

# Ministers' Annual Report – for Sept. 2008 through Dec 2009

Submitted January 2010

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We have felt honored to serve as Interim Co-pastors these past 17 months. Trying to follow the guidelines of interim ministry in the UCC, we have attempted to work with you all to find closure after the departure of your previous settled minister and to prepare KCC for the arrival of a new settled minister. Two items (in bold) are items for consideration by KCC membership/board.

Goals we have accomplished already:

1. Helping KCC reflect and transition:
  - a. Held a 6-week class (in 2008) focusing on the process of transition moving from one settled pastor to the next, reflecting on the history of KCC and looking at the future.
  - b. On-going conversations with individuals, groups and committees about the past and hopes for the future.
2. Making the Church Office welcoming for members and visitors. This has involved a change in office staff and lots of cleaning out of files, shelves and boxes, expanding the in-basket system into a working communication tool, clarifying numerous procedures and policies.
3. Strengthening denominational connections:
  - a. Educating KCC about the annual UCC offerings and inviting folks to support the wider church through these funds: One Great Hour of Sharing (Disaster relief and development in USA and global), Strengthen the Church (supports the national office and UCC programs), Veterans of the Cross (Christmas Fund), and Neighbors in Need (supports programs throughout the USA)
  - b. Educating KCC about Our Churches Wider Mission (our general support of the UCC), Global Ministries (the UCC mission board), and ecumenical mission, and encouraging involvement and support.
4. Preparing the building: Thanks to the Building Committee Chair's support in all of this.
  - a. cleaning, sorting, and "casting out" – specifically emptying the Blower Room of stored items (as requested by the Fire Dept.); clearing the stage and all three storage rooms in the basement and the Emergency Feeding room; re-claiming, clearing out and cleaning counters and cupboards throughout the building; creative approach to the Chapel; working with CE Director clearing out CE storage space.
  - b. Evaluated cleaning service and, through the board, terminated contract and hired a custodian, Mr. Roman Miranda.
  - c. Established a Building Usage Sub-Committee: Jim Knibb, Marjie Kichline, Eloise Boyle, Ana Gobledale.
5. Helping the committees and groups plan at least one year ahead: Created and produced a calendar of church events for 2010 which can be used as a framework for future years; planning regular events – quarterly services in Fellowship Hall, monthly Women's Fellowship Events, monthly Youth Group activities, setting dates for an annual stewardship drive.
6. Improving Communication and Transparency:
  - a. Updating records and communication tools:
    - i. Membership List – lots of hands have been involved in this process. There are 3 categories: active members, active non-members, inactive members
    - ii. Directory – based on new membership & friends lists
    - iii. Brought the Memorials records up to date and sent thank you letters covering 2006-2008. Established, with office staff, a system to keep this current.
    - iv. Working on improving the web site
    - v. Establishing a telephone tree for those not on email
    - vi. Updating the KCC email list (from 34 to 87 recipients)

- vii. Encouraging more members to become involved and familiar with the financial procedures, e.g. counting, recording, banking
  - b. Encouraging the Finance Committee to put more rather than less information on the KCC budget reports.
  - c. Held conversations regarding the presence of the USA flag in the sanctuary, as requested by the Board, and presenting a resolution accepted by the Board.
  - d. Clarifying policies: for weddings and funerals
7. Establishment of a Pastoral Relations Committee – currently meeting quarterly, or as necessary
8. Encouraging and empowering Lay Leadership: This has been a big part of our ministry here.
- a. We met weekly with the Head Deacon for several months.
  - b. We meet frequently with the Moderator. (sometimes more frequently than others!)
  - c. We invite and encourage lay participation in worship through readers, dramas, interviews.
  - d. Creating Talent Stewardship Pledge Card, providing a time in worship for discussion of our gifts and stewardship.
  - e. Working with new readers to improve their oration skills
  - f. Encouraging Deacons and Women’s Fellowship to reach out to involve others in the tasks for which they are responsible.
  - g. Encouraging and facilitating of the start of the new Holy Spirit Poetry Group
  - h. Encouraged the establishment of a Youth Group in which the minister is active.
  - i. Encouraged and oversaw a Stewardship Drive which can be a model for future years including a stewardship focus Sunday, active solicitation of pledges through a phone-a-thon and frequent reminders, Mission & Ministry moments focusing on stewardship, and a Stewardship Sunday with pledge collection & blessing.
9. Developing relationships with other churches using our building:
- a. Extended, for the first time, an invitation to the ministers of Trinity Presbyterian, Philadelphia Pentecostal Assembly of God, and Evergreen Mennonite Church to attend meetings of the Greater Kirkland Ecumenical Parish.
  - b. The Evergreen Mennonite Church offers KCC an opportunity to explore possibilities for shared worship and community life. They are considering such a proposal at their annual meeting this month.**

