

**MET Meeting Minutes**  
Mount Cross Lutheran Camarillo  
Friday August 10, 2018

**Team Members present –** Karen Cherry, Gordon Henry, Gayle Johnson, Joe Swindle and Susan Prosser (chair), Pastor Bessey and Pastor Marj Funk-Pihl (Synod Rep)

**Absent -** Mary Goodenough

**Light of Christ and Devotion** – the meeting opened with the a devotion from d365

**NEIGHBORHOOD**

Pastor Marj led the Team through a review of demographic data for zip code 93010 projected in some cases to 2020 prepared by the ELCA with data from The Nielsen Company. Available data includes population by race, gender, age, educational attainment, employment, commute time, and marital status. Household information is presented by numbers, type, size, income level, owned/rented, value and year built, and makeup. With this data the Team will be able to get a sense of the “neighborhood” that is served by Mount Cross. This information is one overlay that can be made when examining the congregation’s strengths, resources, opportunities and aspirations. Some items of interest were: the relatively stable population numbers; that 1/3 of the residents are over 55; while average income is over the County average there are 722 families below the poverty level; and that the majority of households are without children. We also need to consider whether our congregation reflects our “neighborhood”.

**CONGREGATIONAL INPUT**

Team members shared with Pastor Marj the input that was received from posing two questions to selected congregation members. Eleven pages of input was available as a resource but had also been sorted into five categories with condensed, generic versions. The five categories are: Worship, Friendship/People, Programs, Resources, and Pastor. Pastor Marj suggested that the Team work with the condensed version and the survey results to add further to the SOAR (Strengths, Opportunities, Aspirations, Resources) analysis. Most of the remaining time was spent on this effort.

**HOMEWORK**

Each member of the Team is to:

- Ask 3 members of the Camarillo community about what they know about Mount Cross and its ministries
- Ask 3 members of Mount Cross about what they know about the neighborhood surrounding Mount Cross.

Individual assignments:

- Review Community organizations/agencies/churches that meet community needs:
  - Schools – Gayle and Joe
  - Churches within a 3 mile radius – Susan
  - City and County government – Gordon
  - Camarillo Health Care District – Karen
  - Chamber of Commerce - ?

This homework will provide additional input for the SOAR analysis. Be on alert for partnership potential for identified needs.

## **NEXT MEETINGS**

**Friday, August 24<sup>th</sup> 9 am** – Team meeting to discuss homework progress and interact with one another

**Friday, September 14<sup>th</sup> 10am** – Team meeting with Pastor Marj

**Other meetings** – to be determined by the Team

## **MET Meeting Minutes**

Mount Cross Lutheran Camarillo  
Thursdays July 19 and 26, 2018

**Team Members present** – Karen Cherry, Mary Goodenough (July 19), Gayle Johnson, Joe Swindle and Susan Prosser (chair)

**Absent** - Gordon Henry, Mary Goodenough (July 26) and Pastor Bessey

These two meetings were set following the July 10<sup>th</sup> meeting with Pastor Marj when the team was given the Congregational Vitality Survey analyzed results. The team felt that the time available on July 10<sup>th</sup> had been insufficient for digesting the information and committed to spending extra time in July.

## **July 19<sup>th</sup> Meeting**

The team took time to examine the survey data page by page having had the time to individually reflect on the information since the July 10<sup>th</sup> meeting. Pastor Marj had strongly suggested that we look for affirming aspects of the survey outcome to share with the congregation. The result of this review produced the MET Update that was provided as a bulletin insert for the last Sunday in July and an August newsletter article.

Pastor Marj had challenged us to each ask two simple questions of several Mount Cross members before we met with her again – What did they treasure/value about Mount Cross? and What do they hope for Mount Cross in the future? Team members had provided the responses they received in advance of the July 19<sup>th</sup> meeting so they could be consolidated along with any congregational comments that were received during the survey period that suited the two questions. The Team reviewed the 11 page summary of all comments and discussed how these relate to the survey results, how they might be utilized in the SOAR format and whether any further input was needed to capture a broader demographic.

Since time was already long the Team agreed to meet again on July 26<sup>th</sup> to spend more time on the comments.

