

**Christ Lutheran Church
 Congregational Council Meeting Minutes
 April 13, 2015**

Present:

Eric Moehring	Heather Heckel <input checked="" type="checkbox"/>	Patty Franz <input checked="" type="checkbox"/>	Jim Pickels
Faith Hobson <input checked="" type="checkbox"/>	Shannon Fleming	Gerald Ransone <input checked="" type="checkbox"/>	Jim Schnellenberger <input checked="" type="checkbox"/>
Allie Dry <input checked="" type="checkbox"/>	Glen Kellogg <input checked="" type="checkbox"/>	Jim Ingraham <input checked="" type="checkbox"/>	
Non-voting:	Paul Quel	Diane Kellogg	

(11 voting members, indicates voted to approve minutes via email)

Absent: Judy Garnett

Guest: Kathi Charlson

Devotions: (Allie Dry)

Approval of Minutes: Moved to approve, second and approved.

(Do we want to approve electronically in the future?). We would like to move the process to an electronic approval, with the minutes emailed shortly after the meeting, approved and posted as soon as possible.

Financial Report (Paul Quel): We are substantially in the black for the first quarter, largely due to offerings, rather than reduced expenses. We are getting offerings from people who pledged \$0 or didn't pledge at all. Sports looks over budget, but they haven't collected payment from the players, so they will be back within budget shortly. Jim Pickels asked if Paul expects offerings to remain at the current giving level. This might be a time to address staff salaries (which we said we would do in April). Hopefully, we will end the year in the black, despite the "summer doldrums". April might be a bit early, we should wait a couple of post-Easter Sundays and assess the situation at that time, and then make a decision regarding staff salaries. Financial report approved unanimously.

Property: From Richard Tripp: Downstairs remodel. 2 coats of primer, working on classroom ceiling tile replacement. Electrical outlets have all been replaced. Old carpet has been pulled up by various members, Ernie Foltz took it to the dump. Colors for the walls chosen, vinyl laminate flooring chosen. Purchased an auction water fountain, needs a volunteer to install it. The repair for heat in the choir room was a warranty repair, so no charges for it.

Pastor's Report

Jim and Edith Ingraham are attending Synod Assembly, June 5-7, 2015. If members of council wish to attend, please let Pastor know by this week.

Several baptisms (infant and adult). Several new members wish to join. Expect to bring them in during May. Recommendation from worship planning ministry for July 5-September 6 for services at 9:30. Council needs to approve the worship service time. Motion to approve the revised worship for the summer. Question as to why July 5th for the beginning of the changed worship time? Some families have said the 9:30 time is either too early or too late, and wouldn't come to church at the revised time, so this choice of date represents a compromise.

- Motion made to approve this schedule. Some discussion followed.
- **Vote:** Aye 4, Nay 6, Abstain 1.
- **Defeated** the motion to start one service on July 5th.
- Motion: to start one 9:30 service from Pentecost (5/24) through Labor Day (9/6):
- **Vote:** Aye: 6 Nay: 4 Abstain: 1.
- Motion carries. This year early and late service should coordinate lector schedules to include lectors from both services.

Pastor will be taking a vacation Sunday and a week during May, and a couple of days around Sunday, June 21.

Council President Report (Jim I)

- Parish Administrative Assistant- Tina Jackson. Tina had been an admin assistant for the US Army for many years, and worked with chaplains during her time in the Army.
- Parish Nursery Attendant- LaToya Obasi. LaToya is the daughter of the head of the Y daycare center and has several years of child care experience. Feedback from members has been very positive.
- Commons Monitor: Jim Ingraham has gotten it working, and is trying to keep announcements current and up to date. He hopes to turn this over to Tina.
- Moody Middle Outreach- Parking lot flyers. Moody frequently uses our parking lot (and fills it up), we got a list of dates of school events where they might be using our parking lot. First one is 4/17/2015. Jim Schnellenberger volunteered.
- Pew pencils with the church name/information. Heather said to try Oriental Trading Company, they should be cheap, and Glen suggested pens with CLC information/logos that people might want to take with them.
- Quarterly Contribution Statements
- Audit Committee (See [Proposed Committee](#) Notes). This committee has been sporadic. The last audit was 2 years ago, but it was not complete/finished. It is good business sense to have such a committee. Jim Ingraham asked for names that of people with strong financial or auditing background. Several candidates were proposed.

