

St. Stephen's Lutheran Church  
Council Meeting

**Date/Time:** 16 March 2016/Meeting called to order at 7:15 p.m.

**Location:** Lounge at St. Stephen's Church

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

**Agenda**

1. Opening Prayer/ Devotions
2. Adopt minutes from February Council meeting 2016
3. Q & A committee reports:
  - a. Synod spotlight
  - b. Update from Finance
  - c. Property and Maintenance update
  - d. Youth: pancake breakfast: help still needed, still in need of volunteers for WAPO weekend
4. New Business:
  - i. What is next with transparency of finances?
  - ii. Updates
5. Old Business:
  - a. Apr. 20<sup>th</sup>, May 18<sup>th</sup>, June 15<sup>th</sup>, July off
6. Adjournment – Lord's Prayer

**Discussion of Agenda Items**

1. Opening Prayer/ Devotions
  - a. Pastor John discussed how much he has appreciated what Sitraka and Cassie put together for Wednesday worship
  - b. Pastor John then led us in opening prayer
2. Adopt minutes from February Council meeting 2016
  - a. Motion was made by Steve and seconded Tanisha to approve February meetings
  - b. Approved unanimously with voice vote
3. Q & A committee reports:
  - a. Synod spotlight
    - i. Stimulating worship – full pews and loud hymns
  - b. Update from Finance
    - i. Contributions are down by \$6,500

- ii. Have some increased giving that offset so we are down in total by approximately \$3,000 for the year
    - iii. Expenses continue to be of concern
      - 1. Latest unplanned expense -- turkey went through narthex window
    - iv. Want to start folding in the stewardship message more prominently during some Sunday services
    - v. Thank you letter being sent out sharing what the current status is
    - vi. Will address again in mid-May all congregation meeting
  - c. Property and Maintenance update
    - i. We continue to catch up on our maintenance efforts
    - ii. Being somewhat constrained by funding issues
    - iii. We need to be diligent in requesting that the Montessori organization share in the expenses for some of the repairs of items that in their portion of the building
  - d. Youth: pancake breakfast: help still needed, still in need of volunteers for WAPO weekend
    - i. Don't need additional help for pancake breakfast
    - ii. Looking for additional chaperones for WAPO weekend
- 4. New Business:
  - i. What is next with transparency of finances?
    - 1. Addressed above as part of Finance Update discussions
  - ii. Updates
    - 1. April 9 at 10 AM Pastor John is having open house for new members at his home and would like council members to attend
    - 2. Also installing Rosalie Christianson as parish nurse on same weekend 9/10 April
    - 3. Emilie Garage sale will be this Saturday
    - 4. Via di Cristo would like to come for 2 weekends this Fall

- a. Pastor John requested that Council make a motion to invite them for two consecutive weekends during the period from Sept 15 through October 9
    - i. Motion was made, seconded
    - ii. Approved unanimously by voice vote
  - b. Kathy Packer told about her experience when she attended and how life changing it was for her and her husband Jim
- 5. Let's Talk Bridge Building with Muslim faith
  - a. Wednesday 30 March 7:00 to 8:30 PM at St. Stephen's
  - b. Requested that members attend if available
- 5. Old Business:
  - a. Next Council meeting will be Apr. 20<sup>th</sup> at 7:15
  - b. Subsequent meetings will be May 18 and June 15<sup>th</sup>, July off
  - c. Meal train link will be sent out by Jessica for aid to Pastor Cassie who is on bed rest and can't go out to shop – Note: Sitraka sent out the link which is: <http://www.mealtrain.com/trains/y65loy>
- 6. Adjournment –
  - a. Motion was made to adjourn, seconded and approved
  - b. Meeting adjourned at 8:10 with Pastor John leading us in the Lord's Prayer

**Attachments to these Minutes:**

Committee Reports

Mission Committee

Fellowship Committee

Invitation Committee

Finance Committee

Worship Committee

Stewardship Committee

# Committee Reports

## **Mission Committee (Patty Longard)**

3 March 2016

Committee of two met tonight.

- 1) We finalized our budget. It is nearly identical to our 2015 budget, except that we have completed our 3 year commitment to Radio Furaha. Please see attached (Secretary Note: Budget Spreadsheet could not be attached to these minutes as it was a view only file)
- 2) March is MN Foodshare Month!!! Come join the food fight! We're collecting food through the month of March. We have a push for monetary donations on Palm Sunday weekend. Please spread the word, see how much we can collect this month.
- 3) We worked with Pastor John to brainstorm new leadership for our committee by May of this year.
- 4) First weekend in May will be Missions Sunday with a highlight on Guatemala. Will discuss in April when Pastor Cassie returns.

