

Contents

Contents	1
Agenda	2
Attendees.....	3
Meeting Notes.....	4
Committee comments:	4
Guest Speakers:.....	4
New business	4
Old business:.....	5
Committee Reports	6
Education.....	6
Evangelism and Membership.....	6
Fellowship	7
Finance	8
Missions	9
Pastor's Report – John Snider	10
Pastor's Report – Cassie Nault.....	11
Property and Maintenance.....	11
Stewardship	11
Worship and Music	11
Youth.....	12

Agenda

Reference: Email from Debbie Pirkl dated 3/19/2013 20:34

St Stephen's Lutheran Church Council Meeting

March 21, 2013
7:00 p.m.

Agenda

1. Devotions: Loren (5 minutes)
2. Adopt minutes from February Council meeting (5 minutes)
3. Q & A on previously distributed committee reports (10 minutes)
4. Guest Speakers: Kris Bjorke & Leisha Tays – InterServe (20 minutes)
5. New Business:
 - a. Bookkeeper position (5 minutes)
6. Old Business
 - a. Mission Statement update – Mar 16th forum (10 minutes)
 - b. Proposed Amendment & Continuing Resolution (10 minutes)
 - c. Website update (5 minutes)
 - d. Nominating Committee work begins (5 minutes)
7. 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	x				
2	Fellowship	Kathy	Canniff	x	50%	0	0	x			x	x		x				
3	Fellowship	Tiffany	Cook		13%	0	0	x										
4	Stewardship	Dean	Eisfelder	x	88%	0	1	c	x	x	x		x	x	x			
5	Financial Sec	Brent	Harms	x	13%	0	0	x										
6	Finance	Beth	Hostager	x	63%	0	1	x	x	x		x	c					
7	Youth	Molly	Hoyt		13%	0	0		x									
8	Property & Maint	Dale	Johnson		13%	0	0	x										
9	Fellowship	Diane	Johnson		13%	0	0		x									
10	Fellowship	Patrice	Katzenmaier		13%	1	0			d								
11	Missions	Patty	Longard	x	75%	0	0	x	x	x		x		x	x			
12	President	Mike	McHugh	x	88%	2	0	x		x	d	d	x	x	x			
13	Evangelism	Steve	Morganson	x	88%	0	0	x	x	x		x	x	x	x			
14	Pastor	Cassie	Nault	x	63%	0	0			x		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	x			
17	Missions	Gale	Ribard		0%	0	0											
18	Youth	Judy	Rognli	x	38%	0	1		c	x		x						
19	Constitution	Mark	Rogosheske		38%	0	1	x					c		x			
20	Secretary	Andy	Ruff	x	100%	0	0	x	x	x	x	x	x	x	x			
21	Pastor	John	Snider	x	100%	2	0	x	d	x	x	x	d	x	x			
22	Education	Michelle	Steffen	x	75%	0	0	x	x		x	x	x	x				
23	Property & Maint	Loren	VanPelt	x	38%	1	0					x	x		d			
24	Youth	TBD	TBD	x	0%	0	1											
25	Worship & Music	Chris	Youngren	x	75%	0	0		x	x	x	x	x	x				
	count	25	25	18		7	5	15	13	13	9	14	13	12	11	0	0	0

Meeting Notes

Meeting called to order at 19:10 by Vice President Debbie Pirkl.

M/S/C to approve minutes of 2/21/2013 council meeting as written.

Committee comments:

The new kitchen counters look great. Thank you Chris Youngren and team!

Guest Speakers:

Debbie introduced guests: Karen Bjorke and Leisha Tays of Interserve and youth committee member Debra Ellis.

