

**Holy Shepherd Lutheran Church
Council Meeting Agenda
August 20, 2018
5:30 P.M.**

5:30 Call to Order/Prayer/Communion
5:40 Approve June 2018 Minutes
5:45 HVAC presentation (Pete Morse)

6:00 Reports

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

6:30 Ongoing Business

- Action Items
- HSLC proposed audit
- Ministry Team-vacant leadership positions

7:00 New Business

- Transition discussion
- Barb Suder retirement (Parish nurse)

7:30 Prayers of the Council

REMINDERS & Upcoming Date

- August 26th (Sunday) healing service at 9:00 a.m.
- August 26th retirement celebration for Barb Suder (after healing service)
- September 9th Congregational meeting after 8:00 a. m. worship
- September 10th Council Meeting?
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**HOLY SHEPHERD LUTHERAN CHURCH
COUNCIL MEETING MINUTES
June 16, 2018**

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

Absent: Emily Parkhurst

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

Devotions: Pastor Michael served communion.

Minutes: Jamie motioned to approve the May minutes. Scott second. Motion passed.

REPORTS

President's report: Jeff Braden

Jeff suggested we start thinking about candidates for the positions of President, Vice-President as those positions will be open in January. Kevin position with Vision and Jackie's secretary position will also be open.

Vice-President Report: Jamie Curry

Jamie is still having continued conversations with Shanda for the Abundant Living team leader and Charlotte Updike for Faith Formation leader.

Pastor's Report: Pastor Kari

Kari introduced the "Congregational Vitality Survey" and wants as many as possible to take this survey. Results would be used by the transition team. She is thinking of doing this in the Sept/Oct time period. It needs approval from council to move forward. The costs would be roughly \$300. Kevin motioned that we approve, Winston seconded. Motion passed. The transition team is formed and has been installed. They have already had a class on how to do one on one conversations.

Michael reported he will be leaving on Tuesday for the mobility conference in California to help with his discernment.

Staff Reports: Karen Novess

See attached report. A few highlights: confirmation is coming up on June 24th at the 10:45 service. Dinner will be on the 23rd with faith stories shared. The Art Gallery in the narthex is up!

Vision: Kevin Klinkerfues

Team is on a bit of a hiatus and letting the transition team do the congregational conversations this year so we don't overlap.

Financial: Scott Ikenberry

Scott provided the financials through April (see attached). The summer has begun! May is running behind by \$10,000.

Ministry Team Reports:

One report submitted by Family Promise. See attached.

New Business:

Proposed outside audit – See attached letter from Lesley Williams, CPA

Scott has talked to Lesley and Pastor Kari mentioned that an outside audit is required in the ELCA constitution. After discussion, Kevin motioned we use Lesley Williams for this audit. Jackie seconded. Motion passed. Scott will follow up with her and talk with Gerald Scholten and any other people that will need to attend her pre-audit meeting.

Ongoing business:

- Action Items – No updates at this time
- Transition - A large portion of this meeting was spent being educated by Pastor Kari about the transition.

The meeting was adjourned at 8:00.

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.

May (2017) Action Items

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

March 2018 – Emily was going to review the constitution when back to see if we really need a continuing resolution done.

December (2017) Action Items

Review and update building use agreement – Safety & Security Team

Add a budget amount each year for future sabbaticals

February (2018) Action Items

Research options for health insurance for fulltime staff - Winston

March (2018) Action Items

Review constitution to see if it needs to be changed to combine Evangelism Team with another team - Emily

Council Report: Pastor Kari Reiquam for June and July 2018

Transition Process:

The Team has been learning and practicing One to one conversations with each other and with a list of various members of the congregation. Cynthia Robles, an ELCA deacon, is a community organizer for a group of Aurora churches. She has come twice to the group to teach One to Ones and then to help the group understand the importance of relationship and the ways to listen to each other. I have been having One to One conversations with council leaders, informal leaders in the congregation and now have scheduled ministry team leaders. I have found this helpful and I hope you have enjoyed them as well. I thank you.

