



# St. Luke Lutheran Church

## Church Council Meeting Minutes – Monday, June 12, 2017 @ 6:00pm

### Invited Attendees:

Kerri Ast	X	Laine Loff	X	Marie Leafblad	X		
Carolyn Byrd	X	Chris Ojstrsek	X	Michelle Kiekaefer	A		
Cherie Callies	X	Rob Rueth	X	Shelly Schulteis	A		
John Heidke	X						
Scott Koerner	X	Terry Wussow	X				

1. **Leadership Minute/Opening Devotion** --- Scott Even when life is hard and not going well, there is always something to be thankful for. Look around a find something to appreciate.

2. **Meeting Minutes: Follow-up to open Action Items and Approval**--- Terry
- a. 5/8/17 Council Meeting Scott moved to approve, Kerri seconded, approved unanimously
  - b. 5/22/17 Council Meeting Carolyn moved to approve, Scott seconded, approved unanimously

### 3. New Business

a. Financial Report --- Michelle / John Scott moved to accept the Financial Reports from May. Laine seconded, approved unanimously

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

- Jerry Nelson
- Karen Horowitz ...sent 6/9
- Marcia Earl...sent 6/8
- Marie Leafblad...sent 6/8  
Discussion was had about how Marie would get time off during mission trip weeks, since she would be spending all day working for a week straight. It was decided to allow her to take as much time off as she needed during the week following the trip. Marie will notify Council of what she decides.
- Michelle Kiekaefer ...sent 6/9  
John will dig into Push Pay/Vanco. Marie will reach out to missionary, maybe involve Sunday School next year.  
Fundraising: team liaison from Council will update the log.  
Members who are not confirmed: Terry will request list from Michelle. Carolyn will follow up with Mark Nielson on cancelled fundraiser.
- Shelly Schulteis...sent 6/1  
Welcome desk: Shelly should ask at next team leaders meeting for volunteers. Council members will cover for remainder of summer:  
**June: 18 Terry, 25 Chris**  
**July: 2 Laine, 9 Kerri, 16 Rob, 23 Carolyn**  
**August: 6 Kerri, 13 Carolyn, 20 Rob, 27 Terry or Shelly could find someone from Sunday School**  
It was asked why Discipleship would be responsible for dine in/dine out. Suggestion was made that a new Fellowship group could be formed that focused on hospitality opportunities, while the current Fellowship group could continue to focus on events. There had been a few people who showed interest in joining a Fellowship team. Fellowship/hospitality team could run dine in/dine out, coffee hour, welcome desk ...
- Stephanie Bill...sent 6/8 it was agreed that Stephanie was doing



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a great job with the time she was allotted and could do much more if a few more hours were added. Scott made motion to allow the Personnel team to adjust hours

as needed as long as it was kept within the 2017 budgeted limits. Kerri seconded, Passed unanimously.

NOTE: Personnel Team to be cc'd on reports

### c. Other Team Updates

-Crossroads Music Fest (Heather)...sent 6/9

d. Personnel Team on job descriptions (update)—Carolyn explained the change the team had determined was needed to align the staff reporting structure more closely to the constitution and by-laws and to allow St. Luke to transition away from a Pastor-centered to a Program-centered structure. Scott made a motion to allow Personnel to change the "Reports to..." wording in each employee job description to something that reflects that Council, and not the Pastor, is responsible for the administrative responsibility/overseeing of staffing .

Carolyn also gave an update on the continuing discussion with Clayton Frounfelker in regards to his band using the church for rehearsals. Council was in agreement that this group should not practice in the sanctuary and should not use the church's drum set.

### 4. Misc.

"A Failure of Nerve"- book review? to be read for our own information. [Marie](#) may supply us with her college paper that she wrote on the book.

Supply Pastors for July (weeks of 7/9 & 7/16) Scott is finalizing for 7/9. Chuck Turbin will cover 7/16.

### 5. Review Town Hall Meeting and FAQ

Terry led a Town Hall meeting after the 9 AM worship on Sunday, June 11. He reviewed the farewell service for Pastor Matt and identified the Interim Pastor - Steve Clingman. Terry outlined Steve's qualifications including education, service, and current ministry uniting two congregations in Racine. His first day will be June 19 and first service will be June 25. Terry announced that due to previous arrangements Steve will be on vacation for two weeks in July.

