

**Holy Shepherd Lutheran Church  
Council Meeting Agenda  
September 10, 2018  
5:30 P.M.**

**5:30**            **Call to Order/Prayer/Communion**  
**5:40**            **Approve August 2018 Minutes**

**5:45**    **Reports**

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

**6:30**    **Ongoing Business**

- **HVAC vote results/contract**
- **Action Items**
- **HSLC audit**
- **Ministry Team-vacant leadership positions**

**6:45**    **New Business**

- **Gift card proposal**
- **Capital improvement funding**
- **Staff audit**

**7:30**    **Prayers of the Council**

**REMINDERS & Upcoming Date**

- **October 15th council meeting**
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**HOLY SHEPHERD LUTHERAN CHURCH  
COUNCIL MEETING MINUTES  
August 20, 2018**

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

**Absent:** None

**Call to Order:** The meeting was called to order by Jeff Braden at 5:32 PM.

**Devotions:** Pastor Kari served communion.

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

**Property Team Update:** Pete Morse

The sanctuary HVAC system has been on the fritz for a couple of years and the property team along with Frontier Mechanical has been maintaining it as best as they could. This system is the big one behind the fence on the east side of the church that controls both the air conditioning and the heat for the narthex and the sanctuary. The system has a life span of approximately twenty years and we are at about 19 years into that life span. Frontier Mechanical said it is close to going out. Property Team has gotten six different bids and have narrowed it down to Excel Mechanical as the one they would recommend. The bids are good for thirty days from August 16, 2018. This bid includes the control panel which could be adjusted remotely. They recommend we move on this proposal soon for a couple of reasons:

1. Time frame to order and receive is six weeks.
2. Steel and aluminum tariffs may increase the price.

The two units that control the fellowship hall were replaced a couple of years ago after the big hail storm. Questions raised: Can we use some of the reserves for now to start the order but fundraise for the total costs? Does council want to recommend to the congregation to proceed with the company that the property team suggests?

Kevin motioned to accept the bid from Excel Mechanical and recommend to the congregation for approval. Winston seconded. Motion passed. A huge thank you to Pete and the rest of the property team for their hard work on this!!!

The congregational meeting is scheduled for September 9<sup>th</sup> after the first service. Kevin raised a concern about losing the engagement of members who attend the other services by doing it at 9:00 versus at a time closer to the 10:45 services or at all three services. Michael was concerned about having three different meetings as that limits the interaction between larger groups of members. It was decided to keep it at the 9:00 time but Jackie suggested that at the bottom of the letter Jeff will be sending out to the congregation that we have the voting ballot. We would encourage everyone to attend the meeting but if they are unable to, they can still vote. Emily suggested all voting be done by ballot then and not some verbally and some by ballot to eliminate double voting. Voting will be closed by Monday, September 10<sup>th</sup>.

Jackie motioned to move forward with the above proposal and vote by ballot. Winston seconded, motion passed.

## **REPORTS**

### **President's report:** Jeff Braden

Nothing else at this time

### **Vice-President Report:** Jamie Curry

Nothing at this time

### **Pastor's Report:** Pastor Kari

Pastor Kari gave updates on the transition process and how the one on one interviews are going with the transitional team. The congregation has been invited to complete a "vitality survey" over the next couple of weeks. The financial audit is almost completed. She also reported that the Health Ministry team has decided to take a rest for now after the retirement of Parish Nurse, Barb Suder. They will reevaluate in the future and see if there is a need. An exit interview will be done with Barb Suder on August 21<sup>st</sup>. Other highlights in the attached report.

Pastor Michael reported he will be in Seattle Wednesday through Saturday this week for missional development training. He invited council to consider attending the upcoming Conference Summit, a.k.a Missional Gathering at Abiding Hope on October 11<sup>th</sup> 6:30 – 9:00 p.m. Registration needed. He also reported that the Senior High youth did an awesome job at the weekend services. The pillars in the narthex should be read and this could be a tool to use as a piece for "courageous conversations". Confirmation is expanding to include all ages this year. Starts September 12<sup>th</sup> and will be meeting two times each month.

