

**CHRIST LUTHERAN CHURCH
CONGREGATIONAL COUNCIL
MEETING MINUTES
MARCH 12, 2018
7:00 PM**

ATTENDANCE:

Voting Member		
<input checked="" type="checkbox"/> Pastor Jim Kniseley	<input checked="" type="checkbox"/> Kayley Greenday	<input checked="" type="checkbox"/> Jim Schnellenberger
<input checked="" type="checkbox"/> Bill Mottet	<input checked="" type="checkbox"/> Darren D'Ateno	<input checked="" type="checkbox"/> Trenton Hizer
<input checked="" type="checkbox"/> Cathleen Jacobson	<input checked="" type="checkbox"/> Lucas Cochran-	<input checked="" type="checkbox"/> Mat Lewis
<input checked="" type="checkbox"/> Carol Jones		
Non-Voting: Member		
<input checked="" type="checkbox"/> Paul Quel	<input checked="" type="checkbox"/> Nancy LaVier	
<input checked="" type="checkbox"/> Present		

CALL TO ORDER: (Jim S) called to order at 7:03

NOTE: This meeting took place as a conference call due to poor weather conditions. Lucas Cockran was present, but due some technical glitches was not polled for all of the votes following motions. This resulted in a change in number of votes counted on several motions.

DEVOTIONS: (Trenton H) A story about Fred Rogers. His life lesson was "how we see ourselves is how we treat others." Love our neighbors as ourselves.

CONGREGATION COMMENTS:

- Patty Franz requested that the following be addressed by Council – Subject: Open House for Prayer and Contemplation on Saturday, March 24 from 8:00 a.m. to 12:00 noon as part of March "For Our Lives" event. It is designed to support our radical hospitality for Moody Middle School in a crisis. Patty would like our church open for self-directed prayer during this time to support Moody Middle School, since we are their designated site if something dramatic happens on their campus. Jennifer Johns can talk to the principal and the head of guidance at Moody to inform the students. Patty also suggested our church could share the information through our Facebook page. Patty would also announce it at the Lenten dinner to spread the word. It can be placed in our bulletin and also to Casa de Dios.

Jim S. made the motion to approve this proposal, It was seconded and passed by all present. Yes-9, No-0.

REVIEW OF MINUTES: - February 2018 - Approved electronically

PRESIDENT'S REPORT: On Sunday February 25th at the Annual Congregation Meeting the annual report was approved and 3 members were selected to attend as voting members to the VASynod in June. Bob Boclair, Carol Jones and Sandra Boclair. Jim did meet with the memorial fund committee. The committee does not want to decide how the money is spent. They just want to run hospitality for memorial services. The temple talk on Sunday on stewardship was

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completed. The prayer garden fence estimates should be coming in. Jim is also working of the Bundle of Joy graduation.

PASTOR'S REPORT: Encourages all members of Council to attend the cookie meeting of the transition team to voice an opinion about the characteristics for a new pastor.

July 22nd the Bishop will attend Worship service and preach and will train the call committee at that time.

April 16-19 Pastor and his wife will be going to New York. He also reminded us that there are many functions he does not perform therefore the move toward a new minister is important.

TREASURER'S REPORT: (Paul Q) Offering is low and cash flow is behind for 2018 as compared to 2017. The advanced offerings for 2018 are about the same as 2017.

Nominating Committee Report: (Carol J) Those whose terms are up and are eligible for reelection, (Matt, Darren, Bill and Cathleen), were asked to contact Carol to allow her to put your names back on the ballot. Also please give Carol suggestions of other individuals she may nominate for Council.

MINISTRY UPDATES (SEE DETAIL WORKSHEET):

MARCH EMPHASIS

- Stewardship (Cathleen J)
- Vision / Transition (Trenton H)
- Finance (Mat L)
- Faith Formation (Jim S)
- Support of Ministry (TBD)
- Property (Jim S)

APRIL EMPHASIS

- Community Services (formerly Collective) (Jim S) Caso de Dios is willing to do more work.
- Youth / Family Life (Darren D)
- Outreach (Lucas C)
- IT/Communications (Carol J)

Copier – The new proposal is far cheaper than having an outside print contractor. A code would be used for color so that no mistake could accidentally be made. Mat made motion to approve a new contract to include a color copier. The motion was made and seconded. The motion was carried. Yes – 9, No-0.

