



# St. Luke Lutheran Church

## Church Council Meeting Minutes – Monday, April 10, 2017 @ 6:05 pm

### Invited Attendees:

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

1. **Leadership Minute/Opening Devotion** --- John shared Milwaukee artist, Vonda Drees' inspirational artwork. Her artwork was used at a recent Synod gathering. "Give us the courage to enter the song"
2. **Meeting Minutes: Follow-up to open Action Items and Approval**--- Terry (15 minutes)
  - a. 3/20/17 Council Meeting . Scott has one fill in Pastor scheduled for May. One more is needed for Memorial Day weekend, to fill the need through the end of May. Scott moved to accept the minutes from 3/20, Rob seconded, approved unanimously.
3. **New Business**
  - a. Financial Report --- Michelle / John Michelle shared that she found additional income that was not included in the budget presented at the January 2017 annual meeting. Carolyn requested that Michelle make an amendment to the 2017 budget and include it in the next annual report reflecting the additional dollars in 2017 projected budgeted income. Scott made a motion to approve the financial report, Chris seconded, passed unanimously.
  - b. Staff Reports – Brief discussion and identification of assigned items (20 minutes)
    - Jerry Nelson sent 4/9 asked for help with replacing chairs downstairs. Rob will get more specifics at the next meeting of the building team.
    - Karen Horowitz ..sent 4/7 All when needed, encourage Karen to reach out to Donna for support and information through transition
    - Marcia Earl..sent 4/7 Cherie will ask Marcia to contact personnel team to discuss her plans for her summer contract, confirm that she has Personnel Team email, and that she is sending them her monthly reports.(complete 2/13)
    - Marie Leafblad..sent 4/6 (comment on youth room furniture) Not sure who/why furniture is being rearranged. Pastor may have been the party moving the furniture. She will take picture of desired arrangement and have Jerry help her if needed
    - Michelle Kiekaefer ..sent 4/7 Requested help with Memorial Garden, memorial bricks are stored in garage and some are waiting at engraver. There has been interest from Eagle Scouts looking for a project. Rob will take in the future. If it continues, groups may need reminding to return furniture to the way it was found. Poor turnout of adults at Pr's meeting with SS kids, which limited the message getting out that we need people to step up and support SS by volunteering. How do we get people involved? Marie will require adults to come into the classroom to pick up their kids next year. Some kids are leaving the building and running into parking lot for pick up. Also, SS coordinator will be 2 people next fall. In contrast, DA's meeting with Pr. was well attended.



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this to the property team to pursue.

Carolyn and Michelle will look into whether we need more hymnals (bought with undesignated memorial monies)

Michelle was directed to remove non-responding inactive adult children of members from rolls.

Cherie provided research which supported having Michelle update church rental fees for weddings. \$500 fee for non members and \$250 refundable deposit for members. This will go in effect immediately going forward. Details to be worked out by Michelle, et al.

- Pastor Matt..sent 4/8

Pr. will preach on the 23rd, his last Sunday here, with his friend helping with the liturgy and service. Pr suggested some of his discretion \$ be made available for Marie to use for professional support and counseling wherever she sees the need.

- Shelly Schulteis..sent 4/6 Discussed a budget request for discretionary funds . Shelly will add to budget for next year. Carolyn will donate seed money for this year. Marie, Carolyn and Rob will work up a list of desirable scrip cards to have available.

Ministry team guide is on temporary hold.

NOTE: Personnel Team to be cc'd on reports

c. Other Team Updates (5 min)

-Fellowship (Sue Claerbout)..sent 4/5

-Crossroads Music Fest (Heather Cummins)..sent 4/3

-Worship & Music (Donna Ohm)..sent 4/5 Scott will consult with Donna about worship format for Memorial Day Sunday and following Wednesday, whether one/ both/none of these services will be Crossroads worship. He will let Michelle know what bulletin will be needed.

Michelle & Marie will coordinate with fill-in pastors to assure that a children's sermon will be done. Scott will let Donna know this is being taken care of.

