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Agenda

Reference: Email from Mike McHugh dated 2/21/2013 7:17

St Stephen's Lutheran Church Council Meeting

February 21, 2013
7:00 p.m.

Agenda

1. Devotions (Loren) (5 minutes)
2. Adopt minutes from January Council meeting (5 minutes)
3. Q & A on previously distributed committee reports (10 minutes)
4. New Business:
 - a. New website design (Debbie) (5 minutes)
 - b. Nominating Committee – 3 members (10 minutes)
5. Old Business
 - a. Mission Statement update – survey feedback (10 minutes)
 - b. SLP Youth Update (Cassie) (10 minutes)
 - c. Committee Duties & Responsibilities (Debbie) (10 minutes)
 - d. Committee Job Duties Continuing Resolution (5 minutes)
6. Adjournment

Attendees

				d=Devotions c=Committee Focus														
N			chair	% att	dev.	focus	1	2	3	4	5	6	7	8	9	10	11	
							6/21/12	8/16/12	9/20/12	10/18/12	11/15/12	1/10/13	2/21/13	3/21/13	4/18/13	5/16/13	6/20/13	
1	Treasurer	Dave	Bergeson	x	100%	0	0	x	x	x	x	x	x					
2	Fellowship	Kathy	Canniff	x	57%	0	0	x			x	x		x				
3	Fellowship	Tiffany	Cook		14%	0	0	x										
4	Stewardship	Dean	Eisfelder	x	86%	0	1	c	x	x	x		x	x				
5	Financial Sec	Brent	Harms	x	14%	0	0	x										
6	Finance	Beth	Hostager	x	71%	0	1	x	x	x		x	c					
7	Youth	Molly	Hoyt		14%	0	0		x									
8	Property & Maint	Dale	Johnson		14%	0	0	x										
9	Fellowship	Diane	Johnson		14%	0	0		x									
10	Fellowship	Patrice	Katzenmaier		14%	1	0			d								
11	Missions	Patty	Longard	x	71%	0	0	x	x	x		x		x				
12	President	Mike	McHugh	x	86%	2	0	x		x	d	d	x	x				
13	Evangelism	Steve	Morganson	x	86%	0	0	x	x	x		x	x	x				
14	Pastor	Cassie	Nault	x	57%	0	0			x		x	x	x				
15	Foundation	Dave	Paton	x	0%	0	0											
16	Vice President	Deb	Pirkl	x	100%	1	0	d	x	x	x	x	x	x				
17	Missions	Gale	Ribard		0%	0	0											
18	Youth	Judy	Rognli	x	43%	0	1			c	x		x					
19	Constitution	Mark	Rogosheske		29%	0	1	x						c				
20	Secretary	Andy	Ruff	x	100%	0	0	x	x	x	x	x	x	x				
21	Pastor	John	Snider	x	100%	2	0	x	d	x	x	x	d	x				
22	Education	Michelle	Steffen	x	86%	0	0	x	x		x	x	x	x				
23	Property & Maint	Loren	VanPelt	x	29%	0	0					x	x					
24	Youth	TBD	TBD	x	0%	0	0											
25	Worship & Music	Chris	Youngren	x	86%	0	0		x	x	x	x	x	x				
count		25	25	18		6	4	15	13	13	9	14	13	12	0	0	0	0

Meeting Notes

Meeting called to order at 19:05 by President McHugh. Pastor John led our opening prayer. M/S/C to approve minutes of 1/10/2013 council meeting as written.

Committee comments:

Fellowship committee: Participants enjoyed the Mardi Gras progressive dinner! The atmosphere was quiet for appetizers but much more energized after people returned to church for desserts. There will be a repeat next year; maybe sooner.

Evangelism: The new greeting center has been well received. People like it. Well done Steve Morganson! Still to come: a TV, electric outlet, knobs for the drawers, and volunteers.

Missions: Patty Longard reviewed committee thoughts for Ken Nelson Memorial tithe. Ref: committee notes attached below. Council delegated allocation of the tithe to the Missions committee so no approval required here.

New business

Web site: Dean Hostager proposed a new web site. Cost is \$500/year with some extra upfront cost for templates. Exec approved. Dean will launch by 3/31. It will be funded out of operations. Features include: Un-limited web pages, multiple admins, calendars, events database, upcoming events, audio, video, slides, message boards, pictures for staff, upgraded service with signup functionality etc.

