



Council Minutes May 30th, 2024

IN ATTENDANCE:

*Scott Donovan (Past President)	*Rebekah Bryan (Secretary)	Dustin Lobner
*Chris Eippert (President)	*Brad Doro (Treasurer)	*Avery Newell
*Steve Buchman (President-Elect)	*Sarah Dahl	*Pat Murack (Youth & Stewardship)
*Pastor Chris Thomas	Paula Race-Mantel (Worship)	*Kate Peterman (Fellowship)
		*Sarah Brogni (Property)

(*) present at meeting

The meeting began at 7:35 P.M. with President Chris Eippert presiding.

- ✓ Approval of the April 2024 minutes. There was a motion to accept the minutes as amended. Seconded. Motion passes.

Pastor and DI Reports

PASTOR REPORT: See Other Business.

Committee Reports

STEWARDSHIP: (Pat Murack)

May Stewardship Meeting

1 Peter 4:10 - Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms.

Stewardship Theme – Faithful Stewards

Timeline

- Sept 15th – Poster up
- Sept 30th – 1st Mailing (Letter from pastor, Mission Budget and Commitment Card)
- Oct 6th – Stewardship around worship
- Oct 13th – Stewardship around Ministry
- Oct 20th – Stewardship around Outreach
 - Mail summary letter and commitment card
- Nov 3rd Commitment Sunday

1 Minute video clip each Sunday around the topic – Chris to enlist help for this item

Need to brainstorm on Mission Budget

PERSONNEL: (Chris Eippert)

Monday, May 13, 2024 (7:00PM)

Agenda and Notes:

Custodian (Andrew Newman - update on his orientation and work) - Pastor Chris

Pastor Chris commented on Andrew's work and orientation to the building. Pastor Chris has contacted DeAnne to assist with Andrew's full orientation (DeAnne expressed a willingness to work with the new Custodian to ensure a successful "hand-off" of duties). Andrew's official start-date was Monday, April 22nd and Birthday is September 18th (this will be added to the "important Staff Dates, as well as his birthday). His average work week is about 15 hours, with his time in the building usually around 7:30 to 9:00AM. He seems efficient, and has asked if there is more he can do.



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Staff Review / Goal setting Policy (Staff is aware of the policy - look at next-steps for us as a committee) -

Pastor Chris to elaborate

Staff is aware of the policy – but have not actually seen the document. Pastor Chris has scheduled a Staff Retreat for early June where this document will be a topic of discussion. Once staff is aware of the policy, they will work toward crafting their SMART Goals and other preparation, ahead of their Annual Mission Review.

“Mission Review” schedule (Mission Review form) - how we will participate

The Annual Review would normally be conducted in May, but since we are a little late in planning and goal setting – for this year – the Annual Review will be conducted in the June-July time frame. (the New Year starts in March, with Council and Staff planning taking place in the February-March time frame – after the Annual Meeting and Council Retreat). This Mission Review will include their SMART Goals, opportunities, self-assessments and achievements. Ideally, Pastor Chris and the Personnel “buddy” will conduct the reviews. Being the supervisor, Eryn D. would also participate in the review of Deb D. and Sharon H. The “Mission Review Form” will be modified to make it more appropriate for Grace. (Pastor Chris to take the lead on modifying the form).

Financial function (accounts payable, how is it working? change needed?)

Discussion centered around the re-imbursement process – how it’s working. Dave indicated an issue brought up by Eryn during a recent buddy discussion (we did not have the payment check available for Pastor Chuck for his substitute preaching.). Pastor Chris indicated that the check was available, but there was no “second-signer” to sign the check, therefore it could not be issued. The process moving forward is to have (2) people in the office available for signing. Once approved, Jean F. will be an additional signer if needed. Discussion also was brought up regarding the entire reimbursement process. For example, the timeliness of reimbursement (several weeks after a request) and the process: the formal “pink” request sheet (available in the office) must be used, with the receipt and pink sheet form scanned and emailed to Arcelia. Jen brought up the background on Arcelia’s “work-load” (Arcelia has a full-time job plus two part-time financial church jobs – Grace being one of them). During her upcoming “buddy” discussion, Jen will get a sense of “if or how” overloaded Arcelia is – and if adjustments should be considered. Pastor Chris added that the process is: if the reimbursement request is at the church office by mid-afternoon on Tuesday, the reimbursement check will be available the following Tuesday afternoon.

