

ST LUCAS UNITED CHURCH OF CHRIST

Council Meeting Minutes

June 8, 2010

Attendance: Debbie Ball, Scott Benack, Bill Bollinger, Bill Brinkhorst, Barbara Coughlin, Mark Driver, Judy Geiger, Mary James, Jack Laudenslager, Norman Leigh, Bill Lowry, Cheryl Mather, Cookie Tunze, Dan Wenk and Kay Zink.

Staff Present: Dr. David Mehl, Rev. Carol Keller, Rev. Mark Roberts

The meeting was called to order at 7:02 p.m. Rev. Mark Roberts offered a reading and a prayer to begin the meeting.

MINUTES: *A motion to approve the May 11, 2010 Council Minutes was made by Scott Benack and seconded by Mark Driver. The motion passed unanimously.*

FINANCIAL REPORT: Mary James reported that regular offerings for this year were down \$10,000 for the month. Total General Fund Income was \$2,000 great than last year. (Note that \$12,500 was transferred from the Building Fund.) Total Revenue for the month was up \$2,000 over last year. Total General Fund Expenses were approximately \$13,000 under budget but \$10,500 greater than last year. General Fund Expenses year-to-date are \$7,000 under budget but \$43,000 greater than last year. This is because we have already given about \$33,000 to funded benevolences. (Note that \$11,500 was received and sent to Haiti Relief/OGHS.) General Fund balance is \$8,000 more than last year (Note that \$12,500 was transferred from Building Fund.) Total assets are \$343,000 greater than last year due to good return on our endowments. Average weekly attendance for May 2010 was 479 vs. 492 for May 2009. Average weekly offering per attendee for May 2010 was \$29 vs. \$32 for May 2009. Benevolences are paid in full through the end of May. *A motion to approve the May Financial report was made by Bill Brinkhorst and seconded by Scott Benack. The motion passed unanimously.*

COMMITTEE REPORTS:

Audio Visual: Gerry Zeller said that Carol Keller is arranging for someone to do the narrative for the New Member Video. Wayne and Vern have talked extensively about the new equipment needed by A/V. They have decided to request funds from the Memorial Fund Committee once they have all the pricing for the following equipment: Computer, external hard drive, four speakers, two monitors for sound console, three flat-screen televisions to replace old televisions in balcony, north narthex and choir area. We discussed the Contemporary Service that was held on Pentecost Weekend. Vern said that 90% of the comments he heard were good. One problem that occurred was that the tent blocked the cameras and A/V had a hard time videotaping the service. It was suggested that A/V be consulted for input when planning services that feature unusual decorations.

Board of Christian Education: No Meeting. **Fire Drill Update:** Jack Laudenslager reported on the progress of the Fire Drill preparations. On May 19 they met with Theresa Cross, an inspector from the Mehlville Fire Department. She gave them some resource material and recommended which exits to use for the drill. On May 23 Jack, Dr. Mehl and Bill Lowry met to come up with an action plan and dates for a drill to take place in late September or early October. Bill is currently working on plans for drawings of the building and Jack is working on a written plan. NOTE: Dr. Mehl suggested that once we have this plan completed that we might share it on our website so that other churches could benefit.

Building and Grounds:

