

*Our Mission is to enable persons to encounter the living God as disclosed through Jesus Christ,
to serve and celebrate God in an ever-changing society.*

BROADWAY CHRISTIAN CHURCH
SPECIAL BOARD MEETING MINUTES
September 20, 2020

Present –20 Board Members, 2 Staff, 2 guests; meeting remotely by Zoom.

Opening Prayer

Deb Ward opened the meeting with prayer.

Information Items

A. Update on Director of Community Engagement Position-Steve Westgate and Mark Briley

The position formerly held by Debby Graham has been divided into two part-time positions. See the attached position description. Adonica Coleman has been identified as the candidate for this position. Mark has met with her several times, and she has also been interviewed by the Personnel Committee and the MOM mission group. Adonica has been active in Columbia community affairs for several years and seems particularly suited to represent Broadway in our community engagement ministries.

B. Update on Director of Communications Position-Steve Westgate and Mark Briley

This person will be responsible for all church communications: newsletter, weekly updates, website, etc. See attached job description. Candidates are being sought for this position.

C. Update on Personnel Issues-Steve Westgate and Mark Briley

Steve noted that as of the end of September Debby Graham will be officially retired. She was acknowledged by the congregation with a drive by greeting last Sunday. He also celebrated that Terry Overfelt will be returning from sabbatical on the first of October.

In the past, there has been concern about the inequity of salaries among the ministerial team. In an effort to move in the direction of mitigating that situation, Personnel is recommending a salary increase for Terry Overfelt. It is recognized that we need to move this salary to a level that would be sufficient to hire another person of her capabilities, even though Terry as an individual has been willing to accept less. As we anticipate bringing on a third member of the team, it is perceived as the right timing for this. Personnel is therefore suggesting an increase that matches her salary to that of an anticipated third team member yet to be hired.

Monetary bonuses have also been given to employees who have had additional duties related to COVID accommodations.

Personnel, along with Financial Secretary Martha Head and Administrator Ingrid Luckenbill, have determined that there are sufficient funds available to meet these additional expenses.

Executive Committee Report—Deb Ward

The stewardship campaign successfully raised the largest amount ever pledged at Broadway. This, along with unspent funds from the previous year, and the PPP money put us in a good position to grow our ministry.

Action Items

A. Approval of Director of Youth Ministries & Faith Formation Position—Steve Westgate and Mark Briley

The responsibilities of the third member of the ministerial team have been restructured. Mark and the Personnel Committee have considered our ministry needs going forward and have developed the position of Director of Youth Ministries & Faith Formation to address faith formation from cradle to grave, see attached. In addition, they have identified a candidate that seems particularly suited to this position.

On behalf of the Personnel Committee, Steve Westgate moved for the approval of the position of Director of Youth Ministries and Faith Formation. Ken Askren seconded the motion.

Ken Askren offered an amendment to eliminate the prior position of Associate Minister. Steve Westgate seconded. The amendment carried.

The motion, as amended, carried.

With this approval, an offer will be extended to the identified candidate.

Job descriptions attached:

Director of Community Engagement

Director of Communications

Director of Youth Ministries & Faith Formation

Closing Comments and Prayer

Mark Briley closed the meeting with prayer.

Minutes submitted by Betty Sapp, Secretary

NEXT BOARD MEETING OCTOBER 27.

Broadway Christian Church (DoC)

Director of Community Engagement

August 2020

Part-time (15 hours weekly average)

Reports to Lead Minister

Salary: \$15,000

Ministry Summary

As a part of the ministry team at Broadway, the *Director of Community Engagement* will serve in cooperation with the team ministers and program directors to carry forward the vision of the church. This part-time role, (averaging fifteen hours weekly), will guide our Mission and Outreach Ministry, bridging financial and volunteer support to our ministry partners in Columbia, the nation, and the world.

