

Westminster Diaconate Board
October 22, 2006 - 7:00 PM - Room 105

Attending: Bruce Capehart, Dorene Palermo, Louise Holland, Bill McAvoy, Rick Overholt, Bill Burig, Bill Hatch, Walt Beckwith, Darren Skeen, Jim Joseph, Duck Ruffy, Sharon Barnes, Jeff Sutton, Sally Keener, Nancy Safrit, Anne Vann, Michael Reich

Michael called the meeting to order. **Bill Hatch** opened with a prayer and devotional based on the parable of the weeds in Matthew 13.

Sally asked for **Approval of September's Minutes**. They were unanimously approved as presented.

Assimilation Committee Sunday Coffee Service: **Sally Keener** asked all deacons to be ambassadors for this Assimilation Committee initiative and explained the purpose of the coffee receptions is to promote fellowship, provide a place to meet and welcome visitors, and showcase committees, groups, clubs and activities of the church as hosts. Please check with any of your groups to be sure you are hosting some Sunday – it is only a once a year commitment. Think of hosting as an opportunity to not only serve, but also to promote the work of your group and recruit involvement!

We have spent the past year under the new committee structure. What have we learned and are there additional changes do we need to make? –Group discussion led to the articulation of these lessons learned.

Jeff noted that his experiences with Local Missions taught him the need to organize committee activities into small, accountable, like-purpose sub-committees.

Walt will meet with the Global Missions committee to assess if they, too, should form a sub-committee for disaster response. A discussion with helpful clarifications from Dorene reminded us of the processes and responsibilities of moving money from one fund to another if it has been a designated fund.

Bruce commented that he likes the committee structure to delegate responsibilities among the deacons and then to include the congregation in the work of the church and diaconate.

Review assignment/responsibility chart and fill in blanks: Most of the vacancies on the chart of deacon responsibilities were filled with volunteers. See updated chart.

Committee Notebooks: To assure that we create an historical record as well as better define committee and agency responsibilities, we need a documented system of defining and recording our efforts. To support this goal, Michael provided notebooks to the five committees and to the established sub-committees within Local Missions. He explained the information we might include and provided labeled tab dividers to establish uniform record keeping. Next month Dorene and Michael will present information about committee responsibility and process with budgets. Sally shared sample charters (statements of mission, purpose and structure) from Congregational Care and Assimilation. They follow the minutes as examples if they can be helpful to committees creating mission/purpose statements.

Old Business:

Mission Focus is defined this time of year so the Christmas Eve offering can be designated to the mission focus. We need to define our mission focus this fall for next year.

A committee chaired by Bruce is already organized and eager to accept ideas from all deacons. Housing for New Hope has already been suggested. An angel is providing matching funds up to \$45,000 so dedicating the Christmas Eve offering would double the impact of our gift!

Deacon Mission Work Day: Michael shared concern that participation is down for the semi-annual Deacon Work Days and suggested we revisit this project to see how we could re-energize it. These helpful suggestions were made: (1) Provide more clarity of the mission; create a vision so I know I will make a difference and see what we will accomplish. Provide details of what we will do and we need this number of people, etc. (2) Call it Westminster Mission Work Day so the message is clear it is not something that just the deacons are doing. (3) Provide more hype and publicity. (4) Encourage more deacons to be there. (5) Provide before and after pictures of the projects so everyone can see what was done. (6) Ask some of the people who used to come to the work days why they stopped participating. (7) Reserve the dates on the church calendar early so it won't compete with other events. Bruce asked that we check with our committees and get ideas for mission work day projects and email suggestions to him.

New Business:

Hispanic Ministry Request: Jeff explained a request has been made for our church bus and transportation for a women's group at the new Hispanic mission church we have been supporting. As this request falls outside the scope of the original mission to this ministry, Michael explained we should follow the correct process for decision-making on such requests. A request should be filed on the request for financial support form (located by the reception desk in the Holderness Mission Center). That form goes to the appropriate committee and the committee discusses their recommendation for fulfillment and brings a motion to the diaconate. This will keep the bulk of the discussion in the committees and streamline the process for the full diaconate and allow board decisions to be based on full information and due process. Michael and Jeff will reroute this request and go through the established process.

Alternative Gift Fair – November 19th: Global Missions will sponsor the annual gift fair from One World Market in the Fellowship Hall this year, and will host the coffee receptions that Sunday. An added feature this year will be opportunities for missions/organizations to display materials about their work and accept financial gifts in the name of a loved one. Jeff will get details from Frances Anton of what agencies need to do to participate. IHN, Durham Nativity School, Habitat for Humanity and Housing for New Hope have expressed an interest in participating.

