

Holy Shepherd Lutheran Church
Council Meeting Agenda
April 16th 2018
5:30 P.M.

- 5:30 **Call to Order/Prayer/Communion**
5:40 **Approve March 2018 Minutes**
5:45 **Jim Freeman, Safety and Security Team update**

- 6:00 **Reports**
- **President**
 - **Vice President**
 - **Pastors and Staff**
 - **Vision Team**
 - **Personnel**
 - **Financial**
 - **Ministry Team reports**

- 6:30 **Ongoing Business**
- **Action Items**
 - **Ministry Team-vacant leadership positions**
 - **Staff health insurance**
 - **Sabbatical reserve fund**

- 6:45 **New Business**
- **Proposed worship service change**
 - **Transitions discussion**

- 7:30 **Prayers of the Council**

REMINDERS & Upcoming Date

- **Pastor Michael on vacation April 16th-21st.**
- **Synod Assembly May 3rd-5th**
- **Council meeting May 21st**

**HOLY SHEPHERD LUTHERAN CHURCH
COUNCIL MEETING MINUTES
March 19, 2018**

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

Absent: none

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

Devotions: Pastor Michael led devotions, prayers and communion was shared.

Introduction and welcoming of Pastor Kari:

Minutes: Jamie motioned to approve the February minutes after a grammatical change, Winston seconded. Motion passed.

REPORTS

President's report: Jeff Braden

Jeff reported that Wally Setgast has resigned from projection duties at the 10:45 service. Jeff believes he can fill in as needed but will be looking for another volunteer.

Vice-President Report: Jamie Curry

Jamie has spoken with Charlotte Updike about the vacancy in the Faith Formation Team and has sent her the job description. Charlotte is interested and Jamie will follow up with her for confirmation.

Pastor's Report: Pastor Michael

Michael is active as co-dean of the South Metro Conference and also in his role with Urban Servant Corp. He invited anyone interested in joining him for the annual Palm Sunday walk with Urban Servant Corp. He will be on vacation April 16th through the 21st. Council approved his annual housing allowance for 2018 at \$31,888.49.

Pastor's Report: Pastor Kari

Kari has met with all the staff since starting a few weeks ago. She asked if council meetings could be moved to a day other than Monday's since this is her typical day off but after discussion with council members there was not another day that would work for everyone. She will reconsider her day off. Council approved her annual housing allowance for 2018 at \$2,500 per month.

For clarity concerning pastoral roles, she and Michael have decided her title as Pastor: Head of Staff and Transitional Ministry.

Kari supplied a copy of the book, "Transitions: Making Sense of Life's Changes" by William Bridges as a conversation starter for council over the next six months. The schedule would be:

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.

She will also be working on forming the transition team and asked for some names from council. Gifts members of the transition team should have are: big picture people, communicators, interview skills, research skills, willingness to look at congregational history and statistics.

She also suggested that during this interim time there are a few things necessary to accomplish to re-start a congregation and have it ready for the next incoming pastor.

1. Financial Audit – will work with Scott
2. Constitutional changes and by-law revisions – will work with Emily
3. Personnel and policy manual – will work with Winston
4. Property audit – will discuss capital improvements with Pete Morse and aesthetics with the aesthetics team.

Lastly, a class will be done with the congregation on the book (mentioned above) in the fall of 2018.

Staff Reports: Karen Novess

See attached report. A few highlights: Service day with be May 19th and 20th.

Vision: Kevin Klinkerfues

Kevin will get together with Pastors Michael and Kari to review their schedules and set a time for the next Vision Team meeting.

Personnel: Winston Herbert

Noted he will start working on reviewing the health insurance suggestions that were brought up in February for all full-time employees. Michael will get him some contact names from other churches that Winston can talk to that may offer this benefit.

Financial: Scott Ikenberry

Scott provided the financials through February (see attached).

Ministry Team Reports:

Two reports submitted this month from Music & Worship and Family Promise. See attached.