Vision Discussion on Core Values, Adoption of Vision Continuation Plan and adoption of Vision Committee Charter (Vision Committee and Jim S.)

Kathi Charlson gave an update on the activities of the vision team: We were working on core values during the retreat. GRACE acronym—many of the words we'd used in describing our core attributes could be categorized using GRACE for a heading. Move that we accept “We reveal Gods Love” as our vision statement and that we charter a committee to continue the work of the vision team. Jim Schnellenberger proposed a Vision Continuation Plan, and chartering a Vision Committee. Will address new initiatives, reviewing existing ministries, make recommendations about congregational care, spiritual and faith formation, staff development, lay leadership development, new members in leadership, will communicate with council and congregation. Will have 2 council members and 6 members of the congregation. Discussion followed about the scope of the proposed committee as being very large. The Committee charter will be revised to reduce the scope (**revised text [appended to end of minutes](#)), revise the timing of reporting to the congregation and council (to at least quarterly), and revise activity completion to June 2016. 2 council members are already part of the visioning team (Jim Schnellenberger, Shannon Fleming), and they will be the volunteers from council.

- Moved to accept the charter of the vision committee, along with the vision statement “We Reveal God’s Love”, seconded.
- **Vote:** 1 nay, 0 abstain, 10 aye votes.
- Motion to approve the charter of a Vision Committee and vision statement carried

Jim Ingraham proposed that someone from the Vision Team write a short article about the vision team and the work they've done for this month, then in subsequent months, he proposed that a council member will write a short piece for the newsletter, highlighting a given ministry. This first article should be prepared by April 20, 2015, so it can be included in the May newsletter.

Bulletin board proposal. The purpose of the bulletin board would be for communication about what's going on in the church, and who to contact about various ministries. The question was asked how a bulletin board would be different from the monitor in the commons area. Everything is there in the monitor, but you have to wait for the info to cycle. The bulletin board would have all the main information about who we are, what we do, who to contact. It would be a visually appealing, current, welcoming informational bulletin board. Location would be in the hallway right off the commons area. Motion made that we accept the bulletin as put forth in the proposal. Maximum price ~\$600 for the bulletin board that is fabric covered and wood framed. Motion made and seconded. Further discussion—decide for the first year who the responsible person is. Need to be sure that the information is being put up and kept current. Kathy Charlson volunteered to keep it current.

- **Vote:** 1 abstain, 0 nay, 10 aye votes.
- Motion to create an information bulletin board carried.

Council Ministry Reports

- **Youth**—Gerald reported talking with Jane Dry, she would like more members on this committee. She would like to have Dave Delaney from synod to talk about youth initiatives.
- **Christian Education**
- **Stewardship**—Faith Hobson, also a small group. Would like to propose a finance standing committee, which consists of council president, financial secretary, treasurer, vision team head, 1 or 2 people at large from the congregation. Motion made to create a standing finance committee (Budget Formation will now be part of the Finance Committee instead of a separate committee), seconded, discussion: Paul asked why the vision team head should be on the committee, and Glen remarked that in previous years, head teller should be on the committee. The response was that the vision team head will have a grasp of programs and initiatives that will require funding. We need that kind of input for budget formation. The council president will not be a member of the committee.
 - **Vote:** 3 abstain, 0 nay, 8 aye votes.
 - Motion to create a finance committee carried.

Request financial secretary prepare and send quarterly statements, along with a note.

