

St Stephen's Lutheran Church
Council Meeting Minutes

Date/Time: 19 November 2014/7:15 p.m.

Location: Lounge at St. Stephen's Church

Attendees (Absent): Dave Bergeson, Mike Bonk, Jessica Donahue, Brent Harms, Patrice Katzenmaier, Patty Longard, Dane McKenzie, Darcy McKenzie, Steve Morganson, Cassie Nault, Tanisha Pikula, Debbie Pirkel, Lori Ritt, Doug Schmitt, John Snider, Dan Youness, Laura Vitelli, Justin Woods, Sitakra Rakotoarivelo

Agenda

1. Devotions (Pastor John)
2. Adopt minutes from October Council meeting and Special Council Meeting Nov 2nd
3. Q & A on Committee Reports
4. Old Business
 - a. January 2015 Sunday Programming
 - b. Property Project List updates
 - c. Other
5. New Business:
 - a. TBD
6. Adjournment – Lord's Prayer

Discussion of Agenda Items:

1. Devotions (John)
 - a. How have we connected with God, each other and/or the world recently
 - i. Segmented into two-person groups
 - ii. Each group then shared with the entire group how they have connected consistent with our parish vision statement
2. Motion to adopt both October Council minutes and 2 November Special Council meeting minutes seconded and approved by voice vote
 - a. Dave moved to approve minutes, Steve seconded the motion and it was passed by voice vote
3. Q & A on Committee Report
 - a. Stewardship (John for Laura)
 - i. Letter requesting increased giving has written on new letterhead and will be sent out to parishioners shortly
 - Provided a recommended giving level in each letter
 - a. Increase by 3% for current givers
 - b. \$5 per week for current non-givers
 - b. Finance (Mike)
 - i. Budget process has been kicked off (Mike)
 - ii. Guidelines sent out to each committee chairperson (attached to these minutes)
 - iii. Trying to wrap up 2015 budgeting by 8 December
4. Old Business
 - a. Alternative Worship Music Minister Hiring Committee & Candidates (Debbie)
 - i. The offer made to Zach Taylor for position of Music Minister for the Bridge Service was accepted by Zach
 - ii. One year position started on 1 November
 - b. Property Project List (Justin)
 - i. Cross is lit
 - ii. Having problems with lighting both inside and outside of building
 - Lights are intermittently going out

- Suggestion was made to draw-up a set of procedures/instructions for activating/deactivating various electrical circuits
 - Also a suggestion was made to create a list of the different areas that are problematic so that closer analysis can be made
 - Unknown if contractor has come out to see if we currently have electricity to sign
 - iii. Haven't finalized gutter installation contract, but will move this forward to try and get installation done yet this winter
 - iv. Replaced fire extinguisher in Noreen Center
- c. January Service Schedule (John)
- i. Each Sunday in January will have a different connecting theme that is consistent with our vision statement
 - Working document addressing proposed activities is attached to these minutes
 - ii. Each Sunday will also breakout groups and/or dining events associated with the weekly theme
 - iii. Investigating contracting with an artist to create a mural during the service that captures our mission
 - Looking for sponsor(s) to pay for this item
 - Estimated cost is \$3,000
5. New Business:
- a. New member orientation (Cassie)
 - i. Will be conducted three times for three most recent new member classes
 - First one was held at John and Polly's residence last Monday
 - Subsequent sessions will be conducted on Saturday mornings
 - ii. Purpose is to help new members connect with each other and other members of the parish
 - b. Youth Committee Activities (Darcy)
 - i. Silent Auction was very successful -- raised \$2,000
 - ii. A cost proposal for purchasing portable audio equipment was presented at the meeting
 - Informational item at this time
 - Need to compare/coordinate with Bridge requirements
6. Adjournment – Lord's Prayer
- a. John led us in the Lord's Prayer
 - b. Meeting adjourned at 8:30 PM
7. Documents reviewed/referenced during meeting:
- a. Celebrating Connections in January
 - b. Committee Budgeting Guidelines
 - c. Informational Proposal for Audio Equipment
8. November Meeting Minute Attachments
- a. Committee Reports
 - i. Missions Committee (Patty Longard)
 - ii. Worship (Lori Ritt)
 - iii. Fellowship (Patrice Katzenmaier)
 - iv. Associates Pastor's Report (Pastor Cassie Nault)
 - b. Celebrating Connections in January (Pastor John Snider)
 - c. 2015 Committee Budgeting Guidelines (Mike Bock)
 - d. Informational Proposal for Audio Equipment (Darcy McKenzie) (This is provided as a separate attachment to these minutes)

Next Meeting: Wednesday, December 17, 2014 at 7:15 p.m.

