

# Trinity Lutheran Church Congregation Council Minutes

## December 16, 2013

**Welcome** Paul Parsons, Council President expressed thanks to council members for serving in 2013.

**Roll Call/ Declaration of Quorum** 7:28 p.m. following our wonderful festive carry-in dinner.

	<u>Off in 2014</u>	<u>Off in 2015</u>	<u>Off in 2016</u>
Y Pastor Jane Aicher	N Mike Kinsey	Y Norm Amundsen	Y Cynthia Breitingner
Y Michael Renehan	Y Gary Behrens	Y Becky Lutz	N David Burow-Flak
Y Barbara Herzinger	Y Erma Eichhorn	N Valerie Steil (arrived later)	Y Matt Hernes
	Y Kathy Brannen	Y Paul Parsons	Y Jane Schreiner
	N Natalie Lichtenberger, Youth Rep		

### Consent Agenda

- + Trinity Lutheran Church Congregation Council Minutes, November 19, 2013
- + Computers and Technology Committee Minutes – November 20, 2013

**Motion to approve the council minutes and accept committee minutes. MSC**

### Old Business:

#### 1. Facility Use - Gary Behrens

- + **Facility Use Policy** – 12/11/2013 revision presented for vote.

**Motion to approve the Facility Use Policy as revised 12/11/2013 – MSC**

#### 2. Security

- Background checks – Becky reported on information received at the Valparaiso Police Dept. presentation “Church Security Issues” on Dec. 5<sup>th</sup>. Becky and Jane Schreiner attended. Some churches are doing on-line checks using State Police, Facebook and sex offender list sites.
  - Pr. Jane will contact the secretary at Bethlehem to see what they do.
  - Stephen Ministry is waiting for us to pick a background check system.
  - Gary has provided information from Church Mutual on the checks which TLC preschool currently uses. These would meet the requirements for our insurance.
  - Becky & Jane Schreiner will continue to work on background checks.
- Seminar summary presented by Becky. Below were some topics addressed:
  - Do we have a disaster plan in place?
  - Emergency Action plans recommended for :
    - Weather related emergencies
    - Missing child
    - Active shooter threat
    - Evacuation plan
  - Training available (3.5 hrs) includes “Dealing with Difficult People”
  - Recommended to create a data base for reporting incidents.
  - Security measures used by other churches – ticket systems for checking in children, SS teacher requirements to serve – applications, 6 months attendance. Key control.
  - Fire Dept. recommends 8” numbers on each door
- Discussion of balance between being welcoming and providing for safety. Surveys have reported new members at churches liked to see security measures. “Keeping the kids safe”.
- Valparaiso PD would come and do a security assessment at Trinity.

- e. **Plan: Reconvene Open Door Task Force.** Contact previous members – Marty Swinehart, Deaconess Barb, Kris Lopez, Valerie Webdell and Becky Lutz, chair. Jane Schreiner and Pr Jane will join the task force.

### 3. Annual Meeting

#### a. Budget

- + **2014 Budget proposal** – copies distributed

#### **Motion to approve the 2014 Budget proposal presented by Finance Committee –MSC**

Erma recognized the diligent work of numerous task forces in contributing to the final budget proposal prepared by the Finance Committee.

- b. Nominating Committee for 2014 Council – An announcement has been printed in parish notices. Informational packets for potential nominees are at the Welcome Center.
- a. Reminder to submit items for annual report to Carol by 1/13/2014.
- b. Planning team for annual meeting
  - 1) Norm and Barb will work with Paul on organization & set-up.
  - 2) Barb and Paul will work on lunch plan (check with the Caldwell's about Subway).
  - 3) Paul will check with Bob Tittle about presentation of the budget.

### 4. Stewardship

- a. Pr. Jane reported that Mike Delliquadri has offered to write thank-you letters to members for their contributions of time & talent to Trinity.
- b. Mike Kinsey is continuing to work on tabulating the results of the 2014 pledges.

**9:00 p.m. Motion to extend for 15 minutes –MSC**

#### New Business:

#### 1. Request to use Fellowship Hall for benefit

- + Letter of request from Christine Otterbacher

Determined that the request should be directed through the new process established in the revised Facility Use Policy.

- a. Becky will follow-up with Christine Otterbacher to provide direction.
- b. Gary will meet with Carol to review the policy updates and the role of the Office Manager in processing requests to use the building.

**9:15 p.m. Motion to extend for 15 minutes –MSC**

#### 2. Housing Issues

- + Social Ministry Minutes – December 10,2013

<b>Motion to Council : That Paul Schreiner, on behalf of Project Neighbors, be permitted to solicit support and funds from members of Trinity for the purpose of creating 18 apartments for single women who are in need of affordable housing.</b>
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Discussion of motion presented by Social Ministry broadened into discussion of Affordable Housing Fund & history of previous decisions.

**Motion to Call the Question – MSC. Motion carried as presented above.**

- + Monthly Report of Pastor, December 16, 2013 – copies distributed

- a. Sunday afternoon shelter/ hospitality room - Pr. Jane introduced topic of providing Sunday afternoon accommodation for the women using Open Arms overnight shelter.  
Tabled upon determination of need for more discussion time than available at this meeting.

**9:30 p.m. Motion to extend for 15 minutes –MSC**

**Financial Report** – reviewed by Mike Renehan. Reports accepted.

**Mission Endowment Fund** – new brochure presented by Mike Renehan.

Methods for distribution discussed:

- a. Include with an upcoming mailing to congregation – annual meeting invitation or year-end financial statements?
- b. Would posting on the website be a possibility?
- c. Display racks in foyer.

Printing costs – approx \$1,000.00 Mike stated consideration was given to covering the cost through a draw from the MEF. Council consensus was to make payment through the general fund.

**Closing Prayer**

**9:48 p.m. Motion to adjourn – MSC**

**Dates of upcoming meetings:**

- ❖ Annual Meeting – January 26, 2014 – following 10:45 service
- ❖ January council meeting – Tuesday, January 28<sup>th</sup> – 7 p.m. in the library\*  
\*Rescheduled to February 12, 2014.
- ❖ February council meeting – Tuesday, February 25<sup>th</sup> - 7 p.m. in the library

Respectfully submitted by Cynthia T. Breiting