In late August and early September, the congregation will be asked to take a Vitality Survey. This survey is used to help congregations see what brings them life and to see ways what takes away life. On September 30, Linda Bobbitt, the designer of this tool, will speak to the congregation about the meaning of the results. Hopefully this will help in future planning as well as understanding of what is needed in pastoral leadership.

I have lead 5 classes on Transitions and we have distributed about 30 books. The latest class was on a Saturday night after worship on July 28th. Each time people start to understand and engage a bit more. I am open to doing more.

Looking ahead: The transition team will listen in small group discussions in the month of October. This gives a chance for people to hear each other. Also planned is a history time-line that will be in the narthex. The congregation will be asked to participate. The goal is to have a report from the team by the end of November.

Adult Education classes in the fall are designed to simulate thinking and discussion. Bishop Gonia will be here on September 12. The Worship theme for the next quarter is "Listening to God, Listening to each other, Listening to the world".

Other Items:

The financial audit will take place August 20-23.

A staff audit is taking place with Winston Herbert and I interviewing staff. Barb Suder retiring parish nurse, will have an Exit interview with the pastors and Winston at 9 am August 28. Others from council are welcome.

Staff will be having a staff retreat on August 29.

I invested my professional learning funds into a coach for three months. This has proved helpful.

I continue to be thankful for the ministry partnership with Michael. He has been responsible for the majority of the pastoral care over the last months although I have had two funerals. He continues to support the transition process and we work together on worship, along with Karen. It is a joy to have such a team! Onward!

Youth

- **Sr. High**
 - Finished: ELCA Sr. High 2018 National Gathering – June 27 – July 1
 - Worship presentation: August 18/19 at all 3 services
 - Invites to the Sr. High Gathering in November

Faith Formation

- **Youth Education**
 - Growing with Jesus
 - Schedule being prepared for Fall
 - Based on the theme for Worship: “Listening to God, each other and the world” the team is planning different curriculum to be used in Sept. & Oct.
 - Planning only 1 cross-generational event for the upcoming year: Baptism of our Lord in January.

Worship

- Upcoming Prep:
 - Healing Service: Aug. 25/26 alongside recognition of Barb Suder’s ministry
 - Planning/Preparing Fall Pentecost Season.

OTHER:

- **Art Gallery**
 - Final weekend Sept. 1/2
- **Website**
 - If you have something you want on the site, please let me know.

