

St Stephen's Lutheran Church
Parish Council Meeting Minutes

Date/Time: 17 June 2015/Meeting called to order at 6:00 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. Open prayer or devotions
2. Special Guest (Boy Scout leader(s)) Mark E.
3. Review and adopt meeting minutes from May 2015
4. Q & A Committee Reports
5. New Business
 - a. Introductions of new chairs
 - b. Responsibilities of each chair
 - c. Reminders about attendance
 - d. Project list update from Amy Wilson
 - e. Other new items
6. Old Business
 - a. Action Item: Nominating Committee members Tiffany Cook and Michelle Steffen need to be voted in by council
 - b. Marketing Team
 - c. Summer Schedule
7. Homework during July break
8. Subsequent Meeting Schedule
9. Adjournment – Lord's Prayer

Discussion of Agenda Items

1. Opening prayer or devotions – Jessica gave devotion
 - a. Related to Jacobs Ladder and leadership
 - b. We have dreams for God but God also have dreams for us.
2. Special Guest (Boy Scout leader(s)) Mark E.,
 - a. Four guests from the scouting organizations expressed thanks for serving as a charter organization for scouts
 - b. Presented charter certificates to the St. Stephen's council
 - c. St. Stephen's has the responsibility to vet all adult volunteers for the St. Stephen's charter
 - d. Presented "What it means to be a Sponsoring Organization"
 - e. Both boy scout troop and cub scout packs are flourishing
 - I. Approximately 75 members in boy scout troop

- II. Approximately 65 cub scouts
- III. 4 – 6 Eagle scouts each year
- IV. 43 adult volunteers

3. Motion to adopt May 2015 Council minutes was made by Darcy, seconded by Patrice and approved unanimously by voice vote.

4. Q & A regarding Committee Reports

a. Fellowship

- I. Saints Baseball game Monday, August 10 (have 25 tickets)
- II. Bishop is coming July 26 will participate in brunch; volunteers are needed

b. Youth

- I. Kids are at Wapo this week
- II. Still looking for more volunteers for VBS

c. Property and Maintenance

- I. Amy provided handout (Maintenance Report – June 2015) – handout is attached to these minutes
- II. Updates
 - 1. Amy indicated that she is basically still getting “up-to-speed”
 - 2. Immediate needs – mitigate water issues
 - a. Water in catacombs
 - b. Leaks in gym
 - c. Received bids from Lindus Construction to replace roof (\$186.9K) – Amy plans on getting at least 3 competitive bids
 - i. Don’t have the funds to replace rood
 - ii. Need to evaluate if we can repair rather than replace roof
 - d. We committed to install gutters for Montessori – this has not yet been completed
 - 3. Amy provided activity log spreadsheet (attached to the minutes)
 - a. Reviewed major activities in-process
 - 4. Sanctuary renewal
 - a. Photographs of children’s area at Grace Lutheran church – inspiration for St. Stephen’s renovation?
 - b. Provided “how to incorporate children into worship” handout (special thanks to Grace Lutheran)

d. Finance Committee

- I. Diane provided alternative budget scenarios (attached to these minutes)
 - 1. Strawman only
 - 2. Alternatives for 2016 budget starting point

3. Requesting that committee chairs investigate areas where savings could be made
 - a. Small reductions are not going to get us where we need to go
 4. We need to be both spiritually and financially aware
 - a. We must remember what our mission is
 - b. It is possible to balance the budget, but at what cost
 5. Even if achieve our 2015 budget, we still would have a \$77K deficit.
 6. Question was asked are we maximizing our revenue?
 - a. Are we getting adequately compensated by organizations that are using our facilities?
 - b. Marketing plan will hopefully help resolve our deficit issues
 - c. Can we better utilize the gym – offer it to sports teams
5. New Business
- a. Introductions of new chairs – Each of the new chairpersons and continuing members introduced themselves and gave a brief background
 - b. Responsibilities of each chair – No discussion
 - c. Reminders about attendance – Jessica reminded us that if you are not able to attend the council meeting, to advise her and council secretary Doug Schmitt
 - d. Project list update – see paragraph 4.c above and attached activity log
 - e. Other new items
6. Old Business
- a. Motion was made by Doug and seconded by Ann to add Tiffany Cook and Michelle Steffen as members to Nominating Committee. Motion was approved unanimously by voice vote
 - b. Marketing Team – No discussion
 - c. Summer Schedule – No discussion
7. Homework – Jessica requested that each of us, during our July break, take the time to think about this topic: Wednesday to Worship- extremely important to our youth/ and Wednesday families.
8. Subsequent meeting Schedule
- a. No meeting will be held in July
 - b. Subsequent meeting dates and times were established as follows:

- I. August 19th 6:30 pm
- II. September 16th 7:15pm (due to Wednesday faith formation classes)
- III. October 21st – 7:15pm
- IV. November 18th – 7:15pm
- V. December 16th – 7:15pm
- VI. Christmas get together at my home date TBD

9. Adjournment – Meeting adjourned at 8:05pm with the recitation of the Lord's Prayer

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

- a. Worship
- b. Finance
- c. Pastor's Report
- d. Fellowship

11. Documents reviewed or referenced during the meeting and attached to these minutes

- a. "What it Means to be a Sponsoring Organization"
- b. St. Stephens Property and Maintenance Report (June 2015)
- c. Property and Maintenance Task List
- d. "Children at Grace" pamphlet
- e. Alternative 2015 Budget Scenarios

Note: items a, b, c, d are contained in file identified as Attachment 1; item e. is provided in second attachment to these minutes

Next Meeting: Wednesday, August 19, 2015 at 6:30 p.m.

Recorded and Submitted by
Doug Schmitt,
Council Secretary

Attachments to June 2015 Parish Council Meeting Minutes

Committee Reports:

Worship Committee (Lori Ritt)

The Worship Committee met on Thursday, June 4. In attendance were Mary Brunkow, Bev Evans and Lori Ritt. Following is a summary of the meeting:

May Plans

We put in place the Magnify the Lord display.

Other Discussion Items

We discussed what the worship committee does and the impact we have on the congregation. Discussed the worship budget and how the poinsettias for 2014 on under Special Flowers account. We did receive monies for them and should be taken from the account the money was put into. Discussed the idea of Christmas and to be aware of what we could possibly do. Discuss the possibility of moving to one service. How we can get more volunteers, etc. We are in need of more people to do Altar Guild, Ushers, Communion, Bridge.

Bishop coming last week of July. No meeting in July.

Next meeting Thursday, August 6

Lori Ritt

Even a simple gesture, - a smile, a touch, a kind word, can brighten someone's day.
Let your love flow freely today.

Finance Committee (Beth Hostager)

The Finance Committee met on Thursday, June 4. In attendance were Sue Clark, Dave Bergeson, Mike Bonk, Abra Gilman, Pastor John, Diane Meyers and Beth Hostager. Following is a summary of the meeting:

May Financial Results

The May YTD operating deficit of -\$54,500 is \$25,600 higher than the budgeted YTD deficit of -\$28,900. This budget variance is consistent with the variance as of May and continues to be driven by the YTD shortfall in contributions.

May revenue of \$33,100 was consistent with budget while YTD revenue of \$186,700 is \$32,000 below the YTD budget. Envelope and plate contributions account for \$23,800 of the YTD variance from budget. Several large contributions that have historically been received by this time have not yet been received.

May expenses of \$48,600 were \$2,700 higher than budget while YTD expenses of \$241,200 are \$6,200 lower than budget. The YTD favorable expense variance is driven by Pensions/Benefits, Music & Worship and Stewardship. The pension/benefit variance is likely attributable to a credit recently received that wasn't reflected in the budget. Dave Bergeson will confirm whether this favorable variance is expected to continue through the remainder of 2015.

Other Discussion Items

We discussed deficit targets and ideas to consider as we approach the 2016 budget process. We will share these ideas and solicit feedback and additional thoughts from the Council at their June meeting. The Finance Committee will also be meeting with Laura Vitelli on July 9th to discuss the Stewardship focus for the remainder of the year and ways in which the Finance and Stewardship committees can partner going forward.

Respectfully submitted,
Beth Hostager

Pastor's Report (Pastor John Snider)

Pastor John's Report

June 17, 2015

It's busy without Pastor Cassie.

Please check your email list serve to include new members of our leadership team and delete those who are no longer serving in this capacity.

9:30 service is great! I think all of us who are there enjoy it. Of course there are some who are not there, for whom 9:30 doesn't seem to work. We may decide that 9:30 is the best time for worship but I would like to see if renewing the sanctuary helps the worship experience in both morning services in the fall. It would also be easier to move to a single Sunday service if we knew the Bridge was going to grow and become a regular part of our ministries.

The Sanctuary Renewal Committee, having been given approval for the new speakers and moving the sound/video board, is also looking at ways to accomplish some deferred maintenance. Turns out the moving of the pews to standard distances would only be 4 more inches. We are also seeking input about lighting, handicapped sections, and a more friendly children's area. We are a strong committee under the chairpersonship of Tina Scribner. Any requests for additional monies will come to the council.

Some new efforts:

1. **Evangelism Committee** and the **Free Ice Cream Saturday**, way to go Steve, Mark, Roger and Becky. They had a ball, giving ice cream and asking nothing in return. That was a powerful witness to love.

