

Holy Shepherd Lutheran Church

Council Meeting Agenda

March 19th 2018

5:30 P.M.

5:30 Call to Order/Prayer/Communion

5:40 Welcome Pastor Kari

5:45 Approve February 2018 Minutes

5:50 Reports

- President
- Vice President
- Pastors and Staff
- Vision Team
- Personnel
- Financial
- Ministry Team reports

6:15 Ongoing Business

- Action Items
- Ministry Team-vacant leadership positions
- Staff health insurance
- Sabbatical reserve fund

6:30 New Business

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7:30 Prayers of the Council

REMINDERS & Upcoming Date

- Palm Sunday March 25th
- Holy week
- Easter April 1st
- Council meeting April 16th
- Synod Assembly May 3rd-5th

**HOLY SHEPHERD LUTHERAN CHURCH
COUNCIL MEETING MINUTES
February 26, 2018**

Present: Jeff Braden, Scott Ikenberry, Jackie Johnson, Kevin Klinkerfues, Jamie Curry, Emily Parkhurst, Winston Herbert, (Non-Voting Member: Pastor Michael TeKrony).

Absent: none

Call to Order: The meeting was called to order by Jeff Braden at 5:34 PM.

Devotions: Pastor Michael led devotions by sharing his ponderings of the opportunities for council over the next year. He asked that we keep reminding one another to put God at the center of what happens this year. Tasks may seem huge and difficult to achieve but we will do them, "with the help of God". The Lord's Prayer was said and communion was shared.

Welcome new members: Introductions of everyone and a welcoming of Scott and Winston.

Minutes: Kevin motioned to approve the October minutes, Jamie seconded. Motion passed.

REPORTS

President's report: Jeff Braden

Jeff reported that the annual meeting went well, no major concerns, complaints were raised during or after the meeting. Jeff shared that Mary Biefel has been using her personal cellphone for lots of business use for the church. She asked if she could be compensated for a portion of the phone bill. After some discussion, Kevin motioned that we compensate Mary for the phone business use up to \$25.00 per month to be reviewed on an annual basis. Winston seconded, motion passed.

Vice-President Report: Jamie Curry

Nothing at this time

Pastor's Report: Pastor Michael

Michael says he is doing well, has had lots of pastoral care recently. He is excited to have Pastor Kari onboard starting this Thursday.

Staff Reports: Karen Novess

See attached report. A few highlights: Light board will be ordered next week. Some upcoming events being planned for Faith Formation during Holy Week and this summer.

Vision: Kevin Klinkerfues

Kevin reported he has one new person interested in joining our group. Vision team is waiting for Pastor Kari to come onboard before scheduling our next meeting so she can be a part of that to help us determine the role of Vision Team in the transitional process.

Personnel: Winston Herbert

Nothing at this time

Financial: Scott Ikenberry

Scott provided the financials through January and gave a brief review of how to read his income statements and balance sheets. Income for the month of January actually turned out okay even though we had one very snowy weekend for low attendance.

Ongoing business:

- Action Items – Will review in March
- Ministry Team – vacant leadership positions. Jamie asked if Evangelism can be rolled into another team, like Spiritual Gifts. Council say not reason that could not happen. Abundant Living and Faith Formation are still empty and a few names were given to Jamie for her to approach for consideration.
- Gas Costs Update – Contract has been signed. Scott will get with Gerald Scholten to understand how the cost savings are determined.
- Sabbatical Reserve Fund – will keep on the agenda but look at in the fall. Kevin suggested we really look at this item after the mortgage has been paid off in 2020.
- Interim Pastor – She will start Thursday, March 1st.

New Business:

- Review 2018 annual meeting minutes – a few corrections have been made.
- Health Insurance for fulltime staff – Jeff asked if there is any way to add all fulltime employees to a health insurance plan. This is something that council would support and Jeff and Winston will look into options and do some further research. Pastor Michael suggested they talk with other local churches to see how they handle it.

The meeting was adjourned at 7:00.

