

St Stephen's Lutheran Church
Parish Council Meeting Minutes

Date/Time: 21 October, 2015/Meeting called to order at 7:15 p.m.

Location: Lounge at St. Stephen's Church

Attendees (Absent): Ann Anderson, Dave Bergeson, Jessica Donahue, Beth Hostager, Patrice Katzenmaier, Dane McKenzie, Darcy McKenzie, Diane Meyers, Steve Morganson, Cassie Nault, Kathy Packer, Tanisha Pikula, Lori Ritt, Doug Schmitt, Brett Scribner, John Snider, Laura Vitelli, Amy Wilson, Sitraka Rakotoarivelo,

Agenda

1. **Opening Prayer** (Pastor John)
2. **Adoption of September minutes:** Review and adopt September council meeting minutes
3. **Q & A committee reports:**
4. **Sanctuary Renewal Package:**
 - a. Doors
 - b. Lighting
 - c. Children's Area
 - d. Sound and mobile Unit
 - i. Total Package \$32,054
5. **Finance YE Budget (Beth and/or Diane):**
6. **Update from Marketing Team**
7. **Adjournment: - Lord's Prayer**

Discussion of Agenda Items

1. **Opening Prayer** (Pastor John)
 - a. Pastor John opened meeting with a prayer
2. **Adoption of September minutes:** Review and adopt September council meeting minutes
 - a.
3. **Q & A committee reports:**
 - a. **Youth**
 - b. Fellowship
 - i. Looking for volunteers
 - ii. Looking for a good frosting recipe
 - c. Property and Maintenance
 - i. Issue with boiler required maintenance call
 - ii. Fire department indicated we can lock the door, as long as there is attached master key
 - iii. Having some issues with mice
 1. Getting exterminator in to address problem
 2. Looking to establish quarterly maintenance

- iv. HVAC system inspection found issues with heating of chapel
 - 1. Need to look at contract for the initial install
 - 2. Initial quote \$3,500 and we would need to take down the ceiling
- v. Roof is complete and invoice paid
- d. Adult Ed
 - i. Documentary related to how music improves Alzheimer/dementia
 - ii. 15 and 22 November – called Alive Inside
- e. Worship
 - i. Sleeping bags to be donated to Judy Rongly Safe Zone
 - ii. Working at MOA Walk for Hunger on Thanksgiving morning
 - iii. Blessing Tree will be put in-place for Christmas season
 - iv. \$800 was raised during the Loaves and Fishes special offering last Sunday
- f. Education
 - i. We will be doing a holiday boutique on 6 December
- g. Other – Drop and Swap
 - i. Nov 6 and 7
 - ii. New and used winter outer wear in good condition will be available for free pick-up
 - 1. Hats must be new
 - 2. Other outer wear can be used, if in good condition

4. Sanctuary Renewal Package:

- a. Doors
 - i. 12 inches of oak on bottom; 6 inches on top and sides
 - ii. Will use our frames
 - iii. 7 week lead time
 - iv. Cost is \$9,416 (includes \$400 hardware allowance)
- b. Lighting
 - i. Need to do further investigation as to why we are burning out bulbs so quickly – will get quotes from electrical contractors to evaluate all aspects of the electrical systems and recommend repairs
 - ii. Have quotes on more efficient LED bulbs but will hold off until we determine cause of our wiring issues
 - iii. Cost for 2 rounds of LEDs is \$1,445 plus \$2,360 for electrician and lift
- c. Children's Area
 - i. Left front of sanctuary near baptismal font
 - ii. Total cost is approximately \$570 for furnishings and carpet
 - iii. We will proceed with this item and even if it is unsuccessful we will be able to use the furniture elsewhere
- d. Sound and mobile Unit
 - i. \$18,263 for sanctuary sound equipment
 - ii. \$4,909 additional funding required for portable system
 - 1. Need to investigate where we will get the funding
 - a. Capital?

