

Second Congregational Central Board – May 16, 2023 Meeting Minutes

Present: Jack Terrill, Joyce Mosher, Nancy Koch, Peg Round, Doug Marquart, Rev Lisa Stedman, Dale Earl, Lauren Swiniuch.

Meeting notice was posted in the May 2023 Spire and Weekly E-news, as well as announced at Sunday services.

Rev Lisa opened the meeting with a prayer at 6:35 pm.

Minutes

April 18 2023 meeting minutes – Jack moved to approve minutes, Lauren seconded. Approved unanimously.

Pastoral topic update from Rev Lisa –

- Lisa shared that Roger Wonson is in rehab @ Ledgewood after pneumonia, trending toward stable; MJC had Covid which evolved to a dual infection, and is in Beverly Hospital. Both need our prayers.
- Church office is a little chaotic with MJC out sick. Lisa will ask for help when she needs it.
- Lisa and Wendy have worked through worship plans, and coordinated music with Marshunda through June 25.
- Liz Garrigan-Byerly from SNEUCC will join us June 25 as Rev Lisa retires for the ceremonial goodbye.
- A number of items during/after church through June 25
 - May 21 – Annual Congregational Meeting, new CB members announced
 - June 4 – Grief & Saying Goodbye Service
 - June 11 – Rev Lisa’s last sermon; Legacy Team Forward Chat
 - June 18 – Wendy last sermon; Congregational Meeting – Legacy Team Recommendation and vote
 - June 25 – Last service and celebration afterward
- Decision to hold formal church services less frequently during summer boils down to July 9 & 23, and August 20; Sunday One Sept 11 as church year restarts; Other than July 2 and Sept 3 holiday weekends, CB agreed to offer to let volunteers hold prayer services in the chapel on Sundays when no services are held (July 16 & 30, August 6, 13, & 27) w acapella music. Lisa is putting together a “how-to” guide for volunteers to use if they desire.
- Lisa passed out copies of “The Ordained Minister’s Code” and “The Local Church in Relation to It’s Minister” as a reminder of guidelines for conduct and respectful interaction, especially after the pastor’s ministry with SCC ends in this case (e.g. no adhoc counseling sessions at Market Basket or Dunkin Donuts). She will also offer us copies of “What I want my next pastor to know about me” if people choose to provide to the new minister.
- Lisa shared that Wendy will be leaving SCC as a congregant when she retires. It is voluntary, but the clearest way to ensure that her time of service as SCC Chaplain has ended, and provide separation.

Pastoral Search Team – They have received 1 profile, but Lisa reminded us she is not involved in reviewing or recommendations. She will offer 2 more sessions with the team – How to Read a Profile and How to Interview a Minister.

Annual Meeting Status – Dale Earl has made 10 or 11 calls to fill the open CB slots. Doug Marquart has agreed to take another term, and signed on through the 2026 Annual Meeting. One candidate will consider if CB can move meetings to another night (CB members agreed). Dale will make the next 5-10 calls to hopefully fill the remaining 2025 and 2026 slots. Coffee and cold drinks will be served as well as a few snacks from Peg. Call shared in Church the last 2 Sundays as well as the Spire and weekly E-news.

Legacy Team – Jack (chair) shared progress and status

- We have hired a real estate attorney to help with the transaction conveying the title when that time comes.
- Legacy Team will meet May 29 to decide what to put in the June 18 Meeting Call.
- We are still waiting for responses to our May 3rd email with multiple questions including what to do with an offer.
- Jack will provide an update at the Annual Meeting, and confirm plans for the June 18 meeting formally. June 18 will present the proposed plan and hopefully receive approval to begin executing the plan.

Personnel Discussions – The Central Board held sensitive discussions in light of Mary Jane’s hospitalization to insure we have a viable plan forward for the next few weeks and as Lisa nears retirement at the end of June. Background was shared and a number of options considered, before a go-forward plan was agreed to:

- **Emergency Contact List for Employees** – Dale took the action to review our current Personnel Policy and either update or create a contact list. All employees will fill out promptly so we would have info we need should a health episode occur at SCC as a workplace, and for follow up.
- **Voicemail** – Lisa took the action to contact Comcast and authorize them to disable our old system and enable a new voicemailbox & system as soon as possible.
- **Day to Day Task List and Job Description Update** – Dale took the action to ask each staff member to outline tasks they do on specific days each week/month/quarter. This will help us with the transition and while MJC is out recovering, and provide a baseline to update Job Descriptions for the future.
- Lisa will contact another church to get info on options.
- Doug will accompany Lisa to meet with Jan to make sure we’re aligned on tasks and protocol to be addressed to help SCC maintain a productive office environment.

Building Team – Godly Play cabinets were turned over to the Newburyport church

Sanctuary Team – Lauren will contact Suzanne and make sure she is aware of Summer church plans as discussed above.

Next meeting will be TBD in June, 2023, 6:30pm, date to be announced after new CB members in place.

Closing prayer by Lisa, at 8:55pm. & meeting adjourned.