



## Council Minutes October 20<sup>th</sup>, 2022

### IN ATTENDANCE:

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

(\*) present at meeting

The meeting began at 7:35 P.M. with President Kirstin Albiero presiding.

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

### Pastor and DI Reports

#### **PASTOR REPORT:**

No reports

#### **DIRECTOR OF INVOLVEMENT:**

No reports

### 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)**

#### September 2022 Treasurer's Report

#### September 2022 Financial Results

#### P&L

- Revenue was \$34k (\$10k unfavorable to budget)
- Expenses were \$43k (\$0k favorable to budget)
- Deficit of \$9k (\$9k unfavorable to budget)



## Council Minutes October 20<sup>th</sup>, 2022

### Grace Lutheran Church Income Statement - September 2022

	Sept Actual	Sept Budget	Delta Budget	Sept '21 Actual	Delta Prior Year
<b>Revenue</b>					
Total Revenue	33,926	43,429	(9,503)	31,624	2,302
<b>Expenses</b>					
World Mission Subtotal	3,542	3,792	(250)	4,292	(750)
Rostered Ministry - Subtotal	11,379	11,669	(291)	1,484	9,895
Non-Rostered Staff Subtotal	8,884	12,491	(3,606)	12,172	(3,288)
Our Church Home Subtotal	14,784	12,874	1,910	10,852	3,931
Worship & Service Subtotal	4,404	2,547	1,857	3,166	1,238
<b>Total Expenses</b>	<b>42,992</b>	<b>43,372</b>	<b>(380)</b>	<b>31,966</b>	<b>11,026</b>
Surplus / (Deficit)	(9,066)	57	(9,123)	(342)	(8,724)
Amount To / (From) Contingency	(9,066)	57	(9,123)	(342)	(8,724)
Surplus / (Deficit) After Contingency	-	-	-	-	-

### Year-To-Date P&L

- Revenue was \$369k (\$22k unfavorable to budget)
- Expenses were \$394k (\$3k unfavorable to budget)
- Deficit of \$25k (\$25k unfavorable to budget)

### Grace Lutheran Church Income Statement - September 2022

	Sept YTD Actual	Sept YTD Budget	Delta Budget	Sept '21 YTD Actual	Delta Prior Year
<b>Revenue</b>					
Total Revenue	368,630	390,863	(22,232)	403,469	(34,838)
<b>Expenses</b>					
World Mission Subtotal	34,125	34,125	0	34,125	0
Rostered Ministry - Subtotal	107,983	105,025	2,959	148,209	(40,226)
Non-Rostered Staff Subtotal	98,826	112,417	(13,591)	104,419	(5,593)
Our Church Home Subtotal	127,956	115,863	12,093	115,019	12,937
Worship & Service Subtotal	24,673	22,922	1,751	21,519	3,154
<b>Total Expenses</b>	<b>393,564</b>	<b>390,352</b>	<b>3,212</b>	<b>423,291</b>	<b>(29,728)</b>
Surplus / (Deficit)	(24,933)	511	(25,444)	(19,823)	(5,111)
Amount To / (From) Contingency	(24,933)	511	(25,444)	(19,823)	(5,111)
Surplus / (Deficit) After Contingency	-	-	-	-	-



## Council Minutes October 20<sup>th</sup>, 2022

### Balance Sheet

- Cash **decreased \$16k** in the month to \$149k
  - Contingency Fund **decreased \$9k** to \$75k
  - Project Funds **decreased \$2k** to \$75k
  - Building Debt Reduction **decreased \$5k** to \$0k

