



## Council Minutes June 23<sup>rd</sup>, 2022

### IN ATTENDANCE:

*James Newell (Past President)	*Rebekah Bryan (Secretary) Scott Nielsen (Treasurer)	*Brittany Lobner (Fellowship) Joe DeCamp (Property)
*Kirstin Albiero (President)	Rachel Langer (Outreach)	*Lisa Bernd (Director of Involvement)
*Scott Donovan (President-Elect)	*Lori Mathias (Worship)	*Jen Jacobson (Christian Education) Melissa Schmidt (Christian Care)
*Pastor Greg Van Dunk		

(\*) present at meeting

The meeting began at 7:38 P.M. with President Kirstin Albiero presiding.

- ✓ Approval of the May 2022 minutes: There was a motion to approve the May 2022 minutes. The motion was seconded & approved.

### Pastor and DI Reports

#### **PASTOR REPORT:**

No reports

#### **DIRECTOR OF INVOLVEMENT: (Lisa Bernd)**

##### **DI Council Report June 2022**

**Building:** Our bi-annual HVAC maintenance was done earlier this month & we have a few repairs that need to be made – general wear & tear fixes. They will be completing that next week.

Our annual inspections are almost complete. We have finished our Fire Protection inspection & our sprinkler system inspection. Our fire extinguisher, exit lighting & kitchen hood are scheduled for early July as well as our back flow inspection.

Eight wonderful volunteers helped me with our outdoor clean up day. We got a lot done but there is still so much more to do. If anyone would like to help – let me know & I will be happy to get you started. I have a few people who still come here & weed but there is always room for more. I also have someone to help clean & weed the courtyard area. They will be doing that next week.

I have someone who is going to fix the bit of drywall bubbling in the worship center.

**Kitchen:** I have finished typing up the kitchen usage contract for Paula Race Mantel to use our kitchen as her commercial kitchen for her business. I did send Chris Eippert a few contract options that she gave me & he told me which one would be best for us to use. After I finished typing the contract, I did sent it back to Chris to look at. I made his suggested revisions & Paula will be in on Tuesday, June 28 to sign the contract & pay her rental fee. Once the contract is signed, she will get us a copy of her business insurance with our name on it.

The contract is not specific to Paula's company. If we, in the future, choose to allow someone to use the kitchen as a commercial kitchen for their business, the contract would be able to be used for that.

**God's Work Our Hands:** I have been given the opportunity to plan GWOH Day this year. It will be Sunday, September 11. Our service will be at 9:00 am with a meal to follow & then send people off to their service projects.

I have six projects confirmed with leaders. I am waiting to hear from one person to see if they will lead a service project group. I am keeping all of the projects close to Grace but their service will go out to many people in all communities. My plan is to have all of the volunteer opportunities posted by mid to end July for people to start signing up to help. I will have paper copies as well as a signup genius.

**Ice Cream Sunday's:** I scheduled the ice cream truck again for this summer. It is always fun to have a sweet treat when it is warm out & is a fun way for fellowship after worship. Our first Sunday is this Sunday & then I have ones scheduled for July, August & September.



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**Funeral Preparation:** I again had the privilege to plan & assist at Tim Fuch's funeral in mid-June. It is an honor that people allow me to be a part of such an important day for them.

**Stewardship:** Statements will be going out at the beginning of July. Once they go out I will start collecting some data to use for our upcoming Stewardship Campaign.

**Caring Ministries:** I have expanded my caring ministry to also include sending out cards to our older members who aren't in worship often or people who are ill or just a quick note to say hi. I try to do like two or three a week. I have repeated people if I haven't seen them in a while. I figure it is nice to get a quick note to let them know I am thinking of them even if I haven't seen them in a bit. I like to make people feel cared for & not forgotten about.

**Miscellaneous:** I helped get information through calls, emails & looking through old information for Steve Knowles' work on the constitution.

