



St Luke Lutheran Church

Church Council Meeting Minutes – Monday, March 12, 2018 @ 6:00pm (125 minutes)

Remote Participant Information:

[WebEx link](#)

Meeting Number (access code): 645 286 495

Meeting Password: Prayer!

Join by phone: 1-763-957-6300

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Invited Attendees:

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

1. **Leadership Minute/Opening Devotion** --- John (5 minutes)
 - No Regrets Men's conference: Chris Brown
 - John shared 10 minutes from a presentation given by Chris at a conference.
2. **Welcome of New Council Member & Introductions** --- Carolyn Byrd (5 minutes)
 - Kerri and Kathey introduced themselves and shared a bit of their history with St. Luke and why they are serving. The remaining members stated their names.
3. **Meeting Minutes: Follow-up to open Action Items and Approval**--- Carolyn (10 minutes)
 - a. 1/22/18 "Extra Council Meeting --- per Cherie, she did not take notes
 - b. Town Hall 2018 Budget Meetings (January 14 and 21) --- per Cherie Calles, no minutes taken
 - c. 2/11/18 Annual Meeting --- forwarded by Carolyn on 3/5/18
 - 1) NOTE: not formally approving, but reviewing to ensure feedback is given to Kerri so they may be submitted for congregational approval at next Annual Meeting)
 - d. 2/12/18 Council Meeting --- sent by Carolyn on 2/27/18 and resent on 3/5/18
 - No changes to annual meeting minutes.
 - John moved to accept the minutes from the 2/12/18 Council meeting. Council meeting minutes formally approved. Chris seconded the motion. Scott is still working to complete his action on updating the fundraiser request and approval process that was assigned at the 2/12/18 council meeting. Motion passed unanimously.
4. **Nominations and Election of Church Council Officers** --- Carolyn Byrd (5 minutes)

Nominations (from 2/12/18 meeting):

 - a. President – Carolyn Byrd
 - b. Vice President – Chris Ojstrsek and Kerri Ast
 - c. Treasurer – John Heidke
 - d. Secretary – Scott Koerner
 - Carolyn called for other nominations. Kerri declined her nomination as Vice President. Kerri agreed to help Chris while he is serving on the call committee.
 - Kerri moved to accept the nominations as printed. Kathey seconded the motion. Motion passed unanimously.
 - Carolyn informed board of signature requirements to be taken care of after the meeting.
5. **Housekeeping** --- Carolyn Byrd (10 minutes)



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- a. Email
- b. Communications Covenant
 - Carolyn distributed copies of the Healthy Communication Policies and Guidelines to everyone. As leaders, we are expected to maintain confidentiality and support healthy communication as defined in the guideline.

ACTION - ALL: Review and sign signature page. Committing this document to memory is not required.

- c. Key Card Distribution
 - Those members who do not have key cards will get them. This includes Torey, Nancy, Rob, Scott, Kerri.

ACTION – Carolyn: Inform Michelle of the need for key cards for Scott, Rob, and Kerri.

ACTION – Torey and Nancy to make arrangements to pick up their key card from the church office (paperwork needs to be filled)

- d. Ministry Liaisons
 - 1) Community Concerns-John
 - 2) Crossroads Music Fest-Chris
 - 3) Discipleship Team-Torey
 - 4) Fellowship Team-Kathey
 - 5) Men's Bible Study-John
 - 6) Quilters-Nancy
 - 7) Quilts of Valor (Blessed Sewers)- Nancy
 - 8) Prayer Shawl-Nancy
 - 9) Sunday School – Kerry
 - 10) Discipleship Academy – Carolyn
 - 11) Forever Young – John
 - 12) Personnel - Carolyn
 - 13) Endowment - Kathey
 - 14) Property Team-Rob
 - 15) Scrip Team-Carolyn
 - 16) Women's Bible Study-Carolyn/Kerry
 - 17) Worship & Music Team-Scott

6. New Business

- Call Committee Update --- Chris (15 minutes)
callcommittee@stluke-slinger.org
- Chris repeated the message he shared with the congregation on Sunday about the progress the call committee has made. They have met with staff and received input. Also received input from youth, including DA. The team has formulated their interview questions for both the first and second round of interviews. First round questions will be exercised in a practice interview with a pastor from Menomonie Falls. Candidate names will be received from the Synod after Easter. Names are completely confidential and cannot be shared outside the call committee. First interviews will be held via Skype to accommodate those outside the area. They will narrow it down to 1 or 2 candidates after the first round of interviews.
- Question from Synod on maximum compensation package. Carolyn prepared a spreadsheet during our budgeting process that will answer this question.

