

Peace United Church of Christ
Coordinating Council Meeting Minutes
July 20, 2021 — 6:30 pm in the FIRESIDE Room

Present: Moderator, Tom Hystead; Vice-Moderator, Joan Peterson; Treasurer, Dick Goese; Secretary, Diane Swanoski; Acting for Justice Representative, Monica Liddle; Spiritual Life Representative, Susan Larson-Kidd, Education Representative, Penny Cragun; At Large members; Jessica Olson, Bud Trnka, and Mary Adams; Faith Formation Minister, Nathan Holst

Absent: At large member, Matt Ryan; Stewardship Representative, Dave Courtright

Guests: HR Committee member, Marsha Hystead; Pastoral Relations Committee members, Cindy Macaulay, Gary Boelhower, and Warren Post

Observers: Nancy Nelson, Peace Office Coordinator

Call to Order and Introductions: Tom Hystead. Call to order at 6:35 p.m.

Opening Meditation: Prayer by Tom Hystead. [Please sign up](#) for future meditations.

Agenda Additions and Approval: Updated agenda approved as emailed.

Approval of Minutes of 6-15-21 Council Meeting - A motion to approve and post minutes to the Peace UCC website and include a link to them in the weekly emails is made by Penny Cragun and seconded by Bud Trnka. The motion passes unanimously. Nancy Nelson, Office Coordinator, will post the minutes on the website once approved, as well as put a link to the minutes in the weekly member emails and make a paper copy available in the church office. The Peace Bell will have a monthly column titled "Council Corner" which will include the Moderator's Report, an interim search committee update, questions/answers received by the Council (in person or at council@peaceucc.org), and a link to the minutes. The Peace Bell deadline is the third Monday of the month. Elise Courtright, editor, will save space for an article as long as she knows about it ahead of time and it is received within a week of the deadline.

Report due dates - Tom Hystead

- A reminder that board and financial reports are due to Nancy Nelson in the church office by 9:00 a.m. on the Friday before the Council meeting. The reports will be included with the agenda when emailed.
- Doug will assist in having reports projected during the Council meeting so it will not be necessary to make paper copies.

Reports of Standing Committees

Finance Committee: Budget report emailed.

- Additional comments by Dick Goese:
 - Income is close to budget - currently about \$4,300 ahead of budget.
 - Expenses across the board are under budget.

- Dick anticipates an \$18,000 expense for severance pay and salary owed to Pastor Briggs in early August.
- If expenses stay below anticipated, we should be OK.
- Sanctuary Fund revised use policy -
 - The Finance Committee recommends that *“the Sanctuary Fund may be used by the Immigration Welcoming Team for ministry related to non-citizens, whether that ministry is carried out directly by Peace Church or by the networks through whom Peace carries out this ministry.”* A motion to accept the new policy is made by Doug Bowen-Bailey and seconded by Susan Larson-Kidd. A motion is made by Joan Peterson to amend the motion regarding management of the fund to *“Vouchers for expenditures may be signed by the lead pastor or the designated leader of the Immigration Team. Should there be questions about a specific request for funds, the pastor or Team Leaders shall consult with the Immigration Welcoming Team and the Acting for Justice Hub”*. The motion amendment is seconded by Penny Cragun and unanimously passed. Motion to support the amended motion is made by Doug, seconded by Susan and unanimously approved. The current Sanctuary Fund balance is around \$10,000.
- Potential Sale of Daycare -
 - Dick hasn't heard anything from the potential buyer. The current daycare lease goes until the end of December.
- Dick will be gone next week. Doug will sign checks in his absence.
- We will be changing banks, but it hasn't taken place yet - probably within the next couple of weeks.

Human Resources Committee: HR written report Attachment #1 below.

- Additional comments by Joan Peterson -
 - The Executive Board approved and the Council unanimously support the combination of Janell Kohl's and Tim Peter's jobs into one 25-30 hour position - Administrative Coordinator. Dan Shepard, custodian, will resume the part of Tim's work he did before there was a Building Use Coordinator position. Thirty hours p/week will require paying insurance. HR recommends this not be a member of Peace Church. The position was posted today.
 - HR has checked in with office staff regarding the repositioning of job duties.
 - The Property Committee will discuss how to cover custodial job duties while Dan is on vacation.
- Employee Assistance report - Marsha Hystead
 - The services of Carolyn Phelps, Ph.D. LP., of DreamLife Psychological Services, will be made available to employees for up to four private counseling hours (three sessions). Employees make a request to Leanne Ventrella, HR Chair, to submit a voucher for payment of the session (payable at the time of the session). The sessions are available to employees until December 31, 2021.