- Evangelism (Kayley G)
- Worship & Music (Bill M)

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OLD BUSINESS:

- **Annual Congregation Meeting** –Minutes – Approval: Annual Meeting Minutes were distributed in advance for comments and approval. A motion was made by Carol Jones and seconded and a vote taken. The Annual Congregation Meeting Minutes were approved, Yes-9, No-0.
- **Stewardship Campaign and Commitment Sunday.** A Temple Talk was scheduled for Sunday, 11 March by Jim Schnellenberger.
- **Finance and Memorial Fund Committees** –Gift Policy and approval of membership – Draft Gift Policy is under review by the Finance Committee. Scope of or need for the Memorial Fund Committee is also under review. Recommendation from the Finance Committee will be presented to Council in April.
 - **Front Door Hardware** (Jim S) – Copies of two estimates were distributed to Council. Estimates are higher than the \$4,500 authorized by Council from Reserves. A motion was made by (Jim S) to authorize up to \$2,500 from the Memorial Fund and release the Property Ministry to procure and install the hardware The motion was seconded and passed. Yes - 10, No- 0
- **Healthy Congregation Workshop 2** – April 14 – It was determined that the selected April 14 at last Council Meeting was in conflict with Casa de Dios Bible University. Kaylee moved to change the date to April 21st, the motion was seconded and passed. Yes-10, No-0. Congregation sign-up sheet posted in Narthex. Arrangement and equipment requirements identified.
- **2018 VA SYNOD Assembly June 8-10** - Select representatives – Adult & Youth (Jim S) - Sandra Bocclair, Bob Bocclair and Carol Jones (Alternate Cheryl Glaubinger). It was noted that current Synod guidance indicates that Congregations with baptized members totaling 400 are allowed 2 voting members. A validation of our rolls is required to determine we are allowed 2 or 3 voting members. Registration documents not yet available on Synod website
- **Vacation Bible School** – there is no VBS planned for 2018
- **Appalachia Service Project (ASP) Planning** (Mat L) - No ASP trip in 2018; begin planning in September 2018 for 2019. Investigate other options such as Caroline Furnace refurbishment or Habitat for Humanity. Habitat for Humanity has projects going in Richmond, Chesterfield and in Henrico County. Matt is trying to get together a team and look into it further if other members are interested. We can publish it and see if there are members interested.
- **Elevator / Chair Lift** – Capital Projects (Jim S) – a working committee needs to be formed to explore the addition of an elevator combined with other capital project.

NEW BUSINESS:

- **Approval to expend funds from non-budget accounts**

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- Paraments: \$3,860 from Memorial Funds – Paraments received March 7. The funds came from Audrey Light, Mark Moerhing, Virginia Harris, Audrey Hartsoe, Janice Schroder, Katherine Magann, Elinor Mansueth, and Jean Burton. Jim requested a motion to vote to approve the transfer of funds from the memorial fund to cover this. Jim has a list of those accounts that will be used for this purpose. Mat made a motion to move the \$3,860 from the memorial fund to pay for the Paraments. The motion was seconded. The Paraments will be blessed during a service. The motion passed. Yes- 10, No-0
- Prayer Garden Fund – Tree Stump removal - The estimate is for \$600.00 that Diane Bentz got from M.A.T. Tree and Landscape LLC. Funds are available in the Prayer Garden account. Jim S. made a motion to accept the bid for the tree stump removal. The motion was seconded. The motion passed. Yes- 10, No-0
- **Bundle of Joy** – graduation ceremony is a work in progress.
- **Selection of a Call Committee** - Jim recommended that a special Council meeting be held to discuss the call committee process. The regular Council meeting will be the 9th of April. The special council meeting will be Monday April 16th at 7:00 p.m. – only one agenda item is proposed for discussion – to establish the criteria for selection of the Call committee. Trenton will begin the meeting discussing his past experience on the Call committee. Below is the time line of the Process.
 - Mission Site Profile from the Transition team to the Council by the end of May; Council review, discuss and approve for submission to the Synod by mid-June.
 - C13.05. When a pastoral vacancy occurs, a Call Committee of six voting members shall be elected by the Congregation Council. Term of office will terminate upon installation of the newly called pastor.
 - Purpose of the Call Committee. This committee, seeking God's will through prayer, interviews, and possible visits will recommend a candidate to the congregation council for recommendation to the congregation. Members of the committee may remain as a transitions committee for the pastor's early ministry. There should be one liaison from the Council. Jim asked Trenton to give a brief overview of his experience being on a call committee in the past.
 - The call committee should have as much of a cross section of the congregation as is possible. Each should be an active member who communes and contributes regularly.
 - Meeting with the Bishop on Sunday, July 22 for orientation and instruction to the Call Committee.
 - Council's criteria for selecting call committee candidates by April Council Meeting.
 - List of candidates meeting criteria for vote at May Council meeting: minimum 8 candidates are sought.
 - Publish call for candidate nominations starting in mid-April in newsletters and e-mail blasts.
 - Candidate written letter indicating why they should be a member of the call committee

