



# St Luke Lutheran Church

## Church Council Meeting Minutes – Monday, May 14, 2018 @ 6:00pm (120 minutes)

### Invited Attendees:

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

### 1. Leadership Minute/Opening Devotion --- Scott (10 minutes)

- Scott offered a musical devotion: Take 'em Away by Old Crow Medicine Show
- <https://www.youtube.com/watch?v=CFDXFY-l2bE>

### 2. Follow-up to open **Action Items** (15 minutes)

#### Happy Birthday to Chris and Pr. Steve!

- Use of Sanctuary / piano for music recital (friend of Marcia Earl) --- Scott (Rob)
  - Michelle was notified of updated costs.
  - **ACTION – Scott** to follow up to ensure documents are updated APPROPRIATELY.
- Fundraising Process and Form updates --- Scott
  - Work complete. Scott to distribute with minutes for final approval.
  - **ACTION – Scott** to submit approved process to Stephanie for publication to web site.
- Long-term Support Plan for the Frounfelker Family --- Marie
  - Meal train
    - In process
    - Still and will be living in insurance rental for next 4 to 5 months.
    - Seeking some monthly monetary amount for the 3 months or so.
    - Applied for endowment assistance
  - Pastor's discretionary fund?
    - Has \$975 currently
    - Sunday school will end with surplus
  - Fundraiser?
    - Endowment meets on Thursday. Council will wait until after that to determine further action.

### 3. Approval of April 9 Council Meeting Minutes --- Carolyn (5 minutes)

- 4/9/18 Council Meeting (sent by Scott on 4/15/18)
  - Update top of minutes (currently says agenda) and verify header/footer.
  - Rob made a motion to accept minutes with correction noted above. Kerry second the motion. It passed unanimously.
- John and Sue Heidke have agreed to be our two (2) voting congregational members at the GMS Assembly May 31-June 2 at the Country Springs Hotel in Pewaukee
  - Thursday is a women and justice listening post at 3:30. Reggie Jackson is also doing a racism talk in Milwaukee talk at 6:30. Global café is on 6/1 and is open to everyone. Need to register separately (\$15)



# St Luke Lutheran Church

## 4. People First!

### a. Pastor's Report --- Pr. Steve (5 minutes)

- Pastor Steve has vacation scheduled (June 11-19), 21 of 24 days have been used. Could take a few of the days unpaid. Or could use 2<sup>nd</sup> week of continuing education. Could take the days unpaid. Jerry Groth will be covering the services. (Wednesday, Sunday, Wednesday – 2 sermons) Looking for decision from Council on what to pay.

Carolyn moved to pay Pastor Steve his remaining 3 days off, 3 days + Sunday for continuing education, leaving 3 continuing education days. Kerry seconded the motion and it passed unanimously.

**ACTION - Carolyn** to check the Synod web site to see if the interim agreement needs an extension if we go past mid-June

### b. Staff Report Summary – Carolyn (10 minutes)

- Acoustical re-assessment of the sanctuary has been requested. Need to do this before we reconfigure the sound system in the sanctuary.
- Marie needs help identifying potential Sunday school and DA teachers for next year.
- Help planning mini-mission trip to Milwaukee with Middle schoolers (august)
- Help Jana coordinating day camp
- Shelly – more real time communication with staff from Council.
  - **ACTION - Scott** to send First draft of meeting minutes immediately following meeting
  - **ACTION - Carolyn** to follow up with Shelly on Doodle Poll “fast track” fundraiser approval process
- Chris Bailey will help with heating/Cooling issue
- Mike Byrd will lead media team
- Birthdays
  - Pr. Steve (Saturday, 5/12/18)
- Anniversaries
  -

## 5. Creating a Culture of Involvement and Service (15 minutes)

### a. Updates from our Ministry Teams

- Crossroads Music Fest --- email from Heather on 5/11/18
  - Discipleship Team --- email from Dave on 5/10/18
  - Personnel Team --- email from Carolyn on 5/14/18
  - SCRIPT team – email from Cecelia on 5/14/18
  - Women's Recharge Event --- email from Cherie on 5/14/18
- ACTION - Carolyn** to follow up with Cherie and Shelly to ensure they are connected

### b. Building our Ministry Teams

- Discipleship Team is running Tithe the Tithe this Sunday for the Bridge Campaign
- Endowment Team --- Dave Vollmar resignation...need names of potential team members

Suggested names from Shelly:

