

**\*\* SUBJECT TO APPROVAL BY THE CHURCH COUNCIL AT ITS NEXT MEETING \*\***

**Trinity Lutheran Church Council**

February 14, 2018

The Trinity Lutheran Church Council meeting was called to order by Mary Deters at 7:45 pm on February 14, 2018 in the Gathering Room at Trinity Lutheran. She welcomed WILLY & MILY, new members to the Council!

**Members Present:** Pastor Jim, Mary Deters, Milly Halverson, Steve Nelson, Barb Arnold, Willy Leafblad, Steve Kemp, Jacque Wennes, and Mary Zaffke.

**Also Present:** Jan Kraabel (Call Committee Chair), Lee Hoekstra (Property), Lorilyn Dehning (Finance)

Pastor Jim opened the meeting with prayer.

**Secretary's Report** for January 10, 2018 was approved.

**Treasurer's Report** (placed on file)

- Of the \$19,250 borrowed in January, \$1000 remains; expenses were \$43,684.
- Some members of the Council felt being able to view yearly comparisons would be helpful. Lorilyn offered to work on it.

**STAFF REPORTS:**

Pastor Jim

- His report relates to Continuing and New Business discussions and will be shared there.

Pastor Lane

- Report to the Council included 42 hours of ministry:
  - Saturday/Sunday Worship with prep (10 hours)
  - 2 Staff meetings (2 hours)
  - 4 Communion Services with prep at Tweeten Apts, Assisted Living, Manor (7 hours)
  - 2 Hospital visits (7 hours)
  - 5 Home Communion visits (6 hours)
  - Nursing Home visits (7 hours)
  - Annual Report/Newsletter Article (3 hours)

Bekah (see attachment for full report)

- In her report, Bekah shared faith activities, fundraisers, and gatherings that the youth and families of our congregation are engaged in.
- The Youth Stock Sale was a success raising \$4,995 for the ELCA Youth Gathering Trip.

- The gathering of youth leaders from around the nation in Houston on January 25<sup>th</sup> was a time of networking with people around the country serving in youth ministry. She is excited to implement some of the ideas shared in the workshops she attended.

## **TEAM REPORTS:**

### **Care Ministry (Milly)**

- Every month a Care Ministry team member will be in charge of the Little Free Pantry, stocking and replenishing. In March they will raise hunger awareness and support for our local food shelf. Special Offering Envelopes will be included in March bulletins to encourage generosity.

### **Education (Jacque)**

- Fundraisers continue for the ELCA Youth Gathering in Houston. To date, approximately \$26,000 has been raised.
- First Communion will be Maundy Thursday, March 29<sup>th</sup> for Fifth Graders. Students and their parents will meet with Pastor Jim and Bekah during Sunday School March 11<sup>th</sup> and March 18<sup>th</sup> to learn the significance of the sacrament of communion and to understand the process for their celebration.
- The close of the education year will be celebrated at Sunday service on Mother's Day, May 13<sup>th</sup>. The Education and Worship Teams will work together for a special celebration.

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

- In response to the Council's approval of the 2018 Budget, they met to discuss the decrease in support to the Synod benevolence. Their Plan B, was to raise awareness at the Annual Meeting, to disagree without being divisive.
- Steve shared with the Council, the continuing resolution (CR 2015-2 Team Goal Plans: Mission in the World) developed during the Excelling in Mission process with input from the congregation and council (approved 1/31/2016) which states one of their goals as *"ensuring that funding for ELCA Missionary Sponsorship remains in the budget and the percentage of envelope and loose offerings for mission support increases annually per Council instructions."*
- Steve recommended that the Council plan to discuss our benevolence support before the next budget cycle.
- One of his Team members, Karen Bristle is moving and resigned her position. Karen Gray has agreed to fill out the remainder of her term which ends in 2018.

### **Outreach (Mary Z)**

- They are trying new ways to bring us together in fellowship.
- They are reaching out to those individuals/families who received Christmas Cheer deliveries in December.

**Support (Steve K)****Property (Lee)**

- An updated tuck pointing bid has been received, with an increase cost of \$6,800 in the 2-yr period, due to material costs and amount of materials needed: 2016 Bid - \$35897, 2018 Bid - \$42,747. (The bid does not include work needed on the chimney). For the work to begin, it needs to get on the contractor's schedule asap. Lee will set up a meeting with Heritage Endowment and the tuck pointing company. He will notify the Council, so anyone who wishes can attend.
- Property is looking into options for high efficiency heat and cooling, that would not require a chimney.
- Property will be asking Heritage Endowment to confirm the amount they will be giving towards the tuck pointing project (approx. \$23-27k).

