

Trinity Lutheran Church Congregation Council Minutes

May 28, 2013

Welcome Paul Parsons

Roll Call/ Declaration of Quorum 7:05 p.m.

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

Prayer Pastor Santoro

Consent Agenda

Pastor's Report

Deaconess Report

Trinity Lutheran Church Congregation Council Minutes, April 23, 2013

Trinity Lutheran Church Congregation Council Minutes of Special Meeting with Bishop Gafkjen, May 16, 2013

Minutes for Trinity Church Computers and Technology Committee – 5/6/2013

Minutes for Property Committee Meeting – May 23, 2013

Social Ministry Meeting Minutes, May 14, 2013

Motion to accept reports on the Consent Agenda - MSC

From Pastor's Report

Recommendation: That Tammy Lee Arndt be received as an adult member by virtue of receiving the Sacrament of Holy Baptism on May 19, 2013. MSC

Pastor's Retirement and Trinity's Transition/Call Process

1. Interim Pastor

Interim Ministry Contract forms from synod reviewed :

- a. Full-time Intentional Interim Pastor
- b. Interim Pastor, General, Part-Time or Retired

Also reviewed:

- a. Ordained Clergy Salary Base Minimum Guidelines
- b. Finance Committee Meeting 5/23/2013 report – included projection of funds available for an interim pastor's salary & benefits based on past 5 months income & expenses.

Discussion: We need to determine which duties and responsibilities an interim pastor would be requested to fulfill. Will this be a full-time (40-45 hours) or part-time (20-25 hours) position?

Worship services – Evaluated the 5 worship service time currently offered. Summer schedule is now one Sunday service. Would we stay at one Sunday service or return to two in the fall during the interim period? Pastor stated Saturday attendance fluctuates & few people come regularly. There is not a

“core” Saturday group. Wednesday evening attendance is low. Wednesdays at 12:15 average 6-10 people. Pastor has always written a separate sermon for Wednesday and Saturday/Sunday. Would we expect this practice to continue? (Seminary guideline was 1 hour of preparation for each one minute of sermon time). It was felt the priority for services should be Sunday and mid-day on a week day. Other considerations - Catechism classes (maybe once a month?); Level 4 instruction (could a Deaconess Student lead?); council meetings; new member classes; Healthy Congregation forums; committee meetings; hospital and emergency visits; office hours; ~~weekly~~ monthly staff meetings and ~~weekly~~ monthly worship meeting.

Goal will be to interview an interim pastor on or by June 25th. Interview would be conducted by the Executive Committee. Kathy Brannen, Erma Eichorn and Deaconess Barb offered to also serve on the interview team. Paul will remain in contact with Pastor Mueller to facilitate securing a candidate for interim ministry. Paul will see what could be arranged with an offer of \$1,000 - \$1,200 per week as total compensation/cost.

2. **Call Committee** – The list of individuals (6) who have volunteered to date to be considered for the call committee was reviewed and updated to 8. It was suggested that members who served on previous call committees at Trinity could provide nominees with useful insight on what to expect. Members who previously served in this capacity include Dan Garwood, Donna Gierse and Bill Nicholson. There should be a job description for the call committee members. Paul will send the call process section from the handbook to council members.

According to our constitution, a call committee consists of 6 voting members of the congregation who are elected by the congregation council. We will continue to extend the invitation for nominations using parish notices and announcements.

3. **Transition Team/Healthy Congregations** – Following the May 12th Open Forum, Brenda Aden, Larry Baas and Darrel Eichorn offered to serve on a transition team. What would the role of the transition team be? How would this fit with the Healthy Congregations process which is now required for any congregation going through a call process? Possibly coordinate house meetings and additional survey?