- Sara Rossebo,
- Dave Lau



# St Luke Lutheran Church

- Don Gloede
  - Bob or Linda Sydow
  - Sue or Terry Wussow
  - Discipleship Team --- Ryan Becker resignation...need names of potential team members
- c. Names of volunteers / staff to be thanked
- Amy Malone, Sarah Herber, Doug Callies for helping with First Communion - **Chris**
  - Sue (and John) for being our representatives at the Synod Assembly - **Kerry**
  - Jim Lorch for DA leadership and sound work - **Torey**
  - Special needs kids at Slinger High School - **Carolyn**
  - Chris Bailey for Heating/ AC challenges - **Rob**
  - Karen for covering for Crossroads band this Sunday – **Scott**
  - Cherie Callies (**Kathey**), Cecelia Nehm (**Marie**), Cindy Jahn (**Rob**), Chris Weise (**Carolyn**), Kerri Ast for putting on Recharge Event

## 6. Call Committee Update --- Chris (15 minutes)

Chris gave an update on the current status of the Call Committee work. The Call committee is asking for an additional funding to support additional candidate travel expenses.

Chris made a motion to approve an additional up to ~~\$6500~~ \$5000 for travel expenses for second interview opportunities. Motion was seconded by John.

Discussion – we can only authorize an additional \$5000 without congregational approval per our constitution. Carolyn recommends revising the motion to be for \$5000 instead of \$6500. John noted we have money available in general giving to cover this expense without pulling funding from line items in our budget.

The motion was appended as noted above and was approved unanimously.

## 7. New Business

- a. Financial Secretary / Treasurer Report --- John and/or Michelle (20 minutes)
- Monthly Reports (sent by Michelle on 5/4/18)
- Budget is currently on track. We will pay April tithe to the Synod.
- Audit Report (forwarded by Carolyn on 5/14/18)
- John summarized the Audit report
- No backup for Michelle
  - Check request form is being implemented
    - ✓ Will be posted to web site (members only area)
  - John will review and approve payroll information. Currently only 2 people are involved in the process. John will be third. It will happen twice per month. Any of the Council Officers can take on this task.
    - ✓ **ACTION - John** will create a Work Instruction for this activity
  - Looking to enhance Quickbooks to include different levels of access based on login information.
  - Dropped the accumulated depreciation line item on the balance sheet
  - Moving to a cash accounting system
- b. New Fundraising Requests - Chris (5 minutes)
- Used Book Sale for NYG --- approved via email



# St Luke Lutheran Church

## 8. Council Housekeeping --- Carolyn Byrd (5 minutes)

### a. Welcome Center Volunteers

- 1) Sunday, May 20 → **Chris**
- 2) Sunday, May 27\* → **John**
- 3) June 3 → **Carolyn**
- 4) June 10 → **Kathey**
- 5) June 17 → **Torey**

\*summer worship schedule begins

## 9. Mark Your Calendars (5 minutes)

### a. Monthly Council Meetings

- June 11 @ 6pm (devotion = **Kathey**)
- July 9 @ 6pm (devotion = **Kerri**)
- August 13 @ 6pm (devotion = **Rob**)
- September 10 @ 6pm (devotion = **TBD**)

### b. Other dates to remember:

- May 17 – Texas Roadhouse Fundraiser\*
- May 20 – Chris Wiese Cello Recital
- May 20 – High School Senior Sunday
- May 20 – last day of Sunday School
- May 20 – DA picnic
- May 27 – Summer Worship Schedule begins...9am Sunday morning worship
- May 30 – Brat Fry at St Luke...4-7pm
- May 30 – Summer Worship Schedule begins...6:30pm Wednesday evening worship
- June 10 – Brat Fry at Piggly Wiggly in Slinger...10:30am-6:30pm
- June 12 – Personnel Team's Office Hours
- June 24 – National Youth Gathering (NYG) send off

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

### a. Follow-up to Monday, May 14<sup>th</sup> Meeting

- 3 Key Updates:
  - John and Sue Heidke representing St. Luke at the Synod Assembly
  - Brief summary of the financial audit results and countermeasures
  - Stay involved as summer gets underway; St. Luke is still very active with many opportunities for fellowship and service.
- When? Who?
  - Sunday, May 27 @ 9am service: **Scott**
  - Wednesday, May 30 @ 6:30pm service: **Carolyn**

John moved to adjourn at 8:26pm Torey seconded the motion. The motion passed unanimously.

Closed the meeting with The Lord's Prayer.

## 11. 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



# St Luke Lutheran Church

- d. 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
- e. Policy Manual Updates and Ministry Team Descriptions

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

Meeting Minutes respectfully submitted by Scott Koerner, Council Secretary

CC: Pastor Steve Clingman

Council Members

Michelle Kiekhaefer

Marie Leafblad

Shelly Schulteis

Stephanie Bill