Develop an Organization Chart (unfinished business from over a year ago)

A 3-year old “draft” Organization Chart was passed out, with general discussion taking place. Ideas included moving the “Director of Ministry” function to be equal with “Youth & Family” and “Music Director.” Cali’s position could possibly be moved under the “Youth & Family” function (Erica would be approached to see if she would consider more of a “leadership” function). Discussed was the need for maybe a “functional organization” layout along with the different ministries at Grace (Outreach, Property, etc.) Pastor Chris emailed a format he used at his former church. Dustin and Sarah indicated that maybe a separate “work session” should be scheduled (use the white board – clean-slate brain-storming session). A session will be scheduled in the future, with Chris E. adding a Council perspective.



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Buddy System (Excel Spreadsheet - populating the sheet with basic notes after conversations)

Dave asked for input regarding the discussions. More will take place in the future – maybe to coincide with the “goal-setting” process and Mission Reviews. Once the discussion takes place, just a short “bullet point” synopsis could be placed on the Excel spreadsheet on the One Drive.

Staff Appreciation (how is it working, reimbursement, use "Raise Right" option for purchase of gift cards, other ideas?)

Discussion centered around how the appreciation and gift card process was going. Is there a budget for all of the gifts that are currently underway (ex. birthday, work anniversary date, specific staff appreciation). Adding (12) individuals X 3 Appreciation gifts X \$25 each = \$900 (we have \$600 budgeted for staff recognition). No conclusions were made as to continuing at the same dollar rate, cutting amounts, etc. Jen elaborated on the “Raise-Right” program and the possibilities. (orders are due by the 3rd Sunday, cards are delivered on a regular basis. (Pastor Chris indicated various percentages that are obtained, 3 – 12% or more depending on vendor.). Jen indicated that Chantel M. and Arcelia should be consulted as to how the “internal workings” of fund transfer would work. Dave to take the lead.

Personnel Handbook (update to bring in-line with current constitution - "hiring process verbiage based on constitution," etc.)

A short discussion centered around what the Personnel Committee’s role is in relation to the hiring, recommendation, financial process, etc. Pastor Chris cited specifics from the new constitution and how the wording “could” be interpreted. More discussion will be needed to frame-up an updated handbook. Dave will create a “basic draft” to work from. Discussion is tabled for a future meeting.

FELLOWSHIP:

No report provided

OUTREACH:

Here are the notes on Outreach. They are meeting June 2nd to finalize the plan for this year.

They will begin by supporting our primary partners: All Peoples, Circle of Empowerment, ALC, Family Promise & Outreach for Hope.

Each year we will aim to have 4 larger outreach activities. Since they are already at the end of April, here are the 3 we will focus on for the remainder of this year:

- June 2: ALC/Grace Food Drive
- September: Outreach for Hope Bike Ride at Grace
- November: All Peoples Christmas Meals



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They have also created a Grace Outreach calendar [HERE](#). All outreach activities, whether they are coordinated by the outreach committee or not, should be recorded on this list. This way we can try and ensure we are supporting a variety of causes, and encouraging other groups such as BFFs to organize donations, but spreading them out in a way that we don't have too many things happening at once.

