

## **Trinity Lutheran Church Council**

March 8, 2017

The Trinity Lutheran Church Council meeting was called to order by Mary Deters at 7:45pm on March 8, 2017, in the Gathering Room at Trinity Lutheran.

**Members present:** Pastor Scaife, Mary Deters, Steve Kemp, Debra Spence, Steve Nelson, Barb Arnold, Jean Ellingson, Mary Zaffke, and Michelle Jahnke.

**Also present:** Milly Halverson (Transition Team), Bekah Leafblad (Youth & Family Coordinator), and Nolie Kapplinger (Staffing Team member).

Pastor Scaife opened the meeting with prayer.

President Mary Deters welcomed and thanked everyone for saying YES to serving. Michelle Jahnke (Education Team) was appointed by Mary to complete the 1-year term of Kristi Griffin.

**MSC** (Barb/Jean) nominating Steve Nelson to serve as Vice President of the Church Council.

**MSC** (Steve K/Debra) to approve the February 8, 2017 **Secretary's Report**.

**Treasurer's Report** – placed on file.

- Barb stated that giving for January/February is similar to this time last year.
- Expenses are down (24%) reflecting no salary expense paid to Pastor Lane and Bekah Leafblad yet this year.
- All monies (\$12k) from the Special Account have been used; in March, monies may need to be borrowed from the Line of Credit.
- Barb will clarify and report at the April meeting, the rationale of the 2018 budget item to use funds from the Olerud Bequest (\$1500) for lawn care/snow removal. (Note: The Olerud Bequest is designated for capital improvements only).

### **PASTOR'S COMMENTS:**

- Pastor Jim shared a request from the Boy Scouts (Sue Barker). Their annual charter requires naming a contact person from Trinity (formerly Pastor Frey). Steve Nelson volunteered.
- Under New Business, he mentioned that we would be discussing the Easter Remembrances offering, the Support Team recommendations on staffing, and a proposed addendum to the Interim Contract.

## **TEAM COMMENTS:**

### **Worship (Jean)**

- Maundy Thursday service will be at 7 pm with communion, led by Pastor Jim.
- Good Friday service will be at 7 pm, led by worship leaders, readings, and hymns.
- Easter Sunday services will be at 7 am and 9:15 am with communion.
- On May 6<sup>th</sup>, Dr. Greg Peterson of Luther College will lead a handbell clinic and joint rehearsal with the Trinity Handbell Choir and Luther Ringers, followed by a concert performance at 4pm at Trinity Lutheran.
- Pastor Ken Knutson will be the guest pastor at Trinity on June 25<sup>th</sup>, during the Homecoming celebration.
- An organ recital by Dr. Greg Peterson will be performed at Trinity on October 22<sup>nd</sup> at 3pm.

### **Mission in the World (Steve N)**

- Mission Team met on March 7<sup>th</sup> and are considering an Alternative Giving project in late November/early December. A pamphlet naming various organizations will be made available to Trinity members as they consider their gift-giving.

### **Support (Steve K)**

- Some of the teams have met (Stewardship, Staffing).

### **Education (Michelle)**

- Education Team met on March 8<sup>th</sup>.
- First Communion classes will be held March 19<sup>th</sup> and March 26<sup>th</sup>.
- The Education committee will host the Lenten Supper on April 5<sup>th</sup>, with proceeds going to Confirmation Suppers. A Thrivent Action Team and Confirmation funds will also be used, as needed, to cover the meal costs for the three remaining suppers (4/19, 4/21, 5/3).
- Youth Bibles will be given in the Fall (TBD).
- The purpose of sermon notes for Confirmation students will be discussed by the Education Team at their next meeting.

### **Care (Debra)**

- Care Team will meet on March 12<sup>th</sup>.
- With three new members, she is hoping for new ideas!
- Adult ministry will be discussed.

### **Outreach (Mary)**

- New Member Sunday on March 12<sup>th</sup> will welcome: Jessica Sherburne and daughters; Willy and Bekah Leafblad.
- "Shepherds" for the Sherburne Family will be Marlene Deschler and Len & Janna Myrah for the Leafblad Family.

## **CONTINUING BUSINESS:**

### **Youth & Family Coordinator (Bekah)**

- She is working approximately 10 hrs/week until she graduates in May from Luther College.
- “Babble in the Belfry”, for high school students, is focusing its bible study around the songs of Casting Crowns. On April 7<sup>th</sup>, she is planning a concert experience for youth and adults to attend a Casting Crowns performance in Cedar Rapids, IA.
- The ELCA Youth Gathering will be held in Houston, TX in June 2018. The first informational meeting is scheduled for August 2017 (TBD) and she will be contacting Wilmington Lutheran, Faith Lutheran Church of Blackhammer, Mabel First Lutheran, and Calvary Evangelical Free Church.