### **Grace Lutheran Church Balance Sheet - September 2022**

	September Starting Balance	September Ending Balance	September Changes
<b>Assets</b>			
Cornerstone Checking	76,925	61,018	(15,907)
Cornerstone Money Market	88,375	88,386	11
<b>Total Cash</b>	<b>165,301</b>	<b>149,404</b>	<b>(15,896)</b>
<i>Contingency Fund</i>	<i>83,657</i>	<i>74,591</i>	<i>(9,066)</i>
<i>Building Debt Reduction</i>	<i>5,000</i>	<i>-</i>	<i>(5,000)</i>
<i>Project Funds</i>	<i>76,643</i>	<i>74,814</i>	<i>(1,829)</i>
	<b>165,301</b>	<b>149,404</b>	<b>(15,896)</b>
<b>Total Assets</b>	<b>165,301</b>	<b>149,404</b>	<b>(15,895)</b>
<b>Liabilities</b>			
Mortgage	1,701,653	1,692,795	(8,858)
<b>Total Liabilities</b>	<b>1,701,653</b>	<b>1,692,795</b>	<b>(8,858)</b>
		Principal Payment	8,858
		Interest Payment	4,838
			<b>13,696</b>

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

#### WORSHIP PLANNING MEETING OCTOBER 11, 2022 MINUTES

Members Present: Lori Mathias, Kathy Brown, Jane Brabrand, Eryn Durlam, Dustin Lobner, Tory Saunders, Deb Donovan

Reports:

Eryn – Choir Update:

College students Kate and Kelly are working well with the Choir. The Choir will be singing on Reformation Sunday. Christmas Eve – Choir at 4 p.m. service and Handbells at 6 p.m. Worship Team will be adjusting their worship times to help out scheduling for Eryn.

Deb – Handbell update:

Handbells just restarted for this fall and are working towards a full choir, as well as looking at where they fit best in the service depending on contemporary or traditional. Eryn indicated she felt the handbells could play at any time.

The Sunday School will be using the hand chimes for Grades 4-5, directed by Jodi Doro. Jean Fugate will continue with the Rainbow Bells for the younger kids. Deb asked Dustin if the camera is on the handbells during regular services, and can the image be projected on the screen in the church. Dustin indicated



## Council Minutes October 20<sup>th</sup>, 2022

this ability is not available right now, so for the Children's Christmas Program, the kids will need to go in the front so the parents can see them. Eryn suggested the kids can hold the music in one hand and the chime in the other to eliminate the use of music stands and movement of them in the front.

Handbells will play at Lasata on Monday, December 12, and will be playing in the main care center.

No changes are needed in the budget for handbells.

Pastor Greg (Update through Eryn and Lori):

-Dec. 18 Children's Services 8:30 and 10:30

-Christmas Eve services – 4 and 6 p.m.

-Christmas Day – 9 a.m.

-New Year's Day – 9 a.m.

-No Thursday services December 22 or 29

-Nov. 6 All Saints services – need two 12 X 12 X 4 in. high glass bowl/rectangle shape for lighting candles as well as sand to hold the candles up.

Dustin – Technology Update:

The current technology team has decided there will be three levels of training available for those that volunteer in the Technology Booth.

Dustin also indicated that they will be getting a TV in the nursery through Thrivent, and set it up to access services through YouTube. The 8 a.m. service will be live streamed, and during the 10:30 service, they will run the video from 8 a.m. through YouTube. Also, a still camera will be placed up front in the church, and they will need to purchase some cables for that.

Dustin suggested the budget could stay the same for Technology, but that monitors on the floor fail frequently as well as wireless mics. He felt the budget should reflect on needing repairs. Wireless receivers and transmitters, if fail, could cost around \$2,000.

Lori – Miscellaneous:

It was decided by the office staff that the Pew Pads will be available for visitors to sign in and for current members to note updated contact information.

Lori indicated that Sign Up Genius is set up through Jan. 1 for members to volunteer for services. She asked that committee members check to see if anything was missing from any of the Worship volunteer spots online and to let her know.

The Ministry Fair went as expected and we received a few new volunteer names.

Deb questioned why the worship center was unlocked on the past Monday evening, and wondered if there was a change in process of locking up.

Time was then spent helping Eryn choose hymns for Thursday services in October/November.

