



## Mission Board Meeting

**Date:** 16<sup>th</sup> March 2018  
**Time:** 11:00 – 02:15 pm  
**Location:** 291 Mclean Street

**Attendance:**

Mission Board			
Name	Regrets	Name	Regrets
Betty Tiede - Director of Pastoral Care		Joanne Hart – EDS Coordinator	X
Sharon Esau - Director of Programs		Hazen Taylor - Ushers and Greeters	
Doug Vater - Director of Business	X	Violet Hopkins - Corps Officer	
		Keith Hopkins - Corps Officer	

Minutes

**Chairperson:** Lt. Keith Hopkins **Indicates required action/ongoing development**

Item	Presented by	Comment or Action to be taken	Target Date	Complete
<b>Standing Items</b>				
1. Call to Order	Keith	Meeting called to order at 1100 am		
2. Devotional & Prayer	Sharon	1 Peter 1:3-10		
3. Late Additions		None		
4. Approval of Minutes	Keith	There were no corrections or omissions noted		
5. Director of Pastoral Care Update	Betty	<ol style="list-style-type: none"> <li>Cards of encouragement have been prepared and sent to people who are physically unwell or have been absent from church.</li> <li>Several visits have occurred since last meeting.</li> <li>Pastoral card distributed to CCM team to keep track of visits.</li> <li>Betty introduced the idea of hosting “newcomer” lunch at the church. The purpose to meet with people who have joined the church over the past year in a smaller setting for fellowship and community building – there was consensus this would be a good idea – <b>date to be determined.</b></li> </ol>		
6. Director of Programs	Sharon Esau	<ol style="list-style-type: none"> <li>Lunch with a Bunch continues to be strong, but with other events planned for April – Jun it was recommended that these LWB be cancelled.</li> <li>Miracle Beach has been arranged and area reserved for services. <b>Violet will reach out The Salvation Army in Courtney and invite them to a joint service.</b></li> </ol>		
7. Director of Business	Doug Vater	Doug was away, but Keith update on ongoing Business Items <ol style="list-style-type: none"> <li>Port Hardy property purchase</li> <li>Door Replacement</li> </ol> <b>See section seven for updates</b>		
8. EDS Coordinator	Joanne Hart	Joanne was unable to attend, but the following dates were still valid. <ol style="list-style-type: none"> <li>New dates for training are being set as follows:               <ul style="list-style-type: none"> <li>March 22<sup>nd</sup> – Preparing your congregation 1pm – 4 pm.</li> <li>March 23<sup>rd</sup> – Emotional and Spiritual Care 0830 am – 4 pm.</li> </ul> </li> </ol>		

		2. Strong representation from the EDS Team at the recent OCCM Leadership Conference		
9. Corps Officer	Keith/Violet	<p>1. <b>Collective Bargaining:</b> It was reported that a tentative three-year collective agreement was reached with BCEGU since last MB Meeting. Waiting on notification that the contract was ratified.</p> <ul style="list-style-type: none"> <li>- <b>Update Nov 2017</b> – The agreement was not accepted by the membership. Next steps being worked through with BCEGU.</li> <li>- <b>Update Dec 2017</b> – No movement on a new agreement.</li> <li>- <b>Update Jan 2018</b> – The next step in the process is a strike vote – scheduled for Jan 30<sup>th</sup></li> <li>- <b>Update Feb 2018</b> – Votes 16 to 15 in favor of strike. Next step will be mediation - Scheduled for March 7</li> <li>- <b>Update March 2018:</b> Mediation was positive – Vote took place and BCEGU members have voted in favor.</li> </ul> <p>2. <b>Six-month focus:</b></p> <ol style="list-style-type: none"> <li>a. Contract &amp; lease renewal</li> <li>b. Strategic Plan review &amp; update</li> <li>c. <b>Preparation for Accreditation and Corps Review (April - June 2018)</b></li> <li>d. Violet currently doing a course as part of their ongoing study and degree – Keith as dropped his course load.</li> <li>e. Violet and Keith will be away in April for two Sundays as part of the ongoing officership development.</li> <li>f. Mobilized for Mission Classes began 09 March 2018 and are being well attended.</li> </ol>		
10. Program Review		<p>None scheduled for current meeting</p> <ul style="list-style-type: none"> <li>• It was noted that current format is <b>under review and will also include Social Service program review to align with accreditation Standards</b></li> <li>• <b>16 March 2018:</b> Keith Reported that a format has been decided upon and new policy to provide guidance to managers will be completed for April.</li> </ul>	Feb 2017 April 2018	
11. Strategic Plan & Budget Update	Keith	<p><b>Strategic Plan Goal No 15: Functional Program Analysis</b></p> <p>Now that Strategic Goal # 14 is complete the MB motioned to move forward with Goal # 15 – begin to develop a plan for 291 Mclean Street to determine what cost would be associated to bring the location in line with our Missional Goals along with cost that were outlined in the condition assessment.</p> <p><b>Update 19 January 2018:</b></p> <p>Keith proposed that the next step in the process is to develop a vision for 291 Mclean Street, which involves two components:</p> <ol style="list-style-type: none"> <li>1. Identify, space by space, what maintenance is required. For example, new flooring, fresh paint etc.</li> <li>2. Identify, space by space, what a possible new space might look like for future MU goals. For example, washrooms on the lower level to accommodate Daycare expansion.</li> </ol> <p>To facilitate this process, it is important to allow all stakeholders to speak into the vision. It was suggested that before next meeting, in each space a formal poster will displayed titled <b>“Speak into the Future”</b>. This will be used to create a discussion with the congregation and those who work at the location.</p> <p><b>Update: 16 Feb 2018</b> Documents under development</p>	June 2018  15 March 18	13 March 18

