

ST LUCAS UNITED CHURCH OF CHRIST
CHURCH COUNCIL MEETING MINUTES

January 28, 2020

Members present: Debbie Ball, Mike Bohn, Joy Dressel, Ken Hamilton, Dave Johnston, Randy Jurgensen, Don Lang, Skip Salomon, Joanne Scheidt, and Carol Stelmach. Al Lichtenstein arrived at 7:15 due to an issue at his workplace.

Pastor: Rev. Kelly Archer. Rev. Bill Smutz was unable to attend due to an obligation at his current church.

Guests: There were 9 guests.

The meeting was opened with a prayer by Rev. Kelly Archer.

Linda Hartmann had requested in advance to speak to the Council. Speaking for herself, Linda implored us, as members of the Council, to listen and to focus on what each other on Council and in the congregation are saying. Find commonality since we are one church family. Model considerate and open communication. She asked for continued transparency through the "Council Corner", Council Listening Sessions on the first Sunday of the month, and regular Council meetings open for congregational observers. Trust requires transparency. We are at a critical time for St. Lucas, a turning point to be good stewards of not "our church", but of this church of Jesus Christ.

Speaking on behalf of the council, Dave responded that transparency is important, but he does not want to continue open meetings, at least for now, because he feels the Council needs time to get organized and discuss privately first. Dave welcomes notes, emails and Social Hall discussions. He said that the executive Committee is his first sounding board. He plans to have a draft of Council minutes posted within several days of each regular Council meeting. He also mentioned an idea of publishing each regular meeting's agenda in advance so the congregation can make arrangements to comment in advance.

Barb Smith questioned the priority and status of an official audit as approved at the November annual meeting. Dave, Joanne, and Don assured the group that it is a top priority. Don shared that Gregg is currently working with three vendors to secure Request for Bids of an audit. However, it will be difficult to have an audit done, as no numbers have been reported since Pam departed. There simply are no numbers to work with since Pam left.

Donovan Larson suggested the Council consider a structured meeting format, much like he experienced while on the Lindbergh School Board of Education. It allowed consistency of expectations each month. Dave said the council will consider that after a few meetings with the 2020 Council.

CONSENT AGENDA: Consisted of minutes from Council meetings. There were no financial reports. The Consent agenda was passed.

CLERGY REPORT: Pastor Kelly provided a written report and mentioned some of the highlights, such as the successes of Blue Christmas and Pick-up Chapel.

Marty Schmidt asked Pastor Kelly if Fountain View residents are included in the St. Lucas Bible Study at Friendship Village. Pastor Kelly replied that postcards are sent out to all St. Lucas members at Friendship Village. A few of the Fountain View residents do attend, especially if their caregivers are available to bring them over.

The meeting went into a closed session at 6:37 PM.

OLD BUSINESS:

Debbie Ball had prioritized the issues raised at the 1-14-2020 ad hoc Council meeting into groupings of Low, Medium and High. We agreed to move "absentee voting" up from low priority and to add "document control/records management" to the list as a medium priority. Skip added that surge suppression should be part of document control.

Reorganization of office personnel: Megan will temporarily work 29 hours per week. Debbie Heagle agreed to a monthly bonus until job descriptions and office organization is settled. Randy J. made a motion to approve these office staffing changes. Skip S. seconded the motion. The motion passed unanimously.

ACS software: There had been some confusion, thinking that ACS was going to become unavailable. ACS has purchased Realm software and is very much still available. Carol S. is familiar with the software. Barb Coughlin knows the financial module. The two will work with Debbie to resolve issues. A bookkeeper or bookkeeping service will still be needed.

Governance: Section 1 of the Policy Manual had been sent to the Council for review. One change was agreed upon. On Page 3, 3rd bullet point under "Vision of Ministry" was changed from "Ongoing congregational meetings" to "Ongoing meetings" in order to not confuse it with the annual and semi-annual congregational meetings. Debbie Ball moved that we accept Section 1 of the manual. Ken H. seconded the motion. The motion was approved and will be effective immediately. We will call this Section 1 of Version 1 of the Policy Manual.

Personnel Committee: Dave has selected Lauren Hoggatt and Joanne Scheidt to form the committee. Debbie B. will work closely with them and Dave will be kept apprised of all activities. Debbie B. made the motion to approve Lauren and Joanne as members of the Personnel Committee. The motion was approved.

Building and Grounds: Dave emphasized that it's very important that we protect our facility. We need to fix problems that can cause more expensive damage if not fixed.

Youth program staff: Lynn Fey has been selected to work with Amy Bush on a part-time, variable-hour basis for an agreed-upon yearly amount, paid incrementally. Joanne made the motion to approve. Carol seconded the motion. The motion passed.

Listening sessions: Various options for changing and improving the sessions were suggested, such as becoming more structured, setting ground rules, lessening the frequency, identifying a facilitator. The item was tabled until Pastor Smutz is able to join us to discuss.

Council liaison assignments:

- Building and Grounds – Ken
- Preschool – Joy
- Cemetery – Skip
- Membership and Evangelism – Carol
- Mission and Outreach – Mike
- Memorial – Randy
- (Caring Ministry was not mentioned, but was requested two nights later at the Cabinet Meeting)

In recent years it has no longer been felt that the liaison needs to attend each and every meeting. Council members should each contact the chair of their assigned committee/board and determine how often they need to attend and how they should communicate with the group. The minutes/reports from each group should be sent to Megan, who will load them onto the Council section of the website with the Consent Agenda.

Absentee Voting: This refers only to Council meeting votes that are high priority, time-sensitive and not very controversial. No one expressed objection to this. Various methods of long-distance participation could be used. The easiest route is to call Joanne's (or another member's) cell phone that can be switched over to speaker phone.

Financial report: No financial report was available due to the confusion left behind by Pam's sudden departure. Also, due to health reasons, Red Hen will no longer provide services for us after the end of February. We expect to have financial statements by the end of this week for the period ending December 31, 2019. Al, Gregg, Carol and Don, if he desires, will discuss our bookkeeping needs and make a recommendation for our future bookkeeping.

It was discovered that our church member end-of-year giving statements have a problem for anyone who gives electronically. Debbie H. is working on manually entering that data so corrected statements can be sent out. Joanne suggested that Dave proactively send out information in the Email Blast about this glitch.

Open Council position: Dave has selected Barb Coughlin to finish Bill Lowry's term. Randy moved to approve Dave's selection. Don seconded the motion. The motion was approved.

Offering processing: Mike stated that a few time slots for the next month are still vacant.

Communion: We will serve communion February 2. Review Jim Kaiser's written instructions if you haven't served in several years.

Actions to Increase Attendance: Don Lang passed out hardcopies of his PowerPoint presentation. Don said he had talked with the staff at the beginning of 2019 and they all had ideas about how to increase attendance, but were waiting for direction and approval. Various ideas were offered by Council members at this meeting. No decisions were made.

Adjournment: The meeting adjourned at 8:15 with the Lord's Prayer.

Respectfully submitted by Joy Dressel