

Holy Shepherd Lutheran Church  
Council Meeting Agenda  
Nov 19, 2018

Meeting Opening

RoundRobin: Staff / Council Officers / Ministry Team reports

Ongoing Business

- Approval of last meeting's minutes
- HVAC fundraiser update
- Leadership recruitment update
- Action item follow-up

New Business

- 2019 budget review
- SST request for budget funding, use of suggestion box
- City of Lakewood meeting update, next steps

Any other items/questions

Meeting Close

**HOLY SHEPHERD LUTHERAN CHURCH  
COUNCIL MEETING MINUTES  
October 15, 2018**

**Present:** Jamie Curry, Scott Ikenberry, Jackie Johnson, Kevin Klinkerfues, Winston Herbert,  
(Non-Voting Member: Pastor Michael TeKrony and Bill Carmin).

**Absent:** Jeff Braden, Emily Parkhurst, (Non-Voting Member: Pastor Kari Reiquam)

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

**Devotions:** Pastor Michael offered prayer.

**Special Report:** Bill Carmin from the Safety & Security Team offered an update on their work. The team now consists of six members and they are inviting more to join. They have attended meetings with the Jeffco Sheriff's Department. The Lakewood Police and Fire departments have both inspected the building for issues. Follow up inspections are scheduled for Thursday, October 18th. The team has submitted a report along with bids for various security topics that they would like addressed (see attached). A medical event is the most probable issue facing us. The team would also like to have a budget line item added for annual reoccurring expenses and would like to start that at \$500. We suggested they start now by adding any or all of these items to the wish list.

**Minutes:** Kevin motioned to approve the September minutes. Winston seconded. Motion passed.

## **REPORTS**

**President's report:** None

**Vice-President Report:** Jamie Curry

Jamie reported that the invitation went out for the leadership meeting they will be holding in November. Approximately 35 people were invited.

**Pastor's Report:** Pastor Michael

Michael will be attending a confirmation retreat this Friday through Sunday at Rainbow Trail with five students plus one more chaperone. He also recently attended the "Better Together" South metro conference discussing the topic of money and our relationship with money. Also attending were Scott Ikenberry, Emily Johnson, Susan Linnear.

**Staff Reports:** Karen Novess

See attached report. One highlight: There will only be two services at Christmas this year, 3:00 and 5:30.

**Vision:** Kevin Klinkerfues

Nothing at this time

**Personnel:** Winston Herbert

Staff reviews are coming up soon. A reminder for personnel and council to look at the employee handbooks and update.

**Financial:** Scott Ikenberry

See attached. Currently negative \$4,608 in revenue over expenses.

**Ongoing business:**

- HVAC fundraising
- Action items – no changes

**New business:**

- Budget – A couple of things to talk about this year as a starting point would be to look at all the liability (reserves) and see if we can consolidate those that are not relevant. Secondly, should we have a resolution to put a time limit on how long gifts can sit on the balance sheet?

The meeting was adjourned at 7:18.

Respectfully submitted,  
Jackie Johnson, Secretary

October Council Report  
Pastor Reiquam

Transition Team Update:

We have designed the transition process to involve the congregation in responding and learning. This is a hard-sell when the congregation has the expectation that the transition team will “do” the transition while the rest of us wait for their report !

This month there were several opportunities for involvement:

—Joan Meister-Bridges with the help of Karen Novess, Denise Ikenberry and myself, has put up a timeline in the narthex as a tool to help the congregation remember its history. Each week people are invited to add some response. On January 6th we will have a time to review the timeline and have people tell stories of what they remember.

—The Vitality Report was presented by the Director of Evangelical Mission, Matt Barnhouse, and the designer of the report, Linda Bobbitt. The report was presented on a Weds night and 99 dinners were served while others arrived after dinner. The time was short, but people did get a chance to discuss the results around their tables and this was an energizing time. I did two follow-up sessions at Adult Forum on Sunday mornings in November. I think this report can be used again as a new council is formed to set some goals.

—The Women’s Retreat proved to be an opportunity to reflect on one key aspect of transition: Holding On and Letting Go. About four or five women came to this retreat who have not been in leadership recently. Several of them came to the Vitality Survey report as well as the Leadership Workshop.