		<p><b>Update: 16 March 2018</b></p> <p>Posters have been put in each space in the church initial roll out to congregation occurred. Feedback posters will remain in place until May 30.</p> <ul style="list-style-type: none"> <li>- It was suggested that a special event be established to walk people through the building to prayerfully consider the future options for church – <b>It was agreed to do this during the Bi Annual Congregational Meeting 05<sup>th</sup> May 2018</b></li> </ul>		
		<p><b>Strategic Plan Goal No 19: Port Hardy Relocation</b></p> <p>Keith reported that during the last visit to Port Hardy several properties were visited and were narrowed down to two. Michael is arranging an initial meeting with the property owners. Keith will be revisiting in mid – July. <b>The goal is to relocate prior to 01<sup>st</sup> April 2018</b></p> <p><b>Minutes truncated...please January minutes for previous comments</b></p> <p><b>Update: 16 Feb 2018</b></p> <p>The team is currently in design stage, and meeting being held weekly to discuss.</p> <p><b>Update: 16 March 2018</b></p> <ol style="list-style-type: none"> <li>1. Design stage nearly complete (90%), and meeting being held weekly to discuss. It was noted that scope of project has increased including cost, which will mean more fund raising. Keith remains confident that God’s will be done in Port Hardy and His vision will be realized. This past week an unexpected funder presented themselves. Keith will be working with DHQ to meet with funders in the coming weeks.</li> <li>2. Keith reported that the landlord (our current location) agreed to renew the lease for one year.</li> <li>3. Keith reported that lease agreement for new location is being renewed for two years with the option to extend for three years.</li> </ol>	<p><del>April 2018</del></p> <p>April 2019</p>	
		<p><b>Strategic Plan Goal No 28,29,30: Policy, Procedures and Document Management.</b></p> <p>These three goals focus on a significant area of the Corps – Administration of Policy and Procedures and ensuring managers and employees have access to latest. The combined goal has three major focus:</p> <ol style="list-style-type: none"> <li>1. <b>Goal 28 &amp; 30:</b> - A complete review a rewrite of all policy and procedures for OOCM to align with The Salvation Army Standards and transition to an electronic document system. <ul style="list-style-type: none"> <li>- A significant amount of work is required to complete this before June, but we are committed to complete this before the three years <b>“Accreditation Audit”</b></li> </ul> </li> <li>2. <b>Goal 29:</b> Identify a computer software program that will the MU to go <b>paperless</b> and ensure Managers have access to P&amp;P and can update and seek approval quickly. This is also in line with <b>SP Goals 31-37 “Greening the Operation”</b> <ul style="list-style-type: none"> <li>- This goal is complete – The MU will be proceeding with <b>Office 365 SharePoint</b>. But it will mean upgrade of computers and operating system to windows 10.</li> <li>- Three new laptops have been purchased and transition of old hardware will begin in April – there will be hardware replacement initiative in place for</li> </ul> </li> </ol>	<p><b>June 2018</b></p> <p><b>Mar 2018</b></p>	<p><b>Mar 2018</b></p>

