

Workshop Session I, 11:15 a.m.-12:30 p.m.

❖ **The “What, Who, When, Where and How” of Church Record Keeping**

Caroline Belsom

This workshop is designed to address the questions: What records should we keep? Who maintains the official church records? When are records created and destroyed? Where do we keep them? and How do we create, maintain and destroy them? Open to anyone who is concerned about maintaining official, authorized, authentic, and timely kept church records.

❖ **Introduction to Parliamentary Procedure**

William J. Puette, Ph.D

This is a brief overview of some of the basic meeting rules used by officers of organizations as described in *Robert's Rules of Order Newly Revised*. Time permitting, questions will be taken up relating to quorum; order of business; handling of motions; debate and decorum, special procedures for small boards and committees, and electronic meetings. Dr. Puette is a Professional Registered Parliamentarian.

❖ **Joining: The Art of Appreciating the Person You are Dealing With**

David Popham

Pastors and church leaders deal with all kinds of people and their attitudes on a daily basis. Joining is a proactive way of listening which allows for empathetic valuing of the other. Attendees will be empowered to use Transactional Analysis to detect discrepancies in joining and how to shift internal attitudes in order to better engage the person in substantive conversation.

❖ **Leasing and Licensing Church Property**

Kimi Ide-Foster

Is your church now renting or thinking about renting its property to outside groups? Learn about legal issues and other important information that you need to know when your church rents out property. Kimi Ide-Foster is an attorney with Chun Kerr LLP working with real estate, commercial finance and general business transactions.

Workshop Session II, 1:45-3:00 p.m.

❖ **How Effective are Your Church Meetings?**

Caroline Belsom

Do your meetings seem to run on forever and often without accomplishing anything? Are you having problems recruiting committee members because people hear the meetings are too long, too frequent, too boring, don't reach any decisions, and/or are dominated by certain people? Receive and share tips and pointers on preparing and conducting meetings that encourage participation and creative thinking and meetings that should produce results when resolving issues.

❖ **Appreciative Inquiry: Seeing God at Work in the Church**

Hawai'i Kai UCC

Learn how Hawaii Kai UCC embarked on a 6-month discernment that resulted in new ways to reach out to the community and deepen relationships through family movie events, offering Pickle Ball clinics at a neighborhood park, and FaceBook. Appreciative Inquiry was developed as an organizational change process in the 1980s. Principles from this process such as a focus on an organization's strengths rather than problems were incorporated into a discernment process by Mark Lau Branson in his book *“Memories, Hopes, and Conversations: Appreciative Inquiry, missional engagement, and congregational change”* (2016). The process and lessons learned will be shared.

❖ **Disaster Preparedness for Church**

Danny Tengan

Are you, your family or even your church ready to deal with a disaster? Do you know where your fire extinguisher is? Is anyone First Aide or CPR trained? What would you do if an active shooter came to your church? Join Danny Tengan, HCUCC Disaster Ministries Coordinator, as he shares ways that you, your family and your church can be better prepared for a disaster.

❖ **Church Insurance**

David Takagi

This workshop will outline insurance coverage provided by the Insurance Board. A copy of your church's insurance policy will be provided for review at the workshop for those who sign up in advance. David Takagi is the Insurance Board Agent for the Hawaii Conference.