—The team is compiling the things they have learned from listening to the congregation. Now in November they have had a chance to listen to the City of Lakewood. In December they will listen one last time to the congregation in small group meetings after each worship service. This session will be linking the needs of the world and the gifts of Holy Shepherd, to see where God might be calling the congregation.

— Team members have presented reports to the group. Shirley Bradsby did an overview of Lakewood, Paul Thomas did a book report on “Autopsy of a Dead Church” and Denise Ikenberry shared a report on a book on Listening. I have continued to do one to ones with leadership.

—The plan now is to have the report presented soon after the annual meeting. Council will be the first to hear the report and we may decide to have the old and new council be part of the meeting.

Staff Update:

The staff had a retreat at the end of August and asked for a longer meeting once a month to talk about ways we can build teamwork and work on certain initiatives in the congregation. So far we have looked at ways to increase social justice awareness and Michael invited Peter Severson in Advocacy Ministry to come for Reformation Sunday. We have also examined the number of small groups in the congregation, wondering if the involvement in small groups contributes to the high rating the congregation has in spiritual vitality. (This report will be attached for council)

Staff has also been reviewed in November...each one filled out a personal evaluation and an overall review was also done. Salary recommendations are in your packet. The music staff has also had one to one conversations with me. I have not interviewed the nursery attendants or the sound technician.

Michael and I met with Jamie to collect names for leadership. Jamie sent out an invitation, followed by Michaels's invitation and 20plus people came to a workshop led by Sarah Moening, assistant to the Bishop on November 10. The workshop was focused on building skills for adaptive leadership. There will be more on this to come!

Next on the agenda is to have some introduction to "courageous conversations". Michael is leading this initiative and you will hear more later.

Enough for now!

God's Peace!

Pastor Kari

**Youth**

• **Upcoming Gatherings:**

- Jr & Sr. RMS Youth Gathering – January 19 -21
  - 10 youth & 2 adults attending
- Sr. High Christmas Get-together
- Jr. High Christmas Get-together

**Faith Formation**

• **Youth Education**

- Growing with Jesus
  - Appreciate the commitment and passion the leaders bring to this ministry:
    - Bonnie Yockstick, Nancy Beach, Pat Mohrbacher, Diane Hunter, Jeff Braden
  - Always looking for others to share their gifts.
- Cross-generational event: December 16 –“Prophecies”
  - Written and prepared by the education team

**Wednesday Night Life**

- Adjusting schedule for mid-week Advent worship
  - Worship: 6:30 – 7:00
    - No Adult Ed or Bible Story time

**Worship**

- Preparing/Details for
  - Thanksgiving Eve
  - Mid-Week Advent Worship
  - Weekend Advent Worship
  - Christmas Eve
  - Christmas Season
  - Epiphany Season
- Planning for Epiphany Day (Jan5/6)
  - Putting together a planning team to focus that day to celebrate Global Ministries
  - 5:30, Saturday; Sunday – 1 service only at 9:00
    - Followed by a Transition Team presentation in the Narthex (not on Global Ministries but on the Timeline)

**OTHER:**

- **Transitional Team**
  - Consulting with Transition Team on upcoming gatherings.
- **Holden Village**
  - Beginning to explore the possibility of anyone, all ages, to attend “camp” at Holden Village in Washington next summer (would include this as the Sr. High Trip, also)
  - Conversing with Roberta Wentworth on details to involve her and the B&B she oversees that is connected with Holden
  - Meetings: December 1<sup>st</sup> (6:30pm) & 2nd (9:00am & 11:45am)
- **Website**
  - If you have something you want on the site, please let me know.