### **Staff Reports:** Karen Novess

See attached report.

### **Vision:** Kevin Klinkerfues

Nothing at this time

### **Personnel:** Winston Herbert

Winston will be part of the exit interview with the Parish Nurse this week. He reported that they have address the unused vacation situation this Barb Suder. Scott suggested that the employee manual be reviewed and updated to address vacation time for each position and how much can be rolled over from year to year.

### **Financial:** Scott Ikenberry

Scott provided the financials through July (see attached).

### **Ministry Team Reports:**

One report submitted by Trust Committee. See attached.

### **Ongoing business:**

- Action Items – Reviewed and updated, see attached.
- HSLC audit – will be completed this week.
- Vacant leadership positions – President, Vice President, and Secretary will all need to be filled for 2019. Pastor Kari suggested forming a nominating committee and soon after we will also need a call committee.

The meeting was adjourned at 7:34.

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.

## **December (2017) Action Items**

Review and update building use agreement – Safety & Security Team

Add a budget amount each year for future sabbaticals. (Scott)

## **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

## **August (2018) Action Items**

Update employee manuals to address vacation time and amount that can be rolled over. – Winston

Form a nominating committee to fill 2019 vacancies. - ?

Council Report 9/10/18  
Pastor Kari Reiquam

Ministry focus for August/early September

- One to One conversations with team leaders
- Action Center engagement
- Staff audit
- Closure for the Parish nurse Barb Suder.
- Healing worship and retirement event
- Transition team: evaluation of one to ones, planning for next month
- Staff retreat: setting common goals
- Planning Women's retreat for October
- Developing leadership strategy with nominating team
- Contributing to the faith leadership partnership in Lakewood

Transition Team: Vitality Survey report on September 30 We received 158 completed surveys!  
Financial Audit summary this Weds September 12 at 2 PM

Staff Audit (report available)

Upcoming events:

Leadership Training with Asst to the Bishop Sarah Moening

Better Together Conference Summit October 11

Peter Severson: Advocacy ministry on October 27/28

Proposal to Council – September 10<sup>th</sup>, 2018 Meeting

From: Staff of Holy Shepherd

RE: Office Assistance - Grocery Gift Cards

**Current Office Procedure:** Since the funds are limited, the office tries to give out cards only once a year to the same individual. A record is maintained in the office of the name, date and amount given. We also try to provide resources and referrals to other centers.

**Proposal:** We would propose that this process be discontinued. We believe that what started out as assistance to help others has shifted. The office is not staffed and equipped to assist with these individual's needs.

We have learned/experienced numerous situations that have prompted the request for this change.

These are:

- 1) Other, Better Resources Available – When guests come to the office requesting assistance, giving them a gift card is only the start. We then try to provide resources available (difficulty in maintain current list of all the other resources). We then spend time referring them to the Action Center or other places on the list.

We recently spent a morning at the Action Center taking a tour of their center and realized how better equipped they are to assist people.

- 2) Expectation of Receiver – We have experienced times when offering the one card is pushed and there is almost a “demand” for additional cards. We also have people who know the timing of when they last received a card and will contact us almost to the day a year later, as if they are working the system.
- 3) Security of office staff - We have experienced the population who are on the street with mental illness. We don't allow assistance seekers into the office if there is a staff member here alone. We have been faced with situations where the staff is made to feel uncomfortable, not knowing the right course of action, and finally taking (with 2 staff members) a person to the Action Center for more appropriate help.

During the last few years, the approved budget has provided for grocery cards to be purchased and distributed as needed from the church office.

Account #5308      Budgeted Amount \$1,200      Cards purchased for office use in 2018 - \$820

**Proposal II:** The budgeted funds for office assistance be sent to The Action Center.

The office staff will not stop caring, listening to, and praying for the folks who come here for help. We will continue to offer snack bags (provided by Missions Team) and referrals to the resources that we know are better equipped to assist.

