

West Philadelphia Mennonite Fellowship
Church Council Meeting
November 11, 2015

All in Attendance: Alex Esh Bouwman (Council chair, deacon), Lorie Hershey (Pastor), Reuben Wetherbee (HRC), Betsy Sneller (HRC), Tim Martin Johnson (HRC), Bryan Geib (Deacon), Brenda Rich (Elder), Audrey Roth Kraybill (Intern), Nick Lordi (Elder), Dorianna Lordi (Administrative Assistant)

Absent: Mark Michalovic (Elder), Laurie Callan (Elder), Brooke Blough (Deacon)

Alex began meeting with prayer at 7:02 pm.

1. Minutes from Council meeting on September 2, 2015 approved via email

2. Pastoral Team items

a. Welcome Audrey Roth Kraybill

- Lorie introduced Audrey as our intern, working with Lorie about 10 hours per week for the next 4-5 weeks.
- Audrey briefly shared about herself. She is finishing her seminary degree and is excited to be here.
- All members introduced themselves and their role in church council.

b. Pastoral Care team

- Lorie shared about purpose of pastoral/congregational care team.
- Would consist of a small team of two or three people to support Lorie and Laurie Callan with some pastoral care items such as visiting schedules, check ins, and meals.
- Goal is to have this team in place by January.
- Having this team would help during Lorie's sabbatical.
- Briefly discussed PCRC and their role in the congregation.

c. Feedback on Communion celebration changes (See addendum)

- Lorie shared about the decision to allow youth to partake in communion.
- As another step of one's faith journey, a step of growth toward God and community.
- Thought the series on communion was valuable, Elders plan to do a series on Baptism in the summer.
- Dorianna will put communion decision insert on website.

3. HRC Items

a. Email address

- Reuben created an email address for HRC, so people can email entire committee through one email address - hrc@wpmf.org
- Dorianna will work with Reuben to create an email address for each council committee.

- Will list these addresses on website and bulletin.
- b. Feedback on sabbatical job description (See Addendum)
- Handed out job description and responsibilities.
 - Reuben explained some reasons for description and what we learned from Lorie's last sabbatical.
 - Found that it was helpful to have someone in pastoral role.
 - A focus is pastoral care.
 - Worship committee will still be able to plan worship services.
 - Some feedback from council was to have clarity on Sunday worship roles, keep in mind that two elders' terms will end in May, discussed reasons for hourly rate vs. salaried, and hiring an external or internal sabbatical pastor.
 - HRC will take feedback and discuss it at their next meeting.
- c. HRC Rep to child protection team
- Explained this new role as part of human resource team.
 - HRC member will be contact for child protection policy, concerns/issues, and oversight of paperwork.
 - Tim will fulfill this role and work with Dorianna and Lorie.
 - Dorianna will continue to support volunteers filing clearances as well as manage paperwork.

4. Deacon Items

a. Elevator project

- Elevator work has started.
- Bathrooms are not part of this immediate plan.

b. New sign outside

- Alex showed council draft of sign with new logo.
- Alex will get a quote for a sign that can go over our current sign.

c. Budget update

- Alex discussed some reasons for a \$15,000 budget increase, such as salary, insurance, building costs, and sabbatical.
- Council discussed some different options, such as a possibility of adding a sabbatical fund to every year's budget.
- Deacon's will discuss more at their next meeting.
- On track for this year's budget and expenses.

Council agreed on next meeting for Wednesday, February 10, 2016.

Alex concluded meeting at 8:07 pm.

Meeting minutes recorded by Dorianna Lordi.

Addendums:

Proposal for Our Practice of Communion at WPMF

October 30, 2015

Communion is a monthly part of our community's faith and reminds us of God's story of reconciliation and salvation. It is a time of remembering, commitment, nourishment, and sending. In this act of sharing tangible food:

- We remember our center, Jesus, and that we are loved by God.
- As disciples of Jesus, we are companions together on this journey, at all stages of faith.
- We commit to the journey with Jesus with its struggles, joys, and decisions.
- We are offered nourishment and grace; gifts for the journey.
- We are commissioned to live out God's reconciliation, justice, and peace in the world.

