

ST. LUCAS UNITED CHURCH OF CHRIST  
CHURCH COUNCIL MEETING MINUTES

February 25, 2020

MEMBERS PRESENT: Debbie Ball, Mike Bohn, Barb Coughlin, Ken Hamilton, Gregg Heutel, Dave Johnston, Don Lang, Skip Salomon, Joanne Scheidt, Lisa Slyman, and Carol Stelmach.

PASTORS: Rev. Kelly Archer and Rev. Bill Smutz

GUESTS: There were 7 guests.

The meeting was opened with a prayer by Rev. Smutz.

Jim Bundy asked in advance to speak to the Council. He spoke about the AV committee and what they need to make the sound system better. The Memorial Committee will pay for the sound system. This is for 3 microphones plus other small equipment parts. Carol Stelmach made a motion to approve. Dave Johnston seconded it. Motion was approved. **See attached.**

Bob Brockhaus had requested in advance to speak to the Council. The lack of children in service is concerning. Do we really know our neighborhood where St. Lucas is located? Perhaps we need to learn why members have left. Have we done surveys to that affect? Have we gone to other churches who are growing? What are they doing that we aren't? Lindbergh Schools is growing. Why aren't we? Are there different ways that God's word is being spread...5 years from now....10 years from now? Before we begin to develop our plan, we need to really think about our neighborhood and understand what type of church these people want. If these people don't come in our doors, we may have to shut our doors. It's important to understand other people's perspective. Carol Stelmach said that it's not a first priority for families to be in worship on Sundays. They have other commitments such as sports. Joanne Scheidt added that there are items on the priorities list to address this concern. We need to as a congregation and a team get organized on this effort.

CONSENT AGENDA: Liaisons to committees need to remind them to get their reports in. Carol Stelmach made a motion to approve. Ken Hamilton seconded it. It was approved.

REPORT: Remote voting-the council decided the opportunity is there to move things along faster. We can vote by email or call in via phone if out of town. Example: we voted on minutes from January council meeting through email. This will be mentioned in the next Council Corner so the congregation is aware of this.

CLERGY REPORT: Rev. Archer shared her report. **See attached report.** Rev. Smutz shared his report. He has been trying to learn who everyone is and how everything works. If you are on a committee or task force and distribute a list about a meeting, please let him know so he can attend. He is working on establishing one on one meetings with staff. He and Charlie are going on a building tour Thursday. He hopes to do one on one meetings with the Council. Be on the lookout for an email. He wants to get to know us better. Each month he tries to share an article he finds with Council. This is a way to spark conversations with each other.

The meeting went into a closed session at 7:01.

NEW BUSINESS: Lauren Hoggatt and Joanne spoke about the Personnel Committee actions. Since the Business Manager departed in October, the committee is discussing how to handle the staffing of this need. Lauren has experience in human resources. Lauren and Joanne are not deciding who to hire; they are proposing to bring in people as needed to do the ground work. First priority is to stabilize the office function. They met with 6 staff members to get their perspective. Goal is to ensure that non-ministerial staffing is positioned to support the congregation, ministerial staff, and the properties. **See attached for complete overview.** While we are currently a smaller congregation, our members expect similar service levels. As we move forward into the future, there will be a need to fully assess what services should be prioritized based on attendance and giving. Don Lang said that if there is a need, bring it to the finance committee and then to council for approval. Don Lang recommends hiring someone for part-time. 30 hours or more triggers benefits. Lauren said that legally a church of our size does not have to offer benefits for working 30 hours. The church administrator role will be formally posted to the public. If anyone on staff is interested in the role, they are welcome to apply and interview as part of the overall candidate pool. The non-ministerial staffing model is being revised to better support the Congregation and the Properties. **See attached.** Barb Coughlin believes the church administrator needs to be visible 5 days a week even if part-time. Dave Johnston made a motion to approve the model and the next steps. Don Lang seconded it. Motion was approved.

Gregg Heutel gave an update on where we are financially with the church. **See attached.**

OLD BUSINESS: Everyone has been assigned to a committee. Barb Coughlin has been assigned to Special Events. We need to decide what we're going to do about BCE.

