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Agenda

1. Devotions - Tanisha Pikula (5 minutes)
2. Adopt minutes from October Council meeting (5 minutes)
3. Q & A on Committee Reports (5 minutes)
4. Spotlight: Dave Paton, St. Stephen's Foundation (15 minutes)
5. Old Business
 - a. Land Sale Update (10 minutes)
 - b. Worship Task Force Recommendations (20 minutes)
 1. Consultant Contract (Action Item)
 2. Projector/Screens Estimates (Action Item)
 3. Marketing Budget (Action Item)
6. New Business:
 - a. Kitchen Budget and Management (10 minutes)
 - b. Dec 18th Council Mtg/2014 Meeting Dates (10 minutes)
7. Adjournment – Lord's Prayer

Attendees

						c=Committee Focus		d=Devotions				19:15		18:00		18:00		
N			chair	% att	dev.	focus	1	2	3	4	5	6	7	8	9	10	11	18:00
							6/20/13	8/8/13	9/18/13	10/23/13	11/20/13	12/18/13	1/15/14	2/19/14	3/20/14	4/16/14	5/21/14	6/18/14
1	Treasurer	Dave	Bergeson	x	100%	0	0	x	x	x	x	x						
2	Finance	Mike	Bonk	x	60%	0	0	x	x		x							
3	Vice President	Jessica	Donahue	x	100%	1	0	x	d	x	x	x						
4	Stewardship	Dean	Eisfelder	x	80%	0	0	x		x	x	x						
5	Financial Secr	Brent	Harms	x	60%	0	0	x			x	x						
6	Fellowship	Patrice	Katzenmaier	x	100%	1	0	x	x	d	x	x						
7	Missions	Patty	Longard	x	20%	0	0	x										
8	Youth and Family	Dane	McKenzie	x	20%	0	0	x										
9	Youth and Family	Darcy	McKenzie	x	80%	0	0	x	x	x		x						
10	Evangelism	Steve	Morganson	x	100%	1	0	x	x	x	d	x						
11	Pastor	Cassie	Nault	x	80%	1	0	x	x	x	d							
12	Education	Tanisha	Pikula	x	100%	1	0	x	x	x	x	d						
13	President	Debbie	Pirkl	x	100%	0	0	x	x	x	x	x						
14	Secretary	Andy	Ruff	x	100%	1	0	d	x	x	x	x						
15	Pastor	John	Snider	x	100%	0	0	x	x	x	x	x						
16	Property & Maint	Justin	Woods	x	80%	0	0	x	x	x		x						
17	Property & Maint	Dan	Youness	x	40%	0	0			x	x							
18	Worship & Music	Chris	Youngren	x	60%	0	0			x	x	x						
	count	18	18	18		6	0	16	12	14	14	13	0	0	0	0	0	0