Karen provided a handout (copy attached) and walked us through it. Discussion:

- Do we have outcome based goals? Michelle Steffens has asked about this. Group says not as formal as in the past.
- How many hours a week do we think it'll take to do the youth director job? Karen / Leisha: 30+ hrs.
- Is it easier to recruit full time or part time? Full time. Benefits matter.
- Criteria: we should prefer experienced candidates. The job is never done.
- Jack Fortin says there are organizers and artists. We can't afford an artist. We need an organizer who can empower and deploy lay leaders. We need the multiplier effect. This will require training and development.
- This ties to stewardship. We can help people identify their talents and help get them into roles where they can express those gifts. Its part of the "simple church".
- We need to develop a support structure; volunteers should be able to come and relax or come and help out instead of join and get dumped on.
- Steve: Prince of Peace did a good job of discernment; helped members figure out their strengths and how they fit in. [...Harry Potter and the sorting hat].
- Inter serve is working on job descriptions.
- We will need a search committee for the youth director. Members to include: a pastor, youth, parents, past parents, etc.

Council thanks Karen and Leisha of Interserve and the Youth Committee for their efforts.

New business

Book keeper; Pirkl reports we hired Abra Gilman as book keeper. Bev Evans is helping with training but phasing out per plan. Thank you Debbie Pirkl for leading us through the process! Thank you Bev for your years of service!

Conceal and carry: Pastor John reported that a Scout visitor said they were carrying a gun at a recent scout event at St. Stephens. One of the parents expressed concern to John. John requested an opinion from member / attorney Sara Ruff. Sara reports that churches have the right to ban guns on the premises. Signs pre-empt conceal and carry. Churches have leeway in wording of signs. Council discussed the issue. We were not unanimously agreed that guns should be banned. Our facility is also used by the Montessori school and ISD 197 after school programs and we need to understand and respect their requirements. Pastor John will investigate.

Property: Loren VanPelt reports that the Narthex floor is deteriorating and the floors will need to be refinished, ie. strip and re-wax won't do it. Cost is ballpark \$3000. Another upcoming project relates to mold remediation. This will require outside excavation and resealing of the wall. Loren will summarize and review projects with the finance committee for budgeting.

Old business:

Mission statement meeting: Pastor John reported on the 3/16 Saturday morning workshop. 50 members attended. They understood us and represented us accurately. As we continue the process John encourages council to listen deeply to the congregational response. We will create a new vision. We may attract people of different and new views. Old ways may shrink. Next meeting: 3/26/13.

Amendment of the constitution: Mark Rogosheske reported. The committee proposes changes including term limits and term lengths of officers. The Proposed amendment was discussed at the 1/13 congregation meeting. It will be published in the April update. The proposal will be reviewed and voted on at the 5/13 congregation meeting. If the amendment passes with simple majority of those attending it goes to the synod for review. If they approve, we vote again at the January 2014 congregation meeting. If it passes by 2/3 of those attending it goes into effect.

The constitution committee also proposes updates to job duties. These include a continuing resolution on the duties of financial secretary. Intent is to move from detail oriented to overseer. Another change affects alignment of child and youth education. Other changes match job description more closely with actual recent practice.

Website update: Draft site is up and running. Goal is to go live by 4/5.

Nominating committee: met last night. Debbie asked who plans to re-up? Bergeson, Longard, Pirkel, and Ruff are eligible and agreed to continue. Loren asks that we advertise and find a new Property chair. He will continue on the committee through the transition.

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

Respectfully submitted,
Andy Ruff, Secretary

Committee Reports

Education

Covered at Council meeting by Interserve Team.

Evangelism and Membership

Reference: Email from Steve Morganson dated 3/9/2013 14:16

1. It has been three months since we delivered a welcome pack. I don't believe we have missed any because the visitors log is up to date. Pastor John will check to make sure we are not missing any new visitors from the communion cards.
 2. I will set up a staffing schedule for the Connection Center through April and check with Jenny to see how the computerized schedule is progressing.
 3. Mark will check with Reed to see if he can repair the hole in the wall and hang the TV screen when it arrives.
 4. Pastor John is working with Steve Blake to get a screen and computer for the sign which will be hung behind the Center.
 5. Pastor John mentioned that the mens retreat is April 26.
 - 6 We talked about what will be our next Evangelism project when the Connection Center is completed. Pastor John suggested an ice cream social hopefully when the weather warms up.
 7. We also discussed staffing the Connection Center with youth for some of the services. Hopefully Cassie can get some volunteers.
- Regards
Steve

Fellowship

Reference: No update as of 3/21/2013 18:00

Finance

Reference Email from Beth Hostager dated 3/16/2013 13:59

The Finance Committee met on Thursday March 7th. Members present included Mike Butala, Sue Clark, Dave Bergeson, Debbie Pirkl, and Beth Hostager.

