



# St Luke Lutheran Church

## Church Council Meeting Agenda – Monday, August 13, 2018 @ 6:00pm (120 minutes)

### Remote Participant Information:

[WebxEx link](#)

Meeting Number (access code): 643 333 434

Meeting Password: 53gNAYA?

Join by phone: 1-763-957-6300

Meeting Number (access code): 643 333 434

### Invited Attendees:

<b>Kerri Ast</b>	<b>x</b>	<b>Chris Ojstrsek</b>	<b>x</b>	<b>Pr. Steve Clingman</b>		
<b>Torey Bringa</b>	<b>x</b>	<b>Nancy Ryan</b>	<b>x</b>	<b>Marie Leafblad</b>		
<b>Carolyn Byrd</b>	<b>x</b>	<b>Rob Rueth</b>		<b>Michelle Kiekaefer</b>		
<b>John Heidke</b>		<b>Kathey Schwai</b>	<b>x</b>	<b>Shelly Schulteis</b>		
<b>Scott Koerner</b>	<b>x</b>			<b>Stephanie Bill</b>		

1. **Leadership Minute/Opening Devotion** – Rob (10 minutes)  
Impromptu devotion by Kathey...from yesterday's devotion book. Jesus said I am the bread of life. Need a starter to keep it all going....
2. **Follow-up to open Action Items** (10 minutes)
  - a. **Scott** --- Get updated forms published to church's website with assistance from Stephanie  
Updated process and form, including instruction sheet sent today.
  - b. **Marie** – Long-term support plan for the Frounfelker Family  
No update
  - c. **Carolyn / Michelle** --- HVAC Maintenance contract is signed and in place. Carolyn has shared a copy of the contract with Jerry to ensure we're connecting the dots. **ACTION – Circle back with Jerry to make sure he is satisfied - Carolyn**
  - d. **Carolyn** – Shelly requested that Personnel Team approve her to be paid for her typical worked hours during NYG trip (25 hours). This was approved as a one-time consideration, knowing that St Luke did not have a minister to travel with the Y&F Dir of Ministry and the youth to the youth gathering. No additional "cost" to St Luke as this stayed within the 2018 Budget for Shelly's salary totals.
  - e. **Kerri** – follow up with Michelle/Stephanie re: event planning for St Luke 40<sup>th</sup> Anniversary on 9/10/18  
Request was to ask Shelly to help find people interested in heading up a committee for September, 2019 celebration. **ACTION – Follow up with Shelly to get started on forming this committee - Kerri**
  - f. **Torey** – follow up with Ryan Becker and/or Dave W.  
Item still open. **ACTION – Follow up with Dave to determine outcome of conversation - Torey**
  - g. **All** – Thank Yous from July meeting – **ACTION – Chris**
  - h. **Chris** – Follow up on Discipleship Academy and Sunday School needs
    - Need 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> grade teachers. Sue Krueger will be the co-director of the Sunday school program. Need DA leaders as well, but not sure how many.
3. **Approval of Council Meeting Minutes** --- Scott Koerner (5 minutes)
  - a. 7/9/18 Council Meeting (sent by Scott on 7/9/18)
  - b. 8/1/18 Council Meeting (sent by Scott on 8/1/18)



# St Luke Lutheran Church

Carolyn moved to approve the meeting minutes from both 7/9 and 8/1. Kerri seconded. No discussion. The motion passed unanimously.

## 4. Preparations to Call a Pastor --- All

### a. Call Process Manual – Chapter 9

Michelle has a generic ballot. Carolyn will ask her to use that and produce ballots for the vote. Carolyn will also ask Michelle to bold the statement “You must be present to vote” line in the letter if it has not gone out yet. We will need 145-150 members present. Need sign-in sheet. Chris asked about Robo-call? Robo-calls did not go out. Text message did go out.

Need to make sure we get message out for Congregational meeting. Facebook Live message will be from Marie or Shelly.