**Youth**

- **Sr. High**
  - Inviting youth to Sr. High Gathering at Rainbow Trail, Nov. 16-18
  - Working with a couple of you to plan a sleepover in October.
  - Lovestruck: Racism, Community & God. During the youth worship service based on the Houston Gathering, we had the community engage in an exercise that allowed a safe space to share thoughts about a variety of subjects dealing with racial issues. Those comments are being put in a “booklet” for the community to read and continue the conversation with the church community, family and friends. Booklet will be available Sept. 15/16.

**Faith Formation**

- **Youth Education**
  - Growing with Jesus
    - Education Team creating curriculum for Sept. & Oct. based on how and what it means to be a friend. Bible stories used to support theme.
    - Cross-generational events. Originals plans have been changed. Will be having a cross-generational gathering on December 2 –“Prophecies” instead of Baptism of our Lord in January.
      - Will also look at a possible event during Lent.

**Wednesday Night Life**

- Started up on September 5<sup>th</sup>
  - Dinner & clean crew are all back and ready to go!
- September 12<sup>th</sup>: Bishop Jim Gonia will be with us for dinner and lead a class titled: “Claiming Our Gifts”

**Worship**

- Upcoming Prep:
  - Planning/Preparing Fall Pentecost Season.

**OTHER:**

- **Art Gallery**
  - Finished. Thank you to all those who shared their gifts!
- **Website**
  - If you have something you want on the site, please let me know.
  - Transition information is now located on the web.

MINISTRY TEAM REPORT

***WORSHIPPING AND GROWING TOGETHER IN CHRIST  
SERVING AND REACHING OUT JOYFULLY TO ALL***

VISION STATEMENT

As disciples of Jesus, Holy Shepherd Lutheran Church believes we are called to be in relationship with God, with God's people and with God's world every day.

Quarterly reports are expected from each team to the council; council will announce due dates. Reports (electronic is preferred) will be distributed by the office.

**DATE: Sept. 8, 2018**

**NAME OF TEAM: Music and Worship**

1. What are we working on? How does this support the mission and vision?:

We are discussing needs and opportunities at Holy Shepherd. Temple Talk by Dave Gleason on 9-8 and 9-9 at all three services to request high need areas like a Communion Assistant Coordinator and Assisting Minister Coordinator as well as opportunities such as Greeters, Readers, Ushers, and musicians.

Also discussing budget needs for the following year.

1. What decisions have we made? How will this support the mission and vision?

Temple Talk 9-8 and 9-9.

Who needs to be contacted about M&W budget items

\$2000 from M&W Reserve was approved by the committee for Handbell Restoration Service in April.

The M&W Committee would like to make a request of the Council that they approve a fundraiser for the additional \$1500. Ideas currently on the table are making an announcement and request at all three services on 10-20 and 10-21, and a possible Handbell concert.

3. How can council support you in your ministry?

The committee requests Council approval to fundraise the remaining \$1500 for Handbell Restoration Service in April 2019.