### **Transition Team Report (Milly)**

- Work continues on the Ministry Site Profile (MSP). They are meeting every Thursday evening.
- A Review & Evaluation Process for Pastors is required on the MSP. Trinity does not have a process in place and needs to develop one so that it can be included in the job description for lead pastor. Considerations include:

How to provide periodic counsel, feedback, support and other assistance to the new pastor during the first year of call.

A 2-proxy evaluation approach would be helpful to everyone involved and pave the way for open, caring conversations between pastor and congregation.

Action will be required in the coming months to meet the needs of the Transition Team and Call Committee, with communication between the Staffing Team and Transition Team being very important.

- To help with the transition, and in preparation for a new pastor, Option 3 of the long-range planning proposal is being recommended by the Transition Team:
  - 1 Full-time Pastor – with a focus on ministries. A job description is in progress.
  - Executive Assistant (full-time) – an important new position as we transition to one full-time pastor, a part-time visitation pastor, a part-time Youth & Family Coordinator, and the retirement of church secretary Linda Pierce. Some of the duties might include social media, managing schedules and details for weddings, funerals, baptisms, visitations, and special events.
  - Bookkeeper (part-time) – Marlene will continue in this role.

### **Church Directory Update (Debra/Jean)**

- Going to print soon. Waiting for a price quote to determine how many to print.
- An online directory will also be available.
- Monies from two Lenten Suppers were designated for church directory costs.

**Release Time Update**

- Release Time Steering Committee will meet March 16<sup>th</sup> at 5:30 pm at Trinity. Representatives from Trinity, Wilmington, Waterloo Ridge, Faith Lutheran Church of Blackhammer, and Calvary Evangelical Free Church will be invited. Representing the Education Team will be Karla St. Mary and Sheri Allen.

**Sign-up for Newsletter Article**

- Worship Team (Jean)

**NEW BUSINESS:****Extended Communion** (Pastor Jim/Debra)

- A first reading of the procedure was presented to the Council.
- The pastor and visitation pastor would train volunteers willing to take communion elements to those unable to attend worship. Also provide training for listening skills and the role of an ambassador for the congregation.
- Friends of Faith currently has 7 volunteers who might be willing to serve in this role. (Debra)

**Easter Remembrances**

**MSC** (Steve N/Jean) to give the offering to Houston County Food Shelf and/or General Fund.

**Homecoming 2017**

**MSC** (Michelle/Mary Z) to honor the request of the Homecoming Committee and designate the Trinity parking lot for handicap parking only on Saturday, June 24<sup>th</sup>.

**Support Team Recommendations on staffing** (Nolie)

She shared that it is the unanimous and whole-hearted recommendation of the Support Team to extend the full-time contract of Pastor Jim to December 31, 2017, and the quarter-time contract of Pastor Lane to December 31, 2017, and at least one year after the new pastor.

**MSC** (Steve K/Steve N) to accept the recommendation of the Support Team to continue the quarter-time contract of Pastor Lane 12 months past the start date of the new pastor.

**MSC** (Steve K/Michelle) to accept the recommendation of the Support Team and extend the full-time contract of Pastor Jim to 12/31/2017.

**Proposed Addendum to the Interim Contract of Pastor Jim**

**MSC** (Steve K/Debra) to include an addendum to the Interim Contract for Pastor Jim that reads:

*“The Council and Pastor Jim will continue to prepare for an incoming Lead Pastor with the expectation that one quarter-time visitation pastor will be part of the Trinity Lutheran Church staff for the first year of the incoming pastor’s service, unless circumstances make a contract between the Council and the visitation pastor unreasonable.”*

**ADDITIONAL NEW BUSINESS:****Trinity Properties**

- What are the long range planning recommendations of the Property Team for Trinity properties? (1<sup>st</sup> parsonage, 2<sup>nd</sup> parsonage, Trinity Center, Beary Patch)? Mary D will talk to Lee on the Property Team and bring their recommendations to the April Council meeting.
- Should a forum(s) be planned for congregational input?

**Communication**

- Trinity website – currently managed by Marlene
- Communication Team: Karen Fried and Sarah Schroeder are tasked to evaluate better ways to communicate.
- Council members discussed including the Church Council minutes in the Church Newsletter, in its entirety, beginning with the April newsletter, and adding *“subject to approval by the Church Council at its next meeting”*.

Pastor Jim closed the meeting with prayer.

**MSC** (Michelle/Jean) to adjourn the meeting at 10 pm.

**Next Meeting: Wednesday, April 12 at 7:45 pm.**

In HIS Service,

Karen Bingham