The Next Worship Planning Meetings will be on **Tuesday, November 1, at 6:30, and December 6, also at 6:30 p.m.**

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

Youth & Family Ministry Team (YFMT) October 2022 Report

The YFMT meet via Zoom on Wednesday, October 5<sup>th</sup>, Erica Dimmitt, Kate Peterman, Katie Eippert, Pat Murack, and myself were all present from the Team. We were also joined by Jodi Doro, who is our volunteer Sunday School Music Director so she could be present for our conversation regarding the Children's Christmas Program on December 18<sup>th</sup>. In addition to the Christmas Program, we also discussed Trunk-or-Treat, the open position, Nursery, First Communion, and additional information brought up by the team.

#### **Children's Christmas Program (December 18<sup>th</sup>)**

We had collected feedback from both Sunday School Volunteers and Council on the idea of having just one worship for the Children's Christmas Program (noting that we hadn't talked as a team yet). Although, we had a lot of support for moving forward with just one worship, most noting two worships can be a long day for the children. We value all the feedback, support, and comments. At the meeting we had few members remind us why we do the Christmas Program – allows the children to contribute, allows the congregation to enjoy the children's contribution just as we do any other ministry, and gives an opportunity for the children to share their faith and gifts with visitors they invite. The concern with moving



## Council Minutes October 20<sup>th</sup>, 2022

to one worship was impact it would have on the benefits and options for others to enjoy the Christmas program along with possible need for extra rehearsal time.

Based on our discussion we optioned to move forward with the two Christmas Program worship on December 18<sup>th</sup>. Sticking with what has worked historically - we will move up the 8am worship to 8:30am which allows families just a little extra time to get there and also shortens the amount of time between the 2 worships. We will have "Birthday Party for Jesus" between the services to keep the kids busy and entertained, this event also offers the opportunity to collect items as service project. The second worship will start at the normal time of 10:30am. We understand this can be along day for the parents and the children, although we do ask families to try and be at both we structure the worships for the youngest children to be done toward the beginning of the 2<sup>nd</sup> worship and we understand some families will only be there for one as well. We also hope the Birthday Part of Jesus will help as well. Adverting the Christmas Program and Worship time change has already started.

Notes: on the Birthday Party for Jesus: The older youth will help run activities for the younger kids during the Birthday Party for Jesus. We are using a Thrivent Grant for supplies.

### **Trunk-or-Treat and Bible Olympics (October 30<sup>th</sup>)**

To support the outreach effort of Truck-or-treat we encourage inviting a friend to worship and Sunday School, which is managed by having Bible Olympics during Sunday School. Katie and Jennifer will plan and run Bible Olympics with the help of our Sunday School Volunteers. Set up will occur in the Sunday School Rooms the during the week prior. Set up in Fellowship will occur the morning of due to a wedding party using the space the night before (HYPE isn't needed for our event).

Trunk-or-Treat is an annual outreach activity geared but not limited to families, that draws members, friends and neighbors. Erica is leading up the Trunk or Treat planning. Our Youth will be helping with games for Trunk-or-Treat. The sign up for decorating a trunk is already up as well as one for attending (sign up is not required). Erica also is in communication with Brittney, as Fellowship is planning the meal. Erica will reach out to the team if she needs any further assistance.

Thrivent Grants are being used to help cover the costs of meal and supplies needed.

### **Nursery**

The nursery is always available to families even when not staffed. Staffing faded when the nursery wasn't being used in 2019. To test out the need for the nursery we are staffing it for both services on First Sundays in October, November, and December. In October the 8am Worship had a handful of children, and 2 for at least a part of Worship during the 10:30 worship. We will see how November and December goes. We also are in desperate need of volunteers if we will continue staffing the nursery – so far it as been just members/families of the YFMT.

We also discussed the continued efforts to live stream worship into the nursery. At the time of the meeting the Thrivent Grant for the TV was gifted. Since the meeting Dustin has updated us that the TV and other items needed have been ordered. He will give us another update when the TV is installed (Thank you to Dustin for all his time and efforts ensuring we get what we need to make this work). This is going to allows us to live stream 8am worship and replay it for the 10:30am Worship so if parents utilize the Nursery when it isn't staffed, they won't miss worship.

