

# Sherwood Community Friends Church

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## Committee Orientation

*What we do and how we go about doing it*

**August 26, 2017  
9:00 to 11:30 am**

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### **AGENDA**

- **Welcome & Check-In | 9:00 – 9:30**
- **Committee Orientation, Meeting Protocol, Forms, Communication | 9:30 – 10:15**
- **Review updated Committee Orientation & Handbook | 10:15 – 10:45**
- **Calendaring & Forecasting (Brainstorming) | 10:45 – 11:15**
- **Prayer & Dismiss | 11:15 – 11:30**

## **COMMITTEE ORIENTATION**

### **General Info.:**

- **Church Office Hours:** Mon. – Wed., 8:30 am – 1:30 pm | Thu. & Fri., 8:30 am – 12:30 pm
- **Office Personnel:** Priscilla Peterson (Mo-Fr | 8:30 am to 12:30 pm)
- **Church Address:** 23264 SW Main St., Sherwood OR 97140
- **Church Phone:** 503-625-7879 (Main)  
503-625-4659 (Fax)
- **Church Office Email:** [scfc@sherwoodfriends.org](mailto:scfc@sherwoodfriends.org)
- **Website:** [www.sherwoodfriends.org](http://www.sherwoodfriends.org)
- **Facebook:** [www.facebook.com/sherwoodcommunityfriends](https://www.facebook.com/sherwoodcommunityfriends) (page)  
[www.facebook.com/church.office.5203577](https://www.facebook.com/church.office.5203577) (profile)
- **Keys:** Two master keys are checked out to all committee clerks and assistant clerks (one key opens the front glass doors/kitchen door/exterior church office; the other opens the exterior “charter office” door and most internal doors). Please make arrangements with the church office to pick up your key as needed. Primary committee personnel can also have keys checked out at the request of the Clerk. [NOTE: Keys must be turned back in to the church office when you no longer are in the Committee Clerk position or do not have need for the keys.]
- **Copies:** The copy machine is available for church-related business/material. If you have large quantities or color copies to print, coordinate your copier use with the church office. If possible it is best to do your large volume jobs after church office hours. Colored paper is available for flyers etc., but be sure to remove any color paper from the copy machine when you are finished with your job. Also, please use the “copier codes” to assign to your committee as required.
- **Postage:** Mailers, envelopes and stamps are available from the church office when you need to mail something for your committee. You can be reimbursed for postage, as long as you submit a receipt.

**Building/Security:** The Trustees work hard to make sure our facility, property, vehicles and equipment are well maintained as they are an extension of our ministry.

- **Security:** The building will be unlocked during Charter school hours (7:30 am – 4:30 pm) when in session and church office hours otherwise. For security purposes, the building will remain locked in the evenings with the exception of Wednesday evening (due to worship practice), Sunday services, and special events. You will need your key for access to the building. Please do not prop doors open; when needing to unlock the front door(s), use your key to unlock it and/or use the screwdriver to keep the push-bars in the open position. As a committee clerk and/or assistant clerk, you are responsible for securing the building at the end of your committee meetings or if you have an event:
  - There are hall lights and foyer lights that remain on at all times
  - Turn off all other lights: Bathrooms, Kitchen, Rooms you’ve used, Foyer/lobby area
  - Check all doors & windows
- **Damage/Maintenance:** If you or your committee notice something that is damaged or that needs maintenance please be sure to let the office know. We’ll let the trustees know so as to make arrangements to get it fixed as soon as possible.
- **Grounds:** Feel free to clean up garbage or unsightly weeds when on the property and you have time. During the spring and summer, please feel free to water gardens when you have time. The Trustees will be very grateful for your assistance.

**Communication:** Organizations rise and fall on communication. If in doubt, communicate. Remember, communicate... communicate... communicate!

