

English Commission Meeting
January 21, 2020

Present: Ed Chin, Diane Go, Rev. Donald Hammond, Jeanette Huie, Carl Jew, David Soohoo, and Winchell Quock. Excused: Nancy Chee

The Commission welcomed Ed Chin as he begins his first term as an elder and Jeanette Huie as she enters her second term of office.

Committee Reports

- Deacons – Pastor Don hasn't met with the deacons in the past month. The pew (prayer) cards initiative has yet to be launched and will begin soon.
- Resource
 - Clean-up Day – 10 volunteers have signed up for the February 8th activity. Jeremy, Annie, Carl, and a 4th person to be named are designated as captains for the cleanup day.
 - AED Project – The purchase and installation of the Automated External Defibrillators (AEDs) will take place in February.
 - Church Directory – Pastor Don pointed out that we may be operating from outdated definitions of church membership. According to the *Book of Order, Section G1.04*, there are three categories of membership: 1) Active (per capita expense charged), 2) Baptized, including infant/child baptisms whether active or not (per capita expense charged), and 3) Affiliated (per capita expense not charged to PCC), a person who is defined as "Active" elsewhere and concurrently attends our church. The "Inactive" category has been eliminated.
To Do: Don will update Rev. Kaan and Pastor Israel of the changes to the Book of Order as it pertains to the definition of a church member prior to bringing the topic forward to the Session.
To Do: Don will email PDF versions of the Book of Order to the Commission and facilitate the purchase of print copies as needed.
- Worship & Nurture (W&N)
 - Dropbox File Sharing – W&N will proceed with using this tool to support committee communications; however, further study is needed before Dropbox is adopted more broadly by the EWC. Additional factors need to be considered such as user eligibility, levels of permission, and confidentiality.
 - Worship Survey – Preliminary results have been compiled and shared with W&N. Whatever recommendation is made regarding the use of technology in worship (paper based, computer based, or hybrid approach), the Commission will need to formally approve the decision and communicate these changes to the EWC.
 - Liturgist Training – The first training session for prospective and current liturgists is scheduled for Sunday, Feb 23 at 12:30 pm and will be led by Pastor Don.
 - Summer Youth Sports – The Commission was reminded of its leadership responsibility in providing for the nurture of youth such as through sports programming.
Action Item: In this transitional period of interim ministry, the Commission values the importance of sustaining current levels of church programming even as the EWC engages in its mission study. Furthermore, the Commission MSP to support and provide resources to the PCC sports teams and coaches to participate in the 2020 Koinonia & CROWN sports leagues.

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- Memorial Day Retreat – Norma Fong Chan is polling families to survey interest in participating in a retreat at Westminster Woods over the Memorial Day weekend.
- Mission & Evangelism (M&E)
 - The Food Pantry site visit was held on January 18th. Susie and Jeanette represented PCC in their meeting with the site inspector.
 - February 2 –A Sabbath Sunday presentation will be led by Clinton Huey and Tsuru for Solidarity on advocacy efforts to close immigrant incarceration sites.
 - February 21 – Winter Shelter Meal, First Unitarian Universalist Church
 - February 21 – CCDC Lunar New Year lunch
- PCC/CH Partnership Committee
 - A list of questions is being developed by the PCC for the CH Board to study and answer.
- Personnel Committee
 - Introduced the use of a portfolio of work of the Interim Pastor’s ministry and a proposed timeline for portfolio review to assist the Commission with deciding whether to extend the Interim Pastor’s contract for a second year.

Pastor’s Report

- Pastor Don met with the Adaptive Change team in December in preparation of the formation of the Mission Study team.
- There were three things that advanced his relationship with Cameron House, as the English Co-Pastor – two meetings with the youth ministries staff, a visit with the Friday Night club program.
- The Sunday School of Discipleship has started to study Paul’s epistle to Romans.

Treasurer’s Report

- Observations – At the end of the fiscal year, there are healthy reserves accumulated as we begin 2020. The surplus can be attributed, in part, to generous end-of-year giving and reduced personnel costs at the start of 2019.
- Winchell reminded the Commission that the adopted budget should not inhibit committees from planning and developing new project proposals even if there are additional associated costs that need to be considered.

Designation of Communion Sundays for 2020

- **Action Item:** The Commission MSP to designate the first Sundays of each month and Xmas Eve as Communion Sundays.
- Worldwide Communion (trilingual, all church) will be approved separately by the Session.

Old Business

- Confirmation of Committee Chair Assignments for 2020
 - Mission & Evangelism – Ed & Jeanette, Co-chairs
 - Nominating – TBA – Need to designate an elder to the committee
 - Personnel – TBA
 - Resource – Dave
 - Worship & Nurture – Diane

New Business

- English Commission Secretary – Carl volunteered for this vacant position for 2020.

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- Mission Study Team Nominations – Pastor Don compiled a list of suggestions from the Commission and facilitated a process of identifying seven EWC nominees, and one each from the MWC and CWC. Taking into account recommendations of the English Commission, the Mandarin and Cantonese Commissions will choose their own representatives mindful that English will be the committee’s language of communications.
 - **Action Item:** Don will communicate in writing with each of the three Commissions to inform them that the mission study is beginning with the formation of the PCC team.

Upcoming Events

- February 8 – Church Cleanup Day
- March 8 – *Celebrate the Gifts of Women* Sunday Service will be planned by Women’s Fellowship
Guest Preacher: Dr. Jana Childers, Dean of SFTS

Next Meeting: February 18 @ 7:00 pm