- b. Mission/worship driven
 - e. Motion was made, seconded and approved unanimously to authorize additional \$18,699, beyond the \$18,263 to complete the Sanctuary Renewal effort (total amount approved for this effort is \$36,962)
- 5. Finance YE Budget (Beth):**
- a. Y/E Budget plan indicated a \$77K deficit
 - i. Current analysis shows we may have additional \$6.6K deficit (last year's Christmas giving was inordinately high and we probably should not have planned for this in this year's planning)
 - ii. Haven't budgeted for special gifts that have been received in the past
 - iii. Haven't reached out to the congregation yet for special giving
 - 1. Need to determine timing of request and amount we identify
 - 2. Sent out a letter before Thanksgiving
 - b. Need Stewardship input (will be provided in November)
 - c. Committee chairs need to get back to Finance by end of October with any changes to their current budgets
- 6. Update from Marketing Team**
- a. Team has determined that we will update web page content first before finding providers
 - b. Committees will be responsible for updating content
 - c. No funding is required for this effort this year
 - d. Will re-evaluate after 1st of year
- 7. Adjournment: - Lord's Prayer**
- a. Meeting was adjourned at 8:20 pm
 - b. Next meeting to be held on Wednesday, November 18, 2015 at 7:15 pm

Committee Reports that were received this month and that are included with these meeting minutes

- a. Pastor's Report
- b. Associate Pastor's Report
- c. Worship Music
- d. Fellowship
- e. Youth Director's Report
- f. Evangelism
- g. Missions
- h. Finance
- i. Property and Maintenance

Recorded and Submitted by
Doug Schmitt,
Council Secretary

Attachments to 2015 Parish Council Meeting Minutes

Committee Reports:

Pastor's Report (Pastor John Snider)

October 21, 2015

Education

1. **Let's Talk.** Since our last meeting we have met in informal conversation with local Muslims. It has been very renewing! We met at St. Stephen's first. Last week we were at a mosque. The final scheduled gathering will be back here, **Thursday, November 17th, 6 p.m.** for a first (at least here!) Muslim/Christian Potluck. We will eat together and then talk about a significant spiritual experience. You are most welcome to come, just don't bring a dish made of pork!
2. **Centering Prayer.** It isn't too late to benefit from this prayer practice which can deepen and enrich your faith life. 3 more Wednesday classes at 6 p.m. or Thursdays at 10 a.m.
3. **Alive Inside.** Sundays November 15 and 22, 9:40-10:30 a.m. Learn about the miraculous use of music in the lives of people suffering with dementia. We will watch an award winning documentary of people still alive inside!

Outreach

1. **Sibley Homecoming Parade.** On Friday, September 18th our local high school and some elementary school families, were swarming St. Stephen's! Every year we are the launching pad for the parade. What an opportunity to welcome and be hospitable. Each year we need to remember to give more than our building, to give them love. Thanks to Sitraka, Pat and Jim Katzenmaier and others who provided smiles and hot dogs. Word to next year: more hot dogs!
2. **Outdoor Movie.** Saturday, September 26th we showed, Despicable Me on the front yard. Thanks to Sitraka and Matt Gulsvig and family for audio/visual leadership and fire making and Jessica Donahue for s'more fix in's. People did stop by. There was a sense of community and fun. We contributed something very positive. It was an experience to build on.

Moving Forward

1. **Sanctuary Upgrades.** Tina Scribner and her wonderful committee are bringing forward recommendations which I believe will enhance our **Connection with God in** worship. As homeowners know, there are times you have to bite the bullet, spend some money, and upgrade. In the case of a congregation it is even more important! Our lighting, sound, and hospitality is about welcoming others into Christian community. I

believe these recommendations are long overdue. Ours is an act of faith: trusting we are working with God for this world.

