

**Harvest Ridge Covenant Church
Leadership Team Meeting Minutes
November 22, 2011**

Present: Ken Schroeder, Bill Taylor, Heather Lennard, Pastor Jed Hollenbach, Youth Pastor Mark Peterson, Jan Brownson, Ted Richmond and Cindy Myers.

Minutes of the October meeting were approved.

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 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.
- Cindy to order three teams of Sticky Teams book for use by staff and new LT members
- Ken to communicate to LT and staff about Sticky Teams book discussion on January 5th at Cindy's.
- Ken to send e-mail/letter to congregation regarding staff gift donations.
- Jed to poll the congregation regarding whether to have January 29th Town Hall meeting immediately after the service or in the evening.
- Cindy to invite Scott and Mavis to December 15th LT meeting.
- Heather to set up LT binders for Scott and Mavis with ByLaws, etc.
- Ken will add an item to the December agenda to discuss designated and undesignated memorial fund gifts.
- Ted is working on a policy related to ensuring FSA rules are met. (ie auditing the disbursements.) **In Process**
- Ted will present our financial position to the congregation on October 23rd. **Completed**
- Ken will contact Sharon Schurr about making year-to-date giving statements available. **Completed**
- Jed, Mark and Ken will work together on the letter(s) to be included in the annual meeting packet. **Completed**
- Bill will contact Bob Weber about introducing the candidates at the Annual Meeting. **Completed**
- Cindy will send Jed three or four possible dates for the next Sticky Teams discussion. **COMPLETED**

Annual Meeting Review

The Leadership Team discussed the Annual Meeting that occurred on November 20th. All were encouraged by the number of new faces and the level of participation. There were many new faces and several young families. The format of the pasta dinner worked extremely well. We will consider moving to rows for the meeting portion in the future. We discussed ways of getting the questions flowing more easily. Suggestions included: asking for questions ahead of time and 'planting' some possible questions with members. We also discussed the need to introduce the Leadership Team members and Ministry Team Leaders at future meetings. The team discussed the need for possible ByLaw changes in the future, but tabled this discussion until a future meeting.

Follow up Items:

- Cindy will contact Nina about completing the ballot by the end of October and providing it to Debbie. **COMPLETED**
- 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.

Senior Pastor Scorecard Creation/Evaluation

The team discussed the need to create the Senior Pastor Scorecard to determine the parameters for the additional compensation for Jed during 2012. The goals will center on becoming a healthy church and will not be based on numbers. The LT will form a subcommittee consisting of Ted, Heather and Ken to work with Jed to determine appropriate goals. .

Follow up Items:

- Ted will organize a subcommittee meeting and e-mail discussions with Heather and Ken surrounding the Pastoral Scorecard.

Pastoral Comments

Mark updated the team on the status of a youth recently diagnosed with cancer. Jeremy Way will coordinate the process of ministering to the family. Mark has been impressed with the way the youth are coming alongside this individual.

Mark also updated the team on the fundraisers for CHIC. The youth earned \$589 from the pasta dinner served before the annual meeting. Additional fundraisers are planned. Bill Gray will have a concert in February. The annual garage sale will be held in April. In addition, the youth group has Hyvee and Price Chopper coupon booklets for sale.

Jed updated the team on staff development. He walked us through the highlights of the staff evaluations that he is planning to have quarterly. In addition, Tom Knapp has been working with Debbie to determine what features she needs on a new computer. It is anticipated that he will purchase a computer this week. Along with the computer, he will also be purchasing a newer version of Microsoft Office Suite. He has been researching the best deals and will use our tax exempt certificate to purchase the computer.

Jed also reminded the team of the need to determine a way for Debbie to purchase office supplies. Currently, only the pastoral staff and Scott Fenton have debit cards. The church does not currently have a credit card. Mark will look into the options.

Jed also updated us on the status of the second service task force. Members of this committee are: Jed, Mark, Jan Brownson, Tracy Livingston, Missy Lawson, Suzan Klassen (as needed), and Todd Winter. Jed explained that the process will include the use of Holy Manners. They plan to minimize the surprises to the congregation. They plan to determine what is best for HRCC and the community. The goal is to respond to growth and not to obtain growth through this process.

Jed also discussed the status of the stewardship campaign. He reminded us of the need to connect the dots between budget and ministry programs.

Follow up Items:

- Mark will look into the options for debit/credit cards for Debbie and the office staff.

Other Items

There were no other items discussed.

The meeting was closed with prayer. The next meeting will be Thursday, December 15, 2011 at 7:00pm at the church.

Respectfully submitted,

Cindy Myers