



## Council Minutes May 27<sup>th</sup>, 2021

### IN ATTENDANCE:

*Pastor Paul Bulgerin	*Jodi Doro (Secretary)	*Brittany Lobner (Fellowship)
*Pastor Heidi Borkenhagen	*Scott Nielsen (Treasurer)	Joe DelCamp (Property)
Mark Barber (Past President)	*Rachel Langer (Outreach)	*Lisa Bernd (Director of Involvement)
*James Newell (President)	*Kirstin Albiero (President-Elect)	*Jen Jacobson (Christian Education)
	*Kelly Olson (Worship)	Melissa Schmidt (Christian Care)

(\*) present at meeting

The meeting began at 7:31 P.M. with President James Newell presiding.

- ✓ Approval of the April 2021 minutes with amendments, Pastor Paul motioned to approve, Jennifer 2<sup>nd</sup>, all approved.

### Pastors and DI Reports

#### **PASTOR PAUL'S REPORT:**

**COVID Worship Changes:** Following the CDC's recommendations of May 13, 2021, the church office, music staff and council executive committee have revised our COVID policies at Grace. We also spoke with Dr. Dan Hagerman about these.

The revised policies were sent to the congregation by email on Thursday, May 20.

We will continue to monitor how things are going and adjust our policy as needed.

**Council Worship Leadership:** As the percentage of those who have been vaccinated grows, we continue to encourage Grace members to return to in-person worship, if they feel safe doing so. We encourage our council members to take the lead in this. Council's in-person participation in worship is a good testimony to the rest of the congregation.

**Encouraging Families to Return to In-Person Worship:** We have taken steps to contact our members with children to encourage them to resume worshiping in person. While many of our older members have started worshiping again, we have not seen many families come to in-person worship. This seems to be true of churches all over the country. Special emphasis is being placed on having families come to our outside worship services since children are not yet vaccinated. More information will go out to members the week of May 23, especially aimed at members with children.

**File Organization:** I continue to spend a lot of time going through and organizing my files on the computer and on paper for the interim pastor, future pastor(s) and others who might need to use them. I have been working to update all confirmation lessons for grades seven through nine as well as files for other activities, committees and tasks that need to be done on an annual basis. These will all be saved on the church system's drive so they can be accessed by those who need them. Paper copies of some files will be left in my office file cabinet.

**Offerings:** It has been gratifying to see our offerings be so strong through the first four months of the year. We are about to enter into the annual summer giving slowdown and will continue to monitor giving over the coming months.

**New Members:** We will have a reception for a family or two wishing to join Grace during the summer months. This will be done at an outside service in late June or sometime in July.

**Boundary Waters:** There will be a group meeting in early June to go over details of the trip. Erica is arranging a river clean up on June 27 and I am going to try and get as many of our



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Boundary Waters group members as possible to participate in this as a pre-trip activity. We have thirteen people signed up so far to go on the trip.

*Discussion: first Sunday with new guidelines, some did wear masks*

### **PASTOR HEIDI'S REPORT:**

**Worship:** It is good to see people's full faces again!

I created some post cards for us to share the peace with those outside our walls.

**Ending Notes:** I've been working on a document to leave for the interim, staff and leadership on areas of ministry that have been my responsibility.

**Visits:** I'm trying to set up final visits with the shut ins so that I can say goodbye to each of them.

**Pine Lake:** Thanks to Katie Eippert for coordinating doing some planting up at Pine Lake! It was a nice way to give back to that wonderful ministry.

**Lydia Circle:** We are continuing with zoom and in person hybrid. The group decided to try taking turns leading the sessions on their own, until a pastor is called or the interim wants to lead.

**Staff Communication:** When Pastor Paul and I are gone, please make sure to update the office and program staff on what is happening and get their input as the call process goes along.

This is my last council report at Grace! I know I am leaving the congregation with many dedicated leaders. Thank you for being a leader at Grace, and for being partners in ministry for the past 14 years. I will miss you and will be praying for you all as you help lead Grace into the future with the Spirit's help. God is with you, and God is good!

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

**Building:** May is annual inspection month. We have all our inspections scheduled or completed. We have one additional inspection that needs to happen this year. Last year after our sprinkler inspection, the technician let me know that we will need to have this an additional inspection at five years. We have a five year sprinkler inspection that needs to be completed. Our rep contacted me with the quote & the inspection information. I will be scheduling that to happen.

**Boiler Update –** At our last meeting, we had spoken about a boiler leak. I had contacted Pure Mechanical about the leak & scheduled them to come out to look at the leak. They came out & did our bi-annual maintenance which included looking at the boiler. As they thought from the last time they checked, there was no leak but they could not pinpoint where the water was coming from on the floor. They did a lot of rule out checking for a few days. They came out daily to check on the progress & finally they figured it out. Our backflow valve was leaking. The backflow pipe did not extend to the drain which was why the floor was always wet. PM extended the pipe. I called a plumber to fix the valve. The valve had a bit of dirt in it which caused the leaking. Our annual backflow test is due in August so they were able to include this flush & fix as our annual inspection.

**Worship Assistants & Other Volunteers:** I have been struggling to find worship assistants & camera operators. I feel like this has a lot to do with people not attending worship. I keep drawing from the same well. I have sent emails, called people, put a help needed in "Grace Notes" and the insert and no one has responded. So, if anyone would like to volunteer to read the lessons & prayers during a worship service or run the camera, I would greatly appreciate it. Pastor Paul, Katie, Erica and I met and came up with a new game plan to recruit volunteers. I will be creating a sign-up genius for the summer volunteers that we need for each service. We



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will then be calling people directly to see if they would be willing to help. We will put it out in Grace Notes too.

**Pastor Heidi's Letter:** I sent out a letter to the congregation from Pastor Heidi to let everyone know about the next chapter in her life.

**Ice Cream Sunday's:** To continue the fun from last summer – I have scheduled the ice cream truck every month for the summer. Ice Cream Sunday's will be 6/13, 7/18, 8/15 and 9/19.

**Outreach for Hope:** Erica and I met with people from the Outreach for Hope bike ride committee. We will again be a site for the ride on September 25. They will be looking for some volunteers from our congregation.

**Other Stuff:** I have done a lot of other things this month too!

**Counting:** I am counting the offerings every Monday with Katie Eippert & taking it to the bank. I also continue to process e-giving & Vanco donations.

### **Attendance Report**

Attendance was discussed.

### **Committee Reports**

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

No report provided

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

Thank you so much to those who attended our Campfire Event on May 1st! Though it was a bit windy, we enjoyed singing with Pine Lake Camp Director Ben, some s'mores, and collected food that was delivered to All People's Church. Events seem to be falling into place as I have met with Erica and Katie to establish a monthly outline. The following events are coming up: Saturday, June 5th at Kapco Park 6:35pm-18 attendees for the Lakeshore Chinooks baseball game. Tickets have been paid for and are waiting at Will Call just outside the gates under Grace Lutheran Church (just in case I can't make it). If a few more want to join, please have them contact me!

Sunday, June 13th at Church-Pastor Heidi's Congregational Celebration. Outdoor picnic including Yummy Bones food truck and ice cream truck following the outdoor service. You may bring your own meal or purchase from the food trucks.

Sunday, July 11th at Grafton Pool-Splash with Jesus. Camp-like service with 2 hours of pool rental afterwards.

August 2021 at Church-Vacation Bible School and Pastor Paul's Congregational Celebration (Sunday, August 15th). More details available closer to the event.

Rough Outline of Future Months: Sunday, September 12<sup>th</sup> – "God's Work, Our Hands", Late October-Trunk or Treat November-Craft Fair?, December-Birthday Party for Jesus/Movie Night (½ Fellowship Hall and ½ Sanctuary)?, January 2022-Bingo Night (½ in person, ½ virtual)?, Spring 2022-Potential Road Rally Scavenger Hunt

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

##### **P&L - Month:**

Revenue was \$56k (\$7k favorable to budget)

Expenses were \$51k (\$2k favorable to budget)

Surplus of \$5k (\$8k favorable to budget)



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### Grace Lutheran Church Income Statement - April 2021

	April Actual	April Budget	Delta Budget	April '20 Actual	Delta Prior Year
<b>Total Revenue</b>	<b>56,109</b>	<b>49,430</b>	<b>6,679</b>	<b>60,431</b>	<b>(4,322)</b>
<b>Expenses</b>					
World Mission Subtotal	3,542	4,292	(750)	3,804	(263)
Rostered Ministry - Subtotal	20,564	20,639	(75)	20,178	386
Non-Rostered Staff Subtotal	12,000	11,292	708	11,043	957
Our Church Home Subtotal	12,642	14,050	(1,409)	9,084	3,557
Worship & Service Subtotal	2,380	2,464	(84)	1,738	643
<b>Total Expenses</b>	<b>51,127</b>	<b>52,736</b>	<b>(1,609)</b>	<b>45,847</b>	<b>5,280</b>
<b>Surplus / (Deficit)</b>	<b>4,982</b>	<b>(3,306)</b>	<b>8,288</b>	<b>14,584</b>	<b>(9,602)</b>
Amount To / (From) Contingency	4,982	(3,306)	8,288	14,584	(9,602)
<b>Surplus / (Deficit) After Contingency</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

#### **P&L - YTD:**

Revenue was \$210k (\$12k favorable to budget)  
 Expenses were \$208k (\$0k favorable to budget)  
 Surplus of \$2k (\$13k favorable to budget)

### Grace Lutheran Church Income Statement - April 2021

	April YTD Actual	April YTD Budget	Delta Budget	April '20 YTD Actual	Delta Prior Year
<b>Total Revenue</b>	<b>209,855</b>	<b>197,720</b>	<b>12,135</b>	<b>213,245</b>	<b>(3,390)</b>
<b>Expenses</b>					
World Mission Subtotal	14,917	14,917	0	16,092	(1,175)
Rostered Ministry - Subtotal	82,255	82,555	(300)	80,712	1,543
Non-Rostered Staff Subtotal	47,358	45,168	2,190	43,407	3,951
Our Church Home Subtotal	55,848	56,201	(352)	60,898	(5,050)
Worship & Service Subtotal	7,946	9,855	(1,909)	11,739	(3,792)
<b>Total Expenses</b>	<b>208,324</b>	<b>208,695</b>	<b>(371)</b>	<b>212,847</b>	<b>(4,523)</b>
<b>Surplus / (Deficit)</b>	<b>1,532</b>	<b>(10,975)</b>	<b>12,506</b>	<b>399</b>	<b>1,133</b>
Amount To / (From) Contingency	1,532	(10,975)	12,506	399	1,133
<b>Surplus / (Deficit) After Contingency</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

#### **Balance Sheet:**

Cash increased \$5k in the month to \$186k  
 Contingency Fund increased \$5k to \$118k  
 Project Funds flat at \$68k



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### Grace Lutheran Church Balance Sheet - March 2021

	March 2020 Starting Balance	March 2020 Ending Balance	Changes
<b>Assets</b>			
Cornerstone Checking	98,374	92,408	(5,966)
Cornerstone Money Market	88,175	88,187	12
<b>Total Cash</b>	<b>186,550</b>	<b>180,596</b>	<b>(5,954)</b>
<i>Contingency Fund</i>	<i>119,335</i>	<i>113,024</i>	<i>(6,311)</i>
<i>Project Funds</i>	<i>67,215</i>	<i>67,572</i>	<i>357</i>
	<b>186,550</b>	<b>180,596</b>	<b>(5,954)</b>
			<i>March 2020 Operating Deficit</i>
			<i>March 2020 Project Fund Change</i>
<b>Total Assets</b>	<b>186,550</b>	<b>180,596</b>	<b>(5,954)</b>
<b>Liabilities</b>			
Mortgage	1,769,908	1,767,152	(2,756)
<b>Total Liabilities</b>	<b>1,769,908</b>	<b>1,767,152</b>	<b>(2,756)</b>
		Principal Payment	2,756
		Interest Payment	5,940
			<b>8,696</b>

### OUTREACH: (Rachel Langer)

This month I dropped off a large donation from our church members to All People's Church in Milwaukee. The donated items included: children's jackets and winter outerwear, and reusable grocery bags. All Peoples did not have room in their clothing storage for adult jackets and clothing so I took these items to Milwaukee Homeless Veteran Initiative (a non-profit organization that I used to work with when I was a social worker).

The food drive on May 22nd was a success!! Our children did most of the heavy lifting, running up to any car that pulled into the parking lot then quickly separating donated items into the designated boxes. After the drive, Katie and I took all these items to Ozaukee Co. Food Sharing just a few blocks from the church. God bless our church and community members for donating an overflowing pallet worth of non-perishable foods, cleaning supplies, and toilet paper.

### PROPERTY: (Joe DeICamp)

No report provided

### WORSHIP: (Kelly Olson)

**Return to our pre-pandemic regular worship schedule (Sundays, 8 & 10:30 and Thursday evenings).**

- Timing and logistics for Sunday services is working out regarding set up for the 10:30 service outdoors.
- Sunday services are going well, but they are not filling to capacity. Thursday evening services attendance is about normal at 20 – 25. Most of the Thursday 'regulars' have returned.
- Pastor Paul also started holding the Adult Forum between services. Attendance has been low.

\* Based on the revised CDC guidelines of May 13, 2021, revised congregational policies related to worship and wearing masks for those fully vaccinated, were released to the congregation on May 20<sup>th</sup>, including increasing inside worship capacity to 75 and allowing those fully vaccinated



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to opt out of wearing masks. Sign up is no longer necessary and masks are no longer required for outdoor worship.

### **Summer Worship Schedule**

- Summer schedule with one Sunday service will begin June 13<sup>th</sup>
- The June 13<sup>th</sup> service will be held at 10AM (due to Pastor Heidi's lunch/ice cream celebration)
- Beginning June 20<sup>th</sup>, services will be held at 9AM
- Services will be held outdoors. If weather is bad, the service will be held inside.
- The Thursday evening service will continue as an indoor worship option.
- Live Stream will continue, but we do need more volunteers for set up, to run the camera and sound. (Katy may be available to do it the weeks that Praise Team is not leading the worship.)

### **Tech Grant Update** (Dustin will provide details at the council meeting)

Dustin and John have continued working through the process to obtain a Synod grant for technology improvements. Essentially the grant will make the Live Streaming process easier and more reliable, allow us to mount cameras from the ceiling to eliminate blocked views as we increase to full capacity and also eliminate the need to have a camera operator present all the time. The technology consultant originally proposed a list of items that totaled approximately \$6400. John and Dustin pared that down to \$3978 (plus tax and shipping) by doing the installation themselves and eliminating some pieces that we don't truly need. To date, Grace has been awarded \$2000; the church would be responsible for the remaining \$2000. Although the Synod received more requests than they expected, any money left in the fund, will be distributed. There is a chance we will receive some additional grant money.

In the meantime, there is still a need for at least one additional person at the Livestreamed service to advance the PowerPoint slides and assist with the production overall.

### **Digital Reformation Experience**

Along with the Tech grant, Dustin and Katy reported that the workshops/conferences provided many tools and suggestions we could consider for worship and also to enhance our media and communication strategy to promote and build awareness of ministry and activities in the community. Suggested that we generate interest in forming a media/communications team to develop a plan for Grace and start to build it out.

### **iPad Pros for the Praise Team**

Katy reported that the Praise Team needs two iPad Pros so that all of them to use digital music. This format is much better for the group allowing them to sing/play off of one score, sharing notes/mark ups, etc. Katy proposed that a fundraiser be held to raise the funds needed.

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

We met on May 24<sup>th</sup>, Erica, Katie, Sarah Newell, and I were all in attendance. We discussed Vacation Bible School (VBS), Fall Sunday School, Christmas program, and Fall Youth Group.

- Vacation Bible School (VBS)
  - Registration
    - Registration currently is still only open for Grace members and children connected to Volunteers
    - 46 of the 75 spots are filled so far (10 of those are 6<sup>th</sup> graders who are SIT)





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- Katie is following up with any signed-up volunteers that normally have kids attending that haven't registered yet
- Katie is also following up with a few families that mentioned their kids were interested but unable to attend the full week and didn't want to take up space, and still haven't registered after we encouraged them to still sign up.
- Registration will open to the community June 1<sup>st</sup>
  - Communication will still be low key as we don't have space for all of our non-member repeat attendees.
- Volunteers
  - Getting Volunteers has been a bit more challenging but our needs are almost filled.
  - We are looking for teachers (one adult or one or two older youth) for the following grades
    - 3K (currently only have one kid for this grade so might be put with 4K)
    - 1<sup>st</sup> Grade
    - 2<sup>nd</sup> Grade
- Tent
  - We are still getting the tent; however, the tent company doesn't accept credit cards and Thrivent only issues credit cards for the grants. The Grant that was approved for the tent has been re-assigned (and approved by Thrivent) to sit-upon supplies which the kids will make on the first day in Crafts and will use all week.
- Other Summer Events
  - Make a Splash for Jesus – July 11<sup>th</sup>
    - Grafton Pool rental approved for swimming and Camp style worship on their grasses area beforehand.
    - Thrivent Grant approved.
- Sunday School (Fall Planning)
  - We plan on returning to in-person Sunday School
  - We won't have a special event for Rally Sunday, but might still call the first day of Sunday School Rally Sunday)
  - Opening for 1<sup>st</sup>-5<sup>th</sup> Grades might have to be done differently so we aren't putting them all together.
  - Katie is going to send out a survey in the next week or so to the volunteers/teachers for us to learn who is coming backing back, their comfort level, etc.
  - Christmas program (preparations for this starts when Sunday School starts in the fall)
    - Possible Challenges without knowing how things will be



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- Number of people that attend worship, guest and some parents that watch both services
    - Signing by the kids
    - Birthday Party for Jesus
  - Some possible ideas
    - A different format for the program
    - Pre-recording the classes signing
    - Dividing into 8:00 a.m. and 10:30 a.m. groups
- Youth Groups
  - JYG will return to normal programming in Fall
    - Strong participation
    - Good parent support
    - Might need to find a different location in Church for the Sunday Education gathering.
    - Might try to find something special for the current 6<sup>th</sup> graders who didn't get welcomed into the group as past years.
  - HYPE- still working on the changes to programming
    - Will have Sunday Education hour – as those that have attended it find value
    - Survey
      - Was sent out to all the parents for High schoolers
      - Survey was to help with understating participation/lack of participation, needs, wishes, etc.
      - Nine families out of about 80 filled it out. Erica plans on sending out a second request.

Next Meeting was not set but we hope to meet in June.

Katie:

- 2<sup>nd</sup> Annual Food Drive
  - Grace and the ALC held a food drive for Family Sharing on May 22. We collected a large box of food taller than a person (we didn't get a weight this time) along with \$1620 for Family Sharing.
  - Thanks to Rachel Langer for helping to coordinate this event.
- VBS Update
  - We are currently registering Grace and volunteer's children. We have 47 kids currently registered. We will be opening VBS registration to the community on June 1. We will continue to have a 75 student capacity.
  - I am still looking for volunteer teachers to lead the 3K, 1<sup>st</sup> and 2<sup>nd</sup> grade classes.
  - We will be posting our VBS donation requests (including the need for monetary donations for the tent) the first Sunday in June. Thanks to Jen Jacobson for





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helping to put these donations together.

- Make a Splash for Jesus
  - We have reserved the pool on July 11 for our Make a Splash for Jesus event. We are also able to host our outdoor camp-style worship at the pool prior to the open swim.
- COVID Outreach Grant
  - The Adult Literacy Center received a grant to help provide COVID vaccine education outreach to underrepresented populations. The ALC is partnering with Grace to help reach our community members in need. Joan Tuttle (who played a big role in helping our older members at Grace sign up for vaccines) is on our leadership team as a Grace representative.
  - The goal of the grant is not to push anyone to do something they are not comfortable with, it is simply to provide information to individuals who may not have access to it due to literacy levels, language skills, income levels, etc.
  - Through this grant, we have partnered with the public health department and Oasis Healthcare to sponsor a youth vaccine clinic on June 3. It has very youth friendly hours after school and into the evening, doesn't require advanced registration and offers a gift card drawing for anyone that receives a vaccine that day. (Anyone of any age is able to get vaccinated there on June 3.)
  - I attached the flyer for the event to my email, so please feel free to share it with family, friends or other organizations you are a part of. I also have the flyer in Spanish and Russian if you need that version.
- Sunday School Planning
  - We plan to have Sunday School in the fall.
  - I will be surveying former teachers this week to see if they are planning to return.
  - There will likely be some small changes, but we are trying to keep it as "normal" as possible.
- Party Planning
  - Lisa, Erica and I have been having lots of fun organizing celebrations and a few fun surprises for Pastor Heidi and Pastor Paul. Although folks are sad to see both pastors leave, they are excited to be able to celebrate all their contributions to our Grace family.

### **Other Business**

Dustin Lobner– technology grant Siebert Lutheran Org – digital reformation offering for WELS, Missouri & ELCA synods. Proposal \$6400 worth of equipment, reviewed with Matt Short (synod) and John Bernd, paired down to \$4k equipment we wouldn't use and self-install. Would be guaranteed \$2,000 and possibly more when other grants are all finalized as long as church contributes as well. This includes: 2 cameras on central I beam 1 still on altar and 1 that moves; a microphone and control panel. This gets camera off the ground, should also be easier to use



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and more reliable. Should also get onsite training. Motion to approve Rachel, 2<sup>nd</sup> Scott, motion approved.

Recognition for Tech help – John Bernd & Dustin Lobner - \$500 for each – Motion by Pastor Heidi, Second by Kelly Olson, motion carried.

Staff Support Committee Proposal – charter reviewed and discussed – motion by Kirstin, Second by Jennifer Jacobson, motion carrier. Next steps are to show staff the charter, review names and start having conversations with those potential committee members.

Encourage to return to worship – ask for council members to lead the way. Shifting to outdoor on June 13<sup>th</sup>. Idea to have families participate in the service- readings, children's message, passing of peace, try to tie into Sunday School to encourage attendance now to build up to this.

Pastoral Transition Process – Pastor Heidi's exit interview June 2. James needs to contact Kristin Nielsen from synod but seems to be on track. Work on what the needs are from the interim – will work to develop this for the next council meeting. Work with John Bernd to get portion of website specifically for pastoral transition. Lydia Circle, Nominating Committee (Chris Beloin was notified of information), Pastor Paul as ex-officio on Personnel and Endowment committee. Kirstin mentioned in-person message being relayed on regular basis (however deemed regular) would be a good form of communication in addition to other communication. Different subject line email from Grace would also bring more attention to these updates or use video messages.

**Closing Prayer:** Pastor Heidi