Recorded and Submitted by
Doug Schmitt,
Council Secretary

Attachments to November Parish Council Meeting Minutes

Missions Committee Minutes (Patty Longard)

11/6/14

1. **Loaves and Fishes** brought in over \$1000 this past weekend. Thank you to the congregation for supporting this mission. While this was a wonderful outpouring of support for this mission, we will continue to look at how to continue to make this project sustainable over time.
2. **Feeding the hungry in Liberia:** We had the opportunity to send \$1000 (from the Ken Nelson memorial tithe) to Liberia to help get food to people cut off from their families and livelihoods due to the Ebola crisis in that country. The Bishop of the Lutheran church in Liberia was very grateful by the gift, and states that the money is making a difference.
3. **Blessing Tree** - we will be working with Kim Henning again this year to bring the gift-giving opportunity to our congregation members. We will set up tree either Saturday the 22nd or 29th. Gift tags will identify the age of recipient and type of gift requested. Members can also donate gift cards that would go to families in need. More details to come.
4. **Walk to End Hunger** - DON'T FORGET TO JOIN US Thanksgiving morning; what better way to start the day of feasting and gratitude. See the Update or Facebook page for more details.

Our next meeting will be Thursday December 4th from 6-7pm

Respectfully submitted,
Patty Longard

Worship Committee (Lori Ritt)

St Stephens Lutheran Church
November non-Meeting

Will be meeting every other month, did not meet in November.
Ordered gluten free wafers (St. Patrick's) and received.
Worked on Everlasting candle, still burning continuously but has a very low flame. .
Still need reserved signs (St. Patrick's) and 8 worship calendars (Seminary).

Looking for ways to get people involved in volunteering for worship services and for the committee. Numbers are dwindling down fast, hard not to use people over and over. Don't want to turn people away due to asking or scheduling too often.

Need to order baptismal candles and grape juice.

November- decorate Fall/Thanksgiving November 1, 9, 16, 23

Need to locate and hand thanksgiving banners for Sunday, November 23 Youth service 10:45 am Youth and parents will fill communion servers, ushers, lector, etc.

December - Christmas decorating – Friday and Saturday after Thanksgiving. Tree with blue balls, advent candle, garland.

Advent - November 30 - December 7, 14, 21. Check for advent candles.
Between Sunday (21) and Tuesday (23) evening – aisle candles, manger scene statues, change Christmas balls to red, display poinsettias, get hand candles ready.
Take all Christmas down by January 6 (Tuesday).

January-February – Set up to borrow ELCA Banners for display in sanctuary. Pick up January 7 for display January 11, 18, 25 and February 1. Return banners by February 7. Need 3 more rods to hang banners.

February - Children's service 10:45 am February 8
Ash Wednesday February 18

Lori Ritt
(651) 738-1340

Fellowship Committee (Patrice Katzenmaier)

Subject: Nov. 2014 Fellowship Committee Mtg.

Date: Sun, 9 Nov 2014 22:02:37 -0600

Sunday, Nov. 9, 2014

Old Business:

We carpooled to the LWD gathering in Mpls. It was very worthwhile and informative.

We will keep trying to troubleshoot fellowship issues. Joanna has volunteered to clean up after 1045 services. We need to inform Sunday fellowship servers that they can leave the coffee and donuts on the counter at 1045 and leave. Also, after the second service, we leave any extra coffee for Pueblo.

All coffee is now stored in the kitchen in the cupboard under the coffee maker. We need to use up the cans of coffee.