I got all of the tables ready for BB/BS to use this weekend. They borrow them every year for their Big Berry Race.

I have sent out emails & added the information needed to the insert & Grace Notes for all of the activities & other things coming up this summer.

The calendar is all up to date with everything that is happening this summer & beyond.

**Voting:** Our next vote is August 9. It will be a full building vote.

**Blood Drive:** I was the building person for the blood drive this month.

### Attendance Report

Attendance was discussed.

### Committee Reports

#### **CHRISTIAN CARE: (Melissa Schmidt)**

No report provided

#### **FELLOWSHIP: (Brittany Lobner)**

No report provided

#### **OUTREACH: (Rachel Langer)**

No report provided

#### **PROPERTY: (Joe DelCamp)**

No report provided

#### **FINANCE: (Scott Nielsen)**

#### June 2022 Treasurer's Report

#### May 2022 Financial Results

#### P&L

- Revenue was \$46k (\$2k favorable to budget)
- Expenses were \$46k (\$3k unfavorable to budget)
- Deficit of \$0k (\$0k unfavorable to budget)



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### Grace Lutheran Church Income Statement - May 2022

	May Actual	May Budget	Delta Budget	May '21 Actual	Delta Prior Year
<b>Revenue</b>					
Total Revenue	45,908	43,429	2,479	43,711	2,196
<b>Expenses</b>					
World Mission Subtotal	3,542	3,792	(250)	3,542	-
Rostered Ministry - Subtotal	11,762	11,669	93	19,828	(8,065)
Non-Rostered Staff Subtotal	10,723	12,491	(1,768)	11,748	(1,025)
Our Church Home Subtotal	16,090	12,874	3,216	12,981	3,109
Worship & Service Subtotal	3,966	2,547	1,419	2,195	1,771
<b>Total Expenses</b>	<b>46,083</b>	<b>43,372</b>	<b>2,710</b>	<b>50,293</b>	<b>(4,210)</b>
<b>Surplus / (Deficit)</b>	<b>(175)</b>	<b>57</b>	<b>(232)</b>	<b>(6,582)</b>	<b>6,407</b>
Amount To / (From) Contingency	(175)	57	(232)	(6,582)	6,407
<b>Surplus / (Deficit) After Contingency</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

### Year-To-Date P&L

- Revenue was \$232k (\$15k favorable to budget)
- Expenses were \$224k (\$7k unfavorable to budget)
- Surplus of \$8k (\$8k favorable to budget)

### Grace Lutheran Church Income Statement - May 2022

	May YTD Actual	May YTD Budget	Delta Budget	May '21 YTD Actual	Delta Prior Year
<b>Revenue</b>					
Total Revenue	232,165	217,146	15,019	253,549	(21,384)
<b>Expenses</b>					
World Mission Subtotal	18,458	18,958	(500)	18,458	(0)
Rostered Ministry - Subtotal	60,924	58,347	2,577	102,083	(41,159)
Non-Rostered Staff Subtotal	59,446	62,454	(3,008)	59,106	341
Our Church Home Subtotal	70,722	64,368	6,354	68,623	2,099
Worship & Service Subtotal	14,294	12,735	1,560	10,141	4,153
<b>Total Expenses</b>	<b>223,845</b>	<b>216,862</b>	<b>6,983</b>	<b>258,411</b>	<b>(34,566)</b>
<b>Surplus / (Deficit)</b>	<b>8,320</b>	<b>284</b>	<b>8,037</b>	<b>(4,862)</b>	<b>13,183</b>
Amount To / (From) Contingency	8,320	284	8,037	(4,862)	13,183
<b>Surplus / (Deficit) After Contingency</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



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### Balance Sheet

- Cash increased \$8k in the month to \$192k
  - Contingency Fund decreased \$0k to \$108k
  - Project Funds increased \$4k to \$79k
  - Building Debt Reduction increased \$5k to \$5k

