



St. Luke Lutheran Church

Church Council Meeting Agenda – Monday, February 13, 2017 @ 6:00pm (130 minutes)

Invited Attendees:

Kerri Ast	A	Laine Loff	P	Ryan Becker	Rescheduled
Carolyn Byrd	P	Chris Ojstrsek	P	Karen Berg	Rescheduled
Cherie Callies	P	Rob Rueth	P	Ric Hartman	Rescheduled
John Heidke	P	Pr. Matt Short	P	Dave Wiese	Rescheduled
Scott Koerner	P	Terry Wussow	P	Shelly Schulteis	P

The meeting was called to order at 6:02pm by Carolyn Byrd.

1. Welcome of New Council Members & Introductions --- Carolyn Byrd (16 minutes)

Round table introductions welcoming new and returning Council Members

Copies of *Rich Church*, *Poor Church* and *Not Your Parent's Offering Plate* given to Rob

Copy of *Not Your Parent's Offering Plate* given to Scott

ACTION ITEM

- Carolyn to send email to previous Council Members to see if they have a copy of *Rich Church*, *Poor Church* that they could bring to church for Scott. If none available, will need to order.

2. Leadership Minute/Opening Devotion --- Pastor Matt (5 minutes)

Pr. Matt lead the group with an opening devotion based upon Romans 6. At a time of loss for our congregation (deaths of Don Kletti and Gert Roots) we are reminded that through Christ's death we too faced and conquered death. We are protected in the safety of Christ's love and in Him find our safe place eternally

3. Council Culture Discussion --- Pastor Matt (40 minutes)

Pr Matt led a group brainstorming session, helping us to define the Guiding Principles that form our foundation as the Church Council. Elements/ideas included:

- You are the spiritual elders → lead by example (IE: regular worship, participation, involvement)
- Respect confidentiality in accordance with the spirit of the Healthy Communications Policy. (At times, what is discussed during our meetings is of a sensitive or confidential nature...we need to ensure that we are taking appropriate steps in protecting that information)
- Assume positive intent
- Courage for Raw honesty → confidence to be open with each other
- Issues within the church tend to be **Structural NOT Personal**
- We own/shape/move the culture of St Luke
- We are a communication bridge
 - Closing the loop
 - Voice of the congregation --- no personal agendas
- We will delegate to our Teams
- We need to think farther ahead --- beyond the 5 year strategic vision to the long-term vision
- Silence is not consent --- take time to ensure everyone is heard / commit to responding to emails
- Normalize conflict
- Email to be used for dissemination of information, not discussion
- Embrace diversity of gifts
- Don't take ourselves too seriously
- Keepers of the MISSION AND VISION --- BIG PICTURE thinkers

Pr Matt also shared a number of resources related to this discussion with members of the Council and asked us to read through them in the next week or two. These included:

- Council Member Expectations
- Leadership Covenant --- all were asked to review and sign (Chris, Carolyn and Terry completed)
- Policy-Based Governance Principles
- Faith It article, "59 Percent of Millennials Raised in a Church Have Dropped Out – And They're Trying to Tell Us Why"

4. Review Council "Job Description" and Council Officer Positions --- Carolyn Byrd (10 minutes)

Carolyn had emailed these documents out before the meeting, asking everyone to carefully read them and pray about where God was calling them to serve within Council.

Carolyn led the group in a brief discussion...offered opportunity to ask questions about job descriptions

5. Nominations and Election of Church Council Officers --- Carolyn Byrd (15 minutes)

Nomination was made by Scott for the following individuals to serve as the Council Officers:

- President = Terry Wussow
- Vice President = Carolyn Byrd
- Secretary = Cherrie Callies
- Treasurer = John Heidke

Second by Rob

Motion carried

ACTION ITEMS

- Carolyn to ask Pr. Matt when he wants to do the installation of this year's Council and introduce the Council Officers

Completed ACTION ITEMS:

- ✓ Carolyn asked the Officers to remain after the meeting so that photo copies of driver's licenses could be made for Michelle as she will need these for updates with the bank. The group was informed that they should watch their email for a notice from Michelle --- need to come in and sign new signature / authorization paperwork for the bank
- ✓ Carolyn showed the group where the blue "signatures needed" folder is housed and shared code to Copy Room door for off-hours access

6. Review and Approval of Minutes --- Carolyn Byrd (5 minutes)

a. 1/10/17 Council Meeting

Motion to approve the 1/10/17 Meeting Minutes by John, amending the minutes, removing Dave Vollmer's name, as this clearly was a mis-communication between Steve Stollberg and Dave

Second by Chis

Motion carried

ACTION ITEMS:

- Cherrie Callies to update the meeting minutes and send to Pr. Matt
- Pr. Matt will pdf the minutes and publish to St Luke website

b. 1/29/17 Annual Meeting (not formally approving, but making sure needed feedback is given to Cherie so they can be submitted for congregational approval at next Annual Meeting)

Deferred to March meeting as no one had time to carefully read the minutes prior to this meeting

ACTION ITEM:

- ALL to read the minutes from the 1/29/17 Annual Meeting prior to the March Council Meeting

7. New Business

a. Results of Financial Process Examination --- Cherrie Callies (20 minutes)...sent 1/26/17

Cherrie reviewed the recommended Action Items of the Examination with the members of Council

- Recommendation #1: Documentation of all salary increases should be documented in writing and placed into personnel files for all paid staff

ACTION ITEM:

- Carolyn to take this back to the Personnel Team during next meeting on Feb 22.