Upcoming dates:

Nov. 26, Wednesday- Bringing pumpkin treats again this year for TG eve. Let me know if you cannot attend or help. We need 3- 4 people to make coffee and serve.

Dec. 13, Saturday- Fellowship event to carpool to the National Lutheran Choir at the Basilica of St. Mary. Sara will coordinate travel plans. We will meet at church at 6:30. Tickets are \$20.

January - There will be only one 930 Sunday service for the month of Jan. Plans are being made to form group activities following service and there will not be a forum. We will be helping lead an activity one of the first 2 Sundays. We also talked about having a potluck brunch the last Sunday in Jan. after the semiannual meeting.

Feb 7th- is being looked at for Mardi Gras. Kathy and Patrice will be on vacation. It is a popular event and we are going to try to hold again this year.

March- Talked about holding a game night.

Fellowship Committee,

Attended - Patrice Katzenmaier, chair; Dianne Johnson, Kathy Cannif, Sara Ruff

Associate Pastor's Report (Pastor Cassie Nault)

Items of interest from this past month (in no particular order):

***Worship service at Southview Acres** Nursing Home on Friday, November 14th. Met with 2 St. Stephen's members there for communion afterwards. The worship service is only a half hour, but one can tell what a difference it makes in the lives of those who attend.

*Rebecca Steffen, sophomore at South St. Paul High School, just returned back from the **ELCA Youth Summit in Detroit**. She met with over 100 other high school students representing the 65 ELCA synods, to learn about diversity and building the church up with people of all ages. Rebecca will share her experiences and what she learned with us at an Adult Forum later this winter. Rebecca will also be encouraging other youth to participate in next summer's Youth Gathering.

***Hymn Selection** The Worship committee and the pastors have been selecting them recently; if you're interested in helping with this activity seasonally, let me know. (Ideally we'd gather together and select hymns for a season together; it takes about an hour every couple months).

***New Member Orientation** A thank you to Pastor John and Polly for hosting our first two new members gatherings or "orientations" at their home. This past Monday, they hosted several new members and will host another group this Saturday. These gatherings involve both new members and seasoned members. ☺ It helps us **connect** to one another outside of the church building. A special thank you to Joyce Taylor for calling the new members to invite them.

*We're always building toward **more vibrant Worship Services**, but this month we made a particularly strong effort; bringing screens into 10:45am worship weekly; working with Zach to create a good flow for planning The Bridge worship service; and leaning into our traditional worship style at 8:30am worship. While each is unique, they all focus on our vision of connection.

Celebrating Connections in January (Strategic Planning) (Pastor John Snider)

These are our notes from Saturday's meeting. Executive Committee, I've included you so you can see our progress and bring your support and understanding as leaders.

Two key items:

1. An overnight leadership retreat January 9/10. Yes this is an investment but I think you get what you pay for. I believe we need this to regroup our energy and to present an energetic vision at the Annual Meeting. These are new times for us and we need new ways to respond.
2. We are contemplating, with enthusiasm, an artist who leads worship while completing an up to 35 square foot canvas painting capturing our theme or a scripture. He is available the final Sunday of January, a terrific culmination of our January Connections. The cost is high, \$3,000. The planning committee was suggesting finding personal funding. \$500 has already been offered.

See the Executive Committee tonight at 5.

John

Celebrating Connections in January

Notes as of 11.15.14

Working Document

January 2015

1. Using our vision statement as the structure: **"Connecting with God, each other and the world"**.
2. Does connecting the Ihimbo dispensary with the grid become an overarching image for us?
3. The Bridge wouldn't be as deeply involved with the extra activities because of its very nature as a shorter experience, but it will have the first *Lutheran Pot Luck* and perhaps involvement with the *30 Hour Famine*.
4. Hope this is a reminder of where we were heading and opens us all up to additional creativity.

Jan. 3-4

Connecting with God.

