



## Memorandum

**Date:** September 18, 2009  
**To:** Bethany Church Council  
**From:** Joel Halvorson  
**Subject:** Director's report

### Founders Campaign

- Our September 15 pre-payment of \$386k will result in an additional \$15,000 in savings for the remaining 8 months of the current budget year (savings will start Nov 1, 2009).

### Continuing Education requests

- I have received two requests for continuing education – one for Pastors Ron and Ruth Ann and the other for Kevin. See attached.
- The total amount requested (which is an estimate) is \$5,300.
- Motion: Approve the continuing education requests for Pastor Ron, Pastor Ruth Ann and Kevin to be funded by the Stenstrom bequest.

### Exec and Council Minutes

- I have attached the responsibilities of the Secretary position which included the expectation regarding meeting minutes per Robert's Rules of Order. I would propose that we adopt this approach (with slight modification) to provide a more consistent format and expectation of meeting minutes. This would also reduce our dependence on staff support for these meetings.
- The minutes from the last Council meeting have been distributed in the suggested format. It includes a summary of the attendees, a listing of the reports presented, motions, recommendations and action items.

To: Exec Committee  
Date: September 8, 2009  
Re: Continuing Ed request for Pastor Ron and Pastor Ruth Ann

**Class: BUILDING INTENTIONAL LEADERSHIP SKILLS**

Dates: November 3 - 6, 2009

Seminar Leaders:

- Paul N. Svingen, ELCA interim consultant/educator; interim senior pastor, Trinity Lutheran, Crookston, MN; adjunct faculty, Louisville Seminary
- Kent A. Garlinghouse, ELCA pastoral consultant, educator, transition specialist, Northwestern Minnesota Synod
- Susan Baldwin, personal and organizational development consultant, Accredited Insights Associate, Executive-PPL Inc

**Tuition:** \$800

**Contact Hours:** 30

**Class Times:** Begins Tuesday at 1:00 p.m. and ends Friday at Noon

For the purposes of this training, leadership is defined as: "mobilizing a group of people to work on their tough issues." Ronald Heifetz, *Leadership Without Easy Answers.*, 1994, Harvard University Business Press.

The rationale for this training event is the belief of the trainers, from personal experience and viewing the church around the country, that the church lacks skilled and trained leaders.

The church has many great managers, those who can get work done, but few leaders, those who can mobilize a group to work on their tough issues. Therefore, because of the times in which we live, it is imperative that we work to develop trained and skilled leaders who can empower congregations to work on their tough issues to lower the barriers that prevent the congregation from accomplishing its ministry.

Through the use of propositions and scenarios written to reflect the ministry settings of both interim called and conventionally called clergy, each group will work together to build their understanding and practice of intentional leadership skills.

Building Intentional Leadership Skills is an Advanced Education Course offered by the National Association of Lutheran Interim Pastors (NALIP) and is available to all rostered leaders of the church.

**Required Reading**

Pre-requisites for this event include reading *The 5th Discipline*, by Peter Senge; *Leadership Without Easy Answers*, by Ronald Heifetz; and completing an Insights profile.

Tuition is \$800 / person

Flights \$174 / person

Housing \$20-40 night on campus

Meals \$100 / person

For Pastor Ron and I total cost for the week would be around \$2300.

To: Executive Committee  
From: Kevin Dragseth, Pastor Ron and Pastor Ruth Ann  
Date: September 8, 2009  
Re: Certification School request for Kevin

Below is an explanation of the Certification School and the Coaching process that is offered by the Youth and Family institute, and Wartburg Seminary. The idea of these trainings were developed out of our coaching contract with Pastor Paul Hill. I was asked the question, "where do you see areas for growth in your position at Bethany?" I believe the areas are in theological training, developing a plan or vision, and implementing an at home approach in youth ministry.

This certification school will ensure that I am up to date and resourced to lead a Jesus loving, energized youth ministry for Bethany. Through these conversations with Paul, we (RuthAnn, Ron, and myself) have come to the conclusion that between this certification school and a professional coach/mentor, we would be fully equipped, empowered and unleashed to minister to Bethanys youth.

The Certification School includes the following:

- Adventure expedition and small group experience which models effective approaches to you and family ministry.
- "How to" youth ministry ideas that include confirmation, education, planning, group development, outreach and much more.
- Theological and biblical training.
- Social and Psychological studies in youth and families.
- Personal evaluation and affirmation of new growth.
- Written ministry plan for immediate congregational impact.
- Assistance in discovering youth and family ministry opportunities.
- Certification in Youth & Family Ministry.

