

Draft Parish Council Meeting Minutes for meeting on December 14, 2016

Attendees: Cecelia Andres, Diana Burnson, Nancy Emmel, Clarence Heller, Caroline Reardon, James Schratz, Mary Vonderheide

Absent: Judy DeFrank, Frank Krebs, Mallory Rusch, Suzanne Schloemann

Opening prayer led by Jim. All members present checked in.

Approval of Minutes (with no changes from the draft minutes): Diana/Cecelia

Approval of Agenda (added a discussion of committees): Mary/Diana

Possible Communal Works of Service: Jenn Reyes Lay presented two possible CWS opportunities. First is to prepare to support "Sanctuary" (<https://auburnseminary.org/4-ways-your-faith-community-can-prepare-for-sanctuary/>) which is a faith based initiative to resist deportation of and support the rights of immigrants in various ways. The Parish Council was supportive and encouraging of this opportunity. Jenn will stay in contact with Pastor Wendy of Peace UCC (which is part of this initiative) and will provide information to our SCF community about how we could get involved. It was also suggested that this be a topic for the Salon.

The second opportunity is to become engaged in and supportive of the Freedom School (<http://www.childrensdefense.org/programs/freedomschools/>) that will be started at Peace UCC in the summer of 2017. The school will be a six week intensive program for about 20 to 30 children K-1st grade. Opportunities include serving on committees and serving meals. Peace UCC will hold an information session/pot luck about this sometime in February. The Parish Council was supportive and encouraging of this opportunity as well. Jenn will stay in contact with Pastor Wendy of Peace UCC and will provide information to our SCF community.

First Saturday: Diana will organize hospitality for January 7, which will be Christmas cookies. At the next PC meeting, we will identify those who will be responsible for First Saturday hospitality for the next several months.

Annual Budget and Related Items: After some discussion, the Parish Council approved the attached budget for 2017. Mary and Nancy volunteered to lead a convocation regarding the 2017 budget. It was decided to hold this on January 28 immediately after Mass in the sanctuary, and to have this be time-limited (and the amount of time will be included in the announcement to the SCF community). Caroline will take care of getting this announced in the newsletter. Mary and Nancy also volunteered to join the Development Committee. It was decided not to hold a pledge drive in conjunction with the budget convocation, but instead to let the Development Committee to consider whether or not to have a pledge drive (and if yes, the timing of when to have it) as part of an overall development plan to be prepared early in 2017.

Performance Appraisal Process: The process was initially drafted by Diana and has received input from those to whom it would apply. The Parish Council approved the process, which is attached.

Committees: There was some discussion and agreement that there needs to be succession provisions and planning for the chairs of the various parish committees.

Next meeting- Wednesday, January 18, 2017.

Sts. Clare & Francis ECC					
2017 Budgeted Statement of Operations					
					Approved
Revenues	Actual YE 2015	Actual through 9/30/2016	Projected YE 2016	Budget 2016	Budget 2017
Donations-Collections, incl. Belleville	91,623	73,781	91,700	106,625	94,500
Donations-PayPal	845	386	580	-	580
Donations-eScrip/Amazon Smile	255	175	226	190	210
Donations-Fundraiser-Trivia Night	5,635	3,265	5,884	5,000	6,000
Donations-Matching Gifts	500	-	500	1,000	500
Donations-Matthew 25	-	2,500	3,842	-	-
CWS-Kiva	1,753	555	1,655	-	-
Donations-Parish Retreat	-	1,847	1,847	-	-
Stock gifts	7,328	-	7,328	7,675	7,328
Other Misc. Donations	12,833	-	-	-	-
Total Revenues	120,772	82,509	113,562	120,490	109,118
Expenses					
Expenses-Personnel					
Salaries-Pastor	31,500	24,334	32,445	32,445	33,418
Salaries-Assoc Pastor	33,000	25,492	33,990	33,990	35,010
Pastoral Assoc. Stipend	1,200	927	1,236	1,236	1,273
Music Director Stipend	10,000	7,725	10,300	10,300	10,609
Music Leader Stipend	300	400	600	600	600
Part-time Administrator	1,917	-	-	-	-
Expenses-Facilities					
Church Rent	8,888	6,965	9,314	9,400	9,400
Office Rent	1,160	945	1,365	1,320	1,260
Tithing (Charity)	9,680	5,100	9,953	11,530	10,290
Matthew 25 Expense	200	3,842	3,842	-	-
Kiva Loans	1,715	555	1,655	-	-
Peace UCC Capital Campaign	1,500	-	-	-	-
Presiding Bishop Installation	2,931	-	-	-	-
ECC Dues	5,823	4,302	6,544	6,544	5,947
Ministries					
Liturgy Supplies	646	674	800	400	800
Liturgy Lector Workbooks	145	212	212	200	200
Liturgy Copies	27	-	-	200	-
Liturgy Music	691	628	628	1,000	700
Parish Council Retreat	-	-	-	400	400
Parish Council Discretionary	-	-	-	150	150
Continuing Education/Books	-	-	375	375	-
Parish Retreat	-	2,006	2,006	-	-
Honoraria/Convocations	20	-	375	375	375
Reg./Travel/ECC Synod	-	774	4,500	4,500	-
Hospitality	48	55	100	1,000	500
Office Supplies, Postage, etc.	449	678	1,000	1,000	1,000
Insurance	611	800	800	800	800
Website Constant Contact	420	630	315	830	500
Fundraising	1,000	200	980	1,500	1,000
Advertising	2,601	2,279	2,500	1,000	2,500
Other Expense	1,569	-	-	-	-
Total Expenses	118,041	89,523	125,835	121,095	116,732
Excess/(Shortage) of Revenues over Expenses	2,731	(7,014)	(12,273)	(605)	(7,614)

Draft (11/11/2016) (updated 12/6/2016)

360 Degree Performance Review Process

This process has been drafted in order to drive consistency in the annual review process for the pastors and staff of Sts. Clare and Francis, ECC. It is based upon feedback from: the individual being reviewed, the parishioners, and the individual's supervisor.

- One month prior to the review taking place, the supervisor will request feedback from the individual to be reviewed. This input, or self-evaluation, will be based upon the goals that were established the previous year and the position description. In addition to those results, the individual to be reviewed should have suggestions regarding self-development and potential goals for the up-coming year. This should be in writing and turned into the supervisor two weeks prior to the review.
- One month prior to the review taking place, the parish council will send out a survey to the entire parish to provide input to each of the pastors and staff of Sts. Clare and Francis. This raw data will be provided to each individual's supervisor two weeks prior to the review taking place. **Think that the format for gathering data from the community needs to be a rating scale and then comments if the parish member wishes to make them. This area of obtaining feedback from the parish seems to be a sensitive topic.**
- The supervisor will prepare the review to include feedback from the parish (not the raw data), feedback and suggestions from the individual to be reviewed and her/his own feedback.
- A face to face meeting will take place to discuss the review and to establish mutually acceptable goals for the upcoming year to include any self-development or suggestions on how the community can support this individual going forward.
- Both parties will sign the review/upcoming goals and the review will be placed in the personnel file. Goals for the upcoming year will be shared with the Parish Council. **Question why the parish council would need copies of goals. My response was so that the community could support the individual in achieving those goals.**
 - It is suggested that there be a mid-year discussion between the supervisor and employee to make sure that the employee is receiving the support that they need and are on track to complete their goals.