

St Stephen's Lutheran Church
Parish Council Meeting Minutes

Date/Time: 19 March 2015/6:30 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 Pirkl, Lori Ritt, Doug Schmitt (via Skype), John Snider, Dan Youness, Laura Vitelli, Justin Woods, Sitraka Rakotoarivelo

Agenda

1. Devotions - Darcy McKenzie
2. Adopt minutes from February Council meeting
3. Q & A on Committee Reports
4. New Business
 - a. Spring stewardship
 - b. -
5. Old Business:
 - a. Positions up for election in May
 - b. Audio consultant update
 - c. 2015 vision goals
6. Adjournment – Lord's Prayer

Discussion of Agenda Items:

1. Devotions
 - a. Darcy was unable to attend meeting
 - b. Pastor Cassie read column written by Molly Guthrey about food drive, Shelby's table, loaves and fishes, and Wednesday service at St. Stephen's
2. Motion to adopt February 2015 Council minutes seconded and approved by voice vote
 - a. Jessica moved to approve minutes, Dave seconded the motion and it was passed unanimously by voice vote
3. Q & A on Committee Report
 - a. New sign
 - i. Now that ground has thawed we will be able to complete the wiring
 - ii. Debbie to contact Steve to contact vendor to schedule completion
 - iii. Get some volunteers to move old sign
 - b. Choir shells are on order
 - i. Hope to get them by Easter but no firm date yet
 - ii. Will need volunteers to help set them up

- c. Stewardship strategies
 - i. We are already behind our goals
 - ii. We need to be working on making sure all members know what is needed to make St. Stephen's run -- staff, volunteers and funding and how many things we are doing at St. Stephen's on an on-going basis
 - 1. Long term process to change culture
 - 2. Starting a thank you committee to communicate in a sustained way to express our gratitude for givers
 - 3. Target Wednesday-to-weekend giving campaign
 - a. Wednesday program continues to grow
 - b. Averaging about 40 to 50 participants
 - 4. Need to connect all the different pieces with each other
 - a. Saturday service continues to grow
 - b. Do a one-time Wednesday night program (including dinner) on Saturday so more people become more familiar with activity – try to do in April/May
 - d. St. Stephen's Web site and Facebook Page
 - i. Sitraka made changes to make it more user friendly
 - ii. We want to encourage people to look at it
 - iii. We are getting about 200 views on an on-going daily basis
 - iv. Would we be interested in doing a sponsored ad on Google or Facebook?
 - 1. Who would coordinate?
 - 2. Do we have funding in budget?
 - 3. We need to discuss this more fully at Exec Committee
 - v. What is the best way to use email?
 - 1. Often they are ignored or go to spam folders or get deleted due to large volumes
4. Old Business
- a. Positions up for election in May
 - i. Mike will step down from Finance
 - ii. Patty will step down from Missions
 - iii. Tanisha is going to continue in Education
 - iv. Dave will continue as Treasurer
 - v. Justin and Dan will step down in Buildings and Grounds
 - vi. Brent will step down as Financial Secretary
 - vii. Lori will step down from Worship
 - b. Audio consultant update
 - i. Consultant contacted Pastor John
 - 1. He has been ill
 - 2. Final bid in process
 - 3. John will update Council once additional info is available
 - c. 2015 vision goals

- i. Goals updated since February meeting
 - ii. This is a collaborative effort to determine what specific items (rocks) staff are to be responsible for in 2015
 1. Need to finalize responsibilities with the staff
 2. Need to determine what are the benchmarks and metrics that determine we are making progress
 3. Need more goals around "Service" area
 - a. Need more volunteers, we could do more if we had a deeper bench – difficult to find volunteers
5. Adjournment – Lord's Prayer
- a. John led us in the Lord's Prayer
 - b. Meeting adjourned at 7:35 PM
6. Committee Reports that were received this month and that are included with these meeting minutes
- a. Evangelism
 - b. Missions
 - c. Finance
 - d. Associate Pastor's Report
 - e. Stewardship
 - f. Education

Next Meeting: Wednesday, April 15 at 7:15 p.m.

Recorded and Submitted by
Doug Schmitt,
Council Secretary

Attachments to March 2015 Parish Council Meeting Minutes

Committee Reports

Evangelism (Steve Morganson)

Evangelism Notes:

1. Four welcome packs delivered this month.
2. Electricity for the new sign will be hooked up at spring thaw, We agreed to equip it with a light sensor which will automatically turn it on at dusk and shut it off so it is not on all night,
3. Deadline for the Easter add in the Voice is March 13th.
4. Sign Source will finish painting the sign when it warms up.
5. We agreed to order several additional characters for the sign (!.? and -s)

Regards

Steve

Missions Committee Minutes (Patty Longard)

Missions Minutes 3/5/15

- 1) **Loaves and Fishes** - giving falling short, the need is rising, price of food is also rising. Discussed how we can promote on-going support of this program. ~\$700 - \$800 every offering, which is 4 times / year. Plan to start holding offering closer to 5 times a year (every 2.5 months instead of every 3), next two offerings in mid-April, and then end of June. Also consider a children's message in the upcoming weeks.
- 2) **MN Food Drive**: Slow start to our food drive, but we have "Pack the Pews to look forward to on March 21-22. All told, we'd like to set a goal of 1000 dollars / pounds of food this drive. On March 21/22, we will have paper bags available for purchase to show every \$10 donated == buy a bag for \$10 to put in the pews. More to come.
- 3) **Boy Scouts** will hosting a food drive later this year (?August), requesting some support from Missions Committee. Since this request will be supporting both the Boy Scouts and Neighbors, Missions is eager to help.
- 4) **Budget**: discussion over 3 alternatives, we chose an alternative that would add support for Shobi's table this year - Cassie to advise where to send check. Final budget attached, and has been submitted to Finance Committee
- 5) **Land Sale Tithe**: on-going discussion on ideas.