2. **Remote Monster Trucks.** This is going to be fun and held in the corner of the parking lot a couple of Sunday afternoons a month through October. Coming dates: June 28, July 19, Aug. 2,30; 1-5 p.m.
3. **Heritage Library Volunteers.** We need to be the church of “Service” one of our 4 words. We are doing lots but need to try new things as well. We have Heritage in two ways: the after school program and the Wyld Life group. Why not offer opportunities to help them keep their library open during the summer. Please watch for more information.
4. **Wyld Life** is the Young Life response to Middle School. Community leaders have been volunteering to open the gym at Heritage every morning before school. On occasion they have “Club” which is an evening event in which more fun is had and the leaders talk about the importance of a faith life. We have been pleased to have the Noreen Center be the site for the first 3 Clubs. Over 30 middle schoolers attended the final one for the year. This is something we can do!

Lutheran Mideast Development is sponsoring one of the Kurdish girls from Istanbul to be here for two months practicing her English and violin. Her name is **Ronahi**. We look forward to introducing her at worship and making connections with some of the young people of St. Stephen’s.

Worship: June is Ephesians, if you haven’t opened a Bible to that book and left it open, please do. Leaders lead. The theme for July will be: **“What Difference Does It Make?”** We will have a lay member answer that question each weekend and two guest preachers address it. **July 4/5** Ben Jacobsen, the intern with Mt. Calvary, Eagan (Pastor Tom Jenkin serving there.) **July 25/26** Bishop Patricia Lull. We will follow Sunday worship with the Bishop with a **brunch potluck**. **July 12th** we hope to have K-9 Officer Carl Elam and our police dog, Mike, as part of the worship service. **August** will have two Sundays dedicated to block buster summer movies, one child oriented and one adult. We do not know for sure which movies will do the trick though Jurassic World is a contender. Those weekends will be **August 8/9 and 22/23**. Suggestions are very welcome. What are you or your kids or grandkids loving? Please let me know.

The **Finance Committee** is doing great work looking at our giving/spending challenges. The date we need to keep in our minds eye is **Sunday, January 31, 2016**. We don’t want any surprises in St. Stephen’s when we make what may be difficult decisions on next year’s budget. We want to have been very deliberative and prayerful. I really appreciate the Finance Committee’s open, faithful and calm attitude.

A final word about the new year for **leaders and leadership**. **Thank you** for your service. I believe we have an abundance of gifts and faith in our leadership team. You are a central part of it. It is great to think of working into the challenges and blessings of the coming year together. As each of the staff is carrying a special **“rock”** of responsibility, I would like to give you two **“rocks”** as well. 1) As leaders please carry a **“rock for worship”**. If possible attend worship sometime during the weekend, either here or when out of town at another church. 2) please carry a **“rock for financial giving”**. As leaders, if you have not made a financial commitment to this work, please do. It is not about how much but about asking others to give and make commitments as

well as being financial agents of the congregation. **Rocks of worship and giving,** they are the building blocks of the Christian community.
God is with you!

Pastor John

Fellowship Committee (Patrice Katzenmaier)

Our Committee met on Thursday, June 4, 2015

Attending: Kathy Canniff, Diane Johnson,

Upcoming dates/events:

Pastor John announced to all committees that the Bishop would be visiting and speaking to us the last weekend in July, 25-26, for both services. He said there would be a pot-luck after the Sunday service. The Fellowship Committee will be steering that event. (get others to help with set-up, serving and clean-up). Suggestions would be to change the donut order to donut holes and coffee cake, juice. etc. to compliment the pot-luck dishes that will be donated by the congregation.

Action Item:

We are looking for volunteers to fill the dates for Sunday morning donuts/coffee. Any Committees that would be interested, please sign-up, online or on the kitchen clipboard. We need to fill the July 12th and 19th and August. Fellowship is held following the 9:30 am service on Sundays in the summer months.

Old Business:

*Saints Baseball tickets (25) have been ordered for Monday, August 10th. We will need to get a sign-up poster at the Welcome Desk and begin collecting for tickets. Pastor John said to put him on the list!

*Need to get a committee list of who could volunteer to pick-up the donut order at Cub, only if there is a need and is requested by the people serving.

*Fair Trade coffee continues to be used as our "staple" coffee for church.

Kathy Canniff monitors the amount of decaf and regular and orders it as needed.

Yours in Christ,

**Kathy Canniff, Committee Member Anne Pfankuch, Sara Ruff, Diane Johnson,
Joanna Mead Patrice Katzenmaier (Chairperson)**

“The Committee on Christian Fellowship shall work with the pastor to determine and provide ways and means for an effective response to the fellowship needs of the congregation.”