



# St. Luke Lutheran Church

## Church Council Meeting Minutes – Monday, May 8, 2017 @ 6:00pm

### Invited Attendees:

Kerri Ast	X	Laine Loff	X	Marie Leafblad	A	Kristin Nielsen	X
Carolyn Byrd	X	Chris Ojstrsek	X	Michelle Kiekaefer	A		
Cherie Callies	X	Rob Rueth	A	Shelly Schulteis	A		
John Heidke	X	Terry Wussow	X				
Scott Koerner	X						

1. **Leadership Minute/Opening Devotion** --- Terry based his devotion on the book of James, which refers to the power of the tongue. Before we say anything we should T.H.I.N.K. Is what we are about to say Truthful, Helpful, Inspirational, Necessary, Kind?

2. **Discussion with Kristin (face to face) on questions asked at 4/24 Council Meeting (60 minutes)**

Kristin brought information on 2 candidates for us to consider.

- The goal to have an interim in place is still June 1st.
- The time allowed for us to evaluate the candidates is whatever time we need, keeping in mind we have a goal of June 1st for placement. Usually one interview per candidate will be sufficient. We should evaluate the candidates based on who we feel would be compatible for the interim process. The attributes needed for interim pastor is much different than the attributes needed for the called pastor.
- \$5000 should be a sufficient budget for the call committee. Much if not all of the interview process can take place via teleconference. Most pastors will have sermons available on line. Kristin will double check this amount with the Bishop and get back to us.
- We can start the process of identifying potential candidates for MET before the interim pastor is in place (contrary to the Call Process Manual, which could use updating) She recommended that a Council member or a liaison to Council be included on the team. MET and Call committee are an extension of the Council. Both teams will need to communicate well with the Council and the church. Nominees should be emotionally and spiritually mature, they are working **with** the congregation throughout the process, not **for** the congregation. The MET team can share some responsibilities with people not on the team. Kristin or the interim will provide training to the teams. Some suggestions of qualities the MET members should possess (one or more of the following): good organization, passion for data and demographic analysis, ability to ask good questions, good listening skills, good communication and speaking skills, time availability. We should refer to our constitution and by-laws for any further requirements we may have. Kristin will be available to help us throughout the process. The MET team should share the final results with the congregation via a town hall meeting, which Kristin and/or the Bishop will attend.
- Mutual Ministry: Members will possess a similar skill set as MET and Call committee. This is something we should be thinking about but it isn't necessary to have in place quickly. How we can prepare: describe it, communicate it and have it ready to launch after the new pastor has had some input. Recommended book (Kristin has a copy loaned out): "Why You Should Have a Pastor and Parish Relations Committee" by Rory Oswald. There may be a video?? This team should be well connected to the congregation but should have no decision making power. They need to ask "How is it going...really?" They are a sounding board for Pastor/staff to check in with, bounce ideas off, receive accountability from. Trustworthiness is key. Is there an ELCA congregation with both a Mutual ministry team and a Personnel team?? Kristin will ask on the Synod list serve. We can use the list serve too.



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- Is there any advice for timing over the summer, since a lot of the congregation is not active during this time? This is a good time to pull together the information we already have, like the data from the strategic plan. Find out where the gaps are and where we'll need to fill in. Make decisions based on what we need from the congregation to gauge when is the best time to start soliciting the congregation's help. Maybe on line surveys? We need to keep the congregation motivated to move the process along. Communicate, communicate, communicate! How do we tell our story well?
- Kristin left a copy of each candidate's profile and emailed a copy to Terry who forwarded to Council. We could adjust pay to compensate for long commutes. We wouldn't pay mileage expenses. We can call candidates directly to set up interviews. Keep Kristin in the loop. Page 55 in the Call Process Manual has some suggested questions for candidates. Council will vote to select interim. Only those who can attend both interviews will vote, although all can participate in discussions before the vote.
- Other discussion included the concern that if Pr. Matt and the interim have discussions (as the Bishop indicated they might) the interim may come with preconceived opinions. Kristin will communicate our concern with the Bishop. Kristin was excused from the remainder of the meeting

### Town hall meeting to discuss MET' process **tabled**

#### 3. Meeting Minutes: Follow-up to open **Action Items** and Approval--- Terry (10 minutes)

- 4/10/17 Council Meeting **Scott** motioned to approve, **Laine** seconded, unanimously passed without discussion
- 4/24/17 Council Meeting **Kerri** motioned to approve, **Scott** seconded, unanimously passed without discussion

#### 4. New Business

- Financial Report --- Michelle / John **John did not have an opportunity to discuss with Michelle prior to meeting. Several discrepancies were found that required John to meet with Michelle. Approval tabled until the next meeting.**

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

NOTE: Personnel Team to be cc'd on reports

- Jerry Nelson ..sent 5/5 **Rob: Jerry should be reminded to coordinate more with the Property team. We need more information on chairs. There currently is no money in the budget to buy chairs.**
- Karen Horowitz ..sent 5/5
- Marcia Earl..sent 5/5
- Marie Leafblad..sent 5/5
- Michelle Kiekaefer ..sent 5/5 **The concern over new members: we'll pause taking any action at this time. Will wait for advice from interim pastor. Defining/clarifying voting membership may become part of the MET process. May need to alter constitution Laine will follow up with Shelly to see how/if she is tracking this information. It is important for St. Luke to encourage members to**

grow their faith and become baptized and confirmed. **All**: review missionary profiles and vote at next meeting.