- Parking lot repairs, Exterior door painting, repair of the hole in stonework in South Narthex, roof maintenance, and water meter box repairs are all rain delayed.
- Sanctuary/bell tower windows: Waiting for bids. Council is looking at possible fundraiser for this project. Also, caulking coming out on large stain glass window panels on sides of sanctuary. Separate bid will be obtained.
- Sidewalk sealing and caulking: Waiting for bids.
- Railing for pulpit steps in sanctuary: Approved up to \$1,000. B&G representative will go to Memorial Committee for funds.
- Temperature control in church office: HVAC reprogrammed. Still an imbalance in private offices and general office area. Monitors to be set up.
- Front church sign: Mark Roberts name to be added for \$100.
- Basket for Mission Trip Golf Tournament: Received thank you note from youth.
- Dumpster for yard waste: Received dumpster from Midwest.
- Request to finish basement addition: Bid of \$30,000 to bring up to code ----- walls, insulation, ceiling, sprinkler system, flooring. Possibly could be approved for occupancy with just ceiling and sprinklers at a "guestimate" price of \$8,000. Committee voted to discontinue occupying new basement addition due to Mehlville Fire Department review.
- Fire pit: Confirmation class selected fire pit as gift to church. Church's insurance company said to check with Fire Department on construction and location. More details to follow for final approval.
- Fire drill: Church is planning a future fire drill. B&G committee discussed coordinating distribution to other committees of a 20-minute video on fire extinguisher for training.
- Security system: Memorial Committee wanted to know why the security system is not working, since they donated money to the system during the church renovation. Current status is to be investigated by B&G representative.
- Cleaning church stonework: Will need to be sandblasted?
- Water in preschool office is being addressed.

The Victory Garden is essentially complete with the addition of a fence and mulch to the internal spaces between beds. Sod from the area around Norm and Lorraine Ameling's garden plot was transferred to their gravesites as a further tribute for all their contributions to the well being of St. Lucas UCC. Over 100 veterans/ families and friends attended the Memorial Day remembrance in front of Johnny's Market. Carl Spinner is turning over the chairmanship to Bill Lowry after many years as chief. Randy Ottinger was Master of Ceremonies; Karen Schuster sang Faith of our Fathers and Rev. Mark gave the invocation and benediction. St. Lucas was well represented. To honor veterans of all wars, flags were placed on May 22 on graves of veterans interred in St. Lucas Cemetery. Jim Doerr and the Cemetery Board placed 105 flags.

Caring Ministry: No report.

Cemetery Board: Debbie Ball reported that a new sales contract, updated by Robin Kaiser at the board's request, was approved. Dave Gildehaus distributed copies of the updated Procedure Manual and will receive comments on it at the next meeting. He also reported that two new downspouts need to be installed on the garage. Dan Wenk discovered that although the gutters slope in two directions, we only have down spouts on one end of the gutters. Dave distributed a list of tools/items no longer needed by the board. The largest item is the truck and snow blade. The list will be given to the church in hopes of selling the items. Flags will be placed on the veteran's graves on Saturday, May 22.

Church and Ministry: Dan Wenk reported that Barb O'Brien is now a member of the Church and Ministry Committee.

Evangelism and Membership Care: Debbie Ball reported that the Pictorial Directory is in the final stages of completion and will hopefully be available for members by July or August. Evangelism will consider trying a new layout for coffee hour to increase fellowship and conversation, starting on June 6. Several different layouts were discussed and possibly a different layout will be used for each Sunday in June. UPDATE: The new layout seemed to work out well. The next membership luncheon will be held on June 27. New Members will receive nametags from the Evangelism and Membership Care budget. The Ice Cream Social was discussed and the Evangelism and Membership Care Committee will sponsor the Farmers' Market again this year on September 12. Phone calls will be made to new members who have joined in the past year to see how they are doing and to see if they are in need of any church services. The committee will not meet in July.

Facebook Group: Norm reported that Kit and Gina continue to practice their ministry to St. Lucas Youth "hands on" and by Facebook and email. Sunday, June 6, there is an appeal to all youth to attend the service downstairs and come up with ideas for planning the rest of 2010 activities.

Heritage Committee: Norm reported that additional furniture is required to complete furnishing the Kruse Center before the dedication. The dedication is planned for October 24. Joy Dressel has agreed to guide and plan an all-day celebration of the event. Each member of the committee was assigned a specific task and they will report on that at the next meeting. A hinged fan type display has been ordered and will be fastened to the wall for display of pictures and documents. UPDATE: The fan display has been received. A flat plan file being donated by Ollie will hold maps and large posters. They will request that one or both glass-front display cases located in the south narthex that were purchased by Women's Fellowship be moved to the Kruse Center. UPDATE: It was decided not to move these cases after all. We are looking for a horizontal display case that will allow us to show larger objects such as vases or sculpture and also an entertainment center for audio-visual presentations. Norm checks Craig's List every day to find these items. Rich Morris is working at re-hanging the many years of Confirmation Class photos as we are running out of wall space for more.

