



Council Minutes April 22nd, 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 6:02 P.M. with President James Newell presiding.

- ✓ Approval of the March 2021 minutes with amendments, Pastor Paul motioned to approve, Kirstin 2nd, all approved.

Pastors and DI Reports

PASTOR PAUL'S REPORT:

Retirement Letter to the Congregation: Following the advice of the synod staff, I have sent a letter to the congregation officially announcing my retirement plans four months in advance. In the letter I also briefly discussed the synod policy about pastors leaving the congregation so that members are clear on this and know why it is a good policy.

Post-Surgical Update: I had my second post-surgical appointment on April 15. The doctor says I am making good progress but it could take up to a year for all the pain and numbness to go away. I am starting six weeks of physical therapy next week. While I have been able to schedule many of the PT appointments for early in the morning some of them will be during the afternoons.

2021 Offerings: It has been gratifying to see how strong our offerings have been through the first three months of the year. We will continue to monitor them to see if we want to hold a special offering later this year.

Affirmation of Baptism Plans: Erica Dimmett and I led the mini retreat for our ninth-grade confirmands on Sunday, April 11. The students did a very good job on their group service project and sharing their faith with one another.

The Affirmation of Baptism service will be held at 12:30 p.m. on Sunday, May 2.

Sunday Adult Forum: I am going to try and restart the Sunday forum between services on April 25. We have not been able to hold the forum class since March 2020. I will keep it to half an hour and meet with any interested members from 9:15 to 9:45 a.m. in the conference room off the gathering area to discuss the Bible texts for that day's worship service.

Graduate Recognition Sunday: The annual service to honor our high school graduates will be held at the 8:00 a.m. service on Sunday, June 6. This service will just be for our graduates and their families. This will allow us to show the graduate video to the families and also to show in on the livestreamed service. Information on the service is going out to the families this week. Erica Dimmett will create the video.

Boundary Waters Trip: We have filled fifteen of the sixteen spots for this BWCA trip in July. It looks like we have enough vehicles donated to drive so that we will not need to rent a van.

Organizing Files: I have started to go through and organize files for Confirmation, Nominating Committee, God's Work Our Hands and other programs and activities which I have led. I plan



Council Minutes April 22nd, 2021

to leave complete information, including updated lesson plans for all Confirmation classes, for those who will lead these in the future.

PASTOR HEIDI'S REPORT:

Holy Week: Thank you to all the staff and volunteers who worked hard during Holy Week. I though the services went well, particularly Easter. It was such a beautiful day and we had wonderful attendance for the Outdoor Service. We even had some visitors who were very appreciative and positive about the service.

Worship: It is amazing that we are back to three services each week. I pray we are able to stay the course.

I am working on some ways to spice up the services, including some fun and different ways to share the peace.

Visits: I'm doing visits as I am able. Some shut ins are welcoming us back, some are still in places that don't allow visits.

Outreach: I was happy to help with the meal for families that Katie Eippert and Linda Borkenhagen coordinated. I hope this can continue as a ministry of Grace in the future. What a great way to share love and care with our families as well as older members.

Lydia Circle: We are continuing with zoom and in person hybrid, but will change the format a bit so the zoom people are just watching. It was difficult to try to manage both zoom and in-person participation and translate between each group while also leading the study.

Retreat: I spent a couple days at the Jesuit Retreat Center in OshKosh. I did some reading, prayer and resting. Thank you to the Marquette Pastoral Leadership foundation (funded by the Lilly Foundation) for the free offer!

Staff Support: Has there been any movement on re-establishing the staff support committee? With everything happening around Covid, I think the staff is exhausted and needs some recognition and support. If you want to keep staff around and not burn them out, support and care for them is necessary. This is a big growing edge for Grace that I hope will be addressed in the coming months, especially in a time of pastoral transition.

DIRECTOR OF INVOLVEMENT: (Lisa Bernd)

Building: Voting is done for the year. Kaity (from the Village) & I will be getting together later this year to plan out voting for 2022.

Blood Drive – Our next blood drive is on April 28.