Old business:

Nominating committee. Dave Paton, Sondra Paton, and Vicky Jackson were elected by the congregation at the January annual meeting. Per the constitution we also need 3 members from council (either from council or nominated by council). Council suggested Lisa Ellison, Justin Woods, and Kelly Meyers. Pastor John will contact proposed candidates. Committee needs to elect a chair and also needs descriptions of positions (from the constitution). Pirkl will provide.

Worship: Chris Youngren. Lori Ritt purchased some communion things for Via de Cristo and has donated them to St. Stephens. Thank you Lori!

Kitchen (property and maintenance). Chris Youngren: We should replace the butcher block for health reasons. Chris requested and received quotes for stainless steel covers. A cover for the butcher block would be \$1225. Covers for the East wall and serving counter would be \$10394. Sinks and counters are one piece. No grouting. Joyce Taylor says the funeral committee has \$1600 from funerals for kitchen projects. The contractor who quoted says the South and East counter are in good shape. The butcher block is a separate unit. Why stainless? Stone is susceptible to chipping. The contractor who quoted has done work for Augustana and Dodge Nature Center. Council suggests we get a second bid if possible and get ok from Loren VanPelt.

If no one responds to second bid request within 10 days, it's ok to proceed with the current quote.

M/S/C to cover the kitchen butcher block counter with Stainless Steel to be funded from funeral committee funds.

Missions: Longard: Dave Johnson of our synod handles agricultural issues in Iringa diocese. They propose to broadcast ag training into Ihimbo. They are looking for 8 partner congregations to donate \$500/yr. Missions has funds available in their budget and are considering this request.

Mission statement update. McHugh. We received 25 responses to the congregation survey. The task force is aggregating responses and will use them as input for a congregation meeting 3/16.

Youth: Pastor Cassie. Interserve update. Committee met 2/4 to start drafting a report. They will present to council 3/21 followed by an update to the congregation. Some sound bites: Wednesday meetings are a strength. There is a community feel with the dinner. We should grow and deepen this. There is broad support for youth ministry. Communication and technology have been challenging. Email, texting, etc exist but are not well used. Gibson's computer was due for an upgrade but was repurposed when Erica's exploded. It hasn't been replaced. Shepherd staff is difficult to query and team is not trained on it. New web site software has this functionality. There is concern in the committee about tie in to congregation. Inner serve focus group: everyone throws out ideas. No one goes with it. No focus. Good brainstorming but not aligned. Need leadership and focus. Need greater direction from the congregation. What is most important? Ex: switching to Wednesday night. Stumbled last year but participation doubled this year. Team has anxiety around staffing (when will we replace Gibson). Leisha has experience. Its good to have someone with experience. McHugh: count on council to support hiring. Tell council what we need (don't limit requests to what you think we will support).

Focus: McHugh: Books on simplifying churches say proliferation of ideas is common. Drains resources. Focus is better.

Committee job descriptions (for constitution and bylaws): Pirkl: We have committee input from all. Deb will collate and distribute. No response means default is no change. We will continue to keep financial secretary position on exec. Position will be more of an oversight and strategic role and less execution. Initial thought was to eliminate the job. Current thinking: rewrite the duties to eliminate the distasteful part (the need to be at every service every Sunday).

Food shelf: Longard: reviewed proposal to have teams within the congregation compete to see who can bring in the most donations.

Meeting adjourned at 20:20. We closed with the Lord's Prayer.

Respectfully submitted,
Andy Ruff, Secretary

2012 Task List

Last updated 11/15/2012

	Task	Leader	Comments.
1	Establish a Past Presidents Advisory Council	McHugh	
2	Grow Volunteerism	Mission	
3	Increase Outreach to New Residents	Outreach	
4	Adjust Church Costs to a Sustainable Model	Finance	
5	Promote Deferred Giving / Circle of Gratitude	Steward, Found	
6	Establish a Publicity Task Force	Pastor John	
7	Tighten Internal Controls / Processes	Finance	
8	Establish Annual Audit Procedures	Finance	
9	Establish a Capital Projects Plan	Facilities / Finan	
10	Insert More Youth Into Church Governance	All Committees	
11	Real Bread & Cups of Wine for Communion	Worship	
12	Establish a Community Garden	Mission	
13	Increase # of Committee Members	All Committees	
14	Increase # of Joint events w Pueblo de Fey	Pastor John	
15	Increase Use of Technology in Worship	Michelle	
16	Increase Choir Participation	Gerritt	
17	Plan and Sponsor Additional Tanzania Trip	Tracy/Dean/Beth	
18	Introduce New Short (30 minute) Service	McHugh / John	

Committee Reports

Education

Covered at Council meeting by Pastor Cassie.