		the next three years – <b>without the right tools we cannot be the most effective at ministry.</b>		
<b>12. Pastoral Care Council</b>		<p>A discussion around strengthening our approach to Pastoral care was presented. It was agreed that given breath of Ocean Crest Ministries a long-term vision is required where pastoral care as a more specific focus. It was agreed that focus will most likely include three components:</p> <ol style="list-style-type: none"> <li>1. Corps Officer</li> <li>2. Pastoral care team for the community (CCM)</li> <li>3. An associate Pastor or Chaplain to work with employees and clients.</li> </ol> <p>In the past the “Shepherding Model” was discussed, but the MB thought that this may not be sustainable moving forward. <b>Further prayer and discussion required on this matter.</b></p>		
<b>New/Ongoing Business</b>				
<b>Property Maintenance</b>		<p><b>Property Maintenance – Church:</b> Several exterior doors are in poor condition and requires replacement. <b>The MB recommended moving forward to get quotes.</b></p> <p style="text-align: center;"><b><u>Minutes truncated...please February minutes for previous comments</u></b></p> <p><b><u>Update 16 Feb 2018</u></b></p> <p>Quote received – waiting on a visit from the Fire prevention officer.</p> <p><b><u>Update: 16 Mar 2018</u></b></p> <p>Fire prevention officer said there was no approval required from his department – Job will be assigned before March 25<sup>th</sup></p>	<p>July 2017</p> <p>August 2017</p> <p>Nov 2017</p> <p>Jan 2018</p> <p>Feb 2018</p> <p>June 2018</p>	
		<p><b>Facility Manager – 20<sup>th</sup> Oct 2017</b></p> <p>Keith brought to the table a new item for discussion – the addition of a full time Facility Manager to the management team. It was discussed that the ministry for which Ocean Crest is accountable is now being carried out on the roof of eight different property’s. Keith presented a job description that focus on three main areas:</p> <ol style="list-style-type: none"> <li>1. Property Management including: <ol style="list-style-type: none"> <li>a. Short term and long-term maintenance of all property</li> <li>b. Maintenance and service contracts</li> </ol> </li> <li>2. Safety Management</li> <li>3. Environmental Management</li> </ol> <p>The mission Board agreed that this MU is need of someone to fulfill this role if we are to reduce operational risk and be suitable moving forward.</p> <p>Keith will prepare final copy of JD and discuss with DHQ ER and work through budget plan. <b>The goal is hire this position in April 2018.</b></p> <p><b><u>Update: 17 November 2017</u></b></p> <p>Facility Manager Position as been built into the 2018-2019 fiscal budget. If budget is approved the hiring will begin in March 2018 with a start date of 01 April 2018.</p> <p><b><u>Update 16 December 2017:</u></b></p> <p>Waiting on budget approval</p>	<p>Apr 2018</p>	

		<p><b>Update 19 January 2018:</b></p> <ul style="list-style-type: none"> <li>- Waiting on budget approval</li> <li>- Mission Board agreed that during the interview process Mission Members will be a part of the hiring panel.</li> </ul> <p><b>Update: 16 Feb 2018</b></p> <p>Position is approved, and the goal is to post 1<sup>st</sup> week in March.</p> <p><b>Update: 16 March 2018</b></p> <p>Job posted and will close 31<sup>st</sup> March &amp; Interviews to take place before April 14<sup>th</sup></p>		
<b>Youth Leadership</b>	Keith	<p>Keith opened a discussion around long term vision for Ocean Crest Children &amp; Youth Leadership – discussion ensued with the following pints:</p> <ol style="list-style-type: none"> <li>1. A long-term vision is required.</li> <li>2. A Children and Youth Leader is required – someone who can bring leadership &amp; grow a youth program for all age groups.</li> <li>3. An investment in a full time, or part time youth leader cannot be justified for Youth Group once per week.</li> <li>4. Attracting a mature youth leader is difficult, especially some who is willing to commit to our church, i.e. lead our youth, but attend another church.</li> </ol> <p>The Mission Board recommended exploring the idea of hiring a “Youth Intern”. With an approach of growing a leader from the ground up. <b>Betty committed to reaching out another church, who has been following a similar model, and report back to the MB.</b></p> <p>Keith noted, that DHQ does have funds to support a youth leader, but we must have a sustainable long-term approach.</p>	Ongoing	
<b>Ocean Crest Leadership Day Debrief</b>	Group	<p>There was a consensus the Leadership Conference was a great success, and feedback was positive from all who attended. Items that stood out. The Mission Board recommended that this will be an annual event moving forward – Next day scheduled for March 2019 – <b>Great work everyone!</b></p>		
<b>Corps Annual Review</b>	Group	<p>The Annual Corps Review scheduled for April 17<sup>th</sup>, CO’s away. Area Commander agreed to reschedule for Mid May – Keith will suggest a day that both the Management Team &amp; Mission Board can have a joint meeting the Area Commander.</p>	May 2018	
<b>Corps Health Assessment</b>	Keith	<p>The mission Board discussed the fact that the last Corps Health assessment to place in 2013. The MB thought a follow assessment would be proactive – <b>Keith will investigate for the fall of 2018.</b></p>	Fall 2018	
<b>Key Dates</b>	Group	<ol style="list-style-type: none"> <li>1. Date for Spring cleanup scheduled for <b>28<sup>th</sup> April 2018 0900 - 1500</b></li> <li>2. Date for Bi-Annual Corps Meeting set for <b>5<sup>th</sup> May 0900 – 11:30</b> – lite breakfast to be provided</li> </ol>		
<b>Calendar/Next Meeting</b>		<b>Next meeting scheduled for April 27, 2018 @ 11 am.</b>		
<b>Closing prayer and devotions for next meeting.</b>	Keith			