Respectfully submitted  
Patty Longard

## **Fellowship Committee (Patrice Katzenmaier)**

4 March 2016

Attended: Diane Johnson, Patrice Katzenmaier

Our 3rd Mardi Gras Mystery Dinner was a huge success! It was attended by 40 people at 4 host houses. We had plenty of food, cake and appetizers. Thanks to all committee members for your participation and effort. Everyone was very appreciative! Future supplies were boxed up and placed in the archives.

We are trying to cut the cost of coffee. Last year we went over and we would like to balance our budget for 2016. Besides raising the suggested price from \$1 to \$2, we changed the coffee ratios a little. Please taste test and see if you notice. We will be looking at the cost difference for the different coffees.

We are also trying not to over order donuts. We now order more donut holes.

Sign-ups for fellowship hour are going well. I am in need of someone to do Easter Sunday. It is usually quieter for fellowship that day. Please call me if you can help out.

Patrice Katzenmaier, fellowship committee chair

## **Invitation Committee (Steve Morganson)**

14 March 2016

This is to summarize several meetings we have had over the last two months.

1. Eleven home meetings have been completed in which we have reviewed and discussed the Invitation program.
2. The name of our committee has been changed to the Invitation Committee for the next two years.
3. We have completed a video discussing the next phase of the program.
4. We have delivered four welcome packs during this period.

Regards, Steve

## **Finance Committee (Diane Meyers)**

15 March 2016

The Finance committee met on Thursday, March 3rd. Members present included Dave Bergeson, Brett Scribner, Sue Clark, Debbie Pirkl, Abra Gilman, Beth Hostager and Diane Meyers. Pastor John stopped in.

February Financials:

Month – Income \$41,930.36, \$ 2,587.80 below plan.  
Expense \$51,835.69, \$ 559.73 more than plan

Note: We did not have the accruals for Missions set up. So we had a -0- expense on a monthly plan of \$3,580.17. Property and maintenance had expense of \$4,400 in HVAC and \$2,200 in Maintenance & repairs (plumbing issues).

Discussion

Moved some transactions into different accounts.

Respectfully submitted.

Beth Hostager and Diane Meyers, Finance co -chairs

## **Worship Committee (Lori Ritt)**

3 March 2016

Present: Mary Brunkow, Cleone Swanberg, Lori Ritt, Pastor John stopped in

Met with Pastor John to go over Holy week plans

### Palm Sunday

- Start in narthex, ushers hand out palms and bulletins. Ushers will try to get help that morning in handing out palms.
- Ushers to lay large cross on altar steps at start of Choral benediction—changed to youth
- Acolyte to walk to center aisle during song and stand until ending then walk out.
- Will look for Palm Sunday banners

### Maundy Thursday

- 1<sup>st</sup> communion - 4 kids
  - Meet in narthex during sharing of the peace
  - Walk in with communion after offering – follow ushers and resent gifts
- Stripping the altar parents, kids and committee

After service - 6 Good Friday readers will practice Good Friday service:

1. Pastor John
2. Brenda Geiser
3. Deb Pirkl
4. Bruce Meyers
5. Beth Hostager
6. Mary Brunkow

Need Props will gather and place in sacristy by Palm Sunday

- Lounge – Potted flower or plant, roll of linen
- Kitchen - Knife,
- Sacristy- Rope, Crown of thorns, 7 candles, candelabra, bowl for flash paper

- Cassie's office - Cross, Jar of red wine vinegar
- John's office - Box of spice or purchase new bag, need box to place spice in
- Cleone - Candle snuffer
- Magic store - Flash paper (ordered)

Hang black cloth on cross for Good Friday

#### Good Friday

Readers meet at 6:30 pm any last minute changes. (Pastor John, Brenda Geiser, Deb Pirkl, Bruce Meyers, Beth Hostager and Mary Brunkow)

#### Saturday (day before Easter)

- Flowers to arrive at 10:00
- Arrange flowers
- Set up communion for 5:00
- Hang Easter banners
- Hang white cloth on cross – white light if we have light
- Check kids bags
- Assemble bracelets with cards for children's sermon (out in basket)

Saturday Service looking at possible Easter vigil instead of Easter service

#### Easter

Process Candle and choir at 8:30 and 10:45 service

Lori Ritt

### **Stewardship Committee (Laura Vitelli)**

Stewardship Report

3.16.16

- Final tally for second appeal sent to member in January is 88 responses totaling approximately \$12,000
- Submitted item for April Update with results of January appeal and a thank you message
- Developing thank you letter for inclusion with first quarter giving statement