Evangelism and Membership

Reference: Email from Steve Morganson dated 2/8/2013 14:11

1. We discussed staffing of the new connection center. Several people have submitted computer programs for solicitation of volunteers and setting up schedules. Jenny agreed to setting up a system for staffing the connection center. Objective is to have it operational within one month. In the meantime I agreed to manually set up a schedule for the next 30 days.
2. We obtained a course description for care giving of handicapped and elderly. The course is given by Darts representatives. We agreed to advertise it in the newsletter to determine if there is any interest at St Stephens. Darts would require 6-10 participants in order to conduct the course. They are usually compensated by a donation at the end of the course.
3. No welcome packs were delivered this month.
4. Next week is the second week of the "Bring A Friend To Church" initiative. Hopefully we will get an idea of its value.

Regards
Steve

Fellowship

Reference: Email from Kathy Canniff dated: 2/10/2013 20:12

Our Committee met on Monday, February 4, 2013

Attending: K. Canniff, A. Pfankuch, P. Katzenmaier, D. Johnson, L. Ritt

Upcoming dates/events:

The sign-up “Mardi Gras Mystery Dinner” is complete. It will be held this Saturday, February 9, 2013, 5:30 p.m. – 8:00 p.m. At this point we have 54 people signed-up for the event

Action Item:

The Mystery/Progressive Dinner is happening and we are putting the final touches on it tonight. It will be well worth all the effort that the committee members are putting into making it a success. Lots of great ideas from all.

We are looking for volunteers to fill the dates for Sunday morning donuts/coffee. Any Committees that would be interested in helping, please sign-up. We need to fill the spring months. March is about full. Fellowship is held between services.

Discussed the possibility of another Lutheran Night at the Twins. Feedback?

Old Business:

None to mention.

Yours in Christ,

Kathy Canniff, Chairperson

Anne Pfankuch, Diane Johnson, Patrice Katzenmaier, Lori Ritt, Tiffany Cook

Finance

Reference Email from Beth Hostager dated 2/17/2013 13:39

The Finance Committee met on Tuesday February 12th. Members present included Bev Evans, Mike Butala, Sue Clark, Dave Bergeson, Debbie Pirkl, and Beth Hostager.

Operating Income and Expense

The January operating deficit of -\$16,473 reflects income of \$34,955 and expenses of \$51,429. It is too early in the year to react to this result but note there were two unique items reflected in the January results:

- 1) We paid 2 months of gas and electrical charges in January. \$5,300 of the January Property & Maintenance expenses are associated with the second month and would typically be reflected in February rather than January.
- 2) January Salary expenses include the \$4,500 staff bonus approved by the Executive committee. We will have a Salary budget variance throughout the year reflecting this bonus. The Finance Committee agreed to wait until the year-end surplus or deficit position relative to budget is known before transferring money from dedicated accounts to cover this expense.

We discussed the monthly allocation of the general envelope budget. Debbie Pirkl will provide the distribution of weekly, monthly, quarterly and annual pledges underlying the 2013 General Envelope budget for review.

A monthly transfer from the Kenneth Nelson Estate dedicated account 017-00-01-51 will be made to cover actual Contemporary Musician expenses throughout 2013.

Dedicated Accounts

We have received several requests for changes to dedicated accounts. The specific requests have been to split the Funerals and Wedding account 017-00-01-14 and to rename the Prayer Shawl Ministry account 017-00-40-14 to Kitchen Supplies. We tabled these requests pending further discussion of dedicated accounts as part of our ongoing Internal Controls discussions (see below). In the meantime, we agreed that the cost of new bowls or the kitchen should be covered by the Wednesday Meals dedicated account 017-00-50-01 rather than the Prayer Shawl Ministry account.

