

Zion Lutheran Church of the Battlefords Congregational Council Planning Session
March 21, 2021

Present: Sherry Jimmy, Heather Leask, Lori Graupe, Jordan Voigt, Charlotte Hamilton, Jeff Arndt, Sherri Dzeylion, Pastor Sheldon

Topic	Discussion	Action Required
Opening Devotion	Led by Pastor Sheldon	
Council Oath of Office	Sherry circulated Oath of Office for all council members to sign.	All council members to return signed forms to Sherry.
Overview of 2019 Strategic Framework and 2020 Operational Plan	Presented by Sherry.	
Implementing New Constitution	<p>Council has 5 areas of responsibility according to the constitution.</p> <ul style="list-style-type: none"> • Worship, Learning, Witnessing, Service & Support <p>To achieve this council recommends a committee structure be established as outlined in the appendix. A council representative will facilitate each committee. All committees will be advisory to the council.</p>	Sherry to start work on Terms of Reference for the committees
Establishing 2021 Goals, Objectives & Activities	<p>Re-Opening – Engagement Plan (Virtual Platform)</p> <ol style="list-style-type: none"> a. Safety Measures b. Gradual Approach c. Chairs Purchase/Set-up d. Virtual Continuation e. Continuation of mid-week Prayer Services f. Outdoor Services g. Music Ministry h. Community Outreach Event when Safe to do so i. Policy & Planning Processes 	<p>-Council to revisit the plan at each monthly meeting</p> <p>-Governance and Administrative Workplan (GANTT chart) to be standing item on Council agenda & on back of each agenda</p> <p>-Charlotte to start working on policies and will determine if separate session required</p>
Closing Prayer	Closed with the Lord's Prayer	

APPENDIX

Committee Structure

Committee	Council Rep	Areas of Responsibility	Membership
Finance	Jordan Voigt	Business Operations (bills, payroll), Collecting/Receiving Donations; Corporation Management (lawyer, May); Charitable Registration with CRA (June); Designated Gifts/Fundraising; Debt Reduction; Offering Counting	Council rep plus 3 to 5 members including Treasurer (appointed)
Human Resources	Heather Leask	Recruitment (Secretarial, Bookkeeper, Janitorial), Job Descriptions, Interview Guides, Employment Offers/Contracts, Staff reporting relationships (Pastor – ministry; Council – corporate); Org Chart;	Council rep plus 2 to 3 members
Building/Capital	Charlotte Hamilton	Janitorial once hired; Grounds; Maintenance Projects; Capital Equipment	Council rep plus 2 to 3 members
Communications	Jeff Arndt	Website, Virtual Services platform, Financial Info shared, engagement	Council rep plus 2 to 3 members
Relational Ministries	Lori Graupe Sherri Dzeylion	Supports Women of Faith, Music Ministry, Education Committee; LTC Ministry, New Ministries	Council reps plus Pastor Sheldon and 2 to 3 other members