- **Evangelism**—Gerald Ransone reports that Stan Carey is putting together a baseball event on 5/9/2015. Umbrella project is mostly complete, umbrellas donated. Idea is to use one, then bring it back. Only thing left to do, is a box by the mailbox to pick up an umbrella. Information sheets for visitors, to be put in the pews. Will be in plastic folders (better than laminating so the sheets can be updated). We should make a couple of prototypes. We agreed that this is a good concept. Stephen Ministry. Susan Tripp would like to initiate this, and Patty Franz would like to work with her. Currently the Evangelism committee consists of 4 people, they really need more volunteers. Revive the greeter program. Looked at the distribution of members, and decided that they could be grouped into 7 location groups, where they might meet in some sort of informal way.
- **Music**
- **Collective**
- **Liaisons**

Old Business

- **Update on Conflict Resolution Process** (Patty Franz). Patty is talking with Mindy Reynolds from synodical staff for examples of alternative wording. Mindy is the Healthy Congregation and Bridge Builders contact.

New Business

- **Website update**—Heather is meeting with Tina to get her access to the calendar and website so that she can start making updates electronically. The process should be significantly more streamlined by using the electronic calendar.
- Update on **downstairs renovation project**—see treasurers report.
- Proposed revised **Council job description** ([See draft](#))
- **2016 Council Nominees*** ([See revised Council job description](#)), bring any names for council members to the next meeting.
- **Summer Schedule** (*ex. Counsel the Council*)
- **Motions to form new standing committees:** Vision, Finance, Property, IT/Communications: motion made to the form an IT/Communication committee,
 - unanimously approved ([Proposed Committee notes](#))
- Request to **prepare newsletter articles** (*Due April 20*)
- **2016 Budget suggestions/initiatives**

Upcoming Events

- **Doorkeepers** for May (Open: Jim Pickels, Close: Judy Garnett)
- **Devotions** for May (Jim Pickels)
- **Next Meeting:** May 11
- **Softball** April 14 and April 21
- **Richmond Squirrels game:** May 9

Closing Comments for the Good of the Church

***Revised text for a Vision Committee*

Text of Jim Schnellenberger's proposal for a "Vision Committee"

I propose the Council approve chartering a follow-on "Vision Committee" to replace the Vision Team inclusive of the following Vision Committee Charter.

VISION COMMITTEE CHARTER

PURPOSE: To align the work of Christ Lutheran Church congregation with our Vision.

OBJECTIVES/WORK PLAN: To establish actions and schedules for Vision alignment and Renewal. To maintain forward progress in all Renewal Areas. To maintain open and transparent communications. To complete renewal activities in phases with all actions completed by June 2016.

RESPONSIBILITIES:

Lead Vision and Renewal: Plan, recommend to Council, schedule and implement Vision and Renewal actions as authorized by Council.

Renewal Areas to be addressed:

- New Initiatives
- Existing ministries and programs

Resource Management: Identify resource requirements to Council; effectively manage resources provided.

Communications:

- **With Council:** On a monthly basis at regularly scheduled Council meetings, provide recommendations, request resources as required and report actions status to schedule.
- **With Congregation:** The Vision Committee shall report actions and progress to the congregation at least quarterly and submit a comprehensive annual report to the congregation to support the annual congregational meeting.

MEMBERSHIP: Two (2) Council members and at least six (6) members from the congregation. The Committee should draw its strength from the congregation by drawing people into the work of renewal. Specific individuals should be invited and well as an open invitation for volunteers.

- **Vision Committee Council Members (sometimes referred to as a Balcony Team-Pathway to Renewal):** Provide guidance to the Vision Committee and Council by:
 - Keeping a big picture view of the congregation and its journey through renewal.
 - Helping the congregation's leaders to continually reflect on how their areas of congregational life can contribute to the congregation's achieving its vision.
 - Encourage and support leaders in making needed changes.
 - Monitor the congregational "temperature," keeping the Council apprised of the impact of renewal efforts on the congregation. ([return to minutes](#))

Christ Lutheran Church
Proposed Committees Notes
April 13, 2015

Per §C13.06 of our Constitution, "...committees of this congregation may be formed, as the need arises, by decision of the Congregation Council."