Operating Income and Expense

The February YTD operating deficit of -\$22,602 reflects income of \$72,713 and expenses of \$95,315. While this is a large deficit, it appears to be reasonably in line with the annual deficit projection when seasonality is considered. YTD general envelope giving is at 14.3% of our annual budget compared with a 15% 3-year historical average.

The following expense items are worthy of note:

- 1) YTD Salary expenses include the \$4,500 staff bonus approved by the Executive committee and paid in January. 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.
- 2) Sidewalk shoveling expenses total \$440 through February. The YTD sidewalk shoveling expense will double to \$880 when March statements are released based on the March invoice. In comparison, 2012 annual sidewalk shoveling expense was \$285.

Debbie has provided a monthly projection of the general envelope budget based on whether members indicated they would pay monthly, quarterly, or annually. We will review this projection and determine whether the monthly budget allocation in Shepherd's Staff needs to be revised.

Dedicated Accounts

- 1) We discussed a proposal to move the funds in dedicated account 017-00-40-05 Women of St. Stephens to dedicated account 017-00-11-14 Weddings & Funerals. We agreed that the individuals who most recently used funds from this account (Jean Rosheim, Alice Mikel, and Vicki Jackson) should be consulted before any changes are made.
- 2) The Finance Committee agreed to pay the Strategic Leadership / Jack Fortin invoices from dedicated account 017-00-02-70 Vogt Estate.
- 3) The YTD monthly transfers from dedicated account 017-00-02-70 Vogt Estate to cover Contemporary Musician expenses will be moved to dedicated account 017-00-01-51 K Nelson Estate per previous council and Finance committee guidance.
- 4) Per council motion, the expenses associated with the new kitchen counter top will be paid from dedicated account 017-00-11-14 Weddings & Funerals.
- 5) Debbie will identify Memorial account numbers that have been inactive for 3+ years. These account numbers will be available for re-use as needed.
- 6) The Finance committee recommends that memorial accounts with less than a \$500 balance be consolidated. Beth will share a list of the affected accounts and confirm this decision with Mark Rogosheske.

Internal Controls

- 1) Beth will follow up with Bev on documentation of our current credit card procedures.
- 2) Dave shared a summary of the weekly counter process. He will compare this summary to the previous written procedures before finalizing the documentation update.
- 3) We still 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

Mike Butala will be meeting with the current owners of the former parsonage lot and a realtor the week of March 11th. The information obtained will be considered when making a decision on selling the land to the west of the church.

Reminder: 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. 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.

Respectfully Submitted,
Beth Hostager
Finance Chair

Missions

Reference Email from Longard dated 3/7/2013 21:22

Missions Committee March Meeting

- 1) We discussed recent changes to our budget based on discussions over the past month about contributions to Tanzania. Final budget has now been submitted, and we have included support for the Iringa "Radio Furaha" sustainable agriculture radio programming for the next 3 years.
- 2) We reviewed our budget statements, and plan to hold a Pots and Pans Offering on April 21st.
- 3) We reviewed progress of MN Foodshare Superhero Competition. There are 6 teams currently, and we have raised over 300 pounds of food in the first week (due in part to some donations that were reserved from earlier programs to contribute to MN Foodshare.) Updates of the competition will be printed in each week bulletin.
- 4) We began discussing plans for Missions Sunday on May 5th. We are planning a Tanzania theme, and will work to have a Tanzania-flavored service for at least the 10:45 service. We are also hoping to have someone come and discuss more about "Radio Furaha" at Adult Forum that day.