Nominating Committee (N/A)

Pastoral Relations Committee: Cindy Macaulay, Warren Post, and Gary Boelhower

- The Pastoral Relations Committee is made up of Cindy Macaulay, Gary Boelhower, Warren Post, Hope David, and Patty Beech-Dzuik.
- The Committee presents *Recommendations to the Congregation on Pastoral Transition* (See Attachment #2 below) gathered from reports (including the SSC Report and Path Forward), UCC publication *A Sure Foundation*, Council recommendations, and member experiences. There is discussion and a couple minor changes/additions.
- Recommendations are for both interim and settled pastor transitions.
- The Pastoral Relations Committee will be a standing committee of the Council with reporting as needed.

Committee Representative Reports

Christian Education: Penny Cragun. Written report Attachment #3.

Christian Spiritual Life: Susan Larson-Kidd. Written report Attachment #4.

- It was suggested that church leadership sign on to the weekly UCC Conference email. Susan has signed up.
- It is questioned if two in-person services could begin again on the first Sunday in September - Rally Sunday. The Council recommends that Worship and Arts make that decision along with CE committee and Safety Task Force input.
- Question for Worship and Arts - How do we move forward with additional fall programming, such as adult forums, children's programming, bible study, etc. The Safety Task Force will be addressing this as well, working with local protocols.

Acting for Justice Hub: Monica Liddle. Written report Attachment #5.

- The team talked about bylaws and structural changes.
- The Jubilee Fund falls under the Acting for Justice Hub and they would like more information about it. There is a good description on our church website. Doug Bowen-Bailey and Jim McLean will talk further with Monica.

Christian Stewardship: No written report submitted. Bud Trnka reports:

- There is a bid for the roof. At this point we are only going to fix the leaks.

Written Minister's Reports

Faith formation minister report - Nathan Holst. Written report Attachment #6.

- Nathan has officiated a wedding and has another upcoming.
- OWLs is starting again.

- Nathan is wondering about confirmation this fall (especially first year).
- Nathan would like to visit with HR about his job description.
- The Council supports Nathan having the support of the Pastoral Relations Committee (Tom Hystead will discuss this with the PRC.)
- The Council recognizes Nathan's role as a pastor and encourages the clarifying of his role and title with staff and the congregation. Tom Hystead will write about this in his Peace Bell Moderator's report.

Office Administrator - Written report by Charlotte Frantz Attachment #7.

Old Business

- **SSC Response** - Doug Bowen-Bailey reports:
 - The SSC Team does not feel another meeting is in our benefit. The Council will stay on plan and report progress on the report to the Conference as required.
 - The Council agrees that there should be an Addendum to the SSC Report/Steps Forward that reflects that there are voices that didn't feel heard and recognized in the report. Tom and Joan will work on a draft for our next meeting.
- **Holy Listening** - Bud Trnka.
 - Bud presents additional facilitators to consider for holy listening.
 - Bud will follow-up with Christine Kellogg about logistics for programming she offers and report back to us at the next Council meeting.
 - Marsha Hystead has offered her services for relationship building/visioning which we will consider as we move towards a settled pastor.

New Business:

- **Interim Search Committee #2** - Jessica Olson, chair, reports:
 - The interim search committee consists of Jessica Olson, Chair, Tom Hystead, Dave Courtright, Mary Adams, and Diane Swanoski.
 - The committee has interviewed one candidate and recommends a second interview with them.
 - The committee will interview another candidate tomorrow night.
 - The committee is discussing second interview logistics -
 - Council members, one or two representatives from staff, and one or two representatives from the PRC will be invited as observers of second interviews.
 - Council members, staff, and the PRC will be asked to contribute 3-5 questions for the second interview (subject to Search Committee review.) Diane will create a google doc for counselors to contribute possible questions.)
 - The Interim Search Committee will follow-up with observers to get their opinions after the second interview.
 - The Interim Search Committee will compose a list of the top five skills, values, and experiences we are looking for in the next interim pastor (per the PRC recommendation.) Diane Swanoski will create a google doc for counselors to indicate the top five skills, values, & experiences they would like to see in the next interim pastor.

