



Council Minutes April 27th, 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)	
*Mike McGraw (President Elect)	*Valerie Salzman (Christian Care)	

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

Reflection led by Laurie Gosselin

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

Pastors and DI Reports

PASTOR PAUL'S REPORT:

Using "Grow In Grace" Funds for Our Mortgage in 2017: Ed Borkenhagen raised the possibility of using some of the "Grow In Grace" money we currently have in the bank should we have a budget shortfall for the mortgage in 2017. I think this is a good idea to consider. I recently spoke with Jeff Newlin, the capital fund consultant who worked with us on our 2014 campaign, about how we are doing. Jeff stopped by to see the new building on a day I wasn't here, but we had a long phone call following. Jeff was surprised to hear that we were not using "Grow In Grace" money to fund our mortgage payments this year and said that's what many congregations do in the first year following a building program. While I do hope that people give what they have indicated they will give in 2017, it may not be a bad idea to keep some money in reserve in case we might need it for the mortgage.

After talking with Jeff, I believe that this would fall within the intended use of the money given and may be a help so that we don't need to sweat out our 2017 budget. I would support the council considering using this as an option, if needed. If our giving comes in as pledged, we could then apply any unused funds to the loan principle at the end of the year.

"Grow In Grace" Wraps Up: The three year program comes to a conclusion at the end of May. Letters were sent out this week to all members who have not yet completed giving the full amount of their three-year pledges. This amounts to over \$70,000. We have received about 90% of the pledged amount so far along with over \$70,000 in unpledged giving.

In addition, we have also sent out letters to all those who were making their "Grow In Grace" gifts through automatic giving to see if they want to continue to do this.

"Youth Matter" Appeal: Letters for this special appeal went out in early April. We have already received some gifts. We have temple talks at both worship services this Sunday, April 23 and are encouraging people to bring their donations to worship on April 30.

"Stewardship for All Seasons" (SAS) Update: The next meeting for the synod's pilot project stewardship program is on May 15. We are going to prepare a detailed giving chart of all members for the first three months of 2017 and submit that to Mike Ward, the SAS consultant, to help him come up with his estimate of our 2017 giving. At this meeting, we will also report back on our "Youth Matter" appeal being held this month.

Vision Planning Team: Janet Sladky and I are meeting on April 27 to discuss recruiting new members to the VPT and to look at future tasks for the group.



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Synod "Boundaries" Workshop on April 25: This is required for all rostered staff. The daylong session will deal with proper boundaries in ministry and will have a focus on maintaining boundaries after leaving a congregation or retiring and the proper use of social media.

PASTOR HEIDI'S REPORT:

Worship: I'll be preaching May 21 for the Graduate Service. I'll also be preaching for the Grafton-Cedarburg ELCA Ascension Day Service at Grace on May 25 at 6:30pm.

June 4 will be a Favorite Hymns Service I'll be putting together, along with a "Wheeled Things Blessing" - people are invited to bring their summer wheels to be blessed after worship.

I participated in the funeral for Wendell Smith.

I am presiding at a wedding here at Grace on Sunday, May 28.

Holy Week: I thought we had great attendance on Easter and Palm Sunday. Thank you to all the musicians who put in lots of extra time to make these services special!

HYPE: I led the classes twice this month. One time we played "Bible Pictionary" and the other we did an outdoor scavenger hunt for Earth Day and talked about God as creator, and why it's important as Christians to care for the earth.

Boundaries Workshop: I attended the synod's Boundaries Workshop this week. It was a good reminder of the importance of boundaries and setting expectations in our congregations and ministries.

Women's Retreat: I'm taking Lydia Circle to Pine Lake to do the "Sweet Life Café" retreat May 6-7. The retreat at Grace on May 6 went well and I heard a lot of nice comments.

Crossways Board: I have the first board meeting on Saturday at their offices up in Appleton.

DIRECTOR OF INVOLVEMENT:

Follow Up Letters: We sent letters to all of the families that participate in the e-giving program for their Grow In Grace donations. Our capital campaign finishes at the end of May & I need to know if they want their e-giving to continue before processing the June contributions.

We also sent letters to all of the families that still have outstanding monies for the Grow In Grace program.

Women's Book Study: May will be our last month for this book group. It has been fun discussing Traveling Mercies with a great group of women.

