**Leadership Team Minutes**

**Date:** Wednesday 21st August 2019 7:30pm

**Apologies:**

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| Sabina Pichler | Newcastle Ministry Chair |
| Ed Burke | Finance Director |
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**Attendees:**

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| Adam Brownett | Chairperson |
| Pastor Mark Schultz | Lead Pastor |
| Pastor Mat von Stanke | Newcastle Pastor |
| Bronwyn Klingberg | Secretary |
| Shane Albances | Vice Chairperson |
| Karina McKenzie | Extra Member |
|  |  |

Opened 7:30 pm

**1. Opening devotion** Pastor Mark

Ephesians 4

Eph 3 last month was all about motivation – motivate by love.

Eph 4 how do we organise the church to do God’s work. Leadership organises it and tells you what needs to be done; or Enabling to use gifts to go where God calls, with an overarching vision.

Look at Eph 4:11-16 – don’t look at the five like positions but as functions

Ephesians 4:11-16

**11**So Christ himself gave the apostles, the prophets, the evangelists, the pastors and teachers, **12**to equip his people for works of service, so that the body of Christ may be built up **13**until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ.

**14**Then we will no longer be infants, tossed back and forth by the waves, and blown here and there by every wind of teaching and by the cunning and craftiness of people in their deceitful scheming. **15**Instead, speaking the truth in love, we will grow to become in every respect the mature body of him who is the head, that is, Christ. **16**From him the whole body, joined and held together by every supporting ligament, grows and builds itself up in love, as each part does its work.

Goal – build the body of Christ, equip the body for works of service.

Ephesians 1:20-22  
That power is the same as the mighty strength **20**he exerted when he raised Christ from the dead and seated him at his right hand in the heavenly realms, **21**far above all rule and authority, power and dominion, and every name that is invoked, not only in the present age but also in the one to come. **22**And God placed all things under his feet and appointed him to be head over everything for the church, **23**which is his body, the fullness of him who fills everything in every way.

God wants Christ to be in every nook and cranny. Maturity of the church.

Five ministries – apostolic, prophetic, evangelistic, nurturing/shepherding (this is what pastors are taught to be), teachers

Equip – like a teacher, the stone mason replacing crumbling stone, fisherman mending his net, potter moulding the clay, project manager

How are we equipping the people?

We have parts of the five ministries here – how do we allow people to move forward with ideas?

Pastor Mat - How do we judge success? How do we know when to let go and let ‘stop’ when the season is over? Hold our plans more loosely…

Jesus vision for the church – disciples making disciples.

Start with our conversations after worship focusing people to connect the dots to God’s vision.

**2. Previous meeting minutes**

**Acceptance of previous meeting minutes – 24th July   
Moved Shane A. Seconded Adam. All in favour.**

**3. Outstanding actions**

Included at the end of the minutes. Please let Bronwyn know if any completed actions have not been removed.

Maitland Training Fund – Mark, Ed and John have invested that in ACR bonds. The big part of the Maitland Training Fund document [here](https://lifeway.ccbchurch.com/get.php?id=57&tk=6Y9P94V92PCF43A8TXBN227UVHAPYPSQ) is financial.

Action: Mark and Ed to finalise the Maitland Training Fund document.

Action: All please have a review of the Maitland Training Fund document as it stands and let Pastor Mark know if you have any comments.

Still waiting for glass to be done in breezeway. Should be done this week.

Solar finished, moved underneath.

Inverter – what we’ve paid?

Action: Adam talk to Charles and Ed about outstanding invoice.

App is working and data is reporting through.

Path has been done at front by council – will do some grass. Mark is asking council to extend the path. Landscaping work needs to be looked at this month.

**4. Correspondence**

**Correspondence IN**

**5. LifeWay Strategic items**

**LifeWay strategic vision roadmap**

Handout road map is nearly there! Comments welcome. We need to get the message out about the whole church community needing to take part.

[Update report in Dropbox](https://www.dropbox.com/preview/LifeWay%20LT%20Meetings/2019/7.%20Meeting%20Aug-2019/Strategic%20Plan%20and%20Volunteer%20update.docx).

Possibility of a video for consistent message

Big bang dinner…

Newcastle further back in the journey than Epping - maybe need a separate event (Pastor Mat); although that might be a good reason to get together to ask all the questions together. Newcastle can share frustrations! (Pastor Mark) We aren’t Lifeway Epping and Lifeway Newcastle; we are Lifeway!

