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St Stephen's Lutheran Church
Council Meeting

June 20, 2013

7:00 p.m.

Agenda

1. Devotions (5 minutes)
2. Introductions (15 minutes)
3. Adopt minutes from May Council meeting (5 minutes)
4. Q & A on Committee Reports (10 minutes)
5. New Business:
 - a. Proposal from MVMS for lease/space (5 minutes)
 - b. Other items
6. Old Business
 - a. Strategic Planning Task Force formation (10 minutes)
 - b. CYM Hiring update (5 minutes)
 - c. Other items
7. Adjournment

Meeting Notes

1. Meeting was called to order at 19:05 by president Debbie Pirk.
2. Devotions: Andy Ruff gave a devotion on The Sunflower by Simon Wiesenthal.
3. Introductions:
 - 3.1. We went around the table and introduced ourselves.
 - 3.2. Debbie gave a few pointers for new committee chairs:
 - 3.2.1. Try for a minimum of 4 members on your committee.
 - 3.2.2. Meet monthly.
 - 3.2.3. Take notes. Send notes to your committee and cc the council.
 - 3.2.4. Let the secretary or president know if you can't make a council meeting.
 - 3.2.5. You can send a sub from your committee to council meetings.
 - 3.2.6. If you miss 4 meetings without cause you can be replaced.
 - 3.2.7. Committees have budgets. Try to follow them. Contact Debbie or Finance chair with questions.
 - 3.2.8. Question (Darcy): what about fund raisers? Meatball dinner, pancake breakfasts? Debbie: those are dedicated funds and separate from operating budget.
4. Adopt minutes from May Council meeting
 - 4.1. M/S/C to approve.
 - 4.2. (M=motion = Morganson, S = second = Eisfelder, C = carried by council vote).
5. Committee reports. No questions.
6. New business.
 - 6.1. Proposal from MVMS (Mississippi Valley Montessori School) regard lease
 - 6.1.1. John and Debbie met with Lindsay from MVMS. They want to expand into room 105.
 - 6.1.2. Background: MVMS has been with St. Stephens for 40 years. Montessori started as a peace movement. We like peace. Their enrollment was down and we had reduced their lease payment. Their enrollment is now back up and they would like more space. They are interested in moving into room 105. We currently use this room for storage. Room 105 had a water problem in the past and tested positive for mold at one point. Loren has investigated and believes we can resolve the issue by adding gutters to direct water away from the building, sealing the wall, etc.
 - 6.1.3. MVMS is willing to pay for updates such as carpet and paint.
 - 6.1.4. We will increase rent by about \$150/month.
 - 6.1.5. We will do a one year contract.
 - 6.1.6. Question: Do we have children of members at MVMS? Yes, a few.
 - 6.1.7. MVMS: Ok to move forward with additional contract for the space.
 - 6.1.8. Property committee: Loren, Dan and Justin will go through Loren's list of improvements.
 - 6.1.9. Question: Tanisha. Does MVMS get exclusive use or can we share space? Debbie: It's negotiable. We have shared space in the past.