Ongoing business:

- Action Items – Updated and these are attached.
- Ministry Team – vacant leadership positions. Revisited last month's discussion about whether Evangelism could be rolled into another team. Emily will look at the constitution and see if changes need to be made to do this.

New Business:

- Posting financials and monthly minutes – Scott asked if there would be a good place to post this information. Michael will talk with Karen to see if she has any suggestions.

The meeting was adjourned at 7:35.

Respectfully submitted,
Jackie Johnson, Secretary

Holy Shepherd Lutheran Church
Balance Sheet
 As of March 31, 2018

	Mar 31, 18
ASSETS	
Current Assets	
Checking/Savings	
1115 · CHECKING/216-552-1084 1ST BANK	98,589.84
1125 · BLDG FUND/216-401-9954 1ST BANK	9,459.11
1135 · MONEY MKT/216-400-6224 1ST BANK	76,011.11
1150 · THRIVENT/INDEPENDENT LIVING	9,006.14
Total Checking/Savings	193,066.20
Total Current Assets	193,066.20
Fixed Assets	
1500 · LAND & BUILDINGS - CHURCH	2,150,000.00
1510 · LAND & BUILDINGS - ADMIN BUILD	93,871.00
1515 · ROOF REPLACEMENT (2004)	28,636.38
1516 · ROOF REPLACEMENT/PARKING LOT 2006	29,609.00
1520 · FURNITURE, FIXTURES, EQUIPMENT	91,949.52
1530 · LIBRARY - BOOKS & FURNITURE	1,468.44
1535 · SOLAR PROJECT	249,877.00
1545 · 2013 SIGN PROJECT	37,310.41
Total Fixed Assets	2,682,721.75
TOTAL ASSETS	2,875,787.95
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2005 · ACCOUNTS PAYABLE	-29.79
Total Accounts Payable	-29.79
Other Current Liabilities	
2000 · PAYROLL LIABILITIES	17,387.66
2001 · EMPLOYEE DEDUCTIONS	-14,385.28
2012 · HHH RESERVE	316.00
2014 · RESERVE-COMPASSION	1,654.00
2015 · RESERVE - FAMILY PROMISE	4,155.18
2020 · RESERVE -MISSION ENDOWMENT	3,624.16
2021 · RESERVE - EQUAL EXCHANGE	-10.90
2025 · RESERVE - SUNDAY SCHOOL GIVING	643.55
2029 · RESERVE GIFT WISH LIST	1,784.36
2030 · RESERVE - FLOWER FUND	-330.00
2031 · RESERVE - ALTAR GUILD	2,492.88
2033 · RESERVE-NARTHEX ARTWORK	296.23
2035 · RESERVE - YOUTH MISSION	17,930.88
2039 · WOMEN'S AM BIBLE STUDY	188.00
2045 · RESERVE - SPECIAL GIFTS	11,900.97
2050 · RESERVE - COLUMBARIUM	26,782.66
2058 · FACILITIES IMPROVEMENT	1,799.91
2060 · RESERVE - MUSIC MINISTRY FUND	8,227.47
2061 · RESERVE-SOUND SYSTEM	633.05
2065 · RESERVE - CAPITAL IMPROVEMENTS	49,446.47
2066 · RESERVE - ENERGY CONSERVATION	857.31
2069 · METRO NURSE SCHOLARSHIP FUND	9,450.00
2070 · RESERVE - HEALTH / PARISH NURSE	-42.45
2072 · RESERVE - BUSY BEES	894.15
2073 · RESERVE -THRIVENT/INDEPEND. LVG	8,598.89
2075 · RESERVE - CARING MINISTRY	223.04
2081 · RESERVE-PRAYER SHAWL	28.37
2084 · RESERVE - PASTOR MICHAEL'S EDUC	1,860.00
2085 · RESERVE-EVANG/LUTHERAN SUBSCRIP	4,273.35
2086 · RESERVE-SENIOR PASTOR EDUCATION	1,667.00
2089 · WEDDING RESERVE	555.00
2095 · RESERVE COPIER FUND	62.68

