



## Council Minutes December 21st, 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 7:20 P.M. with President Kerry Feutz presiding.

Reflection led by Kerry Feutz

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

### Pastors and DI Reports

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

**Fall Stewardship:** While we did end up with an increase in giving for 2018, it is much smaller than I previously thought. *The good news is that we have money in the "Grow In Grace" contingency fund that can help us to cover the proposed 2018 deficit.*

I think we will have about a \$5,000 increase. I know this is a lot less than I previously reported. There are two big reasons for this. The first is that this fall we have had some large giving decreases by a number of our biggest givers. I think I know the reasons for most of these and can understand them. These decreases total about \$12,500. Last year decreases were less than \$2,000.

We have also found that our non-pledged giving for 2017 is going to be about \$10,000 less than we had planned. I have used a base of about \$50,000 for this over the past number of years, adjusting it up and down for members who go from not making a pledge to making one, or from those who go from making one to not making one, but this year we are getting a lot less in. For this reason, I have anticipated non-pledged giving for 2018 to be \$10,000 less than estimated in 2017.

There are several other decreases in 2018 giving from members who have moved or died. I have also removed any giving from several families who made a pledge in 2017 but have given nothing. I think the \$5,000 increase should be a solid number.

**Contingency Fund:** We have \$160,000 in the "Grow In Grace" capital fund. It is proper, and wise, for us to use some of this money to help cover our 2017 deficit and the planned 2018 budget deficit. The council plans to ask the congregation to keep some of this amount in reserve, in case it is needed, for the budget over the next several years. This will give us time to build up our regular giving.

I will have more detailed information on both our stewardship and the contingency fund plan to share with you at the council meeting.

**Nominating Committee:** Mike Moran has agreed to serve as president-elect. We are waiting to hear back from the latest people we have talked to about the Fellowship and Christian Care committees.

**New Members:** We are having classes for new members on Sunday, January 7 and Tuesday, January 9, 2018. We will then receive new members on Sunday, January 14.



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**Special Guests in January:** On Sunday, January 7, Pastor James Holmgren from Lutheran Social Services, will be our guest preacher. On Sunday, January 21, we are pleased that Bishop Paul Erickson from our Greater Milwaukee Synod will be here to preach.

**Church Play:** Rehearsals will start for our 2018 church play on Sunday, January 7.

**Nicaraguan Mission Trip:** I will be gone on this trip from February 8-19, 2018.

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

**Worship:** The Thanksgiving Eve Service went well. It was our biggest attendance in several years.

I baptized Ella Lindsay Thelen on December 10.

We have a special service this Thursday, December 21 for "Lost in the Night" and a Lessons and Carols service planned for the week after Christmas.

It has been wonderful to have the special services this month of the Cantata and the Children's Pageant. Thanks to the choir for also singing on Thursday!

**Christmas Sing-a-long:** We've got 40 people signed up and several maybes.

**Advertising:** I put up two posters around town this month: one for the Christmas Sing-a-long and one with our Christmas service times.

In the New Year I hope to come up with some new ideas for promoting Grace. If you have suggestions, please let me know!

**Christmas Visits:** I have been working to do extra visits this month to shut-ins and others.

**School District Lunch:** I coordinated the Grafton clergy's lunch with the Grafton School District Administrators. We discussed the building projects that the school is working on and some issues facing our students and families (cyberbullying, anxiety/depression among youth).

During the construction this summer, Grace may be used to help with the summer school programs the district offers. We don't know for sure yet but will keep you updated as we know more.

### **DIRECTOR OF INVOLVEMENT: (Lisa Bernd)**

**Time & Talents:** I have started entering the time & talents. I also mailed out the packets that were not picked up. I will be trying a new way of scheduling starting in February. I am going to use Sign Up Genus for people to choose the dates they are available. I will let people know.

**Stewardship:** I have been entering the new pledge cards as they come in & giving the updated information to Pastor Paul.

**Kitchen Smoke Detector:** The smoke detector has been changed in the kitchen to a heat detector. We are no longer in violation.

**Fire Department Inspection:** On Friday, the fire department came in for their biannual surprise inspection. All the violations from our last inspection have been cleared up & we no longer have any violations. Thank you, Sarah, for all of your work to clear everything up. I also spoke with him about our hood in our kitchen. He spoke to the fire chief & now we only have to have it inspected once per year.



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**Directory:** I have passed all the information for the directory on to Mary. We should have a proof early next year.

**Coffee Maker:** Laurie Gosselin so kindly listed our old machine. She finally got a bid on it & sold it for us! But that person never contacted us & we still have the machine. Laurie has exhausted all of her resources, so I am looking for someone else who could possibly list this on more sites. Please let me know if you would be willing to do this.