- **Boxes:** Each clerk and assistant clerk will be assigned a box (top of stairs by office door). All church mail and other communications will be placed in that box. **Please check it regularly.** If you have mail or paper communications you need to leave for the office, you may leave it in Priscilla's in-box which is the top bin on the desk in the church office.
- **Church Calendar:** The office maintains a "Master Calendar" and will send out a reminder email on Monday morning to turn in any calendar item that you wish to be included on the church's Master Calendar or published in the weekly bulletin or monthly *Good Tidings* newsletter. It is essential that you respond in a timely fashion to get new and/or updated information to the office.
- **Bulletin:** Submissions of announcements for the Sunday bulletin need to be sent via email to the church office at [scfc@sherwoodfriends.org](mailto:scfc@sherwoodfriends.org). The deadline for announcement submissions is by the end of the day on Tuesdays. Be sure to include all dates, times, contact numbers, and pertinent information when submitting announcements.
- **Good Tidings:** The deadline for submissions to the monthly Good Tidings newsletter is by the last Wednesday of the last full week of the month. The newsletter is prepared for email via MailChimp for most recipients while printed copies are mailed to those who do not have email on the last day of each month. Activities posted in the Good Tidings will generally be listed to our website as well.
- **Email:** As a general rule, in order to protect the privacy of our church community, we ask that when you send an e-mail to several members of the church (other than your committee), hide the distribution list by using the "blind carbon-copy" function. In Outlook, this is done by placing the distribution list in "BCC:" instead of "TO:" or "CC:". If you have questions, contact the church office.
  - Whenever you need to communicate with your committee, rather than emailing to every person separately, all you have to do is type in your committee's email address (see below) and it will be distributed to all in that committee. [NOTE: if you want to communicate with an individual, please be sure to email only to that person.]
  - Pastor Rich is acting "administrator" so if you need to add or change committee members on the list, please let Rich know via email.
- **Website:** If you have an event that you'd like posted to the website, please provide content and any images that need to be included and the Office will upload to the church website. In order for this to occur in a timely fashion, it is a good idea to provide the content at least 3 weeks in advance of the event.
- **Facebook:** If you have an event that you'd like posted to our Facebook page, you can either post it yourself [NOTE: if you want to post it yourself, please send a request for "Administrative Privileges" and we'll send an email back once privileges have been granted. You only need to request admin. privileges one time.] Or, you can provide content and any images that need to be included and the Office will post to Facebook. In order for this to occur in a timely fashion, it is a good idea to provide the content at least 3 weeks in advance of the event.

## **Committee Information:**

- **Committee Job Descriptions:** See attached “Ministry Organization Handbook”. Please read thoroughly and be familiar with other committee’s responsibilities as well.
- **Meeting Minutes:** Committee meetings should be documented following each meeting and a copy of the minutes submitted to the church office for the official record within two weeks of the meeting. Please submit the minutes and all attachments via email: [scfc@sherwoodfriends.org](mailto:scfc@sherwoodfriends.org). [NOTE: There are notebooks in the foyer that also include a copy of the meeting minutes for the congregation to read. If there is sensitive information covered in your meeting, be sure to make a separate copy of the minutes without the confidential information in it to be included in the public notebook.]
- **Committee Roster:** Email a list of your committee members to the office after your first meeting in September. Anytime there is a change in committee personnel please send updated list to the office (and “CC:” the Nominating committee). [NOTE: Please remember that committee members are “at will” and self-selected by the committee itself. The Nominating committee is only responsible for selecting officers and clerks and assistant clerks but is also responsible to keep an accurate accounting of who is serving on each committee.]
- **Wall Safe:** If you have money from a committee activity that needs to go to the church office, you may place it in the black safe in the office. Please include detailed instructions for AR for accounting purposes. The safe is located under the desk with the coffee maker.
- **Budget:** Committees have budgeted funds. If your committee must make a large unexpected expenditure, present a proposal to the Stewardship Committee who will discuss the idea and make a recommendation.
  - **Budget/Fiscal Year:** January 1 through December 31
  - **Committee Year:** July 1 through June 30
  - **Budget Planning:** Budget worksheets will be requested from the Stewardship Committee in October with proposed budgets being turned in by December 31.
  - **Budget Reports:** The Clerk of Stewards prepares a detailed financial report which is presented to the Quarterly Stewardship committee meeting. A simplified report is printed and inserted into the church bulletin (3<sup>rd</sup> or 4<sup>th</sup> week of the month). A detailed report showing expenditures and deposits with regard to specific committee’s budget is available upon request.
- **Reimbursement Procedures:** You may request to use the church credit card to make a purchase. In order to do that you will need to make an appointment with Rich or Priscilla and then come into the office to complete the transaction (we prefer not give out the C.C. number over the phone or via email/text); or you can make the purchase using your own money. In either case, in order to ensure the expense gets assigned to the proper account, please follow these steps:
  - Make copy of receipt and attach to the Check Request Form (see attached).
  - Fill out Check Request Form:
    - For each line item please assign expense to appropriate account and committee [NOTE: A chart of accounts is tacked up to the wall next to the secretary’s desk.]
    - Please note the amount for each item and give a brief explanation of the expense.
    - Sign the form as the “Requested by” signature.
    - Get a signature from the appropriate “Authorized or Committee Clerk”.
  - Reimbursement checks will be mailed directly to you from US Bank within 1 week of AP (Molly Zettlemoyer) completing the paperwork.

