

**Christ Lutheran Church
 Congregational Council Meeting Minutes
 April 11, 2016
 7:00 PM**

Eric Moehring <input checked="" type="checkbox"/>	Jim Ingraham <input checked="" type="checkbox"/>	Jim Schnellenberger	Carol Jones <input checked="" type="checkbox"/>
Cathleen Jacobson <input checked="" type="checkbox"/>	Sandra Bocclair <input checked="" type="checkbox"/>	Darren D'Ateno <input checked="" type="checkbox"/>	
Absent:	Judy Garnett	Jim Pickels	
Non-voting:	Paul Quel	Diane Kellogg	
Guests:	none		

Indicates vote to approve minutes via email

Call to Order (Jim I)

Devotions (Sandra)

Congregation Comments (5 min.)—Council meetings are open to any member of congregation. In the event that someone might want to attend, council will set aside 5 minutes to say something to the council. Update on CARITAS, going smoothly.

Financial Report (Paul Quel); First quarter finished \$6,000 in the black. Jim Ingraham presented a different layout. However, the next 6 months, we usually see lower offerings, we can expect a lower surplus, and hopefully not a deficit.

Pastor's Report: 2 requests; Recently, council had discussed how to disburse some of the reserve funds. Pastor requests release of \$1000 to the ASP mission trip, and \$1000 for seminary scholarships. There will be ASP fundraisers, but we have had to send the second payment in already, and the fund is in deficit. Danielle Bosdell will be attending seminary, as well one other CLC member. Towards the summer/fall, funds will be allocated for the seminary funds in \$300-\$500 increments. Motion made to allocate \$1000 from reserves to a seminarian fund and \$1000 for the ASP mission trip. Currently, the reserve fund is \$77,000, funds would be deducted from this. Motion carried unanimous.

President's Report: Jim Ingraham; Administrative assistant has been hired. Cindy Adams started 3/29/2016. Jim Schnellenberger and Carol Jones have been helping train her, and she is coming up to speed in terms of making Sunday bulletins, and is well on her way to being ready to work independently. The calendar part of the schedule is still an issue, and Carol Jones is helping her understand shepherd's staff, and Jim Schnellenberger will be reviewing church files (paper and digital) to understand what the status

of these files are. Jim S requested copies of 2015 and 2016 reports. We also discussed cloud storage for secure offsite digital storage. Saved for new business, already on the agenda. Carol Jones and Jim Ingraham met with Synod communications conference on Church communication resources. Carol went to the group for large churches, Jim to the group for smaller churches (criteria was >150, <150 weekly worshipers). The focus of the meeting was idea sharing, discussion of common problems (getting volunteers, etc.). Both Carol and Jim I felt it was a good conference, they received contact lists of other church administrators and people to contact with further questions. They will share the contact list with Cindy Adams. Darren D'Ateno and Jim I met with Heather Heckel to discuss the church website. She will try and keep up with changes, but has given Darren access to manage Facebook, and posting pictures etc. to Facebook. Jim Ingraham will try to keep the church website current. Jim has been posting the "This Week at CLC", which is mostly the insert into weekly bulletin, with minor additions or deletions. Jim has also posted other items of interest, such as the new members' classes, information for visitors, updated church softball team schedule. Also trying to update the church calendar. April-June schedules should be current and accurate, and in some cases they will have more information on the particular event, for example information for visitors can be found in the Sunday Morning worship link. Ushers and council members are using name tags. Jim Ingraham feels that the nametags do make a positive difference. Jim attended men's group meeting, they are coordinating the church cleanup day and need volunteers to help with yard work. In addition to yard work, they would like to begin disassembling the playground equipment. Mitch Roberts is coordinating. There will be a light breakfast served. Jim Ingraham went to a meeting of Henrico emergency services (fire, police, and emergency social services). This might be helpful if someone has been evicted, had their power turned off, etc., and gave the information to Cindy Adams. Jim I met with the precinct captain and lieutenants who wanted to stop by and introduce himself to Cindy.

Ministry Reports

- **Finance**—Jim Ingraham attended the meeting, main point of discussion was looking at the quarterly financial statement, potential use of reserve funds, and timeline for preparing the 2017 budget. Paul Q asked about the 2015 audit. Jim I has not been able to contact Julie Miller about the 2014 audit. A final report has not been submitted.
- **IT & Communications**—Carol Jones; shepherd's staff, working with pastor to update status of people in the database as active, inactive, homebound, etc, as well as active non-members and friends. This should help us target contact lists, etc. From the church communications meeting, Carol heard a lot about frustration with databases, and administrative assistants not being adequately trained for management of databases. They have started updating from the census, removing duplicate members, moving members out of active or change to non-

member status. Monitor in the commons area will be replaced (unknown malfunction happened). Jim Schnellenberger sent out an email about the wifi extender truk3_xt. We need to maintain security of this password, and we would like to consider public access, as well as maintaining a list of who was given the password.

