



## Council Minutes November 16th, 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 7:23 P.M. with President Kerry Feutz presiding.

Reflection led by Lisa Bernd

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

### Pastors and DI Reports

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

##### **Stewardship Results:**

We have received 114 faith commitments so far. I did a count today and we still have 64 cards out for members who made pledges in 2017. Among these are three of our largest givers.

Our tentative goal for 2018 is a \$25,000 increase, but we will need more than that to account for members who made a pledge in 2017 but have moved or died. I estimate that our total need will be between \$30,000-32,000 in increased giving to yield the \$25,000 we need. *(I hope that makes sense).*

Along with the pledges still out, we also need to factor two more items into our estimated 2018 giving. We will receive a group of new members in early January and their pledges, whatever they may be, will be received before the January 28 annual meeting and can be included in our 2018 giving estimate shared with the congregation at the annual meeting.

Also, because of the way in which we are handling our 2017 offerings by making Friday, December 29, 2017 the last day we will receive 2017 offerings, our December 31, 2017 offerings will be counted for 2018. This won't be a big amount, but there will be some.

We also need to come up with an estimate for non-pledged giving, which is the most difficult number to determine. I will be working on this over the next month.

**Volunteer Stewardship Phone Callers:** As I mentioned last month, I am looking for council members who would be willing to help with follow-up calls to those who have not yet turned in their faith commitment cards.

We have 64 members to contact who made pledges in 2017 but haven't turned in their 2018 cards yet. I also want to contact a good number of the people who haven't turned in a pledge card in the past, but I want them to consider this for 2018.

If you are willing to help with this I would appreciate it. I will give you a list of between five to ten people to contact and a script to use when you call. All you are doing is giving them a reminder to return their commitment cards. You are not asking for money. ***Please let me know if you can help with this and I will get you the list of people to call and the scripts next week.***



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**End of Year Giving:** Lisa and I are working on individual letters to all members, to go out in early December, letting them know where they stand with their 2017 giving and encouraging everyone to do their part to help us reduce our deficit so we end the year on good financial ground.

**Holy Communion Preparation:** We have seventeen young people taking the Holy Communion Preparation classes this month. They will be able to receive the sacrament for the first time on either Thanksgiving Eve, November 22, or Sunday, November 26.

**Eighth Grade Retreat:** Jessica Korrison and I led the Discipleship Retreat at Pine Lake Bible Camp on November 3-4.

**Ninth Grade:** I continue to meet with the students at least one time per month. On December 9, the students will provide the meal for the Big Brothers Big Sisters Christmas Party at Highland Hills in Port Washington.

**Beth Walch's Ordination:** This is scheduled for 10:00 a.m. on Saturday, December 16 here at Grace. Bishop Paul Erickson, bishop of the Greater Milwaukee Synod, will officiate at the service. We will keep you informed as plans for this celebration develop.

**Staff Mission Reviews:** I have completed reviews for all office and music staff members except Vince Olson. Vince and I had to reschedule our planned meeting when Karen's brother-in-law died and I had to go to Monroe for the funeral.

**In the Footsteps of the Apostle Paul Trip (June 2018):** We are just about at the twenty people registered that we need to lock into the price for the trip. I believe we will have more than twenty people going. During the first half of 2018 I will hold a series of classes, open to everyone, about the places we will see and how they tie into the Bible and history.

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

**Worship:** Thanks to all the musicians (especially Eryn Durlam) who helped make our Reformation Day Service a joyful, special worship.

I am finalizing plans for Thanksgiving Eve and Advent services.

I ordered several kinds of devotionals and Advent calendars. I ordered more than I have in the past because they are always all taken very quickly. This is a good thing! ELCA World Hunger offered free Advent Calendars and bulletin inserts.

**Christmas Sing-a-long:** We are all set for our 3<sup>rd</sup> Christmas Sing-a-long at the Ale House! It will be Tuesday, December 19<sup>th</sup> at 6pm- come early to order dinner.

**Advertising:** I promoted the Craft Fair with a Facebook Ad. This event is a great way to get our church name out there and many people who are not members inside the doors. Thanks to all who worked to make this a success, especially Pat Murack.

I will be putting up two posters around town this month: one for the Christmas Sing-a-long and one with our Christmas service times.

We will also have our Facebook photo frame out at the Children's Pageant Sunday, so people can invite friends on Social Media.

**Thank You:** I appreciate everyone's support as my family mourned the loss of my aunt and grandmother within a few days of each other. I also am grateful to Pastor Paul for switching preaching weeks with me, so I could be with my family and attend the funerals.



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

**Time & Talents:** I finished copying, folding & stuffing the time & talents packets. They are out now. I will leave them out for a few weeks & then mail the ones that have not been picked up.

**Stewardship:** I am entering all the pledge cards as soon as they arrive & then give Pastor Paul the updated information daily. I am working on a third individual mailing now. It should be ready to go out next week.