### **Holy Communion Instruction:**

Pastor Greg will be teaching Holy Communion Instruction to our 5<sup>th</sup> graders who haven't completed it yet as well as anyone else parents register. Classes will be held on November 6<sup>th</sup> and 13<sup>th</sup>, with celebrating First Communion at either of the Thursday Night worship on November 17<sup>th</sup> or Sunday Worships on November 20<sup>th</sup>. An email was sent to our 5<sup>th</sup> grade families as well as an announcement put in Grace Notes. We are looking for families to host a meal during each one of those classes.

### **Open Staff Position:**

A very brief update/conversation was had on the open staff position for the children ministry.

### **Other Information:**

Members of the team were able to bring up other information they wanted to share and discuss. Those items are listed below.

Children's Church: Katie brought up an email from a parent that suggested offering Children's church, Erica also commented that Pastor Greg raised the idea with her as option for us to discuss. A past survey



## Council Minutes October 20<sup>th</sup>, 2022

has shown that the congregation is split on this topic. As before we as a church would have the same logistical changes that prevented us from going in this direction in the past. As a team we felt discussing this any further would be best done with the new Children's Ministry hire and new Pastor. We feel it is important to inform the new hire and Pastor of the past survey and any comments we receive so they with the support of the team can figure out the future path. We also felt that it would be best to keep Sunday School on its current path as it is part way through the program year and run solely by volunteers, because it is what the volunteers and families are familiar with.

Sunday School 1<sup>st</sup>-5<sup>th</sup> Grade Split change: Although we had split the 1<sup>st</sup>-5<sup>th</sup> Grades by 1<sup>st</sup>-3<sup>rd</sup> and 4<sup>th</sup>-5<sup>th</sup> based on numbers hoping to have similar classes sizes before the start of the program year, we have decided to change it to 1<sup>st</sup>-2<sup>nd</sup> and 3<sup>rd</sup>-5<sup>th</sup>. This change was made based on the actual number of the children actually attending in each grade and the needs of the different age groups. We have had 2 Sundays since our YFMT meeting and it seems to be working nicely for us.

Youth Activities:

- The River cleanup was planned for September but was unable to happen due to the water level
- October HYPE Gathering is Bowling
- Pastor Greg is leading a 9<sup>th</sup> Grade Confirmation Retreat on October 19<sup>th</sup>
- Youth will sell some type of concessions at Grace's Craft Fair in November as a fundraiser for Mission Trips. As a side note Pat asked if any of us could help with the Craft Fair in general – he is looking for volunteers.

All Peoples Christmas Meals: In November 2021 Grace committed to providing 50 Christmas Meals for 2022. Without an Outreach committee to help organize the meal collection (or Katie on staff who graciously handled the meal collection to help out our partners in the past); Kate volunteered to help and use it as a service project for our Youth. Kate and Erica were going to meet together to figure out what needed to be done. A Thrivent Grant was gifted for reusable bags to help with the organization of the collection.

We plan for our next meeting to be in January unless a need for a meeting arises before then.

### **Other items to note not discussed at the YFMT Meeting:**

The YFMT participated in the Ministry Fair seeking volunteers for Sunday School, Youth Group Gatherings, Vacation Bible School (VBS 2023), and Nursery. We received 1 name for the nursery in addition to two Youth that are children of our team members. Thank you to Lori and the rest of the Worship Committee for organizing the fair. Erica did bring the JGY youth out during the Education Hour and explained all the different roles and encouraged them to sing up.