PROPERTY: (Sarah Brogni)

1. Clean-up Day: Over 2 dozen people showed up to work on beautifying the property. The kitchen was cleaned and organized. A list of items we need in the kitchen was provided. The hospitality area was cleaned and organized. The refrigerator and freezer were cleaned and food not claimed by staff was discarded. Outside: 1 dead tree was taken down; 2 large stumps were ground down, dirt and seed was laid; weeding focused on "curb appeal"; branches were trimmed; edging was completed on the 5th Avenue north entrance doors; 75 bags of mulch were spread; the Village of Grafton picked up the branches; a member cut and hauled away the "large" smaller branches. The large chunks of tree will be hauled away once they dry out a bit (so they aren't so heavy); buckthorn was removed and chemicals to kill it were applied.
2. A call for hostas was successful. The one large area is now planted with plants people can identify and do not require routine care (like cutting back in the fall). We have more plants that will go in other areas.
3. One floodlight on the north side of the building is corroded and needs to be replaced. That is slated to happen when the weather cooperates. Dave Polka always keeps one in supply. He monitors the condition of the lights.
4. Work has begun to install the counter in Conference Room B. This was from the ALC.
5. Staff is working on a painting plan. We really need the Multipurpose Room painted right after VBS. This would need to be a professional. We thought other smaller projects might be able to be done by volunteers (defer costs).
6. The temperature in the office continues to be an ongoing issue. Mark Koehler has been in multiple times to try and figure it out. At some point the heat stops and the air conditioner kicks in. Fluctuations in temperature range from 68 to 75 within hours.
7. Repairs were made again by Harbor Plumbing for the leak in Luther. The service call tested it running water through a hose. No issues were seen after our big rains.
8. The fire alarm / sprinkler system was completed today for the yearly check.
9. We lost power to the church over the weekend. Several circuit breakers were tripped and we need a new surge protector for the furnace room, an electrician will need to replace that.
10. We have been having some fire alarm issues. At last I heard they were testing the system to diagnose the problem.

FINANCE: (Brad Doro)

May 2024 Treasurer's Report

April 2024 Financial Results

P&L

- Revenue was \$53k (\$11k favorable to budget)



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- Expenses were \$40k (\$1k favorable to budget)
- Surplus of \$13k (\$12k favorable to budget)

Grace Lutheran Church Income Statement - April 2024

	April Actual	April Budget	Budget Variance
Revenue			
Total Revenue	53,112	41,667	11,445
Expenses			
World Mission Subtotal	3,042	3,042	0
Rostered Ministry - Subtotal	8,202	8,071	132
Non-Rostered Staff Subtotal	12,982	13,058	(76)
Our Church Home Subtotal	12,084	13,313	(1,228)
Worship & Service Subtotal	3,470	3,237	233
Total Expenses	39,780	40,719	(940)
Surplus / (Deficit)	13,332	948	12,385
Amount To / (From) Contingency	13,332	948	12,385
Surplus / (Deficit) After Contingency	-	-	-

Year-To-Date P&L

- Revenue was \$157k (\$32k favorable to budget)
- Expenses were \$122k (\$0 favorable to budget)
- Surplus of \$34k (\$32k favorable to budget)



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Grace Lutheran Church Income Statement - April 2024

	April YTD Actual	April YTD Budget	Budget Variance
Revenue			
Total Revenue	156,625	125,000	31,625
Expenses			
World Mission Subtotal	9,125	9,125	0
Rostered Ministry - Subtotal	24,229	24,212	17
Non-Rostered Staff Subtotal	37,750	39,173	(1,423)
Our Church Home Subtotal	40,029	39,938	91
Worship & Service Subtotal	11,141	9,710	1,431
Total Expenses	122,274	122,158	116
Surplus / (Deficit)	34,351	2,843	31,508
Amount To / (From) Contingency	34,351	2,843	31,508
Surplus / (Deficit) After Contingency	-	-	-

Balance Sheet

- Cash increased \$13k in the month to \$188k
 - Contingency Fund increased \$13k to \$111k
 - Project Funds unchanged at \$69k
 - Building Debt Reduction unchanged at \$8k



