

## Ministry Update Report December 2023

### A. Upcoming Activities and Dates

Jan 21	7p	Feb-Mar Newsletter content Due
Feb 14	7p	Ash Wednesday at the Church of the Good Shephard

I will be unavailable Saturdays January 9 – May 11.

### B. Webinars and Training

Jan 15	2-3:30p	FCCW	SNEUCC <a href="#">Martin Luther King, Jr. Day Service</a> featuring the Donald A. Wells Preaching Prize winner
Jan 24	7:30p	Finance	SNEUCC <a href="#">Orientation for Financial Leaders</a>
Jan 25	7-8p	FIA	PRC <a href="#">Out of the Pew and Into the Community</a>
Jan 30	2-3p	FF	PRC <a href="#">Practical Practices for Faith in Families</a>
Feb 1	2-3p	FIA Care	PRC <a href="#">The Crisis of Loneliness and What the Church Can Do</a>
Feb 19	7:30p	Stewardship, GB	SNEUCC Cultivating <a href="#">Generous Congregations</a>
Feb 28	7:30p	Vision, GB, FCCW	SNEUCC <a href="#">Rebirth and Renewal</a> - reimagine ministry and engage new people
Feb 29	2-3p	Vision, GB, FCCW	PRC <a href="#">Does your church's culture impede creativity and change?</a>

### C. Ministry Update

See Ministry plan and Annual Report.

### D. Communications

We will not publish a newsletter in January. We will continue to send out weekly emails. The next newsletter will be sent out the Monday following the Annual Meeting. It will be for the period February-March (Lent – Easter). With the exception of a brief update regarding the results of the annual meeting, the deadline for all other content is January 21.

## E. Annual Meeting Preparation

The following is a summary of the preparations necessary for the Annual Meeting. As a Governing Board, it will be helpful to review and refine this list in advance of each Annual and Special Congregational Meeting, establishing accountabilities and dates for activity completion.

	What	Who	
1	Member List Review	Stewardship / Clerk	<b>Complete</b> At least two months prior to meeting; Review by Pastor, Deacons, GB, others
2	Newcomer brunch/Membership class	Pastor	<b>TBD</b> Optional; at least one week prior to meeting
3	Materials preparation		
a	Governing Board Nominations	GB	<b>Incomplete</b>
b	Annual Report	Leaders	Draft complete and available for review Agenda, Nominations, and Archivist Reports outstanding Edit support from Communications Coordinator (C.C.)
c	Budget	Finance	Draft added Jan 8
d	Agenda	Moderator	Draft from last year, needs update and approval
e	Bylaw Proposals	GB	Outside Annual Report, Separate Documents need to be created and posted
4	Meeting Announcement and Call created/published	Clerk	<b>Complete</b> At least two weeks prior to meeting; Assistance from C.C. and Webmaster
a	Video Link/Call In information for ACM created		
b	Call created and posted at least two weeks prior		
5	Briefings/Second Hour Conversations Budget, Bylaws, etc.	GB, Finance	Jan 14
6	Presentations materials finalized	GB, Finance	Jan 14
7	Documents posted to webpage and distributed via email	C.C. & Webmaster	Web Page created, as documents come available will post
8	Meeting Preparation		
a	Current Active Member List created for sign in and online check in	Clerk	Support from Communications Coordinator (C.C.)
b	Materials prepared for meeting, e.g., Agenda, Presentations, Proposals, Reports, etc.	GB, Finance	
c	Technology set up for virtual meeting		
9	Meeting Execution		
a	Copies of current Bylaws and meeting materials easily accessible for clerk, moderator, presenters; and at one copy for in-person participants		* readily accessible for online host and/or online participants.

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b	Microphones strategically places to amplify sound of presenters and congregants		
c	Presentation projection		
10	Post Meeting Summary and Follow up		
a	Governing Board special meeting to elect officers and assign responsibilities (optional or wait until next regular Governing Board Meeting)	GB	
b	Summary of meeting actions and highlights (with Pictures) for the newsletter and to communicate meeting results to the congregation via newsletter, bulletin, and share	GB member	
c	Bylaw changes incorporated into official bylaws, reviewed, and posted soon after meeting	Clerk	
d	Governing Board post meeting review and reflection: What worked, what can we do better?	GB	

### Recommendations based on recent meetings:

- a. Meeting presenters and moderators meet sometime prior to the day of the meeting to work through logistics, talking points, and ensure they have the materials needed.
- b. All who will speak during the meeting, whether from the board or congregation be required to speak into a microphone to help those who are hard of hearing and those who are online.
- c. A microphone be placed on the floor in the front of the congregation, and speakers be asked to come forward and speak into the microphone
- d. Technology be tested in advance of the meeting to ensure people online can hear, positioning of laptop is conducive to online participation, and presentations/documents can be shared as needed.
- e. Consider projecting the Google Meets Session on a screen to make online participants more visible and remind in-person participants that they are not alone
- f. Governing Board Members, including the clerk and treasurer, sit together in the front of the congregation.
- g. Assign a member of the Governing Board responsibility to address bylaw questions and look up/quote existing bylaws as needed.