Respectfully submitted,
Jackie Johnson, Secretary

March (2017) Action Items

Annual Meeting Amendments

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

April (2017) Action Items

Custodian position

Revisit topic during October 2017 meeting -

May (2018) Action Items

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

December (2017) Action Items

Review and update building use permits

Add a budget amount each year for future sabbaticals

February (2018) Action Items

Research options for health insurance for fulltime staff

3/19/18 Council Report/
Pastor Reiquam

I started work on March 1st. somehow, it seems like I've been here longer than this! There have been a lot of adjustments to be sure! People have been welcoming and this is great!

I need you to confirm for the council minutes my housing allowance for the year 2018 as \$2500 a month.

For clarity concerning pastoral roles, my "title" is Pastor: Head of Staff and Transitional Ministry.

I would like to use "Transitions: Making Sense of Life's Changes" by William Bridges as a conversation starter for council meetings for the next six months. Each of you will receive a copy of this book. Make it yours. Here is the schedule:

April : The need for change. Being in Transition

May : Endings

June: The Neutral Zone

July: You Finish with a new beginning

August : A Life-time of Transitions

September: Relationships and Transition

Transitions in the Workplace

I need to start having conversations with people to build the Transition Team. I hope you will have some names for me to start with. My goal is to begin the process in May.

The Interim time is a time to take care of some things that are necessary for a re-start of a congregation. We need to make a plan for how to accomplish these things.

- 1) Financial audit
- 2) Constitutional changes and by-law revision
- 3) Personnel and Policy manual
- 4) Property Audit

This is probably enough for now!!!

Peace be with you in this season of endings and new beginnings, the season we call Easter!!

Youth

- **Sr. High**
 - ELCA Sr. High 2018 National Gathering – June 27 – July 1
 - Hotel, flight, registration . . . DONE!
 - Meeting with youth and families after Easter to begin our preparations.
- **Fundraising**
 - Easter Breakfast – April 1
 - Youth & families will help prepare & serve
 - Final Fundraiser for the year.
 - Our 3 major fundraisers – Christmas Gathering, Stock-in-the-Flock, Easter Breakfast – will cover costs needed for the Houston Trip. Many, many thanks to this community and their financial support!!

Faith Formation

- **Youth Education**
 - Maintaining with very dedicated volunteers.
 - Cross-generational Event: Holy Week
 - Palm Sunday – March 25, 9:30am
 - Team has planned a “TV reporter and “Fake News”” event based on the journey of Holy Week.
 - Thanks to Bonnie Yockstick, Diane Hunter & Kat Patterson, for their passion, creativity and planning.

Worship

- **Upcoming Prep:**
 - Holy Week, Easter Season & Season of Creation planned
 - Preparing to plan Pentecost summer season

Website

- If you have something you want on the site, please let me know.

OTHER:

- **Narthex design team**
 - Narthex Lighting:
 - Kevin Klinkerfues is in the process of installation.
 - **Aesthetics Team:** Inquiring if this team has been assembled.
 - With the Narthex soon to be finished, it would be great to talk with the aesthetics team to look at the narthex space and how the arts can be used within it.
- **Service Worship Weekend – May 19/20**
 - Working with Shirley Bradsby/Missions
 - This year we will include both Saturday & Sunday worship services to be a service event.

MINISTRY TEAM REPORT

WORSHIPPING AND GROWING TOGETHER IN CHRIST SERVING AND REACHING OUT JOYFULLY TO ALL

VISION STATEMENT

As disciples of Jesus, Holy Shepherd Lutheran Church believes we are called to be in relationship with God, with God's people and with God's world every day.

Quarterly reports are expected from each team to the council; council will announce due dates. Reports (electronic is preferred) will be distributed by the office.

DATE: **March 13, 2018** **NAME OF TEAM:** Music and Worship

1. What are we working on? How does this support the mission and vision?:

Screen Operator Leader
Communion Assistants Coordinator
Worship Schedule
Hearing Aid Devices
Rechargeable Batteries
Jerry Nelson Concert
Building Use
Ralston Valley Concert
Lutheran Chorale Concert

2. What decisions have we made? How will this support the mission and vision?

Music & Worship Meeting **Minutes**
March 13, 2018

- Screen Operators "Leader"

Offer training, schedule operators for services, who is in charge when we need to address a problem with the screens etc.