Sanitizer - We received the fogger & other sanitizing supplies from our Thrivent Grant. Jon has been using them to make sure the worship center is ready each week. I also used them in between the services on Easter Sunday. The fogger is super easy to use & will be used more & more as we start to use the building more.

Pastor Paul Letter: I sent out a letter to the congregation from Pastor Paul to let everyone know about his retirement plans.

Statements: First Quarter Statements were sent out this week.

Meal Prep: I was so happy to be able to help Katie & Linda Borkenhagen prepare the meals for the members at Grace. It was such a fun morning!

Worship Assistants: I have been finding people (using the time & talents sheet) to fill the worship assistant & camera person spots.

Publications: I continue to do Grace Notes & I mail out a copy each week to the people who do not use email. I also have been doing an insert for the services.

SignUp Genius: I have been making all of the signups for the weekly worship services.

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.



Council Minutes April 22nd, 2021

Attendance Report

Attendance was discussed.

Committee Reports

CHRISTIAN CARE: (Melissa Schmidt)

No report provided

FELLOWSHIP: (Brittany Lobner)

With the Pandemic limitations slowly being relaxed, we are attempting to bring back socially distanced outdoor activities. I have made it a goal to host one outdoor Fellowship activity per month while the weather still cooperates. ● For the month of May, we are planning the event “Helping Our Neighbors and Feeding Our Souls.” This entails hosting a combined service and fellowship event. We will be collecting food and monetary donations for All People’s Church and plan to gather around fire pits for fellowship and singing. The event will be open to the community, and will take place in the church parking lot/lawn area. The date is set for Saturday, May 1st at 6pm, and Director Ben from Pine Lake will be coming down to join us for singing and guitar playing! No sign up is needed, but a note was put in Grace Notes, and I created a couple of flyers that are posted around church and on the easel. ● I have created both a Sign-Up Genius for the two dates for the Lakeshore Chinooks baseball game. I also created and posted some physical sign-ups available at church. The two dates we are trying to decide are between Friday, June 4th and Saturday, June 5th, and both first pitch times are at 6:35pm. Hopefully we can drum some interest up for this, and I will obtain tickets for the most popular date. ● There has been some information forwarded to me about hosting an outdoor movie in the parking lot, hopefully for the month of August. I am emailing one company, but her business sounds quite large and out of the realm that we are probably looking for. I’ll keep looking and maybe we can find an outdoor setup from another source.

FINANCE: (Scott Nielsen)

P&L - Month:

Revenue was \$50k (\$0k favorable to budget)

Expenses were \$56k (\$3k unfavorable to budget)

Deficit of \$6k (\$3k unfavorable to budget)

Grace Lutheran Church Income Statement - March 2021

	March Actual	March Budget	Delta Budget	March '20 Actual	Delta Prior Year
Total Revenue	49,759	49,430	329	48,361	1,398
Expenses					
World Mission Subtotal	4,292	4,292	0	3,804	488
Rostered Ministry - Subtotal	20,667	20,639	28	20,178	489
Non-Rostered Staff Subtotal	12,100	11,292	808	10,678	1,422
Our Church Home Subtotal	16,397	14,050	2,347	15,445	953
Worship & Service Subtotal	2,615	2,464	151	3,591	(976)
Total Expenses	56,070	52,736	3,334	53,695	2,375
Surplus / (Deficit)	(6,311)	(3,306)	(3,005)	(5,335)	(977)
Amount To / (From) Contingency	(6,311)	(3,306)	(3,005)	(5,335)	(977)
Surplus / (Deficit) After Contingency	-	-	-	-	-



Council Minutes April 22nd, 2021

P&L - YTD:

Revenue was \$154k (\$5k favorable to budget)

Expenses were \$157k (\$0k unfavorable to budget)

Deficit of \$3k (\$5k favorable to budget)

