000. Ken reported that Paul Griesemer, Facilities Ministry Team leader, has reported that the parking lot repair estimates are running higher than expected.

The team discussed how to utilize memorial funds and the related policy. The possibility of changing how we account for youth funds was also discussed. Ken and Mark will meet to discuss this.

**Follow up Items:**

- Ted will request a check for the \$100 to be sent relating to the Alaska appeal. He will also write an announcement to be included in the weekly e-mail reminding the congregation of the mission trip to Alaska in July. **In Process - Ted will follow up with Jeremy**
- Ken will contact Jeremy about the PIE funds. **Completed - Funds to be disbursed.**
- Jed and Ken will discuss finance-related communication strategies. **Completed**
- Ken will move negative balance in Dave Ramsey course to Benevolence fund (scholarships), transfer college care packages to the Youth program.
- Ken will draft e-mail to members and attendees to discuss church funding requirements and to raise awareness of financial issues.
- Ken to work on renewal of the State of Kansas Incorporation filing. (Annual Report)

**Pastoral Comments**

Mark brought a sympathy card for LT members to sign for Rex Moore on the loss of his father. Rex has served as custodian since the construction of the church building. Jed indicated that the church had sent flowers for the funeral.

Mark reported that the group of ten youth and adults who participated in the Chicago mission trip at the beginning of June experienced authenticity in their interactions and in their service projects. Students appreciated the smaller group as it helped them to get to know each other better.

The youth group, both middle school and high school, will be meeting on Wednesday nights for the summer. They will be meeting at the park and breaking into smaller groups for activities. There have been several visitors so far. Mikee Whim is serving as the intern for the summer.

Jed expressed encouragement at where Harvest Ridge is as a church. There were 30 people in attendance at the June Connections luncheon, including ten that the staff had specifically targeted for attendance. The next Connections luncheon will be in six weeks.

Jed is working on establishing a membership class for the fall, possible working with Pastor Tom Anderson. Jed is still in the process of listening to the congregation to determine the best direction for the congregation as a whole. Jed has finished reading the book "Sticky Teams". Debbie plans to order the book this week. The LT and staff will read this book and discuss.

The next Ministry Team leaders meeting will be June 30<sup>th</sup>. Jed and Ken are working on crafting the agenda for this meeting. The theme will be the Vision of HRCC. The next Town Hall meeting will be held August 28<sup>th</sup> from 5:30 to 8:30. Mark will check into having the youth do a fundraising dinner. The theme of this meeting will be to articulate the various roles within the church: pastor, staff and congregation.

Jed expressed concern about the changes to the tax laws governing ministerial pay and exemptions. He will check with Kathie Glenn about being the point person on helping the church with this.

Jed is meeting with a group to determine the next preaching series. Possible topics include meeting the needs of HRCC and western Shawnee and living a life of reserve instead of at the edge (finances, time, etc.).

### **Follow up Items:**

- Jed will evaluate the book Sticky Teams by Larry Osborne. **Completed**
- Jed will look into the Willow Creek Leadership Summit at Church of the Resurrection in August. **Completed**
- Ted will submit a voucher for the WCA membership and the purchase of ten additional Summit tickets prior to the May 24<sup>th</sup> price change. The payment is to be made from the Conferences and Retreats line item. **Completed**
- Mark will check with the youth committee about their interest in sponsoring a fundraising dinner at the Town Hall Meeting on August 28<sup>th</sup>.
- Jed will contact Kathie Glenn about the changing tax regulations for ministers.

### **Ministry Team Effectiveness**

The next Ministry Team Leader Meeting will be held June 30<sup>th</sup> at the church from 7:00 to 8:30. The LT discussed the need to provide feedback from our review of the charters to each of the Ministry team leaders and to provide a template for a status report. We discussed that the initial status reports should be provided to the

LT by August 31<sup>st</sup>. Other items to be discussed at the meeting on June 30<sup>th</sup> include HRCC's accessibility to the community and outreach.

The LT reviewed the Youth Charter. See separate notes.

### **Follow up Items**

- Cindy to type list of suggested revisions to Ministry Team Charters. **Completed**
- Ken to communicate next Ministry Team Leader Meeting for June 30<sup>th</sup> 7-8:30 **Completed**
- Ted to draft a charter and Status Update report for the LT. **Completed**
- Mark to complete a sample status report for Youth Ministry **In process – remove from list next month**
- Heather to complete a sample status report for Women's Ministry **In process – remove from list next month**
- Each LT member should set up a meeting with their ministry team liaison to discuss the changes to their charter and the proposed status report.
- Cindy to update Ministry Team Charter notes for Youth Charter discussion points.

### **Other Items**

Nate Lennard is stepping down as head usher. The roles and responsibilities for this position were discussed. It was determined that the term of service should be limited to twelve months at which time the person would be relieved of their obligation, but could choose to stay on if they wished. Heather will work with Nate to obtain a brief description of the job responsibilities. The LT also discussed to which ministry team this role should report. It was determined that the Worship team was the best fit.

### **Follow up Items**

- Cindy will create a sample "tickler" file to present at the March meeting. **Completed**
- Ted will follow up on the FSA rules to make sure that Harvest Ridge is in compliance. To be completed by April. Update—Agreement has been drafted. Ted will send to LT for review. **Completed**
- Ted to work on a policy related to ensuring FSA rules are met. (ie auditing the disbursements.)
- Jed and Ken to work with Scott Fenton on organizing policies and procedures related to insurance policies, Salary documentation, FSA, etc.
- Heather will obtain a brief description of the role and responsibilities of the head usher/usher team.
- All are to be considering items to be put in the tickler reminder list.

The meeting was closed with prayer. The next meeting will be Thursday, July 21, 2011 at 6:00pm at the church.

Respectfully submitted,

Cindy Myers