

ST. LUCAS UNITED CHURCH OF CHRIST
CHURCH COUNCIL MEETING MINUTES

August 25, 2020

Members present: Debbie Ball, Barb Coughlin, Joy Dressel, Ken Hamilton, Gregg Heutel, Dave Johnston, Don Lang, Al Lichtenstein, Skip Salomon, Joanne Scheidt, Lisa Slyman, Carol Stelmach, and Justin Wenk.

Absent: Mike Bohn and Randy Jurgensen

PASTORS: Rev. Kelly Archer and Rev. Bill Smutz

GUESTS: There were no guests. The meeting was held in the Social Hall.

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

CONSENT AGENDA:

Preschool Board: **See Attached**

Building and Grounds: **See Attached**

Finance Committee: **See Attached**

Debbie reiterated the fact that our committees need to report to Council monthly. Reps need to remind the committees that they are their liaison and need a report. Reps need to send the report to Megan so she can upload it to the website.

The consent agenda was approved

CLERGY REPORT: Rev. Smutz said we need to decide if what we are doing is still effective. What is working? What is not? What could we be doing that would be more effective for the congregation. How can we do some of the things we've done in the past under the current circumstances...bibles to 2nd graders, trunk-or-treat, blessing of the pets, Totenfest, etc. We need to think about how can we get the things we're going to need later ready now....music (choir) for Christmas. Rev. Archer said bible study is resuming, confirmation is ready to begin. She is excited to be preparing 4 sermons while Rev. Smutz is on vacation for 2 weeks.

BUSINESS:

Approval of Council Actions- Dave: According to our constitution and by-laws, meeting via Zoom is not "legal". We need to make the appropriate changes.

By-Laws- Don: According to Robert's Rules of Order, we can ratify the decisions approved since our first meeting. Don made a **motion**: We hereby ratify the decisions the council approved since our first meeting via Zoom on 24 March 2020 through 24 August 2020. Ken seconded it. Joy feels that if there is something that really needs to be discussed, email is not a good alternative. Dave said we can set up a Zoom meeting if there is something that requires more attention than a simple email. Motion passed.

Report of Covid-19 Task Team- Bill/Dave: The task force has moved its meetings to Monday evenings and continues to meet weekly. They are struggling with the 50 number that the county has given us. They have made the decision to remain outside through the 6 September. They will re-evaluate after 6 September and explore how to gather people if we can't move inside.

Finance Committee Report- Gregg: In addition to the Finance Committee Meeting minutes, preliminary July financials report Regular Offering of \$63,000 versus the budget of \$66,000. For the year through July, Regular Offering is now \$106,000 behind budget. There were General Fund expenses of \$78,000 for July, with an overall deficit for the month of \$10,000. The first pass of the 2021 budget has been completed and we will be looking for ways to cut some additional expenses from the budget. Beginning discussions on a Stewardship campaign for the fall. Pastor Bill and others will be attending a webinar on Stewardship ideas presented by the Lake Institute and the UCC. **See Attached**

Ice-Cream Social- Barb: The committee said they don't want to have the ice-cream social if they can only have 50 people. They are waiting to hear back from the task force. As for now it is canceled. Joanne suggested getting an ice-cream truck on a Sunday morning instead. Justin said we have 10 acres. It is absurd we can only have 50 people when Wal-Mart can have more than that. Barb suggested 2 services- one outside, one inside the sanctuary. Debbie said they are looking at ways to be creative, but we also have to be safe.

Task Forces- Dave: Dave set up 3 committees. He wants to implement the committees' recommendations.

