



St Luke Lutheran Church

Church Council Meeting Agenda – Monday, April 9, 2018 @ 6:00pm (xx minutes)

Remote Participant Information:

[WebEx link](#)

Meeting Number (access code): **645 731 039**

Meeting Password: **Pray!**

Join by phone: **1-763-957-6300**

Meeting Number (access code): **645 731 039**

Invited Attendees:

Kerri Ast	X	Chris Ojstrsek	X	Pr. Steve Clingman	X	Dave Wiese	X
Torey Bringa	X	Nancy Ryan	X	Marie Leafblad	X		
Carolyn Byrd	X	Rob Rueth		Michelle Kiekaefer			
John Heidke	X	Kathey Schwai	X	Shelly Schulteis	X		
Scott Koerner	X			Stephanie Bill			

1. Leadership Minute/Opening Devotion --- Carolyn (15 minutes)

2. Meeting Minutes / Follow-up to open **Action Items** and Approval--- Carolyn (15 minutes)

- 3/12/18 Council Meeting (sent by Scott on 3/14/18)
 - 2018 Pledge Update Correction
Michelle clarified that we did not receive an additional pledge for \$22,000 in late February, but that we received a \$22,000 check, satisfying the annual pledge for one of our members. This means we are still running with a deficit budget.
 - Carolyn noted that she did provide feedback on the draft minutes via email. Chris motioned to accept the meeting minutes as updated; Kathey seconded. The motion was approved unanimously.
- Nominees for two (2) voting congregational members to attend the GMS Assembly May 31-June 2 at the Country Springs Hotel in Pewaukee
 - Heidkes, Callies, and Loffs and were mentioned as possibilities.
 - **ACTION - Pastor Steve will follow up to see if any of those families are interested.**
- Use of Sanctuary / piano for music recital (friend of Marcia Earl) --- Rob
 - Scott made a motion to increase the non-member rental fee to \$100 and add a \$50 refundable deposit for use of the piano. Kerri seconded. Discussion led to amendment of the motion to include an additional \$50 deposit for use of the other audio equipment. The amended motion passed unanimously.
 - **ACTION – Scott to follow up with Michelle**
- Fundraising Process and Form updates --- Scott
 - **ACTION – Scott to update application and process per discussion. Carolyn to discuss publishing the updated documents with Stephanie.**

3. People First!

- Pastor's Report --- Pr. Steve (5 minutes)
 - **Action Item:** Need to identify voting members to attend the GMS Assembly May 31-June 2 at the Country Springs Hotel in Pewaukee
- Staff Report Summary – Carolyn (15 minutes)
 - Birthdays – **Happy Birthday Michelle!!**
 - Anniversaries –
 - April 21 – Stephanie Bill's 1 year anniversary as Communications Coordinator



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- April 30 – Karen Horwitz’s 8 year anniversary as Worship Music Leader
- May 10 – Jerry Nelson’s 2 year anniversary as Building Coordinator

4. **Creating a Culture of Involvement and Service** (15 minutes)

- Updates from our Ministry Teams
 - Personnel Team --- email from Sue on 4/2/18
 - Worship & Music --- email from Donna on 4/2/18
 - Marie and Michelle plan to kick off Wednesday services in the fall.
 - Music issue has been addressed. Karen will cover it and track her hours according her current contract.
- Names of volunteers / staff to be thanked
 - 1) Jerry – for all the extra setup and cleaning - **John**
 - 2) Deb Martolla – Church decorating - **Kathey**
 - 3) Bonnie Fischer – Ordering flowers - **Nancy**

5. **Call Committee Update** --- Chris (15 minutes)

- To date gathered input, formulated questions, conducted practice interview. Questions for 1st and 2nd round complete and
- Meet this Thursday with pastor Jennifer to get candidates.
 - Expecting 3 or 4 candidates names.
 - Obligated to interview all candidates. All interviews with be “the same” (Skype or onsite)
 - Confidential process – cannot disclose names or any other information.
 - 5 of 6 Call Committee members to be present at each of the first round interviews
 - All Call Committee members to be present for second round interviews.
- If no candidates are suitable, Call Committee to meet with Pastor Jennifer to discuss the why.