### **JULY 26<sup>th</sup> Meeting**

After having first discussed the possibility of using the SOAR format to organize the comments received, it was decided to begin by sorting the comments into 5 categories so that we could examine how often these areas were the subject of comment (both treasured and hopes for improvements). The comment groupings used were guided by the comments themselves: Worship; Friendship/People; Programs: Resources; Pastor.

This process produced a more condensed version of the responses that may prove useful for future use in companion with survey results. The consolidated actual remarks remain available for reference. This exercise took up the time that had been allotted for the meeting.

**Next MET meeting – Friday, August 10<sup>th</sup> at 10 am with Pastor Marj**

MET Meeting Minutes  
Mount Cross Lutheran Camarillo  
Tuesday July 10, 2018

**Team Members present** – Karen Cherry, Mary Goodenough, Gordon Henry, Gayle Johnson, Joe Swindle, Susan Prosser (chair), Pastor Marj Funk- Pihl (Synod Representative)

**Light of Christ and Devotion** – devotion and music were shared by Susan Prosser from d365.

**Congregational Vitality Survey Results** – Pastor Marj distributed a copy of the Congregational Vitality Survey results analysis to each team member. Of the surveys we submitted, 143 were counted. Since the surveys are electronically scanned, something on or about the paper on the remaining 17 made it impossible to process them.

**Congregational Input Regarding Survey Experience** - Pastor Marj walked the group through a first look at the classifications of the respondents and the three sections of the report. Respondents were majority female, white, active attenders and over the age of 65. Since there is so much detailed information contained in the report, it was recommended that the team take the reports home to study and digest the information. Another meeting should be set to continue the discussion of impressions and conclusions from the survey information.

**Responses to the Two Questions Assignment** – all team members had completed their assignment to ask a small number of congregation members what they treasured/valued about Mount Cross and what they hoped for the future of Mount Cross. Since Pastor Marj had left the meeting early, it was decided that Susan would consolidate all responses and the team would review them at the meeting set to further discuss the survey results. Each team members is also to provide a profile description of their respondents. If the input is not from a broad enough representation, the team may solicit further input.

The meeting ended with the Lord's Prayer.

**Next MET meeting date – Thursday July 19<sup>th</sup> at 9:00 am**

**MET Meeting Minutes**  
**Mount Cross Lutheran Camarillo**  
**Wednesday June 6, 2018**

Team Members present – Karen Cherry, Mary Goodenough, Gordon Henry, Gayle Johnson, Joe Swindle, Susan Prosser (chair), Pastor Jim Bessey (advisor), Pastor Marj Funk- Pihl (Synod Representative)

**Light of Christ and Devotion** – devotion and music were shared by Susan Prosser from d365.

Table Grace was read in unison by the group prior to a buffet supper. During the meal Mount Cross representative and Pastor Marj took the opportunity to learn about one another.

**Congregational Vitality Survey Results** – Pastor Marj informed the group that our survey results were regrettably not available for this meeting but would be reviewed at our next meeting with her.

Congregational Input Regarding Survey Experience - MET group submitted to Pastor Marj the list of "suggestions to other congregations" that had been compiled following our survey experience for her to share. (See document at end of minutes)

**Beginning at the Beginning** - Since the group had yet to have a general briefing regarding the MET purpose and process, Pastor Marj provided a brief outline of the sessions that she will hold with the group. Completion of the congregational survey is to have been completed prior to the first session and Mount Cross has that part accomplished that with 160 surveys submitted for analysis in early May. The normal two week turn around for survey results has been delayed in our case. The outline for Session I involves the presentation and discussion of data and analysis so will instead be covered in our second session with Pastor Marj.

**Pursuing Session II tasks** – The provided outline directs the MET to examine our congregation from the perspective of our budget, facility calendar, worship attendance records and other relevant documents like annual reports, etc. In doing so we ask what are the strengths, opportunities, aspirations and resources of Mount Cross. In this we will do a "SOAR" review. Besides looking at information from the congregation we will also later include information from the survey and information from/about the community to complete the review.

With the documents available at our meeting we started with a look at what the current budget reflects as **important to the congregation**. (As an aside, Pastor Marj did immediately note that

Mount Cross does not meet the recommended 10% Mission support contribution to the work of the Synod and ELCA with an amount that is closer to 6 %.) The conversation was further aided by portions of the most recent Annual Report.