2. **New Members.** The reception of New Members has been delayed until the weekend of November 21-22. We won't have further classes but those interested can meet with one of the pastors in preparation.
3. **Stewardship. Under Construction.** Thanks to Laura for her skills and work. Remember as you make your stewardship decisions for 2015, it's never a question of money but of faith.

Associate Pastor's Report (Pastor Cassie Nault)

I will be on a Confirmation Field Trip tomorrow evening with some of our students until 8:30pm, so I'm unable to join you for the Council Meeting.

Lots of good stuff happening around this community of faith; here are some highlights from this month:

Confirmation

*The numbers for Confirmation (6th, 7th, & 8th grade) have continued to fluctuate this past month: it looks like we'll have 28 students. The first several weeks of Wednesdays have been significantly smaller in number (20 kids each week)—from what I've been told, it had to do with a change in sports schedules this fall and with some back-to-school illnesses.

*I'm encouraged that we have 3 awesome Confirmation Guides on board to help lead small group discussions this year: Deborah Ellis and Dean Eisfelder are returning this year, while Tracy Westman has come back on board after a 4 year break to lead our 6th grade class. Please pray for each of these leaders as they get to know our young people and lead them to grow in faith.

*The 12 9th graders shared their faith statement on Sunday at Adult Forum, to a gathered group of 78 people in the sanctuary; it was an encouraging time together. This coming Sunday, October 25th at 10:45am worship, those 12 students will affirm their baptism during the worship service.

*The 7th & 8th grade classes are headed on a field trip to a Reformation Play about Martin Luther at First Lutheran in Columbia Heights tomorrow evening from 6-8:30pm.

Worship

*A reminder that our **3 worship services are each unique.** They feature the same message and theme, but there are 5pm Saturday continues to be our Contemporary, band-led worship service; 8:30am remains our traditional liturgical service (including a

Kyrie, the Great Thanksgiving); 10:45am includes less liturgical and is a more modern and casual feel.

*Mark your calendars for October 31st/November 1st, which is **All Saints weekend**, during which we will light candles in remembrance of the saints who have gone before us and we will read the names of those in our congregation who have died this past year.

*Having 3 worship services involves more opportunity for volunteers to help with the worship service. We're **in need of extra volunteers for Altar Guild** (setting up communion, making sure the sanctuary is ready for worship) **and Ushers** (welcoming people into worship) **and Acolytes** (you don't need to be a 6th/7th/8th grader to acolyte—4th grade to adult are welcome) in the upcoming months. If you are able to volunteer or if you know someone who is able to volunteer, please contact me or Lori Ritt.

Discipleship

*11th grader Rebecca Steffen and I are working together to form a high school girls' discipleship small group. We'll explore faith issues together, meeting about once a month. Our first meeting is tentatively scheduled for November 8th at noon.

*I'm working with a couple other women to start a couple new women's discipleship groups. These will look much like the "circles" we already have going, but will be geared toward a younger demographic (one that a volunteer is interested in starting is a "moms of college age students" group) If any of you would like to help lead one of these women's groups or know someone who is, please contact me.

Administration

*I'm working on setting up MailChimp to be our platform for communication with Confirmation classes, parents, and Milestone Ministries. I'm looking forward to being able to track who is opening email and who is clicking through to the links we offer. This is also an opportunity for people to share those messages with others and more easily invite the wider community to join us for Faith Formation and Worship events.

Peace in Christ,
Cassie

Worship Music Committee (Lori Ritt)

Thursday Oct 1st

Members present: Mary Brunkow, Cleone Swanberg, Cassie Nault, Lori Ritt

1) Acolyte, communion robes have been washed, dried and hung. Thank you Mary and Cleone.

2) We discussed plans for **All Saints**. Working on name banners. Asked Jacqueline for Pueblo de Fe names of deceased. Have not heard back from her. Will have candles for each individual name and then tables for congregation to lit of other people.

3) Reviewed Fall decorations to be put up before Sat/Sun Nov 7/8 to be up through Wednesday Nov 25 **Thanksgiving Eve** service - apple/pumpkin treats.

