

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

**Trinity Lutheran Congregation Council**

September 12, 2018

The Trinity Lutheran Congregation Council meeting was called to order by Mary Deters at 7:45 pm on September 12, 2018 in the Middle Room at Trinity Lutheran Church.

**Members Present:** Pastor Elizabeth, Mary Deters, Milly Halverson, Steve Nelson, Barb Arnold, Jacque Wennes, Steve Kemp, Mark Udstuen (for Willy Leafblad), and Mary Zaffke.

**Also Present:** Jan Lochner (Gifts & Memorial Committee)

Pastor Elizabeth opened the meeting with prayer.

**Secretary's Report** for August 8, 2018 was approved.

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

- Envelope offering is up 14 %; for the period January-August it is up 11%.
- The Youth account will run Sept-August; current balance is \$8k.
- ELCA World Hunger envelope giving to date is \$1,656.

**STAFF REPORTS:**

Pastor Elizabeth

- Office Staff, who are hourly, are keeping track of their time by task.
- A hymnal has been given to a shut-in.
- Pastor Elizabeth will be updating the parsonage with a new deck, using some monies from the Ministry Support Fund she received.

Pastor Lane

- Report to the Council included 50½ hours of ministry:
  - 3 Church Services (6 hours)
  - Sermon Prep (21½ hours)
  - Staff Meeting (1 hour)
  - Home Visits – 5 with Communion (9 hours)
  - 2 Hospital visits (6 hours)
  - Communion Services – Tweeten, Manor, Apts, Assisted Living (7 hours with prep)

Plus 1 funeral at Roble Funeral Home (9 hours)

## Bekah (full report placed on file)

- *Rally Sunday* celebrated everyone involved in the education programs at Trinity.
- *Confirmation* will focus on Luther's Small Catechism this year.
- Youth who went to Houston will share their experiences through stories and pictures at the *Stakeholder's Celebration* on Sunday, September 23<sup>rd</sup> at 2 pm.

## **TEAM REPORTS:**

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

- Received \$250 for Trinity's Tiny Pantry from a Thrivent Action Team led by a Trinity member.
- 18 *Baptismal Chests* were built by Greg Wennes.

### **Education** (Jacque)

- The *Beary Patch Preschool* was featured in the Spring Grove Herald in celebration of 30 years of preschool programming in our community. Bethany Bergsgaard will be updating the 4-Star rating with the Aware Program, which allows her to grant scholarships. During the 2017-2018 school year, Beary Patch received \$6,840 for Early Learning Scholarships through the state of MN.
- The Education Team has approved a *mission trip* for next summer to Indianapolis, IN for a "Week of Hope – Community Service". Youth in 8-12<sup>th</sup> grade will serve at elder care facilities, a local food pantry, a community outreach program, Boys & Girls Club, and a children's youth center. They will be raising money for the trip through upcoming fundraisers.
- The Education Team is working with Bekah and Pastor Elizabeth to develop a different approach to confirmation. *Elective Model Confirmation* is a program that offers flexibility and choice of study topics and class time for our busy youth.

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

- \$458.79 was given in Noisy/Crinkly offering on September 9<sup>th</sup>.
- Planning continues for October 7<sup>th</sup> when Bishop Delzer is our guest. A brunch will be served with the help of the Outreach Team.

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

- Touching base with Trinity's new members and newly baptized.
- Making connections with those who are interested in becoming a member of Trinity.

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

In preparation for the *Congregational Forum* on September 30<sup>th</sup>, the Support Team asked the Council to consider the following recommendations, in response to the council size survey:

- 1) One "at large" Congregation Council member from any Support Team (except the Support Team Leader) to serve on the Council for a one year rotation, with one vote.
- 2) A youth representative on the Congregation Council, with one vote, and a possible rotation of one year.
- 3) Combine the Treasurer and Finance Team Leader into one position, with one vote.

### Property (full report on file)

- Parsonage sewer line has been replaced and is working well.
- Boiler replacement officially began on August 29<sup>th</sup>; asbestos abatement was completed on September 7<sup>th</sup>.

### Stewardship

- They are available to collaborate with any Team, as needed.

### Communications

- Policy binders are in Church Office.
- At their September meeting, they discussed: adding several “younger” members to the Team, how to best communicate “our story”, how to add value to the website, and getting input from the congregation to determine where the Communications Team should focus their energy.