- 6.1.10. Patty: do we consider the room “healthy”? Debbie: we have discussed the issue with MVMS. Property and maintenance will work on fixes. If that doesn't work, we will consider an alternate room / shared space.
- 6.2. Memorial concert. Steve Morganson.
 - 6.2.1. Steve proposes we put Gerritt's concert on Town Square TV
 - 6.2.2. Equipment: there is no cost to use equipment
 - 6.2.3. People: we provide people. They train us.
 - 6.2.4. Cost: \$25 to be certified. \$50 to join.
 - 6.2.5. Strategic plan fit: this fits the worship item in the plan. It's a way to advertise and engage a wider audience.
 - 6.2.6. Action: none taken.
- 6.3. Storm shelter. Tanisha Pikula.
 - 6.3.1. Background: Tanisha was approached by management of her mobile home park. They asked if they could use St. Stephens as a temporary storm shelter facility while the park is building a replacement.
 - 6.3.2. Logistics: the park is 5 miles away and has about 62 units with potentially 100+ people. Shelter would need to be available when needed (storms) so 24 hrs a day. We would need to provide a way into the building.
 - 6.3.3. Questions: Where is safe inside St. Stephens? Catacombs? Would we have liability if we got hit by a storm and the park didn't?
 - 6.3.4. Suggestion (Mike Bonk): How about the SSP police station? It is closer to the park, open 24 hrs a day, solid... Tanisha will relay that suggestion.
- 6.4. Text message alert system. Cassie.
 - 6.4.1. We could use of this service for: weekly announcements and emergency alerts. Messages are sent through cell phone providers.
 - 6.4.2. Action taken: none.
- 6.5. Garage sale. Patrice.
 - 6.5.1. We have a sale scheduled for 7/11 – 7/13. Bring stuff on the 11th. Pre-price. It's a donation. Proceeds will go to our Tanzania mission. [Thursday is best garage sale day. Put it on Craig's list. The Patch...]
- 7. Old business.
 - 7.1. Strategic Planning Task Force formation. Brent.
 - 7.1.1. Brent is technically our finance secretary but is currently leading the strategic planning task force.
 - 7.1.2. Planning started 1.5 years ago aided by consultant Jack Fortin.
 - 7.1.3. Participants include current and past leaders.
 - 7.1.4. A few months ago we did a Saturday event with 50 people.
 - 7.1.5. Four key ideas: Welcome, worship, equip and serve.
 - 7.1.6. Now setting up 4 task forces to develop ideas in those areas.
 - 7.1.7. Members want to see big changes and a growing congregation.
 - 7.1.8. Expect more this fall.
 - 7.2. Children and Youth Ministry Hiring update. Debbie

- 7.2.1. The committee engaged youth and adults, selected four top candidates and narrowed it down to one favorite. There will be a “meet the candidate” reception this Sunday.
 - 7.2.2. Darcy: Leisha was a big help. The tools made it an effective process.
 - 7.2.3. How do we make this person more visible? Help their interaction with the staff? Move them from downstairs to nearer the staff? The committee will work with property and maint to reconfigure offices.
- 7.3. Ken Nelson estate. Ken was a Norwegian bachelor farmer from ND who later became a substitute teacher at Sibley. He was an almost lifetime member here. We already received \$200,000 from his estate and recently received a final \$25,000. Thank you Ken!
8. Schedule
 - 8.1. Next meeting was scheduled for 8/15. Darcy says 4 of 12 council meetings conflict with school district holidays / events. We will try to adjust.
 - 8.2. 8/8: Next meeting will be 2nd Thursday instead of 3rd. Jessica will do the devotion.
 - 8.3. 8/15: LMD gala at the Science Museum.
9. Adjournment
 - 9.1. MSC to adjourn. M=Dave. S= Jessica.
 - 9.2. We closed with a prayer.

Respectfully submitted,
Andy Ruff
Secretary

Committee Reports

Education

Reference: no update as of 6/20/13 19:00

Evangelism and Membership

Reference: Email from Steve Morganson dated 6/17/2013 14:32

1. Four Welcome packs were delivered this month.
- 2 We discussed the idea of televising Gerrit's Memorial concert next year to get St Stephens name out tio the community. I have talked toDave Payton who suggested I contact Jody Miller at Town Square TV.
3. No Progress on the Ice Cream Social this month'
4. The summer staffing schedule has been prepared and sent to the volunteers.
5. We now have to set up a schedule for setting up the TV in the Connection Center Sunday mornings. My thought is that Jenny, Mark, and I could take turn setting it up for the rest of the summer and follow by working out a system for the fall schedule.

Regards

Steve

Fellowship

Reference Email from Patrice Katzenmaier dated 6/20/13 18:07

[skydrive document... unable to open link].