- Recommendation #2: Complete the annual examination later in the new year...February or early March, allowing time for all accounts to be reconciled prior to the examination

ACTION ITEM:

- John to discuss with Michelle and schedule accordingly in 2018

- Recommendation #3: Bills associated with specific ministry teams, should be approved by that team for payment prior to processing by the Financial Secretary (Michelle)

ACTION ITEM:

- Pr. Matt to send an email to all Team Leaders managing a budget

- Recommendation #4: Need to have financial reports/meeting minutes made available from the Endowment Fund Team

ACTION ITEM:

- Pr. Matt to ask the Endowment Team (meeting later this week for their Q1 meeting) to incorporate into their process, sending copies of meeting minutes to Council and Financial Secretary for review

b. Financial Report --- Carolyn Byrd (5 minutes)

2017 giving and spending on trend with 2016 data --- \$9,600 shortfall in Jan (ample money available in checking account from generous giving in December)

Highlights from Michelle:

- Expenses were up a bit in Jan (will continue in Feb) as related to spending that occurred in Dec
- Payroll will be higher than usual in Feb as new salaries go into effect and we catch up for salary increases from January

c. Staff Reports – Brief discussion and identification of assigned action items (15 minutes)

- Jerry Nelson
- Karen Horowitz
- Marcia Earl...sent 2/13/17
- Marie Leafblad...sent 2/13/17
- Michelle Kiekaefer...sent 2/13/17
- Pastor Matt...sent 2/12/17
- Shelly Schulteis

NOTE: Personnel Team to be cc'd on reports

NOTE: Emails sent out of Friday, 2/10/17 about meeting date of 2/13/17...some staff did not have adequate time to prepare reports.

Shelly confirmed that background checks are finally done! (The two outstanding background checks were for individuals teaching in the public schools, so our risk was very low as the schools perform their own background checks annually.) All agreed that responsibility for completion of this task prior to the beginning of the Sunday School year needs to be clarified within the Youth & Family Ministry Advisory Council (aka Christian Ed Team).

Discrepancy between Pastor's Report & Michelle's Report

- Pr. Matt refers to a \$5000 gift given by family for pastoral discretion --- Michelle refers to \$5000 gift from Fulton family for general giving (did she mean undesignated memorials???)
- Michelle refers to a small portion of that should be given to the Quilters --- Pr. Matt suggested \$1000 to go to Quilters

- Council agrees that \$1000 gift should go to Quilters

ACTION ITEM:

- Carolyn to reach out to Pr. Matt and Michelle via email to seek clarification about the remaining \$4000 from this gift --- will it be put into undesignated memorials or into pastoral discretion account?

Process improvement idea shared by Terry --- ask staff to submit reports on the 1st Monday of every month. That way, their report should always be available to us in advance of that month's Council Meeting.

ACTION ITEM:

- Terry to discuss with Pr. Matt to ensure that message is delivered to all paid staff members and expectation of monthly report submission is readdressed.

d. Other Team Updates (10 min)

Crossroads Music Fest Team

- Question raised if the team has the ability to designate where the proceeds would be used?
- Per the approved 2017 Budget, \$5000 from this event is aligned to general giving

ACTION ITEM:

- Chris to follow-up with Heather Cummins, letting her know that for the 2017 Music Fest, \$5000 of the proceeds are planned to go to general giving. Anything over that would be at the team's discretion, including any tithe donations they would like to make

8. **Discipleship Team --- Long-term Giving Pilot** - launch in April 2017 (start ~ 7:15pm...15 minutes)
Deferred at this time --- key members were unable to join us tonight

9. **Welcome Center** --- Shelly Schulteis (start ~ 7:30pm...20 minutes)

Utilize "extra" desk by the Scrip Sales team --- Welcome Center desk will be moved to be closer to main entrance

What is it?

- Place where new / current members could stop by and ask questions about programs, teams, services
- Opportunity to catch those "looks of confusion" and try to help out and provide information

Who will man the Welcome Center desk?

- Shelly asked Council Members to sign up for one Sunday every two months to work at the desk

What resources should we use?

- Announcement Sheets, Count Me In Response Sheets, Notes left by office staff for any special events/causes/collections

When should we be at the desk?

