

**HOLY SHEPHERD LUTHERAN CHURCH
COUNCIL MEETING MINUTES
February 18, 2020**

Action Items

- Kevin will contact churches to inquire about their insurance policies
- Diane will contact Gail Skaggs about the keeper of the constitution position
- Pete will take the list he created of facility needs and prioritize it.
- Diane will put together an application for the facility manager position and run it by Sue, Jen, Kevin and Pastor Michael.
- Jen will help with the vetting process
- Action Item: Michael will contact Pete and Jim about being on the interview team for the new property manager.
- Action Item: Scott will follow up with Janice at ELCA, moving money to this fund will not take a council vote.

Decisions Made

- New Facilities Manager Position
 - Decision: Employee position
 - \$30/hr, 20-30 hours/month
 - We will advertise both internal and externally
- Location of Safety and Security Comment Box
 - Decision: Box stays at the welcome station.

Present: Diane Klinkerfues, Sue Scott, Scott Ikenberry, Kevin Klinkerfues, Judy Ekberg, and Winston Herbert. Non-voting members: Karen Novess, Donna Madsen, Pastor Courtney, and Pastor Michael, Jen Kurtz(more discussion next meeting about At-Large status)

Call to Order: The meeting was called to order by Diane Klinkerfues at 5:36 p.m.

Opening Prayer: Pastor Courtney led the attendees in the opening prayer.

Ongoing Business:

1. **Financial Report** - Scott Ikenberry
 - a. Better shape in January 2020 than January 2019
 - b. Another distribution from Susan Gourley for total of \$581,000
 - c. Additional payment to mortgage which is down to \$71,171 (as of Jan 2020).
 - d. See below for discussion of where to put monies from the Susan Gourley estate.

2. Staff Report

- a. Pastor Courtney: Met with Amy Shaw at Action Center; Jeffco Faith Leaders member, group is discussing housing issues among Family Promise sites.
- b. Pastor Michael: Attended seminar on death penalty; planning for Adult Ed; working with Meredith Lusby regarding congregational care; meeting with co-pastor coach with Pastor Courtney; on the board of Urban Servant Corps; involved in planning for Taize Brothers coming in March.
- c. Karen's Report: Nursery, discuss later; Columbarium, how to use space, meeting with a landscape architect 2/21/20. See her report.
- d. Donna's Report: Will set up Synod report; collection of member photos will be ready at the end of February, 2020.

3. Constitution

- a. Need keeper of the constitution. Suggestions: Gail Skaggs
- b. Action Item: Diane will follow up with Gail Skaggs.
- c. Jamie Malone said she would be willing to help with work on updating the constitution.
- d. Need updates regarding new co-pastor roles

4. **Building Use Policy** – Kevin spoke with an agent at the insurance company. Church takes on the risk created by groups that come in and use the church building (when they don't have insurance); outside group with insurance should name Holy Shepherd as additional insured on their insurance policy. Kevin will contact other churches for information about what they do: Bethany, Faith (Golden), Abiding Hope, Holy Cross, Augustana . Action item: Kevin will contact churches to inquire about their insurance policies

5. Staffing

- a. Property/Facilities Manager Position - Discussion whether this position should be a contract vs. employee position. Decision: Employee position not contract
 - i. Hourly rate first suggested was \$35/hour? 20 hours/month= \$8400/year (add approx 15% for tax etc)
 - ii. Winston motioned to pay \$30/hr, 20-30 hours/month, Michael supervisor.
 - iii. Motion was seconded, and passed by Council.
 - iv. Decision: \$30/hr, 20-30 hours/month
 - v. Decision: We will advertise both internal and externally
 - vi. Position needs to build a handbook; do record keeping
 - vii. How to advertise? Internal posting, external posting on LinkedIn, Monster, Craigslist. Link from website?
 1. Jen Kurtz will help with vetting process
 2. Diane will find an application we could use.
 3. Timeline for advertisement: March 2, 2020
 4. Something to consider: Phone interview of 3-5 questions to cull through applicants;

5. Potential Interview Committee: Pastor Michael, Pete Morris, Donna Madsen, Jim Freeman.
6. Action Item: Michael will contact Pete and Jim about the interview team.