# HOLY SHEPHERD LUTHERAN CHURCH

	2016		ACTUAL												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	(UNDER)		
<b>Income</b>																			
4000 · INCOME-TO MEET BUDGET	547,158	45,597	43,423	37,293	48,328	51,317	35,078	43,504	41,895	42,673	42,534	30,389			416,435	455,965	(39,530)		
4099 · INCOME - DESIGNATED	13,000	1,083	1,400	858	600	1,148	311	2,721	939	394	701	336			9,408	10,833	(1,425)		
8000 · INCOME - IN AND OUT			0	0	0	0	0	0	0	0	0	0			0	0	0		
<b>Total Income</b>	<b>560,158</b>	<b>46,680</b>	<b>44,823</b>	<b>38,151</b>	<b>48,929</b>	<b>52,465</b>	<b>35,389</b>	<b>46,225</b>	<b>42,834</b>	<b>43,067</b>	<b>43,235</b>	<b>30,726</b>	<b>0</b>	<b>0</b>	<b>425,843</b>	<b>466,798</b>	<b>(40,955)</b>		
<b>Expense</b>																			
5100 · MISSION	55,000	4,583	6,246	4,249	3,715	4,747	5,041	3,465	4,309	4,148	4,056	0			39,976	45,833	(5,857)		
5200 · PERSONNEL COSTS	345,468	28,789	23,219	21,067	30,183	28,652	28,824	28,647	27,211	30,773	26,529	26,724			271,828	287,890	(16,062)		
5300 · ADMIN. SUPPORT	30,700	2,558	2,825	2,046	2,608	2,284	3,348	2,121	1,813	2,738	2,760	2,280			24,823	25,583	(761)		
5400 · PROPERTY & GROUNDS	99,236	8,270	10,227	8,064	8,156	6,889	6,759	10,154	9,695	10,373	8,988	8,642			87,947	82,698	5,249		
5500 · WORSHIP & MUSIC	11,875	990	28	402	611	236	966	830	626	830	365	220			5,113	9,896	(4,783)		
5600 · EVANGELISM	400	33	0	0	0	0	0	0	0	0	0	0			0	333	(333)		
5700 · CHRISTIAN EDUCATION	2,500	208	0	219	0	23	0	150	573	(45)	71	93			1,083	2,083	(1,000)		
5800 · CONGREGATIONAL LIFE	10,850	904	589	150	519	287	649	201	553	370	450	450			4,198	9,042	(4,844)		
5900 · FELLOWSHIP	1,700	142	0	0	415	121	0	274	17	0	190	79			1,096	1,417	(320)		
6000 · STEWARDSHIP	2,000	167	204	296	144	130	143	129	129	129	129	141			1,575	1,667	(92)		
<b>Total Expense</b>	<b>559,731</b>	<b>46,644</b>	<b>43,338</b>	<b>36,493</b>	<b>46,351</b>	<b>43,350</b>	<b>45,731</b>	<b>45,971</b>	<b>44,926</b>	<b>49,315</b>	<b>43,537</b>	<b>38,628</b>	<b>0</b>	<b>0</b>	<b>437,640</b>	<b>466,443</b>	<b>(28,803)</b>		
<b>Net Income</b>	<b>427</b>	<b>36</b>	<b>1,485</b>	<b>1,658</b>	<b>2,577</b>	<b>9,115</b>	<b>(10,342)</b>	<b>254</b>	<b>(2,091)</b>	<b>(6,248)</b>	<b>(302)</b>	<b>(7,903)</b>	<b>0</b>	<b>0</b>	<b>(11,796)</b>	<b>356</b>	<b>(12,152)</b>		
<b>Building Fund Income</b>																			
Less: Mortgage Interest			6,319	5,094	6,599	8,398	5,484	11,137	5,674	8,674	6,404	4,899			68,482		(8,698)		
Less: Principal Payment			(3,653)	(3,803)	(3,879)	(3,774)	(3,877)	(18,885)	(3,876)	(3,952)	(3,867)	(4,057)			(53,573)				
			1,592	367	1,872	3,671	757	(8,590)	947	3,947	1,677	(28)			6,211				

