



# St. Luke Lutheran Church

## Church Council Meeting Minutes – Monday, December 11, 2017 @ 6:00pm

### Invited Attendees:

Kerri Ast	A	Laine Loff	X	Marie Leafblad	A		
Carolyn Byrd	X	Chris Ojstrsek	X				
Cherie Callies	X	Rob Rueth	X				
John Heidke	X	Steve Clingman	X				
Scott Koerner	X	Terry Wussow	X				

1. **Leadership Minute/Opening Devotion** -Chris opened by sharing several verses from scripture on leadership. He provided a handout “12 Principle of Servant Leadership” to be read as homework: [All](#)
2. **Meeting Minutes: Follow-up to open Action Items and Approval---** Terry
  - a. 11/13/17 Council Meeting Minutes approved: Rob motioned, Scott seconded, approved unanimously
3. **Old Business**
  - a. MET Team Update---Pastor Steve The MET’s Ministry Site Profile was handed out. [All: Read and send any comments to Council and MET.](#)
  - b. Hearing Assist System Update—John System is in place with 8 working units. It has been used by John and he stated it is working well. The next step being worked on is announcing that the system is available for use.
  - c. Update on 2018 Council Member Candidates (3 needed-Kathey Schwai and Tory Bringa have accepted to be nominated to date) ongoing
  - d. Safety training for SS teachers and emergency plan [Cherie to follow up with Kerri on status of evacuation plan.](#)
4. **New Business**
  - a. Financial Report --- Michelle / John Giving continues on trend of less monthly giving that we’ve seen throughout the year, a reflection of lower attendance as well. [Michelle: withhold December payment to ELCA until we can review our December financials, to avoid the need to withdraw from savings in December.](#) Scott motioned to approve, seconded by Laine, approved unanimously.
    - Financial Best Practices for St Luke
    - Unified giving (2017 vs 2016)
    - Draft of 2018 Budget The draft projected a reduction in ordinary income from 2017 of \$49,310. Expenses are projected to be similar to 2017, which would result in a balance of -\$27,792.85. After discussing giving trends, it was agreed to further reduce income line (#4005) by an additional \$25,000 resulting in a balance of -\$52,792.85. [All: look for ways to reduce expenses for 2018.](#) Discussion was had on the need to better communicate the need for teams to be responsible for managing their budget and to be aware of how much they are spending, so they don’t go over. Also discussed using a budget town hall meeting as a forum for asking the congregation for input on what should/can be cut from budget.
    - Mission Support Plan for GMS and church wide ministries-Pastor Steve



## St. Luke Lutheran Church

### b. Staff Reports – Brief discussion and identification of assigned action items

- Jerry Nelson **none submitted**. Rob said some of the parking lot light bulbs are burnt out. Previous reports did not indicate the need to replace, only that lighting estimates were requested. Council incorrectly understood these estimates were requested to achieve cost savings, and so had requested “return on investment” payback period. The ROI is not needed since the replacement is not optional. A lift truck may be provided at no cost through Tim Jahn if he is using one for his business. If not, we may need to rent one. **Rob: finalize cost estimate and report back to council.**
- Karen Horwitz **Submitted**
- Marcia Earl **Submitted**
- Marie Leafblad **Submitted**
- Michelle Kiekaefer-Inactive list of members (71) and how to proceed **Submitted**
- Shelly Schulteis **Submitted**
- Stephanie Bill **Submitted**
- Pastor Steve- **Submitted**. Roger will cover service on 1/31 (vacation) and **Pr. Steve** will work on coverage for 24<sup>th</sup> (Pr. Mark Thompson could possibly change from the 14<sup>th</sup>). **Scott** can provide Pr with names also. 2018 Housing Allowance **Carolyn** will assist Pr. Steve in completing paperwork, and will work with Terry and Michelle to re-look at budget line #5020, including continuing education and registration fees for ELCA GMS assembly and conference (this will be included in letter of call for new pastor). Pr asked if any council members were interest in attending upcoming GMS event on 2/10/18. He will also ask at staff meeting.