Respectfully submitted

Patty Longard

Finance (Mike Bonk)

Finance Committee notes - March 10 meeting

The Finance Committee met on Tuesday, March 10. Present were Dave, Beth, Mike Butala, Sue and myself.

Notes:

Although contributions of \$34,600 were about \$1,000 under plan, February contributions were up \$1,000 or 3% from last year. Most of the increase is due to a Loaves and Fishes contribution that should be posted to a dedicated account. We will correct for March statements. In February of 2014 we received a very large plate contribution. We are not sure if the same person made a similar contribution to general offering in 2015 but we are going to ask Abra to research the possibility. It appears that they probably did. Total expenses of \$47,300 were within \$100 of plan for February and down \$5,000 from last year. Most of the decrease pertained to strategic worship expense that occurred in 2014.

In discussing the deficit that St Stephen's has budgeted, the committee felt that we should possibly ask some other churches if they would want to share their costs as a percent of revenue. The feeling was that this might be helpful to the council. We will not proceed until the council has discussed.

The remainder of the meeting was spent on areas of committee focus for the coming year. Some areas we thought should receive attention are:

- Conducting an internal audit of key processes including plate deposits to the safe, expense approvals and petty cash procedures
- Gaining a better understanding of the intent of dedicated account balances such as the M.O.S.S. account that now totals \$17,400
- Developing a more formalized capital planning list

Respectfully submitted
Mike Bonk

Associate Pastor's Report (Pastor Cassie Nault)

Associate Pastor's Report

March 2015

Our Lenten schedule continues, with the Confirmation students leading worship at 6:30pm on Wednesdays, next week is:

March 25th: SAFE Zone of St. Paul, MN

Presentation by the 8th Grade Boys Group Leader: Dean Eisfelder

Remember, our annual **Youth Pancake Breakfast is coming up on Sunday, March 29th (Palm Sunday)** in between worship services. The proceeds from this event help fund the trip to the National Youth Gathering in Detroit AND Camp Wapo campers.

We will have worship on Maundy Thursday at 7pm, Good Friday at 7pm, and Holy Saturday at 5pm.

Waffles on Mother's Day: The Youth and Education Committees have invited in Dad's Belgian Waffles to do a fundraiser on Sunday, May 10th from 9am-noon. We will start selling tickets to this ALL YOU CARE TO EAT event AFTER the pancake breakfast happens, with the main push after Easter. We have guaranteed to pay for 300 people to enjoy the meal. Children and Youth will be asked to sell tickets to the event at \$7/person, with kids 5 and under eating free. Mark your calendars and spread the word. Proceeds will help fund the National Youth Gathering trip and our Camp Wapo kids. *Thank you*

Mentoring update: All of our 27 Confirmation students are matched with a mentor for this spring. So far, the program has gone well. It's an ongoing struggle to coordinate schedules and communication; my hope is to lift up a volunteer leader to serve as the Mentor Coordinator next spring to help facilitate this very successful program.

Worship Update: We transitioned to making the 10:45 less liturgical in the last few months and no one . Janell Woods, Brenda Gieser, and myself will be working to continue to enhance worship at The Bridge by coordinating and training volunteers to help make it a more welcoming experience. We will likely be using the website Sign Up Genius to coordinate worship helpers.

Confirmation News: The Confirmation Students and Youth will be on retreat from April 10-12th at Camp Wapo. This is the annual 8th grade retreat to help prepare students for their Confirmation Day. It's also a time for students in grades 6th-12th grade to play and enjoy some team-building activities to build up our youth group. *Confirmation Sunday* will be on a different Sunday than in the previous years; save the date: Sunday, October 25th, 2015. Faith Statements will be shared on Sunday, October 18th.

Stewardship (Laura Vitelli)

Stewardship report

We are working to assemble a thank you committee. The goal of the committee will be to make it apparent to all who participate in the St. Stephens community that the work we do— made possible through our leadership, service, and financial contributions— makes a difference and that we're grateful to each other for these contributions.

Ultimately, we hope to inspire greater engagement in the congregation.

Together, the committee members will identify the ways in which St. Stephens ministries are impacting its members and the community and then consistently communicate these impacts and our gratitude in a variety of ways. Our communication will likely include existing publications and activities, like the newsletter and worship, and in some new methods, perhaps new materials, social media, or Sunday morning activities.

The committee will meet one to three times for a total of two to four hours in the spring of 2015 to develop strategies for communicating impact and gratitude in a sustained way. We will develop an action plan and set to work. Members will be asked to commit one to three hours per month to thank you committee activities.

Laura Vitelli

Education (Tanisha Pikula)

The education committee met on March 5th.

We are putting together a couple fundraisers to raise funds for the youth trips and activities.

Dad's waffles will come in and do a waffle breakfast on May 10th.

The youth will also be selling popcorn April 8-22. Please ask any youth member if you are interested in this event. We will earn 50% of the proceeds.

SAVE THE DATE:

VBS July 6-10 9-12PM. Please contact myself or Sitraka if you are interested in helping.

Thank you,
Tanisha Pikula