

**Holy Shepherd Lutheran Church  
Council Meeting Agenda  
October 16<sup>th</sup> 2017  
5:30 P.M.**

- 5:30** Call to Order/Prayer/Communion  
**5:40** Pastor Sarah Moening, RMS Office  
Presentation on transition for Pastor Rick's retirement
- 6:45** Approve September 2017 Minutes
- 6:50** Constitution Update (Emily)  
**7:00** Roundtable Update from Staff and Council
- 7:20** Closing Prayer

**REMINDERS & Upcoming Dates**

- October 8th-22nd Family Promise
- October 21<sup>st</sup>-22<sup>nd</sup> disability/victim awareness weekend
- October 28<sup>th</sup> Confirmation dinner (Postponed)
- October 29<sup>th</sup> Reformation Lessons and Carols 6:30 p.m.
- November 30<sup>th</sup> exit interview for Pastor Rick with Council and Bishop Gonia

**HOLY SHEPHERD LUTHERAN CHURCH  
COUNCIL MEETING MINUTES  
September 18, 2017**

**Present:** Jackie Johnson, Kevin Klinkerfues, Randy Updike, Jamie Curry, Emily Parkhurst, Gerald Scholten, (Non-Voting Member: Pastor Rick Thompson) Also attending: Andy Johnson, Pete Morse

**Absent:** Jeff Braden, (Non-Voting Members: Pastor Michael TeKrony)

**Call to Order:** The meeting was called to order by Jamie Curry at 5:34 PM.

**Devotions:** Rick lead devotions by reading Psalm 145:8. A great reminder that our God is a gracious and merciful God. Followed by prayers for family, world leaders and others who may need them. Communion was shared.

**Minutes:** Gerald motioned to approve the June minutes, Jackie seconded. Motion passed.

**President' Report:** Jeff Braden

Jeff's report reiterated that Pastor Rick's retirement date has been finalized. Bishop Gonia will meet on November 30<sup>th</sup> with Pastor Rick and the council to conduct an exit interview. Jeff will take some time the first part of October to update the congregation on Rick's retirement and the upcoming changes.

**Vice President's Report:** - Jamie Curry

Nothing at this time. Jamie asked that we use her work email as listed in the roster sheet as the best way to contact her.

**REPORTS:**

**Pastor's Report:** See attached. A couple of highlights: Worship is planned through the Advent season. Rick had a good week at Sky Ranch. Rick reported that he has six days of vacation left and some sick leave and he asked that council look at the policy regarding being paid for that time. Randy will follow up on this. Other benefits will be paid through the end of 2017.

**Vision:** Kevin Klinkerfues

Next meeting is September 25<sup>th</sup> at 5:30. Vision will be looking at setting a time for a congregational conversation and plan a topic for that meeting. Rick noted that in the book the Vision team is reading there is a section on Pastoral transition.

**Personnel:** Randy Updike

Randy will be meeting with support staff in the next month just to see how things are going.

**Financial:** Gerry Scholten

The summer months have been up and down for income received. As of June income to meet budget was negative \$5,574. July saw an uptick of income and actually put us positive \$2,655. August was a disaster and we are currently negative \$11,347. With four more months in the year we have time to make that up. Overall, because expenses have been lower than the actual budget, we are in the red by \$602.

**Ministry Reports:** Received from Trust, Abundant Living, and a written and verbal report from Property. Please see each report for an update on all the work these teams are doing.

**Andy Johnson Update:** Andy updated the council on his candidacy process after his meeting with the candidacy committee. They have decided to put him on a 1 year postponement to work on a few items to strengthen his ability to serve the church. Part of the decision was based on the fact that he hasn't

been part of HSLC for very long and they would like to see him have a longer term relationship with HSLC. He is doing some financial counselling also. One question Andy is working on is if his current studies at Iliff will transfer to a Lutheran seminary. The candidacy committee is providing him with lots of resources to work through this process. Andy is still interested in the Evangelism Team and will talk with Jamie and Chrissy Johnson to learn more about that.

**Property: Pete Morse**

A couple of highlights. The roof is finished over the church and admin building. It is a lighter color that reflects sunlight and will keep the buildings cooler. They have added vents over the sanctuary to help reduce temperature also to help with the fire alarm sensors. Cost for doing this was around \$90,000. There are still more items that need attention and they are working with the insurance company. Estimates are that it will be close to \$279,000 to fix all items.

Parking lot area by the dumpster will be fixed on September 21<sup>st</sup>.

Elevator has been recertified and put on a service contract.

We have had more trespassers camping down by the creek and have put up additional no trespassing signs.

See the report for additional items.

**Ongoing Business:**

- Vacant ministry team positions: Faith Formation and Evangelism still vacant. Abundant Living has a temporary leader.
- Policy on Ministry Team expenditures – Emily motioned and Randy seconded that we remove this from the agenda and leave things as is.
- Emergency Preparedness – In August Randy Updike and Jim Freeman attended an all day summit put on by the Jeffco Sheriff's office. Topic was how to put together a proposed plan that could be exercised to enhance both the physical safety of the church and the security of the congregation. Physical safety would address things like fire, tornado, electrical, flood, etc. Security would include children's safety, outside interlopers, trespassers, etc. They will meet this Thursday and put together next steps for discussion.

**New Business:**

- Wish List – ongoing, posted in the fellowship hall. Question to council was whether anything needed to be added. Council members to review list and let office know of anything. Item to be removed from future agenda items.
- Dot Davis Bequest – Dennis Jacobson reviewed Dot's will regarding the recent bequest from her estate and it is his legal opinion that those funds should go to the "general fund" of HSLC. Kevin motioned and Jackie seconded to follow Dennis' opinion and have that bequest put into the general fund. Motion passed.
- Narrative Budget – Jackie asked if the council would like a narrative budget done for the annual meeting along with the regular line item budget. The consensus was that it is a helpful thing so Jackie will work with Gerald on creating that.