**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
  - Income:
    - We are about 58,000 short for 2017 from where we hope to be. We will not make that all up in December. We will be short.
    - To develop the 2018 income estimate, we looked at where we fell short in 2017. This was mostly due to a shortage of “unpledged donations” for 2017 compared to where we thought we would be. We are also losing the last Sunday of the month for 2017 (this will help 2018).
    - When estimating the 2018 income we took down the estimate for unpledged giving's.
    - In light of the 2017 shortfall, we were purposely very conservative in creating the estimated income for 2018.
    - Because we were conservative in our estimate, we feel good that we will meet the estimated amount of 618,000 for 2018.
  - Expenses:
    - For 2018, we had a goal to increase benevolence. In addition, we wanted to give staff a raise of 3% and bring Heidi to  $\frac{3}{4}$  time.
    - Building maintenance was increased by \$3,000 for 2018 only, to anticipate the repair of the damaged door on the North side of the building.
    - We incorporated a small increase to advertising the advertising budget and an increase to the technology budget.
    - There were also other minor changes.
  - All these noted increases put us short about \$10,000 in our budget. This is very common coming off a major building project. We went from \$19,000 to \$125,000 a year in mortgage. It's great we have almost been able to absorb almost all of that increase.
  - We feel cutting expenses to get to a balanced budget will hurt our future growth. We have \$160,000 in Grow in Grace that we can use to grow into our budget and continue our string ministry
  - We would like to put this money into a contingency for a safety net. We hope we will be fine in 2018 since we are so conservative in our income budget. However, this money will help be a safety net.
  - Executive thought it appropriate to use grow in grace to help us grow. That is why we plan to present a negative budget knowing we may have limited use of the funds.
  - Since 2015, Grace has had a \$120,000 increase in spending and as a congregation, we have been able to fund this increase. That is something to be proud of. However, with our increased building expenses is now makes sense to form a contingency fund.
  - We will limit how much contingency we can use in a year or would need to come back to the church for anything else, if needed. We hope not to use the money at all but have it there if needed.
  - ✓ A motion was made to approve the 2018 budget as proposed.
    - The motion was seconded and approved with 8 approval votes.



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- Technology Update
  - John Bernd provided a detailed list of items that need to be updated. These were broken out by wants and needs.
  - The items noted would be one time needs and would not need to be included in future budgets.
  - Council felt it necessary to move forward with the needed items. This includes: CMS accounting software update, Servant Keeper update, misc computer updates, additional WIFI access points, etc.
  - Also, the technology committee would like each chair to report anything they are using technology wise so they can record it and be aware of it and see if they can get these things more affordably.
- Nominating Committee
  - Mike Moran agreed to president elect.
  - We are following up on the remaining positions.
  - Trouble finding Christian Care.

### **Committee Reports**

#### **CHRISTIAN CARE: (Vacant Spot)**

No Report

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

No Report

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

As of Nov. 30th, we are approximately \$58,000 short of what we were expecting. We do hope to regain a little of this during December, but I expect that we will be approximately \$30,000 short for the year. Because of this we met as an executive counsel to discuss the upcoming budget for 2018. It has become clear that given what we would like to do for 2018 we will not have the incoming revenue for 2018. In order to try and get us to a proposed even budget it was proposed to set aside much of the capital fund to cover future shortfalls. This will be something we will discuss on Thursday.

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

No Report

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

Looking to get a few more quotes for the north door. Does anyone know anyone.

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

The Worship Planning Team met on December 5<sup>th</sup>.

- We were missing 3 members due to various commitments.
- We discussed the upcoming Advent and Christmas services with Pastor Heidi and the Deb and Eryn. All plans are in place for the remaining Advent services and the Christmas Eve and Christmas Day services. The congregation will be advised multiple times that there are no Sunday morning services on December 24<sup>th</sup> - because it is Christmas Eve. We will be having the 3 Christmas Eve services as planned at 3:00pm, 4:30 and 6:30pm. There will be one service on Christmas Day at 10:00am. New Year's Eve Day will have one service as well, at 10:00am
- Beth's ordination service was planned – and done beautifully! How can you beat her 3 sons singing a trio for her? The choir also performed with Eryn as the soloist. It was a wonderful service and I'm sure one Beth will remember for the rest of her life.
- The WPT decided to give a special gift to Beth as she had been part of the team prior to her internship. We gave her a set of Devotional books for music lovers recommended by Eryn.



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- The Praise team has received a special gift to cover their requested budget amount of \$1300. The Jubilation choir and bell choirs has also received a special gift of \$1000 to partially cover their budget requests of \$1500 (combined).
- The team is still looking for a member/members from the congregation. So far, I have talked with several people and one of them has yet to decide.
- Pastor Heidi will provide the Devotion for our next meeting on January 2, 2018.

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

No Report

### **Other Business**

**Closing Prayer:** Pastor Heidi