

**ROLLING HILLS COVENANT CHURCH**  
**Elder Council – Meeting Minutes**  
**March 16, 2020 (Approved 04/06/20)**

**MEETING ATTENDANCE**

Name	Position	Present	Absent
Mike Cochrane	Chairman	X	
Anthony Galante	Vice Chairman	X	
Shawn Hurley	Executive Preaching Pastor	X	
Clyde LaGue	Elder – Children’s Commission	X	
Jerry Rilling	Elder – Congregational Care		X
Gene Chou	Elder – Connect & Equip Commission	X	
Tom Miller	Elder – Finance & Property Commission	X	
Craig Knickerbocker	Elder – Global Outreach Commission	X	
Mike DiLustro	Elder – Life Group Commission	X	
Hoon Dokko	Elder – Local Outreach Commission	X	
Terry Wheeler	Elder – Personnel Commission	X	
Richard Smith	Elder – Stewardship Commission	X	
Rod Lenders	Elder – Student Commission	X	
Ben Eroen	Elder – Worship Arts Commission	X	
Steve Bunyard	Associate Pastor – Outreach	X	
Lloyd Gilbert	Associate Pastor – Student Ministries		X
Garrick Hanger	Associate Pastor – Adult Ministries	X	
Bob Cubillos	Business Administrator	X	
Jane Wallin	Secretary	X	

At 7:00 PM, Chairman Mike opened the meeting with prayer.

**ADOPTION OF AGENDA**

The meeting agenda was adopted as is.

**DEVOTIONAL – 1 JOHN 4: 7-12**

Chairman Mike shared a short devotion on 1 John 4: 7-12, emphasizing from the passage that we must “love one another, for love comes from God” (v. 7), and that “since God so loved us, we also ought to love one another” (v. 11). At this time, we must put God’s love above all else in everything we say and do.

**ELDER PRAYERS**

The elders prayed for each other’s needs and for needs of the congregation.

**MINUTES**

The minutes from the 03/02/2020 meeting were approved by acclamation.

**ILT STATUS REPORT**

Mike D. and Pastor Shawn reported that the pre-Easter sermon series is moving forward as planned, with the next 4 weeks’ preaching schedule already set. The weekend worship has transitioned to online videos and the service time itself has been shortened to 1 hour for the online viewing. (Reportedly, 3,300 ‘computers’ viewed the first online service done by Pastor Sam! That likely means that the number of viewers is at least double!)

**CORONA VIRUS DISCUSSION**

Pastor Shawn stated that at first the church shutdown would last only through March. However, the CDC asked for an 8-week “safer at home” timeframe, which would last through May 10. This means that we will do Good Friday and Easter Services virtually. Therefore, Shawn stated it seems most prudent to release our commitment for the tent. After some discussion, it was the consensus of the EC to release the tent funds.

The discussion then turned to meeting the physical and spiritual needs of the whole congregation during the shutdown and to the viability of the staff to work from home. Desiring to show grace and care to all RHCC staff members, Chairman Mike made particular note that RHCC should continue to pay all the staff, including hourly workers, with which the EC firmly agreed. In order to do this, the supervisors will creatively find alternative jobs for them to do in order to fill their hours with kingdom work.

(In the days immediately following this EC meeting, it became clear that a clarification and a tightening up of the aforementioned unanimous elder sentiment was needed. Chairman Mike made the following motion on March 20, 2020:

**I move that through the end of May 2020, we pay all part-time and full-time RHCC Staff their standard weekly/monthly pay** on the basis that they are attempting to do their RHCC work at home. The hierarchy of compensation will be:

1. Reimbursement for hours worked, verified with accompanying documentation to the supervisor.
2. When work is exhausted, utilization of sick time / vacation time.
3. When work and time off compensation have been exhausted, pay at their current standard.

The motion was seconded and passed unanimously.

Naturally, the EC will have to re-examine all budgets through the next 10 weeks to see what the new RHCC looks like starting on June 1, 2020.)

### **ONE VOICE PER WEEKEND DISCUSSION**

There is no longer a need for discussion on this, because Covid-19 has ushered us there.

### **EXECUTIVE SESSION – DISCUSSION OF PERSONNEL ISSUES**

The EC held Executive Session for the remainder of the meeting, from which the following items were decided.

