

**Christ Lutheran Church
Congregational Council
Minutes
March 5, 2016**

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|---|--|--|---|
| Eric Moehring <input checked="" type="checkbox"/> | Judy Garnett <input checked="" type="checkbox"/> | Jim Schnellenberger | Jim Pickels <input checked="" type="checkbox"/> |
| Cathleen Jacobson <input checked="" type="checkbox"/> | Sandra Boclair <input checked="" type="checkbox"/> | Darren D'Ateno <input checked="" type="checkbox"/> | Carol Jones <input checked="" type="checkbox"/> |
| Jim Ingraham <input checked="" type="checkbox"/> | | | |
| Absent: | | | |
| | | | |
| Non-voting: | Paul Quel | Diane Kellogg | |
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Indicates vote to approve minutes

Call to Order (Jim Ingraham)

Approve February minutes 8 approve, 1 abstain

Financial Report (Paul Quel), February was a little in the red, due to lower contributions, not unusual expenses, offerings continue to exceed pledged amount.

\$3500 additional benevolence to synod approved at the annual meeting was sent in March (this amount was from 2015's surplus funds).

Pastor's Report, report submitted, youth and children's ministries are going well, council should encourage youth to attend the gatherings.

President's Report (Jim Ingraham)—will discuss the administrative assistance situation. Annual meeting, attendance was 43 at the start of the meeting.

Continuing resolutions are up on the website under the council tab, church documents, at the back of the constitution. Resolutions were prepared a couple of years ago. These are probably not entirely aligned with where we are now. Jim plans to submit some specific changes to the current resolutions, since the current ones are quite vague; and in several aspects they don't address specifics as stipulated in the constitution.

Ministry Reports

- Finance—Jim Ingraham finance committee will meet tomorrow
- IT & Communications—Carol Jones; with the admin position open, Carol has taken the opportunity to look into the Shepherds staff. She has noticed that the database needs to be cleaned up considerably, with respect to accurate tagging terms, she recommends that we develop a written plan so that there is consistency in tasks over the years. Carol has been meeting with Edith Ingraham, who has significant experience with the software to help clean up the database and bring it current. They will not be entering any new data (from the census) until the database functions better. Edith has installed Shepherd's staff at 3 different churches.

- Newsletter will go out tomorrow.
- Garrett Jones's drive for toys and other items for hospitalized children was a very successful campaign, some people stopped in because they saw the sign, Garrett received coats, toys, and monetary donations. Garrett found alternate locations for toys that couldn't go to the hospital (soft toys cannot be adequately sterilized).
- Darren D'Ateno and Jim Ingraham are working with Heather to keep the website current and up to date.
- Evangelism—met last Monday, discussed greeting, hospitality, and some things they are going to start immediately, and spent some time talking about outreach and invitation, and how we reach out to the community. They are planning mailings for the Easter service. The scope might be smaller than originally discussed in the meeting, due to time constraints
- Stewardship-Cathleen Jacobson, met last month and will meet on Tuesday. Want to change how everyone thinks about stewardship; rather than thinking for only a month about how much you are going to give to the church. It should be year round, and thinking about time, talents, etc. Will create mobiles in the commons with information about how the church has helped the community. The first one will be how the church rescued the Pinewood derby for a scout troop. There will be a mobile with 60 little flags indicating each scout that was helped. In April there will be a visual for CARITAS, then possibly one for Lamb's Basket, and the afterschool program. Dates; stewardship campaign will start 10/16 and run for 4 weeks, ending on 11/6/2016. Details will follow. The promise cards we used last year will be continued, includes time, talents, and financial. Events will start on 9/11/2016, on 9/18/2016 we will have a ministry fair, with a brief synopsis of the different ministries, and what they actually do. 9/23 promise cards will be handed out. Seminars, financial planning might be a topic, to help you know how much you can donate to church, helpful to have your own finances in order.
- Property--Paul Quel Lighting project downstairs, sanctuary, commons, offices, are about 95% done. Christian Ed building is about 95% done. Fellowship hall is 5/16 done, Paul hopes to finish this before Tuesday evening. Kitchen has not been started, since the materials have not been received. Parking lot lights are on back order. Request for a cleanup project, but no leader or date set. The men's group may help with this. Anyone is welcome to come whack weeds.
- Vision—Jim Schnellenberger, already discussed above
- Worship—Pastor We will not be having an Easter Egg hunt on Saturday, due to low attendance last year. There didn't seem to be a need for it, since this would be Palm Sunday, there will be a children's activity then. Jennifer John will not head up the Easter breakfast, but would be willing to help. We will set a deadline of Tuesday, if no one steps forward, we won't do Easter breakfast. Pastor will announce this tomorrow, and Jim S will send an email blast. Holy week and beyond plans: April 10, healing service. 60th anniversary events and activities agenda item to decide who will do this. Summer schedule, lowest attendance in July and August, we will use these weeks to bring members of 2 services together. Service at 9:30, starting the first Sunday in July through first Sunday in September, and fellowship activities will be planned for after the services. Also, consider quarterly fellowship activities throughout the year. Time during worship for announcements. Some see the announcements done right before the reading as distracting from the worship. Recommended that schedule changes, type announcements

to be done after prelude and before confession, primarily made by pastor (return to where is used to be). After the Prayer of the Day, recognition of specific ministries can be done there. Other avenues (email blasts, bulletin boards, commons monitor) can be used to convey information.

