

Winnebago Presbytery  
**Presbytery Council**  
**Minutes**

**April 5, 2011**

The Council of Winnebago Presbytery convened on April 5, 2011, at 9:37 a.m. at the First Presbyterian Church, Shawano, Wisconsin, beginning with a welcome to Council's newest member, Nancy Siewert, and devotions led by the Rev. Richard Manny.

Present:

Jeanne Nymoen	M, Moderator of Presbytery
Ted Sperduto	M, Vice Moderator of Presbytery
Marcia Thomas	M, Past Moderator of Presbytery
Bette Hoytink	E, Committee on Ministry
Jim York	E, Synod Commissioner
Jean Schneider	E, Representation & Nominating Committee
Rebecca Proefrock	M, Committee for Preparation for Ministry
Nancy Siewert	E, Resource & Program Team
Richard Manny	M, Finance Committee
Sarah Moore-Nokes	M, Associate Executive Presbyter
Nancy Barczak	E, Associate for Administration
Michael Lukens	M, Stated Clerk

Excused: Margaret Zedan, Robert Merriam, Mara Liz Rivera, Alice Ackermann, Stephen Wright

Council Study

Council resumed its study of the book, *The Three Laws of Performance* (2009), by Steve Zaffron and Dave Logan. The Moderator led Council in an overview of the first section of the book and its theses, followed by discussion on its meaning and significance in the life of the Presbytery.

Review and Approval of Council Minutes

Council reviewed and **voted to approve** the Minutes of the Council meeting from 11 January 2011.

Strategies for Presbytery in 2011

Council continued its earlier discussion of the strategy and theme for presbytery meetings in 2011 on the overall theme of "Healthy Practices for Healthy Congregations," utilizing a summary collection of suggestions generated at the February meeting of Presbytery. (The summary will likely be used to guide presbytery programming for the next year or so.)

The May meeting will focus on best practices in personnel policies, confidentiality, and employment relations, with leadership by an expert in the Human Relations field.

Council then continued its regular assessment of the transitional staffing pattern and operation through a written report to Council that reflects the present assessment of each member of the leadership team. The general conclusion of this leadership is that the present transitional pattern should continue, as we move toward greater clarity about the optimal staff arrangement. Concern was raised about the expectation and potential exploitation of volunteers who are, in fact, operating as staff. Council also discussed the highly fluid situation within all four presbyteries in Wisconsin, a situation that seems to recommend maintaining the present

transitional pause as inter-presbytery conversations continue to consider the possibility of shared operations and functions.

Council **voted to recommend** to Presbytery that the transitional pause continue until the November 2011 meeting of Presbytery, at which time the staffing pattern and rationale will be reviewed for change or a continuation of the transitional process.

#### Staff and Officer Reports

- The Moderator reported on her enjoyment in the visits to the churches of Presbytery.
- The Vice-Moderator reported on the Fall Camp Task Group planning meeting for the fall youth camp.
- Immediate Past Moderator reported on work within the transitional leadership team.
- The Stated Clerk reported on formation of an administrative commission related to the Preble Park Church, on the forthcoming discussion at Presbytery concerning the proposed new Form of Government, on the various end-of-year reports for 2010, on correspondence with the Melnik and Wausau churches, and concerns about the preparation of congregations if the new Form of Government is approved.
- The Associate Presbytery Executive reported on her transitional work in a coordinated way with Presbytery volunteers. The regular work of Presbytery seems to be going well, with increased activity within the minister-and church-clusters and a vigorous agenda of the Resource and Programming Coordinating Team (e.g. youth camp).
- The Associate for Administration reported on the continuing work within the Presbytery office, which, though increased, seems to be going well.

#### Committee Reports

The Moderator recommended that all committees submit their written reports for meetings of Presbytery to be available by the time of Council's meeting, to the extent that this is possible.

