

The Lutheran Church of the Good Shepherd
September Council Meeting Minutes
DRAFT

Meeting Date: September 25, 2018

Meeting Location: Room 202

In Attendance: Pastor Teal Anderson, Larry Burkhardt, Blair Fetzer, Pastor Greg Fetzer, Gail Fricke, Sharlene Krause, Ken Lorentzen, Gina Miller, Patty Resnik, Dave Stark, Lindsay Guckert, Steve Starbuck, Lauren Rein

Excused: Sherman Canapp, Sallie Gartside

Absent: Ruthann Sutherland

Topic	Details	Action/Follow-up
Call to Order	Meeting was called to order at 7:01 by Patty Resnik	
Opening Prayer/Devotion	Pastor Greg led us in prayer and in a “Divine Reading” and discussion of Luke chapter 14 which challenged the hearers to leave everything and follow Jesus.	
Motion to approve July minutes	Patty asked for a motion to approve the August minutes. Discussion revealed that not everyone received the minutes, therefore the vote was conducted by e-vote after everyone had a chance to review the minutes.	Motion Approved
Reports	Mission Group reports are on file in the church office and available at any member of the congregation’s request.	
Pastor Job Description	<p>Steve Starbuck, representing the Mutual Ministry committee, shared a draft job description for the Senior Pastor. Having a job description will help facilitate a shared understanding between the Pastor and the congregation of what is expected. Patty Resnik make a motion to approve the Sr. Pastor Job Description with the addition of OSSD Deacons to section 3d.</p> <p>Patty Resnik made a motion for the Sr. and Associate Pastor job descriptions to be reviewed annually by the respective Mutual Ministry Committee.</p>	<p>Motion Approved Action Item: Mutual Ministry to update job description as indicated and provide a copy to HR for personnel file and records.</p> <p>Motion Approved Action Item: HR committee to update Associate Pastor job description to include “to be reviewed annually”.</p>

		Action Item: Mutual Ministry Committee to conduct the annual review.
Senior Pastor's Report	Pastor Greg discussed current membership requirements and led a discussion of revising them. The intent is not to make it difficult to become or maintain membership but, to have our members attend and or contribute once a year, and reflect the importance of being a member of a faith community. Concerns about the process for recording attendance both at worship and meetings was discussed. Those processes need further examination and revision. Since currently attendance recording is dependent upon congregation members signing themselves in while at worship, it is unlikely that 100% of attendance is ever captured.	Informational Action Item: Council members approved
Associate Pastor's Report	Nothing additional	Informational
President's Report	<p>Homeland Security Assessment will be occurring in October. The representative from Homeland Security will tour the campus and offer recommendations for improving safety.</p> <p>Bishop's Retreat is coming up in October. Roster Leaders are invited to attend. If Deacon's would like to attend, LCGS will cover their costs.</p> <p>Discussion about new method of offering for the Sunday School. Currently that is happening in the Sanctuary during the closing and we have been doing a trial run of using envelopes for the students to take home and bring back the following week. There is concern about the correct practice for counting the offering. The tellers are asking for it to be done by a Sunday School volunteer, however, there are some concerns that having a parent count the offering is not in line with the church's cash handling procedures. Dave Stark to investigate with the Finance Committee to come up with a procedure.</p> <p>There is also concern that if parents open the envelopes and don't forward them to the tellers, members who made a contribution of record will not be recorded.</p>	<p>Informational</p> <p>Action Item: Treasurer to determine where the funds can come from. Pastor Greg to inform Deacons.</p> <p>Informational Action Item: Dave Stark to discuss with Finance Committee and Head Teller to devise the Sunday School offering procedure.</p>

	<p>Discussion about Deacon Sherman's focus on reaching out to Inactive Members and those who have been absent from services for a period. The Caring Ministry has done this in the past but not on a regular schedule. We think this is important and an area that Deacon Sherman is passionate about. He has gathered 6 others currently to serve in this ministry. Deacons Sallie and Sherman have identified resources to train the team and those will be ordered this week.</p>	<p>Informational Action Item: Treasurer to determine where the funds can come from.</p>
<p>Vice President's Report</p>	<p>Congregational Gift Policy was disseminated at the last meeting for review. Blair Fetzer made a motion to approve the Gift Policy as written. Yvonne Lembo will come back at our invitation to explain the policy to our congregation.</p> <p>Blair made a motion to accept the Doceo proposal for a lease on new copier and service agreement. Motion approved with the addition of a cancellation clause by LCGS of the Service Agreement to be included.</p>	<p>Motion Approved. Action Item: Blair to send an electronic copy to the office manager for the inclusion in the Policy Manual. Blair to invite Yvonne Lembo back to speak to the congregation.</p> <p>Motion Approved. Action Item: Blair to negotiate with Doceo to include a cancellation clause for the service agreement.</p>
<p>Treasurer's Report</p>	<p>Income is trending to budget. Expenses still down a bit but we expect to increase this month going into the program year.</p> <p>\$246.30 representing the full refund of payroll expenses for the Preschool for the months of April, June, and July and the check is being processed now.</p>	
<p>Christian Education</p>	<p>Nothing additional</p>	
<p>Congregational Life and Service (CLAS)</p>	<p>No updates submitted</p>	
<p>Facilities</p>	<p>Larry Burkhard discussed a proposal for a Capital Projects Survey to be conducted to evaluate all the major systems in the church to access where they are in their lifespan so that we can plan and prioritize projects and be in a better position to budget for those. Larry Burkhardt moved to accept the MCA, Inc. Capital Planning Survey.</p>	<p>Motion Approved Action Item: Larry to follow up with MCA, Inc. to schedule the survey.</p>

	Larry discussed the proposal from Vivid Energies to change over all the fixtures to higher efficiency LED lights. The savings in energy will pay for the fixtures and labor to make the changes.	Informational
Finance, Legal & Operations (FLO)	Dave Stark presented the audit letters to Pastor and Lindsay to be filed with the Synod and in the Finance Office records.	Informational
Outreach	Gail explained a bit more about the grant that Sue Quinn is applying for through the Synod to benefit Hunger Initiatives. See Outreach report for details.	Informational
Stewardship	Ken encouraged everyone to pick up their Stewardship Packages from the Narthex if they haven't already.	Informational
Worship and Music	Nothing additional	
Youth		
Office Manager	<p>Gina reported that Mary Deitz has returned to worship and ministry with LCGS and would like to have her membership reinstated. She had been attending services regularly and has served as a VBS teacher this summer among other things. Pastor Greg Fetzer moved to have Mary Deitz reinstated to active membership.</p> <p>Deacon Sherman's installation is rescheduled for October 7th at 11:00 worship. We will be hosting a reception following the installation in the Celebration Hall.</p>	<p>Motion Approved</p> <p>Action Item: Office staff to update membership status as necessary.</p> <p>Action Item: Gina to coordinate reception with Hospitality team. Council invited to contribute refreshments.</p>
Next Meeting	Tuesday, October 16, 2018, 7 p.m. in Room 202	
Adjournment	Motion made and seconded to adjourn meeting. Meeting adjourned at 9:07 p.m.	Motion approved.