Primary Ministry Responsibilities

1. Be a primary face of our church to the community. Create relationships with community agencies that will serve to improve the physical, emotional, and spiritual lives of our neighbors. Connect Broadway to the community and, in turn, connect the community to Broadway.
2. Serve as staff partner to our M.O.M. Team, working with lay volunteers to discern use of annual budget to support existing and new partners. Organize congregational events or link congregation to local partners with opportunities to volunteer (*CROP Walk, Habitat Sale, Juneteenth Celebration, Room at the Inn, Race Forward, Partners in Education, etc*). Represent M.O.M. to the staff team and support the elected M.O.M Team leader who will represent M.O.M. to the General Board of the church.
3. Coordinate opportunities with Youth, Adult and/or Discipleship Ministries for mission trips, pilgrimages, service opportunities, and/or events. Additional events might include speakers or book studies surrounding current and relevant concerns of the community. Actively cooperate with our *Director of Communications* and local media outlets to promote opportunities to serve and/or celebrate successful events/experiences associated with our ministry in the community.
4. Develop creative strategies to recruit/engage growing numbers of congregants (*and community participants*) in service opportunities, delegating leadership as recruits are ready and capable, ensuring that each event/experience we are involved in is carried out in an organized, authentic, excellent and comprehensive manner. Imagine new ways to host events, serve, or support causes of importance that align with the vision of Broadway.
5. Share in ongoing visioning efforts with ministerial and lay leadership. Be a presence on Sunday mornings to engage the community, leading parts of worship (*on occasion*) to credential Director and upcoming opportunities to engage the community. Be willing to risk new ideas for spiritual development and community connection that carry our growing vision to a growing people.

Additional Ministry Responsibilities

1. Be a team player. Meet weekly with the staff team to align mission and outreach ministries with other ministry areas, lending support to other areas even as you seek support from the staff team for M.O.M. opportunities. An attitude of partnership is essential.
2. Be a passionate and positive presence within and outside of the church. The greatest infusion of impact on a community is authentic pursuit of the ways of Jesus and the genuine desire for fellowship among the community.

Critical Success Factors

To be successful in this role, the *Director of Community Engagement* must possess:

1. Strong Christian values and love for Christ and the church; an ecumenical spirit with theology compatible with the Christian Church (*Disciples of Christ*).
2. A heart for the Body of Christ - concern for and commitment to the welfare and spiritual development of the Broadway family. A commitment to Broadway's vision and mission.
3. High energy, enthusiasm and strong work ethic
4. Respect for children, families, seniors and volunteers; affirmation of their gifts and potential.
5. Excellent leadership skills tempered with a spirit of servanthood
6. Ability to inspire respect and promote teamwork
7. Strong organizational skills and attention to detail
8. Creativity and resourcefulness, good problem-solving skills
9. Good judgment, maturity and listening skills; a calm presence
10. Excellent communication skills, both oral and written

Education and Experience

The background of the optimal candidate for this role would be exhibited by, though not limited to, the following criteria.

1. Education in areas of community development and event organization. Skill sets of creative coordinating, discernment, and stewardship strengths encouraged.
2. Experience in community relations roles and outreach based ministries. A spirit of adventure with entrepreneurial leanings helpful. Determined attitude and interpersonal skills necessary.
3. Experience with high paced church life, rapid growth, and change helpful.

Broadway Christian Church (DoC)

Director of Communications

September 2020

Part-time (*15 hours weekly average*)

Reports to Lead Minister

Ministry Summary

As a part of the ministry team at Broadway, the *Director of Communications* will serve in cooperation with the team ministers and program directors to communicate the vision of the church. This part-time role, (*averaging fifteen hours weekly*), will lead the effort of keeping members informed, connected and inspired by the telling of our growing story and communicating with the city of Columbia and beyond who we are and the mission we share.

Primary Ministry Responsibilities

1. Be keenly engaged in understanding the vision and mission of the church in order to effectively and creatively communicate our story to the congregation and community at large. Attend weekly staff team meetings and engage staff members outside of the meeting to discern what ministry stories can and should be shared, published and promoted.
2. Create, edit and prepare to send monthly newsletter for both print and electronic consumption. Prepare and send out weekly E-News messages to the congregation mailing list with up to date opportunities and stories connected to that week's ministry. Update pictures, content and regular postings on church Social Media pages.
3. Oversee the ongoing updating of church website. Work with web designers to re-design and create when needed and facilitate regular updates, adjusting text, pictures and content often.
4. Make space to attend worship and/or other church functions when possible to capture pictures, stories and make connections with church members in order to effectively share the news of the community. Coordinate volunteers to help take pictures of church events/people/experiences to use for communications purposes.
5. Connect with local media, denominational entities, and other news outlets to share our stories that might help, encourage, serve and/or grow our connection with the wider community.
6. Create a *Communications Team* to help troubleshoot issues and brainstorm growing ways to improve the communication of who we are to the world. Consider utilization of church apps or other new methods of communication that will strengthen the functionality and accessibility of our shared ministry.