This exercise provided a start to this process with Pastor Marj guiding the group. More work with further documentation and information will be necessary to complete this aspect of the process. Each MET member was assigned to ask at least 3 people from the church: 1) What do you treasure/value about Mount Cross?; and 2) What do you hope for Mount Cross in the future? The responses are to be brought to the next meeting with Pastor Marj. It was agreed that it would be helpful for MET members to share with the group who they contact so there is no duplication.

Pastor Marj produced large visual notes from this discussion that will facilitate the beginning of our next session. These notes will assist in directing our attention to focal points from our first session. Members will receive a transcribed version in advance of the meeting as well as well as a simple question form to use to keep track of their congregation member responses.

The meeting ended with a prayer offered by Gayle Johnson.

**Next meeting date with Pastor Marj – Tuesday, July 10<sup>th</sup> at 10:30 am**

### TIPS FOR CONGREGATIONS UTILIZING THE ELCA CONGREGATIONAL VITALITY SURVEY

1. Have instructions that include a visual example of the darkened circle. Perhaps even on the top of the survey form.
2. Use pencils rather than pencil or pen particularly if crossing out an answer and then marking another nullifies the response all together. With pencil erasing is possible.
3. Given instruction that include what to do if you wish to change or correct an answer.
4. Have clip boards available for those who want a firmer backing
5. Make magnifying glass(es) available for those that find the small print difficult.
6. Provide written comment sheets for those who wish to submit some sort of input beyond what is possible through the survey. Have a box and a staffed table to collect input.
7. If Sunday worship does not really capture all who participate at the church each week, consider making the survey available at additional events and gatherings. We went to high school youth group, a discussion/social gathering for seniors, two nights of adult education and family dinners, and sent home surveys for persons who are home bound.

8. Consider ahead of time what possible exceptions you may want to grant to the manner in which you are administering the survey. We granted exceptions for additional time and some assistance to members who have comprehension challenges or physical challenges with direct impact on the task.

## **MET Meeting Minutes – Monday May 14, 2018**

Team Members present – Karen Cherry, Mary Goodenough, Gordon Henry, Gayle Johnson, Susan Prosser (chair)

Team Members absent – Joe Swindle and Pastor Bessey (advisor)

**Light of Christ and Devotion** – devotion and music were shared by Susan Prosser from d365.

**Debriefing of survey experience member input** – A handout with a compilation of the comments received from members thus far was reviewed by the group. It was discussed whether these comments should be distributed to appropriate Church committees and personnel at this time or just shared as an attachment to the final report. Consensus was that we would seek guidance from the Synod rep at our June briefing.

**Sharing of sample results** – Allison Johnson had made available to the team a copy of the analyzed survey results for the Congregational Vitality Survey taken on an earlier occasion by an Oxnard church. Realizing this would only provide a chance to familiarize ourselves with the format of expected results, it was agreed that Susan would send a scanned copy of the multi-page color document to each member of the team.

**Discussion of whether and how to continue congregation input** – the consensus was that rather than continuing a separate MET input process, we would encourage input through the Church Council input tables and ask that they share all pertinent input with us. Of course, the team will track any and all input that continues to come directly to MET members.

### **Other business**

**Feedback to the Synod regarding our survey experience** - various team members shared thoughts about tips that Mount Cross could pass on to the Synod that might benefit other congregations who utilize the Congregational Vitality Survey. The MET will assemble a list of suggestions before the Synod Rep meeting in order to have our input ready to pass on.

**Communications needed** - it was agreed that we would try to continue to use periodic bulletin inserts along with newsletters (print and electronic) to update the congregation. Since the first half-sheet insert had been blue we will request that color be save for MET use only until our report has been adopted. Also the MET needs a more distinctive header or logo so that people

start to recognize when a communication has come from the team. The next insert will come sometime after we have scheduled the meeting with the Synod Rep and among other things include:

- Report of survey experience to the congregation (not to be confused with results)
- Info regarding any continued input opportunities – share with Church Council

**Next meeting date** – possible meeting dates of June 6 or 7 were acceptable to team members present. These dates will be relayed to Pastor so that he can make final plans with our Synod Rep. The meeting will be early in the evening with a little supper served.