### **Committee Meetings:**

- **Meeting Protocol:** “Rules for Effective Meetings” (<http://michaelhyatt.com/seven-rules-for-more-effective-meetings.html>):
  - Create an agenda (see below).
  - End and start on time.
  - State the desired outcome of each item.
  - Review the minutes and action items.
  - Clarify action items.
  - Determine the next meeting date.
- **Preparing an Agenda:** Preparing a meeting agenda requires involvement of all members of a committee. Most content for an agenda will logically flow from previous meetings. A section for new business may be included to permit introduction of agenda items that come up immediately preceding a meeting, time permitting. The following are basic guidelines for preparing an agenda. Refer to the sample template on the following page.
  - Compile the list of meeting topics.
  - Arrange them according to order to be addressed.
  - Identify member(s) who will be responsible for each agenda item.
  - Position items into the agenda according to meeting order, allowing for opening devotion, thought, and/or prayer.
  - Assign expected time to devote to each item, ensuring not to exceed allotted time constraints.
  - Create a list of expected outcomes from the identified agenda items.
  - Include scripture, quote, cartoon, image or other items as you see fit.
  - Circulate the agenda at least 2 days prior to the meeting to request input and solicit buy-in. from all members.
- **Minutes/Notes Practice:** As a general rule, keep notes/minutes according to the agenda.
  - If there is “sensitive” subject matter covered in the meeting, please prepare a redacted version for your committee’s public notebook. The “private” version will be archived on the church server.
  - Please email minutes to committee for review prior to publication.
  - Email final public copy to office within two weeks of the meeting. A copy will be placed in your committee’s minute’s notebook in the foyer.
  - The private copy will be placed in your committee’s folder on the server.

**Committee Personnel:** Please review the following email addresses for accuracy and let the Office know if changes/edits are required. The email addresses, listed with who is included in each group, are as follows:

**Board of Elders:** [elders@sherwoodfriends.org](mailto:elders@sherwoodfriends.org)

Don Powers, Clerk ([dpowers@georgefox.edu](mailto:dpowers@georgefox.edu))  
 Harold Antrim ([hantrim2@gmail.com](mailto:hantrim2@gmail.com))  
 Linda Giesbers ([runover1@comcast.net](mailto:runover1@comcast.net))  
 Ryan Krueger ([thegckid@gmail.com](mailto:thegckid@gmail.com))  
 Rich Miller ([rmiller@sherwoodfriends.org](mailto:rmiller@sherwoodfriends.org)) [ex officio]  
 Daniel Licon ([delicon@sherwoodfriends.org](mailto:delicon@sherwoodfriends.org)) [ex officio]  
 Rob Whitaker ([rdwhitaker@sherwoodfriends.org](mailto:rdwhitaker@sherwoodfriends.org)) [ex officio]

**Committee Clerks:** [committeeclerks@sherwoodfriends.org](mailto:committeeclerks@sherwoodfriends.org)

Christine Brandt ([brandtct@juno.com](mailto:brandtct@juno.com)) [Clerk of the Meeting]  
 Verne Martin ([verne.martin@gmail.com](mailto:verne.martin@gmail.com)) [Assistant Clerk of the Meeting]  
 Dave Schlarbuam ([dschlarbuam1@gmail.com](mailto:dschlarbuam1@gmail.com)) [Clerk of Nominating]  
 Don Powers, Clerk ([dpowers@georgefox.edu](mailto:dpowers@georgefox.edu)) [Clerk of Elders]  
 Dwayne Astleford ([70dartDA13@gmail.com](mailto:70dartDA13@gmail.com)) [Clerk of Spiritual Life]  
 Julie Kutter ([jekutter@gmail.com](mailto:jekutter@gmail.com)) [Assistant Clerk of Spiritual Life]  
 Charlett Smith ([charlettsmith@gmail.com](mailto:charlettsmith@gmail.com)) [Clerk of Missions & Outreach]  
 Christy Crisman ([christine.crisman@gmail.com](mailto:christine.crisman@gmail.com)) [Assistant Clerk of Missions & Outreach]  
 Marcia Astleford ([mdastleford@hotmail.com](mailto:mdastleford@hotmail.com)) [Clerk of Christian Education]  
 Karen Burkholder ([keburkholder@gmail.com](mailto:keburkholder@gmail.com)) [Assistant Clerk of Christian Education]  
 Cary Kutter ([cskutter@gmail.com](mailto:cskutter@gmail.com)) [Clerk of Stewardship]