- Between early and late services --- 9-10:30am

Council felt this is something we will support and re-evaluate its efficacy after approximately 2-3 months We recognize that this will be tricky for Laine (substitute SS teacher) and Kerri (full-time SS teacher) to participate in --- group felt this wouldn't be a barrier and those not teaching would cover

Welcome Center Volunteer Schedule

- Sunday, February 19 = Carolyn (if Shelly is ready for us ☺)
- Sunday, February 26 = Laine
- Sunday, March 5 = Rob
- Sunday, March 12 = Scott
- Sunday, March 19 = John

- Sunday, March 26 = Cherrie

ACTION ITEM

- Carolyn to check with Shelly if the Welcome Center signage and flip-flop of desks will be done by Sunday

10. Creating a Culture of Involvement and Service (5 minutes)

- a. Names of volunteers / staff to be thanked for your consideration

ACTION ITEM:

- _____ send thank you to the Fulton family for their \$5000 memorial gift

11. Mark Your Calendars (5 minutes)

- a. Monthly Council Meetings (assume 2 hour meetings)

- March 13 @ 6pm (devotion = Terry)
- April 10 @ 6pm (devotion = John)
- May 8 @ 6pm (devotion = Carolyn)

Terry proposed adopting a consistent day of the month & time for ongoing Council Meetings...adjustments will be made as needed. The bulk of Council members felt that the second Monday of the month would work best for them.

ACTION ITEMS

- Terry to follow-up with Pr. Matt and Kerri to ensure that these dates / times will work for them.
- Terry to address standardizing timeframe when paid staff submit their monthly reports to Council and Personnel Team with Pr. Matt (see 7c – Staff Reports)

- b. Other dates to remember:

- February 19 – Redeemer's 100th Anniversary Celebration of Sanctuary Dedication
- March 1 – Ash Wednesday (Wednesday 6:30pm evening worship services begin)
- **March 8 – Soup & Sandwich** --- St Luke Church Council serving
NO need to bake desserts....being purchased with other items

ACTION ITEMS:

- Set-up Crew (4:45-5:30pm) --- Terry/Sue, Rob, Laine, John/Sue, Carolyn, Cherrie
- Serving (5:30-6:15pm) --- ALL
- Clean-up Crew (6-6:30 and following service) --- John/Sue, Carolyn, Cherrie
- March 8 – 6:30pm Midweek Lenten Worship Service
- March 11 – Daylight Savings Time → set your clocks ahead 1 hour
- March 15 – 5:30pm Soup & Sandwich --- Fellowship Team serving
- March 15 – 6:30pm Midweek Lenten Worship Service
- March 18 – St Patrick's Day Dinner and Bingo
- March 22 – 5:30pm Soup & Sandwich --- CCM & Discipleship Teams serving
- March 22 – 6:30pm Midweek Lenten Worship Service
- March 29 – 5:30pm Soup & Sandwich --- Music Ministry Team serving
- March 29 – 6:30pm Midweek Lenten Worship Service

12. Council Updates to the Congregation (5 minutes)

- a. Follow-up to Monday, February 13th Meeting

- What?
 - 1) Welcome new Council Members:
 - Rob Rueth – 3 year term

- Scott Koerner – 3 year term
- Carolyn Byrd – 3 year term
- Lain Loff – 1 year term
- 2) Thank Steve Stollberg for service and dedication to St Luke, having served two consecutive 3 year terms
- 3) Promote Welcome Center
- When? Who?
 - 1) Sunday, February 19 @ 8am service: Terry
 - 2) Sunday, February 19 @ 10:30am service: Kerri

ACTION ITEMS:

- Carolyn to email Kerri asking if she can deliver message highlights; if she cannot, Carolyn will be available to deliver
- Carolyn to follow-up with Shelly, requesting that Council be included in all communications / invitations to St Luke Leader Team, so that we can support / reinforce / encourage the Leaders

13. Future Agenda Items

- a. Council Retreat
 - Date/Time
 - Location
 - Agenda
- b. Inhibitors to Volunteerism...next steps (see brainstorming summary from 1/10/17)
- c. Schedule Town Hall sessions --- in late 2016, we talked about holding these on a monthly basis as part of our effort to increase engagement/participation
- d. Quarterly Review of Strategic Plan
- e. Assignment / Team Updates:
 - i. Safety Preparedness / Emergency Readiness Team – Kerri
 - ii. Review / Clean-up of Membership Rolls - Carolyn
- f. Policy Manual Updates
- g. Operations Manual Updates
- h. Organization Chart

14. Closing – Summary of Action Items and Closing Prayer

John made a motion to adjourn the meeting at 8:25pm
 Rob seconded
 Motion carried

Meeting Agenda respectfully submitted by Carolyn Byrd, Council Vice- President

CC: Pastor Matthew Short
 Council Members
 Michelle Kiekhaefer
 Marie Leafblad
 Shelly Schulteis