**Work session for survey quality control and mailing prep** – the remainder of the meeting time was spent giving 160 completed surveys a “quality control” check for adequate marking in the selected circles and removal of any extraneous markings. The goal was to have every one of the submitted surveys successfully scanned and included in the compiled data. After a final count, the surveys were mailed by Priority Mail to Northern Colorado University later that same afternoon.

## **Mount Cross MISSION EXPLORATION TEAM Minutes APRIL 30, 2018**

Present: Karen Cherry, Mary Goodenough, Gordon Henry, Gayle Johnson, Joe Swindle and Susan Prosser, Chair

Absent: Pastor Bessey (regular day off)

Meeting was opened with the Light of Christ and a daily devotion from d365 led by Susan Prosser.

Minutes of the April 20, 2018 meeting were approved.

### **DEBRIEFING OF FIRST SURVEY SUNDAY**

Members discussed the Sunday survey experience and reviewed the compiled member comments. Many of the comments from Sunday were actually about the survey and proved useful to the discussion. It was agreed that the announcement/instructions that precede the survey need to include some additional information and the time allotment for the survey needs to be reconsidered. Since April 29<sup>th</sup> will be the only time the survey will be given during a service, there will be less pressure to complete the survey in order to conclude the service.

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### Instructions from now on should include:

This survey has been developed for the ELCA and is widely used by congregations as they begin to prepare to call a pastor. It is not intended to address local issue to our congregation. The survey has been designed for first impression, gut reaction responses and thus the intention is to complete it as quickly as you are able. All input will be analyzed at the University of Northern Colorado and reported to us by the Synod. This will only be ONE source of information used in examining our congregation.

You are encouraged to provide more specific comments you may wish to share about Mount Cross with the Mission Exploration Team at the MET INPUT tables on the patio. There you can submit written comments or share with a MET member. This local input will be compiled and used by the team in preparing their report. None of these comments need be signed or identified by name.

ADD FOR WORSHIP SUNDAY MAY 6<sup>th</sup> ONLY - Those who have already taken the survey will be dismissed at the end of the service today with a little extra time on your hands. We invite you to remain on campus to enjoy fellowship with refreshments in the Parrish Life Center behind our construction project. With this time we are giving you, why not also visit the **MET table** and share any thoughts you have that you think would be important to the future of our congregation.

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Exceptions requested to taking the survey at church during the service or at another scheduled event were discussed. We are keeping track of those requested so that we can make certain the surveys are returned and included.

The fact that the worship service did not end up accommodating the survey time was discussed with ideas for ways to abbreviate the service for May 6<sup>th</sup> offered by team members. All felt it was important to keep the commitment we made to the congregation that taking the survey would not require them to spend any additional time at church than they would normally allot for worship. Ideas will be communicated to Pastor and the Worship and Music Committee with hopes that they can accomplish a shortened service for the second time the service is given as part of worship. Areas to examine music, liturgy, 2<sup>nd</sup> lesson, etc.

#### **PLANS FOR REMAINING SURVEY DATES**

Future input opportunities will be expanded beyond the MET members with clipboards to include comment sheets and a collection box. On Sundays two tables will be equipped with an input box and comment sheets along with a team member. For other survey occasions, members should take a clipboard and a box and comments sheets along with them. Mary will make up the comment sheets and Susan will make the boxes.

Wednesday nights were discussed and it was felt that many attending the various elements of the evening will have already taken the survey. A MET survey table with chairs will be set up in the narthex from 5 to 6:30 to accommodate those who would like to take the survey without interrupting any other activity. We will have two MET members at each Wednesday night and one will make certain the announcement is made within the Bible Studies and dinner that the survey is available as well as watch for others who are transporting children or others to the church. The other will remain with the survey table to administer the surveys. Pastor Bessey will give the survey to the confirmation students.

Wed. May 2<sup>nd</sup> – Karen Cherry, Mary Goodenough and Susan Prosser (to help with setup)

Wed. May 9<sup>th</sup> - Gayle Johnson and Gordon Henry with Susan Prosser as backup

3-D Friday, May 4<sup>th</sup> 1 pm – Joe Swindle – give survey in the room as needed after program has ended

Sunday, May 6 <sup>th</sup> 8:30 –	Patio Tables	Joe Swindle and Gordon Henry
	Surveys	Susan Prosser
10:00	Patio Table	Gayle Johnson

**COMMUNICATIONS NEEDED TO OTHERS**

An article for the Friday E-Grapevine May 4<sup>th</sup> and a requested bulletin insert for Sunday May 6<sup>th</sup> will be drafted by Susan for member review and input. We will also make certain that Pastor is brought up to date with everything covered at this meeting in advance of Wednesday night and the next surveys. A separate communication will be sent regarding our request for abbreviating the worship service on May 6<sup>th</sup> to Pastor to include the ideas from the committee.