Jeff is willing to take on this role but has requested a clear job description. This committee came up with the following items that could be included in the job description of Screen Operator Leader

- Establishes a line of communication
- Provides training/recruiting
- Completes a schedule for each service that needs a screen operator
- Oversees hearing aid devices

The committee would like Jeff, Karen, and Mike to meet briefly to create this document so Jeff is comfortable taking on this role.

- Maundy Thursday and Good Friday early worship service
- Communion Assistants

Review the way we are asking volunteers. Can it be tweaked more to alleviate the office staff?

Dave is going to ask the Chancel Choirs and Handbell Choirs if anyone is interested in coordinating Communion Assistants. It sounds like the sign-up sheets are working well but there are always holes that need to be filled. A coordinator would handle these holes without further burdening the office staff.

- **Worship Schedule**

We discussed the changes to the normal worship schedule:

- Maundy Thursday and Good Friday adding a 10:00 am service
- May 20th, only one service at 9:00 am Service Day. Praise Team leading music
- Hearing Aid devices

We only have one and on Sunday at the 10:45 service we were needing 2. Propose we purchase a couple more (total of 3) – if approved, where would the funds come from?

Diane K. will ask Carmine to price new devices and assess current inventory

- Re-chargeable batteries for the Praise Team mics

We go through batteries ALOT

Need a few (not sure how many) re-chargeable pacs and batteries to switch out as needed. Not sure of the cost.

Diane will also ask Carmine about this. If it is a good idea to go with rechargeable battery packs and how much h they cost.

Suggestion from Larry

Money?

- Budget approved
- Jerry Nelson concert - pianist

Dave talked to Jerry Nelson and he would love to do a concert. He is happy to provide an hour - an hour twenty minutes for \$500. Sunday afternoon or Sunday evening works well for him and currently he has May 6th, June 3rd, and June 10th open. Jerry lives in the Denver area.

Dave also spoke with Charlotte Mai, she requests that we take a free will offering for this concert and she will cover any difference in the event \$500 is not raised. They will be back in town at the end of April

Dave will talk to Ron and see if Prime Time is interested in supporting Jerry Nelson coming to Holy Shepherd. Then will communicate with this committee. Then will communicate with Jerry Nelson and the Mais.

Building Use

Michael has requested that any departure from the formal HS Building Use Contract go through the Council.

April 5th concert RVHS - request to use space

Dave will follow Building Use pricing and communicate this with RVHS.

Lynn Billman with the Lutheran Chorale has requested to use the building for

Rehearsal on Monday, October 15th at 6:00

Concert on Sunday, October 21st at 7:30

Dave and Mary are in communication with Lynn

3. How can council support you in your ministry?

The committee would like to thank the Council and the Holy Shepherd Congregation for approving our budget request and supporting the Music and Worship at Holy Shepherd.

DATE: March 15, 2018
TO: Holy Shepherd Council
FROM: Cheryl Holz
Coordinator, Family Promise Ministry
SUBJECT: Ministry Report

At the last annual meeting it became apparent to me that some of our members were not informed about the Family Promise ministry and what our volunteers accomplish during the weeks that we are hosting our homeless guests. Therefore, I decided to share some information about how the ministry began and what we do.

Interfaith Hospitality Network (now known as Family Promise) was founded in 1986 in Union City, NJ to address the lack of housing for homeless families. Holy Shepherd began hosting families in April of 2002. There are two different rotations of churches in the Denver metro area. The central rotation, located in Denver and the east side of the city has 10 churches in their rotation. Our rotation, the west side, has 12 churches. We host families 5 times a year. About three years ago two other churches joined us to help host. Arvada United Methodist Church hosts the week before we begin our week. We host for four days and Christ on the Mountain Catholic Church hosts the last three days of our rotation. Our guests are very thankful that they can stay at our church for a two week period and not have to pack and move after one week.

During our last rotation we hosted 15 guests, 6 guests were adults and 9 were children. To serve our guests for two weeks it took the following number of volunteers and volunteer hours:

Arvada United Methodist Church - 60 volunteers, 380.5 hours

Holy Shepherd Lutheran Church - 34 volunteers, 149.5 hours (laundry 70 hours)

Christ on the Mountain Catholic Church - 36 volunteers, 133.5 hours

It is my hope that the council and the pastoral staff will become more involved in the Family Promise Ministry in the future.