A motion is hereby made to have the Council authorize the Council President to form the following committees to address the responsibilities of this Council as established in Chapter 12 of our Constitution:

Finance. The Finance Committee would be charged with fulfilling the responsibilities as stated in §C12.05 of our Constitution and the Stewardship Ministry responsibilities as established in the Continuing Resolutions. Such responsibilities shall include developing an annual church budget, and working with the Treasurer and the Financial Secretary to conduct on-going reviews of monthly revenue and expenses.

Information Technology (IT) and Communications. This is a new committee established to oversee and address Christ Lutheran's computer and software needs as well as to explore and recommend ways CLC can exploit social media and other contemporary communication methods to expand the audience for our messages of Seeking, Sharing, Caring and Serving. The committee would be responsible for providing support for our mission and goals as stated in §C12.04 (b)(c) of our Constitution.

Vision Committee. This committee would assume activities and responsibilities that have been worked on the past two years by the Vision Team. Using the Vision Team's recommendations as a starting point, the Vision Committee's primary mission will be to fulfill the responsibility of conducting long-range planning, setting church goals and priorities and to evaluate church activities in light of its mission and goals as stated in §C12.04(a) of our Constitution.

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Draft proposed updated CONGREGATION COUNCIL MEMBER JOB DESCRIPTION

GENERAL CONSTITUTIONAL RESPONSIBILITIES OF CONGREGATION COUNCIL

1. Under the Christ Evangelical Lutheran Church Constitution, the Congregation Council is responsible for the general oversight of the life and activities of the congregation, and, in particular, of its worship life, to the end that everything be done in accordance with the Word of God and the faith and practice of the ELCA. To this end, the following duties of the council include:

- Perform long-range planning, set goals and priorities, lead the congregation in fulfilling its mission, and evaluate Christ Church's activities in light of its mission;
- Be personally involved and involve all members in the life and work of the congregation, especially in the areas of worship, learning, witness, service and support;
- Be the administrative board of the congregation;
- Support pastors and staff, helping them evaluate and fulfill their calling;
- Be examples of the style of life and ministry expected of all the baptized;
- Promote a congregational climate of peace and goodwill;
- Arrange for pastoral service during the sickness or absence of the pastors;
- Emphasize the congregation's partnership with the Virginia Synod and the ELCA
- Be responsible for the financial and property matters of the congregation, including preparation of an annual church budget;
- Ensure that the provisions of the constitution, its bylaws and the continuing resolutions are carried out.

2. Strengthen the motives and practice of stewardship in all members of the congregation and to encourage liberal giving to the work of the church. Prayerfully consider personal pledging as a natural response to God's grace in your life.

SPECIFIC RESPONSIBILITIES OF COUNCIL MEMBERS

Attend:

- The October through December Council meetings, as a non-voting member, prior to beginning your term of office ;
- Monthly council meetings (usually the second Monday of the month);
- Any specially called meetings of the council;
- The Council Annual Retreat (normally held on a Saturday in late February or early March);
- Congregational meetings;
- Synodical gatherings, especially those to which the council has been specifically invited, such as the Richmond Conference Gathering;
- Meetings of your assigned ministry
- Meetings of any committees of which you are a member.

3. Be an active and supportive liaison, leader or member of one of the established ministry teams:

Christian Education, Youth, Music and Worship, Evangelism, Vision or Stewardship;

OR Serving as one of 2 liaisons to provide support for the "collective ministries" (those not under a Ministry Team);

OR, serving as a liaison to the YMCA, Apostolic Church and the Moody Middle School programs;

OR Being available to serve on other ministries or committees as needed (finance, membership, communications, etc.)

