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**Program Council Agenda**

4-17-24 1:30-3 RE2 In person

We acknowledge that these waters, mountains, valleys and shorelines that we inhabit are the traditional territory of the S’Klallam and Chemakum peoples. We honor these indigenous people in history and those with us today, and strive to counter the harm done due to colonization.

**Chalice Lighting-** May we be reminded here of our highest aspirations and inspired to bring our gifts of love and service to the altar of humanity.

May we know once again that we are not isolated beings but connected, in mystery and miracle, to the universe, to this community and to each other.

**Personal Check in:** Diane, Frank, Annemarie Mende (HCT) Susan, Kathy

Absent: Debra and David

**Council Updates-** Brief highlights please!

**Community Council** – Affinity Groups:

- Reina Garcia has stepped down from her role as Affinity Group Coordinator.  Debra will be acting Coordinator.

- 4th Principle and Recorder Ensemble have new leadership due to Joyce resigning her membership.

- Affinity Group Guidelines and Procedures has been updated to include this line:

*- If the Affinity Group leadership/convener changes during the church year, the new leader/convener will submit an updated Affinity Group Application form.  This ensures that new leaders have read the Guidelines and Procedure document and understand the responsibilities of being the group leader.*

Circle Suppers - John Collins and Carol Graves stepped up to lead this team.

Newcomer Outreach Team - Orientation was canceled.  Only 2 signed up, with 18 on the list of potentials.  Brainstorming ideas for connecting with newcomers.  One idea is offering a 3-month covenant group experience.

Volunteer Engagement Team and Community Council will be hosting a Volunteer Celebration on May 31st from 4:30-6:00 in the Fellowship.  Invitation to be prepared.

Women’s Retreat is getting rave reviews.  Feedback surveys have not yet been processed by the Team.

**Growth and Learning** – Adult programming report 9 offerings with wide range of topics. 103 participants. 7 members of the team. They will select a name to be ready for the fall offerings. Hope for additional members. Will write a charter. Looking at a way to get feedback when all spring offerings have ended.

**SEJC-** some fatigue, by people holding several roles, but also lots of enthusiasm. Had to postpone meeting to brainstorm ways to use endowment gift, **Kathy will send Diane SEJC minutes to Diane**

**Spirit –**  not sure what needs will be met at Spirit Council meeting. Each team is autonomous. Maybe brainstorming “What is our intersectionality” on a big newsprint. Where do we overlap? Kathy and Susan will meet and talk about this.

**Operations**- David sent charter. Diane will send to us and we can give feedback or approve it.

**Events:**

Diversity Equity and Inclusion Training- April 25th 6:00-8 Encourage participation.

Volunteer Appreciation- May 31st 4:30-6

**Organizational/Procedural**

* Affirmation of Team Charters- role of the Leads to affirm Team Charters. Council Charters are affirmed by Program Council.
* Need a system for minutes going to google drive.
* GTF presented some revisions for PC charter. Diane and Kathy will look over their suggestions and then get input from others.
* Committees moving to the Ministry side
  + **Widening the Circle will move to Growth and Learning- confirmed**
  + Fundraising Coordinating Team to Operations Council -not yet confirmed
  + Healthy Community Team: Annemarie present for discussion.

**Discussion: on HCT: desire for HCT to be seen as neutral. But Board is trying to reduce Board Committees. G & L, focus on educating others, could fit. Neutrality is outdated. No one is neutral, but can be fair. Neutrality and perception. HCT doesn’t fit with congregational committees because those are elected positions. Within structure, staying on the Board side of governance can work. Could also move to Program/Ministry side. If so, could be Community or Growth and Learning. What is the best network to be in? Several PC members think Community Council is the most likely fit for HCT. HCT will decide.**

* End of year reports- Due May 10th. See Jenell’s email
* Updating Charter format and from Jenell: I would love to see that the charters for councils include:   
  Council serves as a conduit for communicating budget timelines,  
  calendaring, coordinating of congregational wide events, policy  
  considerations, communication for feedback on issues and sending updates  
  to teams, and review of team procedures and processes.

This was not discussed – future agenda.

**Ongoing:**

* Volunteer Recruitment- Encourage your teams to reach out and engage folks to in Teams and Committees.
* GOALS\*- Board goals, Developmental Ministry Goals, Council/Team goals-

People with goals succeed because they know where they are going.

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

**Documents**

* Charter updates – Community Council, Operations Council any updates?
* Annual Community Calendar- now a google doc. Diane can ‘share with you’.

**Next meeting:** Wednesday, May 15 is problematic for Diane and Kathy. We will meet on \*\* May 21st instead 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?

* Leadership training- plans for next year.
* Membership retention- how to address this?

**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