**ITEM LEFT FROM APRIL 20<sup>th</sup> meeting** - Pastor Bessey committed to getting the team a copy of a MET report from another church and asking the Synod for what resource they can offer the team.

**Next meeting - MONDAY, MAY 14<sup>th</sup> at 1 pm.**

The primary purpose of the meeting will be to wrap up the survey and congregational input. Please let Susan know if for some reason you cannot attend.

Respectfully submitted,  
Susan Prosser

**Mount Cross MISSION EXPLORATION TEAM Minutes  
APRIL 20, 2018**

Present: Mary Goodenough, Gordon Henry, Gayle Johnson, Susan Prosser, Joe Swindle & Pastor Bessey  
Absent: Karen Cherry (due to previously arranged travel)

Meeting was opened with the Light of Christ and a devotion from the Southwestern Minnesota Synod – Devotions for Congregations in the Call Process led by Susan Prosser.

As this was the first meeting of the team, Pastor Bessey gave a brief introduction to the process and explained that not all 65 ELCA Synod use a MET process. Pastor also told the group that of the 112 churches in our own synod, 25 have no permanent pastor. There are a number of congregations in the same process we are going through.

In order to organize the group, nominations for Chair were requested and Susan Prosser was elected Chair to convene MET meetings and to serve on the Call Committee once the MET process has concluded.

Discussion focused on proceeding with the Congregational Vitality Survey which the Synod has given Mount Cross permission to self-administer. The survey needs to be given to those in attendance at worship for two weeks in a row. It was decided those Sundays will be April 29 and May 6 at both services with time provided within the normal time allotted for the service. Pastor will structure those services to permit adequate time for the surveys which should take no more than 10 -15 minutes to complete. Although the surveys are anonymous, it was agreed that we will attempt to keep track of who completes a survey by use of a member list. This may prove useful with follow-up if we end up with a low initial rate of completion. We will also have some sort of “sweet reward” to give those who turn in a survey.

Since we are administering this survey on our own, the team decided to expand the times and events where the survey will be given and added two Wednesday nights (May 2 and 9), Confirmation Class (May 2), and 3-D (May 4). Team members expressed a willingness to take surveys to shut-ins or others unable to be present at any of the survey times. It was decided to communicate that contact can be made to request an alternative arrangement.

Several weeks after Mount Cross submits all the completed surveys, a summary analysis from the University of Northern Colorado will be produced. Additionally the ELCA will provide census data for our surrounding area which will aid in evaluating the congregation. These reports will be brought to Mount Cross by a representative of our Synod who will guide the team in understanding the results.

Team members also pointed out that the standardized survey leaves no room for comments or input beyond the structured answers. It was agreed that after each survey time MET member(s) will have an obvious presence to take and record input from those who wish to further share. **This will not be a time for members to ask questions about the call process and MET members will have no answers nor will they express opinions about the input that is being shared.** All additional input will be compiled and taken into consideration by the MET as they proceed in their work. Susan will make MET clipboards for the team and a MET table will be on the patio during Sunday services.

It was determined that a direct letter to the church membership from the team would be the best way to introduce the team and the survey as the first step in process of collecting input. A letter will be prepared and mailed in time so that members have notice prior to the first survey Sunday (April 29). Susan will prepare a draft for members to review and comment.

Team members need to start thinking about what other sources and/or types of input we want to pursue so that we are ready to proceed with additional efforts while the survey data is being analyzed. Pastor Bessey committed to getting the team a copy of a MET report from another church and asking the Synod for what resource they can offer the team.

## **Next meeting - MONDAY, APRIL 30<sup>th</sup> at 1 pm.**

The purpose of the meeting will be to debrief the first survey and input experience. Please let Susan know if for some reason you cannot attend. Pastor Bessey will not be in attendance.

Respectfully submitted,  
Susan Prosser