4) We discussed **Christmas** decorations starting Nov 28/29 with **Advent** wreath, tree with blue ornaments, etc. - looking at adding stars for remaining weeks before Christmas. Changing blue ornaments to red for Christmas. No confirmed plans yet. In discussing Christmas, we reviewed schedule going to one service on Dec 27 at 9:30.

Discussed the variation of services:

Saturday - Contemporary with screens

Sunday 8:30 Traditional - no screens

Sunday 10:45 combination of both with screens.

All same sermon/message. Looked at implementation of more screen activity at 8:30 service.

5) November schedule of volunteers - missing ushers for the month - look possibly at Confirmation kids (must do 10 hours of church service each year).

6) Looking at **Epiphany** star in January (January 10, 17, 24, 31, Feb 7)

7) **Lent** - Ash Wednesday, February 10,

Palm Sunday, March 20,

Maundy Thursday, March 24,

Good Friday, March 25,

Easter March 27

Fellowship (Patrice Katzenmaier)

Thurs., Oct 1, 2015

Attended: Joanna Mead, Patrice Katzenmaier

Oct. fellowship servers are filled -Via de Cristo is serving the last 2 week ends.

A cake is being donated for Confirmation Sunday, October 25. Since we are expecting more people we will not decrease the donut order.

Wed., Nov.25 is the Thanksgiving eve worship at 7pm. We will be serving cookies or pumpkin treats and coffee. Please meet in the kitchen around 6:30 to setup and make

coffee. We will each bring 1 doz. treats.

December 13 is the Children's Christmas Program. We will be serving cinnamon rolls. Jim Schaffert has agreed to bake rolls with the youth help. Fellowship will also bring rolls if you can. It was suggested to use Rhodes frozen bread dough. Jim would like us to make a good frosting. Any ideas? Butter, powdered sugar..yum!! Does anyone have a great recipe? We can make Sunday AM and I will get the supplies. We will plan on serving about 250 people. We will need about 20 doz. rolls. Jim said he would come about 4am to start baking. He plans on setting up the eve before and would welcome any helpers.

Patrice Katzenmaier, Fellowship chair

Youth (Sitraka Rakotoarivelo)

WEDNESDAY UPDATES

1. There are 40 students (25 families) registered in our Kids Faith Formation classes no counting Confirmation, which puts us at the same average as last year. But let us always remember, *it is never about the numbers*. Our focus will always be partnering with families to lead children in a growing relationship with Jesus Christ. We are passionate about providing environments, teaching and resources each week which will foster a knowledge and belief in core truths from the Bible. We desire to partner with you, the parent, as you take your role as the primary faith trainer of your child by coming alongside you during these milestones in your child's life. Each area of children's ministry provides a developmentally appropriate, gospel-centered environment for your child.

Thank you to our teachers and weekly adult volunteers for this year: Shanley Harper, Larry Longard, Janell Woods, Mary Molumby, Scott Gillman, Tanisha Pikula, Kim Henning, and Darcy McKenzie.

2. CKC Good Foods have been providing our Wednesday evening meals and they have been doing a fantastic job! Going to this has alleviated pressure to our volunteers who have done it in the past. It takes a lot of hours to prepare meals for 50+ people, so going through CKC has really helped ease our Wednesdays. **An important reminder: Our meals are \$5, but if do not have the means to pay for the whole meal we will not turn you away, please join us, we insist :)**
Shelley and Lynda have been fantastic with helping out in the kitchen.

OTHER STUFF

3. I will be needing a paragraph from each one of you for our "Meet the team" posts on Facebook. All I need is: What you like about St. Stephen's, how long you've been attending the church and what you like doing during your free time.

4. November 6-8, 2015 (Jr. High & Sr. High)

Urban Immersion Youth Retreat, Minneapolis, MN

This is a retreat that creates a deeper understanding of the complexities of poverty through team building activities and critical reflection. We have room for 6 spots, first come first serve. Any additional participants will have to be \$100 (will cover all expenses).