Internal Controls

We continued our review and modification of Internal Controls. We agreed the following items should be addressed for our next meeting:

- 1) Bev will document our current credit card procedures.
- 2) Dave will document the current weekly counter process. Debbie will review and recommend changes as needed.
- 3) We need to review and document owners for each of the dedicated accounts. The owners will be responsible for approving disbursements from or changes to the accounts.

Other Committee Business

We agreed that no additional changes were needed to the Finance Committee description that was submitted as part of the Constitution update process last year.

Mike Butala will be meeting with the current owners of the former parsonage lot and a realtor in the next few weeks. We will have more information to make a decision on selling the land to the west of the church at that time.

There is a new tax exempt form in the office that committees and congregation members should use when making purchases on behalf of St. Stephen's. As a reminder, generally we should not be paying sales tax on purchases.. Committee chairs should make sure their members are aware of this and watch for it as they approve expense reimbursement requests.

Beth Hostager will work with Joyce Taylor to make room for the new kitchen safe in a cabinet where funeral-related supplies are currently stored. We will then request that the Hard Hats install the safe.

We thank Bev for her faithful service as the bookkeeper for St. Stephen's and wish her well as she retires from this role at the end of the month!

Respectfully Submitted,
Beth Hostager, Finance Chair

Missions

Reference Email from Longard dated 2/13/2013 11:37

Missions Committee Meeting - Tuesday Jan 29th 6 - 8pm

1. We finalized plans for Souper Bowl Sunday. Adult forum has generously given us the podium and coffee will be served. We will hear a brief introduction to the 30 hour famine project, then break into two teams for a lively trivia competition in the spirit of The Game. We will also be collecting Soup Cans at and between both services to fill the stadium and Tackle Hunger. Please join us for this event on Feb 3rd.
2. We reviewed and gave preliminary approval to our tardy Annual Report. Final copy to be sent to Jan for inclusion in the report this week
3. We reviewed the Mission Committee Charter, and a final edited copy will be submitted to the Council by Feb 18th. **See attached**
4. We reviewed our budget and made some changes for the upcoming year - final budget pending approval by the Council, **please see attached**. With our \$3,000 surplus this year, we were able to increase our contributions to the ELCA, Lutheran Mideast Development, Lutheran Social Service, Luther Seminary, Pueblo de Fe, and Union Gospel Mission. In addition, the \$1,500 that had been allocated to South East Asian Ministries, which closed it's doors this past year, was distributed between Lutheran Campus Ministry, and the Iringa Partnership (see next).
5. We learned that funding of Iringa Fair Share has changed. Instead of yearly congregational dues to cover administrative fees of the program, fees are now being assessed individually to gifts, scholarships and travel expenses. With this change, we allocated money in this line item for

covering these fees as they arise throughout the year, and any remaining money will be moved to the "Ihimbo Congregation" line at the end of the year. We also propose changing the name of the line item to "SPAS / Iringa Partnership"

6. We finalized a list of recipients for the tithe of the Ken Nelson memorial. We have multiple ideas, **please see attached.**
7. We briefly discussed Mission Sunday. Pastor Cassie will help us finalize a date, and we hope to host a Tanzania Celebration this year.
8. We briefly discussed ideas for MN Foodshare Month - final plans to be presented at Council meeting on the 21st.
9. We plan to sell Fair Trade coffee and chocolate on Sunday Feb 10th in time for Valentines Day

Respectfully Submitted
Patty Longard

Attachment:

Ken Nelson Memorial Tithe Proposal

1. \$5000 – to Neighbors Capitol Campaign
2. \$5000 – to support Jacqueline, from Pueblo de Fe, in her Seminary Studies
3. \$2000 – to Lutheran Mideast Development
4. \$1000 – offer a dollar for dollar match to the youth in their 30 hour Famine Fundraiser (will donate remaining funds to this event at the end of the experience)
5. \$1000 – Lutheran Campus Ministries to help with their Budget deficit due to doubling their membership in the past year!
6. \$5000 – remaining tithe to be presented to local, youth-oriented outreach programs. Consider a joint project with Stewardship Committee to engage the congregation in researching, selecting and distributing these funds in \$1000 gifts.

Pastor's Report – John Snider

Reference: Email from Pastor John dated 2/21/2013 14:29

It has been a month of **connections**. I think that's a workable and faithful word for us and a proper direction.