Pastoral Team recognizes that in Anabaptist faith taking the bread and cup has traditionally been reserved for those who are first baptized. Communion, for Anabaptists, has been recognized as a sign of commitment to follow Jesus. WPMF's practice has been to welcome adults who are on a journey with Jesus to come to the table, baptized or not, while continuing the message, stated or unstated, that for children and youth, baptism comes before taking the bread and cup.

In recent years, and through our Communion series, pastoral team has recognized the congregation's desire for a clearer welcome for all to the table. At the same time, we hear the desire to maintain the aspect of commitment, reaffirming our choice to follow Christ in the act of taking the bread and cup.

So, we are proposing that our youth discuss the practice of communion, and its connection to their own life struggles and pressures, with their parents, Pastor Lorie, mentors, youth leaders, or other trusted adults. When they are ready to enter into this new aspect of Christian fellowship and move into a maturing stage of walking with Jesus, they are welcome to share in the bread and cup.

Communion, thus, would be another landmark, such as baptism and membership, towards a maturing faith.

We also feel the need to deepen our understanding of baptism, and in the coming year will be attentive to provide space for remembering our own baptisms, learning, sharing of our beliefs and experiences, and inviting others to be baptized with water as Jesus was.

~ Pastoral Team

Sabbatical Pastor Responsibilities

The sabbatical pastor's primary responsibility is to provide a pastoral presence and assist the elders with the pastoral care of the congregation during the sabbatical period. As the position is temporary and part-time in nature the sabbatical pastor will not be expected to be the primary source of pastoral care, but rather a backup and support for the elders, especially in the case of a crisis. The pastor will also be responsible for providing some leadership in worship and administration duties as listed below.

Position Duties:

- Pastoral Care
 - Along with the elders, monitor the needs and well-being of people within the congregation. Attend to the needs through prayer, meeting with/visiting, support groups, referral to outside counseling and continuing to check back in.
 - Help the Elders tend to pastoral care needs as they arise and to step in if there is a tragedy or crisis
 - Be available for phone or in-person meetings with congregants to attend spiritual and emotional needs
 - Contact those who are in various life transition and experiences such as death, birth adoption, or other particular needs
- Worship
 - Occasionally take part in the Worship Service in a leadership role for the purpose of strengthening the congregation's perception of the sabbatical pastor's leadership role
 - Lead worship once per month
 - Attend Worship 3 Sundays per month
 - Preach if requested by the Worship committee (not to exceed 3 sermons for the sabbatical period)
 - Attend services commemorating the beginning and end of the Sabbatical period
 - Be available for funerals
 - Plan times of recognition for those moving away
- Administration
 - Check in with the WPMF Admin Assistant on a regular basis
 - Attend the Worship committee at least once during the sabbatical period
 - Attend Pastoral Team Meetings (approximately once per month)
 - Meet with the HRC Pastor Liaison periodically as mutually agreed upon.

Memo of Understanding

May XX, 2016

Between XXXXX and the West Philadelphia Mennonite Fellowship, Philadelphia, PA.

1. Position and and length of Agreement.

This position carries the title of Sabbatical Pastor of West Philadelphia Mennonite Fellowship and is a part-time, temporary position with the following hours:

- Up to 5 hours/week during the weeks of May 9-15 and August 15-21
- Up to 10 hours/week during the weeks of May 16 - August 14

Due to the variable nature of the duties of this position, it is very likely that some weeks will be higher than 10 hours and some less. The pastor should attempt to regulate their time so that the average time does not exceed 10 hours per week. Should the need occur during any period for additional hours that would exceed the weekly averages specified above, this would require the approval of HRC.

2. Compensation

The congregation will pay the Sabbatical Pastor an hourly rate of \$33.00. Federal, State and local taxes will be deducted from this hourly wage. No Vacation or Holiday pay is provided and no benefits are provided. Total compensation is not to exceed \$4620.

3. Responsibilities

Sabbatical Pastor responsibilities are delineated on the job description attached to this Memo of Understanding. Day to day direction of the Sabbatical Pastor's activities will come from Elders. *

4. Resignation and Termination

In the event the Sabbatical Pastor desires to resign this position, HRC shall be given a notice of resignation at least 2 weeks prior to the effective date. Should the congregation choose to terminate the Sabbatical pastor, it likewise will give a minimum of 2 weeks notice.