Priorities: We need to talk about what to do with KGCS. Building security: we need to retrain ushers with police on what to do in case of intruder. Michele Ottinger would like a designated space for Sunday School. We need to put a priority on Sunday School kids. Debbie suggested we should give her a space with cabinets and tables so it doesn't have to be in the Social Hall with a cart. This is medium priority. We need a stewardship committee that looks at things besides money. Skip shared an article from Harvard about what churches are growing and what churches are shrinking. We need to get a coordinated effort to find out what people are doing on each of the Membership and Evangelism and Stewardship committees.

Council members need to bring \$20 to give to AI to sponsor a hole to support the Golf tournament.

ADJOURNMENT: The meeting adjourned at 8:27 with the Lord's Prayer.

Respectfully submitted by Lisa Slyman



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Shopping Cart

Cart Reference Number: 17198526510



**Auray**

Lavalier Deluxe Accessory Kit (Small)

QTY 1 \$29.95



**Shure**

Countryman B2D Lavalier Microphone with TA4F  
Connector (Tan)

QTY 2 \$489.95

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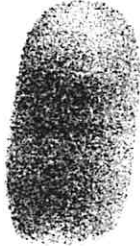


**Countryman**

E6 Directional Earset Mic, Highest Overload, with Detachable 2mm ...

QTY 3 \$419.00

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**Countryman**

Foam Windscreen for Countryman E6 (Light Beige)

QTY 4 \$6.60

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Subtotal: \$2,293.25

Shipping Calculate In Shopping Cart

Tax Calculate In Shopping Cart

**Total \$2,293.25**

February Pastoral Report to Council  
Respectfully Submitted by Rev. Kelly Archer, February 25, 2020

**Pastoral Care Visits: 6**

Nursing Home Visits: 3

Hospital Visits: 3

**Worship:**

Confirmation Class worships at St. John's UCC - Feb 16, 2020

Funeral and Burial for Miles Meyer – February 13, 2020

Upcoming:

Participation in Ash Wednesday worship

Preaching in worship this weekend as we lift-up 130 of Women's Fellowship at St. Lucas.

Preaching at Trinity UCC in Belleville, IL on March 8

**Caring Ministry:**

The ministries of the lay Caring Ministry team continue to sustain our congregational life together; the prayer shawls, the funeral meals, the hospital cards, among others. Our two new Lay Visitors have begun their visiting and two more new volunteers will begin soon.

Planning began this month for the Senior Luncheon on May 5, 2021

**Education:**

The Confirmation Class has been engaged in so much learning this month:

Feb 13-Feb 15: Urban Immersion Retreat to the City of St. Louis. The retreat included a day of service for Lydia's House, a driving tour of the Delmar Divide and historic sites in North City, sacred conversations on race and poverty and our Gospel call. The weekend concluded Spirit fully, in worship at St. John's UCC on North Grand. All 17 Confirmands and 6 parents participated in the weekend – which was full of laughter and classic retreat fun: Playing sardines, dish duty, and late-night laughter.

On Feb 24 the group visited the Holocaust Museum located on the campus of the JCCA in North County. We were blessed with a guided tour and special speaker, the child of a survivor. The Confirmands were thoughtful and attentive, fine examples of our worshipping community.

Pick-Up Chapel continues weekly on Thursdays and Fridays. This month we read story books about Valentine's Day and learned about the source of all love, our God.

Thursday Night Bible Study began their Spring Semester inquiry into the New Testament, using the same Quick Draw video series we used throughout our Old Testament lessons last fall. New this semester is the use of a devotional tool worksheet that has helped us ask big questions as we engage with the text.

Bible Study at Friendship Village continues. We meet again tomorrow, with Pastor Bill, to discuss Song of Songs, along with grief and love. Our time together will conclude with a time of prayer and of ashes.



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# St. Lucas UCC

## Non-Ministerial Staffing Model

Feb. 25, 2020

# Background and Work To Date



- Departure of Business Manager provides opportunity to reassess staffing model for future
- The Personnel Committee established via new Council Governance Policies approved on 1/25/20
- Council voted Joanne Scheidt and Lauren Hoggatt to form committee on 1/25
  - Debbie Ball as Executive Sponsor
- Met to align on staffing priorities and proposed process to evaluate model
  - "Office Staffing" identified as first priority
  - AV Role to be assessed with Randy as second priority
  - Feedback provided that review of ministerial roles and responsibilities is needed in 2020
- Interviewed 6 members of staff on 2/20 to solicit feedback
  - Bill, Kelly, Michele, Debbie, Megan and Charlie