- **Rev. Shari Prestemon visit**

- Rev. Prestemon, UCC Conference minister, will deliver the sermon in worship on Sunday, August 1st. The service will be live streamed on YouTube.
- There will be a question/answer period after worship during coffee hour that will also be live streamed on YouTube.

- **Staff/Council mingle -**

- A reminder about the Wednesday, August 4th staff/Council mingle under the tent from 6:30-8:30 p.m. It will be potluck.

Adjourn @ 9:55 p.m.

Next Meeting: Tuesday, August 17, 2021 @ 6:30 p.m.
Devotion - Bud Trnka Snack - Bud Trnka

Respectfully submitted, Diane Swanoski, secretary

Attachment #1

Peace United Church of Christ
HR Committee Report to Coordinating Council
July 2021

The HR Committee met on July 8:

Staff Retirement & Resignation

Janell Kohls submitted her letter of retirement to HR on July 1. Her last day of employment with Peace Church as our Office Coordinator I will be Friday, August 11, 2021. Tim Peters' resignation as our Building Coordinator will be effective Friday, August 20, 2021.

The HR Committee recommended to the Executive Committee that we combine these two positions into an Administrative Coordinator position at 25-30 hours per week. If we must go to 30 hours to attract a candidate, this would mean the Administrative Coordinator position will be eligible for single coverage health insurance, which is an additional cost. HR is recommending that the person hired for this position not be a member of Peace Church because they will serve as backup for the bookkeeper when needed. This would also mirror Nancy Nelson's status as a non-member.

Recruitment for this position began July 19 with a closing date of July 30.

Employee Assistance

HR Committee member, Marsha Hystead, will be attending the July Council meeting, as a courtesy, to share information about the process with the Council.

Staff Relations

In lieu of formal performance reviews for this year, HR will be setting up one-on-one meetings with staff to check in on how things are going. The focus of the discussions will be going forward, not looking back.

Request for Council Discussion/Action:

- Formalize Executive Committee approval of the Administrative Coordinator position.

Respectfully submitted,

Leanne Ventrella
HR Committee Chair

Attachment #2

Peace UCC Pastoral Relations Committee:
Recommendations to the Congregation on Pastoral Transitions
July 2021

Prepare for Pastor’s Departure and Calling of New Minister

Work with the departing minister to define and communicate appropriate boundaries and relationships once the current minister departs	Coordinating Council
Clearly identify the skills, values, and experiences the congregation desires in an interim minister	Coordinating Council Search Committee
Prepare the congregation for the new minister. Ideas include sermons and messages on grief, leaving, boundaries, and new possibilities.	Departing Minister Coordinating Council.
Enter into a Call Agreement with the new minister, understood as a covenantal process not a business contract.	Search Committee Coordinating Council
Utilize the resources of the Conference for the duration of the Search and Call process.	Search Committee Coordinating Council

Welcome and Provide Orientation to the New Minister

Put in place or maintain a Pastoral Relations Committee, whose role it is to provide ongoing support to the Pastor, and to provide a forum for communication between the pastor and the congregation.	Coordinating Council
Develop and follow an orientation process.	Coordinating Council HR Committee Pastoral Relations Committee (PRC)
Welcome the new minister, formally and informally.	PRC in collaboration with Food and Fellowship, Worship and Arts, Shared Ministry and other Teams and Committees.
Identify transition time objectives.	Coordinating Council
Put in place a Transition Team whose role is to work with the congregation and minister to implement these objectives.	Coordinating Council
Honestly identify and communicate challenges in the congregation that the new minister should be aware of.	Coordinating Council
Ensure that pastoral care relationships are carefully addressed during the transition time.	New minister can help identify how they can do this.
Involve the new minister in committees and business of the church to help them understand fully the church's situation and its policies and procedures. The new minister then has the authority to define their role with each committee going forward.	Coordinating Council and Committees

Support the New Minister on an Ongoing Basis

Meet regularly with the minister to provide ongoing support and help the minister navigate the Coordinating Council and HR Committee regarding workload expectations when needed.	PRC
Develop a realistic job description for the new minister.	HR Committee Coordinating Council
Have regular check-ins between the minister and the Human Resources Committee to support the pastor in managing the other staff. These check-ins would be in addition to regular HR Committee meetings.	Human Resources Committee
Educate the congregation about the role of the PRC.	PRC
Field complaints or concerns that congregants have about the minister and facilitate resolution between congregants and minister.	PRC

Review Governance and Human Resources Policies and Practices.