We will need a motion on the floor for a call. If approved by 2/3 majority, we will need a second motion and vote (though not by ballot), to approve the compensation package due to anticipated Pastoral compensation expenditure exceeding the approved budget by more than \$5,000.

Personnel will meet with Pastor Joy to review proposed compensation package to hopefully gain alignment prior to the congregational vote. Pastor Jennifer confirmed that is acceptable, but we must remind Pastor Joy that this is contingent on the congregational vote.

The congregational meeting will be held in the Sanctuary. We will need to manage the sign in. Ballots should be handed out to people as they sign in. Once we confirm we have a quorum, we will proceed with business at hand. Assuming the call is approved by the congregation, the call committee chair (Terry) will thank the call committee. If not approved, the Council president (Carolyn) declares the candidate has not been called.

Upon approval, a letter of call from Carolyn will go out to the Bishop. The official call will go out to Pastor Joy from the Bishop. This may take several days as we believe it is all done though snail mail. Carolyn will clarify with Pastor Jennifer to make sure the process is as expeditious as possible. Pastor Joy will have 3 weeks to consider the call once it goes out

Best case scenario, we probably won't have a response until 9/1 (but could be 3 weeks later). Pastor Steve is out on 9/2. If she accepts the call early enough, Pastor Steve's last day could be 9/9. Potentially Pastor Joy could start 9/30. Personnel will discuss a potential start date with Pastor Joy.

9/23 is Crossroads Music Fest. Discussed having Pastor Mark Thompson as a potential supply pastor for that service. Chris will reach out to Pastor Mark to see if he would be available to cover. Carolyn will follow up with Scott once a tentative start date is established. Scott will find supply pastors as needed.

Council will need to perform an evaluation of the Pastor Steve. This should be completed before the new minister starts. We will plan to do this at the next Council meeting. Carolyn will send out the form to Council ahead of the meeting to provide Council members time for discernment. Need to reflect along with Call Committee and perform a Call Process review. Can probably collect feedback (8 questions) via email and compile data to send to Pastor Jennifer. The timeline for completing this work is not known at this time. Chris will take the lead on completing this task. The 8 Questions are on the last page of the Call Process Manual.



# St Luke Lutheran Church

**ACTION – Send interim minister evaluation information to Council – Carolyn**

**ACTION – Be prepared to perform interim minister evaluation at next Council meeting on 9/9 – ALL**

**ACTION – Coordinate Call Process review - Chris**

b. Outputs:

- Agenda for Special Congregational Meeting

**ACTION – Create agenda for Congregational Meeting – Scott**

**ACTION – Create sign-up sheets - Scott**

Agenda to include Review of process, including next steps; disclosure of compensation package, and Q&A opportunity. Also Bridge campaign update.

- Task assignment for planning logistics
- Compensation Package Worksheet for Pr. Joy

**5. Financial Reports – John (5 minutes)**

Council did not review the financial report prior to this weeks' meeting, and will vote to approve this report next month.

Attendance is down and so is giving. We are currently \$21K behind in our budget forecast.

**6. People First! - Carolyn Byrd (5 minutes)**

a. Pastor's Report

Pastor Steve brought forward an opportunity through the ELCA – Rostered minister appreciation - Always being made new. Thought Discipleship may be interested. **ACTION – Discuss with Discipleship team – Torey.** More information can be obtained directly form Pastor Steve.

b. Staff Report Summary

Staff reports not sent directly to Council per request of staff. Staff concerns will be discussed in more detail next month.

Marie and Michelle will be running a Wednesday night service. Chris inquired about whether a collection would be taken.

Michelle is working with Jerry on re-establishing the Memorial Garden.

The personnel team is trying to support Stephanie with web site updates.

Marie needs teachers and people to fill out her advisory board.

Shelly feels there is some disconnect between Council and paid staff.

Michelle is inquiring about resealing and repainting the parking lot, since the bridge campaign is at about \$17K.