Training: Everyone is now trained for their new responsibilities. We are still in need of more 8:00 am multimedia room volunteers.

Spring Salad Supper: I scheduled a spring salad supper planning meeting for April 18th. We had three people come to the meeting for planning. The supper will be on May 22 & Samantha Bulgerin will be the speaker. She will be speaking on The History of Personal Photography.

Photo Directory: Valerie Salzman & I met with Gerry Milton & Mary Braunsdorf from Moments & Memories. We signed the contract & will be doing a photo directory starting in August.

Property: Southport Heating & Cooling will be coming in this week for our spring maintenance as part of our maintenance agreement.

The men's room is finished. Best Specialties was in mid-April to install the partition.



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The coffee maker has been having issues with the water not running properly. We have had a repair person out twice to fix it. I contacted John Walch about the issues & he contacted the company we purchased it from for help with this issue. I will be following up with them this week on correcting this issue.

I have been in contact with two companies for bids on cutting down numerous trees on our church property.

I will be calling next week to set up the inspection for the kitchen, exit lighting & fire extinguishers.

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

Council monitors the attendance report monthly. There were no concerns with the numbers.

Open Issues

- Grow in Grace Funds
 - See Pastor Paul's report
 - This will be discussed more at the June 2017 council meeting. No decisions have been made yet.
- Vision Planning Team
 - See Pastor Paul's report
- Personnel Committee Update – Darlyne Holle
 - The committee is working on developing a plan to implement merit increased for the Grace Staff.
 - Since ELCA can use merit increases, Grace can as well.
 - They are also working on employee classification and suggestions on how to pay exempt vs non-exempt staff while following the laws set by the US Government.
 - Darlyne will continue to work with the committee to come up with a suggested approach. No final decisions have been made yet.
 - The committee continues to look for new members. Grace member Scott Steffens has agreed to join the committee.
 - There was a motion to appoint Scott Steffens to the Personnel Committee effective immediately.
 - The motion was seconded and approved with 11 approval votes.
- Erica – Expectation regarding degree of participation in VBS.
 - Erica will work with the 4th and 5th grade group
 - She will work less throughout July and August to make up for the additional hours during VBS week.
- Recommendation for splitting Cleaning away from Maintenance
 - The following proposal was presented to Grace's Council.
 - Dennis was hired as a custodian and has maintained the job description for the custodian while adding maintenance activities as needs arose. Effective May 2017, I would like to focus Dennis's activity to only cleaning duties and move supervisory responsibilities under the direction of the current Office Assistant/Director of Involvement (Lisa Bernd).
 - The title would be changed to "Office Manager/Director of Involvement" and job description be amended to include coordination of building cleaning and supervisory responsibilities for the custodial staff.
 - Council discussed this proposal.
 - Overwhelming agreement was made that Dennis is a huge asset and does well at both janitorial and maintenance jobs. However, the maintenance jobs he performs are outside his job description. In addition, it has become a problem for him to report to the Property Committee. This is due to the restricted availability and access he has to that committee.