ACTION – Carolyn: Provide dollar amount to Terry and Chris after double checking calculations.

- Civilian Response to Active Threat Events --- Kerri (5 minutes)
- Kerri shared information about a presentation on civilian response to active threat events scheduled for Wednesday, 3/21 at the high school. The free presentation will include discussion on pre-attack indicators, psychology of survival, what to do ahead of time to prepare, historical



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active shooter events (to provide perspective), and the avoid/deny/defend response. RSVP is requested. It would be nice if someone from St. Luke could attend.

- Marie noted that the ALICE training will likely be here in May. ALICE is the training that was given at the schools in our district on how to respond to an active shooter event. The training will be aligned with the training kids are getting in school. Marie will be talking to Joel (Addison Elementary) to coordinate the training and will report back to Council.
- Use of Sanctuary / piano for music recital (friend of Marcia Earl) --- Carolyn/Rob (5 minutes)
- A friend of Marcia is looking for a facility to hold a recital for her student.

ACTION – Rob: Follow up with Marcia to get more information on the request so we can appropriately update our rental agreement.

- Financial Report --- John (10 minutes)
 - 2018 Pledge Update: Rec'd a \$22,000 pledge for 2018 --- **God is Good! All the Time!**
 - We've also been blessed with a designated gift for the purpose of increasing Stephanie's hours.

ACTION – John: Ensure the Pledge amount on balance sheet includes the additional \$22,000 commitment.

- Benevolence Discussion

Benevolence Recipient	Commitment Amount	Payments Made (yes/no/scheduled)		
		January 2018	February 2018	March 2018
Redeemer		Yes	Yes	EOM
Mission Family	\$ 85.00	Yes	No	EOM
Synod	\$741.67	Yes	No	EOM
Amount yet to be paid		\$0	\$826.67	\$1,661.67

- We discussed our Benevolence payments for February and March. We will pay all except the Synod. We will make our Synod payments the month following in order to ensure we are tracking to budget.
- John stated we will be performing an audit on Saturday, 3/24. We had an auditor drop out and need a replacement. Contact John if interested or if you know of someone who can do that.
- Bridge campaign – Looking for 1 or 2 volunteers to collaborate with the discipleship team on closing the budget gap. This money can be used to raise funds to cover our wish list. Torey will take on this task.

ACTION – John: Inform Michelle she should go ahead and pay all except Synod March payment.

- Fundraising Requests - Chris (15 minutes)
 - Process / Form Updates --- Scott - Not completed.

ACTION - Scott: Update form and review fundraising process to try to simplify. In the meantime, the youth can submit a doodle poll for approval.

- Review file of events
- A lot of fundraisers. Some concern over fundraising fatigue.



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ACTION – All: Each council member to touch base with each of their ministries to ensure their fundraising needs are not being overlooked due to the youth fundraising activity.

- 3 new Youth Fundraising requests submitted by Shelly on 3/2/18
- John moved to approve these 3 fundraising requests, as well the BWW fundraising request. Rob seconded the motion. Motion passed unanimously.

ACTION – Chris: Update fundraiser log.

- 1 new Youth Fundraising request submitted by Shelly on 3/10/18
 - 3/11/18 Candy Bar and advance BWW gift card orders
 - 3/18/18 BWW dining event
- Pastor's Report --- Pr. Steve (5 minutes)
 - Pastor Steve will be taking 4/16-4/22 off to visit his grandson.
 - **Action Item:** Need to identify voting members to attend the GMS Assembly May 31- June 2 at the Country Springs Hotel in Pewaukee.

ACTION – all: Send Pr Steve potential names of church members who might be interested in attending.

- Personnel Team Update / Staff Reports – Carolyn (10 minutes)
 - Personnel sent ministry report and highlights from the different staff reports. Team met and reviewed each report in detail. Individually circled back to each staff member as necessary. Still working with staff to finalize goals for the calendar year. This is a new process and is a transition. Please keep the staff and personnel team in your prayers.