Respectfully Submitted
Patty Longard

Pastor's Report – John Snider

Reference: Email from Pastor John dated 3/18/2013 15:55

Here are a few of my highlights for the last month.

I thought **Recovery in the House of the Lord** was a wonderful three week project. Thanks to *Cindy Jackson* for resourcing each of the speakers. Our hope was to lift up the spirit of humility as the beginning of healing, not just for those suffering with addictions, but for all people of faith.

We were sad to see *Bev Evans* retire as bookkeeper but found a wonderful person for the job in **Abra Gillman**. Abra comes with lots of accounting experience and a commitment to St. Stephen's. *Debbie Pirkl* did the lion's share of organizing around this hiring and she did her usual super job.

Lenten Wednesdays will be behind us by the time we meet. I've really liked having members of the congregation speak on a "light of the Christian church". (Another good idea from *Pastor Cassie*!) Thanks to *Jim VerBout, Katlyn Price, Cathy Zinner, Dan Mikel and Joanna Meade*. There has been a lot of appreciation for the small groups and their exposure to a particular "light". Many are trying to figure out ways to keep the small group going.

Our **Visioning Process** had a terrific day March 16th with Jack Fortin and 50 of our members. The visions are hanging in the Fellowship Hall; please take a minute to study them. There was great energy and enthusiasm and awareness of the courage we will need. (One of the group's wrote, in large letters, "**ACT BOLDLY**" good advice.) Our next step is a Vision Committee meeting Tuesday, March 26th with Jack to finalize 4 areas of focus. I have felt transformation already in this process. Thank you to *everyone* who was able to attend the Visioning event.

One **New Member Class** has met and another one meets this Saturday. It looks like a minimum of 7 new families will join. It is always interesting to hear why people join but the theme this time seems to be that we are warm, welcoming and honest! (This from a new member joining through our 12 Steps for Spiritual Direction Group, but not a bad thing to be known for and to practice!) Thanks to *Joyce Taylor* who is always present at every class, getting to know the new members and providing flowers, making sure pictures are taken and helping with sponsors.

Most of our service to the Lord is not at St. Stephen's. I hope St. Stephen's worship and community encourages us all to give in all areas of our lives. One particular area to mention is **Dave Paton's** service as **President of Neighbor's Inc.** His 6 year term is completed in April. We can all be proud of his work, and the work we all do for the good of the neighbor.

Look forward to seeing you Thursday!

Pastor John

Pastor's Report – Cassie Nault

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

Property and Maintenance

Reference: No update as of 3/21/2013 18:00

Stewardship

Reference: Email from Dean Eisfelder dated: 3/21/2013 9:12

In the next few months I will be working mainly on the non-financial aspects of stewardship. Each month I will be writing an article for the Update where I try to highlight what it means to be a good steward of your life, not just of your pocketbook. Don't miss my April article about the importance of reducing the clutter in your life.

In April I am planning on attending the synod's annual Jump Start your Stewardship workshop. This year it will be held from 8:00 am to 12 noon on April 13th at Christ the King Lutheran Church in New Brighton. If anyone else wants to attend, let me know so I can register for you. The cost is 25\$ per congregation and registrations are due by April 9th. See attached file for details.

As a final note, the Adult Ed Committee is still looking for a set of computer speakers that can be used with our laptop computer. If you have a set that you would be willing to donate, please drop them off in the church office. Thank you.

Dean Eisfelder

Worship and Music

Reference: Email from Chris Youngren dated 3/8/2013 10:43

Thursday, March 7, 2013

Present: Pastor Cassie, Jean Rosheim, Joanie Regan, Chris Youngren

- + We discussed plans for our Worship Assistants meeting to be held this coming Sunday, 3/10
- + We made plans for sanctuary preparation for Holy Week and Easter Sunday.
- + Three new communion robes have been purchased in larger sizes.
- + Lori Ritt has donated ceramic chalices and communion plates to St. Stephen's. A thank you note has been sent.

Respectfully submitted,

Chris Youngren, Chair

Youth

Covered at Council meeting by Interserve.

End of File.