- Committee on Preparation for Ministry (Proefrock) reported that its next meeting will be with candidates seeking admittance to the CLP program.
- Committee on Representation and Nominating Committee (Schneider) reported that nominations will be coming to Presbytery in May, with some continuing vacancies. An August meeting will be necessary for later nominations. A Committee on Representation report will also be forthcoming to Presbytery in May.
- Finance Committee (Manny): no report.
- Personnel Committee reported that the evaluation process for the Associate Executive Presbyter and the Stated Clerk has been successfully completed.
- Presbyterian Women reported on the PW spring gathering in April. Council **voted to authorize** the Rev. Sherwood McKay to preside at the Lord's Supper for this PW meeting.
- Resource and Program Coordinating Team (Siewert) reported that its next meeting will be on April 7.
- Session Record Review Committee (Wright): no report
- Synod Commissioner (York) reported that Synod met in January, including impressive preaching leadership from Jay Herbert Nelson, Public Witness

Director in the PCUSA Washington office and encouraged consideration of an invitation for Mr. Nelson to address a meeting of Presbytery.

Council **voted to invite** the Rev. Nelson to be a speaker at the November meeting of Presbytery.

- Committee on Ministry (Hoytink) reported on the March CoM meeting and its forthcoming meeting April 14. The Committee enrolled the Rev. Jon Nelson as pastor in a joint arrangement between the Marinette Pioneer Church and the Menominee First Church (Mackinac Presbytery), dismissions of the Rev. Dr. Rupe and the Rev. Mr. Baker, co-sponsorship of a Boundaries Awareness training event in May with other ecclesial groups, representation to the Board of Pensions meeting in May in San Diego, appointments of moderators to Sessions of vacant churches, and a continuing discussion of the role and function of CLPs.

#### Council Review of the February (2011) Presbytery Meeting

Council reviewed the February 2011 meeting of Presbytery,

#### Council Planning for the May Meeting of Presbytery

Council discussed the plans for the May Presbytery meeting and instructed the Clerk to prepare the final docket in consultation with the Moderator of Presbytery and the Presbytery staff.

#### Miscellaneous Business

[none]

#### Adjournment

Council adjourned in prayer (Ted Spurduto) at 12:25 p.m.

Council meets next on 23 August 2011 at the Presbytery office in Appleton. Opening devotions will be by Ted Spurduto and the closing prayer by Nancy Siewert.

Respectfully submitted,

Michael B. Lukens  
Stated Clerk

## Responses to Request for Topics for Healthy Congregations – Nuts and Bolts

February 12, 2011

### TECHNOLOGY

- Websites – what to do/what not to do
  - Best/worst practices
  - Safety – photo releases, password protection policies – photos/personal information
  - Web 2.0
  - Standards and Policies for Updating
- Proper use of technology
  - How to integrate electronic communication when some will never have access
  - How to get rid of old cyber material
  - Software, privacy, safety, training
- Social Networking/Blogs/Facebook
  - Mandatory reporting law implications of electronic messages
  - Appropriate use
  - Internet use at church
  - Policies for use of social media
- Using screens in worship well (artfully, faithfully and legally)
  - Multi-media training
  - Technical training
  - use of visual arts/words/etc.

### PEOPLE TRAINING

- Elder Training
  - Serving sacraments to shut-ins, theology and practice
  - Pulpit supply or conducting a service when pastor is gone
  - Involvement in Presbytery – value of being part of the connectional church
  - Presbyterian Polity
  - Parliamentary Procedures
  - Support to Pastors
- Deacon Training
  - Service to shut-ins
- Session Clerk Training
  - Offer week day and weekend training opportunities
- “Shadow” Training for Trained Lay Pastors

- Training Treasurers/Officers to share tasks and duties.
- Training for New Presbyterians
- Connectional theory and Relations between Session/Presbytery/Synod/GA
- Polity Training for Elders and Deacons
- The role of Elder in presbytery

### VOLUNTEERS

- How to build volunteerism in healthy churches
- Managing a fully volunteer church office
- Handling burnout of volunteers and officers
- Volunteer procedures and paper work
- Boundaries, ethics
- Privacy Guidelines in life of congregation (HIPPA)