**Nominating Committee:** [nominating@sherwoodfriends.org](mailto:nominating@sherwoodfriends.org)

Dave Schlarbuam ([dschlarbuam1@gmail.com](mailto:dschlarbuam1@gmail.com)) [Clerk of Nominating]  
 Marilyn Antrim ([hantrim2@gmail.com](mailto:hantrim2@gmail.com))  
 Ryan Zettle-moyer ([zettlemoyer1@msn.com](mailto:zettlemoyer1@msn.com))  
 Lee Weislogel ([l.d.weislogel@comcast.net](mailto:l.d.weislogel@comcast.net))  
 Daria Brandt ([tcdclbrandt@gmail.com](mailto:tcdclbrandt@gmail.com))

**Spiritual Life Committee:** [spirituallife@sherwoodfriends.org](mailto:spirituallife@sherwoodfriends.org)

Dwayne Astleford ([70dartDA13@gmail.com](mailto:70dartDA13@gmail.com))  
 Julie Kutter ([jekutter@gmail.com](mailto:jekutter@gmail.com))  
 Harold Antrim ([hantrim2@juno.com](mailto:hantrim2@juno.com))  
 Molly Zettle-moyer ([mk\\_mzettlemoyer@msn.com](mailto:mk_mzettlemoyer@msn.com))  
 Verne & Ellen Martin ([verne.martin@gmail.com](mailto:verne.martin@gmail.com))  
 Rob Whitaker ([rdwhitaker@sherwoodfriends.org](mailto:rdwhitaker@sherwoodfriends.org))

**Stewardship Committee:** [stewardcommittee@sherwoodfriends.org](mailto:stewardcommittee@sherwoodfriends.org)

Business/inquiry, e.g. request accounting info. or latest financial report, etc.

([steward@sherwoodfriends.org](mailto:steward@sherwoodfriends.org))

Trustees, e.g. info. re: building, property or vehicles, etc. ([trustees@sherwoodfriends.org](mailto:trustees@sherwoodfriends.org))

Cary Kutter ([cskutter@gmail.com](mailto:cskutter@gmail.com))

Meg Rice ([clanrice@aol.com](mailto:clanrice@aol.com))

Molly Zettle-moyer ([mk\\_mzettle-moyer@msn.com](mailto:mk_mzettle-moyer@msn.com))

Priscilla Peterson ([ppeterson97140@comcast.net](mailto:ppeterson97140@comcast.net))

Tim Brandt ([tbrandt@gkmachine.com](mailto:tbrandt@gkmachine.com)) – Trustee

Ryan Zettle-moyer ([zettle-moyer1@msn.com](mailto:zettle-moyer1@msn.com)) – Trustee

Rich Miller ([rmiller@sherwoodfriends.org](mailto:rmiller@sherwoodfriends.org)) [ex officio]

**Missions & Outreach Committee:** [missionsandoutreach@sherwoodfriends.org](mailto:missionsandoutreach@sherwoodfriends.org)

Charlett Smith ([charlettsmith@gmail.com](mailto:charlettsmith@gmail.com))

Christy Crisman ([christine.crisman@gmail.com](mailto:christine.crisman@gmail.com))

Marilyn Antrim ([hantrim2@juno.com](mailto:hantrim2@juno.com))

Christine Brandt ([brandtct@juno.com](mailto:brandtct@juno.com))

Elsa Jane Weislogel ([ejweislogel@comcast.net](mailto:ejweislogel@comcast.net))

Linda Giesbers ([runover1@comcast.net](mailto:runover1@comcast.net))

**Christian Education Committee:** [christianed@sherwoodfriends.org](mailto:christianed@sherwoodfriends.org)

Marcia Astleford ([mdastleford@hotmail.com](mailto:mdastleford@hotmail.com))

Karen Burkholder ([keburkholder@gmail.com](mailto:keburkholder@gmail.com))

David Schlarbaum ([dschlarbaum1@gmail.com](mailto:dschlarbaum1@gmail.com))

Jan Stark ([jans2300@msn.com](mailto:jans2300@msn.com))

Priscilla Peterson ([ppeterson97140@comcast.net](mailto:ppeterson97140@comcast.net))

**Sample Committee Meeting Agenda:**

Yearly Meeting Superintendent Search Committee Meeting

Yearly Meeting Headquarters

Wednesday, September 6, 2017

7:00 to 8:30 p.m.

