

HOLY SHEPHERD LUTHERAN CHURCH
COUNCIL MEETING MINUTES
April 21, 2020 - Zoom Meeting

Action item:

- Diane will call our applicant for property manager to let him know that the position is still open and we are determining the hiring process given the quarantine guidelines.

Decisions made:

- Continue to seek candidates for property manager position
- Conduct phone screening with current candidate for property manager
- Proceed with seeking a candidate for organist position

Present: Pastor Michael, Pastor Courtney, Judy Ekberg, Scott Ikenberry, Diane Klinkerfues, Kevin Klinkerfues, Jen Kurtz, Donna Madsen, Karen Novess, Sue Scott .

Call to Order: The meeting was called to order by Diane Klinkerfues at 5:36 pm

Opening Prayer: Pastor Michael

Ongoing Business:

1. Financial Report - Scott Ikenberry

- a. Update on giving - giving has kept up during quarantine for March; expenses slightly less than this time last year; there is enough money for a greeting card campaign to area nursing home staff. Will only be a few hundred dollars.
- b. Paying staff/Payroll Protection Plan (PPP) Loan; SBA loan form online by Scott and Michael; for 2.5 months of pay and benefits (\$58,000); loan would be forgiven. We missed the first round monies available, hoping the second round of funding will be approved. Hopefully we will be granted a loan. We will continue to pay all staff.
[post-council meeting update: PPP loan has been received]
- c. Custodial position: Should the custodial position be made a salaried position? Currently the position is a contract position, but Larry is asking for the position to become salaried (if he becomes an employee of HSLC, approx \$2,500 more per year, currently \$20,000). More information will be gathered, Scott will speak with Larry and we'll revisit this topic next time.

2. Staff Report -

- a. Pastor Courtney (see attached report) exploring serving and loving our neighbor during this quarantine time;
- b. Pastor Michael - meeting weekly with a small group aka "Covid Response Team" (Sue Scott, Jackie Johnson, Eric Kurtz, Gary Johnson); also meeting with pastoral coach with Pastor Courtney; grateful to all for our continued financial giving; challenges in the pastoral care realm around not being physically present with those in need; beginning to raise questions about returning to post-quarantine life.
- c. Karen's Report - Our church has become "wider" now during the quarantine time; curious about how we will continue as we move forward.
- d. Donna's Report - Ursula Schultz will take over plant care that Dana previously had taken care of.

3. Staffing

. Property Position - Job was posted, only one applicant. Continue or hold until we have a clearer financial picture from giving? DECISION: continue to search for additional applicants, plus conduct a phone screening with the current applicant. ACTION ITEM: Diane will contact the applicant to inform him that we need to determine our hiring process given the current Stay-in-Place order

a. Organist - We have a job description. Current organist salary, \$20,000.00. Rehiring now or later? DECISION: proceed with seeking a candidate. We have options for an organ substitute if needed.

b. Salaries: April/May payment per PPP loan; see item 1 (b) above

c. Custodial position - Currently it is a contract position; it is under consideration to be changed to salaried staff.

d. Council positions - Jen Kurtz has graciously agreed to be the personnel chair; she is a voting member on Council.

4. **Constitution** – No update -

5. **Building Use Policy** – No update

6. **Large Gift Policy** - in progress

New Business:

1. **COVID** - How are things going with church functioning, worship, reopening?

A huge THANK YOU goes to Pastor Michael, Pastor Courtney, Karen, and Donna for an excellent job in creating our worship service videos! Thank you to Diane and Kevin for beautiful music contributions. Also, thank you to our pastors and staff for the seamless transition to online Devotionals and Bible studies!

Re-opening - not yet, since the Governor's order still restricts the number of people in a group. Considerations for re-opening: masks, hand sanitizer, disinfecting, social distancing in small bathrooms. We need to communicate with the congregation regarding updates on the plans for re-opening.

2. Approving council minutes timeline: After receiving council minutes, members will provide approval within 3 days. If members provide corrections, the revised minutes will be sent again for approval; council members will notify the secretary of final approval via email within the next 3 days. No response after 3 days will be considered an approval vote.

3. Next meeting: May 19th, 5:30pm

Closing Prayer: Diane Klinkerfues

Adjournment: The meeting was adjourned at 7:21pm

Respectfully submitted,

Judy Ekberg, Secretary