Grace Lutheran Church Income Statement - March 2021

	March YTD Actual	March YTD Budget	Delta Budget	March '20 YTD Actual	Delta Prior Year
Total Revenue	153,746	148,290	5,456	106,500	47,247
Expenses					
World Mission Subtotal	11,375	11,375	0	7,608	3,767
Rostered Ministry - Subtotal	61,691	61,916	(225)	40,356	21,335
Non-Rostered Staff Subtotal	35,358	33,876	1,482	21,844	13,514
Our Church Home Subtotal	43,207	42,150	1,056	28,890	14,317
Worship & Service Subtotal	5,566	7,392	(1,826)	7,169	(1,603)
Total Expenses	157,197	156,709	488	105,866	51,331
Surplus / (Deficit)	(3,451)	(8,418)	4,968	633	(4,084)
Amount To / (From) Contingency	(3,451)	(8,418)	4,968	633	(4,084)
Surplus / (Deficit) After Contingency	-	-	-	-	-

Balance Sheet:

Cash decreased \$6k in the month to \$181k

Contingency Fund decreased \$6k to \$113k

Project Funds flat at \$68k

Grace Lutheran Church Balance Sheet - March 2021

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



Council Minutes April 22nd, 2021

OUTREACH: (Rachel Langer)

No report provided

PROPERTY: (Joe DelCamp)

No report provided

Discussion:

Drywall repair in classroom completed. Carpet cleaning would still need to be done – might want to do all classrooms. Joe will get some quotes; Citrus Solutions were used last time to get rooms or some spot cleaning addressed. Leaking in boiler room will also be looked at. Leak in media room ceiling repaired but need to look for quotes on this as well to fix permanently. Will schedule Spring Clean up outside of church for May 1st – announcement will be made on Sunday.

WORSHIP: (Kelly Olson)

Additional Worship Services: The team finalized plans for adding a second Sunday service (outside) and also an in-person Thursday evening service. Beginning April 18th, we will go back to our regular Sunday service times of 8:00 AM and 10:30 AM. The 8:00 service is indoor/in-person, limited to 50 and requires online sign-up. The 8:00 service will also be Live streamed on the Grace YouTube page.

The 10:30 service will be held outdoors, weather permitting. Sign-up is recommended; in case of bad weather, the service will be held inside with capacity limited to 50.

Summer Worship Service: We plan to continue with two Sunday services through June 6th, and go to one outdoor service for the summer, beginning June 13th.

Thursday Evening Worship resumed on April 15th. No online sign up required as we expect the attendance to be less than 50. The Thursday services will continue throughout the summer and beyond.

Musician Schedule: Vince and Eryn & Zack have worked out a musician schedule for Sunday services through June 6th.

The **Affirmation of Baptism service** is scheduled for May 2nd at 1:00PM. The class is only 5 students in and no issues with having more than 50 people in attendance are expected. Praise Team will lead this service. Safety format and protocols will be followed for the service.

Children's Messages: Katie is planning to go back to doing Children's messages two Sunday's per month instead of every Sunday as she has been doing since Covid lockdown began in March 2020.

Livestream background noise Katy noted that background noise and chatter is coming through in the Livestreams. Pastors will remind the people in attendance that the service is being Livestreamed.

Handbells special music Deb would like to gather the handbell choir to record more special music. It is possible to play the audio even during outdoor services, as was done on Easter for the virtual choir piece.

Tech grant Dustin shared info about an online program called *Digital Reformation* that was held in collaboration with the Siebert Foundation. Participation in *Digital Reformation* Zoom workshops being is a pathway to obtaining grants from the Synod for technology improvements. Dustin, Katy, Pastor Paul and Kelly joined a couple of workshops. Dustin submitted the grant application and will provide an update at the council meeting.

YOUTH AND FAMILY MINISTRY COMMITTEE: (Jen Jacobson)

No meeting this month



Council Minutes April 22nd, 2021

Erica:

HYPE:

- Sending out weekly bible studies and announcements emails
- Providing volunteer opportunities when available
- Planning on re-working the HYPE program to make it more workable for current high school youth.

JYG:

- Sending out weekly bible studies and announcements emails
- Providing volunteer opportunities when available
- JYG event on April 16th. We had about 12 youth attend.
- Next JYG event scheduled for mid-May.
- Coordinating 7th Grade Confirmation Camp

KFC:

- Still on hold. I plan on re-starting KFC in the fall.