- **Evangelism**—Jim Schnellenberger; held 2 meetings over the last 6 weeks, invited some new folks to join, about half decided to join. Working on welcoming and hospitality, for instance the coffee and pastries between services. Jim S is working on a pamphlet on how to be a good greeter to share with the ushers, also looking into reviving the greeter schedule. Still looking into advertising for the church, and looking into costs and looking into distributing flyers. The Lewises have started up the coffee and goodies between services, and have been welcoming everyone.
- **Stewardship**—Cathleen Jacobson, CARITAS mobiles are in the commons area, as a visual aid to the different things we are doing. Will be doing one for Lamb's basket, and these visual aids are strictly numbers (no names associated). Committee is working on a ministry fair in September, working on getting ministries together to provide a synopsis of what they are doing. Meeting on June 5 with ministry leaders, to discuss what each ministry does. Working on a plan to help people understand how much time is involved with different volunteer activities. For example, ushers can expect to spend 4 hours/month. Other ministries can be categorized by the amount of time needed, and sorted into 3-4 different levels of commitment. This information could be added to the weekly newsletter. Next meeting coming up, the group will continue to come up with ideas along the line of the ministry fair, and plan to keep adding new mobiles. The goal is to see stewardship as more than just donating money but as a way to encourage giving of time and talents throughout the year.
- **Property**—Remaining lights to be installed are in the kitchen, parking lot, and upper area of the commons. Paul may be able to start on Wednesday. Mitch Roberts is trying to locate a plumber to install a sink in the kitchen pantry, a water heater in the workroom, install the water fountain downstairs, and a sink added to the food area downstairs. Still searching for a plumber interested in the job.
 - Jim Ingraham passed the information to Richard Tripp who has expressed concern regarding wear and tear on the facility, resulting mostly from the YMCA. He suggested we have a group provide closer oversight to the activities of the YMCA (mostly, considering the activities they do here). There are many facets to this argument. We want our facility to look nice, but we want it to be used as well. Jim Ingraham and Jim Schnellenberger will set up a meeting with Y leadership to discuss our concerns.
- **Vision**—Jim Schnellenberger. We are at a point where the original team has done the creative work that they originally intended. The original team members may be willing to assist, but new members are needed to assist with strategic planning. Past leaders can help provide continuity, and Jim S plans to recruit

new members, he would like council to help suggest names of people who would do well with strategic planning for the future, and to please provide him with those names. People will often respond to a personal invitation, but may not respond to a blanket call for volunteers. Jim S would like 5-6 volunteers. Jim S would also like a flyer for anyone making announcements made during the service.

New Business:

- **Google Docs/file sharing** Discussion (Carol Jones) The topic has been brought up before, as a way to enhance communication. Google docs is one example of file sharing systems available. There are good and bad points for Google docs. The calendar is shareable, and levels of access can be customized. Google docs, has, word, excel and PowerPoint type software, and the live updating by different users is tracked. For example, we could also start an inventory spreadsheet, which could tie in with the calendar. We could allocate resources and times with the Google functionality. Google docs also allows creation of forms, which could be used for reserving facilities and equipment. Carol demonstrated the functionality of Google docs and calendar. Jim Ingraham asked about the intention of the calendar, would it duplicate the one on the website. That can be decided. We could embed this calendar into the website. Motion made to start a trial version to see how it works, and would include Heather. Jim S motioned that Jim, Carol and Heather create a pilot program. Cathleen Jacobson and Diane Kellogg volunteered to participate as well. Motioned made and voted unanimous.
- **Discussion on Revision of Continuing Resolutions** (Jim I). Jim shared a paper copy of the proposed continuing resolutions. This part was never done, even though specified by the constitution. The continuing resolutions need to be updated, and would be resolutions for council members that succeed the current council members to use as a guideline. It is better to have clear resolutions in place, rather than have no guidelines for new council members. These are not amendments to the constitution. Projected date for voting, possibly June, would require 2/3 vote of council to approve the new resolutions. By the end of September, at the congregational meeting to approve the budget, the congregation could vote to accept the resolutions (would only need a simple majority for the congregation to approve). To give everyone a chance to think about these, Jim I suggested June.
- **Discussion on Planning for CLC's Future** (Jim S) Council is responsible for long-term planning for the congregation, with goals and objectives and actions and outcomes tracked. This needs to be continuously imple-

mented, with continuity. Jim S sees the vision team doing the “heavy lifting” on some of that work for the council then bringing the plan to council for approval. This is where he sees the vision team’s purpose. Would like to review the plan with incoming council members and to commit to those plans.

- Sandra Boclair said she has not been receiving newsletters, even though they got the test messages. She is concerned that they are not the only ones not receiving messages. We are limited by the number of emails the service will send at once. Items for the newsletter were not included in the newsletter. Cigarette butt cans outside are for CARITAS guests.

Upcoming Events

- May doorkeepers (Open= Ushers; Close= Carol)
- Devotions for May (Cathleen)
- Next Council Meeting: May 9
- Church Clean Up Day April 23
- May 7 yard sale
- May 14 Squirrels game
- May 15 picnic on the porch
- Ministry leaders meeting: June 5, all leaders are encouraged to attend, and any member of CLC is also welcome, if they want to contribute to the discussion.

Closing Comments for the Good of the Church