

## Attachment to Leadership Council Meeting Minutes of August 28, 2017

The following process will be adopted into the Guidelines for the operation of the Leadership Council:

1. Approximately 10 days before each Council meeting, the Chair of the LC will inquire of the Staff Parish Relations Committee (SPRC) Chair and the Senior Pastor as to whether there is any formal business\* that should be on the agenda for the upcoming Council meeting.
2. If there is any such formal business to be conducted, those items will be placed at the end of the agenda and labeled as SPRC business with a specific amount of time allocated to such items. The agenda will be distributed by the LC Chair with the other "Preread" material for the meeting so that every member will be aware of the nature of the upcoming LC meeting.
3. When all other agenda items are completed and before the SPRC items are discussed, the Leadership Council meeting will pause.
4. Everyone in attendance will take a short break (3 to 5 minutes) during which anyone in the meeting who is a staff member themselves or is part of a staff member's family or who otherwise has a potential conflict of interest regarding the SPRC agenda items, will excuse themselves and leave the meeting.
5. After the break, the remaining members of the Leadership Council will reassemble and begin attending to the SPRC agenda items.
6. The member of the Council who is filling the role of SPRC Chair will preside over the SPRC agenda items.
7. If the normal Recording Secretary is no longer present (having been excused for one of the reasons described above), the SPRC Chair will appoint someone present to take the official notes of the remaining agenda items.
8. Two sets of notes will be documented. Those taken during the main Leadership Council meeting and those taken during the SPRC meeting that follows. The LC minutes will be shown to all LC members and once approved at the following LC meeting, will be posted on the Church website. The SPRC meeting minutes will be shared only with those present (or eligible to be present) during that meeting and once approved, will be filed for the record, but will be held as confidential and not posted on the Church website.

\* Formal business means items that would never come up at a Leadership Council meeting if the Leadership Council was separate from the Staff Parish Relations Committee. It includes the annual evaluation of the Senior Pastor; formal votes to hire, fire or discipline staff members; EEOC issues; complaints of harassment or abuse by staff employees; or other similar items. It does not include general discussions about the staff organization; the strengths and weaknesses of the staff as a whole; the need for additional staff positions; the status, changes, and improvements to ministry programs; or similar items.