Memorial Committee: No report.

Mission and Outreach: No meeting. However, Mark reported that OGHS received an additional \$800 from the St. Lucas website for the Haiti appeal.

Perpetual Endowment: No report.

Preschool Board: See attached Preschool Board minutes from May 18, 2010

Special Events: No report

Stewardship: Mary reported that Building and Grounds has a preliminary bid on repairing windows in the sanctuary and bell tower for \$30,000. A bid for the project using cheaper materials that would not last as long is approximately \$9,500. Stewardship recommends that we proceed with the more expensive project and that we raise the money outside the regular budget so that work might begin in the fall. This project is not included in the 2010 Budget. ***Bill Lowry made the motion that we generate funds and dedicate the money to the repair, replacement and maintenance of the windows with Building and Grounds recommendation. Mary James gave the second. Discussion followed. Bill Lowry said that Ted Ball did the most recent information gathering to determine which materials would be best for this project and to give them a preliminary estimate so they could have a***

figure to budget. This information will be used to prepare a scope of work that will then be submitted to 2-3 contractors for final bids. David said that Emil Frei was the designer of the windows and perhaps could be contacted regarding material to protect the windows. Bill said it would take quite a bit of time to get these bids as multiple contractors will be involved. The UV protected Plexiglas that would be used is non-yellowing and must be ventilated because of the heat buildup and moisture that could damage the stained glass. The motion passed unanimously.

Stewardship feels that it is important for the Preschool to have a balanced budget and should make every effort to break even every year. Furthermore the committee recommends that the Preschool Board full implement all provisions of Keeping God's Children Safe immediately to avoid legal liability to the Preschool and the church.

Stewardship also discussed the annual stewardship drive at their meeting.

Ushering: No report

Website Committee: No report

Worship Committee: Youth Ministry will have youth representation on the Worship Committee. Allison Mather attended this month and will rotate meetings with another youth. The A/V proposal for adding media elements to the sanctuary will be split into two sections, one for computer and console upgrades, and the other for the screens and projectors. The committee discussed Pentecost weekend and felt it was a very positive experience. They agreed to devise a questionnaire to be distributed to the congregation regarding their Pentecost worship experience. (UPDATE: Council received a copy of the questionnaire.) There is a desire by some to see Communion offered by intinction more often. The committee is seeking musicians (article has been placed in the Visitor), and considering alternative ways to incorporate music for the summer services if we cannot find enough musicians. Pastor Mark gave a power point presentation entitled "Worship Is . . ." It allowed the committee to discuss what worship means to them and what some meaningful worship experiences have been in the past. Interesting to note that 10 committee members had 10 different ideas of what worship is and what is meaningful to them! The committee was asked to coordinate the artwork for the July and August bulletins and are seeking submissions from the congregation. They also finalized their Mission Description and Structure and are seeking Council approval. ***Scott Benack seconded the recommendation to approve the Worship Committee's Mission Description and Structure. The motion passed unanimously.***

STAFF REPORTS:

Pastor Mark Roberts: Confirmation: Mark thanked Gina Pona-Norton and her volunteers for working with the caterer and helping to prepare the Confirmation Dinner. Confirmation was May 16 and Jack Laudenslager represented the Church Council during the service. Mark and Dr. Mehl will meet soon to discuss the confirmation year and then expand the evaluation to confirmation teachers, students and parents as they prepare for next year. **Missouri Mid-South Conference Annual Gathering:** Mark, along with five St. Lucas lay delegates, will attend the gathering this weekend at Drury University in Springfield, MO. Agenda items include voting on the 2011 Conference Budget, changes to the Conference By-laws (including the creation of a Conference Council), changes to the UCC Constitution as approved at General Synod, and the possibility of formalizing a "Congo Partnership" with Disciples of Christ churches in Congo. Nancy Mack, who presented at St. Lucas on Sunday, will lead a presentation Saturday night about the legacy of Rev. Louis Nollau. **Missouri Mid-**

South Conference Council: Mark is a nominee for this council and the panel of names will be voted on this weekend. The Council consists of three-year terms, on a year a-b-c rotation. It has not been decided who will be starting a three-year term, a two-year term, or a one-year term since it's a new council. Mark and David have discussed how Mark's MMS duties will fit within his duties at St. Lucas. Mark will report from the MMS council to Dr. Mehl and/or the St. Lucas Church Council.