NOTE: Personnel Team to be cc'd on reports

### c. Other Team Updates

- Crossroads Music Fest- Update on future event **Submitted**. Carolyn made a motion to provide \$650 for the team to use as a refundable reservation deposit to hold the Harford Town Hall for 2018. Scott seconded. This will be reported as a 2017 expense. Passed unanimously
- Charitable Endowment Fund (Sandy Evans)
- Worship & Music (Donna Ohm) **no news**
- Discipleship (Dave Wiese)
- Fellowship (Sue Claerbout)
- St Luke Blessed Sewers (Denise Roskopf): Move Clavinova, repair sewing machine? Clavinova decision should be made by Worship & Music team. **Cherie** will communicate with Donna Ohm. Council is requesting an estimate of cost for repair/replacement of machine. **Cherie** will communicate with Denise.

d. Personnel Team on job descriptions (update) and recommended pay increases—Carolyn **in process**

### e. Misc.

Town Hall for the nomination of candidates for Call Committee and 2018 Budget **two town hall meetings will be scheduled for January 14 & 28**. **Stephanie** to put in announcements.



## St. Luke Lutheran Church

Carolyn will write job description for the 6 needed call committee members and forward to list of potential nominees. This description can also be used with the announcement to the congregation of the acceptance of nominee submissions

New TV for Youth Room **Terry** made a motion to allow up to \$500 be spent on a new TV for the youth room to replace the current broken (and once repaired) tv. Seconded by Rob, passed unanimously. Kerri and Cherie will research and purchase

Notes from Leadership retreat It was decided the notes should be included in the Annual report, and also posted to the website with a mention of this in Making Waves. Stephanie: please communicate

### f. Discussion on Communications with Congregation

- i. Announcements
- ii. Making Waves
- iii. Mass email
- iv. Robo-call
- v. MET Facebook Page
- vi. Next Town Hall Meeting? 1/14 (budget) and 1/28/18 (MET)

### g. Fundraising Requests?

- i. **Dress Swap-Kerri** Motion to approve: Scott, seconded by Chris, approved. Chris: enter in log.
- ii. **Others?**

### h. Creating a Culture of Involvement and Service

- a. Names of volunteers / staff to be thanked for your consideration  
**Chris Otto** (Carolyn)  
**Sue Claerbout** (Terry)  
Pastor will reach out to Jan Cuomo

### i. Mark Your Calendars

- a. Monthly Council Meetings
  - i. January 8 @ 6:00 PM (devotion = John
  - ii. February 12 @ 6:00 PM (devotion = ...
- b. Other dates to remember:  
January 28, 2018...Town Hall meeting w/MET and Call Committee  
February 18, 2018...Annual Meeting

### j. Council Updates to the Congregation

- a. Follow-up to Monday, December 11<sup>th</sup> Meeting
  - i. What?
    - 1.
    - 2.
    - 3.
  - ii. When? Who?
    1. Sunday, December \_\_\_\_ @ 8:00 am : \_\_\_\_\_
    2. Sunday, December \_\_\_\_ @ 10:30 am service : \_\_\_\_\_



## St. Luke Lutheran Church

### **k. Future Agenda Items**

- a. Inhibitors to Volunteerism...next steps (see brainstorming summary from 1/10/17)
- b. Quarterly Review of Strategic Plan
- c. Assignment / Team Updates:
  - i. Review / Clean-up of Membership Rolls - Carolyn
- b. Policy Manual Updates
- c. Operations Manual Updates
- d. Organization Chart

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

Meeting Minutes respectfully submitted by Cherie Callies Council Secretary

CC:

Council Members  
Pastor Steve

Michelle Kiekhaefer  
Marie Leafblad  
Shelly Schulteis  
Stephanie Bill