Here is some additional information on the Certification School:

- **January 11-29, 2010** in Vero Beach, FL (first half) and Luther Springs Camp, FL (second half)
- 4 weeks of online courses following initial 8 days with other participants.
- Follow up in person Feb. 14<sup>th</sup> – 16<sup>th</sup> in Orlando FL.
- Youth and family ministry requires new and innovative approaches. The Certification School is a 15-day intensive course in Youth and Family Ministry for adult leaders, volunteers, clergy, parents, youth and seminary students in relating and forming Christ's ministry with youth.
- This course provides solid theological education with cutting-edge ministry basics. Participants learn about faith development, contemporary youth culture, strategic planning for congregational ministries, and valuable network building for ongoing ministry support and learning.
- Certification School costs \$2500. There would also be travel costs which are approximately \$500 with 2 flights, parking and food.

#### **Benefits...**

*...as told by some of the participants from the last 54 CERT schools!*

1. **A Solid Plan** – "My congregation loved that I came home with the year planned!"

2. **Theological grounding** – “I have a grounded plan for my faith and theology.”
3. **Youth & Family Confidence** – “I now know why I do what I do!”
4. **Networking** – “When I have a question I know who to turn to!”
5. **New and Fresh Direction** – “It expanded my box. I see new things and it opened myself to a new life in ministry.”
6. **Longevity** – “If it hadn’t been for my Cert school participation 15 years ago, I probably wouldn’t still be here today.”
7. **Spiritual Development** – “I am also growing again spiritually.”
8. **Outreach and Evangelism** – “I am learning the best ways to reach youth and my whole congregation.”
9. **Revitalization** – “I’ve got a heart for ministry, but my methods needed more punch, more edge, more passion. Cert school is giving me the resources I need to succeed and more.”
10. **Professional** – “I found that Certification School is universally recognized by churches. Certification in Youth and Family Ministry by The Youth & Family Institute and Wartburg Theological Seminary is one of the most valuable parts of a resume for pursuing a career in youth and family ministry.”

The Coaching process works best in combination and following the Certification School and entails the following aspects:

- Assess
- Learn the model
- Establish desired outcomes
- Prioritize outcomes
- Strategize Priorities
- Equip with resources
- Create accountability
- Evaluate progress
- Plan next steps

Coaching is also done through the institute and includes follow up work from the Certification school, follow through of development plan, and next steps in the process. The cost is \$3600 for a one year contract which includes access to all resources available to them, phone conversations every other week, and one on site visit 6 months after initial consultation.

If you have any questions about these opportunities, please feel free to contact Kevin at 303-639-4342.

Thank you for your consideration.

amendment, or instructions to a committee be put in writing. [RONR (10<sup>th</sup> ed.), p. 38, l. 13-16.]

### 3. Assist with Voting

If a vote is counted, you may be called on to help the presiding officer do the count. [RONR (10<sup>th</sup> ed.), p. 49, l. 11-14.]

If roll call votes are ever used in your organization, you must become familiar with the procedure for conducting them, in which the secretary has the key role. (That procedure is described in RONR on pages 406 to 408.)

## E. PREPARE DRAFT MINUTES

The duty people most commonly think of in connection with the secretary is drafting the minutes, or official record, of each meeting. Frequently, secretaries make unneeded work for themselves by putting far more into the minutes than is required or appropriate. The most frequent mistakes are trying to summarize the reports offered and arguments made in debate, and including all of the amendments and other secondary motions. In fact, in standard form the minutes should generally include only what was *done*, not what was *said*. [RONR (10<sup>th</sup> ed.), p. 451, l. 25-28.]

They should include the text of main motions as they stood when finally voted on. With a couple of exceptions (to be described shortly), they should not include the text of secondary motions.\*

The form for standard minutes is divided into four parts: the first paragraph, the body, the last paragraph, and the signature.

\*The use of a tape recorder by the secretary can be helpful in preparing the minutes, but a transcription from it should never be used as the minutes themselves.

### 1. First Paragraph

The first paragraph of the minutes should include:

- 1) kind of meeting (e.g., regular or special);
- 2) name of organization or assembly;
- 3) date, time, and (unless always the same) place;
- 4) presence of president and secretary or names of their substitutes; and
- 5) whether minutes of previous meeting(s) were read and approved, or "approved as corrected." The corrections themselves should be made in the minutes *being* corrected, and not further described in the minutes of the meeting *at which* they are corrected.

#### Example of First Paragraph of Minutes

The regular monthly meeting of the Student Coalition was held on Tuesday, January 11, 20\_\_\_\_, at 8:30 P.M., in the Martyn Room of the University Center, the President being in the chair and the Secretary being present. The minutes of the last meeting were read and approved as corrected.

### 2. Body of Minutes

The body of the minutes should have a separate paragraph for each subject matter. It should never include the secretary's opinion on anything said or done (for example, do *not* write, "X gave an excellent report on . . ."). The name and subject of a guest speaker or other program may be given, but no summary of the talk.