# Feedback Requested



**Goal: Ensure our non-ministerial staffing model is positioned to effectively support the needs of the Congregation and Properties AND ensures they are working in a stable, productive, engaged environment**

**Feedback Requested: (Questions sent in advance)**

1. What do you see as the non-ministerial staff activities required to effectively support the needs of St. Lucas Congregation and Properties?
2. What activities from #1 are you currently accountable for? Either formally or because you have been stepping up during this transition time?
3. Are there key activities with no formally identified owners? If yes, which ones?
4. What activities from #1 do you really enjoy doing?
5. What activities from #1 would you prefer not to do?
6. What else would you like us to know?

# Key Activities

## Support Congregation & Ministerial Staff

- Financial Operations
  - All financial transactions including Cemetery Sales
- Financial Reporting for Finance, Committees, Members as needed
- Insurance Programs
- Contracts and Vendor Management
- Church Records
- Respond to needs of church members and committees
- Burial Scheduling and Management
- Clergy and Worship Administrative Support
- Human Resources
  - Employee Records and Non-Clergy Evaluations
- Communications – Internal and External
- Audio Visual Support as needed: Next priority

## Support the Properties

- Financial Operations
  - Lease and Property Management
- Facilities Management
  - Building Maintenance
  - Property usage and rentals
  - Grounds Maintenance
  - Security
- Custodial Staff Management
- Bids and Vendor Management (Non-Capital Projects)
- Contract Review and Signature

# Current Gaps

- A person....
- Financial Operations
- Financial Reporting
- Lease Operations
- Human Resources
- Audio Visual Support for AV Committee

Feedback was consistent that another person is needed to keep up with current activity level



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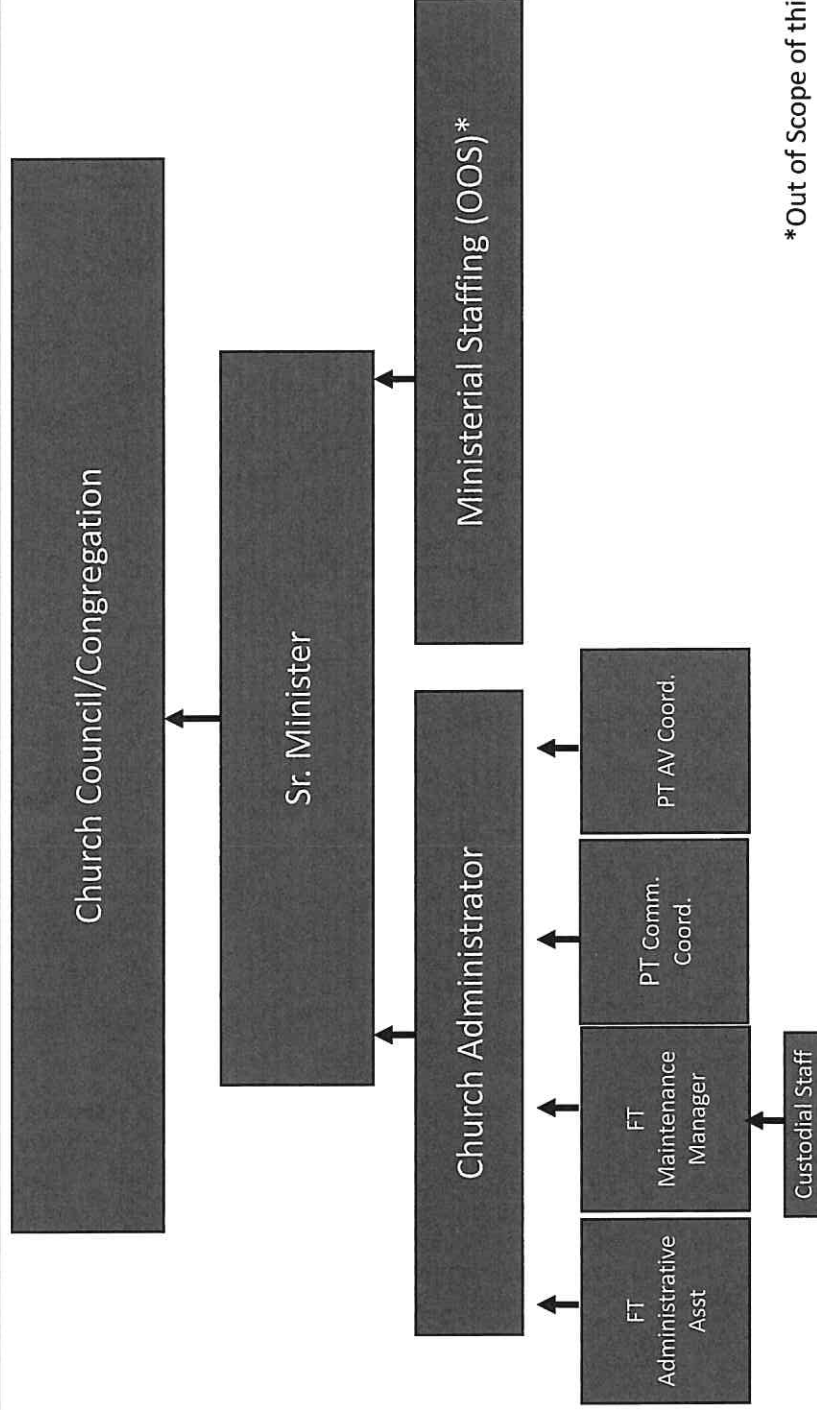
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# Key Considerations