Closing Prayer by Rick

The meeting was adjourned at 7:25

Respectfully submitted,  
Jackie Johnson  
Secretary

## **March Action Items**

### **Annual Meeting Amendments**

Emily will draft a letter regarding the amendments to send to the synod. Jackie will sign as secretary.

### **Emergency Plan**

~~Randy will talk with Jim Freeman about leading this task force. Some emails have been going back and forth on this but no conclusion yet.~~

### **Council/Vision brochure**

Amy & Diane to complete

## **April Action Items**

### **Children's Choir Director**

Jeff will make Dave Gleason aware of children's choir budget for materials coming from Worship and Music

### **Non-Financial Gifts (Steel Cross)**

~~Jeff will talk with Dana about the options here and their responsibility of getting it moved.~~

### **Custodian position**

Revisit topic during October 2017 meeting

## **May Action Items**

~~A list of priorities for the property committee — Pete Morse~~

Continuing resolution to form an ad-hoc team, called "Aesthetic Team" – Emily Parkhurst

## **June Action Items**

Randy will let Karen Novess know what the budget is for the children's choir directors.

~~Rick will report back on HSLC support for Andy Johnson as deacon.~~

## **September Action Items**

Randy to look at sick leave policy to determine if Rick will be paid for his unused time.

**Pastors' Report to Council**  
**Holy Shepherd Lutheran Church**  
**October 16, 2017**

Completed:

- Worship planning for Advent & Christmas
- Michael's sabbatical
- Wedding of Ted Willis & Carol Johnson [Rick]

Working On:

- Faith formation involvement
  - Thurs. AM Bible Study
  - Sunday Adult Education: Michael sharing about his sabbatical on October 29 & November 5, Rick teaching Gospel of John on November 12, 19 & 26
  - Joint ELCA Confirmation with Lutheran Church of the Master, Centennial, and Atonement. 5 Holy Shepherd youth and their parents participating
- Consulting with families re: memorial gift designations (ongoing) [Rick]
- Ongoing pastoral care with sick, homebound & grieving. [Both] Attempting to make the rounds of the homebound before retirement [Rick]
- Ongoing seasonal worship planning process. [Michael]
  - Bible study of seasonal texts to discern theme
  - Planning meeting with team
- Shifting some committee liaison assignments due to Rick's coming retirement: Rick will continue with executive and, as needed, Worship & Music & Abundant Living. Michael will now be meeting with Vision, Worship & Music, Abundant Living, and, as needed, Missions and Spiritual Gifts.
- Fall Abundant Living emphasis [Rick]
- Urban Servant Corps board [Michael]
- Co-Dean of South Metro Conference of the Rocky Mountain Synod (Michael)
- Office clean-out [Rick]
- Booklet and office items event/fund-raiser [Rick]

Vacation/Leave/Continuing Ed./Conferences:

- Continuing monthly spiritual direction (local) using continuing ed. time & money [Michael]
- Michael will be off for the Thanksgiving holiday weekend

Other

- Rick's last day of work is December 7. After that, I will be enjoying retirement but grieving my separation from Holy Shepherd. I need to make it clear again that I will not be able to worship with you, preach or lead worship, or officiate at Holy Shepherd baptisms, weddings, or funerals without the approval of Holy Shepherd pastors. For all concerned, it is especially important that I stay away during the transition time
- The Confirmation celebration, originally scheduled for October 28, has been postponed to a later date due to the illness of the grandfather of the two confirmands, Jonathan and Lauren Mahoney.

**Youth**

- **Sr. High**
  - Sr. High Retreat: Nov. 17 – 19 Rainbow Trail Lutheran Camp
    - 3 youth & 1 adult attending.
  - ELCA Sr. High 2018 National Gathering
    - 6 youth & 2 adults are registered.
  
- **Jr. High**
  - Confirmation Dinner: October 28<sup>th</sup>
    - Postponed due to family illness
    - Will reschedule per family decision.
  - Jr./Sr. High Gathering
    - January 13 – 15, 2018 Colorado Springs
    - In the process of inviting youth to attend
  
- **Fundraising**
  - December 20<sup>th</sup> Christmas Celebration
    - Dinner, Music & fellowship
    - Involving youth, WNL Dinner team, Choirs
  - Stock-in-the-Flock
    - Month of February

**Faith Formation**

- **Youth Education**
  - Finished: Cross-Generational Martin “Drama”
    - October 8<sup>th</sup> 9:30am
    - Many thanks to Bonnie Yockstick for her wonderful idea and storytelling.

**Worship**

- Upcoming Prep:
  - Thanksgiving Eve, Healing (Nov.), Advent, Mid-week Advent

**Website**

- Continuing to tweak and update.
- If you have something you want on the site, please let me know.

**OTHER:**

**Narthex design team (and other projects)**

- Narthex Lighting:
  - Lights etc. purchased. Kevin Klinkerfues will be installing the lights soon.
- Painting: Finished! Thank you to Susie DiPaolo for volunteering to help finish this project. Very grateful!!
- FH Projector & Sound/Light Board
  - Fundraiser still going on. Will take break from this fundraiser soon to focus on Stock-in-the-Flock. Will resume in the early spring.

**Community Youth Art Project**

- Working with some of the younger youth (starting at the Martin Movie Event) to create a new art piece that will be hung for the Reformation in the entrance to the church building.

**Michael Sabbatical Devo booklet**

- Working with Michael & Jackie Johnson in preparing a booklet based on his sabbatical to be used from Advent through Lent