Finance

Reference Email from Mike Bonk dated 6/12/13 15:28

The Finance Committee met on Thursday June 6th. Members present included Dave Bergeson, Mike Butala, Sue Clark, Jessica Donahue, Beth Hostager, Pastor John, Abra Gillman and Mike Bonk.

Following is a brief recap of the meeting:

Operating Income and Expense Summary - Month and Year-to-date

May 2013 Financial Summary

	Month			Year-to-Date			Annual Budget
	Budget	Actual	Variance	Budget	Actual	Variance	
General Envelope Contributions	29,081	28,555	(526)	181,470	161,386	(20,084)	410,000
Other Contributions/Income	3,276	3,400	125	27,299	35,725	8,427	69,000
Total Income	32,357	31,956	(401)	208,769	197,112	(11,658)	479,000
Total Expense	43,586	45,833	(2,247)	232,996	229,145	3,851	479,000
Surplus / (Deficit)	(11,229)	(13,877)	(2,648)	(24,227)	(32,034)	(7,807)	

Postive variances are favorable relative to budget / Negative variances are unfavorable relative to budget

There is good news in that **May income** of \$28,555 was very close to plan. The net deficit for the month of May was \$2,648 more than plan primarily because expenses ran \$2,247 over plan. The primary item driving the variance is \$2,905 of insurance expense. This is most likely a timing of payment difference as we now have spent \$6,334 on insurance for the YTD against an annual plan of \$10,600.

For the year-to-date our deficit is \$7,807 more than plan. The timing of several income items has resulted in a contributions shortfall to plan. A large annual donation that was anticipated for March has only partially been received. The shortfall related to this contribution has been somewhat offset by increased rental income for the Noreen Center.

Other Committee Business

Mike Butala continues to work on the sale of the land to the west of the church. While the City of West St Paul is not able to purchase the property Mike has received a \$275,000 offer from a developer. It is Mike's recommendation and the Finance Committee agrees that we have an appraisal done on the property to ensure we receive a fair price for the property. The appraisal will cost approximately \$500. Other costs associated with the eventual sale will be a property survey and a realtor's fee.

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Because there are some new members on the Finance Committee, Beth and Dave spent some time discussing the accounting process at St Stephens. I gained quite an appreciation for the leadership and understanding that Beth and Dave bring to the group.

In future meetings the Finance Committee will try to finalize the revised and updated internal controls. We will also finish researching the possibility of a Health Care Tax Credit.

Respectfully Submitted,
Mike Bonk, Finance Chair

Missions

Reference Email from Patty Longard dated 6/18/2013 20:42

Mission Committee Minutes 6/6/13

- 1) We spoke briefly about the lingering hope for a Community Garden. Minnesota Foodshare has a program that helps organizations create community garden spaces, and is interested in working with us, but, as the land sale looks to be going forward, we will not be acting on this at this time. Cassie will mention this to the Executive Committee as a possible, if remote, alternative for the land use.
- 2) We spent the rest of the evening discussing plans for our Summer Neighbors Event. We finalized materials, and Party Packs have been prepared. The campaign will be announced at Service on 6/9, and we hope to begin signing up potential events through the summer. Keep an eye out for our display which will (hopefully) be displaying pictures of the events as they unfold over the summer.
- 3) The committee will rest in July, and we plan to reconvene on August 1st from 6-7pm.

Respectfully Submitted

Patty

Pastor's Report – John Snider

Reference: Email from Pastor John dated 6/20/2013 12:01

Time for the Deeper Work

It's a little quieter these days at St. Stephen's with a single worship service and July will have a couple of nights free that aren't usually so. Just what we need for the *deeper work* of the church! "***Connecting to God, each other and the world***" is our guiding concept; connecting through Christ is our vocation. This is how differences are made. The church will only be as deep as her leaders are. It is time for the deeper work of the faith: prayer and discernment.