Undertake a review of the governance structure that provides clarity around the scope of work and accountability of each committee, particularly between the Coordinating Council and the HR Committee.	Coordinating Council
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Support And Train Peace Church Staff

Have mediated holy listening sessions to address pain and damaged relationships among leadership and staff.	Coordinating Council
Develop ways to support staff to develop and maintain appropriate boundaries. Clarify expectations and boundaries when staff members are also congregation members.	Human Resources Committee New Minister
Provide opportunities for training in healthy conflict.	HR Committee New Minister

Provide Anti-Harassment Training for staff and for church leadership and volunteers. Focus on treating others with respect and understanding the perspectives of others.	Coordinating Council
Examine and update Safe Church policies, procedures, and training which are focused on preventing harm or abuse within a church.	HR Committee

Guide the Congregation through the Transition Process

Have healing conversations to address pain and damaged relationships in the congregation.	Coordinating Council
Provide opportunities for training in healthy conflict for the congregation and leadership.	Coordinating Council

Attachment #3

Peace United Church of Christ
 Christian Education Report to Coordinating Council
 July 2021

Adult Education:

Adult forums are on hold for the summer, as are most other study groups. However, the Third Thursday Morning Book Group has continued to meet this summer.

Children’s Ministry:

Elaine Schmidt has joined the Children’s Ministry team and will meet with the team at their next meeting.

Intergenerational Monthly GetTogethers are on hiatus and will resume in September. Kids Club is meeting once a month this summer. The activity in July was painting Lake Superior stones to place outdoors on the Peace Trail.

Vacation Bible School is scheduled for August 17-20th and will be held under the tent in the lower parking lot. The theme is “God is an artist and so are you!” Sharon and the team will develop the curriculum. It will be environmentally based and focus on God as an artist of Creation, life’s paths, and gifts the kids have and can share.

The team is beginning to think about plans for Sunday School in the fall. They are also beginning background checks and training for nursery staff.

No action needed by the Coordinating Council.

Respectfully submitted,

Penny Cragun

Attachment #4

Council Report for Christian Spiritual Life

July 2021

Food and Fellowship

This committee continues to be very active! They have had a successful month of bringing back coffee hour and it has been very well attended. They will continue coffee hour from now on, and are planning for several special events. These events include a special coffee hour in the Narthex for S. Prestemon's Q and A session; the annual picnic on 8/8, and a celebration of Janell and Tim on 8/15. *They are also actively recruiting helpers for those events and coffee hour helpers for September.

*Will we as counsel honor them in some way?

Health and Wellness

This team did not meet during the past month. Ellen Shelton is stepping down from the team and will let me know when a new chairperson steps up.

Shared Ministry

This committee is not meeting as a team this month, but five of them continue to meet about the picture directory. They sent out a congregational survey and got 102 responses. Their next step is finding a program that will be reasonably priced and offer both paper and on-line options. This subgroup of the committee will continue to meet every other week until the directory comes to fruition.

Worship and Arts

This team had another successful month of meetings to continue to offer a variety of worship services with guest preachers. Charlotte Franz attended the meeting this past week and offered to be the liturgist as often as possible on Sundays for consistency, which she received feedback on. Additionally, some services are streamed in a less technical method and some services are not streamed. Two 8:30 services were offered for the first time in over a year that were well attended.

At the last meeting, there was discussion about the relationship of the church and congregation with the Conference. Jerry Cleveland offered that the leadership team of the church sign onto the weekly conference email. Susan will forward this information to anyone interested.

Action item: This may be for the COVID task force? We want to start back to 8:30 services on Rally Sunday, September 12, 2021.

Faith Formation

This committee did not meet during the past month.

Respectfully submitted,
Susan Larson Kidd 7/15/21

Attachment #5

Peace United Church of Christ
Acting for Justice Report: July 2021
Submitted by Monica Liddle, Acting for Justice Chair

1. Report—Events and Activities

- A. July 14: meeting of current core Team Leaders held to review current Peace ByLaws relating to Acting for Justice teams, structure of the current “Hub”, review of finances, and visioning for the future of the teams.
- B. Review of bylaws indicates that there may need to be amendment(s) to address structure of the hub. As currently written, the bylaws do not accurately reflect the current situation.
- C. Currently, all team leaders (see Peace organizational chart) EXCEPT Jubilee Fund Team are active and have been attending monthly Hub meetings.
- D. Nathan brought up the issue of staff leadership in the various ministry teams. Current bylaws do not address staff engagement with teams.