-CCM (Susan Heidke)..sent 4/7

John reported on the status of the hearing assistance project. He is still waiting to get a demo at St. Luke. We are in queue with the supplier and it will be awhile before it is our turn.

d. Any additional FAQ's (5 minutes) none

e. Reflections on Exit Interview' Answers (20 minutes) deferred to April 24th (4th Monday) meeting

f. Next steps with Synod regarding interim Pastor (5 minutes) Will be discussed at 4th Monday meetings. Next scheduled on 4/24.

g. Timing on the hiring of Communication Coordinator (10 minutes)

Communications Coordinator position. Job will be posted in announcements for 2 weeks. Some interested parties have contacted the team. One resume received to date. One interview scheduled. Rob motioned to give Personnel Team authority to make offer within specified wage and hour limits (request this info from a council member if interested) and determine possible start date if interviewee was found to be desirable. Team was also to advise applicant of the possibility of hours being cut if income fell below the budget projections. John seconded. Passed unanimously

h. Feedback on "manning" Welcome Center (5 minutes)



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Welcome Desk - will continue through interim. Will get mentioned in announcements. New sign possibly in the future. Ministry team leaders might be good people to work the desk. Some on council are open to manning it as well.

- i. Fund raiser requests and policy going forward (5 minutes)
  - Request from Endowment Fund. Boat ride on Big Cedar. Scott moved to approve, Carolyn seconded. Approved Unanimously. Michelle will update registry. Carolyn will follow up with Endowment Team
  - Piggly Wiggly Brat Shack to benefit Youth mission trip. Scott moved to approve. John seconded. Approved unanimously.
  - BW3 to donate percentage of sales to those dining that mention St. Luke on April 30. To benefit Youth mission trip. Scott moved to approve request pending receipt of Fundraiser request document to be completed by Marie. John seconded. Approved unanimously.

### 4. Discipleship Team --- Long-term Giving Pilot - launch in Fall 2017 (Ryan & team-July/August)

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

1. Names of volunteers / staff to be thanked for your consideration
  - Thank you to Jan Gesch for Palm Sunday breakfast. Terry
  - Thank you to Torey (slides) and Trista Bringa (helped Marie) Carolyn

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

1. Monthly Council Meetings
  - April 24 @ 5:30- 6:30 (devotion = Marie)
  - May 8 @ 6pm (devotion = Carolyn)
  - May 22 @ 5:30-6:30 (devotion = Terry)
  - June 12 @ 6pm (devotion = Scott)
  - July 10 @ 6pm (devotion = \_\_\_\_\_)
  - August 14 @ 6pm (devotion = \_\_\_\_\_)
2. Other dates to remember:
  - April 9 Palm Sunday Breakfast
  - April 13 Maundy Thursday @ 6:30 PM
  - April 14 Good Friday @ 1:00 PM & 6:30 PM
  - April 16 Easter Sunday @ 8:00 AM & 10:30 AM
  - April 23 Farewell to Pastor Matt

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

1. Follow-up to Monday, April 10<sup>th</sup> Meeting
  - What?
    1. April 23rd Food and Fun after late service
    2. Supply pastors are scheduled through May, no interim yet
    3. Transition update
  - When? Who?
    1. Sunday, April 16@ 8am service: Carolyn
    2. Sunday, April 16@ 10:30am service: Scott

### 8. Future Agenda Items

1. Council Retreat



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- Date/Time
  - Location
  - Agenda
2. Inhibitors to Volunteerism...next steps (see brainstorming summary from 1/10/17)
  3. Quarterly Review of Strategic Plan
  4. Assignment / Team Updates:
    - i. Safety Preparedness / Emergency Readiness Team – Kerri
    - ii. Review / Clean-up of Membership Rolls - Carolyn
  - b. Policy Manual Updates
  - c. **Review of Docs and policies (every 2 years)**
  - d. Operations Manual Updates
  - e. Organization Chart

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

**Motion to adjourn at 9:05 by Terry, seconded by John. Approved unanimously**

Meeting Agenda respectfully submitted by Terry Wussow, Council President

CC: Pastor Matthew Short

Council Members

Michelle Kiekhaefer

Marie Leafblad

Shelly Schulteis