Broadway Christian Church (DoC)

Director of Youth Ministries and Faith Formation

August 2020

Reports to Personnel Team Chair

Ministry Summary

As a collaborative member of the ministry team, the *Director of Youth Ministries & Faith Formation* will serve in cooperation with the team pastors, staff and lay leadership to carry forward the exciting vision of the church. This teammate will focus on serving youth and their families; creating and overseeing ministries to meet their spiritual needs. Additionally, this leader will direct, guide, and resource faith formation for/with adults at Broadway.

Primary Ministry Responsibilities

6. Be a faithful, relational and spiritual leader to our youth and their families. In this spirit, the Director will serve as the primary staff person responsible for our youth ministry providing direction, planning, budgeting, coordination, oversight and evaluation of programs.
7. Develop and animate a core team of volunteers to nurture and carry out the guided vision for the program including experiences like Youth Group, Sunday School, small groups, mission trips, retreats, and/or any other approach to the development of faith formation in youth grades 6-12.
8. The Director will attend and directly facilitate essential programs that fall under youth and family ministry while training and empowering members of the core team to do the same. While the Director need not be the principle facilitator for every aspect of youth ministry, they should maintain a direct and relational presence to youth and families through facilitation and execution of key programs.
9. Along with our pastors, the Director will work collaboratively with the children's ministry team to ensure a cohesive and integrated approach to the overall faith development program. The Director should be a willing support to annual rites of passage rituals such as Pastor's Class, Third Grade Bible Workshop, Vacation Bible School, Good Egg Breakfast, and other associated events/experiences.
10. Work with ministerial team to develop annual, thematic concepts, creating opportunities for faith formation with adults from college aged students to our most seasoned saints. This could include resourcing existing small groups and Sunday School classes, developing new groups or seasonal studies, creating retreats and/or other intergenerational educational events/experiences.
11. Lead Youth and Discipleship Committees, representing these ministries at regular staff meetings and to the Executive Committee and General Board of the church.

12. Share in the ongoing visioning process with Ministerial Team and church leadership. Be present in worship as an active voice when called upon to assist in the worship experience. Be willing to risk and voice new ideas for worship, spiritual development, and community connection that carry our growing vision to a growing people.

Additional Ministry Responsibilities

3. Be a team player. As core leader/partner with our pastors, the Director should help provide guidance and support to others on the staff team; particularly in coordination with overall church vision and direction. An attitude of partnership is essential.
4. Be a passionate and positive presence within and outside of the church. The greatest infusion of impact on a community is authentic pursuit of the ways of Jesus and the genuine desire for fellowship among the community.

Critical Success Factors

To be successful in this role, the Director of Youth Ministries & Faith Formation must possess:

11. Strong Christian values and love for Christ and the Church; an ecumenical spirit with theology consistent with the Christian Church (*Disciples of Christ*).
12. A heart for the Body of Christ - concern for and commitment to the welfare and spiritual development of the Broadway family. A commitment to Broadway's vision and mission.
13. High energy, enthusiasm and strong work ethic
14. Respect for children, families, seniors and volunteers; affirmation of their gifts and potential.
15. Excellent leadership skills tempered with a spirit of servanthood
16. Ability to inspire respect and promote teamwork
17. Strong organizational skills and attention to detail
18. Creativity and resourcefulness, good problem-solving skills
19. Good judgment, maturity and listening skills; a calm presence
20. Excellent communication skills, both oral and written

Education and Experience

The background of the optimal candidate for this role would be exhibited by, though not limited to, the following criteria.

4. Collegiate and Graduate Studies in spirituality, religion, or associated areas.
5. Standing (*or willingness to consider standing*) in the Christian Church (*Disciples of Christ*).

6. Skill sets of creative coordinating, discernment, and stewardship strengths encouraged.
7. Experience in areas of youth ministry, student and/or congregational settings, faith formation and organizational leadership. A spirit of adventure with entrepreneurial leanings helpful. Determined attitude and interpersonal skills necessary.
8. Experience with high paced church life, rapid growth, and change helpful.