### PERSONNEL ISSUES

- Church Secretaries (confidentiality)
- Conducting reviews – of the system not just person
- Evaluative tools for staff
- Parish nursing and protocol
- Privacy Guidelines in life of congregation (HIPPA)

### INSURANCE

- Who needs it, how much - why and when
- Liability issues for food pantries and suppers
- Insurance coverage – education
- Liability – pastoral counseling, sexual abuse, shelters
- Activities off facility in terms of liability and health issues that may arise – youth/mission trips
- Session Liability

### POLICIES/PROCEDURES

- Child Protection Policy Updates and Safe Space for all
- Use of internet technology
- Policies and procedures for reporting and de-escalating

## COMMUNICATIONS

- How to keep members current on presbytery/synod/GA happenings

## EVANGELISM

- Community Outreach Events
- How to find Community Information
- Empowering laity to go out and be Christ's message to the world
- Move the walls
- Evangelism and growing the church; welcoming and assimilating new people, visitors
- How to get non-participating members back into the activities of the congregation

## STEWARDSHIP

- Stewardship for Small Churches
- Financial Stewardship/Fundraising
- Training members to be active in mission
- Share ideas of what churches are doing in mission
- Help us understand per capita – explanation (including use)
- Training

## MISSION

- How to find homeless and minister to them, particularly youth
- Training members into being in active mission

## TAXES, SOCIAL SECURITY, RETIREMENT

- Retirement issues
- Social Security
- Tax Issues
- Housing Allowance Provisions

## EQUIPMENT

- Comparison of church software and what churches use
- Telephone systems – without purchasing a whole package
- Evaluative Tools for software and other equipment

## SMALL CHURCHES/CLUSTERS

- Congregations without pastoral leadership
- How to initiate church clusters – those with mutual needs
- Have an event for small churches to meet with similar churches to explore their life
- Identifying mutual needs among congregations and helping meet them

## OTHER

- Trends in the 21<sup>st</sup> Century for churches – via Rodger Nishioka
- Book Recommendation: Five Practices of Fruitful Congregations by Robert Shnase (Methodist)
- PIE (Presbyterians in Education)
- How to Restructure FOG
- Sponsor a bible-based retreat for **older** singles
- Fond du Lac offered to share information regarding use of Power Point, video, other media as part of worship service
- Susan Phillips offered to lead a session

Transition Reflections  
Report to Winnebago Presbytery Council  
April 5, 2011

**Transition as seen by the Moderator - Jeanne Nymoen**

There are several components in effective transitions. Communication, empowerment and spirit are among them. At Winnebago Presbytery I am seeing signs of all three.

**Communication:** As Sarah Moore-Nokes began the transition this was the top priority. She began implementing several regularly scheduled communication opportunities with the staff, COM leaders, and presbytery officers. She and Nancy continue to keep church leaders aware of ongoing opportunities with “News and Notes.” In addition to the people from Winnebago Presbytery; Sarah is in contact with colleagues in other presbyteries opening doors to more ideas and support.

**Empowerment:** Sarah’s management style allows the gifts and talents of others to rise up and support the goals of Winnebago Presbytery. She affirms people while appreciating their contributions of time and talent. In this atmosphere, people are stepping up.

**Spirit:** The work continues to be accomplished with an optimistic spirit. Our staff brings a great balance of wisdom and humor. There is also a confidence in Winnebago Presbytery’s spirit to move forward and continue to claim our motto of “being the finest presbytery...”

**Transition Thoughts from the Vice Moderator - Ted Sperduto**

As the new vice-moderator, I’m still working my way into things. But, I’ve been impressed by the quality of the people we have in leadership. What makes that quality stand out is the good communication taking place. Sarah, Michael, Nancy, and Bette have created a relaxed thoughtful atmosphere as we move forward. The “bottom line” is that things are going well from my perspective.