ACTION – Carolyn to present at Personnel Team meeting later this week.

- Other Team Updates (10 min)
 - Crossroads Music Fest --- submitted by Heather on 3-9-18
 - Team is seeking additional volunteers to help. Next meeting is March 19th. She is looking for someone to lead the children's area and the silent auction.
 - Scrip Team --- email from Cecilia on 3-10-18 and Carolyn on 3-12-18
 - Reports include total money earned in 2018 and where the money was distributed. Total \$4271 profit.
 - Worship & Music --- email from Donna on 3/5/18
 - Communion is staying the same.
 - Cecilia will be the Worship volunteer coordinator.
 - W&M wants to continue a Wednesday night service. Personnel will talk to Karen about this and try to incorporate this into the rewrite of Karen's contract. Marie and Michelle will take care of the planning. Personnel will respond to Marie with results of discussion with Karen. Plan would be to start on 4/11.

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

- a. Names of volunteers / staff to be thanked
 - 1) Michelle Kiekhaefer's anniversary w/ St Luke --- 24 years! -**Kerri**
 - 2) Allison Koerner for leading Holden Services and leading the music at Sunday School – **Kerri**
 - 3) Sue Wussow for organizing the Soup and Sandwich on Wednesday nights – **Scott**



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- b. Welcome Center Volunteers
 - 1) Sunday, March 18 **John**
 - 2) Sunday, March 25 **Scott**
 - 3) Easter Sunday, April 1 **n/a**
 - 4) Sunday, April 8 **Chris**
 - 5) Sunday, April 15 **Rob**

8. Mark Your Calendars (5 minutes)

a. Monthly Council Meetings

- 1) April 9 @ 6pm (devotion = **Carolyn**)
- 2) May 14 @ 6pm (devotion = **Scott**)
- 3) June 11 @ 6pm (devotion = **Kathey**)
- 4) July 9 @ 6pm (devotion = **Kerri**)
- 5) August 13 @ 6pm (devotion = _____)

b. Other dates to remember:

- March 14 – 5:30pm Soup & Sandwich --- Music Ministries serving
- March 14 – 6:30pm Midweek Lenten Worship Service
- March 17 – Corned beef sandwich at Schwai's in Cedarburg
- March 18 – 11am-10pm Buffalo Wild Wings Fundraiser for Youth
- March 21 – 5:30pm Soup & Sandwich --- Men's & Women's Thursday Bible Study Groups serving
- March 21 – 6:30pm Midweek Lenten Worship Service
- March 24 --- Financial Audit
- March 29 – 6:30pm Maundy Thursday Worship Service
- March 30 – 6:30pm Good Friday Worship Service
- April 1 – Easter Worship Services
- April 13 - Women's event
- April 21 – Spaghetti Dinner and Gift Basket Bingo

9. Council Updates to the Congregation (5 minutes)

a. Follow-up to Monday, March 12th Meeting

- 1) What?
 1. We have received an additional \$27,000 in pledges for 2018. We are truly blessed.
 2. Announcement of council officers.
 3. We remain committed to finding new ways to connect during this transition.
- 2) When? Who?
 1. Sunday, March 18 @ 8am service: **Kerri**
 2. Sunday, March 18 @ 10:30am service: **Nancy?**
ACTION – Carolyn: Follow up with Nancy

- Motion to adjourn was made at 8:47 by Rob. Kerri seconded the motion. It passed unanimously.

10. Future Agenda Items

- a. Inhibitors to Volunteerism...next steps (see brainstorming summary from 1/10/17)
- b. Quarterly Review of Strategic Plan
- c. Council Retreat planning
- d. Assignment / Team Updates:
 - i. Safety Task Force --- Preparedness / Emergency Readiness Team



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- ii. Review of Employee Handbook prepared by Personnel Team
 - Operations Manual Updates
 - Organization Chart
- e. Policy Manual Updates and Ministry Team Descriptions

11. Closing – Summary of Action Items and Closing Prayer

- Meeting closed with the Lord's Prayer.

Meeting Agenda respectfully submitted by Carolyn Byrd, Council Vice President

CC: Pastor Steve Clingman

Council Members

Michelle Kiekhaefer

Marie Leafblad

Shelly Schulteis

Stephanie Bill