



# St. Luke Lutheran Church

## Church Council Meeting Minutes – Monday, July 24, 2017 @ 6:00pm

### Invited Attendees:

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

1. **Leadership Minute/Opening Devotion** --- Rob opened with a devotion on teamwork and faith. He reflected on his participation in Hunt of a Lifetime and drew parallels between how H.O.L. became an organization and how St. Luke will work through this season of transition.
2. **Presentation of Legacy Giving Launch - Ryan and Roger** Legacy giving is a long term giving plan that the Discipleship team would like to launch in August or September 2017. Their idea is to launch the plan at a dinner of about 35-40 people, specifically targeted members that would fit a specific criteria, perhaps based on past giving habits, demographics and other aspects tbd. Pastor Matt had provided a list of members to be considered. The hope is that 15-20 people would sign up and provide feedback to improve the program as it moves forward. This idea was part of 2017 goals. After the launch another session would be offered to others who are interested and would sign up. This second session could happen as early as late 2017/early 2018. The program would be based on a similar Thrivent program, but the investment could be in any financial company. Power point slides were shared - Thrivent's and a draft of how St. Luke's might look. This is not a "pilot". It will be publicized to all members and open to anyone who is interested and would be in a position to participate. It is a way for givers to tithe their estate. It is not related to annual giving and would be differentiated from it, so the timing needs to be as soon as possible, so there won't be confusion between it and the general giving campaign. Pastor offered that there is an ELCA regional planner that could be used as a resource. The team would use it's current budget and possibly a Thrivent Action Team to fund the launch dinner. The team needs to clarify at their next meeting how the members invited to the launch are chosen, what the selection criteria will be, so that it can be communicated effectively to those that weren't included and/or those who may be concerned with the process, budget expenditure for the dinner, etc. Care must be taken in how the launch is presented. Council requested that this criteria be finalized and that [Paul](#) forward to Council via email asap. [Members of Council](#) would then discuss and approve the request to move forward with the launch.
3. **Meeting Minutes: Follow-up to open Action Items and Approval**--- Terry
  1. 6/12/17 Council Meeting Some open items are still pending.
    - **Push Pay:** [John](#) is still working on and hopes to have resolution by end of year. Carolyn requested that information about the plan's impact on the 2018 budget would be provided before budget season starts this fall
    - **Michelle:** List of members who are not baptized/confirmed is needed prior to next congressional vote taking place.

Scott moved to approve the minutes, Carolyn seconded, approved unanimously
  2. 6/26/17 Council Meeting
 

Rob moved to approve, John seconded, approved unanimously
4. **Old Business**



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- a. Gag Pit liability John contacted Church Mutual and received confirmation that the insurance policy does cover the recreational use of the pit. Tournaments need waivers from participants. If a more organized/league play takes place we are required to notify Church Mutual. John is working on a sign to provide hours and to notify the need for adult supervision. Rules of play are already posted. Michelle has been made aware of these developments.
- b. MET Terry made an announcement at 7/23 worship. Pr. offered to announce at Wed worship. Terry will announce again on 7/30 . Cherie will create MET Facebook page.

### 5. New Business

a. Financial Report --- A former employee was recently notified by the IRS that they incorrectly reported income and taxes withheld on their 2015 taxes, and as a result they owed taxes, penalties and interest.. It was discovered that their 2015 W-2 from St. Luke was incorrect . St. Luke found it was caused by a formula error in a spreadsheet used by our payroll employee. However taxes were correctly reported and paid to the IRS and paystubs were correct. A corrected W-2 was issued to them and St. Luke has no further legal liability according to IRS rules. It is the taxpayers responsibility to confirm W-2's are correct. During the investigation, St. Luke staff discovered that the same error occurred on the former employee's 2014 W-2. The error occurred only on this employee's W-2's, not on any other employees. John will meet with Michelle and Laine to 1) draft a letter to the employee indicating the above information and 2) to notify the IRS of the 2014 W-2 error. It should be noted that the former employee has been verbally and physically attempting to intimidate Michelle. She will not accept any further calls or visits from them.

