



**Advisory Board Minutes**

**December 9, 2021 at Mount Calvary Episcopal Church, Camp Hill, PA**

**Members Present:** Carlos de la Torre, Jane Gable, David Lovelace, Vanessa Lovelace, Bradley Mattson, Michael Nailor, Audrey Scanlan, Robyn Szoke-Coolidge, David Zwifka

Welcome, Reflection, and Opening Prayer – David Lovelace

Marketing Team Report – Michael Nailor

Bulletin inserts have been well-received and used. Clarity on eNews notes and registrations on the website has been our goal. SSFM information has been regularly included on Diocesan Digest. Information on upcoming events is being formatted – not only for internal Constant Contact distribution – but in a form that allows it to be easily shared with other entities. See “Latest News” page on SSFM website.

Finance Team Report – Rob Box

Preliminary information is very positive for end of year and for goal of self-sustaining by 2025.

Curriculum Team Report – David Zwifka

Team needs to review/renew membership for the transition of SSFM leadership. Current focus on existing program assessment. Continue to keep lay ministry tracks and faculty training for online instruction in our future view.

Spiritual Life Report – David Zwifka

Our focus on spiritual formation can make SSFM unique among online programs. Elements discussed were: group spiritual direction, individual spiritual direction, person and corporate prayer, retreat – time apart, and our integrative seminars.

LTS/Moravian Update – Vanessa Lovelace

Transition creates challenges for leadership but there is a strong commitment to collaboration with the SSFM. Racial justice courses/modules are fertile ground for collaboration. A workshop for potential students will be held May 5, 2022 in which our collaboration will be highlighted.

Other Reports Received:

- Collaborative Mission Center: Commitment of LSS/ELCA to this process assigning Marsha Roscoe to greater responsibilities.
- Dean’s Report

Search for New Dean

Three final candidates are being considered. The Associate Dean position may have to be interim to provide support until the new Dean is called.

A celebration of Robyn’s ministry will be held on February 12 at 5 PM. Please save the date. Registration will be available very shortly.



## Full Agenda of the Meeting

### 1. Goals and Objectives

#### 1- Goals reached by 2021

##### a. Oral and written reports

##### **Marketing Team and communication.** Michael

- 1) Web page 2) new bulletin inserts 3) Bi-monthly communication in addition to the Diocesan Digest 4) Need to develop communication “packages” for the entities we are serving.

##### **Finance**—where we are now and a look at 2022 Rob

**Curriculum**—integrative spirituality, racial justice, evangelism, house church. David Z

**Cross Generational**---Youth ministry work of the task force, importance of serving our young people, SSFM is offering three modules on family and faith, Youth ministry and intergenerational with attention to post Covid needs. Mary Ellen and Robyn

**Collaborative Mission Center** – Racial Justice Missioner work with The Rev. Carla Christopher Wilson. And Small Group Modules/ House Church and work with Deacon Marsha and Sr. Ingrid Andersen and Hybrid Church work with Richard Jorgensen --Robyn

**Participating Dioceses**—This term we welcomed the Diocese of MD, presently conversations with Diocese of Delaware COM chair, The Rev. Jeff Ross

##### **Membership of the Advisory Board.** David L

##### **LTS/Moravian transition update and discussion**--- Vanessa

(Team to work with the new Dean: Shawn Strout, David Lovelace, David

Zwifka)

- ❖ May 5<sup>th</sup>, 2022, Learn LTS/Moravian...meet and greet with potential students
- ❖ Communication package for the racial justice courses/modules. --Robyn

##### b. Courses/modules planned until Summer 2022 Robyn

### 2. Measurement, analysis, and knowledge management

#### metrics --Rob

- i. # of students—participating by Diocese
- ii. # of courses
- iii. # of faculty
- iv. # of graduates
- v. # of graduates ordained and serving in specific congregations.



- vi. # of asynchronistic modules
- vii. financial comparisons

### 3. Going forward--- in transition

- a. To encourage greater support of the school as a collaborative ministry of formation and education opportunities for lay and ordained.
  - i. SSFM is in its first phase of development for lay ministry formation
  - ii. Continued scope and sequence evaluation of the present series we are offering—House Church ( includes evangelism) and Racial Justice
  - iii. Work with the new Dean for parish life formation needs
- b. Preparing to work with and welcome the New Dean

*Open discussion:*

- Redeveloped Marketing Team -Now includes Martha Harris and Kathy Hettinga
- Finance Team –the following needs attention
  - Planned Giving—next steps need to be taken
  - Friends of the Stevenson School for Ministry
  - Alumni page
  - Stakeholders for Anglican Studies Courses.
- Continued integration of Spiritual formation—David Zwifka, Spiritual Formation Director of SSFM.

### For the Advisory Board open discussion

- 1- Collective welcoming of new Dean—
  - a. Student and Faculty meet and greets –
  - b. Overview of what worked this year and what did not—especially with specific courses that had low attendance. Decisions of face to face gathering times instead of webinars. *SSFM Staff will do a reflective evaluation and offer a report by the end of December.*
  - c. How will we cultivate organizational agility, and accountability?
    - 1- Proactively participate in succession planning of members of the advisory board and for the needed subgroup teams of the advisory Board. Clarity of roles and responsibilities with individual members.
    - 2- Vision and Mission continues—with accountability to the Bishop, the Council of Trustees (finance committee) , the Advisory Board and its collaborating partners.
    - 3- Clarification for Student recruitment and the development of future leaders for the church—Lay and ordained. Inviting clergy to discern leadership from within their congregations.
    - 4- The advisory board—and future leaders...for the next three years. Mentoring system which is beginning to develop through modules being offered.
    - 5- Financial strategy to 2025 --Rob

Other things needed to be tended to

Closing Prayer and Blessing