9:23 AM  
 11/18/18  
 Accrual Basis

**Holy Shepherd Lutheran Church**  
**Balance Sheet**  
 As of October 31, 2018

	Oct 31, 18
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
1115 · CHECKING/216-552-1084 1ST BANK	99,524.83
1125 · BLDG FUND/216-401-9954 1ST BANK	12,164.12
1135 · MONEY MKT/216-400-6224 1ST BANK	76,193.40
1150 · THRIVENT/INDEPENDENT LIVING	9,006.14
<b>Total Checking/Savings</b>	196,888.49
<b>Total Current Assets</b>	196,888.49
<b>Fixed Assets</b>	
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
<b>Total Fixed Assets</b>	2,682,721.75
<b>TOTAL ASSETS</b>	2,879,610.24
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2005 · ACCOUNTS PAYABLE	-29.79
<b>Total Accounts Payable</b>	-29.79
<b>Other Current Liabilities</b>	
2000 · PAYROLL LIABILITIES	17,794.26
2001 · EMPLOYEE DEDUCTIONS	-14,689.78
2011 · MISSIONS ETC.	600.00
2012 · HHH RESERVE	316.00
2014 · RESERVE-COMPASSION	1,654.00
2015 · RESERVE - FAMILY PROMISE	6,005.18
2020 · RESERVE -MISSION ENDOWMENT	3,624.16
2021 · RESERVE - EQUAL EXCHANGE	329.10
2025 · RESERVE - SUNDAY SCHOOL GIVING	643.55
2029 · RESERVE GIFT WISH LIST	867.51
2030 · RESERVE - FLOWER FUND	-1,115.44
2031 · RESERVE - ALTAR GUILD	2,492.88
2033 · RESERVE-NARTHEX ARTWORK	296.23
2035 · RESERVE - YOUTH MISSION	12,633.36
2039 · WOMEN'S AM BIBLE STUDY	454.00
2045 · RESERVE - SPECIAL GIFTS	35,668.26
2050 · RESERVE - COLUMBARIUM	25,762.66
2058 · FACILITIES IMPROVEMENT	22.89
2060 · RESERVE - MUSIC MINISTRY FUND	8,741.47
2061 · RESERVE-SOUND SYSTEM	633.05
2065 · RESERVE - CAPITAL IMPROVEMENTS	68,234.01
2066 · RESERVE - ENERGY CONSERVATION	857.31
2067 · RESERVE - SOLAR PROJECT	1,000.00
2070 · RESERVE - HEALTH / PARISH NURSE	-98.45
2072 · RESERVE - BUSY BEES	492.58
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	983.58
2085 · RESERVE-EVANG/LUTHERAN SUBSCRIP	4,832.35
2086 · RESERVE-SENIOR PASTOR EDUCATION	1,167.00
2089 · WEDDING RESERVE	630.00
2090 · RETREATS	20.00



9:23 AM  
11/18/18  
Accrual Basis

**Holy Shepherd Lutheran Church**  
**Balance Sheet**  
As of October 31, 2018

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	<u>Oct 31, 18</u>
2095 · RESERVE COPIER FUND	62.68
Total Other Current Liabilities	<u>189,764.70</u>
Total Current Liabilities	189,734.91
Long Term Liabilities	
2200 · NOTES PAYABLE - MORTGAGE	185,937.45
2220 · NOTE PAYABLE-SOLAR LOAN	<u>139,864.91</u>
Total Long Term Liabilities	<u>325,802.36</u>
Total Liabilities	515,537.27
Equity	
3000 · OPENING BALANCE EQUITY	1,085,852.25
3001 · RETAINED EARNINGS	1,227,767.21
Net Income	<u>50,453.51</u>
Total Equity	<u>2,364,072.97</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,879,610.24</u></u>

**48 Small Groups/Ministry Teams**

<b>Worship Teams</b>		<b>Participants</b>	<b>Serve Teams</b>		<b>Participants</b>
1	Altar Guild	29	1	WNL Cook Team	15
2	Assisting Ministers	6	2	Funeral Luncheon	45
3	Communion Assistants	56	3	Busy Bees	10
4	Readers	42	4	Prayer Shawl	15
5	Greeters	104	5	Health Ministries	6
6	Ushers	31	6	Missions	7
7	Chancel Choir	36	7	Neighborhood Shepherds	27
8	Handbells	19	8	Family Promise	32
9	Praise Team	10	9	Council & Vision Team	10
10	Prime Time	33	10	Property & Grounds	4
11	Kid's Choir	7	11	Columbarium	4
12	Organist	2	12	Office Volunteers (Counters, etc)	30
13	Welcome Desk	12	13	Safety & Security	7
14	Nursery	3			
15	Worship Planning	7			
16	Worship & Music	8	<b>Social Teams</b>		<b>Participants</b>
17	Sound & Screen	9	1	Book Club	12
18	Fellowship	33	2	Bridge Group	27
19	Home Communion	6			
20	Faith Chest	11			