God’s Peace, Karen Novess

HOLY SHEPHERD LUTHERAN CHURCH

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	2018 BUDGET	MONTHLY BUDGET	ACTUAL												ACTUAL YTD 2018	BUDGET YTD 2018	OVER (UNDER)		
			Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18					
Income																			
4000 · INCOME-TO MEET BUDGET	547,158	45,597	43,423	37,293	48,328	51,317	35,053	43,528	41,895								300,838	319,176	(18,337)
4099 · INCOME - DESIGNATED	13,000	1,083	1,400	858	600	1,148	311	2,721	939								7,977	7,583	394
8000 · INCOME - IN AND OUT			0	0	0	0	0	0	0								0	0	0
Total Income	560,158	46,680	44,823	38,151	48,929	52,465	35,364	46,249	42,834	0	0	0	0	0	0	0	308,815	326,759	(17,944)
Expense																			
5100 · MISSION	55,000	4,583	6,246	4,249	3,715	4,747	5,041	3,465	4,309								31,772	32,083	(311)
5200 · PERSONNEL COSTS	345,468	28,789	23,219	21,067	30,183	28,652	28,824	28,647	27,211								187,803	201,523	(13,720)
5300 · ADMIN. SUPPORT	30,700	2,558	2,825	2,046	2,608	2,284	3,348	2,196	2,372								17,679	17,908	(230)
5400 · PROPERTY & GROUNDS	98,238	8,270	10,227	8,064	8,156	6,889	6,759	10,079	9,695								59,870	57,889	1,981
5500 · WORSHIP & MUSIC	11,875	990	230	402	611	236	966	949	67								3,461	6,927	(3,466)
5600 · EVANGELISM	400	33	0	0	0	0	0	0	0								0	233	(233)
5700 · CHRISTIAN EDUCATION	2,500	208	0	219	0	23	0	150	573								965	1,458	(494)
5800 · CONGREGATIONAL LIFE	10,850	904	589	150	519	267	649	201	553								2,928	6,329	(3,401)
5900 · FELLOWSHIP	1,700	142	0	0	415	121	0	274	17								827	992	(165)
6000 · STEWARDSHIP	2,000	167	204	296	144	130	143	129	129								1,176	1,167	9
Total Expense	559,731	46,644	43,540	36,493	46,351	43,350	45,731	46,090	44,926	0	0	0	0	0	0	0	306,481	326,510	(20,029)
Net Income	427	36	1,283	1,658	2,577	9,115	(10,367)	158	(2,091)	0	0	0	0	0	0	0	2,334	249	2,085
Building Fund Income			6,319	5,094	6,599	8,398	5,484	11,137	5,674								48,705		
Less: Mortgage Interest			(1,075)	(924)	(848)	(953)	(850)	(892)	(852)								(6,393)		
Less: Principal Payment			(3,653)	(3,803)	(3,879)	(3,774)	(3,877)	(18,835)	(3,876)								(41,696)		
Net Building Fund Income (Loss)			1,592	367	1,872	3,671	757	(8,590)	947								615		

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

	Jul 31, 18
ASSETS	
Current Assets	
Checking/Savings	
1115 · CHECKING/216-552-1084 1ST BANK	103,176.89
1125 · BLDG FUND/216-401-9954 1ST BANK	6,346.52
1135 · MONEY MKT/216-400-6224 1ST BANK	76,113.61
1150 · THRIVENT/INDEPENDENT LIVING	9,006.14
Total Checking/Savings	194,643.16
Total Current Assets	194,643.16
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	2,877,364.91
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2005 · ACCOUNTS PAYABLE	-29.79
Total Accounts Payable	-29.79
Other Current Liabilities	
2000 · PAYROLL LIABILITIES	17,893.98
2001 · EMPLOYEE DEDUCTIONS	-14,559.28
2011 · MISSIONS ETC.	600.00
2012 · HHH RESERVE	316.00
2014 · RESERVE-COMPASSION	1,654.00
2015 · RESERVE - FAMILY PROMISE	5,605.18
2020 · RESERVE -MISSION ENDOWMENT	3,624.16
2021 · RESERVE - EQUAL EXCHANGE	143.10
2025 · RESERVE - SUNDAY SCHOOL GIVING	643.55
2029 · RESERVE GIFT WISH LIST	867.51
2030 · RESERVE - FLOWER FUND	-585.44
2031 · RESERVE - ALTAR GUILD	2,492.88
2033 · RESERVE-NARTHEX ARTWORK	296.23
2035 · RESERVE - YOUTH MISSION	12,586.66
2039 · WOMEN'S AM BIBLE STUDY	335.00
2045 · RESERVE - SPECIAL GIFTS	35,668.26
2050 · RESERVE - COLUMBARIUM	25,747.66
2058 · FACILITIES IMPROVEMENT	22.89
2060 · RESERVE - MUSIC MINISTRY FUND	8,227.47
2061 · RESERVE-SOUND SYSTEM	633.05
2065 · RESERVE - CAPITAL IMPROVEMENTS	47,134.01
2066 · RESERVE - ENERGY CONSERVATION	857.31
2069 · METRO NURSE SCHOLARSHIP FUND	9,450.00
2070 · RESERVE - HEALTH / PARISH NURSE	-98.45
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	1,053.58
2085 · RESERVE-EVANG/LUTHERAN SUBSCRIP	4,624.35
2086 · RESERVE-SENIOR PASTOR EDUCATION	1,167.00
2089 · WEDDING RESERVE	630.00
2090 · RETREATS	50.00

