

## **Semi-Annual Report – February 8, 2015**

### **BOARD OF ADMINISTRATION**

Members: Doug Daman, Lee Gunby, Kathy Haug, Sophie Morse, Leanne Stevens

We said farewell to 3 board members – Cindy Cure, Brian Pincin, and MaryAnn Acosta – leaving us with two openings at the start of 2015 which have been thankfully and subsequently filled, subject to congregational approval.

Thank you, Doug Daman and Lee Gunby!

And thank you Brian, Cindy, and MaryAnn!

#### ***Congregational Discernment***

We continued to brainstorm ways of engaging the congregation in conversations about where we wanted to go. We continued to consider previous ideas (in previous Semiannual report) and proposed new ones, all of which were tabled after news of Pastor Tom's resignation in November.

#### ***Confidentiality***

We continued conversation around the need for a new definition of confidentiality that would apply to all SUCC policies, procedures, and by-laws.

This effort was taken up by Personnel in November and is still under consideration by the Board of Boards.

#### ***Meeting Guidelines***

Initiated a revised process for BoB meetings to include group "guidelines" on how we want to work and behave together, and a new way of reviewing and implementing the Board of Boards agenda.

The intention of these process changes were to help make us more caring and intentional in our communication, and to work through our agendas more efficiently.

The Board of Boards approved these changes in September.

### ***Board of Boards Meeting Minutes***

Developed and proposed a standard process for reviewing, editing and approving BoB minutes and disseminating them so that they are more accurately and more readily available to the congregation.

This process was approved by the Board of Boards in October.

### ***Communication Guideline***

Admin began developing a comprehensive guideline for the Church's communications.

The initial phase of this process – intended to distribute responsibility more effectively among church staff and increase communication within the Church community – was to divide the “Missing Link” into 3 separate parts:

- Weekly calendar and announcements
- “What’s Happening” – approximately every other week, and now formatted to fit mobile devices!
- Church newsletter – periodically to begin in 2015

This new schedule of communication was approved by the Board of Boards in October. Review of remaining Church communications was tabled until 2015.

### ***Reporting by Pastoral Assistant***

We proposed to the Board of Boards a request from Aiya that she submit a monthly report to the BoB along with the pastor, so that she feels she has somewhere else to turn besides the Personnel Committee for guidance. BoB approved this proposal in October.

### ***Pastoral Developments***

We took a leadership role in informing congregation of developments in the pre-Interim and Interim Pastor process. Updates on all the information channeled through the Board of Boards are being included in the Weekly Announcements and “What’s Happening?” emailings.

### ***Sunday Announcements***

In a response to a request by Tom and Aiya, we took part in experiments with changing how announcements are handled. One approach was to

try a period of having them offered post-worship in Stuart Hall.

Admin continues to prepare the PowerPoint list of announcements for Sunday morning. During the “interim period,” Admin members will take turns doing the announcements during worship.

We will revisit how this is going at the next scheduled Board of Boards meeting.

### ***Process of Voting for Board Members***

We floated the idea of changing how Board members are approved during semiannual meeting to increase decision-making power of congregation.

This was tabled until 2015; input is welcome.

### ***For the next six months:***

- Continue to take a leadership role in communicating with the congregation with respect to the Interim Pastor process and related changes, as approved by the Board of Boards.
- Continue to develop Church Communication Guidelines, to Board of Boards approval
- Conduct periodic review of Church policies and guidelines, and revise as needed, subject to Board of Boards approval
- Secure conference resources to present a workshop on establishing a pastoral relations committee and/or on “Healthy Church Relationships,” as applicable, for the Board of Boards and others who may be interested. Sponsoring these workshops is subject to our discernment process.