6. **New Business**

a. Discipleship Update --- Dave and/or Torey (15 minutes)

- Dave Weiss attended to present a “Bridge Campaign” letter. Suggestion to add youth gathering as an example. Suggestion to add line inviting those who have not made a pledge for this year to do so now. Families will probably need 6-8 weeks to digest this. May 20th seems like a good end date. Use envelope instead of card. Discussion of option to donate SCRIP cards to make the money go further. Suggestion to provide an ongoing update on results of bridge campaign. Discussion on reaching out personally to a few key members. Revise deficit to include wish list items - \$36,000
- Scott made a motion to move forward with the bridge campaign. Seconded by Kerri.
 - ✓Dave to update letter and send to Council for final review and update.
 - ✓Passed unanimously.
- Torey noted that the letter should indicate we want the pastor to come in and not need to worry about the budget. Torey will reinforce that message with Dave tomorrow to ensure that is included in the letter.

b. Financial Report --- John (10 minutes)

- Documents were sent ahead of time.
- \$17,000 unpledged donation was included in unpledged giving budget.
- Pastoral salary reporting as over budget is likely due to difference in current cost vs. expected cost after our new pastor is here.
- An audit was performed on 3/24. Report will be available soon.

c. Fundraising Requests - Chris (15 minutes)



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- Review **Fundraising Request Log** (sent on 3/19/18)
 - ✓
- 5 new Youth Fundraising requests submitted by Shelly on 3/19/18
 - ✓ Motion from John, second from Chris to accept all of the fundraising requests.
 - ✓ Chris reminded the group that we need to continue this effort next year in preparation for the following Youth Gathering.
 - ✓ Approved unanimously.
- d. Frounfelkers experienced a chimney fire. Substantial damage was sustained. Marie is asking how the congregation can help. Right now is not needs, but over the coming months.
 - Will be focused agenda item for next meeting.
 - Getting Cindy's input will help us help them in the best way.

7. Council Housekeeping --- Carolyn Byrd (10 minutes)

- Communications Covenant signature forms needed from:

Kerri Ast		Chris Ojstrsek	3/12
Torey Bringa		Nancy Ryan	
Carolyn Byrd	3/12	Rob Rueth	
John Heidke	3/12	Kathey Schwai	
Scott Koerner	3/12	Pr. Steve Clingman	3/12

- Key Card Distribution to Kerri, Nancy, Rob, Scott and Torey
- **Welcome Center** Volunteers
 - 1) Sunday, April 15 → **Rob**
 - 2) Sunday, April 22 → **Scott**
 - 3) Sunday, April 29 → **Torey**
 - 4) Sunday, May 6 → **Kathey**
 - 5) Sunday, May 13 → **John**
 - 6) Sunday, May 20 → **Chris**
 - 7) Sunday, May 27*

*summer worship schedule begins

8. Mark Your Calendars (5 minutes)

- Monthly Council Meetings
 - May 14 @ 6pm (devotion = **Scott**)
 - June 11 @ 6pm (devotion = **Kathey**)
 - July 9 @ 6pm (devotion = **Kerri**)
 - August 13 @ 6pm (devotion = _____ **Rob** _____)
- Other dates to remember:
 - April 7 – Family Bowling Event @ Kettle Moraine Bowl*
 - April 13 – Recharge! Women's Event
 - April 15 – Hindu Temple Visit 1-3, meet at Church at 12:00
 - April 21 – Spaghetti Dinner and Gift Basket Bingo
 - May 6 – First Communion Sunday
 - May 6 – New Member Luncheon
 - May 10 – Women's Board Painting*
 - May 11 – LifeLine screening
 - May 17 – Texas Roadhouse Fundraiser*
 - May 20 – Chris Wiese Cello Recital / Senior Sunday / Last day of Sunday School / DA picnic



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- May 27 – Summer Worship Schedule begins...9am Sunday morning worship
- May 30 – Brat Fry at St Luke
- May 30 – Summer Worship Schedule begins...6:30pm Wednesday evening worship
**Fundraising events are on the Church Calendar --- still pending Council approval*

9. Council Updates to the Congregation (5 minutes)

- Follow-up to Monday, April 9th Meeting
 - 3 Key Updates:
 1. Please continue to pray for the call committee as they begin the discernment process
 2. Notice of forthcoming “Bridge Campaign”
 3. Update and thank you on all of the Youth Gathering fundraising activities.
 - When? Who?
 1. Sunday, April 15 @ 8am service: **Pastor Steve will cover**
 2. Sunday, April 15 @ 10:30am service: **Scott**

10. Future Agenda Items

- Inhibitors to Volunteerism...next steps (see brainstorming summary from 1/10/17)
- Quarterly Review of Strategic Plan
- Council Retreat planning
- Assignment / Team Updates:
 - i. Safety Task Force --- Preparedness / Emergency Readiness Team
 - ii. Review of Employee Handbook prepared by Personnel Team
 - Operations Manual Updates
 - Organization Chart
- Policy Manual Updates and Ministry Team Descriptions

11. Closing – Summary of Action Items and Closing Prayer

- Motion to adjourn by Kerri, seconded by John. Approved unanimously.

Meeting Minutes respectfully submitted by Scott Koerner, Council Secretary

CC: Pastor Steve Clingman
Council Members
Michelle Kiekhaefer
Marie Leafblad
Shelly Schulteis
Stephanie Bill