

**HOLY SHEPHERD LUTHERAN CHURCH  
COUNCIL MEETING MINUTES  
August 19, 2019**

**Present:** Jamie Malone, Sue Scott, Scott Ikenberry, Kevin Klinkerfues, Emily Parkhurst, and Winston Herbert. Non-voting members: Karen Novess, Donna Madsen, Pastor Kari, and Pastor Michael.

**Call to Order:** The meeting was called to order by Jamie Malone at 5:32 p.m.

**Opening Prayer:** Pastor Michael led the attendees in the opening prayer.

**Ongoing business:**

- Approval of July Meeting Minutes: Emily forgot to email the minutes ahead of the meeting. Emily will email the July Minutes after the August meeting and Council will review and approve via email.
- Financial Report: Scott presented financial reports for July.
- Property Manager presentation by Pete Morse:
  1. Basement – carpet and painting complete
  2. Maintenance – weed wacked the solar farm
    - HVAC filters replaced
    - Potholes in South parking lot being filled
    - West side drains were weeded
  3. Schedule to replace HVAC filters on the roof
  4. Safety and Security Team – potential panic button installation quotes
  5. Thermostats – still looking at putting all systems on the thermostats on the one system
  6. Discussion of Medium and Low Priority Property Issues
- Clean-up during Transition Committees:
  1. Personnel Manual – Sue needs input on draft from Council this week.
  2. Building Use Policy – The policy is in draft form. Karen discussed the policy. In particular, Karen would like a lawyer to look at the policy.
  3. Constitution – On hold for any changes from the Churchwide meeting last week. Also, Joan Meister-Bridges is joining the committee.
- Staffing Discussion: Pastor Kari presented on summary of staff descriptions. Pastor Kari, Karen, and Donna discussed new efficiencies in the office. Pastor Michael discussed that this process has provided new energy in the office. There will be a request for funds to pay for needed office improvements. Pastor Kari will complete putting the job descriptions together in one place.
- Pastor Kari is celebrating 40 years of ordination on August 26<sup>th</sup>! Next Sunday Pastor Kari will present on the history of women's ordination.
- Neighbor's property – Jamie has no update. Jamie will touch base with the neighbors.

### **New Business:**

- Karen presented the idea of including a synopsis in the Shepherd's Staff of Council meetings. Council agreed this is a great idea. The Secretary will provide a synopsis to Council after each meeting for comments. The email will include a deadline for comments and then the Secretary will submit the synopsis to Karen.
- Karen provided her Ministry Partner Council Report.
- Submission of Council Minutes and attachments to the Office still needs finalization. After the Council approves the meeting minutes, the Secretary will attach reports from that meeting to the minutes, print out the documents, sign the minutes, and submit them to Donna. Emily will look into what a digital signature entails.
- Jamie will write up new procedure for Scott to review regarding reimbursement for Family Promise food purchases etc.
- Mutual Ministry – We committed to a mutual ministry committee when deciding to have co-Pastors. Pastor Kari presented on mutual ministry committee/ team proposal, which she discussed with Assistant to the Bishop Sarah Moening. The purpose of this Ministry is to keep the conversation between the Congregation and the co-Pastors on the Church's mission. Council will ponder this Ministry and its shape.
- Begin Discussion for engaging Pastoral Coach tabled for a future meeting. Council will mull over this in anticipation of future meeting.
- The small Bible Church down street has been sold or is in the process of being sold.
- Next time discussion on term limits, empty seats, and Council turn over.
- Book study will recommence.
- Next meeting is scheduled for September 16<sup>th</sup>.
- Pastor Michael has three students for Confirmation. Looking at a Caring Ministry – initial conversations.
- Pastor Michael and Sue provided a brief update on the SAS initiatives. Encouragement to be generous. Commitment/ Intention Sunday is coming.

**Closing Prayer:** Pastor Kari led Council in final prayer.

**Adjournment:** The meeting was adjourned at 7:47 p.m.

Respectfully submitted,

Emily E. Parkhurst, Secretary