- Staff supports day to day operations of the Church and Properties
- Staff should never formally report to volunteers (Sr. Minister exception)
- Staffing model should provide level of service current congregation requires
  - A lower touch model may be needed in future
- Recommendation goal is to be budget neutral
- Current scope excludes assessment of Ministerial Roles and Responsibilities

# Recommendation



\*Out of Scope of this recommendation

# Next Steps



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Item	Targeted Date
Request Council to Approve Model and Next Steps	2/25/2020
Council to Review Administrator and Administrative Asst. Job Descriptions	2/25/2020
Administrator Role Posted to Indeed	3/1/2020
Staffing Model Decisions Communicated to Current Staff	3/1/2020
Interview Team Established	3/1/2020
Administrator in Place	5/1/2020

*Should temporary help be secured ASAP to support Financial Operations to bridge immediate gap?*

## Finance Committee Update

Let's take a step back to when Pam left at the end of October. At that time, it was emergency mode. Randy consulted with the UCC St. Louis Association who recommended Red Hen Business Services who came in and set up processes to ensure that bills, employees and taxes were getting paid, and the offering and donations were being deposited and recorded. They kept the basic church financial functions going at the time. We agreed to pay Red Hen on an hourly basis for their services.

They were also charged with completing financial statements for the church. They eventually began the process by digging in to the systems and records. They could not locate any of the 2019 bank rec's from Pam, so they began completing these from the beginning of the year which is a somewhat time consuming process.

In late January when we were expecting financial statements, we received a letter from Red Hen that indicated that Cora and her daughter had a "lifelong and complicated medical condition" and this had compromised the timing of services that she had been providing St. Lucas. She agreed to work through February to get the December and January financial statements and all the year-end reporting for payroll taxes, w-2's and 1099's. She subsequently completed the payroll tax filings, w-2's and 1099's around January month end, however, we are still waiting on the 2019 year-end financial statements, as well as, the January financials. She indicated last Monday they were almost complete, however, to date I have not received them yet. I know her daughter was in the hospital and may still be as far as I know and she has not responded to several messages that I have left her on the status of receiving the financial statements.

I know this created a lot of frustration for myself and the Finance Committee. So where does this leave us? First, all basic functions are still occurring for the church as far as paying bills, payroll, and recording weekly donations and giving. We have also completed changing all signers on the church bank accounts and the on line banking functions. So we have a handle on the cash and transactions running through the bank accounts, as I have been reviewing those. We are really only lacking the financial statements, however this also effects the cemetery financials, the PET and GET financials, and the preschool financials because there are amounts due to and from the church.

So the Finance Committee believes the best option currently is to give Cora some additional time to complete the items she has promised us. At some point we may have to switch course, but she has invested substantial time so we think it would be best to try and let her complete it. Other options would be to either hire a temporary accountant/or firm to come in and complete the work or try and close the books ourselves. We think hiring a temporary accounting person during tax season would prove difficult. Trying to close the books using our own resources (ie. Members) is a possibility but probably our last option. This is a fluid situation and our strategy may evolve as time goes on.