Congregational Meeting- Randy: **See Attached**

Nominating Committee- Joy: **See Attached**

By-Laws- Don: **See Attached**

Discussion:

Kathy Herron's Congregation/Council Meetings- Barb/Joy: Barb said since we don't have coffee hour where people can ask Council members questions, we might want to have a Zoom meeting where people can ask questions. Dave felt that the monthly meetings that took place in the past were not productive. Joanne said it might be appropriate to have a coffee hour similar to Rev. Smutz's coffee hour since we've not had church and have had a break from it for 8 months. Carol feels that an official reply needs to go to people who send emails to Council. Don said the monthly meetings were brutal and mean. If we do reinstate them, we need to have rules and a moderator. Dave needs time to think about if we want to do this and how we might do this. He will get back to Council.

"Imagining the Church after Covid-19"- Carol/Joy: Carol thinks this could be a 4th Task Force. Dave will get back to Carol and Joy and do some brainstorming on this. Carol said Lindbergh Lights the Way asked if we as a church could help get food to the backpack program kids for the weekends. Carol asked if we could get some other churches involved. Carol said people are needing tutors for the children. Could we get people involved in this? Joanne suggested reaching out to Mission and Outreach.

Karen Eckert's Request for a Survey- Lisa: We are starting to talk about different scenarios. We are restricted to county regulations. At this point a survey won't matter since we have to adhere to county guidelines.

Open Forum- Council Members

Justin Wenk- Report of Activities: He was on the Pastor Keith search committee. It's a long process of 18 months to 2 years. He wants to have a committee start organizing for the next search committee. Do we want to start organizing a search committee group? He proposes for the next council meeting a discussion of a senior minister search committee. Joanne feels we're not ready for a search committee. We are still working on healing and the process of what our mission is. Justin just wants to have it on next month's agenda to begin the discussion. Don feels programs can help with the healing. He thinks we need to start the discussion of the process. Barb said she could see a survey come out for the search committee. Bill suggested working on several of these pieces at the same time.

Justin said the vast majority of our congregation is elderly. He would like to see the gift money go into an endowment where it's a living memory of the person who donated it, and it pays off in an annuity. Don suggested Justin attend the next Financial/Stewardship meeting.

Justin has been reaching out to young families and young adults at the pavilion. He has asked them how they can be reengaged in the church or what frustrates them about the church. He is looking at people in the age range of 18-40. He wants to give recommendations from a young person's perspective after getting feedback from the younger people. If there is anyone we want him to reach out to, we just need to give him their phone number. He wants to meet in person or over the phone. Feedback he has found from the young adults/young families: Sunday services have nothing for the kids. They want to attend the services, but there

is nothing for their children to do during this time. He is trying to rebuild the core group of young families in our church.

ADJOURNMENT: The meeting was adjourned at 7:52 pm with the Lord's Prayer.

Respectfully Submitted by Lisa Slyman

2020 Constitution and By Law Amendment Task Force

This Task Force shall consist of 5 members. 1 member shall be a sitting Council Member and the other 4 shall be from the Congregation.

Members:

Paul Simon, Chair

Don Lang

Steve Sobo

Don Dempsey

Task:

Review the constitution and bylaws and draft an amendment(s) allowing for electronic voting in conjunction with-in person voting.

This amendment to allow members of the Church Council and the Church Staff and all committees and specially tasked groups under the purview of these management groups, to participate in meetings of their organizations.

This would apply to meetings in which members who are out of town, or otherwise unable to physically attend a meeting may fully participate using approved technological means. These means may be Zoom, Email, Cellphone/Telephone or newly developed and recognized forms of communication.

Any votes taken by an organization during a regular meeting would be valid and those decisions implemented.

2020 Nominating Committee

This committee shall consist of 5 persons. The chair shall be a member of the sitting Church Council. 4 members shall be appointed from the congregation at large.

Joy Dressel, Chair

Jim Butler

Lanny Wingbermuehle

Joan Gildehaus

Lauren Hoggatt

Task:

Develop a list of candidates for each of the open elected positions within St. Lucas.

This includes:

Church Council

Lay delegates to Association and Conference

Perpetual Endowment Trust board

Membership on Council managed Boards

Any other position requiring approval of the Congregation

Present the list of recommended candidates to the Congregation no later than 30 September.