4. Prepare and Lead devotions at one council meeting each year (schedule TBD)

5. Serve as a “Door Keeper” two months of the year with another council member. One Door Keeper will make sure the doors are unlocked and the lights are on by 7:45 am on Sunday; the other will make sure doors are locked and lights are off after the 10:30 am service (schedule TBD). *(Instructions are provided.)*

6. To carry out specific assignments and responsibilities as directed by the Pastor or the Council President.

SPECIFIC RESPONSIBILITIES OF MINISTRY TEAM COUNCIL LIAISONS AND LEADERS

Each ministry team may select a team leader (or chair) as needed. The staff member and Council member will assist and nurture the ministries and recruit individual leaders as necessary.

Each ministry will determine how it functions but council and staff member are responsible for monitoring the health and function of the team.

Council representatives/liaisons will be responsible for monitoring the health of the ministries and reporting to council if/when a ministry is no longer functioning properly.

Each Liaison will ensure the formation of the ministry team. Confirm existing members who wish to continue and recruit new members if necessary or desired. Liaisons are especially encouraged to engage and involve church members who are not currently participating in church activities.

Each Liaison will ensure the selection of a Ministry chair. This does not have to be a council member, but each ministry needs to have a chair or team lead.

The Liaison ensures that ministry team meetings are scheduled as soon as possible and on a regular, recurring basis. Some established ministries (such as Vision, Worship Planning and Stewardship) already meet on a regular basis. Once an initial meeting has been scheduled, please contact Tina Jackson to ensure the meetings get entered on the church, and Pastor’s, calendar. Please also notify the Council President of all meetings.

As the liaison, the council member provides guidance to the team and is the contact person for any issues that need to be communicated to council or from council to the ministry team. The liaison also guides the team in developing an agenda, objective and schedule for the year. All teams should try to align their plans with the Vision objectives and our missions of seeking, sharing, caring and serving.

Council Liaisons should report on the ministry's progress and activities to the Council at each monthly council meeting. Liaisons are also responsible for submitting by early January a summary of ministry activities and accomplishments during the year to be included in the Congregation Annual Report.

SPECIFIC RESPONSIBILITIES OF THE COUNCIL PRESIDENT

The President serves as the Chief Administrative Officer of the Congregation and the Council. The President is an *ex-officio* member of all committees, with the exception of the Nominating Committee.

The President is responsible for ensuring the business of the church is conducted in accordance with the Constitution of Christ Lutheran Church and the attendant Continuing Resolutions.

The President is responsible for ensuring the church's professional administrative positions are staffed with capable and qualified individuals.

The President is responsible for planning, scheduling and conducting the monthly council meetings.

The President is responsible for providing guidance to and ensuring that the council liaisons and established church ministries develop plans and programs to successfully implement the church's Vision objectives and the goals of Seeking, Sharing, Caring and Serving.

The President serves, with the Pastor and the Vice-President, on the Executive Committee.

The President is responsible for performing other duties as directed or designated by the Pastor, or as assigned or directed by the Council.

The President is responsible for preparing an annual report to the congregation at the end of each calendar year detailing council activities and accomplishments over the past year.

SPECIFIC RESPONSIBILITIES OF THE COUNCIL VICE-PRESIDENT

The Vice-President serves, with the Pastor and the President, on the Executive Committee.

The Vice-President serves as the Chair of the Nominating Committee for new council members

The Vice-President is responsible for planning and conducting the annual council retreat.

The Vice-President provides support to the Council President and the Pastor, and assumes other duties or responsibilities as assigned by them.

OTHER

Council members are expected to communicate with the Pastor, council president and other members and receive communications on any issues that may be of importance to the church at-large. It is highly recommended all council members have regular access to, and use of, a valid email account to help fulfill their responsibilities.

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