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- Each candidate will be championed by a council member who will introduce and brief on their candidates qualifications prior to a Council vote
- A paper ballot will be used.
- Names will not be announced until each candidate is invited to attend the Bishop's orientation.
- All Council members will attend the Bishop's orientation; interested congregation members are also welcome to attend.
- **Forwarding Faith Campaign** (Kayley G) There are materials to be distributed that have already been delivered. Kayley would like to know a good time for this. Kayley will work on a possible timeline.
- **Recommendation to Formalize Christ Lutheran Policies and Procedures** – Jim mentioned these policies are important and wanted the council to consider creating these policies in the near future.
 - Christ Lutheran lacks formal policy statements or procedures for critical areas:
 - P&P-20 Personnel Policies and Practices
 - P&P-22 Financial Policies
 - P&P-24 General Policies for Scheduling and Use of Church Facilities
 - P&P-26 Youth Protection Policies
 - P&P-27 Background Checks
 - P&P-28 Intruder/Active Shooter- Pastor suggested talking to the Lakeside churches to perhaps ask Henrico County how best to handle this.
 - P&P-29 Fire / Tornado / etc.
 - P&G-30 Emergency Response
 - P&P-31 Disaster Recovery
 - Develop Policies and Procedures for acceptance by Council (August Council Meeting); and approval by the Congregation at the September Special Congregation Meeting

UPCOMING EVENTS:

- Lent / Easter
 - Lenten Wednesday Services
 - Palm Sunday (Sunday, March 25)
 - Seder Meal (Thursday, March 29)
 - Good Friday Services (Friday, March 31)
 - Easter Sunday Services (Sunday, April 1)
- Doorkeepers (Open and Close. April- Kayley Greenday)
- Devotions (April - Kayley Greenday)
- Next Council Meeting: April 9

CLOSING COMMENTS: for the Good of the Church

Jim Ingraham has done a good job during his faith formation classes. The Bible and Brew is very successful and has momentum. Area 10 located at the Byrd Theater in Richmond, may be

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joining us to do our bible study through Bible and Brew. The daytime Lenten services are appreciated. The confirmation classes have engaged the students and the instructors are doing a great job. There is a new enthusiasm in the church at the moment. People are more optimistic and involved.

CLOSING PRAYER: (PASTOR)

ADJOURN – MEETING ADJOURNED AT 9:06

DRAFT

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MINISTRY UPDATES (DETAIL WORKSHEET)

Ministry and Liaison		Comments	Debrief Completed or When?	Has a Meeting been Conducted this past Month?	Membership Recruiting	Chairperson Selected (not Liaison or other Council Member)	Establish 2018 Goals and Objectives by end of February	Meeting Minutes Taken and Published (Bring to Council Meetings)
Faith Formation	Jim Schnellenberger							
Collective	Jim Schnellenberger							
IT/Communications;	Carol Jones	Stay with black and white – costing less, or replace it with a color copier which will cost a bit more. Toner is included, as is regular maintenance. 26,000 copies – will be in the contract for black and white, color copies are .75 a page, but no special cost for toner.						
Vision	Trenton Hizer	Conversation with cookies to create– the mission site profile. Transition team should be done						

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		by the June meeting. The pin map should be finished. Need a mutual ministry council – council with 3 and congregation with 3 to make any comments or questions about the service.						
Evangelism	Kayley Greenday	The Bible and Brew went well. “Goliath must fall” will be the topic for next Bible and Brew.						
Family Life	Darren D’Ateno	No report at this time.						
Stewardship	Cathleen Jacobson	Campaign ends this Sunday – the cards will be brought forth to pastor this Sunday. E-blast to everyone. Afterwards the promise cards will be shredded. The commitment cards will go to Cindy and those papers will be shredded. The shredded						

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		paper will be made into an art form. Cathleen was asked by Pastor to explain the process. Pastor asked when the cards be blessed. Jim asked that the information be in the bulletin, and promise cards be put in the bulletin as well.					
Worship and Music	Bill Mottet	50 % of the music money was originally set aside for brass scholarship and an organ fund and that is why Linda was not moving forward with spending from this fund. Kaylee asked if it would advisable money could be used for the service and enhance our music program.					
Finance	Mat Lewis	Last Tuesday March 6 meeting. Cindy was requested a list of names of people we are not seeing. Kaylee inquired as to how to reach out to these					

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		people. Pastor suggested that there is a need for a pictorial directory. This is one way the church can determine who is part of the congregation. There was also a discussion about the memorial fund and the needs for the church. The entire finance committee was in attendance.						
Property	Mat Lewis	One meeting a few weeks ago. IT is in the education ring and the fellowship hall. He is looking into repair of the fence.						
Outreach	Lucas Cochran	NO report at this time.						
Support of Ministry	TBD	Waiting on the transition teams suggestions.						