**ACTION – Reach out to Jerry and Paul Ohm to see if they have had any discussion on this topic recently, such as updated estimates, etc. Copy Rob - Kerri**



# St Luke Lutheran Church

Question on emergency evacuation. Kerri thought Marie had someone in mind. Wondering about maps, etc.

**ACTION – Follow up with Marie and Pastor Steve on evacuation plan - Kerri**

Lighted sign is on hold for now, based on budget. It is high on the want list, but we need to focus on hiring a minister and keeping the budget as salient as we can.

Bridge campaign – Announcement to close the bridge campaign will happen at the congregational meeting on 8/26. Dave provided a thank you letter for those who gave and request for those who have not yet done so. Want clear closure of Bridge campaign prior to kickoff of stewardship campaign.

**ACTION - Review letters and provide feedback – ALL**

Special request from the Crossroads team. Heather is looking to get more Thrivent cards. She currently has only one. Heather is planning to reach out to folks who provided them before. Shelly was going to track Thrivent card usage. Heather might reach out to Shelly to see who would be good to reach out to.

**ACTION – Notify Heather that Shelly may be able to help identify folks to help with Thriivent cards - Chris**

There is a conflict with the Richfield parade is 8/26, and Crossroads is marching to advertise the Music Fest. Since members must be present at the congregational meeting to vote, folks helping with the parade will not be able to participate. Also, there is a Slinger football event on the morning of 8/26 and there are students that are confirmed members who cannot attend the meeting.

**ACTION – Respond to those who reached out with concerns on the scheduling of the congregational meeting, namely Jerilyn, Shelly, and Heather - Carolyn**

c. Birthdays and Anniversaries

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

a. Updates from our Ministry Teams

b. Building our Ministry Teams

- Discipleship Team
- Sunday School Teachers for 2018/2019 school year
- Discipleship Academy Leaders for 2018/2019 school year

c. Volunteer needed to participate on 2019 Budget Planning team (planning to begin in late Sept/early Oct) :

- President = Carolyn
- Treasurer = John
- Financial Secretary = Michelle
- Council Representative = \_\_\_\_\_TBD\_\_\_\_\_

d. Names of volunteers / staff to be thanked

Christine Roach for her service to Crossroad Band. Christine prepared the slides with lyrics for the services. - **Nancy**

Flowers for Marcia. **Scott to follow up with Donna to get details on request.**

## 8. Council Updates to the Congregation

a. Follow-up on

- Key Updates:



# St Luke Lutheran Church

1. We are holding a special congregational meeting on August 26<sup>th</sup> at 10:30, following Worship service to vote on extending a call to Pastor Joy Mortensen-Wiebe. You must be present to vote, and our constitution requires 1/5 of the voting membership be present at the meeting. Please make every effort to attend, and encourage other members to attend as well.
  2. To date, our Bridge campaign has resulted in approximately \$17K in new pledges. We are still hoping to reach our goal. Please prayerfully consider a gift if you have not already.
  3. A reminder that September 23<sup>rd</sup> is the Crossroads Music Fest. We will not have Worship service at St. Luke on that day, but instead will worship with our community at Regner Park in West Bend. We are still looking for volunteers to help make the event successful, and we hope to see you there!
- When? Who?
    - Wednesday, August 15 @ 6:30pm service:         **Pastor Steve**
    - Sunday, August 19 @ 9am service:                         **Carolyn**

## 9. Welcome Center

- a. 8/19 - **Kathey**
- b. 8/26 - **Chris**
- c. 9/2 - **Carolyn**
- d. 9/9 - **Kerri**

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

A motion to adjourn was made by Scott. The motion was seconded by Kathey. There was no discussion and the motion was approved unanimously. The meeting closed with the Lord's Prayer at 8:16pm.

Meeting Minutes respectfully submitted by Scott Koerner, Council Secretary

CC: Pastor Steve Clingman  
Council Members  
Michelle Kiekhaefer  
Marie Leafblad  
Shelly Schulteis  
Stephanie Bill