Meeting Notes

1. Meeting was called to order at 19:18 by president Debbie Pirkl.
 - 1.1. Guests included: Dave Paton, Foundation chair.
2. Devotions: Tanisha Pikula led a devotion about thankfulness.
3. Minutes of October meeting: M/S/C to approve as written.
4. Old Business
 - 4.1. Committee reports: Debbie Pirkl: most went out on time. Thank you.
 - 4.2. Property and maintenance: Justin: Janelle Woods will help put relevant matl in Google docs on St. Stephen's web site to help communication.
 - 4.3. Evangelism: Steve Morganson. Video team training. Seven people volunteered for training. We thought this would be a couple hours but actual will be closer to 6-8 hrs: 1 hr intro, couple hours studio training, couple hours of video editing.
 - 4.4. Meatball dinner: Silent auction: Darcy McKenzie: went well. We made about \$3200. Good to have a contact list for next year. We typically send thank you notes.
5. Foundation. Dave Paton gave an overview. Some gleanings:
 - 5.1. Foundation was started in 1972. It is a separate entity from St. Stephens. Early members included Dick Swanberg and Harlan Rosvald. The foundation is organized and run according to their charter.
 - 5.2. Dave is the current chair. Jane Johnson is the secretary.
 - 5.3. The foundation is an endowment. Principle remains intact. Earnings are distributed.
 - 5.4. Typical requests: capital. Best case: Foundation partners with the congregation. Example: window replacement.
 - 5.5. There is a funding request process. See Jane or Dave for details.
 - 5.6. Can anyone request? No. Requests must be sponsored by a church committee.
 - 5.7. Investment allocation rules are defined by the foundation charter document.
 - 5.8. The foundation charter allows up to ten members on the board.
 - 5.9. Anyone can be on the board. Meetings are irregular averaging about one per year.
 - 5.10. Total assets as of year end 2012: \$218,750.62
 - 5.11. Total available for distribution at year end 2012: \$27,892.07
 - 5.12. Typical annual distribution ~ 4-5%. Actual depends on investment performance.
 - 5.13. Foundation can be a receptacle for donations.
 - 5.14. The foundation is a 501.3c organization so donations are deductible.
 - 5.15. For more info: contact Dave Paton or Jane Johnson.
6. Old business:
 - 6.1. Land sale. Debbie Pirkl reported. Land survey is complete. Next step is for developer to go before WSP council. Sale is contingent on approval of the site plan Not anticipating closure by 12/31/13 but also no reason to back out at this point.

- 6.2. Worship task force: Debbie Pirkl: Moving forward with consultant. Came up with a good person for the job. His name is Bryon Dockter. Debbie distributed copies of his proposed job description (attached below). Discussion:
 - 6.2.1. Pastor John: the task force came up with Saturday service, quality / consistency for services, shorter second service. John feels Bryon is a gift from God. He worked for a 5000 member parish. He is also full time hospital employee. John heard him at a Via de Cristo weekend. Bryon would be a core player in the Saturday evening worship. He would also be director of worship and coordinate the 3 services.
 - 6.2.2. John reviewed Bryon's role with Gerritt. Gerritt will work with Bryon. Gerritt is enthusiastic about Bryon's role.
 - 6.2.3. Contracts: Bryon's initial contract will run through end of May. We will then revisit.
 - 6.2.4. John: Bryon is a multiplier, not a performer (though he could be). He is faithful... highest calling is worship.
 - 6.2.5. Brent: Bryon is director / producer. Allow pastors be focused on the message.
 - 6.2.6. Debbie received copy of Bryon's resume.
 - 6.2.7. Pay: Debbie: we will pay monthly instead of hourly... \$2600/month... 22hr/week x \$30/hr.
 - 6.2.8. Steve: will he coordinate all 3 services? Why shorten 10:45?
 - 6.2.9. John: We will bring back mission statement for each service. What is flavor of each?
 - 6.2.10. Brent: consistency is the key (not just absolute time target). We need to implement some measurement criteria. Not just attendance. It will take time to judge success.
 - 6.2.11. Proposed worship times: 8:30 and 10:45 on Sunday and 5pm Saturday.
 - 6.2.12. Timing: Bryon's contract starts in December and runs through May' 14.
 - 6.2.13. Marketing: Brent: subteam will create flyers, posters.
 - 6.2.14. Technology: John and Brent are working on this (computers, screens, etc). Bryon will need help.
 - 6.2.15. Morganson: what is difference between Bryon and worship committee..?
 - 6.2.16. Chris: how will we schedule worship assistants?
 - 6.2.17. Darcy: Wednesday JOY and WILD took 3 years to establish.
 - 6.2.18. Brent: We will re-evaluate Bryon's role in May. One possibility is that it will become a staff position at that time.
 - 6.2.19. John: One of the first things Jack Fortin (consultant) said was: you need a director of worship.
 - 6.2.20. Justin: we will see Bryon. He plays piano and leads on Saturday night.
 - 6.2.21. Several questions about who will usher, do communion etc... Bergeson: Praise services are more "wing it" experiences.
- 6.3. Worship director proposal and vote. Motion to accept consultant proposal as attached with funding to come out of Ken Nelson estate. Dave Bergeson moved. Darcy seconded. No nays. M/S/C
- 6.4. Projector and screens proposal and vote. Brent. Investigation in progress. There will be 2 screens, 2 projectors, a computer, labor, cabling. Screens won't cover