*a) Reports.* The minutes do not include the contents of the reports of officers or committees, except as may be necessary to cover motions arising out of them. An example of how the minutes should describe reports without motions is: "Reports were given by

President Darian Will, Vice-President Roxana Arthur, Secretary Jolan Davis, Treasurer Jose Rhinehart, and Karen Wilson, Chairman, on behalf of the Education Committee." An example of how the minutes should treat a report with a motion is: "Dennis McAuliffe, reporting on behalf of the Membership Committee, moved that Stacie Johnson be admitted to membership in the Society."

**b) Main Motions Only.** All main motions which are moved during the course of a meeting (excepting only those which are withdrawn by the maker) should be recorded in the minutes. With the two exceptions about to be discussed, the minutes should contain the text only of *main* motions, whether adopted or defeated. In the case of all important motions, the name of the mover—but not the seconder—should be given.

The text of each main motion should be recorded in the minutes, using the wording of the motion immediately before it was finally voted on or otherwise disposed of. This wording will incorporate any amendments that were adopted during the main motion's consideration. The minutes should say whether the motion was adopted or lost "after debate," "after amendment," or "after debate and amendment." In the normal case of a main motion that was finally voted on or otherwise disposed of at the meeting, the minutes should not include any further information about proposed amendments, whether or not they were adopted.

#### Examples of Minutes' Treatment of Motions

Dennis McAuliffe moved "that Stacie Johnson be admitted to membership." The motion was adopted after debate.

Sam Lee moved adoption of a resolution which, after debate and amendment, was adopted as follows: "Resolved, That the Coalition support the establishment of publicly financed health clinics in public elementary and secondary schools so long as such clinics obtain parental consent to treat students."

**c) Exception: Secondary Motions When Main Motion Carried Over to Another Meeting.** The first of the two exceptional cases in which amendments or other secondary motions are separately reported in the minutes occurs when a main motion is carried over to a later meeting. Then the minutes include the main motion as it stood at the time, together with any pending amendments or other secondary motions carried over with it, as well as the motion that caused it to be carried over. For example:

Dahlia Sutherland moved "that the Coalition support the establishment of a summer camp for children on its lakefront property." Lewis Thomas moved to amend this motion by inserting the words "inner-city" before "children." On motion of Angela Mercouri, the motion to establish the camp, with the pending amendment, was referred to a committee of three to be appointed by the chair with instructions to report at the next meeting.

**d) Exception: Secondary Motions Needed for Clarity.** The second exception occurs when it is necessary to make reference to a secondary motion for clarity and completeness, such as "a ballot vote having been ordered, the tellers reported . . ."

**e) Votes, Notices of Motions, Points of Order, and Appeals.** Other items that should be in the body of the minutes are these:

- **Votes:**

- Usually, only that a motion was "adopted" or "lost;"

- If a count or ballot vote was ordered, the number of votes on each side;

- For roll call votes, the names of those voting on each side and of those answering "Present" [RONR (10<sup>th</sup> ed.), p. 453, l. 31-35.]

- Content of any *notices of motions* given to provide "previous notice" that the motions will be considered at the next meeting; and
- *Points of Order* and *Appeals*, whether sustained or lost, together with the reasons given by the chair for his or her ruling. [RONR (10<sup>th</sup> ed.), p. 453, l. 17–20.]

### 3. Last paragraph

The last paragraph should give the time of adjournment but need not list the mover or fact of adoption of any motion to *Adjourn*. It should read simply, for example, "The meeting adjourned at 7:18 P.M."

### 4. Signature

The minutes should be signed by the secretary and, if the group wishes, the president. There is no need to include, "Respectfully submitted."

A helpful sample set of minutes is found on pages 454–56 of RONR, and it is advisable for any newly elected secretary to review, and later refer to, the more detailed treatment of minutes in that book. [RONR (10<sup>th</sup> ed.), p. 451–58.]

## F. CORRECTION AND APPROVAL OF MINUTES

It is important to recognize that the minutes you draft are only *proposed* minutes, which do not become the official record of proceedings until approved, perhaps with corrections, by the organization. Often the secretary will send copies of the draft minutes out in advance of the meeting at which they are to be approved, typically with the call, but it is advisable to label them "draft" to help members to remember that they may yet be corrected before being approved.

Any corrections made to the draft minutes at the meeting at which they are approved are made in the text of the minutes being approved. The minutes of the meeting at which the corrections are made should merely indicate that the minutes were approved "as corrected," without specifying the corrections. [RONR (10<sup>th</sup> ed.), p. 452, l. 12–15; see also q. 16 on p. 120 of this book.]

## G. DUTIES OUTSIDE MEETING

It is your job to keep the official records of the group. These include the bylaws, special rules of order and standing rules, minutes, membership roll, and committee reports. You must make the minutes available for inspection by the members at reasonable times and places, and provide committees with any documents necessary for their work.

It is also your responsibility to conduct the group's official correspondence, including officially notifying officers, committee members, and convention delegates of their election or appointment.

As secretary, you may also need to certify with your signature acts of the organization, and sometimes the credentials of delegates representing the group at a convention. [RONR (10<sup>th</sup> ed.), p. 442–44.]