I hope our four words begin to find a place in our hearts. Live with them and test them to see if that's where the Lord is leading us. Use them in the choices and changes you are making. Be willing to look into your own life first and see where they fit for you and where they don't. We expect task forces to be forming around each one and conducting *thoughtful, friendly experiments*.

1. **Welcoming.** Connecting the church to the community and each other by providing a welcoming and inviting environment.
2. **Worshipping.** Explore options to connect worshippers to God through quality worship experiences.
3. **Equipping.** Provide opportunities for all ages to connect to God, self and others.
4. **Serving.** Connect our community with service opportunities locally and abroad.

Thanks for those able to make it to the **church clean up, June 15th**; it is always a fun way to create community and spruce up the property.

Anyone interested in training on the **sound system**? We will gather **Sunday, July 14th** after worship and Rick Alexander will provide training.

One of our largest outreach efforts with through **Lutheran Mideast Development** to the Kurdish people. Again this year we are pleased to invite you to a sponsored Gala, **Thursday, August 15**, at the Science Museum of Minnesota. Feel free to come and bring your friends, all we need is a RSVP. Please call the church 651-457-6541 if you can make it.

Stay connected!

Pastor John

Pastor's Report – Cassie Nault

Reference: Email from Pastor Cassie dated 6/20/2013 17:10

Pastor Cassie's Council Report June 2013

*I attended a Continuing Education event last month with 15 other women clergy from Minnesota and Wisconsin; it was a good time of learning together about the Enneagram and Resistance to Change (both as an individual and in systems). In other words: "why is it difficult to change our habits?"

*This week we had 18 campers head to **Camp Wapo**. Leisha Tays, our Interim Youth Minister, is spending the week with the kids at camp. We went in June instead of August this year and the kids all had positive feedback about that move (it's not as hot outside AND there are a few less campers: about 250 instead of 400). The week at camp is spent playing outdoors and having lots of fun: but also spent in devotion time and worship.

*I am still recruiting for our **Boundary Waters Canoe Trip** at the Wilderness Canoe Base July 8th-13th. The cost is \$385 for this 5 day canoe trip. This trip is open to people ages 12 and up. Contact me if you're interested in going; it's a great opportunity to be outdoors, experience some solitude, and just enjoy the Wilderness that God has created!

*After meeting four highly qualified candidates, the **CYM Hiring Committee** has narrowed our search to one candidate that we're focusing on. We have a final interview set up for early next week and we will keep the Council and Congregation posted on our progress.

*My article in the July/August issue of the Update highlights the **Sticky Faith** book ("Everyday ideas to build lasting faith in your kids") and research. We will likely be teaching this curriculum to parents in the fall, but it is good knowledge for all of us Christians who are interested in passing on the faith to future generations. (Mentors? Grandparents? Teachers?) If you're interested in joining the book study this summer, let me know.

*This is not church business, but I thought I'd mention it here, in case you had not yet heard: Tony and I are excited to be expecting a baby boy in early November. ☺

Peace, Cassie

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Property and Maintenance

Reference: No update as of 6/20/13

Stewardship

Reference: No update as of 6/20/13

Worship and Music

Reference: Email from Chris Youngren dated 6/20/2013 11:06

We met on Thursday, June 5th. Present were Pastor Cassie, Mary Brunkow, Jean Rosheim and Chris Youngren, Chair

We discussed the upcoming blessing of the animals service set for the last Sunday in September.

The committee will be purchasing 2 new white altar cloths from St. Patrick's Guild. After learning of the difficulty in finding a dry cleaners for the handmade white/gold cross cloth used at Easter and Christmas, plus the fact that it is about 10 years old, and our 100% linen cloth has a permanent crease running across the middle of it, we decided to invest in the 2 new cloths. One cloth is white with crosses in the pattern, the other is a little off white with a woven effect. Both cloths are made in Belgium and should be here before the end of June.

Respectfully submitted,
Chris Youngren, Chair

Youth

Reference: Covered under Pastor Cassie's report..

End of File.