Oversee the elections to be held at the November Congregational Meeting.

2020 Task Force to Establish Procedures for Conducting a Congregational Meeting.

This Task Force shall consist of 5 members. 1 member shall be a sitting Council Member and the other 4 shall be from the Congregation.

Members:

Randy Jurgensen, Chair

Marty Schmidt

Dan Coughlin

Bill Brinkhorst

Pat Stephens

Megan Ligeti, Consultant

Ariel Johnson, Consultant

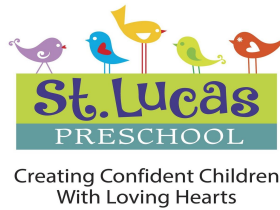
Task:

To review the requirements and methods of conducting a Congregational Meeting that will allow all members of the congregation to participate.

To be considered is the impact on participation caused by the current Covid-19 restrictions, and the possibility of future restrictions on the activities of the church or individuals which may prevent a full blown in church meeting.

The Task Force is to research and develop a how to plan that reviews all possible alternatives: electronic, in-person, written, absentee methods that will allow for participation by all congregants.

To be considered is the safety of those who can attend an in person meeting, those who cannot or will not be able to attend any meeting held in person, and those who do not have an acceptable electronic or other alternative means of participation.



St. Lucas United Church of Christ

11735 Denny Road, St. Louis, MO 63126

Preschool Board Meeting Minutes ~ Tues, July 14, 2020

Board Members Present: Stan Burcham (Chairperson), Karen Papin (Vice-Chairperson), Monica Knobloch (Secretary), Ken Graesser (Financial Officer), Ted Ball, Karen Eckert, Darin Hoggatt, Kristi Kienzler, Susan Giesing

Council Board Member: Joy Dressel

Board Members Absent:

Preschool Director/Teachers Present: Lynda Klosterman, Director

Call to Order and Opening Prayer

The St. Lucas United Church of Christ Preschool Board Video (Zoom) meeting was called to order by Stan Burcham at 6:30 pm, Tues, July 14, 2020, with an opening prayer by Stan Burcham .

Review of June Preschool Board Meeting Minutes

The June 9, 2020 Preschool Board meeting minutes were reviewed. A motion was made by Ted Ball seconded by Karen Papin to approve the June 9, 2020 Preschool Board meeting minutes as corrected. Motion approved.

Teacher's Report

There were no teachers present at the June 9th meeting; therefore, there was no teacher's report.

Director's Report – Lynda Klosterman

Lynda reviewed the following items with the St. Lucas Preschool Board members:

- Enrollment - 135
Registration for 2020-2021 – there are currently 135 children enrolled to date. There were 5 tours last week.
Staffing - Lynn Crecelius has been interviewed by Lynda Klosterman and Karen Papin for the preschool teacher position.
- Fundraising
 - Texas Roadhouse \$135 received
 - Escrip \$0.73

Human Resources

Changes for next year:

Hired Jen Punnewaert for the Teal Bird position

Hired Jolene Wilkes for a teacher position for the 2020-2021 school year.

Board Members voted via email.

Concerns:

Megan Rixon has resigned for the 2020-2021 school year due to family needs.

Muffie Myers has concerns with maintaining CDC guidelines which will be addressed in the School Re-Opening Considerations section of meeting notes.

Council Report ~

Joy Dressel reported that the Sunday's church service went well with all social distancing guidelines and precautions in place. However, next Sunday's service will be outside in the pavilion due to an increase in Covid-19 in the St. Louis area. The Audio Visual opening has been listed. The audio visual position requires flexible hours. The office manager position will be filled at a later time. The financial reports are not complete. Reporting Solutions is still working on the finances. We may need to upgrade the software system. The Orange Bird Room and Music Room: Repairs to be completed by the end of July. It was reported that Michelle Ottinger would work around the preschool's needs for additional space at this time.

