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**Program Council Minutes**

3-20-24 1:30-3 RE 2 In person

We honor these waters, mountains, valleys and shorelines and acknowledge they are the traditional territory of the Chemakum and S’Klallam Peoples.   We honor and acknowledge that the Makah and Snohomish peoples have also inhabited this place since time immemorial, as well as the indigenous members of the community who have arrived from many directions.  We will work to restore and sustain these waters, lands and all creation.

**Chalice Lighting-**

Spirit of all blessing, be with us, in the ordinariness of our days.

May hope’s light guard us and keep cynicism from our hearts.

May the energy of laughter build endurance for the dark times of our lives.

May the flame of justice be a beacon for the choices we must make.

May peace be ever in us and sustain our stressful days.

Spirit of all blessing, be with us in the ordinariness of our days. Maureen Killoran

**Personal Check in:** David A, Diane H, Debra B, Kathy S

**Council Updates-** Brief highlights please!

**Community Council** – Reina stepped down as Affinity Group Coordinator. Lots of thanks. Let’s send a card. Debra will absorb that role at this point. 55 people going on women’s retreat. Decided to do volunteer appreciation May 31st 4:30-6. Volunteer Appreciation Social Hour.

**Growth and Learning** – Adult Programming had first meeting. Paul Loubere will be chair. Will meet twice a month. Need more members. Still deciding on a name. Widening the Circle Team is moving to G & L Council.

**SEJC-** April 14th meeting to brainstorm how to use the donation of$ for housing project, NCAG (Still Here, SJ Sunday presents Jacob Johns), AAT engagement with TSG, OnRepentance & Repair Common Read, Article II workshops. All info and dates are in the Update.

**Spirit –**  Flower Arranger has resigned. No one in charge of the next step.

**Operations**- Charter is in the works. Outside clean up date to be set. Next meeting in May. Accessibility Team just re-forming. FOST figuring out how to put the arch out by the sidewalk. Excavator project.

**Events:**

**Diversity, Equity and Inclusion, DEI Training**: April 25th 6:30-8 or 6-8 invite whole congregation. Put on by Widening the Circle Committee.

**Leadership Training:** Next year when there is clarification. Discussion about Nominating becomes Leadership Development. Still in transition on how best to approach Leadership Training. Maybe Brene Brown’s Dare to Lead.

Appreciation: This year hosted by Community Council May 31, 4:30-6

**Organizational/Procedural**

* PC Procedure for addressing Conflict between Ministry Teams/Groups: We will remove attachments, and references to attachments, and create links instead. 5 of us voted to approve the Procedures. Be sure to include submitted date.
* Need a document that describes the process for charters: DRAFT:

Each Team is asked to write a charter using the template. Teams are encouraged to do it together. This enriches the conversation and encourages collaboration.

Teams submit charter to their Council Lead.

Council Lead reviews and approves.

Council Lead forwards approved charters to administrator, for Procedures Manual. Administrator will pass on to webmaster who will put each charter on that Team’s webpage.

Each year Council Leads will send notice to Teams to review charter, and update if needed.

If there are changes, it goes to administrator.

* Board and Board Committees are looking at best placement for them in the governance structure. Fundraising Coordination Committee FCC, Healthy Community Team, HCT, Denominational Affairs Committee, DAC, not sure where they will land in the structure. Widening the Circle will go to Growth and Learning Council. GTF becoming Governance Committee
* Widening the Circle Committee is beginning a plan to visit each Council and explain what they do. Handout will be available. Basically their role is collaborating with all QUUF entities on how we can be more inclusive and equitable. First is Community Council, planned for April. Debra will put it at the beginning of the agenda. Possibly attend Operations Council in May.

**Ongoing:**

* Volunteer Recruitment- Encourage your teams to reach out and engage folks to in Teams and Committees.
* GOALS\*- People with goals succeed because they know where they are going.

Board goals, Developmental Ministry Goals, Council/Team goals-

* Job description documents and Charter reviews/updates- we need to have these on the Google drive.

**Documents**

* Charter updates –
* Teams reminded to keep their webpage up to date.
* Annual Community Calendar- now a google doc. Diane can ‘share with you’.

**Next meeting:** Wednesday, April 17th. 1:30-3 RE 2

**Check out questions:** These questions are suggested as we intend to shift from a culture that is primarily task oriented to a culture that prioritizes relationships.

How did we do relationally?

Do we need repairs?

Acknowledgements

**Closing-**

**Future topics**

* Policy Review: PC looks at pending policies and also gives policy recommendations to Governance Task Force (GTF).
* Retention of members- who/how to address this concern?
* Congregational Assessment Tool
* How to determine compliance with the policies- criteria?

How to discern the difference between disagreement and undermining?

**Tracking our Documents:** on the google drive:

* Program Council Charter and Council Charters- Ultimately all charters and job descriptions will live in the Operations Manual- which is under construction.
* Update website and team placement in Councils—keep an eye on the Website.
* Guidebook for Team/Committee leadership- on Google Drive
* PC policies and procedures
* Guidelines for Event approval