**Transition Notes from Immediate Past Moderator - Marcia Thomas**

- Staff is successfully handling the business, spiritual leadership and needs of the Presbytery
- Council needs to do visioning for next steps and beyond –
  - ie. 2012 Mtgs. of Presbytery on Sat. only.
  - Our readiness to partner with Milwaukee can be initiated by a progressive plan
  - How shall staffing proceed after the pause
  - Less governing at Presbytery Mtgs. – more leadership & spiritual growth, education etc.
- Pastors are getting support in their Clusters.
- Pastors will create support relationships with Sarah as time moves forward
- COM has agenda items scheduled, which may be intensive – ie. Lay Pastors & Hours for Full/Part Time
- 007 Meetings serve as an administrative hub; they do require four volunteers to commit one day a month. 007 work is productive, problem solving, creative, addressing / delegating issues needing attention.
- Smooth operations are a testament to the strength of staff, volunteers and foresight.

### **Transition Reflections from the COM Moderator - Bette Hoytink**

The COM Moderator and the Associate EP continue to meet most weeks either in person or via phone to review churches in transition and those who have been in contact with COM for various reasons. The Associate EP is an excellent resource for COM and we have a good working relationship. The Associate for Administration also provides excellent support.

The COM moderator attends monthly 007 meetings.

The COM consultant has attended both the January and March COM meetings.

While the number of hours devoted to this role was unusually high in January, February and March have been less time intensive. Based upon the limited experience of just three months into this transition, the COM Moderator estimates that this role requires approximately one-quarter time or 40 hours per month on COM work. This estimate does not include any travel time.

### **Reflection on Presbytery Transition from the Stated Clerk - Michael Lukens**

In the continuing transitional period of Winnebago Presbytery, the Clerk's role and duties have been essentially the same. Some of the recent additions have been the result of exterior factors (e.g., the closure of the Green Bay Preble Park Church or the education components related to the proposed new Form of Government) that would have been present regardless of staffing changes. The extra time required for coordination and communication (e.g., 007 meetings and conversations with Sarah) has been both very manageable and valuable. From my perspective, the operational components are functioning smoothly. However, since we are still early in this new mode and the resulting data/assessments are incomplete, it would be premature in my view for Presbytery to move now to a more definitive pattern or alignment. The necessary functions are working well as well as a number of extra efforts are underway. I see no urgency for a longer-term decision at this point.

### **Transition Report from the Associate for Administration – Nancy Barczak**

As the Presbytery moves into the fourth month of the transition, I am doing the same work; but I feel a bit more pressure to keep track of the myriad details. This ranges from keeping the database information current to assisting Bette and Sarah with COM follow-up details (which have always been a challenge).

Participation in the Wisconsin Presbytery gathering on March 14 was a positive experience. The mood among the staff was generally positive and open to trying something new. The support staff perspective was somewhat different because it was generally agreed that the ability to shape what is done comes from presbyters, officers and executive staff. The support staff has more of a hand in determining how things are done. Participants are open to exploring possibilities. The first agreed upon step was to aim for a statewide Presbyterian communication by early summer.

### **Transition Reflections from the Associate Executive Presbyter – Sarah Moore-Nokes**

The transition time continues to go well. Each of the 007 members has stayed in close communication with the staff and officers and the life and work of the presbytery has continued with few interruptions. Three things are happening concurrently:

1. Three months into the 'pause' we are beginning to have a better sense of what is absolutely necessary for staff to do, what can (and in some cases) is being done by volunteers, and what used to be done by staff or volunteers is no longer needed or wanted.
2. The conversation with the other three presbyteries has begun and has a more certain feel this time.
3. The Synod is actively pursuing a conversation with presbyteries to discuss the future. (Some may remember that more than 5 years ago the Synod was asked to facilitate such discussions and declined.)

As we move through this year, staying alert to the opportunities while planning for the future will be the balancing task for Council and the Presbytery. At this time, I recommend that Council report to presbytery what we're learning and ask to continue the 'pause' through the summer.