**Desired Outcomes:** Identify roles for search committee; Review and assign responsibilities for creating NWYM Candidate profile; Complete Compensation Package Worksheet

Opening Devotional and Prayer: Jane D. (5-7 minutes)

Approval of the Agenda/Outcomes: All (5 minutes)

Review of Minutes: All (5 minutes)

Finalization of roles (Secretary/minute taker; Communicate with Candidates; etc.): David J. (10 minutes)

Church Profile Work: All

Identification of what, who, when (60 minutes)

Discuss Compensation Package: All (15 minutes)

New Business: TBD (5-20 minutes)

Review of objectives/action items: All (5 minutes)

Closing prayer: John D. (5 minutes)

Adjournment

**Action Items:**

**Next Meeting:** Wednesday, October 4, 7:00 pm

### **A Good Meeting:**

1. Share GOOD NEWS (relevant to those at the meeting)
  2. Share INFO. needed by those at the meeting
  3. Share TRAINING relevant to those in the meeting
  4. Share BRIEFLY a "high" and a "low" of your week (everyone who wants to do)
  5. Share PRAYER requests (give everyone a chance to share) and pray together
- 
- Start with the prayer circle: Eyes closed at the end of the meeting, especially if at night, is difficult. Plus, it doesn't end the meeting on a high note--it's more somber. I think you want people leaving inspired.
  - Schedule in breaks: Depending on flow, I'd recommend 5 minutes every 60 or 90 minutes, and you should never go more than 2 hours without some sort of break. This will keep energy and focus up.
  - Offer snacks/coffee: It's hard to focus when you're hungry/tired -- this is a great thing to do during breaks.
  - Email a more detailed agenda beforehand, including the questions being posed. Give people the opportunity to come prepared.
  - If anything on the agenda can be communicated over email, do it! Don't save information for in person -- this will reduce the amount of time you spend in the meeting. In other words, only bring things to the meeting that need to be discussed in person.
  - Every discussion should lead toward some actionable step. The number of action steps accumulated at the end of the meeting should mirror the number of items on the meeting agenda.
  - I'd strongly recommend setting an end time. I think you'll find people more engaged and focused with a clear expectation of an end time. Unless an issue is extremely urgent, don't be afraid to "table" or "parking lot" discussions for a later date.
  - Consider the space. The couches were comfortable, but perhaps a little too comfortable? Sitting in comfy chairs around a table might be more conducive to keeping alert and taking notes.





## **CALENDARING**

### **Committee Annual Planning:**

- **Aug:** Annual committee orientation/kick-off mtg.
- **Sep:** Identify key goals and action items for the next year; prepare for Oct. business mtg.
- **Oct:** Recruit new committee members; start working on budget for next year.
- **Nov:** Finalize key goals and action items for 2018.
- **Dec:** Finalize budget and present to Stewards.
- **Jan:** Prepare for our annual budget business mtg.
- **Feb:**
- **Mar:** review/revise key goals and action items for the remainder of the year.
- **Apr:**
- **May:** Prepare for June business mtg.
- **June:**
- **July:** Take the month off from meetings as needed.
- **Aug:** Take the month off from meetings as needed.

### **Church Calendar Highlights:**

- **Aug.:** Tilikum Worship & Picnic; Youth Bible Quiz for 2017-18 season
- **Sep:** Twin Rocks Family Camp; Friends Women Garage Sale (3<sup>rd</sup> weekend); GFU Serve Day (2<sup>nd</sup> Wednesday); Twin Rocks Men's Retreat (3<sup>rd</sup> weekend)
- **Oct:** All-church bus. mtg. & potluck; SCFC Ministry Fair; Women's Retreat; Trunk 'r Treat
- **Nov:** All-church Thanksgiving Brunch & Worship Celebration
- **Dec:** Christmas Poinsettia memorial; Christmas Eve service
- **Jan:** Missions Conference/Faith Promise Sunday(s); All-church bus. mtg. & potluck; NWYM mid-year board mtg.
- **Feb:** Souper Bowl Sunday
- **Mar:** Spring cleaning day
- **Apr:** Palm Sunday, Good Friday, Easter Sunday w/ Easter Lily Memorial
- **May:** Friends Women Garage Sale
- **June:** All-church bus. mtg. & potluck
- **July:** Twin Rocks children and youth summer camps; NWYM sessions at GFU; Tilikum Day Camp
- **Aug:** Twin Rocks youth summer camp; Tilikum Picnic; Family Camp at Twin Rocks

**Forecasting & Brainstorming:**