



St. Luke Lutheran Church

Church Council Meeting Minutes – Monday, February 12, 2018 from 6:00- 8:15pm

Attendees:

Kerri Ast	N	Chris Ojstrsek	Y	Pr. Steve Clingman	Y	Cherie Callies	N
Torey Bringa	Y	Nancy Ryan	Y	Marie Leafblad	Y	Laine Loff	N
Carolyn Byrd	Y	Rob Rueth	Y	Michelle Kiekaefer	N	Terry Wussow	N
John Heidke	Y	Kathey Schwai	N	Shelly Schulteis	N		
Scott Koerner	Y						

- Leadership Minute/Opening Devotion** --- opening thoughts and prayer offered by Pr. Steve
- Welcome of New Council Members & Introductions** --- Carolyn Byrd (15 minutes)
Round table discussion
- Review Council “Job Description” and Council Officer Positions** --- Carolyn Byrd (5 minutes)

- All encouraged to review [Council’s and Officer descriptions posted to the St Luke website](#)



- Volunteer Needed** to walk new Council Members through documents on church’s website and provide “onboarding” training

- Nominations and Election of Church Council Officers** --- Carolyn Byrd (5 minutes)
Nominations:

- President – Carolyn Byrd
- Vice President – Chris Ojstrsek and Kerri Ast
- Treasurer – John Heidke
- Secretary – Scott Koerner

Elections deferred until March meeting, when all members are present.

- Meeting Minutes: Follow-up to open Action Items and Approval**--- Carolyn (10 minutes)

- 1/8/18 Council Meeting --- sent by Cherie
 - Motion made by Rob to accept the minutes as presented
 - John seconded
 - Minutes accepted
- 2/5/18 “Extra” Council Meeting --- sent by Cherie
 - Motion made by Scott to accept the minutes with one edit, change date to reflect 2/5/18
 - Chris seconded
 - Minutes accepted
- Carolyn** to send request to Cherie for copies of
 - 1/22/18 “Extra Council Meeting --- Cherie to send on ???
 - Town Hall 2018 Budget Meetings (January 14 and 21) --- Cherie to send on ???
 - 2/11/18 Annual Meeting
- Carolyn** to type up minutes from today’s meeting



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6. New Business

- a. Financial Report --- John (10 minutes)
 - Motion made by Scott to accept the Financial Report as presented
 - John seconded
 - Discussion: John clarified that all Gift income on summary Balance Sheet and Financial Summary
 - Financial Reports accepted
- b. Financial Audit – John
 - 2018 Audit scheduled for Saturday morning, March 24, 2018
 - Any member of Council is welcome to attend / participate
 - Findings/Report due to Council in April/May timeframe
 - Auditor will help St Luke establish Audit Process, including documented procedure and scheme
- c. Fundraising Requests
 - **Chris** to add outstanding 4-5 requests onto our Tracker
 - **Chris** to remind Shelly/Marie about submitting remaining fundraising event ideas before next Council meeting for review/approval
 - **Scott** to review current Fundraising Process and Form ---
 - 1) Adapt form so multiple ideas toward one goal (IE. Youth Gathering Fundraising) may be submitted via one form
 - 2) Identify ways to streamline process
- d. 2018 Council Installation
 - Both services --- later portion of 8am service and beginning of 10:30 service
 - **Council Members** to attend both if possible
- e. Staff Reports – Brief discussion and identification of assigned action items (20 minutes)
 - 1) Jerry Nelson
 - 2) Karen Horowitz
 - 3) Marcia Earl
 - 4) Marie Leafblad
 - 5) Michelle Kiekaefer
 - 6) Pastor Steve
 - 7) Shelly Schulteis
 - 8) Stephanie Bill

NOTE: Personnel Team to be cc'd on reports

 - **Chris** to f/u with Shelly about adding additional section into monthly reports
- f. Other Team Updates (10 min)
 - 1) Call Committee --- met one time, next step will be to elect leader
 - **Chris** to f/u with Stephanie re: creation of Call Committee group email distribution list (something similar to what we use for Council)
 - 2) Crossroads Music Fest – Heather Cummins
 - Reserved Regner Park Pavilion for Sunday, September 23 from 10:30am - evening
 - 3) Blessed Sewers – Denise Roskopf
 - Rob to f/u with Jerry and the Quilters that they should proceed with using cabinets donated by the Nehms (as long as everything fits in the sewing room)
 - 4) Worship & Music – Donna Ohm
 - Scott brought forward request from W&M Team to change communion a bit...want to create an Intinction Station available on one side of communion, where the chalice would be available on a pedestal vs. needing a volunteer to hold the cup
 - Why the change?