### Grace Lutheran Church Balance Sheet - May 2022

	May Starting Balance	May Ending Balance	May Changes	
<b>Assets</b>				
Cornerstone Checking	95,091	103,372	8,280	
Cornerstone Money Market	88,330	88,342	12	
<b>Total Cash</b>	<b>183,422</b>	<b>191,714</b>	<b>8,292</b>	
<i>Contingency Fund</i>	<i>108,019</i>	<i>107,844</i>	<i>(175)</i>	<i>May '22 Operating Deficit</i>
<i>Building Debt Reduction</i>	<i>-</i>	<i>5,000</i>	<i>5,000</i>	
<i>Project Funds</i>	<i>75,402</i>	<i>78,869</i>	<i>3,467</i>	<i>May '22 Project Fund Change</i>
	<b>183,422</b>	<b>191,714</b>	<b>8,292</b>	
<b>Total Assets</b>	<b>183,422</b>	<b>191,714</b>	<b>8,292</b>	
<b>Liabilities</b>				
Mortgage	1,717,288	1,713,317	(3,971)	
<b>Total Liabilities</b>	<b>1,717,288</b>	<b>1,713,317</b>	<b>(3,971)</b>	
		Principal Payment	3,971	
		Interest Payment	4,725	
			<b>8,696</b>	

### **WORSHIP: (Lori Mathias)**

#### WORSHIP PLANNING COMMITTEE MEETING MAY 31, 2022

Members present: Eryn, Katy, Tory, Jane, Lori, Pastor Greg, Dustin, Zach, and Deb

**Deb** – no report from bells at this time.

**Eryn** – Choirs and Worship Team Leader Search:

Eryn updated the committee on the process taking place to hire a Worship Team Leader to start in September. An interview committee has been formed: Eryn, Lori, Dustin, Mark Lerrett, and Abby Peterman (youth representative). The position description has been updated (discussed later in the meeting) and an “ad” for the position has been created. It will be posted in the Grace Notes, bulletins, and various forms of social media. Applications should be submitted by July 11, Eryn will prequalify candidates over the phone, and interviews will be held in early August.

She also indicated that she will be sending a Google form to Jubilation and Youth choir members to get feedback when they may be available to sing for summer worship services.

Discussion was held on services Eryn will be absent this summer – Jane will cover August 4 and 14, and the Worship Team will lead on July 24 with her input on planning for that day.

The committee then spent time updating worship Sundays for the summer (see below).

**Pastor Greg** – Gave an update on the MET committee events: August 14 will be the congregation listening session on the Mission Site Profile; a Calling Committee is being formed and there will be training events sponsored by the Synod for this group; finally, a Town Hall for the entire congregation will be held on August 28 with representatives from the Synod and the Calling Committee will be approved.



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Besides the June and July dates already noted when he will be absent and has worship leaders for, he also listed: August 14 – Dale Erickson, Thursday, August 18 – Karen Cutler, September 1 and 4 – Howard Vrankin, and September 8 and 11 – Meg Boren

**Dustin** – Technology – Dustin gave a quick update on hardware for streaming services and allowing outdoor worship to happen that he has repaired. He and John Bernd are working on the second video camera to help with online services.

A discussion was held regarding the need for more volunteers during services to help with technology. Katy suggested we have a “volunteer fair” early fall to get people interested by discussing with them the responsibilities face-to-face. Dustin will also prepare a sign-up form to have available for anyone interested in volunteering at the technology booth before and after services on Sunday. Training sessions will be held for any interested members.

The remainder of the meeting was a discussion of any changes/updates to the Position Description for the Worship Team Leader opening.

Next meeting will be on August 9 at 6:30 p.m.