**Michelle**: Any checks or money received for Pr's gift should be reported/recorded as "non-charitable giving"

- Shelly Schulteis..sent 5/5 **Laine will follow up on new computer training. Welcome desk: Carolyn 5/14, John 5/21. Carolyn will email team leaders to ask for volunteers. Scott is working on pastor for memorial day weekend and will consider having Roger & Don Wright preside together.**
- Stephanie Bill..sent 5/4 **Training is going well and she already is making a great impact. Steph should research and consider transferring website to Charter as it is included in our service.**



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- c. Other Team Updates (5 min)
    - Crossroads Music Fest (Heather Cummins)..sent 5/4
    - Worship & Music (Office)..sent 5/4
    - CCM (Jan Cuomo)..sent 5/3 [Carolyn and Laine](#) to address fund raising process, team culture and communication.
  5. Update on Pastor Matt's exit interview concerns—Carolyn Concerns are being successfully addressed and good progress is being made. Mutual Ministry team is on the agenda. Pastor's gift: it was decided the donations would be used to purchase a VISA gift card from Scrip. [Carolyn](#) will write a blurb for announcements.
  6. Interview process for interim candidates.
    - In order to vote, members should attend both candidate's interviews.
    - Marie will be invited to participate in the process
    - Plan on 90 minutes for each interview. We will try to schedule each on a different day/night.
    - Carolyn will send out doodle poll for 5/13 - 5/26 dates
  7. Fundraiser: Brat fry submitted by Sue Claerbout. Scott made motion to approve, Terry seconded, passed unanimously. [Chris](#) will communicate approval to Sue.
  8. Personnel team is in final review process for job descriptions, with hopes of finalizing in time to provide them to interim pastor. [Carolyn](#): Copy of final description will be provided to the Council liaison to each member of staff.
  9. Carolyn is working on scheduling the next leadership team meeting. Some topics include reviewing the fundraising approval process, engaging youth in teams and leadership, welcome desk.
  10. John gave an update on the amplified hearing assist for mic'd sound in the sanctuary. He found another vendor who has a system available for \$3000. He will discuss further with Ralph Eckert.
  11. MET nominations. The sample nomination form on page 32-33 in the Call Process Manual will get tweaked and will appear on one side of the sheet and a description of the commitment required and the nominee's desired attributes will appear on the flip side. There will be an explanation that Council will prayerfully consider all nominees, but please realize this is a Spirit led process and not all nominees will sit on the MET. The forms will be available starting 5/21
    - in the bulletin & Making Waves
    - on the website
    - at the welcome center
    - advertised on the screens
- The final date for submission is 6/11 in time for Council to hopefully finalize the team at their 6/12 meeting. We also need to communicate that even though only a few people sit on the MET, in order to be successful the whole congregation needs to engage in the process. The process needs prayer!
11. **Creating a Culture of Involvement and Service** (5 minutes)
    - Names of volunteers / staff to be thanked for your consideration
      - Pr's farewell party team [Carolyn](#)
      - First communion 5th grade teachers; Doug, Carrie, Dave [Kerri](#)
      - Easter decorations in sanctuary, arts team: Scott
  12. **Mark Your Calendars** (5 minutes)



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- Monthly Council Meetings
  - May 22 @ 6pm (devotion=[Carolyn](#))
  - June 12 @ 6pm (devotion =[Scott](#))
  - June 26 @ 6pm (devotion=[Kerri](#))
  - July 10 @ 6pm (devotion = \_\_\_\_\_)
  - July 24 @ 6pm (devotion = \_\_\_\_\_)
- Other dates to remember:
  - May 7- Q & A with Bishop @ 9:15 AM
  - **May 14 -Welcome Desk [Carolyn](#)**
  - **May 21 - Welcome Desk [John](#)**
  - May 28 – 9:00 AM Worship Service (Memorial Day Weekend)
  - May 31- 4:00-6:30 PM Schwai's Annual Brat Fry
  - May 31-6:30 PM Worship Service

### 7. Council Updates to the Congregation (5 minutes)

- Follow-up to Monday, May 8th Meeting
  - What?
    1. Received 2 interim pastor candidate profiles. Interviews are being scheduled.
    2. Overview of MET nomination process, coming 5/21
    3. Pr. Matt's farewell gift: VISA gift card (scrip) and the Apple laptop that he used while at St. Luke
  - When? Who?
    1. Sunday, May 14th @ 8am service: [Carolyn](#)
    2. Sunday, May 14th @ 10:30am service: [Scott or Terry](#)

### 8. Future Agenda Items

- Council Retreat
  - Date/Time
  - Location
  - Agenda
- Inhibitors to Volunteerism...next steps (see brainstorming summary from 1/10/17)
- Quarterly Review of Strategic Plan
- Assignment / Team Updates:
  - i. Safety Preparedness / Emergency Readiness Team – Kerri
  - ii. Review / Clean-up of Membership Rolls - Carolyn
- b. Policy Manual Updates
- c. Operations Manual Updates
- d. Organization Chart
- e. **Define/clarify voting members**
- f. **Vote for new missionary**
- g. **Mutual Ministry**
- h. **Town hall meeting to discuss MET process**
  - **[Terry](#): add standing agenda item for review of fundraising requests.**

### 9. Closing – Summary of Action Items and Closing Prayer

Meeting Agenda respectfully submitted by Cherie Callies, Council Secretary

CC:

Council Members  
Michelle Kiekhaefer

Marie Leafblad  
Shelly Schulteis