

Administrative Committee Minutes
October 9, 2018

Members: Bryan Toney, Parks Williams, Slade Lewis, Jennifer Dowler, Barb Newbauer, Mary Palmieri, Charlie Lee

Opening Prayer: Slade Lewis

Old Business:

- **Church historian** – No Report
- **Annual Financial Audit** – Requested funding for 2018 annual budget review
- **Review budget** –
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Continuing Business:

- **Quarterly meeting for committee chairs** – Review conversation with Charlie Lee about 2019 staffing SEE ATTACHED. The discussion centered around rotation of leadership as well as rotation of committee members. It was determined that the best way to handle each is little by little until the right formula is reached. This subject will continue as part of the responsibility of the Administrative Committee.
- **Elder Training** – October 7, 14, 21, 28, November 4 – Review first class
- **College of Elders** – Planning for November 17 – IMAGINING OUR FUTURE is our theme for the meeting on November 17. From the sermons about our core values and from the work of the Session, those in attendance will be asked to shape Starmount's future of what we want to be.
- **Town Hall Meeting** – Date to be determined at beginning of 2019
- **Fall/Winter Retreat(s)** – Date, location in January/February 2019 with focus on team building and goal setting
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New Business:

- Additional committee members?
- Photo display of Session members – Jennifer to pursue

Closing Prayer: Parks Williams

Next month: Opening Prayer: Barb Newbauer
Closing Prayer: Mary Palmieri

Next meeting: Tuesday, November 13, 2018

ACTION ITEM:

UPCOMING EVENTS:

November 17	9:30-11:00 am	College of Elders Fellowship Hall
November 18	7:00 p.m.	New elder examination during Session meeting
December 16	7:00 p.m.	Session Meeting – all elders including new class and non-Elders who are serving as committee chairs will be asked to attend.

Committee chair meeting October 7, 2018
Conversation with Charlie Lee

13 present: Charlie Lee, Kathryn Campbell, Jennifer Dowler, May Williams, Drake Dowler, Elaine Gustafson, Susan Porter, Jack Barry, Susan Preston, Cuyler McKnight, David Buchanan, Martha Bursey, Barb Newbauer - Charlie introduced the topic of establishing a system for rotation of leadership to ensure that the incoming chair of committees has some experience on that committee.

We should be looking two to three years ahead and planning for leadership rotation.

Different current committee chairs shared their various experiences ranging from being dropped into the position with only one meeting of experience to serving on the committee for a year, then serving as co- or vice-chair for a year, to serving as chair.

We discussed recruiting committee members: how to invite them, how to find committed members.

"The more personal and invitational you make the "ask;" the more likely the answer is to be "yes."

Remember that they are volunteers who may have restrictions on their commitment of time.

Drake Dowler asked about the possibility of reinstating the Board of Deacons.

Charlie asked what the church can do to support those present as chairs of committees.

Current chairs suggested that incoming chairs should have the opportunity to serve on committee first for a period of time to learn the dynamics of the group.

They also pointed out the value of having links between committees. For example, connecting B&G with Finance.

Charlie mentioned the upcoming budgeting period and urged us to consider this opportunity as developing a planning document for the following year.

Charlie invited all committee chairs to the December 16 Session meeting so that all leadership can review the year and plan for 2019. (Quasi annual report)

Charlie's notes from the meeting:

- * Preschool Committee - this committee serves a unique function and perhaps needs to operate a bit differently than our other committees.
- * Worship Committee - current model has two elders on committee. New elder serves on committee one year, second year serves as co-chair, third year serves as solo chair
 - * Number of elders vs. number of committees effects this model
 - * "Learning year" valued by new elders - a year to learn how committee operates before being asked to chair. This is especially true if new elder wasn't previously on committee
 - * Expressed desire for "links" between committees
 - * Questions around committee memberships, challenge of working with volunteers
 - * Need for committee restructure still "out there"
 - * Who can ask for committee members? - what specifically are they being asked? - what is the rotation model for individuals serving on committees?
 - * Each committee is unique in its needs/functions - need to take this into consideration
 - * Some had question of what to do next year, "Am I still the chair?"
 - * What is the role of staff vs. elder vs. chair in a committee? - what kind of decisions belong to each role? - what is their role in a meeting? - what is their leadership role in ministry?
 - * What are the responsibilities of a committee chairperson?