We need the whole body to part of this

“His story My Life” with a Newcastle member for the launch event

Possibly aim for launch in February – have sermon series, Lifegroup guides etc

Possibly AGM weekend Nov 24th

Action: All over the next week thinking and praying about the way forward for the launch

Volunteer side of things: have compelling need, discussions, what are their skills/passions – how do we capture, match needs, check in program. Need to engage… proposing that we continue to explore with a “Volunteer and Service” team including two Newcastle members, two Epping members and Shane meeting for an hour or so every 2/4 weeks via Skype or somesuch. Maybe Tessa Rawole?

Action: All think of people who might be interested in the “Volunteer and Service” team.

**Epping Carols**

Karina and Pastor Mark went to the meeting – first session. Moving forward there’s a positive feel for the event and working together. More openness; very encouraging. Pastor Mark will do a lot of the messaging in writing and on the night.

**Epping manse work**

Take to next meeting

Action: Bronwyn to put on next meeting agenda

**Newcastle hall TV proposal**

[Proposal in Dropbox](https://www.dropbox.com/preview/LifeWay%20LT%20Meetings/2019/7.%20Meeting%20Aug-2019/Newcastle_Hall_TV_Proposal.docx)

Leadership Team approve to go ahead with a brand name TV around the $2,500. Pastor Mat’s credit card needs some money transferred on it. The TV will be paid on the credit card

Action: Pastor Mat contact Ed to get money transferred

**District Synod delegates - St Paul’s College Walla Walla on 6-8 March 2020**

Synod delegates and also leadership team for AGM. Leadership team members up for re-election 2-year terms, two consecutive terms – need to check the constitution. Adam, Bronwyn and Sab, vacant extra member at end of term. Adam happy to stand again, Bronwyn thinking about it but not enthusiastic, Sab probably have a break. Ideally two people from Newcastle. Some other names, Kylie Schuller, Josh Simpfendorfer, Calvin Simpfendorfer, (next year maybe ask one of the members reflecting multi ethnicity of the congregation), Carolyn Keane, Vanessa Brown

Names put forward for Synod – Shane Albances and Karina McKenzie, Pastor Mat will see if there is someone from Newcastle.

Action: Pastor Mat, Adam and Shane will start talking to people about Leadership Team.

**6. Reports**

**Lead Pastor**

The playground equipment has been graffitied with marker pens. Pastor Mark will try to clean it off. Pastor Mark will mention this on Sunday. Reminder to parents to supervise their children in the playground.

Staff day – well run day, TeamAnalysis insightful, discussions around how that changes the way the team works together, reinvigorated everyone, honest conversations. Finished with social time and ten pin bowling. Team building perspective was great.

New Horizons conference in Adelaide – Tue-Thurs

Recording for Lifeway – everyone is excited. Doing it at SDA studio (near the SAN) who have given reduced rates. The recording is going to be videoed and have a back story.

**Newcastle Pastor**

Haven’t changed the locks yet as hall use didn’t go ahead.

Change external locks approx. $360-$400 – Leadership team approve go ahead with that.

Prayer Conference is not far away now. Need to look at musicians for the weekend (Alex and Annie). Not sure where the bookings are at as Pastor Michael is managing that. Pastor Mat will talk about it at the Newcastle Pastors meeting this week.

Hall hire arrangement has come to an end earlier than expected. They were happy – will keep us in mind. We need to release the bond. Positives – word is out in the community that that the space is there and it was a positive experience.

**Ministry Team**

No ministry team meeting

**Finance**

Reports in Dropbox

There has been some tidying up of P&L etc.

The trend of Newcastle dropping offerings. Come April next year we can no longer fund Alex - 30 June visa finishes. LCA looking at visa options. Current level of offerings we can’t afford this funding.

P&L off budget income and expenditure – (Shane) where does that go to? Mark responded some is movement around accounts with mission money and project money.

Looks like we’ll be pretty close to break even. Need to go to the congregation with where we’re at.

Time to start looking at the budget for next year.

**7. Other Business**

Mission team – Cambodian Pastor Khit Vibol is being ordained October 26 (Reformation weekend). Looking at if there is money left in the mission funds Pastor Mark should be there for support. It is relationship… is it a good use of the money? If there’s money, there is a need for money to complete the building of teaching extension.