2. Discussion needed by the Council:

- A. Identification of Jubilee fund team members for other hub leaders to know.
- B. Bylaws regarding this Acting for Justice ministry team will need to be addressed. Staff involvement and leadership of this team and the others (spiritual life, education, etc) will need to be reviewed and addressed in the future.

3. Action needed by the Council : Consider a timeline for addressing structural changes for our team, and who will take charge of amending bylaws.

Attachment #6

Faith Formation Minister Report for July 2021
Nathan Holst

Events/small groups

-All on Sabbath for the last month (or led by others when I was on leave)

Worship

-I did the story for all ages this last Sunday, as well as special music and the benediction.

-I plan to preach this Sunday, and am set to preach again on Sept. 5th.

Youth

-Thanks to Sharon Dawson and Warren Post for leading a hike with our middle school youth last month.

-We have 2 morning canoe outings on the St. Louis River for next week—middle school next Wednesday and High School next Friday.

-We also have a week-long high school trip with Camp Amnicon on the Brule River the 2nd week of August.

-I am starting to think about confirmation for the fall. Sara Olson Dean is planning to join me again, working with what will now be 2nd year confirmands. However, if I am leading 1st year confirmands as well I will want to have another person lead with me. I'll start looking for someone soon, understanding that it may also be the interim pastor, depending on what happens with that.

OWL

-I'm starting to compile a list of youth interested in the program and have been in touch both with the Unitarian Universalists and Pilgrim who are partnering with us this fall. We've got 4 facilitators ready to do the program and I'm excited to be offering it again this year. Because we have both incoming 9th graders and 8th graders who haven't had the program, we'll prioritize older youth and offer it to the 8th graders next year if needed.

-Pilgrim now has a volunteer who is helping coordinate OWL, with a number of adults interested in getting trained for facilitation. I'll be working on building our pool of facilitators as well this next year to make sure we are not burning any of our facilitators out, and to make sure that as we grow the program we have the ability to host 2 classes when we need that.

Administrative/Other

-I officiated a wedding this last Wednesday for Isabelle Schomberg and Isaac Sanchez. It was such a gift to do both their premarital counseling and do the wedding. I have also committed to doing Sergei Hanka and Katie Murphy's wedding in early September.

-I continue to co-coordinate the FB page with other staff.

-I have been writing birthday cards to members of the congregation. Thanks to Cindy M. for addressing them and getting them ready for me to sign and send.

-Continuing to meet with staff on a weekly basis.

-I meet with a number of the teams of the congregation each month through Zoom-- Acting for Justice, Dismantling Racism, Spiritual Journey, Adult Education, Worship and Arts, Shared Ministry, Climate Justice, and others more informally. Some of our teams will continue to meet in the summer, while others will take a break.

-I continue in my racial justice organizing role as a part of SURJ (Showing Up for Racial Justice) in building relationships with leaders of color and indigenous leaders here in Duluth, as well as education work within the white community.

-I continue in my role on the Amos Task Force, which is a conference group charged with helping the conference make a short term and long term plan to more deeply engaging with racial justice, spurred in response to the murder of George Floyd and the uprisings. The team has been asked to continue for another year, and I have indicated that I am willing to continue.

-Nathan Holst

Attachment #7

Staff report July 20, 2021
Charlotte Frantz

Tom Hystead asked me to send you a short report.

I am very appreciative of this opportunity to work with the staff here at Peace. I attend staff meetings regularly and am available for consultation when questions arise for which there is no clear or obvious answer. Sometimes it's a matter of figuring out who might have the answer and getting it clarified and back to staff. Sometimes it's a matter of getting more information so we can figure out an appropriate answer or response to a situation. In addition, I've occasionally been a "listening ear" as needed among staff.

I think the impending departures of both Tim Peters and Janell Kohls from their staff positions will further challenge the rest of us. Both have significant institutional memory and knowledge and both routinely do more than their job descriptions. Both deserve our gratitude for the ways in which they have served Peace.

I have full confidence that all the staff want Peace to continue its many ministries, both with and among congregational members and in the wider community. They appreciate whatever support you can give them. Their perspectives are valuable contributions to decisions that affect the future of our faith community.