**New Phones:** Our new phones are up & running. We are all getting used to how they work. I am getting better at using them every time.

**Kitchen Smoke Detector:** After months of emailing, I finally got an answer from the Grafton Fire Department. We are in violation where our smoke detector is located. They are requesting that we replace it with a heat detector. We have 31 days to fix it. Mike passed the information on to Catalyst Construction for me.

**Directory:** I am working with Mary at In Focus Photography to get all the information to her & photos to finish up our directory. If we keep at the same pace we are at now – we should have the directories in spring.

**Coffee Maker:** The new coffee maker is up & running. It is a super easy system to use. It hooks to our dedicated water line so there is no pouring in water or waiting for it to heat up. The rental is \$20.00 per month.

Laurie Gosselin so kindly listed our old machine. She finally got a bid on it & sold it for us! Thank you Laurie for all of your help.

**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
  - Council is awaiting Paul's best estimate to know what our target income will be for 2018.
  - Council hopes to achieve the following with the 2018 budget:
    - Bring Benevolence back to 10% of our income.
    - Bring Heidi back to ¾ time pay.
    - Increase property and maintenance budget.
    - Allow for \$1,000 for youth and advertising.
  - These items are what is creating our goal of a \$25,000 income increase.
- Grace Endowment Fund
  - There was a request to have Ralph Jeletz appointed to the committee as a member.
  - Motion was made to appoint Ralph Jeletz to a full term on the endowment committee.
    - Motion was seconded and approved with 11 approval votes.
- Nominating Committee
  - We are still looking to fill the open positions.
  - There was discussion amongst council about the opinion that people would be a committee chair, but don't want to be on council. On the other hand, there are people who would like to be on council, but do not want to be a committee chair. Council discussed whether we should continue to require the council member to be the committee chair. No changes will be made at this time.
  - Discussion was also had about the fact that spouses of staff are not allowed on council. No decisions were made to change this rule.



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- Beth Walch's Ordination
  - There will be a 10:00 service with a lunch to follow. Beth would like to have a light lunch for about 50 people.
  - Council is okay with Pastor Paul going to Endowment to ask for about \$500 for this event.
- Habitat For Humanity.
  - At the Grafton pastors' group meeting Pastor Paul heard from Diana Eggold. She is the vice president of the Ozaukee chapter of Habitat For Humanity. She shared information on Habitat's plans to build the first side of a duplex on its site in Grafton behind Sendik's. This includes ways in which local congregations can support Habitat financially and by recruiting work crews.
  - Habitat wants to start construction on this in the spring of 2018. Pastor Paul think it's worth our while to investigate how we can be one of the congregations to support this project.
  - Pastor Paul has asked the endowment committee to consider donating to this cause. Council would also need to make a special appeal to raise the rest of the funds.
  - Council will continue to discuss this.

### Committee Reports

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

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

The Thanksgiving Social and The Birthday Party for Jesus are the only remaining events for 2017.

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

We had a decent month for income, but still remain approximately \$46,000 below our target for income. We hope to recoup some of that shortfall over the next two months, but feel we will still be short between \$20-25,000. We have talked about using some of the donations to the capital fund to cover this shortfall, but will need to keep this in mind as we set the budget for next year. As Pastor Paul continues to receive pledges, we will have a better idea of what we will need to adjust our 2018 budget.

With the help of Ed Borkenhagen, Bob Dries and Bob Crevensten, we completed an accounting audit for 2016 and our plan is to conduct the 2017 audit on Jan. 10th to have fully audited numbers for the annual meeting.

We considered doing an outside third-party audit but based on the results if the internal audit we feel very confident in our record keeping. We recommend not doing any external audit.

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

This year's Thanksgiving donation for Family sharing will be the week of November 19. If you are attending the Thanksgiving Eve service on Wednesday November 22, you may bring your donation to the altar at the time of worship. Anyone wishing to donate on Sunday November 19 or 26, can drop it in the one can plan barrel. Items most in need are 2lb pancake mix, 12oz Syrup, Quick Cook Oatmeal, Toilet Paper, Rice 2lb bag (white or brown), Canned Tuna, corn, peaches, or pineapple and Cream of Mushroom or Chicken Soup. Any item will be accepted and appreciated. All donations will be collected Mon November 26.

Family Sharing has put in a request to pick up on Monday after Thanksgiving, but if they can't, I will be collecting and delivering on Thursday. They will let me know.

Jan-Looking to schedule something for serving at St Ben's. Hoping to have some dates by December's meeting.