Personal notes: Mark thanked everyone for their prayers and support as he was ordained, particularly Marilyn Stavenger from Eden Seminary who preached, and Bill and Trina Cotner and Bill Biedenstein who attended as representatives from St. Lucas. His first official act as an ordained minister back in Missouri was to lead worship on Saturday night at St. Lucas and participate in the Memorial Day Service with Carl Spinner, Randy Ottinger and Bill Lowry.

Rev. Carol Keller: Grief Recovery Groups: Carol offered four sessions for a group of 13 folks recovering from the loss of a loved one. She and Linda Hartmann will offer three more scheduled gatherings in the remaining months of 2010. **Call:** Carol gave her thanks for the affirmative vote at the semi-annual meeting to officially call her to be the Minister for Congregation Life at St. Lucas UCC. Her next step is to take her call papers and meet on June 17 with the Committee on Ministry for the St. Louis Association and discuss the details with them since the circumstances were unusual. After that an installation will be planned for a Sunday morning at the 9 a.m. service. Someone will come from the Association to officiate at the installation. She thinks this will happen in late July or early August.

Pentecost: Carol noted that Pentecost weekend took an enormous amount of work by a lot of people, but she felt it was worth every effort. Norm Leigh read a very nice comment he had written about what an awesome event Pentecost weekend was. The ministers gave him their thanks for his compliment.

Constitution and By-laws: Carol would like to look into reviewing the language used in these two documents and updating the language to make this a current document. No actual by-law changes will be made at this time. Bill Brinkhorst and Joy Dressel are helping with this and hope to bring an updated document to the July Council meeting. *Council gave their consent to update the two documents.* **Adult VBS sessions:** Along with her daily pastoral activities in June, Carol will be teaching one adult session of VBS.

New Member Dinner: Carol reported that the New Member Dinner would be on June 27. **Retreat:** Carol will be planning and leading a retreat for women on the evening of June 30th, titled "Finding Balance." This event is based on the story of Mary and Martha's encounter with Jesus. **Preschool Board:** Carol will no longer be staffing the Preschool Board. This will now be Dr. Mehl's responsibility.

Dr. David Mehl: KGCS Oversight Committee: David reported that the KGCS monitoring team would be conducting interviews and analyzing data and bringing their recommendations to Council for implementation and compliance by the August 10 meeting. Team members are Marty Schmidt, Robin Kaiser, John Weber and Dr. David Mehl. **Fire Drill:** David reported that all-church evacuation drill planning is underway under the leadership of Jack Laudenslager and Bill Lowry. **Kruse Center Dedication:** Joy Dressel has agreed to chair this effort and their first meeting is June 10. **Preschool:** David will begin as staff liaison to the Preschool Board in June. **5 Keys for Church Leaders:** David and Council discussed the ideas in the chapter on "Tending the Two Doors." During this discussion, Debbie Ball stated that she felt the early part of the service is very long and children get restless waiting for the Children's Sermon. Discussion followed on changes that might be made.

OLD BUSINESS:

- Carol Keller's installation is in the planning process.
- Victory Garden fence has been installed and money is available to pay for it. Debbie Ball said the garden is a wonderful place that makes her feel like she is in

"Mr. McGregor's Garden." ☺ Bill Bollinger also announced that an article regarding the Victory Garden would appear in a local newspaper. This is wonderful publicity for the church.