Old Business

1. **VBS** – Preparing for organizational meeting. Working on fund-raising envelopes for youth trips & VBS. VBS fund-raising goal - \$3,000.00
2. **TLC Task Force** – Meets Friday May 31st at 4:00 p.m.
3. **Open Door Task Force recommendations** – postponed consideration until future meeting
4. **Facility Use Policy revision** - postponed consideration until future meeting
5. **Amendments to Parish Constitution & Bylaws** - postponed consideration until future meeting
When ready to address, refer to a copy of Pastor’s May report for details of the proposed amendments.

Recommendation: That the Congregation Council call a special congregational meeting, immediately following worship, for the purpose of considering the following amendments to our parish constitution.

Recommendation: That the Congregation Council call a special congregational meeting, immediately following worship, for the purpose of considering the following bylaws to our parish constitution.

New Business:

1. **Stewardship Task Force** – Paul asked if anyone on council would be interested in coordinating. Pastor Nancy Nyland, Director for Evangelical Mission would be a good resource person. It was suggested that we look outside the council, perhaps using asset mapping data to identify members of the congregation with interest/skills for this team.

Simply Giving promotion - Valerie Steil volunteered to make a sign and arrange to have the forms available to encourage offerings through *Simply Giving*.

9:00 p.m. Motion to extend meeting 15 minutes. MSC

2. **Motion from Social Ministry:**

<p>Motion to Council: The Social Ministry Committee requests that Trinity Lutheran church allow women from Dayspring Women's Center to use Trinity's shower facilities. Such use will be at arranged and scheduled times only and all activity will be appropriately supervised by Dayspring staff.</p>
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Call for discussion.

9:15 p.m. Motion to extend meeting 15 minutes. MSC

Motion from Social Ministry amended to:

Motion by Council to grant the Social Ministry Committee's request that Trinity Lutheran church allow women from Dayspring Women's Center to use Trinity's shower facilities. Such use will be scheduled through the church office and all activity will be appropriately supervised by Dayspring staff. The key to the shower is to be checked out from and returned to Trinity staff. Trinity will not provide towels, shower supplies or laundry service. MSC

Gary will revise the Facility Use Policy to include the shower use.

3. **From Pastor's Report** –Pastor pointed out the explanation of the process for membership roll review which is to be completed before the end of his call. He also provided further details regarding council participation in the June 2nd Farewell and Godspeed rite.
4. **Non-rostered Personnel Policies** – revision & recommendation from 2012 Executive Committee: **The 2012 Executive Committee recommends amending the Non-rostered Personnel Policies adopted 02.28.06. as outlined in the 05.28.2013 revised draft. Changes are to be effective beginning June 1, 2013. Exceptions to the policies for employees hired prior to June 1, 2013 to be addressed in the written Letter of Contract. MSC**

Financial Report – Mike Renehan

9:30 p.m. Motion to extend meeting 15 minutes. MSC

Finance Committee recommendations:

The recommendations for cutting expenses for the balance of the year as outlined in the 3/21/2013 report of the Finance Committee and presented by Bob Tittle at the March council meeting were reviewed.

Motions to adopt the recommendations of the Finance Committee to place a spending hold on the following budgeted items:

- 1. Continuing Education - \$2,800.00 - MSC**
- 2. Worship Music and Supplies - \$1773.00 – MSC**

The Finance Committee recommendation to reduce by \$1000 the expense of office supplies (bulletins) was discussed. Printing bulletins which could be reused throughout a church season would reduce expense.

Motion to use seasonal bulletins whenever possible. MSC

9:45 p.m. Motion to extend meeting 15 minutes. MSC

Discussion regarding mailing of quarterly statements of contributions to members and ways to reduce cost.

Motion to provide quarterly statements of contributions by request only. MSC

Mike Kinsey will place information in the Parish Notices explaining the change. Quarterly statements will only be mailed if requested starting with 2nd quarter. Plan to continue to mail year-end statements. Methods for emailing statements will also continue to be explored.

Date of next regular meeting – June 25th at 7:00 p.m., Room 103 (church library)

Devotions: TBD

10:03 p.m. Motion to Adjourn. MSC

Closing prayer -Pastor

Respectfully submitted by Cynthia T. Breitingner