VOLUNTEER OPPORTUNITIES

Children's Christmas Program

December 13, 10:45am, Fellowship Hall

This is a very important event at St. Stephen's. What a fun way to get to know the children more as well as giving you an opportunity to develop your gifts and talents for the production. We are doing something a little different this year. Our Christmas program will incorporate production elements (videos, music, lights, etc.) so we need your help. **We will be need stage managers, prop managers, face paint artists, time cue managers, and technical assistants.**

Intergenerational Worship

Wednesdays in January from 6pm - 7pm

this will be an intergenerational worship experience for everyone at St. Stephen's. Instead of having our regular Faith Formation classes, we will be worshipping in a different way. There will be singing, prayer, small group discussion and encouragement. There is a lot of planning that needs to take place and how awesome would it be if different age groups took part in putting this together?

Family Lock-in

January 2-3, 2016

Celebrate the New Year with a fabulous family lock-in. But of course this will not be able to happen without YOU! We will need to plan this fun event.

Sitraka Rakotoarivelo

Director of Children and Youth Ministry

St. Stephen's Lutheran Church, West Saint Paul

"He must become greater; I must become less." John 3:30

Evangelism (Steve Morganson)

1. We agreed to conduct another Bring A Friend to Church Sunday in late January.

2. Roger agreed to put together two skits for promoting the services, one on inviting a friend and one on welcoming friends

3. I agreed to write an article for the newsletter.

4. Mark agreed to draft a letter to the members

5 We agreed to review these promotion tasks at our next meeting in early November.

6Two welcome packs delivered this month.

Regards

Steve

Missions (Patty Longard/Ann Anderson)

Thursday Oct 1st

Members present: Vicky Jackson, Cassie Nault, Patty Longard

1) We discussed plans for the holiday season. We hope to be running a collection for the **Blessing Tree** again this holiday season, Patty Longard and Kim Henning to work on this. Details to come soon.

2) We will be promoting the **Walk to End Hunger** again this year, Thanksgiving morning at the Mall of America. This year we hope to organize a meeting spot for all St Stephen's participants to take a picture together. Details to follow.

3) We received a generous donation of a **large amount of fleece**, and worked on plans to be good stewards of this donation. We hope to be organizing some upcoming "blanket tie afternoons", as well as a group of people interested in helping with the on-going production of these tied blankets to go to people in need.

4) We reviewed our **tithe obligations** from the Ken Nelson estate (~\$4000 remaining), and the Land Sale (~\$35,000 remaining). We discussed the possibility of using the remaining Ken Nelson estate tithe to support community dinners (ie: feeding families and kids in need), including Loaves and Fishes, and Wednesday Community Meals at church. **Input from the council welcome.** We will confirm the remaining tithe donation from the Ken Nelson estate before proceeding. We will discuss the land sale tithe at a future meeting.

5) We set dates for upcoming **Pots and Pans Offerings** for the weekends of Oct 17/18, and Dec 19/20.

Respectfully Submitted,

Patty Longard (for Ann Anderson)

Finance Committee (Diane Meyers)

The Finance committee met on Wednesday, October 7th. Members present included Sue Clark, Debbie Pirkel, Dave Bergeson, Mike Bonk, Brett Scribner, Abra Gillman, Beth Hostager and Diane Meyers.

September Financials

The YTD September deficit of \$75,747 is right on Plan with our YTD budget. September income of \$32,654 was \$7,020 lower than budgeted, mainly in the General envelopes. The variances are primarily driven by timing differences between actual and budget. Expenses were unfavorable by \$2,920 mainly in Property and Maintenance. YTD Income and Expenses are both \$10,000 below budget.

2016 Budget

The committee has looked into a ministry-based budget and has decided we do not have the information to accurately tie our expenses to an actual activity in the church. We are continuing to work on a comprehensive view of the operating and dedicated accounts for the 2016 budget.