#1) The EC voted enthusiastically for Sam Evans to be our Interim Senior Pastor with the attached Job Description. Old, young, and in-between love Sam, whether staff, leadership or congregants. We will not be able to hold a CBM any time soon to capture the majority congregation approval of the Job Description change for Sam, so we are using By-Laws Article IV Section 3 Item L (...the Council "Takes such action on behalf of the Congregation as deemed necessary in cases of emergency.") to affirm Sam's job description change. For clarity, Sam is not interested in the Senior Pastor position of RHCC; Sam wants to keep his same salary; he is honored to be asked; and he is looking forward to shouldering this responsibility in service to his Lord and his church.

#2) Tom Miller, Elder of F&P, is taking a leave of absence from the Elder Board through the end of May. However, he will be available to Bob Cubillos for consulting or anything else related to the budget or to year-end close.

#3) Nate Aanderud will be taking on the role of Interim Pastor of Global Outreach starting on April 1, 2020, reporting to Shawn. Nate will still support the Adult Team with 25% of his time. The Adult Team under Garrick's leadership is adjusting how they will provide congregant counseling among other things, in order to allow the Adult Team to move forward. I believe the EC will affirm Nate's job change in a similar manner as above, for the same reason that we will not be able to hold a CBM any time soon.

We will look forward to eventually having a CBM in which the congregation can affirm these job description changes as well as any changes we might make to the Senior Pastor Job Description.

### **ACTION ITEMS RECAP**

N/A

**STAFF ROUNDTABLE – See Appendix A**

**ELDER ROUNDTABLE – See Appendix B**

**Next ECM Dates:**

**April 6 & 20, and May 4 & 18, 2020.**

(EC meetings are typically either on the 1<sup>st</sup> or 3<sup>rd</sup> Mondays of the month and sometimes both.)

**Next CBM Dates:**

**May 3, September 20, and November 8, 2020.**

s/Jane Wallin  
Church Secretary

**Attachments:**

Interim Senior Pastor Job Description dated 03/16/2020

**APPENDIX A – STAFF UPDATES**

**Shawn**

Hello everyone. Here is a brief summary of what happened on campus this week:

March 5, 2020

**We spent significant time developing a plan for the Corona Virus:** It is difficult to know what to make of the virus, slowly growing in our country. Some insist it is just another variation on the common flu; others are using the words pandemic. People are joking about the overreaction, yet Costco, Target, and Amazon are sold out of Purell, and there are limited supplies of medical masks. We know that cases have been found in the Bay Area and Orange County, and a State of Emergency has been called for the state. In Washington State, schools have been closed and churches are not meeting at this time. This has the potential of either becoming a true medical crisis or, in the very least, creating a hysteria that keeps people from coming to church.

As a result, SLT developed a plan of action that would address preventive actions that can be taken immediately, and long term plans if this becomes an outbreak. This includes things as small as no shaking hands at meet and greet, increasing our janitorial services, and making sure we have the ability to stream services online if church closes. This is a strange thought exercise for us, and at many times we have referred to this as feeling similar to Y2K. Still, we recognize the need to have a plan for every scenario, and I am proud of the work staff is doing. I will update you more as plans develop and as we gain more information. We have not implemented any changes yet, but will slowly be rolling out new processes next week.

**Children's Winter Camp leaves this weekend:** Please pray for Richelle and her team as they lead our kids into a fantastic weekend away at Alpine, and into a profound experience with Christ.

**Pageant of Our Lord Dedication Service Is This Sunday:** The Pageant Season always opens with a time of dedication, teaching, prayer, and communion. Please pray for strength and health for the entire Pageant team, as they embark on the largest Outreach event of the year. Pray especially for David Halverson, as he leads a large and diverse group to create the Pageant.

**We are moving forward in exploring the Interim role with Nate:** We are in the final stages of developing a workable job description for Nate, and I am optimistic we will complete this by the end of the day. Once the job description is completed, we will send it back to the Global Commission for a final sit down with Nate. If all goes well, we will have our transition plan completed by the end of next week.

**We will be announcing Steve's departure church wide this weekend:** The Communications department has created a farewell video for Steve, which will be shown before each sermon. We are scheduling a reception for the congregation shortly.