Approved by Council: April 17, 2012



# HOLY SHEPHERD LUTHERAN CHURCH

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						
<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							343,511	364,772	(21,261)
4099 · INCOME - DESIGNATED	13,000	1,083	1,400	858	600	1,148	311	2,721	939	394							8,371	8,667	(296)
8000 · INCOME - IN AND OUT			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>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>351,882</b>	<b>373,439</b>	<b>(21,556)</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							35,920	36,667	(747)
5200 · PERSONNEL COSTS	345,468	28,789	23,219	21,067	30,183	28,652	28,824	28,647	27,211	30,773							218,576	230,312	(11,736)
5300 · ADMIN. SUPPORT	30,700	2,558	2,825	2,046	2,608	2,284	3,348	2,196	2,372	2,738							20,417	20,467	(50)
5400 · PROPERTY & GROUNDS	99,238	8,270	10,227	8,064	8,156	6,889	6,759	10,079	9,695	10,373							70,243	66,159	4,084
5500 · WORSHIP & MUSIC	11,875	990	230	402	611	236	966	949	67	830							4,291	7,917	(3,626)
5600 · EVANGELISM	400	33	0	0	0	0	0	0	0	0							0	267	(267)
5700 · CHRISTIAN EDUCATION	2,500	208	0	219	0	23	0	150	573	(45)							920	1,667	(747)
5800 · CONGREGATIONAL LIFE	10,850	904	589	150	519	267	649	201	553	370							3,298	7,233	(3,935)
5900 · FELLOWSHIP	1,700	142	0	0	415	121	0	274	17	0							827	1,133	(306)
6000 · STEWARDSHIP	2,000	167	204	296	144	130	143	129	129	129							1,305	1,333	(28)
<b>Total Expense</b>	<b>559,731</b>	<b>46,644</b>	<b>43,540</b>	<b>36,493</b>	<b>46,351</b>	<b>43,350</b>	<b>45,731</b>	<b>46,090</b>	<b>44,926</b>	<b>49,315</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>355,796</b>	<b>373,154</b>	<b>(17,358)</b>
<b>Net Income</b>	<b>427</b>	<b>36</b>	<b>1,283</b>	<b>1,658</b>	<b>2,577</b>	<b>9,115</b>	<b>(10,342)</b>	<b>134</b>	<b>(2,091)</b>	<b>(6,248)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(3,914)</b>	<b>285</b>	<b>(4,199)</b>
<b>Building Fund Income</b>																			
Building Fund Income			6,319	5,094	6,599	8,398	5,484	11,137	5,674	8,674							57,379		
Less: Mortgage Interest			(1,075)	(924)	(848)	(953)	(850)	(892)	(852)	(775)							(7,168)		
Less: Principal Payment			(3,653)	(3,803)	(3,879)	(3,774)	(3,877)	(18,835)	(3,876)	(3,952)							(45,649)		
<b>Net Building Fund Income (Loss)</b>			<b>1,592</b>	<b>367</b>	<b>1,872</b>	<b>3,671</b>	<b>757</b>	<b>(8,590)</b>	<b>947</b>	<b>3,947</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,562</b>		

9:50 AM  
 09/09/18  
 Accrual Basis

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

	Aug 31, 18
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1115 · CHECKING/216-552-1084 1ST BANK	94,621.21
1125 · BLDG FUND/216-401-9954 1ST BANK	5,985.26
1135 · MONEY MKT/216-400-6224 1ST BANK	76,139.47
1150 · THRIVENT/INDEPENDENT LIVING	9,006.14
	185,752.08
<b>Total Checking/Savings</b>	
<b>Total Current Assets</b>	185,752.08
<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 REPLACEMT/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
	2,682,721.75
<b>Total Fixed Assets</b>	
<b>TOTAL ASSETS</b>	2,868,473.83
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2005 · ACCOUNTS PAYABLE	-29.79
	-29.79
<b>Total Accounts Payable</b>	
<b>Other Current Liabilities</b>	
2000 · PAYROLL LIABILITIES	18,874.96
2001 · EMPLOYEE DEDUCTIONS	-14,602.78
2011 · MISSIONS ETC.	600.00
2012 · HHH RESERVE	316.00
2014 · RESERVE-COMPASSION	1,654.00
2015 · RESERVE - FAMILY PROMISE	5,905.18
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	-755.44
2031 · RESERVE - ALTAR GUILD	2,492.88
2033 · RESERVE-NARTHEX ARTWORK	296.23
2035 · RESERVE - YOUTH MISSION	12,652.37
2039 · WOMEN'S AM BIBLE STUDY	335.00
2045 · RESERVE - SPECIAL GIFTS	35,668.26
2050 · RESERVE - COLUMBARIUM	25,762.66
2058 · FACILITIES IMPROVEMENT	22.89
2060 · RESERVE - MUSIC MINISTRY FUND	8,227.47
2061 · RESERVE-SOUND SYSTEM	633.05
2065 · RESERVE - CAPITAL IMPROVEMENTS	48,134.01
2066 · RESERVE - ENERGY CONSERVATION	857.31
2067 · RESERVE - SOLAR PROJECT	1,000.00
2070 · RESERVE - HEALTH / PARISH NURSE	-98.45
2072 · RESERVE - BUSY BEES	571.88
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	4,693.35
2086 · RESERVE-SENIOR PASTOR EDUCATION	1,167.00
2089 · WEDDING RESERVE	630.00
2090 · RETREATS	-62.50