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Grace Lutheran Church Balance Sheet - April 2024

	April Starting Balance	April Ending Balance	April Changes	
Assets				
Cornerstone Checking	85,452	98,340	12,888	
Accounts Receivable	-	-	-	
Cornerstone Money Market	89,414	89,484	70	
Total Cash	174,867	187,824	12,957	
<i>Contingency Fund</i>	98,046	111,378	13,332	<i>April '24 Operating Deficit</i>
<i>Building Debt Reduction</i>	7,926	7,926	-	
<i>Project Funds</i>	68,895	68,520	(375)	<i>April '24 Project Fund Change</i>
	174,867	187,824	12,957	
Total Assets	174,867	187,824	12,957	
Liabilities				
Mortgage	1,475,790	1,471,293	(4,497)	
Extra Principal Payment	-	-	-	
Total Liabilities	1,475,790	1,471,293	(4,497)	
		Principal Payment	4,497	
		Interest Payment	4,199	
			8,696	

WORSHIP PLANNING: (Paula Race)

WP MAY REPORT

- Mother's Day: The senior high youth group will have a presentation. Flowers will be given out to all of the moms.
- Confirmation: Will be during Pentecost, May 19 at the 10:30 service. 13 kids will be getting confirmed.
- Trinity Sunday will be the first Sunday after Pentecost, June 2nd.
- We will be looking into a summer service and church picnic possibly June 30.
- Graduate Sunday is June 9th. We will be acknowledging all of our high school graduates along with any other college graduates.
- Eryn is attending a free conference, Summer Music Clinic, in Chicago Aug 8/9. We would like to look into possibly paying for her hotel.
- May 26, we transition to one service during the summer. We will be looking into adding some special music during the summer.
- Handbells has finished for the summer. They will be starting back up in September with a goal to start performing in October.

YOUTH AND FAMILY MINISTRY: (Pat Murack)

Youth Ministries Coordinator: March-May Program Report

HYPE/JYG Events:

March 9: Food Pack at First United Church in Sheboygan. 12 youth and adults attended this event.



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March 24: Palm Sunday Brunch and Easter Egg Hunt. Youth volunteers: 14 youth volunteers

April 26: Baptism Blanket Making Party. Youth made blankets for the children that are baptized at Grace. Attendance: 12

May 5: JYG Trip to Ikea (JYG ONLY). Attendance: 8

May 19: 2024 Confirmation Service

KFC Events:

March 17: Meeting cancelled (Erica sick)

April 21: Earth Day Theme (6 children attended)

Upcoming Events:

June 1: Volunteer at the Grace/ALC Food Drive

June 8: Smores and game night.

June 9: Graduate Sunday:

Confirmation Updates:

- Confirmation classes are done for the year. Classes ended May 1st.
- We currently have twelve 7th grade students and twelve 8th grade students.
- We will be meeting with the current 8th grade class during the summer to prepare them for their confirmation service in October.
- Confirmation service will be Oct. 27th.
- 7th Grade Confirmation Camp:
- 7th Grade camp will be June 16-21 at Pine Lake Camp in Waupaca.
- We have 7 youth going to camp.
- Pastor Chris is planning on attending Confirmation Camp with the youth.

Current Projects:

Graduate Sunday on June 9:

- We have two graduates this year, Pyper and Del
- We will celebrate their accomplishments during the service on June 9th.
- Each graduate will receive a quilt made by the Grace Quilters.
- We will have our graduate video, blessing and small celebration after the service.

2024 Mission Trip:

- We will be returning to Big Creek Mission in Kentucky. We will be going July 7-13
- We currently have 15 youth and adult signed up. We had 4 people cancel due to scheduling issues.

Prepping for VBS

- I will be running the Art station and will be supervising the SIT youth
- I am encouraging our youth to sign up to volunteer for VBS

Youth Policies

- I am working with a team to review, update and create youth policies for our youth programs.