- cross or wood or banners. We have 2 estimates already and will get a third. Cost is estimated to not exceed \$20,000. Intent is to ask the foundation for half with other half from Ken Nelson estate. Motion to buy projector and screen system as defined at a cost not to exceed \$20,000 with funding to come from Ken Nelson estate and the foundation. Moved by Darcy. Seconded by Bergeson. Ayes. No Nays. M/S/C.
- 6.5. Marketing budget vote. Motion to approve marketing budget to support worship proposal. Moved by Jessica. Seconded by Justin. Ayes. No Nays. M/S/C.
7. New business:
- 7.1. Kitchen. Debbie reviewed several Emails about kitchen. 2 issues.
- 7.1.1. No distinct budget. Should be put into property or maintenance. Not to be run by Justin. Committee: look at stocking / supplies.
- 7.1.2. Staffing. Do we need a kitchen committee? Jessica will investigate / monitor cleanliness and inventory. Direct Questions or comments to Jessica.
- 7.2. December council meeting (12/18). Pirkl. No regular meeting.
- 7.2.1. Education group will do its regular meal at 5:15 and then go to Southview Care Center (nursing home) to sing carols and visit with residents from 6-7pm. All council members are welcome / encouraged to attend. Council is invited to John and Polly's after caroling for social time. Spouses welcome. RSVP to Jessica if you will be eating dinner at church.
8. Adjournment
- 8.1. MSC to adjourn at 20:52
- 8.2. We closed with a prayer.

Respectfully submitted,
Andy Ruff, Secretary

Attachment: Interim Director of Worship Proposal

Title: Interim Director of Worship (Worship Consultant)

Timeframe: Present (tbd) through May 31, 2014. Ongoing relationship to be evaluated on or before April 1, 2014.

Reporting Relationships ...

Reports to: Senior Pastor
Direct Reports: Organist/Choir Director
Worship Tech Team
Others, to be determined

Works in collaboration with church leadership, music and worship committee, pastoral and lay staff and volunteer members of St Stephen's Lutheran Church.

Deliverables: The following reflects the responsibilities:

- 1) Coordinated worship planning, to include themes, key messages and consistency/continuity of service planning and execution;
- 2) Development and leadership (worship leader) for a Saturday Evening Alternative Service;
- 3) Development of a worship band and chorus to assist in worship leadership across the continuum of services.
- 4) Identification of other worship leadership and ensemble opportunities;
- 5) Plan, develop and direct worship support actions and activities in accordance with strategic planning and budgetary considerations (including, but not limited to, technology and media development, instrumental and vocal ensemble groups, and other identified opportunities).

Hours of work: This position requires 20-24 hours per week, as agreed upon between the Senior Pastor and incumbent, with a minimum of 50% of total hours spent on-site, including office hours (times tbd), service time and group rehearsal times.

Compensation: The rate shall be set at \$30 per hour, paid as a 1099 Independent Contractor.

Proposal submitted by: Bryon Dockter
Wednesday, November 13, 2013

Committee Reports

Education

Reference: Email from Tanisha Pikula dated 11/19/13 18:46

Good evening! I don't have a whole lot to report this time around.

I'm still working to get more parents and even non parents to help teach our WILD/JOY rotations. All the lessons are planned out and ready for anyone who would like to teach a rotation.

Jessice Dresson (sp) and I are getting the holiday boutique all set up. So mark your calendars December 7th 8-2pm. We are also looking for baked items for the bake sale that takes place during this event.

If anyone has some yard signs we can have or borrow to put around the area to help advertise please let me know.

That is all for now.