The **small groups** have been growing. Both the **Bible and Breakfast** and **Men's Renewal Group** have been averaging about 14 people a session. Both of our **12 Steps for Spiritual Renewal** have grown and are lead by members. The **Lenten groups** have surprised us with the number of people involved as did the **special Wednesday night class for adults** and parents based on Brene Brown's TED Talks. People gathered on **Wednesday nights for the meals** are connecting. About 50 people attended the **Mardi Gras** party and the connections were beautiful. There's room for more but the Spirit is at work and we are following!

Our Lenten series, **Journey Together**, showed us who St. Stephen's is when the mentor night and Ash Wednesday came together. A multigenerational, connecting group! We need more worship moments like that! And that's what we're working towards with our Visioning Process. Please mark **Saturday, March 16th, 8:30 a.m. to 12:30 p.m.** to participate in the congregational input phase of our work. We've received 25 surveys (have you submitted yours?) more detail will be put into analyzing their input but to date it can be generalized as: *happy place, good relationships, like the leadership, need more youth, and experiment with music and screens*. This confirms most of our hunches to date. The process now leads to the action steps and changes which we will prayerfully attempt to achieve these goals.

St. Stephen's will host the **Garlough Collaborative Spring Camp on Wednesday, March 27th** at our Noreen Activity Center. It is the Wednesday of Holy Week which happens to be when school break is. What we are looking for are volunteers from St. Stephen's who would like to spend a half or whole day with the kids. Remember Jesus' words, "**Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.**" Matthew 19:14.

Thank you for your faithfulness and leadership. It is exciting to grow together in the Lord.

Pastor John

Pastor's Report – Cassie Nault

Covered at council meeting (Youth / Education / Inter Serve)

Property and Maintenance

Reference: No update as of 2/21/2013 18:00

Stewardship

Reference: No update as of 2/21/2013 18:00

Worship and Music

Reference: Email from Chris Youngren dated 2/8/2013 11:17

Worship & Music Committee Meeting
Thursday, February 7, 2013

Present: Pastor Cassie, Jean Rosheim, Joan Regan, Ann Anderson, Chris Youngren

Service of Healing: Held on the 3rd Sunday of January (the 20th). There was a short discussion regarding any changes and participation by the congregation. This service is well received.

Communion Robes will be worn, as follows:

8:30 worship: robes will be worn at all times during the year.

10:45: no robes necessary

Lent and Advent: Communion servers will wear robes at both services.

New cinctures have been purchased for use by communion servers and acolytes.

Lent:

+We will again be using the communion bread and individual cups.

+**Crown of Thorns** plant will be the focal point on the altar during this Lenten season.

This is believed to be the plant that was used to make the crown of thorns Jesus wore.

+**Ash Wednesday and Wednesdays** during Lent: Services are at 11 and 6:45.

+**Maundy Thursday:** 1st Communion

+**Easter:** There will be 3 stations for communion. Easter flowers will be ordered from Anytime Flowers. New processional banners are in the process of being made.

Worship Assistant Training Meeting, March 10th,
between worship services in the sanctuary.

There was considerable discussion about the lack of ushers, not only at our Sunday worship services, but also for funerals and at our worship services held during Lent and Advent. There is a lot of time spent on calling members to ask them to be a lector and communion server as well. It was stated that some churches also require that their new members take an active part in the worship service as part of becoming a member. Good idea!

We will be encouraging members to take a more active role in church worship services. A schedule was shown to us that is used by another church which seems to be very effective. We will be working on that to see if we can implement something similar.

At the March 10th meeting, Joan Regan will speak to ushers, Pastor Cassie will speak to communion servers and Chris will speak to lectors.

Altar Par aments: A suggestion has been made by the Altar Guild that it would be nice to have alternate white altar cloth. At the present time, we have the special one used for Easter and Christmas which is white with a gold cross in a delicate woven pattern and there is a pure white linen cloth. Linen is very difficult to iron and wrinkles easily. Chris has found a fabric that would be very functional, easy to care for. She will make the par aments at her earliest convenience.

First Sunday Music: Pastor Cassie will continue to select music groups for the 10:45 worship service. However, a comment was made that it would be nice to have the same for the 8:30 worship periodically.

Respectfully submitted,

Chris Youngren, Chair

Youth

Covered at Council meeting by Pastor Cassie.

End of File.