Ongoing Projects:

- Reorganizing/prepping JYG and HYPE rooms
- Researching JYG/HYPE curriculum
- Scheduling summer youth events
- Scheduling/identifying fall/holiday youth events



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Agenda

- 1) Call to Order
- 2) Opening Prayer
- 3) Devotion – Chris E.
- 4) Approve minutes from April meeting
- 5) Pastor's Report
 - a) Eryn requesting funds for hotel stay in Chicago for Augsburg Fortress Summer Music conference. Small travel stipend and per diem. **Motion to supply up to \$250 from the budget based on her receipts. Discussion item: Attendee can share what was learned at the event and how it will be beneficial to the church? Motion seconded. Amendment: Look into a Thrivent grant and cover the remainder of the cost from the budget. Voted all in favor. Motion passes.** Consider the Miscellaneous budget line.
 - b) Staff retreat scheduling. Use remaining council retreat funds for staff retreat.
 - c) Fire detection main panel and surge protector destroyed in power surge last week. Expecting \$3500-4500 in repairs. Discussed plan to make an insurance claim. We have a \$1000 deductible.
 - d) AT&T fiber is running, but we having issues with current router/firewall. Due to delays, we are doubled up with AT&T and Spectrum for the month.
 - e) Wi-fi upgrades. Considering a larger replacement to new hardware. Total cost would be \$1500-2000 range. Discussion to use separate Thrivent grants for routers.
 - f) Slightly up in worship numbers from last year.
 - g) 12 Students confirmed this month, 1 left to be confirmed
- 6) President's Report
 - a) Softball team 0-2 start to the season
- 7) Treasurer's Report
 - a) Building debt reduction put into mortgage in May
- 8) Committee Reports
 - a) Personnel – Sarah D., Dustin, Chris E.
 - i) Staff review and goal setting policy implementation
 - b) Children, youth and family ministries – Pat
 - c) Stewardship – Pat
 - i) Goal is to have an ideal budget wish list established in August, then adjust wish list to what we have.
 - d) Worship – Paula
 - i) Choir and handbell opportunities in summer months.
 - ii) Eryn gone half of June and July. Sharon and Eryn will both do traditional and contemporary services with the shift in schedules.
 - iii) Avery communicating with Sharon about increasing the number of outdoor worship services.



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- e) Grounds and facilities – Sarah B.
 - i) Painting the church interior – possibly use professional painter for some
 - ii) Temperature in the offices an ongoing issue
- f) Fellowship – Kate
 - i) Kitchen cleanup
 - ii) Parking signs for color run
 - iii) Election day suggestions?
- g) Outreach – Steve
 - i) Food drive this weekend
 - ii) Outreach for Hope bike ride and All People’s Christmas meals
 - iii) See outreach calendar link in report
- h) LGBTQIA+ workgroup – Sarah D.
 - i) Overlap with policy meeting
 - ii) **Direction from council: invite one speaker in and have one internal awareness campaign before the end of the year with a goal of an external campaign next year.**
 - iii) Office needs a copy of the imagery for the website
 - iv) Sarah D. will send to council to choose design.
- i) Christian Care task force – Sarah D., Dustin, Chris E.
 - i) Begun to go through directory and remove names
 - ii) Go through list and identify any updates needed. Email Pastor Chris and Jean with any changes.
- j) Technology – Dustin
- k) Endowment – Scott
 - i) Everything held as Thrivent as custodian. Thrivent charges a fee every time we make an adjustment. Other custodians may be more cost effective. Guiding document in process.
- l) Nominating – Steve
 - i) Begin in September
- 9) New business
- 10) Next meeting
 - a) Thursday, June 27, 2024 at 7:30
 - b) Sign up for devotion and treats
 - i) Devotion: Sarah Dahl
 - ii) Treats: Rebekah Bryan
- 11) Closing prayer
- 12) Adjourn

Meeting adjourned at 8:58.