- Bill Brinkhorst said that there are notices in both the Post Dispatch and the local papers about events at St. Lucas, such as the Peace Pole, etc.
- Cheryl asked if Audio/Visual needed Council approval to go forward with their request to Memorial Committee for the funds to purchase the computer, speakers, monitors, TV and hard drive. She thought Council only gave approval to research the costs, etc. Mary said Wayne had asked Council for approval of the concept. Kay said that they are only replacing equipment already in place, not purchasing the screens so therefore she didn't think they would need Council approval. Bill Bollinger thought they didn't need approval as long as they were not using money from the budget. Cheryl was concerned about getting funding from the Memorial Fund because at the last Council meeting, Building and Grounds expressed a need for funds for projects that have been postponed for a long time. Discussion followed. **Cheryl made the motion that Audio Visual, pending funding, proceed with the purchase of equipment upgrades.** *Discussion: Bill Lowry said that in the original discussion of the proposal with Wayne Muehlenbeck, we discussed mounting of the screens and that the speakers would be mounted as a coordinating part of how those screens would be installed. Bill said there was discussion on whether the speakers would be placed in the same area as the old ones or if they would be an integral part of the soffits and/or lowered ceilings proposed to hide the screens. Due to confusion on the issue, Bill Bollinger suggested Cheryl retract her motion until we talk to Wayne Muehlenbeck regarding the placement of the speakers. Motion withdrawn.*
- Debbie Ball would like to have a Speaker Request form presented to Council by any outside speaker wishing to address the Council. This form would list the speaker's name, Committee affiliation and action requested. The form would be printed with the regular monthly Council packet and would clarify the reason for the speaker's appearance at Council.

NEW BUSINESS:

- Debbie Ball has submitted her resignation from Council. She has one year left on her current 3-year term (This was her second term on Council). Debbie sighted personal reasons for her resignation and said how much she enjoyed serving on Council. Bill Bollinger thanked her for her outstanding service. Bill Bollinger has appointed Janet Wallinger to complete the last year of Debbie's term. ***Bill Brinkhorst made the motion to accept Debbie's resignation with regret and Scott Benack gave the second. The motion passed unanimously.***
- There is a possibility that Emmaus Homes will rent the parsonage. More information will be available at a later date.
- The Preschool Board and representatives from Church Council together with Dr. Mehl and Rev. Keller participated in a planning session on June 5, 2010. Carol's hope for the meeting was that together we would talk about distinct roles for the Preschool Board and for the Church Council so that we could work together on issues of concern. Carol felt that we did not meet that goal. Therefore, she would like to have a 2-3 person ad hoc group from the Council to determine where they see liabilities, financial and otherwise, with the Preschool that could affect the Congregation. This group would come back to Council in July with their report. **Mary James made the motion to form an ad hoc group to consider consistent administration of church policies within the Preschool regarding finances and liability, i.e. KGCS. Cookie**

Tunze gave the second. Discussion followed: The consensus is that this ad hoc group will have limited objectives that surround two key issues. One is compliance with Keeping God's Children Safe around which we are all vulnerable. The ad hoc group would ask the KGCS Oversight Committee to share their findings with them as soon as possible. The other is financial matters – The projected issues of the solvency of the preschool which also affects St. Lucas Church. The committee would rely on Stewardship and Pam Russo for information on good financial practices for the Preschool. The motion passed unanimously. The ad hoc group members are Dan Wenk, Bill Brinkhorst and Rev. Carol Keller. Bill Bollinger will advise Bob Mandava of the newly formed group and it's purpose and ask him to join the group as an observer.

- Cheryl Mather asked permission for the middle school youth to have a camp out with tents near the pavilion. Council said it was OK to do so.

DATES TO REMEMBER

- July 4 – Council Coffee Hour
- July 9 – Council Committee reports due to Debbie Heagle
- July 13 – Council Meeting

Cookie Tunze made the motion to adjourn the meeting and Scott Benack seconded. The motion passed unanimously. The meeting adjourned with the Lord's Prayer at 9:07 p.m.

Respectfully submitted,
Kay Zink, Recording Secretary