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- With the above proposal, Dennis would focus primarily on the ongoing cleaning needs and he would report to the new “Office Manager/Director of Involvement” position (Lisa Bernd). Any future maintenance issues would be handled by the new “Office Manager/Director of Involvement”, Lisa. Lisa would determine whether to filter the issues through Dennis, the Property Chair, or another resource.
 - This change in title, for Lisa, would come with a bump in pay due to the additional responsibilities.
 - A motion was made to change the job description and title for the “Office Assistant/Director of Involvement” to “Office Manager/Director of Involvement” with an accompanied 10% raise.
 - The motion was seconded and passed with 11 approval votes.
- Tree Removal – recommendation to use memorial
 - There are trees that are either dead or diseased that need to be removed. Lisa Bernd received quotes from three different tree service companies and suggested we use Darren’s Tree Service. They were the most reasonably priced and could get the job done in time for Grace’s Clean Up Day.
 - It was decided to use Memorial Funds to pay for the removal.
 - A motion was made to hire Darren’s Tree Service to remove the dead/diseased trees using memorial funds.
 - The motion was seconded and passed with 11 approval votes.
- Nursery Staff Proposal
 - The Christian Education Committee would like to propose to the council to have paid staff in the nursery on five important days of the year when we have a large family and visitor turn-out: 2 services on Christmas Eve, 2 services on Easter, 2 services on the day of Youth Education Christmas Program, 2 services on the day of the play and one summer service for VBS. Down the road, they would like council to also consider having a paid nursery staff for the entire year at both Sunday services.
 - The 2017 funds would come out of the Christian Ed budget, so no motion was needed to approve this change.
- Clean up Day
 - Clean Up Day will be held May 6th at 9:00am.
 - Everyone is invited to come.
- Emergency Preparedness Plan
 - Council discussed what Grace’s plan is for emergencies such as sever weather and fires. Grace will have a plaque made to point out the places people should go in the event of one of these emergencies.
- Free Pantry
 - Pastor Heidi proposed the idea of Grace getting a “Free Pantry” on its property. This is similar to the “Free Library’s” except it contains food. People put food in when they can and take food out if they need it. Somebody has already volunteered to build it.
 - A motion was made to approve the placement of a Free Pantry on Grace’s property.
 - The motion was seconded and passed with 11 approval votes.
- Men’s Bathroom Repair Funds
 - As discussed during the financial report, the property line is where the budget is most off YTD.
 - A motion was made to have bills associated with the repair of the bathroom be paid from the Grow in Grace Funds and deducted from the property budget.
 - The motion was seconded and passed with 11 approval votes.

Committee Reports



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CHRISTIAN CARE:

The new Grace mugs came in. Also, samples of the new Grace apparel were presented.

CHRISTIAN EDUCATION:

April 20th Fellowship 6:30pm; Meeting 7pm

Discuss role of committee - Our role is to support Katie and Erica. We provide essential feedback for new ideas and programs that need to continue/stop. We would like to change our name to Youth and Family Ministry Committee to better reflect our goals and mission.

Sunday School

- Family Education survey
 - A major theme was parents connecting with other parents both at Parent Fellowship Hour and Keeping the Promise/Birthday Party for Jesus etc
 - Music is an important part of Sunday School curriculum for many of our families. We are looking for someone to lead music next year.
 - Overall Christian Education is important (4-5/5) for our members and they value the rotational Sunday School
- Sunday School Calendar
 - Colored Bells -- April 30th
 - 1st - 5th Grade Singing - May 7th
 - Youth Education Ice Cream Social for all education volunteers at grace with special presentation in worship. - May 7th
 - Last Day of Education Hour - All Family Event (How Big is God's Love) 3K-5th grade families with JYG and HYPE helping out
 - Christmas Program Next year is December 17th
- Next year we will have 9 different stories in the rotational curriculum
- Sold 24 Lord's Prayer Posters and raised \$231 for the youth

KFC

- Easter Activities April 6th
- Minute to Win it May 7th

JYG

- Game Day - April 23rd
- 24 hr Famine (with 5th graders) - May 6th to 7th

HYPE

- Work Day April 23rd
- Confirmation May 14th

VBS

- Volunteer Sign up Started already
- May 7th start to register students

Parent Fellowship

- About 5 families regularly attend. We will continue this next year.

Special Programs

- Church Picnic - June 25th - Coordinate Games for picnic. Goal is to make this a family/intergenerational event.

New Business

- Superintendent - It was determined that this position was no longer needed.

New Name



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- The committee will be changing their name to “Youth and Family Ministry Committee” to better fit what they do.

FELLOWSHIP:

The committee secured the Martin Luther speaker for October 22nd and 4:00pm. They will look to have a potluck after the presentation.

FINANCIAL REPORT:

Our collections for year to date are now approximately \$10,000 less than anticipated and our expenses are almost \$17,000 more than estimated for the year. Some of this is timing, but of concern is how much we are over for grounds and maintenance. This is primarily due to large expenses for the first three months for snow removal. We should definitely look at getting a new bid for next year as this seems high. Also, we are still paying double for phone/internet bills due to problems with the software. This is costing us \$460 per month until this is resolved. We are hoping that income will improve at the end of the building fund contribution period, but we may have to look at our budget more closely in the next few months and come up with a backup plan.

OUTREACH:

The committee met with Pastor Heidi to discuss lunches for All Peoples. They will need to have 65 lunches made.

PROPERTY: No Report

WORSHIP: No Report

Other Business

Closing Prayer: Pastor Heidi