Action: pray and think about whether Pastor Mark should go to the ordination if there’s enough money

**8. Business Arising**

**9. Maintenance items**

* Epping manse maintenance items:
  + Wooden fence needs repairs on the northern property boundary.
  + Gutter guard; Pastor Mark to obtain quotes.
  + Large front tree; Pastor Mark to send letter to Council to ask for its removal due to it being full of white ants.
* Epping church maintenance items:
  + Front lawn needs replacing; Pastor Mark trying to get Council to do this.
  + Gardens need tidying up; Working bee required.
  + Wooden fence; Pastor Mark to repair at same time as the manse fence repairs.
  + Where do we hang the banners? They are currently on floor of balcony.
  + Painting of church ceiling (especially where fluro lights were - the black marks won’t wash off).
  + Storage cupboards at back of stage.
  + Resurfacing the wooden floor in the hall and on the stage.
  + Replacing the floor covering in the kitchen.
  + Sensor lights in toilets.
* Newcastle manse maintenance items:
  + Landscaping work for the Newcastle Manse, which is required by the Estate and for us to obtain the landscaping package (valued at $5000). Damien and Pastor Michael spoke with the Estate manager and the following is the list of work that we need to do for compliance with the Estate:
  + RHS fence needs to be altered to be compliant which means removing about colourbond slats or timber slats from the front of the house back 10m.
  + Side gate fence and right hand side return installation. Estimated $5000, awaiting quote.
  + Concrete slab down side of laundry and possibly the rest of the house. Estimated $1000-$3000 depending on scope of works, awaiting quote
  + Letterbox cost $150. Can be installed by Damien
  + LED downlights. Estimated $1000. Not necessary at this time
  + Tiling the alfresco area. Not necessary at this time.
* Newcastle church maintenance items:
  + Redesign of front of church by the end of 2018 for garden / landscaping.

**Next meeting**

**Wednesday 18th September 7:30pm**

Closing prayer Pastor Mat 10:20pm

**Previous meeting actions – 24 July**

* Action: Pastor Mark - clarify roles of staff and provide a document to leadership team. To be done as part of the Staff day Wed 7th August (?).
* Action: Pastor Mark - get some quotes on the different bits of work on manse to bring to the meeting
* ~~Action: Pastor Mark and Karina will attend the first Carols meeting on 12 Aug 7pm.~~
* ~~Action: Newcastle put together a requirement for TV in hall– total project cost - and get quotes and present it to Leadership at next meeting.~~

**Previous meeting actions – 13 June**

* Action – Need to identify and approach people that could be Synod delegates prior to the AGM - All
* Action – Newcastle start talking about getting down to Epping for the LifeWay strategic vision launch to see how people would feel about it

**Previous meeting actions – 15 May**

* ~~Action – Pastor Mark will approach people to see if they are interested in Epping Manse relocation working group~~
* Action – Pastor Mark to put together staff movements to Aug for the notice boards
* Action - Pastor Mat get some quotes for lighting necessary in the kitchen

**Previous meeting actions – 20 March**

* Action – ALL review LifeWay strategic vision roadmap pictorial. Get it printed big for the congregation when Elysia has refined it.
* Action: New holes in patio roof from hail so Pastor Mark will put in an insurance claim.

**Previous meeting actions – 20 February**

* Action: Pastor Mark to touch base with possible appointees for Pastoral Care Coordinator: Shane Burdack and Charles mentioned – Carry forward
* Action: Sabina to send follow up email to Damien whether we received confirmation from Estate that works are now compliant and get grant for landscaping – email sent no reply

**Previous meeting actions – 21st November**

* Pastor Mark will send Worship manual electronic version to Bronwyn

**Previous meeting actions – 17th October**

* Pastor Mark, Charles, Adam will put some priorities and dates on the maintenance items.

**Previous meeting actions – 19th September**

* Government grants for Newcastle – Pastor Mark will work with Newcastle

**Previous meeting actions – 15th August**

* All to review Maitland Training fund document

**Previous meeting actions – 21st March**

* Review the LifeWay Maitland Training Fund document and provide feedback by commenting in CCB. [here](https://lifeway.ccbchurch.com/get.php?id=57&tk=6Y9P94V92PCF43A8TXBN227UVHAPYPSQ) We need to finalise/approve the draft fund rules prepared by Pastor Mark, appoint trustees for the fund, and prepare an application document.

**Pre-2018 actions**

* 50th Anniversary completion (Updating the book)

**Newcastle Actions**

* Request quotes to complete the sanctuary wall. This should form part of a wish list of works, showing the priorities and benefits to the mission. June – The sanctuary wall is not the top priority. The long term wish list / vision is still pending.