<b>Grow Teams</b>		<b>Participants</b>
1	Men's Breakfast	30
2	Women's Afternoon Bible	18
3	Women's Morning Bible	12
4	WNL Adult Ed	21
5	Sunday Adult Ed	52
6	Confirmation	7
7	Thursday Lectionary	30
8	Growing with Jesus	27
9	Writers' Group	13
10	Abundant Living	4
11	Sr. High	8
12	Spiritual Gifts	0
13	Women's Retreat	22

# Ministry Teams & Small Groups

October 2018

## Groups in Ministry

	Worship	Grow	Serve	Social	Totals
Number of Groups in Ministry	20	15	13	2	48
See Attached Breakdown of Groups					

## Breakdown of How Many People involved the Groups

Number of People	Belong to:
96	1 Group
121	2-4 Groups
67	5-9 Groups
<u>8</u>	10-13 Groups
<b>Totals 292</b>	

196 people are involved in more than 1 group

## Breakdown of People Involved

249	Members involved
<u>43</u>	Non-Members involved
292	

284 - Members not involved in any group based on Membership Total of 533

## How many people are involved in each Ministry

Worship	Number of People	Belong to:
	104	1 Group
	101	2-4 Groups
	18	5-7 Groups
	<hr/> 223	

88 People are involved in Music

Grow	Number of People	Belong to:
	92	1 Group
	51	2-4 Groups
	4	5-7 Groups
	<hr/> 147	

96 People are involved in Bible Studies and Adult Education

Service	Number of People	Belong to:
	81	1 Group
	53	2-4 Groups
	<hr/> 134	

Social	Number of People	Belong to:
	33	1 Group
	3	2 Groups
	<hr/> 36	

## Building Use Agreements

Groups	contact	Frequency	Number attending	Fee or no fee	Damage Deposit	Fee amount
AAUW bridge club	Sue Benson	monthly	20	yes		donation varies on space used
AAUW monthly meeting	Bev Dare	monthly	45 - 60	yes		
A Course in Miracles	Elnore Grow	bimonthly	15-20	yes		\$30.00
the Action Center	Pam Bier	annual	100	no		
the Art Club	Falon Simmons	biannual?	?	yes		\$50.00
Colorado Mineral Society	Eva Siemonsma	annual	?	yes	\$150	\$200.00
Deviny Choir Concert	Diane Klinkerfues		?	no		
Eberhood Bee Safe	Deborah Tresseder	one time	15-20	Donation		
Eberhood Resilience Circle	Sheryl Sadler	one time	15	Donation		
Embroiderer's Guild	Bev Bell	monthly	50-75	yes		\$150
Embroiderer's Guild - Workshop	Karen Race	one time	8 to 10	yes		\$175
Families First	Norma Johnson	weekly	8 to 10	no		
Family Promise Christmas Party	Cheryl Holz	as needed	?	no		
Family Recovery Night	Tara Rienow	weekly	5 to 10	no		
Girl Scouts	Margaret Mohrbacher	as needed	?	no		
Jeffco Music Teachers	Diane Klinkerfues	as needed	8 to 10	no		
Lakewood High School IB testing	Joellen Kramer	4 weeks in May and December	?	no		
Lakewood Irrigation	Berry Krebs	annual	15 to 20	no		
Looking Glass Corvette Association	Ben Schafer	annual	?	yes		\$50.00
Lutheran Chorale	Dave Gleason		?	yes		\$200.00
Nextdoor Neighborhood - Cook-off	Leslie Belfor	annual?	75	yes		\$320.00
Norsemen of the Rockies	Eldon Halingstad	monthly as needed	15 to 25	yes		\$50.00
Karen Novess	Karen Novess	one time	?	no	\$75, returned	
Ralston Valley High School	Jeffrey Talley	one time	?	yes		\$200.00

## Building Use Agreements

										page 2
Recording Session	Carmine Gabbianelli	as needed	3	no						
Rocky Mt. Lace Guild			?							
Rolling Wheels - Square Dance	Del Holz	annual	?	no						
Berndt Savis - Family Party	Berndt Savis	one time	20	yes					\$50.00	
									hourly	
									depending	
									on number	
Mark Stefaniv - Music Lessons	Mark Stefaniv	as needed	2						of students	
SSIC Self Improvement Group	Kevin Klinkerfues	weekly	?	no						
Tourette Association	Steve Korlik	?	?	no						
Visiting Nurse - foot clinic	Carol	monthly	?	no						
Ward 1	Ramey Johnson	monthly	?	no						