Old Business

The doorbell by the preschool door is gone and needs to be replaced. We will be looking into a wireless doorbell as a replacement. The main office would like to keep the church office entrance separate from the preschool's. Kathy Burcham will help with questions regarding wireless options and insights. Classroom floors have been waxed and classrooms are set up for students. Orange Bird Room/Music Room are not painted yet. Stains are from water damage that happened after the repair. There has been no further water leakage at this time. Ted Ball will look at the walls this week to see if a quick touch up is possible. Also, the tile in the Music room is not finished. The Green Bird room has also not been painted.

We have one more M-F student added to the aftercare service. We also have one additional family considering M-F for the aftercare program/before care/ and lunch bunch. Lynda Klosterman is currently working on scheduling to coincide with the CDC guidelines. The rehearsal room or stage would work as a temporary classroom allowing for CDC guidelines. Lynda will talk to the Covid task force to further discuss options. The possibility of using a Zoom Meeting or a video recording for music class was discussed. We are waiting to hear what the Lindbergh School District is planning for the 2020-2021 school year.

The release date for school district plans is set for July 20. We will wait to make our decisions when we find out the outcome on that date. Stan Burcham will contact board members if a meeting is needed at that time.

New Business

Finances: Teacher wish lists have been on hold. The classroom supply budget was set at \$13,000 and we did not use it all last year. The teachers will need to replace some of the classroom toys and other soft items due to Covid concerns. Lynda Klosterman was told by Ken Graesser to go ahead and purchase the classroom supplies that are needed.

Playground/Mulch needs to be refreshed. Ted Ball will use the gum ball remover with two parent volunteers. Ted will also arrange playground mulch refresh.

Tuition payments: Parents have paid tuition on a monthly/semester/yearly schedule in the past. Monthly payments were considered for 2020-2021 but it was agreed to maintain the past payment schedule. If we have to close the school due to state or local requirements a refund will be sent to parents.

St. Lucas Policy and Procedure Changes:

Drop Off: Parents will park and line up in front of the preschool doors on a dot (spaced 6 feet apart). Upstairs drop off will begin at 8:50. Downstairs drop off will begin at 9:00. The director will be outside to greet families, take temperatures and check for signs of illness. Barb Coughlin will be at the door to direct the children upstairs to the assistant who will help them to the classroom or down the stairs to the assistant who will help them to the classroom. No bags or backpacks will be allowed in the building. Lunch boxes

must not be made of paper. They will be dropped in a basket and disinfected before taking to classrooms. All parents and staff members should be wearing masks or face shields and comfort shirts or smocks.

Pick Up: Parents will park and line up in front of the preschool doors on a dot (spaced 6 feet apart). Half day pick up will begin at 11:30. Full day pick up will begin at 2:00. They will inform the director of their child's name and color bird room. Walkie Talkies will be used to inform the hallway assistants. The child will be delivered to the door.

Health and Safety: Schools should implement a process for daily screening for symptoms of and exposure to COVID-19. Parents and caregivers should be empowered to screen children for symptoms at home, prior to coming to school, and should be provided with a checklist that includes the following symptoms and exposure: Fever or chills, cough, headache, muscle aches, nausea, vomiting or diarrhea, new loss of taste or smell, new runny nose or congestion, shortness of breath or difficulty breathing, sore throat, close contact with a person with Covid-19 in the last 14 days.

Students with symptoms should not attend school and parents should consult their healthcare provider and follow CDC considerations regarding their return to school. For students who are diagnosed with Covid-19, either by a laboratory test or based on their symptoms, return to school is permissible when the student is at least 10 days from symptom onset, has had three days with no fever and has improved symptoms. Return to school for children with an alternate diagnosis is at the discretion of their healthcare provider and/or the school nurse. Children with a known close contact with Covid-10 (or an adult with symptoms compatible with Covid-19) should stay home for 14 days from the CDC guidelines.

