

## Notes from BCLC Transition meeting 27th October 2019

### Attendees:

#### Connect Leaders:

Debbie Udraufski  
Gail Thomas

#### Head of Families & Sunday School:

Rachel Steed

#### Trustees:

Debbie Merridew  
Merlyn Ipinson-Fleming

**Volunteers to support BCLC Charity tasks:** Julia Thomas, Jane Williams, Lynne Thomas, Pam Gladdish

**Apologies:** Glyn Udraufski, Mark Heydon, Lorraine Heydon

<p>Dates already in the diary</p>	<p><b>Families Brunch event:</b></p> <p><b>15th December 2019</b> 3 - 5pm Lunch event with Chris dingle craft session for kids</p> <p>5-6pm Carol Service with Mince Pies. Community to be invited through promotion</p> <p><b>22nd December 2019</b> Carol Service Sunday morning with mince pies.</p> <p><b>25th December 2019</b> Worship and Christmas message.</p> <p><b>29th December 2019</b> Traditionally no service. Family time.</p>	<p>RS to liaise with Families &amp; Sunday School Team. Dan Shaw (currently supporting Families HQ site) to liaise with Heulwen to promote the event on BCLC site.</p> <p>LT to support with arrangement of refreshments for the event and associated support from other volunteers.</p> <p>Speaker to be confirmed via co-ordination based on who available. DU</p> <p>Speaker to be confirmed via co-ordinator DU</p> <p>Communication with members and community via announcement and website. All leading services and update by Heulwen on BCLC website.</p>
<p>Other types of Service ideas discussed</p>	<p><b>Brunch Club Sunday</b> - Termly</p>	<p>RS and Team to discuss the logistics around frequency and content of service to attract and outreach to community. Further discussion once additional discussion with the team</p>

	<p><b>Sofa Sundays</b> - Last Sunday of every month</p> <p>Proposed dates for Services: 24th November 2019, 26th January 2019, 23rd February 2019</p>	<p>RS has volunteered to co-ordinate contributors with the theme 'Who is God to you?'</p> <p><b>N.B.</b> Also discussed the involvement of our Sunday School children in those services where possible.</p>
Speakers for Sunday Sessions:	<p>Proposed List of names : Other names to be added as sourced by co-ordinator.</p> <p>Stephen Greening - Mark Heydon Johnny Matthew - 24th November 2019 Daniel Shaw - 17th November &amp; 8th December 2019 (already approached and agreed by NIF) Rachel Steed Joel Steed</p>	<p>Deb U has agreed to act as the co-ordinator to approach and create rota for speakers.</p> <p>Support for speakers to be provided by those available from the existing Worship &amp; Production team.</p> <p>Set up for Sundays to be discussed with members and those currently participating asked to co-ordinate their own rota. Deb U to contact current gentlemen about continuation of set up arrangements. Church also to be asked for volunteers.</p>
Other Session linked actions	Worship & production	<p>All existing team members to be approached to confirm who available participate in rota to support Sunday Sessions. (Expectation that speakers contact teams with any requirements regarding special songs, scripture and graphics in a timely fashion (timelines to be agreed with the team). JW agreed to contact all team members.</p>
	Communion - First Sunday of each Month	Deb M to speak to Lorraine with regards to continued co-ordination and the offer of support if required by LT.
Communication	All agreed activities to be shared with members via text and hard copy as well as update on web site.	All leading services and Heulwen Webb re BCLC website.

<p>Trustee Activity over the next 3 months</p>	<p>To update members regularly about activity supporting the Charity (including this meeting)</p> <p>Continued work on incorporation of BCLC. Deb M to have handover with previous Chair on work undertaken.</p> <p>Continued work on status of the building finalising any final documentation with regards to Trustee guardianship of the building on behalf of BCLC.</p>	<p>Text, hard copy &amp; announcements</p>
<p>Recruitment of Senior Pastor/ Centre Director role</p>	<p>Advertisement of post (before Christmas)</p> <p>Hosting visits to the church by applicants once shortlist confirmed.</p> <p>Facilitation of voting process by members and finalisation of employment contract processes.</p>	<p>Led by Debbie Merridew &amp; Merlyn Ipinson-Fleming supported by volunteer members as requested.</p>
	<p>Operational Centre Team - Establish regular links with operational team and ensure support provided as needed during transition from December onwards.</p>	
	<p>Building - Ensure liaison with Senior Pastor on current arrangements e.g. Key Holders, Alarms, Health &amp; Safety and outstanding activities from transition arrangements for Building.</p>	

<p>Appointment of additional Trustees</p>	<p>Discussed at the meeting the intention of the Trustees confirmed their decision to await the appointment of the new Senior Leader, so that the Pastor/ Director can have the opportunity to influence the selection of additional Trustees.</p>	<p>A query was raised with regards to decision making as only 2 Trustees are left. Deb M confirmed that with the 2 remaining Trustees and Gail as Treasurer there are 3 appointed officers of the Charity.</p> <p>N.B. Since the meeting on the 27th October the Trustees have been referred to the minutes from the Trustee Meeting on the 8th September 2019, where agreement was reached by the existing Trustees (4 in number at that time) to co-opt Jane Williams on to the Trust Board and to present that recommendation to the members at the AGM. The remaining Trustees have therefore agreed to follow that agreement to recommend as was agreed and ratify through voting at the next Business Meeting, and Jane has agreed to work in that co-opted position until that time.</p> <p>Previous Trustee appointments have been treated in this way in the case of at least the last 3 appointments to the BCLC Trustee Board i.e. recommendation to the Board by the Senior Pastor, Meeting of Candidate with the Chair of Trustees, Vote during Trustee meeting to agree co-opting of new Trustee, Vote at next AGM/ Business meeting.</p>
<p>Timeline for appointment of Senior Pastor</p>	<p>Trustees confirmed their intention to advertise before Christmas.</p>	
<p>Future meetings</p>	<p>MIF suggested that it would be good to meet again at the end of November to discuss progress and review the arrangements agreed. Suggestion was accepted by those gathered.</p>	<p>Suggested date 24th November 2019.</p> <p>12.00 - 1.00 following the Sunday Session.</p>