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- Save in wasted wine from use of two chalices
 - Decrease number of volunteers needed every Sunday
 - **Scott** to provide W&M Team with Council's feedback via personal conversation, not email or text message
 - 5) Sunday School --- email from Charity Nelson and Kim Martin
 - 6) Personnel Team --- "owning" relationship and responsibility for working with paid staff
 - Monthly reports will come to Personnel Team → Personnel will review and bring forward summary report - themes, concerns and decisions needing to be made by Council. Personnel will manage the rest.
 - Council is okay with this strategy, but would like to have a copy of the raw reports for their reference
 - Follow-up to request to modify Karen's contract structure to be more similar to Marcia's. Personnel will take action within next 2-3 months, as focus right now is on conducting Reviews and Goal Setting for 2018. As part of this, Personnel would like to increase Karen's base salary by \$2000 with an additional option to grant her a bonus of up to \$500 as performance, involvement, initiative, etc. warrant. (Repurposing of the \$2500 approved in budget for Karen to work toward via the "bonus" clause in her current contract)
 - Motion made by John to empower the Personnel Team to rewrite Karen's contract to be more like Marcia's, increasing her salary by \$2000/year with an option to exercise up to a \$500/year bonus, as approved in our 2018 budget.
 - Rob seconded
 - Motion passed
7. **Council Updates to the Congregation** (10 minutes) ---Follow-up to Monday, February 12th Meeting
- What?
 - 1) Welcome new Council Members
 - 2) Annual Meeting Highlights:
 - Approved 2018 Budget
 - Youth Raised \$820 via Chili Cook-Off and Dessert Auction
 - 3) Call Committee Kick-Off with Pr Jennifer
 - When? Who?
 - Sunday, February 25 @ 8am service: **Rob** (Carolyn as back-up)
 - Sunday, February 25 @ 10:30am service: **Scott**
8. **Creating a Culture of Involvement and Service** (10 minutes)
- Names of volunteers / staff to be thanked for your consideration
 - 1) Danielle Wills – **John**
 - 2) Shelly: coordination of Sunburst and Sky Zone events – **Rob**
 - 3) Alison Koerner, Sara Loff, and Faith Nelson: coordination of Sunday School music program - **Marie**
 - Welcome Center Volunteers
 - 1) Sunday, February 18 none
 - 2) Sunday, February 25 **Chris**
 - 3) Sunday, March 4 **John**
 - 4) Sunday, March 11 **Carolyn**
 - 5) Sunday, March 18 **Rob**
 - 6) Sunday, March 25 **Scott**



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9. Mark Your Calendars (10 minutes)

- Monthly Council Meetings
 - 1) March 12 @ 6pm (devotion = **John**)
 - 2) April 9 @ 6pm (devotion = **Carolyn**)
 - 3) May 14 @ 6pm (devotion = **Scott**)
- Other dates to remember:
 - 1) February 14 – Ash Wednesday Worship Service
 - 2) February 21 – 4:30pm set up for Soup & Sandwich --- Council serving
 - Set Up Crew (Arrive ~ 4:45pm): **Chris, John, Rob, Sue H, Kathey**
 - Clean Up Crew (start ~ 6pm as folks are eating): **Scott, Chris, John, Sue H, Kathey**
 - 3) February 21 – 6:30pm Midweek Lenten Worship Service
 - 4) February 28 – 5:30pm Soup & Sandwich --- Women's Tuesday evening and Wednesday Bible Studies serving
 - 5) February 28 – 6:30pm Midweek Lenten Worship Service
 - 6) March 7 – 5:30pm Soup & Sandwich --- CCM & Discipleship Teams serving
 - 7) March 7 – 6:30pm Midweek Lenten Worship Service
 - 8) March 14 – 5:30pm Soup & Sandwich --- Music Ministries serving
 - 9) March 14 – 6:30pm Midweek Lenten Worship Service
 - 10) March 21 – 5:30pm Soup & Sandwich --- Men's & Women's Thursday Bible Study Groups serving
 - 11) March 21 – 6:30pm Midweek Lenten Worship Service
 - 12) March 29 – 6:30pm Maundy Thursday Worship Service
 - 13) March 30 – 6:30pm Good Friday Worship Service
 - 14) April 1 – Easter Worship Services

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 made by Scott to adjourn
- John seconded
- Accepted and closed with the Lord's Prayer

Meeting Minutes respectfully submitted by Carolyn Byrd, Council Vice-President
CC:

Pastor Steve Clingman
Council Members
Michelle Kiekhaefer
Marie Leafblad

Shelly Schulteis
Stephanie Bill



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