Items Requiring Council vote/action:

- Administrative Assistant Employment Agreement elements (see attachment). General parameters for the committee to work with when negotiating an employee agreement. Will change normal work hours from 9:30-3:00 (part time 25-30 hrs/week), paid only for hours worked, no other benefits, job duties described in job description. Would dress in professional business casual attire, and there will be a 3 and 6 month probationary review. Full-time vs part-time employment (including benefits, Katy and Edna held full time positions), would require budget approval, including a very large expense for benefits. One option would be to start the new assistant out part time, with a review later on that depended on available funds. Also this position needs a lot of mentoring and monitoring in the beginning, with help from members with tasks like shepherd's staff, office equipment, etc. Our previous assistant got very little training during their initial time on the job, and this needs to be improved. A long discussion ensued. Motion proposed to accept the basic employment agreement elements. Motion made, seconded; 1 opposed, 0 abstains, 8 in favor; motion passed.
- Hire new Parish Administrative Assistant—motion for the executive committee only (to expedite the process) (as defined in the constitution as council president, vice president, and pastor) to hire assistant based on interviews of candidates. Motion made, seconded, unanimous approval for the committee to hire the administrative assistant.
- Establish 2016 holiday schedule (see attachment). 7 remaining holidays for 2016 when the church office will be closed. These include 3/28 (Easter Monday). Memorial Day, Independence Day, Labor Day, Thanksgiving (2 days), 12/26 (historically office has been closed the entire week of Christmas). Motion made, seconded; one rationale for doing this is to inform the new administrative assistance. These would be an unpaid holidays for hourly employees. Vote: unanimous approval
- Purchase of new router—Heather Heckel is still working on this, but thinks the existing router in the building might be either be malfunctioning or simply inadequate. Discussion of source of funding ensued. Paul Quel suggests we simply take the funds from the administrative budget then revise the budget if it is significantly different, without vote to approve a new router.
- Purchase of new monitor for commons. The monitor was working when Jim Ingraham left for vacation, but wasn't when he returned. Motion made to purchase a new comparable monitor price up to \$300, vote unanimous. Budget source: administration budget revision
- Summer 2016 worship schedule; dates listed above (~10 weeks). Motion made, seconded, vote unanimous approval.
- Church clean up day—men's group will discuss it on Monday

- Library remodel/ reception area—Jim S presented a proposal to create a hospitality/greeting/multi-function room. The conference table from the library can be moved to the old associate pastor’s office, making it a conference/meeting room. This space would accommodate council and other meetings that would occur. The library would become a multi-function room serving greeting and hospitality. Proposed room layouts for both rooms share. The children’s library furniture will be moved to another space, but the children’s library will remain. Couch, chair, loveseat, table, countertop and cabinets for serving food and coffee, draperies will be installed. The books and shelves will remain, it will still remain the “quiet room”, with the close circuit TV in place. Will be a gathering space for bridal parties, or family space at funerals, another possibility is pastoral counseling space for families. Will look in the possibility of bring water/plumbing into the room. Scope of project, furniture, wall paper, carpet, draperies detailed. Preliminary pricing for furnishings, new vertical blinds, carpet ~\$4,000-\$6,000 (very rough estimate, funds to come from existing reserves). Motion made, seconded for Jim S to proceed with the concept of the project. Vote unanimous.
- Vote for recommendation of timing of announcements to after the prelude and before confession. Witness moments and pastor welcome would remain right before the reading. Motion made to move announcements to after the prelude and before the confession. Motion seconded. Discussion; various opinions expressed, is there a way to keep announcements to where they are, but to have them abbreviated? Some don’t see anything to be gained to moving the announcements. Argument is also that a verbal announcement helps generate enthusiasm for a specific need or program. Worship planning recommendation: Vote: 4 in favor: 5, opposed 0 abstains. Motion fails.

Upcoming Events

- March Judy open, Diane close
- April doorkeepers (Open== Ushers April 10 need an opener; Close= Cathleen needs a key)
- Devotions for April (Sandra)
- Revision of Continuing Resolutions
- Next Council Meeting: Monday April 11 (CARITAS week)
- Church Clean Up Day TBA

Closing Comments for the Good of the Church

Meeting adjourned 3:55 pm