1. Spiritual practices emphasis.

- a. A variety of classes which are tastes of our Lenten small groups.
 - i. Prayer/meditation
 - ii. Others as available
 - iii. Mosaic?
 - b. The 4 Gardens of Grace being emphasized as places we connect with God.
2. After the Bridge a “Lutheran Pot Luck Appetizers”
 3. Family Choir rehearsed on Wednesday nights and combined with the Sunday choir for a rehearsal. 2 songs.
 4. **To do: Jessica** to check on mosaic arts.
 5. **To do: Cassie and John** to identify small group options.

Jan. 10-11

Connecting with Each other.

1. Relational building exercises around the table
 - a. Highs and lows
 - b. Ice breakers
 - c. Prayers and blessings
2. Connection Points (possible new name for Small Groups)
3. After Sunday service a “Lutheran Green Jello Potluck”
4. Return of the Family Choir on Sunday

Jan. 17-18

Connecting with the World.

1. God’s Work our Hands t-shirts revisited.
2. Build towards a special offering at least “connecting” the Ihimbo dispensary with the electric grid, \$1,500.00.

- a. Strings of lights which get plugged in when we meet our goals
3. Martin Lutheran King, Jr. weekend
4. Darcy and Dane reported the food preparation ministry from Garlough, "Harvest Table" is not available in January, perhaps at the end of the program year.
5. **Alternatives:**
 - a. Pack Lutheran World Relief Kits (for babies?)
 - b. School Supplies for Moreland, Garlough, JJ Hill (?). Requests coming through members already connected with each school. The idea of gathering gifts being more powerful, by and large, than writing a check.
 - c. Maybe some blankets which need tying.
6. **To do: Dane and Darcy to identify members to do the ask.** We will also need to coordinate and publish the lists.

Jan. 24-25

Annual Meeting

1. Putting it together in a strategic plan.
2. **To do: John,** Have had a leadership retreat.
 - a. Articulate more specifically our vision.
 - b. Is there a way to incorporate visioning with each Sat/Sun?
 - c. Suggested date **January 9 and 10.**
3. **To do: Sitraka,** "30 Hour Famine" incorporated with the Bridge?
4. John spoke with Paul Oman about the active painting during worship. The cost is \$3,000.00. We have had \$500 offered already to help meet the cost. If we could secure the costs from outside giving that would help. He is available this day but needs a down payment to secure the date.
5. **To do: Cassie and John to work on scripture or image.**

2015 St Stephen's Committees' Budgeting Guidelines (Mike Bonk)

As a committee chair you will soon be receiving the 2015 budget worksheet file from Abra. You can scroll down the file and find the historical information for your area and an open space for each account number that you need to complete for 2015. Please print the worksheet that pertains to your area and fill in the amounts you are requesting for next year. Please return the completed worksheet to the Finance Committee no later than December 8th so we can summarize a 2015 preliminary budget for the Church Council to review. The final budget will be presented to the congregation in late January. Completed worksheets can be left in the Finance mailbox in the narthex.

Budget Guidance:

We anticipate that your initial spending proposal will be near the historical spending for your area in most cases. However since goals may be changing we hope to get your most accurate projection of the funds needed to support the activities and initiatives you are planning for your area. Once we have a good understanding of the overall church spending plan we can compare the expenses to the results of our 2015 stewardship program.

Finance/Committee Budget Review Meetings:

Representatives of the Finance Committee are willing to meet with each committee or chair prior to December 8th to review and help finalize your budget request. The purpose of these meetings would be to:

- To review the budgeted accounts and discuss other spending or revenue that may go through a dedicated fund. This could help ensure a better understanding of the funds you control.
- Develop an understanding of 2015 budget needs, including any new expenses.
- Discuss expense controls and the process for approving expense reimbursement requests.

We anticipate the meetings will take 15 minutes to an hour. Please let me or other Finance Committee member know what meeting time works for you:

- Between services on Sunday mornings 11/23, 11/30 or 12/7.
- Wednesday evenings 11/19, 11/26 or 12/3.
- Suggest a different date that works for you.

Please let any member of the Finance Committee know if you have any questions or concerns.

St Stephen's Finance Committee

Mike Bonk, Dave Bergeson, Mike Butala, Sue Clark, Beth Hostager, Pastor John and Abra Gillman