Other projects:

- Updating JYG and HYPE rooms
- Working with Katie on VBS preparations.
- Finished the Great Peanut Butter Challenge
- Sending postcard to HYPE and JYG youth to stay connected as much as possible.
- Maintaining Little Library

Katie:

- Grace Meals
 - On April 19, we put together meals for over 45 Grace families. Thanks to Linda Borkenhagen for helping to do the cooking and to Pastor Heidi, Pastor Paul, Karen and Lisa for helping to assemble the meals.
- 2nd Annual Food Drive
 - Grace and the ALC will be holding a combined food drive again this year on May 22. All donations will go to Family Sharing. Thanks to Rachel Langer for helping to coordinate this event.
- Children's Messages
 - I am going back to my pre-pandemic schedule of giving messages on the second and fourth Sunday's of each month.
- VBS Update
 - Thank you so much for approving our request to raise funds for a tent! We have already gotten a Thrivent grant secured for it, and will work on obtaining donations later this spring. I think it will be incredibly valuable in helping to keep our event safe and meaningful for all.
 - Registration for volunteers and students will begin on May 1. Community registration (if space permits) will open on June 1.
- Make a Splash for Jesus



Council Minutes April 22nd, 2021

- The Grafton Pool is planning to open for pool rentals this summer. They are not taking reservations yet, but we will reserve a date for this event as soon as we are able to.

Other Business

Guest: Rev. Kristin Nielsen, Assistant to the Bishop for Congregations in Mission – reviewed the pastoral transition process

Transition process: 4-6 weeks transition of roles – confirmation, things happening in fall, etc
Exit interview lead by Kristin Nielsen 11 questions; first from pastor and then from the council.
Purpose of the exit interview is to learn and grow from the findings.

Baptisms, weddings, burials, confirmants, etc need to be documented as well as left any unpaid financials.

Thank you service – liturgy could be used.

Pastor Paul sent his retirement letter this week and is working on documenting knowledge.

Congregation will be looking to the leadership council for how reactions, how we manage, etc.

Items to address: What are immediate needs 1-2 months after they are gone? Members? A pastor? What would an interim pastor do?

Ministry site profile – interim does lead this.

Covenant – church, interim pastor, synod – contract

What we can do now – Basic Ministry Assessment

Encouraged to continue on with updating the constitution.

MET and call committee is usually separate given the amount of work needed although it would be good to have at least some overlap.

Scott – Automated Giving letter

Questions:

Synod Assembly April 29-30 -Kirstin, Marcia, Lisa, Heidi

May Youth Ministry Agenda does include Fall planning

Support Staff – Tom Herboeck was a good resource for Pastor Heidi a few years ago (other options Lori Davis, Ed Borkenhagen, Mark Barber among others). This could be developed into monthly meeting/check-ins, or a sounding board. Exec team will look to have a separate meeting to hash this out. Steve Buchman was able to find a copy of the Support Staff charter – he will get this over to James.

Technology – Dustin Lobner - Digital Reformation – put on by Siebert Foundation – WELS, Missouri, ELCA – grant assist updating technology used in the church. Grant entails: attend meeting, fill out application and questionnaire, and now awaiting a call for an onsite tech consultant & will propose new equipment. Max contribution through grant would be \$4500; however lots of applicants so looking more towards \$2500 – but would need to contribute about 20% - pay for install and training. Thoughts on what to improve: mounted camera that can be controlled with joystick; wireless mic improvements.



Council Minutes April 22nd, 2021

*Meeting attended information: Social media, google maps, Cahoot – digital platform for kids, twitter can be negative. Discussed with Brittany & Koppas – how to make this work – possibly with formation of committee? Search options, texting, etc
Side note: Kirstin will look into bandwidth and new/other options or money savings.*

Family Promise – Churches housed families in past; \$1.8 mil grant has been received to build a home so they will no longer need churches' to use their buildings but may still look for volunteers. May need to look into budget implications.

Closing Prayer: Pastor Paul