

**Congregation Council Meeting Minutes  
January 15, 2008**

**Members Present:** Norene Erlandson, Sandi Edgemon, Alan Hagensen, Mot Hedges, Carl Imhoff, Bob Thompson, Dave Wunschel, Mark Underwood

**Ex-Officio Members:** Pastor Martens

**Absent / Excused:**

**Invited Guests:** Loren Schmid, Debbie Hardman, Debbie Stankovich

Topic	Findings and Discussion	Conclusions, Recommendations, Actions, and/or Motions	Follow-up
<b>Devotion &amp; Opening Prayer</b>			
<b>Approval of minutes December 11, 2007 Mtg.</b>		MSP – Approval of minutes	
<b>Pastor's Report</b>	Reviewed and discussed attendance, current financial statements, and ministry areas.	Additional members are needed for Local Evangelism and Community Service committees.	<ul style="list-style-type: none"> <li>All – Review comparison of 2006 and 2007 balance sheets handout to discuss at the next meeting.</li> </ul>
<b>Old Business</b>			
<b>a) Review and approval of Staff Relations Policy</b>	Reviewed the draft staff relations policy and discussed the purpose of the staff relations committee.	MSF– Motion that we reduce the Staff Relations Policy to the Constitution wording (I-VI in the draft policy). MSP – Approve the policy with edits. See attachment.	
<b>b) 1517 Kimball Property Update</b>	Discussed the status of the 1517 Kimball Property. Loren Schmid presented an internal loan strategy to purchase the Kimball property.	Jeff will prepare the new purchase agreement. The congregation will vote on the purchase Jan. 27. MSP – Fund the 1517 Kimball property purchase with the internal funding strategy presented and authorize Loren and Debbie H. to approach RLC members for \$40K in loans.	<ul style="list-style-type: none"> <li>Carl – Work with Pastor Martens and Debbie S. to develop draft discussion points for the Jan. 27 congregational meeting.</li> <li>All – Review draft and develop key questions we should address. Provide input to Carl.</li> </ul>
<b>New Business</b>			
<b>Foundation of Faith Mini-Capital Campaign</b>	Debbie S. presented a draft plan for the campaign. The purpose is to pay off the loans	The message is RLC is taking the first step down the path of long-range plan implementation. This campaign will	<ul style="list-style-type: none"> <li>Debbie S. – Present the final campaign at a future council meeting.</li> </ul>

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	for the property so we can move forward with the long-range plan. The campaign kick-off is scheduled for March 29, 2008.	tell us how much buy-in the congregation has in the long range plan. MSP – We endorse the capital campaign Foundations of Faith with the goal of collecting \$250K by December 31, 2008.	
<b>a) Annual review of RLC Membership Rolls</b>	Pastor Martens presented the list of 10 members who have not attended RLC or contributed to RLC in the past two years. The purpose of removing names from our RLC membership roll is to reflect accurate membership numbers.	MSP – Remove the 10 names from the RLC membership roll.	
<b>b) Payment of routine and contractual obligations</b>	There are financial commitments we pay on an ongoing basis such as health insurance premiums, utilities, etc. The request is that Council approve these so the Treasurer can just pay them.		<ul style="list-style-type: none"> <li>Debbie S. will email the list of items for the Council to approve they be handled on a routine business.</li> </ul>
<b>c) Council Planning Retreat discussion – dates and location options</b>			<ul style="list-style-type: none"> <li>Tabled until the 2/12 meeting.</li> </ul>
<b>Adjournment</b>		Upcoming meetings: Congregation Meeting: 9:45 am, Jan, 27, RLC Congregation Council Meeting: 7:00 pm Feb. 12 at Pastor Marten’s home	
<b>Closing</b>	Pastor Martens		

## **Staff Relations Committee Policy**

A Staff Relations Committee of three shall be appointed by the Congregation Council, subject to Pastoral and ministry staff concurrence. Congregation Council, Nominating Committee, and staff members are not eligible to serve on this committee. Term of service shall be three years, with one member appointed each successive year.

- I. This committee is responsible to the Congregation Council for assisting all staff in resolving personnel issues.
  - A. The role of the Staff Relations Committee is to be a mediating body.
  - B. To demonstrate that issues are being resolved, the committee shall report quarterly to the Council the following metrics:
    - Number of cases received in the last quarter.
    - Number of cases dispositioned in the last quarter (and age of each).
    - Number of cases currently undergoing resolution (and age of each).
    - Any trends that the committee desires to highlight to the Council (such as number of repeat issues).
  - C. The Committee will develop and document their own operating guidelines and report them to the Council.
- II. Members of this committee should have a professional background in personnel management, human resources, parish ministry, or the mental health professions, and they should have substantial understanding of this congregation's ministry.
- III. This committee shall meet at least four times a year and as often as it feels necessary to carry out its responsibilities.
  - A. The committee should take advantage of the meetings to discuss matters such as general issues that may affect their conduct and readiness to handle issues, outside/environmental factors that could act as leading indicators for issues that they may want to prepare to handle, or general "training" type sessions to enhance the committee's effectiveness.
- IV. In the case of difficulties between staff members, or between staff members and members of the congregation, this committee shall serve as an intermediate step for conflict resolution. Ordinarily the persons involved shall come to this committee only after first seeking to work out differences between themselves, and if that is unsuccessful, with the assistance of the Lead Pastor. Should resolution not be attained with the assistance of the Staff Relations Committee, the issues may be brought to the Congregation Council, at the Executive Committee's discretion.
  - A. The Staff Relations Committee, Executive Committee, and Congregation Council involvement in any issue must avoid conflicts of interest. In the instance that the issue involves any members of the Executive Committee, they shall recuse themselves from the decision to elevate the issue.
  - B. The role of the Executive Committee is to decide whether to elevate the issue to the Congregation Council. The decision is to be based solely on information submitted by the Staff Relations Committee, specifically, a description of the differences between positions and the unsuccessful recommendations of the Staff Relations Committee.

- C. Once an issue is elevated to the Congregation Council, it will hear the case anew directly from the involved parties.
- V. Confidentiality is required for this committee to work effectively. In order to maintain confidentiality, meetings of this committee are open only to its members and those it invites to attend. However, all who take part in said meetings shall do so with the understanding that confidentiality does not prevent the committee from alerting the Congregation Council that it has been asked to help resolve a conflict, naming the specific individuals involved in the conflict, and, if deemed necessary for the well-being of the congregation, describing the general nature of the conflict.
- VI. The committee shall notify the Executive Committee in a timely manner when it determines that it can no longer function effectively in dealing with issues before it and it believes the issues warrant Council attention.