



St. Luke Lutheran Church

Church Council Meeting Minutes– Monday, March 20, 2017 @ 6:00pm (125 minutes)

Invited Attendees:

Kerri Ast	X	Laine Loff	X	Marie Leafblad	X		
Carolyn Byrd	X	Chris Ojstrsek	X	Michelle Kiekaefer			
Cherie Callies	X	Rob Rueth	X	Shelly Schulteis			
John Heidke	X	Pr. Matt Short	X			Donna Ohm	x
Scott Koerner	X	Terry Wussow	X			Roger Koester	x

Meeting called to order by Terry at 6:00 pm on 3/20. (3/13 cancelled due to snow)

1. Leadership Minute/Opening Devotion --- Terry (5 minutes) Power of Prayer
2. Meeting Minutes: Follow-up to open Action Items and Approval--- Terry (20 minutes) completed
 - a. 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) completed. Cherie to make suggested edits, forward to Michelle for inclusion in 2018 annual meeting report. (complete 3/22)
 - b. 2/13/17 Council Meeting and Chris/ Laine's concerns regarding confidentiality Kerri motioned to accept, Scott seconded, passed unanimously
 - c. 3/5/17 Town Hall Meeting FAQ
 - d. 3/12/17 Town Hall Meeting FAQ

Pastor will update and post Transition FAQ's about timing and process followed for MET, call committee and new pastor starting. Add line "send questions to council@ st.luke....." (completed 3/22)

3. New Business

- a. Financial Report --- Michelle / John (10 minutes) Scott motioned to approve, second Kerri, passed unanimously
- b. Staff Reports – Brief discussion and identification of assigned action items (15 minutes)
 - Jerry Nelson
 - Karen Horowitz.. sent 3/10
 - Marcia Earl.. sent 3/8
 - Marie Leafblad.. sent 3/9
 - Michelle Kiekaefer.. sent 3/8
 - Pastor Matt.. sent 3/9
 - Shelly Schulteis.. sent 3/10

NOTE: Personnel Team to be cc'd on reports

Growing YOung Seminar needs 50 participants to cover cost. If Marie can get at least 25, Carolyn suggested Scrip Team could cover the remaining cost. Marie to contact Rhonda at Synod office for help in advertising event.

June 4th Senior Sunday needs ideas. Laine offered to pull together a group of parents to plan.

May 7th First Communion Marie to have finalized plans at next council meeting.

April Senior Dinner. May 10th College 101 night

No action taken on Michelle's request for help in creating memorial committee. Carolyn will follow up with Michelle on the following: - undesignated funds should go towards sign at this time. -Remove non-responding adult children from membership rolls. -Discussion about paying down mortgage should be taken up with next pastor and stewardship team. -MET and Call Committee will intentionally involve the staff in the process. Should staff be included on call committee? would be a good question to ask at exit interview.

Laine and John will follow up with Shelly: -All council members are receiving Making Waves.

-Several council members will attend Discover St. Luke lunch. -CCM can develop a policy for



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helping those in need who come to staff for help (also let Michelle know) - Motion was made by Carolyn to use the funds available from the Pat Wagner memorial (Diane suggested for technology use) to be used to purchase a computer and classes for Shelley. Second by Kerri, carried unanimously. John will help her purchase and set up. -Communications coordinator position is still being worked on by Personnel team. Carolyn will follow up on Ministry Team descriptions.

Supply pastors for April and May: Friend of pastor, Andy, will deliver sermon of 4/23 no charge, Roger Koester on 4/30. Pastor will supply a list of names and Scott will call and invite these pastors to sub in May.

c. Other Team Updates (5 min)

-Crossroads Music Fest (Heather).. sent 3/9

-Quilts of Valor Report ..sent 3/9

d. Summary of follow up conference call to Bishop Paul –Pr.Matt/Terry (15 minutes)

We will be provided with several interim candidates to interview. Plan on a one year call process. The interim pastors salary will not require more of our budget than Pastor Matt's salary. All - Think about our interim requirements: is a 1/2, 3/4 or full time pastoral position needed?

Interim's duties should include:

Work with Marie on Fall Sunday School planning

Work with Marie on Fall Discipleship Academy planning/teaching

Work with Worship & Music team to make sure scriptures and hymns are chosen & communicated to Office Manager &

Communications Coordinator

Meet with baptismal families

Be on call for pastoral care emergencies, funerals

Attend staff meetings

Attend council meetings

Open and consistent communications with Council and staff

Help ensure that Team Leaders are communicating with Council and staff

Wednesday evening services

Fall Discipleship (Giving) drive

500 anniversary of reformation plans?

