

WPMF Community Life Meeting Notes

Sunday, June 5, 2016 10:45-11:45 in the church office

Present: Brenda Rich, Pastoral Team; Nancy Geryk, Fellowship Meal; Bryan Geib, Building Deacon; Sylvia Horst, Linda Esh, Greeters; Laurie Brunk, Snack; Jim Kurtz, Usher/Greeters; Sheldon Rich, Usher; Carie Davis, Sabbatical Pastor

The purpose of this gathering is a bi-annual check-in of what's going well and what are the challenges or needs these various ministries experience, and that by meeting together we may provide new ideas or cohesion.

Snack Duties: Laurie Brunk is finished as snack time coordinator. She described for us how she came to be in that role. When they first started coming here, a few times at Chestnut Street, but mostly here at 48th and Baltimore, (around 2000), they found that people were welcoming, but the physical matter was not. People were drinking coffee out of broken and stained coffee cups that they brought themselves. A visitor might wonder, "is that coffee only for people who bring their own mug, or is it for all of us?" Laurie said she started "taking over things". She bought the glass mugs at Bed, Bath and Beyond, and a coffee maker, and washing them to help present a more welcoming environment. There's fellowship around food and a cup, if you're holding food or a cup, there's reason to be there, which is easier than standing around with nothing in your hands. Things developed as kids needed snack too in between the church service and Sunday school, and gradually the process developed. She does the coffee, tea setup and requests people to sign up for snack everyone Sunday during the School year, from September through May. The cabinet in the kitchen is organized. Paper goods are purchased thru Admin asst when supplies run low. Laurie herself purchased sugar/coffee/cream and teabags and did a tax deduction at the end of the year.

Laurie did it all every Sunday, setting up and cleaning up, and putting the sign up sheet out and recruiting folks for sign up. Elizabeth Hamilton was her backup when Laurie not present.

Since no one had come forward to take over this ministry, we recognize it may need a committee to manage. Laurie suggested a practical way might be to recruit 3 people to do it by quarter (as we do now to recruit for Sunday school teachers), and a 4th person to be in charge of signing people up for the whole year. That way, subs could come from the pool of three who already know how to do it. (Or, perhaps a schedule like every 1st Sunday, every 2nd etc.)

Decisions: Brenda offered to take on getting this organized for the Fall. Laurie handed over a packet with Instructions for Snack person, sign up sheet, sample emails she sends to remind folks, and the keys to the kitchen (2). Sugar, tea, coffee, and cream to be added to the list of supplies to be ordered by Admin Asst (Bryan approved).

Fellowship Meal Duties: Nancy Geryk reported on Fellowship meal. Stainless steel utensils have been bought, we no longer wash the plastic utensils, since they couldn't get clean. We use paper plates that can be thrown out, and plastic cups that could be recycled, although there does not seem to

be a clear recycle system in the kitchen. Tim takes the trash out after the meals. Set and clean up have always happened easily with folks volunteering to set up and take down the chairs and tables.

Ushers/Greeters: Jim reported that we have 4 ushers, and he recruits and gets a schedule out for ushers and greeters. The four ushers are: Sheldon, Jim, Mel and Bryan.

Usher's duties:

- 1) Hand out hymn books based on the songs of the day and collect them afterward and put them away.
- 2) Suggest to new folks that they can sit anywhere, but good to know it easier to hear if they sit on the inside (not under the balcony).
- 3) Make routine of rounds through the building 3 times during the service (every half hour). Important for the nursery folks tucked way back in the corner and for whoever is setting up snack, as it's very isolated downstairs generally.
- 4) Make a final sweep through the church to encourage lingerers to move out by 10:30 to give Calvary time to set up their sacred space,
- 5) Check for any left behind items, and put them in the church office, so that folks don't go back in to look for them during Calvary's service which is disruptive to them.

Decision: Jim wants to continue to have a selected recruitment for ushers, as there may be times that we need to be more in the security role. (ex. If church folks have brain disorders, etc)

Greeters' duties: The greeters are: Elizabeth, Linda, Alex, Sylvia, Angelina, and Dorianna. Mark and Brenda requested to end their roles as greeter.

Brenda found that as greeter it was not comfortable to ask them to sign in. She is in the process of developing a welcome card/packet that can be given to visitors, with info about the church life, the facility, how to get involved, and perhaps a card drop in the offering basket of their contact info, whether they'd like to be contacted. Sylvia provided some samples of hospitality materials, Brenda will scan and provide to greeters. Carie said some churches have people sign a pad of their attendance during the service (regular attender, visitor, etc) How do we know if people have stopped coming? Elders (through Lorie/Dorianna) review that periodically. A regular sign in would help us notice those trends more, and perhaps get better counting of attenders.

Decision: Brenda will coordinate this welcome packet process with Carie.

Next meeting: This group will still meet twice a year (Sept/June). Elders are making a decision about which elder will oversee this group, or whether there may be a rotation of elders meeting with this group.