Deacons' Corner: Sally will write up a brief announcement about the IHN fundraiser auction and dinner. Sharon explained the event will be November 11th at 6:00pm at the Judea Reform Congregation. The cost is \$50 or a table for 8 at \$350. Participating churches supply a gift basket for auction. Holly Schmidt created the basket from Westminster and it is an extraordinary collection of home decoration accessories worth over \$900!

Michael adjourned the meeting at 9:00 PM

Next meeting date: November 19, 2006 7:00 PM

Respectfully Submitted: Sally Keener, clerk

ASSIMILATION COMMITTEE

Biblical Focus:

Jesus taught: "I was stranger and you welcomed me...for inasmuch as you did it to the least of these who are part of my family, you did it unto me."

The call is clear and consistent throughout Scripture. The stranger is to be welcomed. Hospitality is a primary function of being a Christian.

Mission:

The mission of the Assimilation Committee is to nurture potential, new, and long established members of all ages into the life of our church for a vigorous, healthy church with active engagement of all stakeholders, involved together as a family in the work and fellowship of our church.

Purpose:

The purpose of the Assimilation Committee is to provide widespread, vivid, specific information to create ownership of our church members in WPC activities, events and missions, both local and global, so everyone will have clear and easy access to do justice and love kindness through volunteer involvement. Through recruitment, information and commitment campaigns, the Assimilation Committee strives to support the work of every committee's activities by connecting people to projects, activities, events and fellowship. The Assimilation Committee also extends welcome to visitors, and offers support and connectivity to new members.

Structure:

Leadership: The Assimilation Committee will have two deacons as co-chairs and an elder liaison. Other members may be deacons, elders or any member of the congregation. Any subcommittees that are formed to carry out a specific facet of the work of the committee will include at least one deacon.

Meeting Schedules: The whole committee will meet bi-monthly *as a minimum* depending on needs of current projects/initiatives. Sub-committees will meet as needed and report to the whole committee at the bi-monthly meetings.

Domains of Responsibility: The Assimilation Committee's responsibilities include (but may not be limited to)

- (a) developing time and talent campaigns and follow-up (coordinated with Stewardship drives) to develop resources for every committee (diaconate and session) of members who have an interest in that aspect of the church's fellowship, mission and/or work,
- (b) conducting a church web site revision and conduct on-going activities to utilize the web site for assimilation opportunities,
- (c) making contacts with new members by establishing a tie to members of every Inquirers' Class in order to integrate them into the work and life of the church,
- (d) contacting visitors
- (e) developing activities/initiatives that promote involvement of members into the committees, groups, clubs, classes and fellowship of our church.

Proposal to create a Congregational Care Committee (C³)

May 22, 2005

Many discussions on the current and future direction of the Shepherding Group program have resulted in a consensus (amongst Elders, Deacons, staff, and congregational members involved) that the current system of providing acute and chronic care for congregational members needs reforming. One possibility (derived from discussions between Caroline Haynes, Betty Berghaus, and Bill and Kim Scott) is to create a Congregational Care Committee (or C³, to be cute).

Committee organization

The committee would consist of 10 “care managers,” a Deacon chair, and Betty as ex-officio member from Staff. The responsibility of the committee is to organize members of the congregation in providing short- and mid-term care for congregation members with care needs. These needs include meals, transportation, and errands.

Care manager responsibilities

Care managers would be asked to serve for 2-year terms. Terms would be staggered so that no more than of the committee would rotate off in a year. Managers would have the option of continuing for another term. Each care manager would be given up to 4 people per year (1 per quarter) for whom to organize care. Each case is expected to last from 2 weeks to 1 month or more. The care manager would contact the person in need or a family member to determine what needs they have and then contact other members of the congregation to fulfill these needs. Care managers must be able to use email as a primary means of communication with the church office staff and other care managers.

Congregational organization

Members will be asked to indicate in a special “time and talents” survey whether they have a strong desire to participate in each of these care tasks (meals, transportation, errands) for other members. The congregation will be divided into groups by Zip code, and care managers would call individuals in each Zip code group to help with care for other members in that group. Care managers would be given a directory organized by Zip code on a quarterly basis.

Relationship to Stephen Ministry

This committee is separate from but should be coordinated with Stephen ministry. Stephen ministers who are aware of care needs in the congregation should refer them to the committee (through Betty). Similarly, care managers who feel that a congregational member might benefit from Stephen ministry should make that referral through Betty.

Training and Commissioning of members

Care managers would receive training (one session, approx. 2 hours) prior to starting their duties. New care managers will be commissioned each fall during Sunday worship (similar to commissioning of Stephen ministers and mission teams).