

Leadership Team Meeting
February 18, 2020 7pm

Agenda & Minutes

Attendees: Ellen Smith, Mary Stevens, Pastor Kelly, Fred Walls, Jim Cox, Paul Hoffmann, Becki Hill

The group watched a short video by Andy Stanley regarding Leadership and answered a few questions pertaining to the lesson in the video and how it pertains to CTK.

A. Appoint Secretary

- Becki Hill offered to keep minutes for the meeting.

B. Introduction to Leadership Team

- Open to anyone – ALL are included
- Speak your mind.
- Meetings will open with a time of devotion and end with prayer.
- Minutes will be posted for everyone to see.

C. Chartered Standing Committees & Reports

1. Worship & Music

a. Assists Pastor in planning and celebrating weekly worship and special events. Organizes and schedules volunteers related to regular worship

b. Report:

- i. Currently working on Lent services and scheduled with Living Hope to split up locations.
- ii. Reviewed statistics from Lenten services and Holy week in past years and determined that while we have had great attendance on Ash Wednesday and the couple weeks after, attendance drops off the last few weeks and Holy week.
- iii. Shared schedule with Living Hope. Ash Wednesday and 2 weeks after at CTK with soup/sandwich dinner and Lenten Dramas. Last 2 weeks, Maundy Thursday, and Good Friday will be at Living Hope. Schedules have been printed and will be handed out on Sundays.
- iv. Discussion regarding the large amount of people needed to get a service going (approximately 8 tasks to be done) and on average we have 30 people attending Sunday services. (That's more than 26% of our regular attendees!)

2. Evangelism & Outreach

a. Stimulates & encourages the congregation to pursue the great commission (Matthew 28) by reaching out to all people of the community with the Gospel of salvation through faith in Jesus while promoting an atmosphere of hospitality.

b. Report:

- i. Did not do a chili cookoff this year on our own, but are doing one in connection with Prime Horizon. Prime Horizon is running/organizing it and is raising money for the butterfly garden that will be constructed on the northeast lawn of the property. The cookoff is Sunday, February 23rd at 3:00 p.m.
 - ii. The Fish Day Parade, while fun, has not been effective in getting people in the door.
 - iii. Planning an event for June 13th – CTK Olympics (since 2020 is an Olympics year) with church-style games, music area w/ an open mic, advertise to the neighbors, have an ice cream station, pet blessings, etc.
 - iv. Fall picnic has been a huge success and is growing.
- 3. Fellowship
 - I. Promotes opportunities for social interaction and the building of friendships among members of the congregation. Organizes food and volunteers for one-time events at church such as funerals and special events not organized by other committees.
- 4. Property Management
 - I. Ensures maintenance & protection of all property of the congregation in coordination with Rachel
 - II. Volunteers?
 - a. Rachel advised she could do what she can from the office
 - b. Manuel Rodriguez will clear all sidewalks at a reasonable price and offered to do other handyman ad hoc
 - c. Need to know who has keys to the building (all present have keys).
 - d. Think of congregants who can fill and provide assistance to Rachel, make repairs, or has contacts who can do work.
- 5. Vision Committee
 - I. Ad hoc committee responsible for discerning and drafting a vision for the congregation.
 - II. Currently in the process of filling out MET form in conjunction with the call process.
 - III. Report?
 - a. Will have a presentation for the congregation on Sunday, February 23rd.
 - b. Installing a prayer box.
 - c. MET information will be on the website
- 6. Other Ad Hocs
 - I. Memorial – Led by the council vice president, determines how the memorial funds should be spent
 - II. Auditing – checks over the books annually
 - III. Nominating – suggests candidates for council positions
- 7. Volunteer Planning

8. Memorial – Led by the council vice president, determines how the memorial funds should be spent
9. Auditing – checks over the books annually
10. Nominating – suggests candidates for council positions
11. Volunteer Planning
 - a. New platform to organize volunteer planning www.worshipplanning.com
 - b. Has phone app.
 - c. Volunteer Descriptions:
 - We are collecting descriptions of what each volunteer position does.
 - Descriptions will be typed and put into a binder, as well as on the website
 - Let Fred know if you are interested in writing up task procedures to be posted on the website.
 - This will help new people to be more engaged with what goes on at the church
 - d. Volunteer process:
 - Sign up with Rachel as a volunteer.
 - Receive an email with login information
 - Go to the calendar and block out dates you are unavailable
 - Receive notification (text, email, Facebook) for service
 - Push “Accept”, “Decline”, or “Tentative” (comments optional)
 - Serve on your scheduled date
12. Trello
 - a. Trello is an online application that allows you to post boards, lists, and cards enabling you to organize and prioritize projects.
 - b. Accessed through the CTK website www.ctkport.org.
 - From the church website, go to “About Us” and you can access Trello from there
 - Request access to edit cards in Trello and view ongoing projects and events