Executive and Committee Chair Follow Up items

Area identified for follow –up with the executive committee and committee chairs include the following:

All Committees – Review of the 2015 year end projection of expenses

Youth – A discussion took place between the Youth committee chairs and Finance committee chairs.

A decision to pare down the number of accounts was made. Another meeting will be setup to discuss dedicated accounts.

Executive – The Finance committee recommends a deficit reduction target of \$20,000 - \$25,000 for 2016.

This represents a 25 -30 % reduction in the 2015 budget as a first step toward ultimately achieving a balance budget over a multi-year timeframe.

Respectfully submitted.

Beth Hostager and Diane Meyers, Finance co-chairs

Property and Maintenance Committee (Amy Wilson)

Sept/October 2015

Immediate Needs:

1. **Boiler:** Many people of the congregation were working on the boilers which caused a large service call. We need to message to the congregation that it is to not be touched. Propose training a few people on how to turn on and off. Fixing Lock to boiler room – Per the fire department as long as it is controlled by the master key in the lock box it should be okay.

2. **Mice Problem:** Working with 2 companies on establishing a quarterly maintenance plan.
3. **Winter HVAC Maintenance Inspection: Chapel Heating Problem:** Caused by Montessori School screwing into a wall and piercing the Hydronic piping. **Initial Quote \$3,532.+** additional work needed. We would be responsible for opening and repairing the wall and replacing all ceiling tiles in the classroom so additional money would be needed. Due to the type of system I recommend we do this to mitigate further damage to the system.
4. **Received Final Invoice for Roofing Completion:** \$104,088.60 remaining balance (\$148,698 total less \$44609.40 down)

Committee Work Completed:

Hung fixtures to unblock electrical panels, cleaned up mold in Sunday School Room and Painted, Removed Blinds in Fellowship Hall. Replaced door sweeps in Gym. Received additional bid for snow plowing. Misc. Light Replacements, Plumber hired to fix toilet in Noreen Center and look at water fountain. Condensation Pump replaced in NAC Game Room. Started research on HVAC Maintenance Agreements.

The Committee Met 10/20 and did walk of 1st floor for list of potential immediate needs. I would like to meet separately with the executive committee to determine priorities of some of the larger budget items. Below is a list of needs in no particular order.

- Sanctuary: Addressed by Sanctuary Renewal Committee
- Sanctuary: Exterior Door Needs Weather Stripping
- Electrical System: Potential need to have electrical system inspected. Dimmers Transformer box has tried to be fixed internally and we have a number of outlets with low voltage.
- Handicapped Accessibility: Short term solve is to purchase and install signs pointing people to the elevator as well as wheelchair signs on the pews in the sanctuary.
- Exterior Lights – Verify timers and some lights are out.
- Men’s Room – Light Fixtures Missing Covers, Vent Cleaning and Ceiling Tiles need sprucing up
- Women’s Room – Light Fixtures missing covers –
 - Discussed making (1) large stall instead of 2 for handicapped accessibility
- Door Jambs and Trim Need Freshening of Paint due to chips and missing paint
- Exterior Door Office Wing – Replace Door Seal
- Sitraka’s Office – Blinds and track system need to be replaced
- Nursery: Door Windows need glazing, Blinds Need Replacing, Toilet Seat needs Replacing, TV Tipping
- Room 205 and Opening Room: Fix Panels and Holes
 - Ceiling Tiles are sagging – discussed just removing tiles completely and may need to install acoustical panels

- Chapel – Ceiling needs Painting, Heat needs to be fixed, Dimmers cause blinking lights and buzz
- Lounge – Chair Wheels Fall off. Paint touch-up
- Fellowship Hall – Would like to carpet and Paint
- Kitchen – New Floor Tiles, People have been asking for a new stove, Painting
- Hallway – Carpet?