

Parish Council Minutes - October 29, 2018

Moderator Bruce Weaver called the meeting to order at 7:00 P.M. In attendance: Bruce Weaver, Rev. Nancy Rottman, Debbie Cotting, Linda Ladd, Chuck Cotting, Annmarie Pendola, Larainne Wilson, Jeff Law, Lisa Gerbick and Lauren Donadio. Bruce Weaver offered the meditation.

Pastor Report: Rev. Nancy Rottman updated that Larainne, Linda and herself attended a workshop on work/brain flow at First Church in Nashua on 10/25. Nancy attended a prayer service by the Wakefield Interfaith Clergy to support the First Baptist Church following the fire. She has also reached out to Rabbi Greg of Temple Emmanuel in Wakefield to share support following the tragedy in Pittsburgh. Upcoming events include: 11/4 - CCC is hosting the Joint Fall Gathering with help from Deacons and FFMT; 11/18 - special program at St. Maria Goretti with Scarlett Lewis and Choose Love; 11/20 - Wakefield Interfaith Thanksgiving Service at 7pm at the Wakefield-Lynnfield United Methodist Church. Adult Faith Formation will look into options for the Advent season, including *Awaiting the Already: An Advent Journey Through the Gospels*. Nancy toured the Lazarus House ministries and will share with M&O. Nancy also met with the coordinator for A Healthy Lynnfield Coalition. Nancy attended the W.I.S.E conference on mental health and suicide and we can investigate if we want to go forward with W.I.S.E certification. Nancy is planning to participate in a leadership retreat called "Tending the Fire" which will take place in three 3-day sessions starting in Nov 2018 and Jan 2019 (Framingham) and March 2019 (Sharon, CT).

Pastor Parish Relations Committee: Discussion about how to create a PPRC and appoint members. The PPRC would be where congregant and staff concerns can be brought. Suggested size for our congregation would be about 3-5 members spanning the demographics of the congregation. The PPRC would meet quarterly and perform the annual review of the pastor as well as evaluations of all staff. Bruce and Lauren will attend training on 11/7 at 7pm with Rev. Wendy Vander Hart to gather information to share with Parish Council to further aid in the creation of a PPRC.

Financial Report: Treasurer Jeff Law is happy to announce that Lisa Gerbick is on board as Assistant Treasurer. Together they balanced the checkbook for September and look forward to modernizing the process. Overall loss in operating fund is worse than last year and budget. Income is worse on pledges and offerings so Financial Secretary, Jim Marshall, will send out statements as a reminder to those who have pledged. Property expenses are running high because of Repair and Maintenance and with upcoming projects we expect to run over. Jeff discussed need to create an investment committee and will check the bylaws to determine what may need to be involved in investing decisions and how to update current investments. We need to make sure we have a plan for Fundraising to stay on track. FFMT and M&O will check into how to use available Youth Group fund.

Education: Larainne Wilson reported that FFMT has a full teaching staff with two regular teen workers and two open slots. Nancy and other members of PC will continue to reach out to anyone who may be interested in working as a "doorkeeper" or a floater for Sunday School classes. An all ages activity will be offered in the library for the holiday weekend 11/25. Worship and Sacraments class will be held on the 1st Sunday of the month to teach about the different parts of worship. Larainne will be the teacher, but adult volunteers are welcome and needed. Pizza and Pumpkins party was well attended as was the Trunk or Treat event by the Lynnfield Moms Group, hosted in the CCC parking lot. Rev Nancy's car was decorated as Noah's Ark. Joyful Noise will rehearse 11/11 @ 11:30 and 11/18 @ 9:45 and share during the mini-message on 11/18. Linda and Larainne presented to Catholic Collaborative to help inform them about Giv2. College Care Packages were sent out and Giv2 gleaned and collected school supplies for EPIC. Middle/high school students are welcome to help load turkeys for the Turkey Drive for Haven from Hunger on 11/11. Thanksgiving cards for Ma Dukes will be collected 11/18.

Outreach: Linda Ladd reported that 136.5 lbs of food was delivered to HFH on 10/22. The next HFH opportunity is 11/26. Turkeys will be collected 11/11 and thanksgiving foods will be collected for Ma Dukes until 11/18. Angel Tree donations

will begin 11/25. M&O will be selling Fair Trade coffee, tea, cocoa, and chocolate after worship 11/4 and 11/11 and at the church fair 11/3. Heifer Living Gift Market will be 12/2. Next Giv2 event is caroling at Sunrise on 12/9. Centre Church Walkers have raised almost \$2,000 for Lazarus House Walk. Lynnfield for Love event was 10/13 and Chuck, Annmarie, Linda, Rev Nancy and her mom represented CCC.

Membership: Rev Nancy and Bruce Weaver met with membership to discuss focus on fundraising and fellowship and shifting responsibility for coffee hour to a different ministry team each week of the month. Food items can be purchased and stored in advance and used for multiple weeks. Host is responsible for bringing dairy, juice, making coffee, set-up and clean-up. Clear instructions and outline of responsibilities will be created - Chuck will make a "How-to Coffee Hour" sheet. Discussion of pairing new people with more seasoned hosts and announcing need for hosts during worship. PC will determine schedule at each monthly meeting and hosting ministry team is responsible for either hosting or finding volunteers to host. Coffee hour schedule for month of November was determined. New People Book will be updated with just names/addresses with the hope to create an online database.

Diaconate: Annmarie Pendola reviewed recent Diaconate activities and worship services. Deacon's Breakfast was held 9/30 and raised \$432 for organ maintenance fund. Special music (including instrumentalists and guest singers from LHS) was offered at the 10/21 worship service to wish Jean Cintolo the best on her move to be closer with family. Doug Hodgkins reported that many keys are sticking in the organ console. AnnMarie is waiting to hear back from David Wallace with an estimate for the console and date for annual maintenance. CCC will be hosting the North Association and MBA Fall Gathering on 11/4, with Deacons providing a reception. Deacons will decorate the church for the Christmas season on 11/25 and will host a breakfast on 12/9. There will be a baptism on 12/16.

Stewardship: Debbie Cotting reported no new developments with Stewardship at this time.

Finance: Chuck Cotting reported that maintenance projects have been completed/are being worked on including repainting the chapel loft panels, and addressing water intrusion from storm on 9/18. The elevator will be repaired by early November after the door rollers failed. The door rollers had been replaced in December 2014. Accelerated wear of the elevator could be caused by uneven weight distribution. Chuck will inform anyone who uses the space that the elevators must be used carefully and not overloaded. Chuck also reported that the contents of the two safes have been inventoried and we should decide what should be done with many of the historical documents in the safe. Suggestions to have some digitized, to preserve physical documents at Boston Congregational Library, and to make sure all computer records are backed up to offsite server were presented by PC members. Daniel Miller will be doing his Eagle Scout project at the church to install benches by the front walkway.

Fundraising: Debbie Cotting reported that Yankee Candle profit is up from last year and we are still receiving online orders. The Holiday Fair will be held 11/3 with 4 tables from CCC and 25 outside crafters. Coffee, donuts, and sandwiches will be sold. 6 trees will be raffled for the Festival of Trees - 4 from CCC, 1 from Tower Day, and 1 from Boy Scouts.

Old/New Business: None to discuss at this time

There being no further business, Council voted to adjourn the meeting at 9:15 P.M.

Respectfully submitted,

Lauren Donadio, Recording Secretary

Next Meeting: Tuesday, November 27th @7pm