**We continue to make progress on the budget.** The next major budget date is March 17, when Draft 1 will be released.

**The gender series concludes this weekend, with Steve preaching on Saturday night and in Blended, and David Krall preaching in Contemporary.**

Thank you everyone,

Shawn

.....  
**Steve**

**Lloyd**

**Garrick**

**APPENDIX B – ELDER UPDATES**

**CHAIRMAN (Mike Cochrane)**

**CHILDREN'S MINISTRIES (Clyde LaGue)**

**CONGREGATIONAL CARE (Jerry Rilling)**

**CONNECT & EQUIP (Gene Chou)**

**FINANCE & PROPERTY (Tom Miller)**

**GLOBAL OUTREACH (Craig Knickerbocker)**

**LIFE GROUP (Mike DiLustro)**

**LOCAL OUTREACH (Hoon Dokko)**

**PERSONNEL (Terry Wheeler)**

**STEWARDSHIP (Richard Smith)**

**STUDENT MINISTRIES (Rod Lenders)**

**WORSHIP ARTS (Ben Eroen)**

# **Rolling Hills Covenant Church**

## **Job Description**

Title Interim Senior Pastor		Reports to: Elder Council for annual reviews in May.	
Department Church Council	Effective Date April 5, 2020	Supercedes Date N.A.	
Personnel Commission Signature	Human Resources Signature	Date March 16, 2020	
<b>Our Vision: Valuing our strategic international location, our passion is to be a church family of committed disciples of Jesus as diverse as our community, who reflect the beauty and love of Jesus, and who urgently takes the Gospel of Jesus to our neighbors and to the nations.</b>			

### **I POSITION SUMMARY**

The Senior Pastor is responsible to shepherd and equip the congregation through preaching and teaching, relationships, godly & visionary leadership, prayer, and example of life.

### **II PRINCIPLE DUTIES AND RESPONSIBILITIES**

Complies with church-wide and department specific policies and procedures.

1. Responsible for working in harmony with the Pastoral Staff and church leadership in assessing, initiating, implementing, and evaluating the overall ministry of the church
2. Provides leadership and direction to the RHCC Staff
3. Advises, counsels and partners with the Church Chairman as the Chairman leads the Elder Council and the Congregational Business Meetings
4. Provides spiritual leadership and direction to church members and attenders by developing relationships within the church family
5. Perform counseling, hospital visitation, weddings, funerals, and memorials as time permits
6. Supervise funeral ministries. Train and supervise (as necessary) staff support for funerals and memorials.
7. Meet monthly with the Voyagers Council to provide leadership and support for the Council as they lead the class.
8. Teach Voyagers 1- 3 (3 is a maximum) times per month.
9. Provides spiritual direction for the overall ministry of RHCC
10. Responsible as the primary preacher and teacher of the Word. Works with staff and elders to administrate pulpit supply (utilizing both internal and external resources).
11. Maintains confidentiality in all matters pertaining to the church and personnel issues
12. Acts as a leader of the Pastoral Staff with Executive Pastor in promoting a team concept of ministry
13. Participates in the yearly budget process

### **III GENERAL DUTIES AND RESPONSIBILITIES**

Supports the RHCC Purpose Statement, Vision Statement and Core Values in the following ways:

- Spiritually mature as evidenced by observable walk with Jesus Christ as Lord and Savior.
- Commitment to the Bible as God's Word and the authority for Christian living above the values of tradition and culture.
- Commitment to the intentional cultivation of the inner life through worship, study of the Word, and prayer.
- Commitment to accountability and encouragement from participation in a discipleship small group and a Life Group with his spouse.
- Dedicated to ministering to people in a warm manner that leads to a closer understanding of the sufficiency of Jesus Christ.
- Exhibits the character qualities of a pastor and elder as outlined in 1 Timothy 3:1-7, Titus 1:5-9, and I Peter 5:1-4
- Possesses the gift of pastor-teacher (Ephesians 5:1-4).

### **IV LEADERSHIP AND SUPERVISION**

- Pastors the Ministry Team and the Elder Council along with the Congregation.
- With the Executive Pastor, guides and directs the members of the Ministry Team in establishing annual ministry and personal development goals and objectives in conjunction with the overall goals and objectives established for RHCC.
- With the Executive Pastor, provides ongoing counsel, encouragement and coaching to the members of the Ministry Team

### **V PERSONAL DEVELOPMENT**

Attends classes and seminars as necessary to improve knowledge and skills

### **VI SUPERVISION**

1. Supervises: Executive Pastor, Assistant to the Senior Pastor
2. Supervisory Authority: Hire, evaluate, discipline and dismiss
3. Supervised by: Church Chairman and the Elder Council

### **VII EDUCATION – EXPERIENCE – SKILL REQUIREMENTS**

Requires a M.Div. or Th.M. graduate seminary degree. Requires ordination. Requires an understanding and appreciation for the total local and worldwide church ministry. Requires large-church experience, demonstrated skill and competency in the areas of teaching, preaching, leadership, team building, vision setting, organizational management, discipleship and interpersonal relationships.

Reviewed and Acknowledged

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date: