



## Council Minutes October 26th, 2017

### IN ATTENDANCE:

*Pastor Paul Bulgerin	*Alissa Burgos (Secretary)	*Peg Lade (Worship)
Pastor Heidi Borkenhagen	*Ed Eckert (Treasurer)	*Laurie Gosselin (Fellowship)
*Kerry Feutz (President)	*Pat Murack (Christian Education)	*Lisa Bernd (Director of Involvement)
*Darlyne Holle (Past President)	*Kelly Klug (Outreach)	Sarah Brogni (Property)
*Mike McGraw (President Elect)	Open (Christian Care)	

(\*) present at meeting

The meeting began at 7:30 P.M. with President Kerry Feutz presiding.

Reflection led by Darlyne Holle

- ✓ Approval of meeting agenda
- ✓ Approval of the September 2017 minutes

### Pastors and DI Reports

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

**Stewardship:** The two Sundays for our fall stewardship campaign are October 15 and 22.

The big stewardship mailing, including the color brochure, will be sent out after Sunday, October 22. As was the case last year, each member/family is receiving a personal letter that asks them to consider giving an offering between two suggested giving levels.

We will begin to have people turn in their faith commitment cards on Sunday, October 29.

My thanks to Steve Korinek for creating the color brochure, Lisa Bernd for all her time in getting the packets ready for the mail and Ian Walton, one of our high school youth, who is talking in worship on October 22 about his own personal giving to the church.

Since we're doing our stewardship in October, instead of November, we should have a firm giving estimate in time for the December council meeting.

**Keeping Some "Grow In Grace" Dollars in Reserve:** We have discussed this as a council and, on October 8, Kerry Feutz shared this idea with the congregation at the worship services. I have written a draft of a letter about this that we can send to the congregation later in November. We will include a Q&A piece with this as well.

Once again, I fully support keeping some of the "Grow In Grace" funds in a contingency account to help with any mortgage shortfalls over the next number of years.

We will, of course, do all we can to make sure our offerings meet our budget needs, but this contingency will help a great deal should we fall short.

**Nicaragua Mission Trip:** Karen, Samantha and I have all decided to go on the February mission trip to work with Meg in Nicaragua. I am grateful to an anonymous donor at Grace who offered to pay for my airfare. This enables our family to afford to send Karen and Sam on the trip. Sam speaks decent Spanish and should be a good addition to our group. I am thankful to finally be able to be part of a Nicaragua mission trip.

**Nominating Committee:** We've had scheduling issues trying to get the members of the committee together, but did have a quick meeting on October 15 and will start sharing names of potential council candidates on October 22 and then begin to talk to people.

**Worship Attendance:** Like last fall, people have been slow in coming back to worship in a regular manner. Whether it's been the nice weekend weather, people just being gone a lot (and a lot of our regular worshippers



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have been out of town) or simply not making the choice to worship, our worship numbers are less than I'd like to see.

We've had weeks where the 8:00 a.m. worship attendance was large, and 10:30 a.m. was 100 people or less, and other weeks where more people were at 10:30 than 8:00 a.m.

There is no real pattern. Last year our attendance picked up later in October. We'll see how we do this year.

I did put a "Grace Notes" article in this week about the importance of worship.

**Youth Activities:** I am participating in the JYG "24-Hour Famine Lock-In" on October 21-22 and will lead the eighth-grade retreat at Pine Lake on November 3-4 along with Jessica Korrison.

**Thrivent Builds Training:** After a meeting with Chris Beloin and Susan Matz from Thrivent Financial, I am hoping to attend a Habitat For Humanity training workshop as part of my 2018 sabbatical. By attending this workshop, I will be qualified to lead Thrivent Builds mission trips that work with Habitat.

One of my goals, in my remaining years at Grace, is to work to establish an on-going adult mission trip program in our congregation, so that we develop and sustain a ministry of sending adults on mission trips. Thrivent Builds works with Habitat For Humanity in what looks to be an efficient and worthwhile mission trip program.

I would hope that others can take this weekend training as well so we can develop a pool of people qualified to lead such trips.

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

**Worship:** The Reformation Service plans are done. Thank you to Eryn, Vince, Deb and all our musicians who will put in extra effort to make this a special worship service.

I am officiating at a marriage (non-member) on Sunday, October 22. I got permission from the council president to miss worship for this.

I preached at Luther College for the Homecoming Chapel (and got to visit with current students and Grace members, Emily and Megan Olson).

I'll be making worship plans for Thanksgiving Eve and Advent next month.

**HYPE Youth Group:** We are discussing the Reformation during October. We also sent a card to our leaders, Pat and Chantal Murack, to congratulate them on the birth of their daughter, Eliza!

**Education:** I completed the book group studying Marcus Borg's "Meeting Jesus Again for the First Time."

Lydia Circle began their study of "Twelve Women of the Bible."

I coordinated with Zack Durlam who is leading two sessions on Martin Luther and music.

**Packing LWR Care Kits:** We had 20 people, including some kids, help assemble the Personal Care Kits! We had around 100 kits. I will donate the extra supplies we collected to either All People's or the Milwaukee Rescue Mission.

### **DIRECTOR OF INVOLVEMENT:**

**Time & Talents:** November 19 is time & talents Sunday. I will be bringing last year's sheet to the meeting. Please plan on updating your section on the sheet so I can have the most accurate information to give to the congregation.



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**Stewardship:** Most of my month has been spent on stewardship. I sent out two mailings to the congregation. One was just a letter & the other was the stewardship packet. The packet had a letter individually filled out for every member of the congregation. It also included a family pledge card with two labels on it, a return envelope & an e-giving form.

**Cleaning Company:** Our new cleaning company started at the end of September. It has been going well. We have been working together to make sure the building is cleaned well. They are a great group to work with.

**Dine In/Dine Out Luncheon:** Katie Eippert & I hosted the Dine In/Dine Out group on October 15. We have 5 groups of three to five families. It was a fun luncheon & I look forward to seeing how this ministry goes.

**Inspection:** I have scheduled the inspection of the stove hood for November 15. The village of Grafton requires a biannual inspection of the hood.

**Kitchen Smoke Detector:** I am working with the Grafton Fire Department on the placement of a smoke detector in the kitchen. After an alarm went off in August, it was noted that a heat detector should be there. The village will be helping me figure out what we need in that spot in the kitchen. We may have to change the smoke detector to a heat detector. I will let you know when I find out the answer.

**Coffee Maker:** I spoke with Watsons & I have rented a new coffee maker. It is easy to use. It hooks up to our dedicated water line. If the line becomes blocked, Watsons will come in & fix the machine.

We still need to sell our old coffee maker. Right now, it is in the hospitality storage room. If anyone is interested in listing it, please let me know.

**Note to Council:** Annual Reports are due by December 17<sup>th</sup>. Books close December 29<sup>th</sup>. All offerings will need to be paid by 12/29 to be included for the 2017 church income.

**Regular Things:** I also continue doing the weekly inset, Grace Notes, the Good News, responsibility emails, entering contributions, e-giving & the million things that come up daily.

### Attendance Report

Year to date and monthly attendance numbers were discussed.

### Open Issues

- 2018 Budget
  - 2018 budget draft was created, sent to council, and discussed by council. This was meant to be a quick look budget and not intended to finalize any numbers.
  - Council fears our income will be short of our ideal expenses for 2017. However, there are still a few months left to reach the anticipated 2017 income. By the November meeting Council should have a better feel for the 2017 income and concrete number by December. This will help finalize the estimated 2018 budget numbers.
  - The 2018 budget presented tonight is based loosely on the “wishes” of the committees.
    - Council put in as much as we realistically think we can give for each committee.
    - If any committee wants to increase their proposed 2018 budget, let Ed know before the November meeting.
- Pastor's Compensation – Housing Allowance Determination
  - The pastor's reviewed how much of their salary should go towards housing.
  - Salary compensations that should be designated for Housing Allowance for Heidi and Paul are:
    - Paul has requested \$30,000 / \$2,500 per month



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- Heidi has requested \$25,812 / \$2,151 per month
- Council agreed to make these updates for 2018.
  
- Nominating Committee
  - The committee met on Sunday 10/22/2017.
  - Pastor Paul emailed the committee the first list of names to talk to about the open Council positions.
  - Council needs to fill: President Elect, Fellowship, Christian Care, and Property (Sarah has agreed to take this spot).
  
- Popcorn Machine
  - Over the past few years, Darlyne has been lending Grace a popcorn machine. She no longer needs the machine and plans to get rid of it. She asked Council if Grace would like to keep the machine.
  - Council discussed this:
    - The machine needs some work.
    - Where would it be stored at Grace?
  - Pat will talk to his committee to see if they want it and know where to keep it.

### Committee Reports

#### **CHRISTIAN CARE (vacant spot):**

No Report

#### **FELLOWSHIP (Laurie Gosselin):**

- The Luther event was a success. 70 people attended. Freewill offering was \$141 and we paid \$150 to have the Luther speaker.
- Reformation Mill/Trunk or Treat is this Sunday, 10/29/2017. Grace received a \$250 grant from Thrivent for the event. A freewill offering will be available.
- The freewill donation cup is now out for coffee hour.
- Remaining events for 2017:
  - Thanksgiving Pie Social
  - Birthday Party for Jesus.

#### **FINANCE (Ed Eckert):**

Council discussed the normal month end report as well as the draft version of the budget for next year.

- Of particular note is that we continue to underperform relative to income this month. We are currently \$48,205 short of budget. This is getting to be rather worrisome to me even though I realize that we are expected to have better months ahead. However, it is highly unlikely that we will make up this deficit. I am expecting that we will be short by approximately \$25,000-\$30,000. We have the flexibility of using some of the building fund to make up this shortfall, but we need to recognize that we are not covering our expenses this year. This becomes extremely relevant as we look to setting the budget for next year. The biggest unknown will be what the expected income will be next year, but we may have to make some difficult choices going into next year. I have attached the current draft version of the budget for next year for your review. This encompasses most of the wants that we have as a church.
- We should have a better idea of both where this year will end up as well as what next years projected income will be as we get closer to the end of the year.

Additional Comments:

- There are members who wait to give their offering until the end of the year. This will help make up some of the deficit.



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- This said, we do need to make sure we do all we can to try and catch up on our income. The stewardship letters that went out this week let people know where they stand with their 2017 giving through the end of September as it asks them to consider their giving for 2018.
- We also plan to send out a letter to the members at the end of November giving them an update on their year-to-date giving and where we stand as a congregation.
- Finally, will be drafted and sent to the congregation in December, that lays out the details of our proposal to keep some of our "Grow In Grace" funds in a contingency fund. Along with this letter we would like us to come up with a Q&A handout that deals with some of the details of this proposal. This would include helpful information about how much putting all \$160,000 toward the mortgage would save us on our monthly and annual payments, vs. keeping some in reserve.

### **OUTREACH (Kelly Klug):**

In the past we have done a food drive for family sharing at Thanksgiving. This will be done again this year. This is part of a service.

Family Sharing said they get really low again around Easter. We will think about having another food drive at that time.

St. Ben's: We will work with them to see when would be a good time for them to have us come.

We will start to look into sending people to help run the nursery at All Peoples.

### **PROPERTY (Sarah Brogni):**

I have been slowly organizing the 3 main rooms where random items have been stored. Each room will eventually house all of certain items for easy retrieval when needed. At present I have cataloged almost all supplies whether it was a cleaning supply to tools. If anyone is looking for a particular item, please contact me so I can tell you if we have it already before purchasing something.

I contacted the Grafton Fire Department to get a copy of the Fire Inspection report. There were several items I was unaware were in violation. I have since found 3 items that were supposed to be fixed that we didn't even know about. I reached out to a church member who indicated he does Drywall work, but he is not available at this time. If anyone knows someone that does simple drywall work, please forward the information to me so I can contact them.

I fixed two items on the list. A missing ceiling tile and all combustibles out of the boiler room.

I have asked the Assistant Fire Chief to please call me before they do an inspection if possible, so I can be there to see what might need fixing. I also updated the information with them and from now on the inspection report will go to myself and Lisa Bernd. When I'm no longer Property Chair I will update the fire department with the new chairperson.

I have reached out to local contractors about getting quotes to fix the entrance area near the choir area in the worship center. If you haven't seen, the walls are literally rotting away, and we have been having intermittent water issues. After I receive enough quotes this will help determine my budget requests for 2018.

At this time, I'm not going to pursue finding more quotes for lawn and snow removal services. I will consider it after the next year, I want to focus on organizing and getting the property responsibilities manageable at this time.

### **WORSHIP (Peg Lade):**

The Team met on October 3<sup>rd</sup>.

- We are currently "down" two members, both congregational representatives.
- We decided on a several people to ask to fill these 2 positions. So far neither of the members that I spoke with are available to fill these positions. We will continue to search.
- Pastor Paul presented his service plans for the next month.



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- Pastor Heidi was not able to attend but still submitted a summary for the reformation and thanksgiving eve service.
- We deferred a discussion of Pastor Heidi's notes from last Christmas Eve until our next meeting.
- Budget was discussed briefly. So far Eryn has stated that her budget request will be the same as it was last year.
- We decided there is absolutely no problem copying Katie Eippert and Erica Dimmet on the WPT reports to council each month.
- Katie and Erica also requested that they take over the management of the nursery. The responsibilities for the nursery will now be housed under the Youth and Family Ministries.
- Our Christmas cantata this year will be on December 10<sup>th</sup>.
- Plans for a sing-a-long at the Ale House are tentatively set for December 19<sup>th</sup>.
- Vince is trying to recruit Praise Team singers. He is planning a "guest series" for one Sunday each month. Prospective members will be able to sing with the team for just one Sunday at a time without having to immediately commit for the long-term.

Our next meeting will be November 7<sup>th</sup>.

### **YOUTH AND FAMILY MINISTRY COMMITTEE (Pat Murack):**

#### **YFMT Meeting October 5<sup>th</sup> 7pm**

##### **Sunday School:**

- Oct 8: All Sunday School kids (3K-5<sup>th</sup> grade) will be watching a movie about Luther and the Reformation. They will then make Reformation posters that we will hang up around church for the month of October.
- Reformation Walk: I'm getting a good response from volunteers to help as actors (they range in age from JYG kids to retired folks). A lot of them are really excited to do it, so I'm hopeful that it will be a fun and informative event.
- Christmas Program: The kids are already starting to work on their songs. Erica and I have picked out the program that we are going to use, but we need to modify it to fit our exact needs. It will again be fairly simple, but will allow a few kids to dress in costume, for those who enjoy that.

##### **KFC - 3<sup>rd</sup> thru 5<sup>th</sup> Grade:**

Meeting October 15<sup>th</sup>

##### **JYG - 6<sup>th</sup> thru 8<sup>th</sup> Grade:**

- Sept 24<sup>th</sup> "Get to Know Ya" 3-5pm - Went well with 10 students attending
- October 21-22<sup>nd</sup> Famine

##### **HYPE - 9<sup>th</sup> thru 12<sup>th</sup> Grade:**

- Sept 17<sup>th</sup> Kick Off Party 5:30pm - Went well with 5 students attending
- Oct 22<sup>nd</sup> Martin and Katie Luther visit Grace 4pm
- Discussion to keep track of active high school students to better gauge numbers
- NEED people to sign up for the Mission Trip in the next few months

##### **Parent Fellowship Hour:**

October 22<sup>nd</sup> first date

##### **Special Programs:**

Trunk or Treat –

- We will use money from the Sunday School Budget this year.
- It will start at noon to give people time to eat and decorate trunks.
- If it rains it will be in the gathering space

##### **VBS Plan for Next year:**

- Keep classroom teachers and general schedule the same this year as last.
- Cap at 150 students to hopefully encourage people to sign up earlier to allow us to better plan.



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### **Nursery:**

- Youth and Family Ministry will be assuming the duties of staffing, organizing, and advertising the Nursery from Worship starting January 1<sup>st</sup>.
- We will explore Sign up Genius for people to sign up for slots in the nursery.

### **Texting System:**

- The texting system is up and running although it is a little more labor intensive as we do not have an updated version of servant keeper.
- Erica is working on adding cell phone numbers for the KFC, JYG and HYPE students

### **Room Noise:**

- We are still struggling with room noise between the HYPE room and the multipurpose Sunday school room.
- We will be putting up sound dampening panels.
- We are also trying to contact the builders as it is our concern that this may be a design flaw as these rooms are being used exactly as we let them know they should be. The wall between the rooms does not fully go to the ceiling in some spots as well.

### **Budget 2018:**

- Sunday School - 2500
- KFC - 300
- JYG - 600
- HYPE - 1000
- We are also creating 2 new categories for the budget. Confirmation (\$400) is separate from Sunday School now and we are adding a Family Ministry budget (\$950)
- Family Ministry Budget will include - Make a Splash for Jesus, Easter and Advent Kids Materials, Backpack blessing, Trunk or Treat, Nursery, Parent Fellowship Hour, Noah's Ark Trip

### **Confirmation Camp**

We will see how fund raising is after the Silent Auction at the Craft Fair

### **Other Business**

**Closing Prayer:** Pastor Paul