Staff members will be screened upon entry to the building each day including a temperature check.

Handwashing: All children and staff should engage in handwashing at the following times: Arrival to the facility (hand sanitizer) and after breaks, before and after setting up snack and lunch, after using the toilet or helping a child in the bathroom, before and after playing outdoors or in the sensory or light table, after handling garbage.

Masks: Adults will wear masks when traveling through the building and when assisting at drop off and pick up. Children will not need to wear masks at school. Hallway assistants will need to wear masks when other children or adults are in the hallway.

Social Distancing: Child care classes will remain stable with the same adult and children. Each class will be paired with one other classroom consistently to travel to music and the playground in order to meet KGCS guidelines.

Cleaning: Teachers will spray all toys when children leave for the playground. They will place toys that have been contaminated in a tub outside their door to be cleaned when they or the assistant has time. Assistants will sanitize tables and wipe down door handles, light switches frames and sink handles when classes leave for the playground. Assistants will wipe down sink handles, toilet handle and door handle between stable groups of children and individual children. Stationary playground equipment does not need to be cleaned with the exception of handrails and other high touch surfaces. Teachers will wipe these down before leaving the playground.

Classroom Procedures: Social distancing at table and at circle time as much as possible. Remove all plush and dress up items that can not be sanitized at school. All toys are sanitized before recess and at the end of the day by the teacher. Breaks for the bathroom and lunch. Assistants may not go into the stable group, therefore, they will monitor the children from the doorway if possible. Each child needs an extra set(s) of clothing at school. These clothes will be kept in a plastic shopping bag and placed on a hook with their coat or in their cubby. If clothing gets any secretions on them they will need to be changed.

A motion was made by Ted Ball to approve St. Lucas Policy and Procedures presented by the director, seconded by Karen Papin. Motion carried.

School Supply List: Individual school supply boxes with a set of markers, crayons and scissors, sit upon, and a plastic bag to carry projects home from school.

Music Class: Music will be held outside with stable groups of two classes or in the larger rehearsal room in the undercroft when necessary to maintain social distancing. Children will bring sit-upons to music depending on necessity.

School Re-opening considerations -

Report from Goddard Preschool:

Stable group has 20 children

Assistants can only break one class

Gym used one day a week

Masks are worn by adults when out of a stable group, off in the classroom, no masks worn by children.

No parents allowed in the building.

Temperatures taken daily of staff and children - 100 degrees or above is not allowed.

Assistants are the sanitizers.

Social distancing is enforced as much as possible.

All toys are sanitized daily.

Report from Resurrection Preschool:

Drop off and pick up is outside. Parents pull up and the teacher comes out in mask and gloves.

Parents also wear masks.

Everyone washes their hands when entering the building.

Classes can't pass in the hallway.

Playground open. Sprayed between classes.

Ordered smocks to pick up children.

Upcoming Events:

Staff Meeting will be August 26 with AM All Staff and PM will be teachers only (held in the Pavillion weather permitting), Karen Papin will arrange for lunch delivery.

Parent Orientation - August 26th via Zoom Meeting at 6:30 p.m.

Peek N Plays - August 27th and 28th @ 9:00, 10:00 and 11:00 set up with CDC guidelines in place

First Day of School - August 31st

Student t-shirts will be ordered the first week of August

Personnel:

A motion was made by Karen Eckert and seconded by Susan Geissing to hire Lynn Crecelius as a teacher in the two year old room at St. Lucas for the 2020-2021 preschool year. Motion carried.

Director compensation will be approved by the board via email this week.

Financial Report:

Ken Graesser will get the June 30th end of the year financial reports to us when he has the necessary information. We may approve the budget during the September meeting due to changes occurring with Covid.

For the Good of the Order

- Karen Papin thanked Lynda Klosterman for her amazing efforts to organize the reopening of St. Lucas Preschool.

A motion was made by Ken Graesser and seconded by Karen Eckert to adjourn the meeting. Motion carried. The meeting was adjourned at 9:00 p.m.