### **Other Business**

- Minutes Approval
- 2023 Budget Review w/ Staff
  - Email committee members with budget items they are responsible for when they do not have council representation.
  - Erica brought up "Planning Center" for Arcelia. We are no longer using. Erica asked if we should cancel it? Erica will check with Eryn. Pastor Greg has used it and recommends it for the future. Pause service? Cancel service and resume at the same rate later? Erica will ask Arcelia to look into it and cancel for now if we can resume at the same rate.
  - Consider doing away with paper bulletins, which would clear Arcelia up for other tasks. Scott D suggested that the Worship committee could make a recommendation to do away with them. Ask Arcelia what she would think about this transition. Hold off until new pastor comes in.
  - Worship & Service budget discussion





## Council Minutes October 20<sup>th</sup>, 2022

- The \$1550 for Confirmation is for new curriculum. What we use now is Pastor Paul's. The other jump in cost is for Bibles for the larger Confirmation class.
- The larger Sunday School number is also for new curriculum.
- Worship Supplies at \$5,000 – pays for guest preaching fees, which we may not need all of once we have a full-time pastor.
- Where is new pastor celebration budget coming from? Project funds, such as a sabbatical fund or memorial funds.
- Kirstin asked Erica about Thrivent grants – who handles them. Erica mostly does so far. Chris Beloin is also a good resource.
- Lori brought up concern about where the budget would come from for the scholarship choir members. Would have to put in an appeal for funding in Grace notes to sponsor a singer to get us to the fall. Can't be a Thrivent grant because we can't pay it out. Money raised from Lenten meals?
- o Feedback from Erica
  - Staff would like to see the building maintenance plan so they know what needs to get taken care of.
  - Welcome area redesign ideas. Erica estimates around \$1,000 to redo it. Thrivent grant for sign and another grant for brochures?
  - Revamp the outside sign, the one in the corner. Brick base with memorials or Bible versus and then sign coming up from that. The bricks will pay for the sign.
  - Other signage to bring attention to church?
- Nominating Committee
  - o In the past, members were Pastors, President, Past President, and Chris Beloin. Constitution says 6 people. Greg, Kirstin, Scott D, James, Erica, and one more person: Chris Beloin again? Scott D will ask.
  - o Scott D suggested Erica as member of nominating committee as staff rep in place of DI
  - o With council members serving two years, we may have to replace half the council every year.
  - o Council Nominations:
    - Chris Eippert (President Elect)
    - Pat Murak (Youth and Family Ministry)
    - Kelly Arndt (Property)
    - Avery Newell (Youth Representative)
    - Lori Davis
    - 1 more seat to fill
    - Scott D has a list of names mentioned that he will provide to nominating committee.
- Budget Discussion Wrap-up
  - o Deficit went down. Giving pledges and combination of ministry and youth role.
    - Need a new job description for ministry/youth role to understand what is reasonable as far as hours and wage and skillset.
    - Looking at it as a bucket of money – does it suffice for one position or two?
    - Find someone for youth ministry as soon as possible. Then broach the subject of a larger role with them.
    - Will need to adopt a budget with mid-course corrections as roles are filled.
- Call Committee Updates
  - o Council members will act as liaisons with committee members.
  - o Interview scheduled
- Reports & Discussion
  - o Worship Planning
    - Ministry Fair-Follow-up
    - Christmas Services
    - Pie social after Thanksgiving service?



## Council Minutes October 20<sup>th</sup>, 2022

- Fellowship
  - Truck-or-Treat food assist
  - Star Movie Night, TBD
- Youth and Family Ministry
  - Christmas Program
  - Volunteers for Craft Fair – cleanup crew afternoon Nov 12. Setup crew. Greeters.
- Treasurer
  - Grace Notes- Any feedback?
- DI & Attendance
  - Welcome area, can we revamp? Can we get a Thrivent grant to fund
  - Sign Maintenance
  - Welcome Signage: Banner, feather flag. Can we get a Thrivent grant to fund
- Old Business
- New Business
- Next Meeting's Date
  - Confirm 11.17.22 @ 7:30pm. Confirmed.
- Raise Right AKA Script: buy common gift cards from Script, get the rebate, and sell them in the gathering area? \$1200
  - Amazon Smile is another idea.
- Christmas boxes? Partner with another church again? Not this year.

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