### Finance (full report on file)

- By the end of September, the Finance Team requests budgetary needs from each Team, so they can begin working on the budget.
- The current figure for the Summer Surge Budget Booster fundraiser is \$ 9,519.18.
- The current figure for the Boiler fundraiser is \$40,225.

### Staffing (full report on file)

- The Staffing Team recommended to the Council that Bekah’s titled by changed to be more “in sync” with other ELCA congregations. Bekah’s job description will be emailed to Council members.

**MSC** (Steve K, Jacque) to accept the recommendation of the Staffing Team to change Bekah’s title to *Director of Children, Youth and Families Ministry*.

- The first draft of the job descriptions for the custodian position, lead pastor, and visitation pastor have been completed. All job descriptions now use the same format. Annual reviews will be scheduled soon.

### Worship (Willy)

- Discussing *Advent Worship* services on Wednesday nights at 7 pm during the Advent season, with music from Handbell Choir, Praise Band, etc.
- The Christmas Choir Concert will be December 16<sup>th</sup>.
- Name tags will be “introduced” on Oct 7<sup>th</sup>, when Bishop Delzer is our guest.
- The Luther College Trumpet Band will perform at Trinity on October 16<sup>th</sup> at 4pm.

## **CONTINUING BUSINESS:**

### Update on Boiler Installation (as of 9/11/2018)

*The project is going well, with only a couple of minor issues to be dealt with! Special thanks to all who helped move tables, chairs, furniture, and items from storage areas, so the work could begin.*

- Energy audit was conducted on August 29<sup>th</sup>.
- Mavo began asbestos abatement on August 30<sup>th</sup> and completed it on September 7<sup>th</sup>.
- Winona Controls began demolition of the boiler on September 4<sup>th</sup> and the rest of the piping was removed by September 7<sup>th</sup>. A new hot water heater was also installed.
- Univents in the sanctuary have been removed and units in the basement are next.
- New boiler units have arrived and work on the new piping will begin soon.

### Update on Boiler Fundraiser (Finance)

- Pastor Elizabeth spoke to Norman Ellingson by phone, who has pledged a \$10k matching donation towards the Boiler Project. To receive the match, we must raise \$10k by December 31, 2018. This \$10k match plus the \$30k match challenges us to raise \$70k.
- The current figure for the Boiler fundraiser is \$40,225!

### Facilities Use Policy (Jacque)

- Jacque presented a first draft of a Facility Usage Policy and Facility Use Agreement to the Council. Serving on the committee: David Selness, Mark Dokken, Joe Deschler, and Jacque Wennes.
- The policy was drafted at the request of the Property Team.

*Council members asked for more time to review, tabling a decision for October. In question, was how do we welcome as a church and care for our property? Would a simpler policy work—an agreement to pay for any damages signed by the user – or asking for a donation?*

### Newsletter Articles are due September 21

## **NEW BUSINESS:**

### Request for High School Choir Concerts

*Because of the positive comments from the community and the enjoyment of performing at Trinity Lutheran, Bethany Engen, the Choral Music Director at SG School, respectfully asked if they could continue the tradition of performing their concerts at TLC again this school year.*

**MSC** (Milly, Steve K) to accept the proposed choir concert dates: December 3, March 19, May 23.

- Mary Z suggested an outreach opportunity to welcome and greet all who gather – extending an invitation to worship with us at Trinity.

### Guidelines for Funeral/Memorial Services

- Pastor Elizabeth has reviewed a draft and will bring it to the Worship Team's next meeting.

### Approval of Boiler Fundraiser

**MSC** (Steve K, Jacque) to approve the Finance Team Boiler fundraiser.

### First Reading of the Gifts & Memorial Document (Barb, Jan Lochner)

*Representing the Gifts & Memorial Committee, Jan Lochner and Barb Arnold presented the Council with a first draft including: General Guidelines and Policies, Acknowledgement Letter for Donations, and Gifts & Memorial Opportunities. They also explained that the accompanying brochure will be updated/revised once the Council approves the document.*

- They hope to encourage gifts and memorials for celebrations -- such as baptisms, weddings, confirmation, etc.
- A "Wish List" will be available to donors, with each Team, WELCA, Youth, etc. contributing to the list.
- Edits to the document will be made based on Council input.

Pastor Elizabeth closed the meeting with prayer.

Meeting adjourned at 9:30pm

**Next Meeting: Wednesday, October 10<sup>th</sup> at 7:45 pm in the Gathering Room.**

In HIS Service,

Karen Bingham