Thank you,
Tanisha

Evangelism and Membership

Reference: No update as of 11/20/2013 19:00

Fellowship

Reference: Email from Patrice Katzenmaier dated 11/20/2013 17:45

Our Committee met on Thursday, November 8, 2013 on All Committee Night

Attending: Kathy Canniff, Sara Ruff, Ann Pfankuch, Diane Johnson

Upcoming dates/events:

Thanksgiving Eve Service, 6:45, Wednesday, November 27, 2013. We are asking all committee members to make a pumpkin treat, i.e. bars, cookies, bread, etc. We will be serving apple cider (Anne Pfankuch) and decaf coffee, along with the treats. We will need to set-up and clean-up.

Mardi Gras date was tentively set for Saturday, March 1, 2014. That is the Saturday before Ash Wednesday. There was lots of discussion regarding the event. All positive.

Mystery Dinner idea is firm with hosts.

Action Items:

We are looking for volunteers to fill the dates for Sunday morning donuts/coffee for December. **Any Committees that would be interested in helping, please sign-up.** Van Pelt's have the first Sunday and there are four more Sundays in December this year

Old Business:

We discussed the Sandy Patty Concert event. Fun evening.

Jim Schaffert has signed-up for fellowship this Sunday, 10th.

Nancy & Paul Beaurline will be taking the 24th. November is complete.

Yours in Christ,

Kathy Canniff, for Patrice Katzenmaier

Finance

Reference Email from Mike Bonk dated 11/18/13 12:10

The Finance Committee met on Thursday, November 7. All members were present.

Following is brief recap of the meeting.

October Financial Results

October revenue of \$33,600 was \$4,000 less than the plan of \$37,600. Most of the revenue shortfall related to general envelope giving that was \$2,700 under plan. Member contributions for the year-to-date of \$342,000 are now \$8,800 less than plan. Total income for the year-to-date of \$379,000 is only \$5,000 less than plan because some other income categories are favorable to plan. For the year-to-date expenses of \$437,000 are \$10,000 favorable to plan. Gas charges and choir bell costs are the two largest favorable expenses for the year-to-date. Some of this cost may be timing. The net result for the year-to-date is that revenue less expenses are within \$5,000 of plan.

Land Sale

Mike Butala updated the group on the land sale with the a new estimated date for the closing. It appears the close could occur near the end of December or possibly into early 2014. The survey is now complete and the results are being provided to the county.

2014 Budget

Budgets for all committees are in process. We have many new people involved in the process so there is some learning going on.

The committee discussed the budget process from last year and the fact that 2013 expenses are partially (\$48,000) being funded by a carryover of extra revenue received in 2012. We do not expect to carry any extra revenue into 2014 so we could project that for 2014 we could have an unbalanced budget of \$30,000 to \$50,000. This projection does not include new costs associated with the strategic initiative to change services in 2014. That funding would most likely come from dedicated accounts.

Respectfully submitted
Mike Bonk

Missions

Reference: No update as of 11/19/13 19:00

Pastor's Report – John Snider

Reference: No update as of 11/20/2013 19:00

Pastor's Report – Cassie Nault

Reference: No update as of 11/20/2013 19:00. Cassie is out on maternity leave.

Property and Maintenance

Reference: No update as of 11/20/13 19:00

Stewardship

Reference: Email from Dean Eisfelder dated 11/18/2013 12:15

The Stewardship Committee met on October 27th to finalize the planning for the Apple Festival. To help get the word out, posters about the Apple Festival were placed on bulletin boards and on tables in the narthex and fellowship hall. In addition, a notice was placed in the Update, in the Sunday bulletins, and in the weekly e-update. On the Wednesday before the event, a special notice was also sent to all members who have provided us with their email address.

The Apple Festival took place on Sunday November 3rd and all kinds of apple treats were provided for everyone that attended. A special thanks in due to the Fellowship Committee for helping us organize the event and for providing all of the wonderful goodies. Pastor John filled in for Brent Harms as the MC and Kathy Caniff started out by reporting on the recommendations of the Strategic Planning Committee on Worship. This was followed by a presentation on Stewardship given by Dean Eisfelder. Afterwards, Pastor John led a discussion session on the proposal for a Saturday worship service. The event was well attended and generated many comments.