#### b. Financial Best Practices.

- John is using ELCA materials to help Michelle update financial routines and operations. He is currently focusing on money collection, counting, depositing and reporting. Immediate changes have been made to the practice of offsite counting (at the bank) which included the transportation of uncounted contributions. Money will be counted on site and will be transported to and from the safe in a more regimented/supervised manner. Also the safe combination will be changed and more strictly guarded , limiting the number of individuals with access to it. New best practices will be documented in a written policy and communicated to those affected.
- It was suggested that teams with budgets be more proactive in managing and reporting budget transactions to Michelle( and Council as needed.) Michelle should provide a quarterly budget report to each team for comparison. Carolyn will create a ledger sheet/report template and put on the website for teams to use. This will be communicated at the next team leaders meeting - Shelly, Terry, Pastor

Rob moved to accept the Financial Reports for June. Scott seconded, approved unanimously

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

- Jerry Nelson none
  - Karen Horowitz ...received .  
Carolyn and Scott will address concerns
  - Marcia Earl...received
  - Marie Leafblad...presented verbally. SS: Kim and Charity are co-managing.. Steph will handle registrations. All teachers are in place. Marie felt she would not be as heavily involved this year
- because all the pieces are falling into place. She is still working on a new curriculum, one that will correlate with the liturgy of the church. DA: should have enough volunteers. They have not been officially placed in positions, but enough people are interested in helping. She is meeting with Pastor to revamp the program and will report at next meeting



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She gave a mission trip overview , she returned with a sense that the kids were greatly impacted by their experiences. Lots of lessons learned about managing trips in the future. Will provided feedback to organizations that were worked with and follow up on a few incidents. She recommended that Shelly be recognized for her role in helping her. Shelly played a staff role more than a parent chaperone role. Rob motioned for [Shelly](#) to put in for 10 hours of paid time. Carolyn seconded. Approved unanimously.

- Michelle Kiekaefer ... Received.  
John will continue to work on

NOTE: Personnel Team to be cc'd on reports

### c. Other Team Updates

-Crossroads Music Fest (Heather)...received

d. Personnel Team on job descriptions (update)—Carolyn said that final job descriptions and one or two goals per employee will be complete soon.

### 6. Misc.

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

### 7. Discussion on Communications with Congregation

A MET Facebook page will be added by [Cherie](#).

#### • Announcements

- **Making Waves** Paper copy will be mailed soon. Will contain MET announcement.
- **Mass email** Terry is working with Steph for MET announcement.
- **Robo-call**

8. **Fundraising Requests?** none received. Carolyn asked for ideas for where next scrip donation should go. Suggestions were: hearing assistance, blinds for hearth room, Subscription to "Sundays and Seasons" by Augsburg Fortress to aid in hymn selection by Karen Horwitz and selection team. Roger Koester has been filling in - a subscription would empower the Music and Worship subteam to take over as this suggests hymns for each week of the church calendar. Pastor Clingman will continue to pick hymn of the day.

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

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

[Scott](#) - Hunter, [Doug](#), [Diane Wagner](#), [Liz Schultz](#), [Roger Koester](#)

[Cherie](#) - Ellen Patt

[John](#) - Dale Martin

phone system with Michelle, Jim and Jack to get this issue resolved. Council will send thank you's to suggested volunteers. Carolyn volunteered for budget task force.

- Shelly Schulteis...Received.  
[Shelly](#) refer to prior minutes for information about welcome desk and dine in/dine out
- Stephanie Bill received
- Pastor Steve verbal report  
Is planning an Adult Forum between Sunday Services. DVD and discussion in preparation for 500th anniversary of Reformation.



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Carolyn - Luengens, Woerishofer, Sandy Abuya, Lori Pedrick  
Terry - Ronda O, Chris Otto, Shelly, Jerry

### 10. Mark Your Calendars

1. Monthly Council Meetings
  - August 14 @ 6pm (devotion = Carolyn)
  - September 11 @ 6 (devo = Cherie)
  - October 9 @ 6 (devo = Terry)
2. Other dates to remember:
  - July 26 - Outdoor game night and fire pit dedication @7:30
  - July 30 - Outdoor Pet Blessing Service @ 9:00
  - August 13 - Brewer game @ 1:10 pm

### 11. Council Updates to the Congregation

1. Follow-up to Monday, July 24<sup>th</sup> Meeting
  - What?
    1. MET
    2. Invitation to Mission trip recap at Aug 6th worship
    3. Bunk bed project details: 30 beds, bedding sets, water filters
  - When? Who?
    1. Sunday, June @ 9 am service: Terry
    2. Wednesday, June @ 6:30 pm service: Scott tentative

### 12. Future Agenda Items

1. Council Retreat
  - Date/Time
  - Location
  - Agenda
2. Inhibitors to Volunteerism...next steps (see brainstorming summary from 1/10/17)
3. Quarterly Review of Strategic Plan
4. 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 **Motion to adjourn at 8:56 by Carolyn, seconded by John, passed unanimously**

Meeting Minutes respectfully submitted by Cherie Callies, Council Secretary

CC:

Council Members  
Michelle Kiekhaefer  
Marie Leafblad  
Shelly Schulteis  
Stephanie Bill