6. Ministry Leadership Items

1. Brief update of ministries without leadership
 1. Faith Formation
 2. Evangelism
 3. Fellowship
 4. Property Co-Chair
 5. Mutual Ministry: Pastors have met with coach

New Business:

1. Welcome new members - introductions
 - a. Council Norms
 - i. Time: 2 hours, 1/1/2 if possible
 - ii. Voting - motion, second, vote
 - iii. Food? Everyone will be responsible for his/her own dinner
 1. Decision: People bring own food
 - b. Goal setting: Business and spiritual
2. Safety and Security Team - Update
 - a. **Safety and Security:** Jim Freeman attended council meeting. He was asking for the location of the box to change from the Welcome Center so it would be more visible. Diane made the suggestion that the box stay and instead inform the congregation of its existence and location and its purpose. Jim was concerned that if urgent matters needed attention people needed to be able to find the box, but it was discussed that urgent matters need to be communicated directly to a person (ie., church staff or council members rather than a box; Karen suggested that the team lead a session for the congregation on safety and security. Members of Safety & Security: Jim Freeman, Sue Linner, Randy Updike, Bill Carmin, Donna Madsen, Wally Settgast (possibly). Decision: Box stays on the welcome station.
3. **Property Management:** Pete Morris presented needs assessment priorities: #1 security (\$20K already budgeted), panic buttons, monitors (location TBD), possible additional \$8K for fire panel #2 parking lot phases #3 fire alarm replacements ; consider placing items on a time-based scale. Action Item: Pete will take the list he created of facility needs and prioritize it. Pete and Jim are waiting to hear back from company regarding possible price increase on current safety upgrades
 - a. Council briefly discussed the possibility of creating some kind of Capital Reserve Fund budget line item for maintenance projects. A savings

account of a sort to allow the church to pay for projects that need to be addressed before they get to the crisis stage. Many of the projects that Pete has on the prioritized property list are very expensive. More discussion to come on this item.

4. **Large Gift Policy** - in process.
 - a. Pastor Michael will follow up with Tina and Trust Committee;
 - b. Large gifts will possibly reside under Trust Committee (Members: Carol Rossini, Gail Skaggs, Del Holz, Shirley Bradsby, Jerry Scholten) .
 - c. Scott presented that we consider using the ELCA Mission Investment Fund. It offers more flexibility and decent rate of return (Demand Investment with check writing (liquid), 1.53% interest).
 - d. Action Item: Scott will follow up with Janice at ELCA, moving money to this fund will not take a council vote.
 - e. Next meeting: March 17th (St. Patrick's Day) 5:30pm

Closing Prayer: Pastor Michael led Council in final prayer.

Adjournment: The meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Judy Ekberg, Secretary

Youth

- **Shrove Tuesday Get-Together**
 - February 25, IHOP
 - Jr & Sr. High

Faith Formation

- **Cross-Generational Event**
 - Transfiguration - February 23
 - Creating a Lenten Devotional booklet for the congregation to use during Lent.
- **GWJ & FT**
 - 1 8:00 teacher has resigned due to the fact that it is difficult to plan and prepare and then not have any kids for class.

Worship

- **Planning:**
 - Lent season planned
 - Sundays and Mid-week
 - Mid-week planned by Courtney & Missions Team
 - Ash Wednesday
 - Meeting Feb. 29 with the worship planners to plan Palm Sunday, Easter Season
 - Holy Week

OTHER:

- **Communications**
 - Shepherd's Staff
 - Website
- **Office Renovation**
 - Finishing up details
 - Office Signage
 - New office sign installed on Friday, Feb.14
 - Purchasing new signs for the parking lot that will direct guests to additional parking and taking away the entrance sign to the lot (which has numerous signs on it) to be a welcome sign with additional parking.
- **Columbarium**
 - Meeting with Ken DiPaolo & a landscape architect on Friday to discuss plans for that area.
 - Small group of Don Johnson,
- **Funeral Coordinator**
 - Office looking for help with funeral set-up.
 - 3 people invited to help with this ministry (create a Team)
 - Corene Morcom responded and will help. 1 other is unable and waiting for a response form a third person.
- **Nursery**
 - Would like to continue the conversation of nursery attendants
 - Sunday morning – nursery not used
 - Saturday night – we do not have an attendant, even though that service has the most kids
 - Understand and agree with the thinking that it is welcoming to families to have a nursery attendant. Then how do we serve the 5:30 community?
 - Safety & Security: 1 attendant per 1 child is not the best situation.
 - 2 people should be in the nursery.
 - Recommendation:
 - 1) To not have nursery attendants but have the room available as needed for kids. TV with the service is available to watch while in there.
 - Looking into streaming the service in the library also.
 - 2) Add another attendant at 5:30 and adding a second person at all services.