Terry asked for a show of hands as to who received the RoboCall. Some did not receive the call. He also noted that the announcement will be made via email in Making Waves and reassured the congregation that we are always working toward the most effective communication processes.

Terry spent a few minutes outlining the MET process and how it will incorporate the 5 year plan as well as Gen Z. He noted the Council is looking for 6-12 people to serve on the MET.

The following questions were raised by the congregation:

- 1) What does MET stand for? Mission Exploration Team
- 2) How do you spell Steve's name? Steve Clingman
- 3) For the nonmember representative on the MET, can it be a non-member who is actively worshipping at St. Luke? Terry responded that would not disqualify a potential nominee.
- 4) How old is the pastor? Terry estimated around 60 years old.

Respectfully submitted,  
Kerri Ast, Council Member



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-Draft of Covenant for Interim Pastor sent to Pastor Steve and Synod Terry will follow up with Pr. Steve. Terry & John will plan a welcome for his first day on 6/19.

### 6. Discussion on Communications with Congregation

- Announcements
- Making Waves
- Mass email
- Robo-call Stephanie could clean out and streamline sknotify.

Stephanie will work on Postcard to be mailed to announce Pr. Steve's arrival.

### 7. MET Team Discussion

- Review 20 plus nominations of St Luke' members
- Nominations for "community based" non-St Luke' member
- Next steps

Council members will call nominees to further explain commitment and to ask for their prayerful consideration to serve. Carolyn will resend Fact Sheet to Council for reference.

Carolyn: Cherith Bevers, Trist Bringa, Mary Lou Kopp

Laine : Lori Pedrick, Cecelia Nehm, Robert Traylor

Cherie: Denise Roskopf, Bonnie Fischer,

Kerri: Michelle/Marshall Olson,

Scott: Holly Koerner, Jim/Mary Starzman

Rob: Dan DeSnoo, Cindy Jahn, Bonnie Monroe

John: Lee Fredericks,

Chris: Andy Schulz, Jim/Pam Bremer

Terry: Ken Klein, Jerilynn Kind

Marie: Daren Sievers,

### 8. Fundraising Requests? none received

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

- a. Names of volunteers / staff to be thanked for your consideration

Tony - Jerry, Roger, Crossroads band

Kerri - Shannon Scroggins

Laine - Kim

### 10. Mark Your Calendars

- a. Monthly Council Meetings

- June 26 @ 6pm (devotion = Kerri)
- July 10th meeting is cancelled
- July 24 @ 6pm (devotion = Rob)
- August 14 @ 6pm (devotion = \_\_\_\_\_)

- b. Other dates to remember:

- June 17 – Terry's Tanzanian Trek
- June 19 – Pastor Steve's first day in church office
- June 24–July 1: H.S. Mission Trip to Washington D.C.
- June 25 –Pastor Steve's first sermon at St Luke
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### 11. Council Updates to the Congregation

- a. Follow-up to Monday, June 12<sup>th</sup> Meeting
  - What?
    1. Council reviewed list of MET nominees
    2. Pr. Steve will start the 19th, first sermon on the 25th
    3. Discussed current modes of communication. How can we best serve you?
  - When? Who?
    1. Sunday, June @ 9 am service: Carolyn
    2. Wednesday, June @ 6:30 pm service: Scott, Terry, or?

### 12. Future Agenda Items

- a. Council Retreat
  - Date/Time
  - Location
  - Agenda
- b. Inhibitors to Volunteerism...next steps (see brainstorming summary from 1/10/17)
- c. Quarterly Review of Strategic Plan
- d. Assignment / Team Updates:
  - i. Safety Preparedness / Emergency Readiness Team – Kerri
  - ii. Review / Clean-up of Membership Rolls - Carolyn
- b. Policy Manual Updates
- c. Operations Manual Updates
- d. Organization Chart

### 13. Closing – Summary of Action Items and Closing Prayer

Meeting Minutes respectfully submitted by Cherie Callies, Council Secretary

CC:

Council Members  
Michelle Kiekhaefer  
Marie Leafblad  
Shelly Schulteis  
Stephanie Bill