**Stewardship**

- No report.

**Communications**

- Continue to work with office staff on special projects.

**Staffing**

- It has been a challenge for Marlene and Stewart not to exceed 18-20 hrs/week. To help track hours, they are using a clock in/clock out system for all hourly employees on a free trial basis. If it were to be adopted, the cost is \$4 per person/per month.
- Office hours will be changed to 10am – 4pm on Monday, Tuesday, Thursday, and Friday; noon – 6pm on Wednesdays.

**Finance (see attachment)**

- For clarification, Lorilyn provided the Council with a "Definition of Offerings".

**Worship (Willy)**

- Holden Evening Prayer will be used for Lenten services.
- Prayer Pebbles were well received and paid for with Worship Team Funds.
- A Thrivent Action Team grant covered the cost of the Lenten Devotionals. Thank you Jean Ellingson!
- For Good Friday, the Worship Team is in the planning stages of a Cross Walk, with readings and songs followed by a simple soup and bread meal.

## **CONTINUING BUSINESS:**

### Call Committee Update (Jan Kraabel)

- We are ready to call a pastor! The Call Committee decision to recommend the candidate as our next senior pastor was unanimous. The congregational vote to issue a call will take place following the worship service on March 4, 2018.

**MSC** (Milly, Steve N) to hold a special congregational meeting following the worship service on March 4<sup>th</sup> to vote to issue a call and to provide information about the candidate in the Sunday bulletin on February 25<sup>th</sup>.

### Call Process Form: Calling Your New Pastor (see attachment)

- Discussed the Ministry Site Profile Call Process – Step 6: Calling Your New Pastor
- As Congregation President, Mary D. will complete the Agreement; the Finance Team has completed the Compensation/Benefits section.

### Safe Church Policy (2<sup>nd</sup> Reading)

- The Education Team recommends approval of the Safe Church Policy, so they can train as many members as they can during the spring and summer months.

**MS** (Jacque, Steve K) to approve the Safe Church Policy as written and presented to the Council, to take effect September 1, 2018. **Motion Tabled** until March so that all new Council members are allowed to proof the policy before voting.

### Transition Team Survey

- To address the survey results, the Council felt it would be beneficial to have additional input.

**MSC** (Milly, Steve K) to table until input can be gathered from the new pastor and the Excelling in Mission and Support teams.

### Family & Medical Leave Policy (second reading)

**MS** (Steve K, Willy) to accept the Family & Medical Leave policy that was proposed by the Staffing Team.

Discussion followed and the motion was amended.

- Do we want it to apply to all employees – full and part time?
- Pastor Jim shared that for those concerned about the expense, it might be minimal and easily covered by volunteers, special offerings, etc.

**MSC** (Steve N, Milly) to accept the Family & Medical Leave policy for all full and part time employees, that was proposed by the Staffing Team.

**NEW BUSINESS:****Timeline for Pastor Jim – preparation for departure**

- Pastor Jim proposed two options for his end date: March 15 or April 1
- In his contract he is given a 30-day notice and a 30-day severance.
- To avoid an overlap of paying two pastor salaries/pensions, the new Pastor could begin serving as early as April 16<sup>th</sup>.
- In the event that the Council decides that March 15<sup>th</sup> is his end date, Pastor Lane is willing to help with worship for several Sundays after his leaving, but Holy Week would present some challenges for him.

**MSC** (Steve N, Willy) to chose April 2, 2018 as the end date for Pastor Jim, with a 30-day notice of March 2<sup>nd</sup> and his 30-day severance to begin on April 2<sup>nd</sup>.

**Lead Pastor Salary and Compensation**

- The Lead Pastor Salary and Compensation package was presented to the Council. It was prepared by the Call Committee Chair (Jan Kraabel), Lorilyn Dehning (Finance Team) and approved by the Synod.
- The candidate has also reviewed it.

**MSC** (Steve N, Steve K) to approve the Lead Pastor Salary and Compensation as prepared.

Pastor Jim closed the meeting with prayer.

Meeting adjourned at 10 pm.

**Next Meeting: Wednesday, March 14<sup>th</sup> at 7:45 pm.**

In HIS Service,

Karen Bingham