Summer Worship Final Dates:

June 26 – Outdoor worship; Listening Session after on 10:30 worship

July 17 – Outdoor worship with youth leading; ice cream after worship (per Lisa)

July 24 – Eryn gone; Worship Team leading with Eryn helping plan

July 31 – Regular 9 a.m. worship indoors; also Make a Splash worship at 9 at Grafton pool and swimming from 9:30-11:30; Erica Dimmett planning

August 21 – VBS Sunday

August 28 – Town Hall Sunday – no outdoor service

### **YOUTH AND FAMILY MINISTRY COMMITTEE: (Jen Jacobson)**

No report provided

### **Other Business**

- Minutes Approval
- Revised Constitution- Steve Knowles to present
  - Steve clarified that each required provision has an asterisk. And that these are for the congregation, not every individual. Ch 5 was reviewed by a previous council.
  - Fiscal year change – Feb 1-Jan 31 (which is the same as the synod). Annual congregational meeting can be held Jan, Feb, or March. Suggested to shift it a month. Keep it as 4<sup>th</sup> Sunday of January for 2023. In 2024 we'd shift it to February.
  - This current document says 2-year terms for officers and council members.
  - Proposal that there should be three consecutive terms possible instead of two.
  - Every committee doesn't need to have a council member rep. Committees submit their reports but don't need to attend.
  - Five officers and seven lay people to fill the 12-member council.
  - Proposal to add youth and young adult member to the committee. The constitution allows for that if we think to do so in the future.
  - Committees do not have terms for their leaders.
  - One change was to reduce quorum requirement. “The lesser of 30 voting members or 10 percent of the voting members shall constitute a quorum.”
  - Added a number (\$50,000) to C12.05.
  - Do we have employment practices liability insurance? Lisa will investigate.
  - Synod discipline committee is responsible for discipline of members.
  - If someone is sued by work for the congregation, the congregation will secure that person against legal liability for their actions.



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- Indemnification insurance?
  - Youth under 18. Young adult 18 – 26, but those can be defined as you go and not locked into the constitution. Need to be confirmed to be a council member, so around 14 or 15 at least.
  - This needs to be done by Tuesday to allow for 60 days before the meeting on August 28. Lisa will send out a corrected copy and put on website.
  - Constitution proposal is approved by the council.
- Reports & Discussion
- Youth and Family Ministry
    - § VBS Planning and Registration- Do we have counts yet? 64 kids signed up, still looking for a few volunteers, will be capped at 100
  - Fellowship
    - § Chinooks Game Scheduled and in Grace Notes
  - Worship Planning
    - § Update on Hiring-Posted Position – change position to add “music” to the title. Worship Music Leader (formerly Praise Team Leader).
    - § Plans for while Greg is on vacation
    - § Eryn wrote a proposal for scholarship money to get female singers – would like approval for that. Proposal was \$3000. Did council decide on \$1500? May need to check old minutes. How would we use the scholarship students? Re-clarify the proposal per scholarship. What is the plan per service? Can the students be listed as an option to sing for the funeral or church? That money goes to that person, not the fund. Could include them in honorarium list. This is a one-year scholarship. We do not currently have funds to continue it.
  - Treasurer
    - § Email Scott with any questions
  - DI & Attendance
    - § Contract for Kitchen Rental finalized
    - § Stewardship Statement to go out-any additional notes within letter?
- Old Business
- MET Update
    - § Debt Consolidation Update – things in the works. Oct 16 is commitment Sunday. Principle party around Christmas.
    - § Exec Committee to meet with MET next week create finalizations in MSP
- Nomination updates – Kirstin added the selected names to the spreadsheet for call committee. She will send out an email to come up with a final list. Congregation can approve on August 14. Pastor Greg will have the MET contact the synod about the call committee training.
- In July, start nominating people for committee chairs, president elect, possible youth. Property, Christian Care, Outreach, and Youth & Family. Nominations committee then informs council to fill council representative spots (not committee heads). Also need to build up committees because some people are teams of one.
- New Business
- Next Meeting's Date
    - § Confirm 8.25.22 @ 7:30pm

**Closing Prayer:** Pastor Greg  
Meeting adjourned at 9:10.