Collaborating with Personnel on mid-year staff reviews

Meet monthly with Crossroads musician

Support Crossroads Music Fest and possibly Sunday afterward

e. Timing on the hiring of Communication Coordinator (10 minutes) Personnel is planning to be ready to start the process in early April and is concerned that delaying would affect their roll out of the new job descriptions, personnel evals, reviews, etc. Pastor felt the process could be delayed somewhat as we reevaluate our needs through and beyond the pastoral transition. Stephanie will be returning as a volunteer soon and Kerri has offered to help alleviate Shelley's communications load. This would be a good topic to discuss at a Town Hall. We'll discuss further at next meeting.

f. Policy on requests for fund raisers (5 minutes)

Reviewed requests:

St. Paddy's Day Motion to approve by Carolyn, seconded Rob, passed unanimously.

Palm Sunday Motion to approve by Carolyn, seconded Scott, passed unanimously.

g. Pr Matt's paid vacation for 2017 (discuss at end of meeting) Rob motioned: He has 4 weeks vacation for the year. We will prorate: he should receive one third of 4 weeks since he will have worked one third of the year. He is taking one week at the end of April. The remaining two days will be paid in his last check. Carolyn seconded the motion. Passed unanimously. Carolyn will bring this to the Personnel team. They will draft a vacation policy for future use. Does interim get paid vacation?



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4. Council' Members support to paid staff and liaison to Ministry Teams (15 minutes) **We could ask interim pastor to guide us in creating a mutual ministry team (book: People and Pastor: Making Mutual Ministry Work)**

Liaisons to staff & teams:

Michelle: John

Marie: Kerri and Terry

Shelly: Laine and John

Karen: Chris and Scott, Roger Koester

Marcia: Cherie

Jerry: Rob

Steph: Carolyn

Youth & Family: Terry, Kerri

Discipleship: Terry

Fellowship: Chris

Crossroads: Chris, John

Worship & Music: Scott

Scrip, Personnel: Carolyn

Property: Rob

CCM: Laine

Worship and Music team update (Roger Koester & Donna Ohm dropped in) Are eager to get supply pastor list for May. **Scott** will provide Michelle with a list and **Michelle** will communicate this to Worship&Music. Someone is needed each Sunday to greet and show the supply pastor around.

Terry requested that **ALL** include "RESPOND BY ..." in subject line of emails that need responses.

ALL: Fill out exit interview

5. **Creating a Culture of Involvement and Service** (5 minutes)
a. Names of volunteers / staff to be thanked for your consideration

Cherie: Jan Spiel & Sandy Krenz (Counters)

Chris: Jeff (St. Paddy's)

Laine: Julie Ewig (gift baskets)

6. **Mark Your Calendars** (5 minutes)

- a. Monthly Council Meetings

- April 10 @ 6pm (devotion = John)
- May 8 @ 6pm (devotion = Carolyn)
- June 12 @ 6pm (devotion = **Scott**)
- July 10 @ 6pm (devotion = _____)
- August 14 @ 6pm (devotion = _____)

- b. Other dates to remember:

- 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



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7. **Council Updates to the Congregation (5 minutes)**
 - a. Follow-up to Monday, March 13th Meeting
 - What?
 1. Call process timeline, refer to FAQs on web
 2. Exit Interview scheduled for Tuesday
 3. Save the date for celebration of Pr Matt: April 23rd
 - When? Who?
 1. Sunday, March 26 @ 8am service: Terry
 2. Sunday, March 26 @ 10:30am service: Scott
8. **Future Agenda Items (5 minutes) Discuss more frequent council meetings at next meeting**
 - a. Council Retreat
 - Date/Time
 - Location
 - Agenda
 - b. Inhibitors to Volunteerism...next steps (see brainstorming summary from 1/10/17)
 - c. Quarterly Review of Strategic Plan
 - d. Assignment / Team Updates:
 - i. Safety Preparedness / Emergency Readiness Team – Kerri
 - ii. Review / Clean-up of Membership Rolls - Carolyn

E Policy Manual Updates
F Operations Manual Updates
G Organization Chart **Personnel is starting work on this alongside their updating of job descriptions**
H Discipleship Team --- Long-term Giving Pilot
9. **Closing – Summary of Action Items and Closing Prayer (5 minutes) Move to adjourn meeting by Scott, John seconded, passed unanimously at 8:48 Including 3.g**

Meeting Agenda respectfully submitted by Terry Wussow, Council President

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