11:41 AM
08/19/18
Accrual Basis

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

	<u>Jul 31, 18</u>
2095 · RESERVE COPIER FUND	62.68
Total Other Current Liabilities	<u>176,887.79</u>
Total Current Liabilities	176,858.00
Long Term Liabilities	
2200 · NOTES PAYABLE - MORTGAGE	197,813.98
2220 · NOTE PAYABLE-SOLAR LOAN	<u>143,147.53</u>
Total Long Term Liabilities	<u>340,961.51</u>
Total Liabilities	517,819.51
Equity	
3000 · OPENING BALANCE EQUITY	1,085,852.25
3001 · RETAINED EARNINGS	1,227,767.21
Net Income	<u>45,925.94</u>
Total Equity	<u>2,359,545.40</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,877,364.91</u></u>

HOLY SHEPHERD TRUST COMMITTEE

MEETING MINUTES

July 29, 2018

- I. The Trust Committee met July 29, 2018. The meeting was called to order by President Emily Parkhurst at 9:29 am and was attended by Emily Parkhurst, Del Holz, Jerry Scholten, Jane Walker and Pastor Kari Reiquam.
- II. Emily moved and Jerry seconded that the minutes from the April meeting be approved as written.
- III. Financial statements were not available, but Pastor Kari said that an audit, of which the trust committee is included, is in progress and should be completed in a few days. Our committee will receive a report when the audit is finished. Gaylord Stumm has been actively involved in providing the audit committee with the necessary information and reports.
- IV. Pastor Kari was interested in the structure of the Trust Committee, where the monies come from and how they are distributed. We discussed the basic structure and explained how the funds are handled when they come in. That some funds go to the trust committee and some funds go into the general fund. Some monies are in a restricted fund and some are available for use in an unrestricted fund. Jerry explained that Dennis Jacobson (an attorney) reviews any family will that mentions Holy Shepherd as a beneficiary and offers suggestions to the families as to how the monies can be utilized. Bequests do not come to the trust committee, but go into the general fund if the funds are not designated for a particular project, committee or group. In certain cases the Council determines how the money will be used.
Pastor Kari cautioned that sometimes churches get so focused on using “trust money” for maintenance and improvement to buildings and grounds that they don’t notice that their congregation is dwindling. This should be a “red flag” to our committee to be mindful that perhaps a good project and use of some of the money would be to reach out, in some way, to the community to make certain the congregation continues to grow.
- V. A request from Gail Skaggs was discussed. She had ask if some of the trust monies could be used to pay down the mortgage. A lengthy discussion followed. Jerry said the mortgage is well in hand and the balloon payment on the mortgage that is due at the end of 20 years (June 2020) is not of concern at this time. He said the solar mortgage is also taking care of itself and has 9 years of the 15 year loan left. When it is paid off that will free up \$20,000 per year to use for other projects. He gave a quick preview of some of the major projects Holy Shepherd will be facing in the near future. Some of these projects include: \$2500.00 to replace the rocks along Kipling, repaving the parking lot would run approximately \$320,000 and the Air Conditioner will need to be replaced, but as of yet, there is no estimate as to the cost. While fund raisers will probably be held to help with the major projects funds from the Trust Committee might be needed as a backup. While paying down a mortgage is always a good idea the committee felt the funds might be needed to support the upcoming projects.
Jerry moved and Del seconded the motion that Trust monies not be used to pay down the mortgage. It passed.
- VI. The suggestion at the last meeting that a step-by-step process for Donna to follow when funds are received was tabled and will be discussed at a future meeting.
- VII. The meeting was adjourned at 10:10 am.

Respectfully submitted,

Jane Walker