Respectfully submitted,

Monica Knobloch

Monica Knobloch
Secretary

The next meeting will be Tuesday, August 11, 2020, 6:30 pm

Finance Committee Meeting Minutes v1

August 18, 2020

In attendance via Zoom: Gregg Heutel, Noel Knobloch, Bill Linnenbringer, Don Lang, Dave Johnston, Al Lichtenstein, Carol Stelmach and Reverend Bill Smutz.

Minutes: Minutes from last meeting from July 2020 were previously reviewed and approved via email.

1. **Financial Statement Review:** Final Financial Statements for January through June 2020 and preliminary July 2020 were not received from Supporting Solutions. Financial Secretary to follow up with Mo Riad at Supporting Solutions.
2. **Cool, Safe, and Dry:** There was no update for Cool, Safe, and Dry. Don Lang will update once final June 2020 figures and preliminary July financials are available.
3. **Audit:** Jabouri & Schowalter provided a list of requested documents and accounting backup for the audit. Amy Vilela at Accounting Solutions and Debbie Heagle in the church office have been working on uploading the items. Follow up list of test item requested from auditors was received. Still on target for a completion date by the November Annual Meeting.
4. **E-Blast on Financial Update:** Financial Secretary sent out e-blast in July with update of the YTD financial status and appeal for additional giving due to the spending deficit in 2020. To date, there has not been a weekly increase in giving.
5. **2021 Budget Process** - The 2021 budget process began with letters sent out to the various St. Lucas Committees in early July with receipt back to the Financial Secretary in early August. Initial review by Finance Committee of the first pass of the 2021 budget at our meeting. Additional scrutiny of expense levels to be completed for September Finance Committee meeting.
6. **PPP Loan Forgiveness:** The portal at BMO Harris Bank is not yet available to file the documents for the PPP Loan Forgiveness. Once available, the appropriate documents will be filed.
7. **Stewardship Program:** Financial Secretary to discuss a Stewardship Program for the fall with Pastor Bill and Dave Johnston.

There being no further business, the gathering adjourned.

Next regular meeting is Tuesday September 15th at 6:00 pm.

Minutes recorded by Gregg Heutel

St. Lucas United Church of Christ
Building & Grounds Committee Minutes
July 29, 2020

Members present: Wendy Gaume, Skip Salomon, and Karl Grattendick. Also present, Ken Hamilton, Dave Johnston & Charlie Singler.

The meeting was called to order.

Minutes: The minutes from the 5/27/20 meeting were reviewed and approved with the following change:
Was; Water in Neighbors Yard: No new information ----Now; Water in Neighbors Yard: Problem Resolved.

Financial Report: No report. Still have not received monthly updates from church office.

Building Security: All access cards have been activated for the pre-school to allow access during school hours using the west entrance. The Lockbox Lock was freed up using WD40. It can now be opened to replace the key.

Lower Parking Lot: The handicap parking area still needs to be power washed so the striping can be refreshed.

Sanctuary Windows: Will be completed as soon as weather permits.

Water Meter Box Replacement: Being coordinated with Donovan.

Office Roof Leaks: Will be repaired as soon as weather permits..

Preschool HVAC: Contract has been awarded to IFS. Work will be performed sometime in Sept or early Oct.

Staff Report: Charlie reported that there are no known problems. Supplies and chemicals are good. Fire Sprinkler system past inspection.

Council Report: Church Services will be held in the Pavilion for the next 4 weeks and will be limited to 50 people.

Water Usage: No report.

Ball Fields: No report.

Neighbor's Request to Install Fence on Church Property: determine Working with owner to the agreeable location.

Unfunded Work Items: Funding approval will be requested from the congregation at the annual meeting.

2021 Budget: The 2021 budget is being prepared.

The next meeting will be Wednesday, August 26th.

Respectfully submitted,
Wendy Gaume