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

- The boiler room has been emptied out of flammables. The mechanical room and boiler room are now cleaned up.
- We have the old Grace building letters. We will think more on whether these can be used somewhere on the building.
- Found three boxes of extra ceiling tiles and metal pieces. We may store them in the HYPE room.
- Finished inventorying all the stuff we have in multiple places. Will now try to get it organized so people know what we have so they don't have to buy more.
- Still looking for a drywalling person for the liturgical arts room.
- Explored getting rid of the dumpster to save costs. We cannot get rid of our dumpster. If you will use more than one garbage can you must have a dumpster. We currently have the cheapest option for dumpster companies.
- The outside area of the doorway by the choir room has been rotting away and we are having water issues. Spoke with LS Exteriors and they advised the roof pitch right by that door is pitched wrong. To fix the pitch it would be \$3,400. We may also need to get the grading fixed.
- AED is working again. Grace will be putting on a class for staff.

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

The WPT met on November 6<sup>th</sup>, 2017 with 2 members absent.

- Pastor Paul presented the changes made to the November worship schedule due to the unforeseen absence of Pastor Heidi as she attended to the needs of her family. We pray for comfort for her after suffering multiple losses in such a brief period of time.
- The ordination of Beth Walsch will be on Sat., Dec. 19<sup>th</sup>. The pastors and the Worship Planning Team musicians are working on the service and a gift for Beth as well.
- We discussed Pastor Heidi's notes from last Christmas Eve to make sure that we correct the things that need correcting. One point that was very relevant to our team members is that the musical groups need to have assigned places for practice/warm-ups and that the ushers need to be aware of the rehearsal times.
- We are still in need of congregational representation on the WPT. Several more names have been put forward and I will be contacting them.
- The choir Cantata will be presented (abbreviated version) at the Thursday evening service on Dec 7<sup>th</sup>. The full cantata will be on Sunday, Dec. 10<sup>th</sup>.
- There are continuing problems with members of the various music groups being absent for practice and/or Sunday services. These are volunteer organizations and we are looking for creative ways/suggestions on how to make these issues less disruptive to the groups' performances.
- The Bishop will be visiting Grace on Jan. 21<sup>st</sup>, 2018. Eryn will not be here that Sunday and we are searching for someone to play for that Sunday.

Our next meeting is on Tuesday, Dec.5th

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

#### **Sunday School**

- We have instituted the 10 Commandment incentive with the 1<sup>st</sup>-5<sup>th</sup> graders. So far we seem to be having more respectful behavior, but we'll see how things continue.
- Reformation Walk - Seemed like it was an overall success. I think the actors enjoyed doing it just as much as the families. I got a lot of positive feedback from families on how much they enjoyed it.

#### **KFC - 3<sup>rd</sup> thru 5<sup>th</sup> Grade**

- Next meeting is Dec 10<sup>th</sup> - things are going well this year

#### **JYG - 6<sup>th</sup> thru 8<sup>th</sup> Grade**

- 8th Grace had their confirmation retreat



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- Movie night on Nov 12<sup>th</sup>
- December 10<sup>th</sup> Lasata shopping
- January Lock In
- February Sunburst Trip

### **HYPE - 9<sup>th</sup> thru 12<sup>th</sup> Grace**

- Dec 10<sup>th</sup> Cookie Baking during 9:15 hour and at 11am Strategy Board Games and Lunch
- February Sunburst Trip

### **Parent Fellowship Hour**

- Meets 1<sup>st</sup> and 3<sup>rd</sup> Sunday

### **Special Programs**

- Christmas Program
- Service on Dec 17<sup>th</sup> is at 8:30 and 10:30
- We are looking for youth to help with the service and youth musicians to play at it
- Birthday Party for Jesus
- Dec 17<sup>th</sup> between services
- Christmas Eve Program
- ABCs of Christmas

### **Budget 2018**

- We were asked by the Exec Committee to re-evaluate our 2018 Budget amounts. We did so and feel that our requested amounts are appropriate because we supplemented our budget with year with \$2500 in Thrivent Grants we have added on Make a Splash for Jesus, Back Pack Blessing, Trunk or Treat, the Nursery, Parent Fellowship Hour, a texting system, Palm Sunday Thank You Brunch, and maintain a larger space in the last 2 years.
- Katie received an introductory rate on curriculum last year that we will not get in 2018 Our budget represents \$40 per student that attends Youth Education Programs at least once a month (not including those that our touched by YFMT through children's sermon and friends that are brought to Grace events.

### **Room Noise**

- Mike McGraw is looking into how many panels we need to put up in the multipurpose room for sound dampening

### **Craft Fair - Food and Silent Auction**

- Everything was on track as of our meeting for the silent auction and selling food. Erica had enough youth signed up to help.
- We had 43 vendors. It was pretty busy \$1,000 in vendor fees. Food and silent auction profits went to youth. About \$1,700. The city forgot to put out the banners we purchased. We are getting the next two years free. Next year we will think about Staffing the nursery. Have a booth for Grace to sell popcorn. Planning second Saturday in November again for next year.

### **Other Business**

**Closing Prayer:** Pastor Heidi