9:50 AM  
09/09/18  
Accrual Basis

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

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	<u>Aug 31, 18</u>
2095 - RESERVE COPIER FUND	62.68
Total Other Current Liabilities	<u>170,220.21</u>
Total Current Liabilities	170,190.42
Long Term Liabilities	
2200 - NOTES PAYABLE - MORTGAGE	193,861.49
2220 - NOTE PAYABLE-SOLAR LOAN	<u>142,051.20</u>
Total Long Term Liabilities	<u>335,912.69</u>
Total Liabilities	506,103.11
Equity	
3000 - OPENING BALANCE EQUITY	1,085,852.25
3001 - RETAINED EARNINGS	1,227,767.21
Net Income	<u>48,751.26</u>
Total Equity	<u>2,362,370.72</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>2,868,473.83</u></u></b>



**Excel Mechanical Systems Inc.**

*excellence in quality service*

1392 W. Quincy Ave.  
Englewood, CO  
80110  
Phone: (303) 789-  
3321  
Fax: (303) 781-7159

August 27, 2018

***Holy Shepherd Lutheran Church  
Replace constant Volume AHU  
Revision 2***

Pete  
Holy Shepherd Luther Church:

***Excel Mechanical Systems, Inc.*** is pleased to provide our proposal for the above referenced project. We have prepared our proposal with strict interpretation of the following documents:

Plans not dated.

This proposal is conditional on the understanding that our work is fully set forth in the documents provided for the project. It is subject to the following terms, conditions, and clarifications:

<b><i>TOTAL HVAC PRICE:</i></b> seventy thousand eight hundred fifty dollars...\$70,850.00
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**PROPOSAL INCLUDES:**

1. Work to be performed between the hours of 7:30 AM and 4:30 PM, Monday through Friday
2. Remove refrigerant from existing AHU in an environmentally safe manor
3. Remove and dispose of exiting AHU
4. Supply and install One (1) Trane AHU Unit
5. Supply and install one (1) Trane Tracer DDC Control System (By Trane)
6. Fabricate and install ductwork
7. Duct Insulation
8. Gas disconnect and reconnect
9. Electrical disconnect and reconnect
10. Crane Fees
11. Permit
12. One-year parts and labor limited warranty, extended Compressor and Heat Exchanger parts only limited warranty
13. Trane and Excel discount

**PROPOSAL EXCLUDES:**

1. All not listed above
2. Taxes
3. Engineering fees
4. Dumpster fees
5. Site utilities (including tap fees)

*Due to fluctuating material prices this bid document is subject to acceptance within 30 days*



**Excel Mechanical Systems Inc.**

*excellence in quality service*

1392 W. Quincy Ave.  
Englewood, CO  
80110  
Phone: (303) 789-  
3321  
Fax: (303) 781-7159

6. Bid/Performance Bonds
7. Cutting/Patching of walls, floors, ceilings, and/or roofs
8. Equipment/housekeeping pads
9. X-rays (in-floor or structural)
10. Removal or replacement of ceiling tiles
11. Fire Caulking
12. Condensate piping
13. Line voltage electrical or interlocking
14. Electrical conduit
15. Roof repair or patching
16. Service or repair of existing equipment
17. Prevailing wage rates

*This proposal is subject to variation depending upon metal price fluxuation.*

We appreciate the opportunity to provide this pricing for your use. If you have any questions, please call. Thank you.

Quotation valid for thirty (30) days.

Sincerely,

B. William Browning  
HVAC Estimator

*Due to fluctuating material prices this bid document is subject to acceptance within 30 days*