7:17 PM

04/10/18

Accrual Basis

Holy Shepherd Lutheran Church

Balance Sheet

As of March 31, 2018

	<u>Mar 31, 18</u>
Total Other Current Liabilities	<u>161,964.59</u>
Total Current Liabilities	<u>161,934.80</u>
Long Term Liabilities	
2200 · NOTES PAYABLE - MORTGAGE	228,175.36
2220 · NOTE PAYABLE-SOLAR LOAN	<u>149,405.06</u>
Total Long Term Liabilities	<u>377,580.42</u>
Total Liabilities	<u>539,515.22</u>
Equity	
3000 · OPENING BALANCE EQUITY	1,085,852.25
3001 · RETAINED EARNINGS	1,227,767.21
Net Income	<u>22,653.27</u>
Total Equity	<u>2,336,272.73</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,875,787.95</u></u>

HOLY SHEPHERD LUTHERAN CHURCH

	2018		ACTUAL												BUDGET	OVER		
	BUDGET	MONTHLY BUDGET	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18			YTD 2018	YTD 2018
Income																		
4000 - INCOME-TO MEET BUDGET	547,158	45,597	43,423	37,293	48,303											129,018	91,193	37,825
4099 - INCOME - DESIGNATED	13,000	1,083	1,400	858	600											2,859	2,167	692
8000 - INCOME - IN AND OUT			0	0	0											0	0	0
Total Income	560,158	46,680	44,823	38,151	48,903	0	0	0	0	0	0	0	0	0	131,877	93,360	38,517	
Expense																		
5100 - MISSION	55,000	4,583	6,246	4,249	3,715											14,210	9,167	5,043
5200 - PERSONNEL COSTS	345,468	28,789	23,219	21,067	30,183											74,469	57,578	16,891
5300 - ADMIN. SUPPORT	30,700	2,558	2,825	2,046	2,608											7,479	5,117	2,362
5400 - PROPERTY & GROUNDS	99,238	8,270	10,227	8,064	8,156											26,448	16,540	9,908
5500 - WORSHIP & MUSIC	11,875	990	230	402	611											1,243	1,979	(736)
5600 - EVANGELISM	400	33	0	0	0											0	67	(67)
5700 - CHRISTIAN EDUCATION	2,500	208	0	219	0											219	417	(198)
5800 - CONGREGATIONAL LIFE	10,850	904	589	150	519											1,258	1,808	(550)
5900 - FELLOWSHIP	1,700	142	0	0	415											415	283	131
6000 - STEWARDSHIP	2,000	167	204	296	144											644	333	311
Total Expense	559,731	46,644	43,540	36,493	46,351	0	0	0	0	0	0	0	0	0	126,384	93,289	33,096	
Net Income	427	36	1,283	1,658	2,552	0	0	0	0	0	0	0	0	0	5,493	71	5,421	

Building Fund Income	18,012
Less: Mortgage Interest	(2,846)
Less: Principal Payment	(11,335)
	3,831

Youth

- **Sr. High**
 - ELCA Sr. High 2018 National Gathering – June 27 – July 1

- **Jr. High**
 - Working with pastors in possibly changing Confirmation to the Spring.

Faith Formation

- **Youth Education**
 - Growing with Jesus
 - Continue to have teachers serving at all services. Grateful for their commitment!
 - Will continue throughout the summer
 - Working with Kat Patterson preparing a summer event for families.

Worship

- Upcoming Prep:
 - Season of Creation (April 29, May 6 & 13)
 - Pentecost Day (Service Worship Day)
 - Preparing to plan Pentecost summer season
 - 2 baptisms on May 6th

Website

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

OTHER:

- **Narthex design team**
 - Narthex Lighting:
 - Kevin Klinkerfues has put in more lights in the narthex, 2 more to go! Looks great –
 - Working with BC Sound to order and install the light board for the sanctuary.
- **Service Worship Weekend – May 19/20**
 - Working with Shirley Bradsby/Missions
 - This year we will include both Saturday (5:30) & Sunday (9:00am) worship services to be a service event.