

Beacon
Core Leadership
Council

Procedures
August, 2021

Contents:

1. Council Members	1
2. Communications	2
Emissary	2
Reports and Meeting Minutes	2
E-Mails	2
3. Meetings	3
Schedule	3
Purpose	3

4. Covenant 3

CLC Procedures

The organizational groups of Beacon Congregation are the Board, Core Leadership Council (CLC) and each Board approved Beacon committee or team. Each of the organizational groups should document its procedures separately from its charter.

While the By-Laws are approved by vote of the congregation and the policies and charters are proposed by the congregation through Beacon’s committees and approved by the Board, procedures for each of the committees are documented and approved by

the members of each of those committees respectively. Charters state the mission and purpose of each of the committees, and procedures provide guidance in compliance with the By-Laws and Policies.

Therefore, the purpose of these Core Leadership Council procedures is to provide guidance for meeting the responsibilities stated in its charter, in compliance with the Beacon By-Laws Policies.

Council Members

The Core Leadership Council is made up of committee chairs and leaders that serve to provide communication and collaboration throughout Beacon. The Board is represented by the Board Vice-President/President Elect who chairs the CLC, the Board Treasurer, and the Minister who represents the staff. Committee chairs or their appointed representatives are also Council members. Article XIII of the Beacon By-Laws directs committees to be conducted and sustained by the following program areas:

- Finance Committee
- Worship Associates
- Stewardship Committee
- Personnel Committee
- Building and Grounds Committee
- Religious Exploration (RE) Committee (Our Whole Lives program is a sub-committee of RE.
- Congregational Vitality Team
- Community Action Committee
- Social Justice Allies
- Communication Committee
- Caring Circle
- Aesthetics Team
- Leadership Succession Planning Team/Nominating Committee
- Committee on Shared Ministry
- Transition Team
- Ministerial Search Committee

Chairs or appointed representatives for *ad hoc* committees for the annual auction, yard sale, building expansion, endowment, and other standing committees of Beacon are also council members.

Communication Emissary

Members of the CLC represent the leadership by being open to questions and willing to get answers. The online Beacon directory is available to all Beacon members and friends with a Beaconuu.com web account. Listing phone numbers in the directory makes one more available to the congregation.

Reports and Meeting Minutes

Monthly committee reports and meeting minutes are sent to all members of the CLC by Sunday prior to the CLC meeting and are archived at the committee's discretion. Each committee is required to submit an annual report which is archived by the CLC chair. (Note: Monthly reports make the annual report easier.) The annual report shall be submitted as softcopy document. The preferred format for all final versions documents is PDF. If possible, DOC, DOCX, XLS, XLSX files should be converted to PDF for their final versions. Naming conventions for all electronic files for meeting minutes and reports begins with an eight-digit date in the format of YYYYMMDD. This will assist in the sorting of files once they are archived or posted. The softcopy file may be attached to an e-mail sent to the CLC chair or otherwise provided to the CLC chair one week prior to the annual meeting.

The previous CLC and Board minutes shall be sent to the members of CLC by Sunday prior to the CLC meeting. The minutes of the Board and CLC meetings are archived on the Beacon website.

When e-mail is used for CLC communications, all replies in the e-mail chain should be preserved if possible.

E-Mails

When e-mail is used for CLC communications, all replies in the e-mail chain should be preserved if possible. Truncating e-mail chains can remove information pertinent to the reader. Avoid starting a new e-mail chain and deleting previous messages in the chain if possible. Some email clients delete previous messages in the chain by default and should be configured to not delete if possible. You should select "Reply All" for e-mails sent to members of the CLC. It is always a good idea to verify the list of recipients to ensure that no one is left out.

Meetings Schedule

Monthly council meetings are usually scheduled for the week prior to a Board meeting at a time determined by the members of the CLC. Changes to this schedule should be coordinated with the Office Manager and announced in the newsletter in advance.

Purpose

The purpose of the monthly CLC meeting is to facilitate communication between all the committees, the congregation and the Board. Members of the congregation are welcome at all meetings. Any member may request time on the agenda of the CLC to present a proposal. Proposals are vetted by the CLC and forwarded to the Board for decision when needed. The purpose is to discuss an issue or concern for the proposal that members of the CLC may have. Proposals do not require CLC approval. The CLC will report the proposal to the Board with its recommendation. Members are free to petition the Board directly after presenting to the CLC.

Covenant

We will agree when the meeting will start and begin at the agreed upon time.

We will honor leadership.

I will take responsibility for myself.

I will practice deep listening.

I will communicate with kindness and respect.

We will act for the common good in service to Beacon's mission.

When we come to a decision, we will speak with one voice.

We will agree on an ending time and end on time.