



St Luke Lutheran Church

Church Council Meeting Minutes - Monday, June 11, 2018 @ 6:00pm (120 minutes)

Invited Attendees:

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

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

Kathey spoke of Faith. She urged the Council show our faith to the congregation, especially in light of our search for a new pastor.

2. Follow-up to open **Action Items** (20 minutes)

- a. **Scott** --- Get updated forms published to church's website (Stephanie) – Not complete. Scott to follow up with Stephanie
- b. **John** --- 6/4/18 respond to Compensation Guidelines survey - Complete
- c. **Marie** --- Long-term Support Plan for the Frounfelker Family – Endowment fund provided \$300
- d. **Carolyn / Michelle** --- heating / air conditioning issues – Just Service provided quote. Slightly higher cost. Need full access to controls from Trane and Ahern. Chris Bailey is working on getting control access. John from Catalyst is supporting our effort.

Scott made a motion to approve the contract with Just Service contingent upon gaining full access to the control software from Trane and satisfactory answers to Council's questions on Just Service's ability to address the issues we have had. Kerry seconded it. It was approved unanimously.

- e. **John / Michelle** --- check request form published to church's website - Complete
- f. **John / Michelle** --- payroll
 - Begin reviewing payroll information in addition to Michelle and accountant - Complete
 - Create work instruction to document process – In progress. John wants to go through the process a few times to make sure the process is right.
 - Implement QuickBook features to allow for different access levels based upon login – In progress.

3. Approval of May 14 Council Meeting Minutes --- Scott (5 minutes)

- a. 5/14/18 Council Meeting (sent by Scott on 5/14/18)
John moved to approve the minutes from the May meeting. Kathey seconded the motion, and it passed unanimously.

4. People First! (5 minutes)

- a. Pastor's Report
 - Carolyn highlighted a few items from Pastor Steve's report to Council.
- b. Staff Report Summary – Personnel Team meeting tomorrow evening...will send summary report after that meeting as well as individual reports submitted by staff to Personnel Team
 - Personnel is working to realign their office hours to provide the staff report summary prior to the Council meeting. They have nothing to provide tonight.



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- Birthdays
 - Anniversaries
 - a. [Redeemer Lutheran's Quarterly Newsletter](#)
 - Carolyn suggested having a look at the Redeemer Quarterly newsletter.
5. **Creating a Culture of Involvement and Service** (15 minutes)
- a. Updates from our Ministry Teams
 - Carolyn provided highlights from the ministry team reports.
 - There are some good synergies at work in our congregation.
 - Kathey noted that the Fellowship team is coming together and meeting monthly. There is a good presence of younger members stepping up to lead.
 - 40th anniversary is coming up. **ACTION – Kerry** will talk to Michelle and write up a blurb for the newsletter seeking people interested in participating on a team to plan a celebration.
 - Discipleship meeting tomorrow to talk about the fall stewardship.
 - b. Building our Ministry Teams
 - Discipleship Team --- Ryan Becker resignation...need names of potential team members
 - Marie wonders if we need to follow up with Ryan Becker to understand why he left his post. **ACTION - Torey** will follow up with Dave and/or Ryan to understand what happened.
 - SCRIP team doing well. Made about \$500 in May. Supported youth.
 - Fellowship Team
 - Sunday School Teachers for 2018/2019 school year
 - Please share names of anyone who you think may be called to serve in this capacity.
 - Discipleship Academy Leaders for 2018/2019 school year
 - Please share names of anyone who you think may be called to serve in this capacity.
 - Endowment Team --- Terry Wussow accepted opportunity to serve
 - c. Names of volunteers / staff to be thanked
 - Tim Jahn came over on Saturday and Monday to help with wires found (where they should not have been) – **Kerry**
 - Marv and Sue Banse – Welcome home from medical procedure out of state – **Carolyn**
 - Donna Ohm for continued hard work on Worship and Music and all of the other things she does for St. Luke - **Scott**
6. **Call Committee Update** --- (10 minutes)
- a. Chris' email 5/16/18
 - b. Chris' email 5/18/18
 - c. Chris' email 6/6/18 --- announcement attached
7. **New Business**
- a. Financial Secretary / Treasurer Report --- John and/or Michelle (20 minutes)
 - Monthly Reports (sent by Michelle on 6/4/18)
 - ✓ Income down in May about \$5000. This is not expected.
 - ✓ Discussion on cost of call committee dinner. **ACTION - Carolyn** to follow up with email.



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Kerry moved to accept the May financial report. Nancy seconded the motion. Motion passed unanimously.

- b. Disciples Path: The Journey – Kerri/Marie – Follow-up in August
- c. New Fundraising Requests - Carolyn (5 minutes)
 - National Youth Gathering: Cousins
 - Scrip sale of gift cards (proceeds to NYG)
 - 10% of all sales on 6/24/18 @ Slinger location
 - Scrip Team is also donating ~\$80 in Cousins gift cards, purchasing meals for NYG
 - Approved by unanimous vote
 - Blessed Sewers and Quilts of Valor Teams: Class A Raffle of Queen/King size quilt with profits funding both quilting teams
 - Approved by unanimous vote

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

- a. **Welcome Center** Volunteers (before/after 9am service)
 - 1) Sunday, June 17 → **Torey**
 - 2) Sunday, June 24 → **Kerry**
 - 3) Sunday, July 1 → **John**
 - 4) Sunday, July 8 → **Kathey**
 - 5) Sunday, July 15 → **Nancy**

9. Mark Your Calendars (5 minutes)

- a. Monthly Council Meetings
 - July 9 @ 6pm (devotion = **Kerri**)
 - August 13 @ 6pm (devotion = **Rob**)
 - September 10 @ 6pm (devotion = **Marie**)
- b. Other dates to remember:
 - June 11-19 – Pr. Steve on vacation...Pr. Jerry filling in
 - June 12 – Personnel Team's Office Hours
 - June 24 – Cousins Fundraiser for NYG
 - June 24 – National Youth Gathering (NYG) send off
 - September 9 – kick-off / Rally day. One service at 9:00 followed by a Luau
 - September 16 – First day of Sunday School
 - September 23 – Crossroads – No service at St. Luke

10. Council Updates to the Congregation (5 minutes)

- a. Follow-up to Monday, June 11th Meeting
 - 3 Key Updates:
 - National Youth Gathering Update – Basic trip info and fundraiser status (**ACTION – Marie** to provide info for Carolyn and Torey)
 - Have faith and keep Call Committee in our prayers (Courage, Hope, and Discernment)
 - Bridge campaign update
 - When? Who?
 - Wednesday, June 13 @ 6:30pm service: **Carolyn**
 - Sunday, June 17 @ 9am service: **Torey**



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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
- 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

Kerry moved to adjourn at 7:29 pm. Nancy seconded the motion. The motion passed unanimously. Meeting closed with the Lord's Prayer.

Meeting Minutes respectfully submitted by Scott Koerner, Council Secretary

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