#### On-Going Ministerial Responsibilities

1. Leading worship & preaching regularly
  - a. Including a trial Scout Sunday
2. Visitation
  - a. Home visits: 59 (in 2009) Includes regular visits with communion to Ken Wagner
  - b. Hospital visits 14 (in 2009) – an amazingly healthy congregation!
3. Supervision of paid staff: Office Administrator, Custodian, CE Director, Music Director
4. Education & Faith Formation Activities: Led Confirmation Class; Participation in Youth Group, weekly Bible Study classes, monthly Women’s Fellowship programs; co-leader of “Theology of Ecology” series with Fred Lanphear
5. Distribute Pastor’s Discretionary Fund: the support for this has increased over the year which has enabled us to assist several people in the past few months.
6. Special Services
  - a. New Member Service: Amy Florence
  - b. Funerals & Memorials:
    - i. Officiated: Del Bates, Lois Fulsang, Ethel Crowe
    - ii. Participated: Chuck Morgan
  - c. Weddings:
    - i. Erin Gaskill & James Griffith
    - ii. Tovah Shotland & Laurie Faris – now the Fairshots

- d. Baby dedication: 24 Oct, Liselotte Arabel Hill
- e. Other:
  - i. Longest Night, Dec 21 (attendance 32)
  - ii. Christmas Eve, 3:00 (attendance 30) and 11pm (attendance 32)
  - iii. 3 services at Merrill Gardens Retirement Community
- 7. Community Events
  - a. Kirkland Kiwanis: led program on “Life and Work as Missionaries in Africa”
- 8. Professional Education:
  - a. Ethics & Boundaries workshop for UCC ministers
  - b. Used week of Continuing Professional Education time to write the multi-age portion of the new “Faith Practices: Sabbath” curriculum being produced by Pilgrim Press.
- 9. Activities with the wider church:
  - 1. Attended Pacific Northwest Conference Annual Meeting
  - 2. Attended Pacific Northwest Conference Annual Ministers Retreat (Jan 2010)
  - 3. Attended Greater Kirkland Ecumenical Parish monthly (GKEP)
  - 4. Attended ordination of Mark Winters (Bellevue UCC), induction of Amy Roon (Univ UCC)
  - 5. Member of Committee for UCC Student in Ministry, Jenny Craswell

#### Additional Ministerial Responsibilities at KCC

- 10. Renters:
  - a. Established consistency in rental practices and policies. Many hours with staff, the moderator and members of the Building Usage Sub-Committee went into this process. While KCC had published rental rates, they were rarely charged as printed. Finally, every renter has a contract starting with the same rates, though KCC subsidizes these rents at different levels. Storage spaces have been identified and rentals clarified.
  - b. Finding new renters: We actively pursued the Evergreen Mennonite Church which now rents the Fellowship Hall for Sunday worship.
  - c. Long term solutions: Currently this responsibility, for rentals and building usage, falls to the Office Administrator or the Minister. **KCC may wish to consider how much of the minister’s time you want to designate for these tasks. KCC might consider asking a member to donate time, approximately 2-5 hours per week, to be a “Building Manager” to oversee the on-going relationship with renters and to seek out new renters.**