All the planned events for the 2014 Stewardship have now been completed. Temple talks were given on October 27th (Don Smith), November 3rd (Donnie McKenzie), and on November 10th (Dean Eisfelder). The Apple Festival was held on November 3rd and Stewardship Sunday was on November 17th. For the next several weeks we will be counting the pledge cards and tabulating the amounts that are pledged. Depending on the results, we will wait to see if some type of follow-up mailing is needed. Extra pledge cards have been placed at the Connections Center in the narthex and at the back of the sanctuary.

I have also been asked to initiate a discussion (new business item) regarding kitchen supplies and use of the kitchen in general. With so many groups using the kitchen, it is getting difficult to maintain all the required kitchen supplies (towels, utensils, soap, dishes, etc.) and to keep the kitchen clean and ready for use. We are glad that the kitchen is being used but it could quickly lead to big problems if it is not managed properly. I also think we are missing out on an opportunity to make sure that no food is wasted. All leftovers should be distributed immediately after every event or taken home. Leftovers should not be placed in the refrigerator or cupboards for indefinite storage. Any food that can be donated to Neighbors should be placed in the food box. We are currently throwing away significant amounts of spoiled food and food that has been kept well beyond its expiration date. This is definitely not good stewardship.

Dean Eisfelder

Stewardship Chair

Worship and Music

Reference: Email from Chris Youngren dated 11/9/13 14:21

Present: Joanie Regan, Mary Brunkow, Jean Rosheim, Chris Youngren

We will be doing progressive decorating this year throughout the Advent season. Poinsettia flowers are \$15 this year and will be purchased from AnyTime Flowers. The committee purchased unbreakable ornaments for the trees. We will not meet in December as our work for Christmas continues throughout the month.

The church council should be aware that since last spring, 3 of our communion robes (xxl and 2 large sizes) went missing as have some of our communion crosses and cinctures. We replaced the robes at a cost of \$325 from St. Patrick's Guild, purchased 6 new cinctures at a cost of \$25 each, and crosses at \$8 each in April, 2013. This month (Nov. '13), again, we noticed a decrease in number of cinctures and crosses. We purchased 3 new cinctures and communion crosses again this month.

Yes, we have a budget. However, it appears this will be an ongoing issue.

Respectfully submitted,

Chris Youngren, Chair

Youth

Reference: Email from Darcy McKenzie dated 11/19/13 15:53

Still working on committee members, so at this point a "meeting report" is somewhat futile. Dane & I did meet with Abra & Mike to get working on a budget proposal for 2014. Came up with more questions than answers, but feel it inspired action.

This past month has been busy conducting the Silent Auction. To follow is a report on the event.

We had approximately 80 bidding sheets:

- 14 Themed Baskets
 - 3 Memberships (Southview Country Club, Pool & Yacht Club, & Dodge Nature Center)
 - 6 Business Gift Cards & Certificates
- 12 Various events & activities (Dinners, Capital Tour, Cabin Stays, Golf Outings, etc.)
- 42 Items of great variety from hand made goods to figurines to fire extinguishers.

There were 64 assigned bidding #'s, 38 different winning bidders.

Donations were received from 27 members of St. Stephen's. Pueblo de Fe and our Youth Group were among the donors, as well as a Scout Troop 248 parent. I was unable to identify the donors of 11 items.

We are awaiting payment from four winners. Upon collection of those funds, the auction total will be \$3,264.00.

Dane & I thoroughly enjoyed this endeavor. We have lofty goals for next year's Silent Auction. Mark your calendars on November 8th, 2014 for the annual "Men of St. Stephen's Meatball Dinner & Youth of St. Stephen's Silent Auction".

Respectfully submitted,

Darcy McKenzie

End of File.