

HOLY SHEPHERD LUTHERAN CHURCH
COUNCIL MEETING MINUTES
November 17, 2020 - Zoom Meeting

Join Zoom Meeting
<https://us02web.zoom.us/j/81918668772>

Meeting ID: 819 1866 8772

Action Items:

1. Council will vote in December to approve the draft budget.
2. Jen Kurtz will complete the Synod's compensation worksheet for pastors before December's Council meeting.
3. Jen and Pastor Michael will present staff compensation information in December.
4. Diane will send a copy of the large gift policy to Council members before the December meeting.
5. Large gift policy will be sent to the congregation 30 days prior to the January 31, 2021 annual meeting where the congregation will vote on the policy.
6. Diane will write the job description for the at large Council member position and the lay leader position on the Vision Empowerment Team.
7. Diane will submit an announcement of Council openings to the Shepherd's Staff, including description and expectations of the positions.
8. Diane, Pastor Michael, Pastor Courtney will have a conversation regarding changes to the church constitution. Diane will ask Emily Parkhurst, Gail Skaggs if they want to participate.
9. Diane, Sue, Karen, Pastor Michael, and Pastor Courtney will discuss annual meeting content and format.
10. Diane will check the constitution regarding holding the annual meeting by Zoom.

DECISIONS:

1. The Vision Team /Vision Empowerment Team will be comprised of pastors and 3-5 lay leaders appointed by Council serving 2-year terms. The pastor(s) will represent the team on Council; the lay leaders will not be a part of Council. This decision requires a vote by the congregation to change the existing constitutional requirement that Vision team lay leaders be part of Council.
2. The Council voted to add two at large voting members to Council with two-year terms and an option of serving two more years as a voting member in any position on Council pursuant to a congregational vote.

- Future Items:**
- *Prioritized list of facility needs (Kevin)
 - *Discuss staff compensation (Jen and Pastor Michael)
 - *Explore possible candidates for open Council positions (Vice President, 2 at large members) as well as possible candidates for 3-5 lay leaders on the Vision Empowerment Team.
 - * Are there votes from last year's Council that need to be ratified?
 - * Discuss annual meeting plan
 - * set council goals for next year

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

Call to Order: 6:48 pm

Opening Prayer: Pastor Courtney

Ongoing Business:

1. **Finance Report** (Scott Ikenberry)

a. Quick summary of the Income Statements:

October 2020 giving (\$42,394) was the highest since June and only \$5,000 under budget. It was also about \$3,000 above giving in October 2019.

October 2020 Expenses were \$14,500 below budget and \$6,700 below October 2019.

YTD giving through October 2020 (\$432,914) is \$40,000 below budget and trails giving of \$439,462 through October 2019.

YTD expenses through October 2020 (\$402,415) are \$71,000 below budget and \$40,000 below October 2019.

Bottom Line: Our 2020 YTD Income exceeds 2020 YTD Expenses by approx. +\$30,500. As of October 31, 2019, our YTD expenses had exceeded income by approx. -\$3,000.

b. Loan Balances as of October 31, 2020

Mortgage Loan balance is \$20,441.29

Solar Loan balance is \$105,161.57

2. **Staff Report**

a. **Pastors report**- phone call check-ins with congregants and ministry leaders; responding to positive Covid19 cases; offering group connections over Zoom; recording daily devotionals and weekly worship; see full report for many other activities.

b. **Ministry Report** - preparing all-age Advent activity, planning Advent devotionals, learning new worship technology; see full report for additional activities.

Columbarium first phase is finished except for planting to be done in the spring.

- c. Office Report (Donna)- 3 analog lines have been converted; we're on Comcast's schedule to complete the transition from Century Link to Comcast which will allow streaming in real time.

3. Continuing Business

- a. Re-Gathering/COVID update: watching Covid numbers go up; some questions from congregation about delay in re-gathering, but people are understanding now that Covid cases are spiking.
- b. Budget discussion
 - [Draft Budget](#) - ACTION ITEM: Council will vote in December to approve draft budget.
 - Staff Compensation - ACTION ITEM: Jen Kurtz will work through the Rocky Mountain Synod's compensation development worksheet for pastors.
 - ACTION ITEM: Jen and Pastor Michael will present staff compensation information in December.
- c. Large Gift Update- Trust Committee wants Council to select the policy to be used in the large gift decision process. ACTION ITEM: Diane will send a copy of the policy to Council members to read, then vote in December. ACTION ITEM: large gift policy will be sent to the congregation 30 days prior to the annual meeting to be held January 31, 2021 when the congregation will vote.
- d. Council Positions
 - Vice-President vacancy -
 - Two new At Large council positions
 - ACTION ITEM: Diane will submit an announcement of Council openings to the next edition of the Shepherd's Staff

4. New Business

- a. [Vision Team Proposal](#)/Vision Empowerment Team
 - Purpose of the Vision Empowerment Team is to develop lay leaders at Holy Shepherd AND empower leaders to live out the mission and vision of Holy Shepherd.
 - Vision Empowerment Team will be comprised of pastors and 3-5 lay people appointed by Council
 - The pastor(s) will be the representative to Council. The lay leaders will not be part of Council. NOTE: This will be a change to the church constitution and will require a vote by the congregation at the annual meeting.
 - ACTION ITEM: Diane will check with Emily Parkhurst (former Council secretary) and Gail Skaggs regarding constitutional changes. Diane will converse with Emily, Gail, Pastor Michael and Pastor Courtney.
- b. Motion for constitutional change regarding Vision Team
 - A motion was made by Sue Scott regarding changes to the Vision Team
 1. We accept the new format for the vision empowerment team which is 3-5 lay people in addition to the pastors. There will no longer be vision team lay representation on council. Council

- appoints lay leaders which will have two-year terms with the option of serving a second term.
2. Judy Ekberg seconded the motion.
 3. DECISION: After discussion, the motion carried.
- c. Adding new positions to the council. Two at-large congregational members
- A motion was made by Sue Scott that we add two At-large voting members on council with two-year terms with an option for two more years as a voting member in any position on council pursuant to a congregational vote.
 - Judy Ekberg seconded the motion. Discussion followed and the motion was amended as stated above.
 - Scott seconded the amendment.
 - DECISION: the amended motion carried.
- d. ACTION ITEM: Diane will write job descriptions for the at large Council members and lay leaders on the Vision Empowerment Team.
- e. [Staff Roles Document](#) (Clarifying what staff covers what)
- Did not have time to cover at this meeting will cover in December
- f. Annual Meeting
- Annual Report
1. Who will compile? ACTION ITEM: Diane, Karen, Sue, Pastor Courtney and Pastor Michael will discuss content/format.
 2. What's in it/format? Past President Jamie Malone may have template for the pie graphs
 3. Can the annual meeting be held via Zoom?
ACTION ITEM: Diane will check the constitution
[Guidelines for remote meeting](#)
- d. Council goals for next year- to be determined
- e. Council membership-
Constitution team

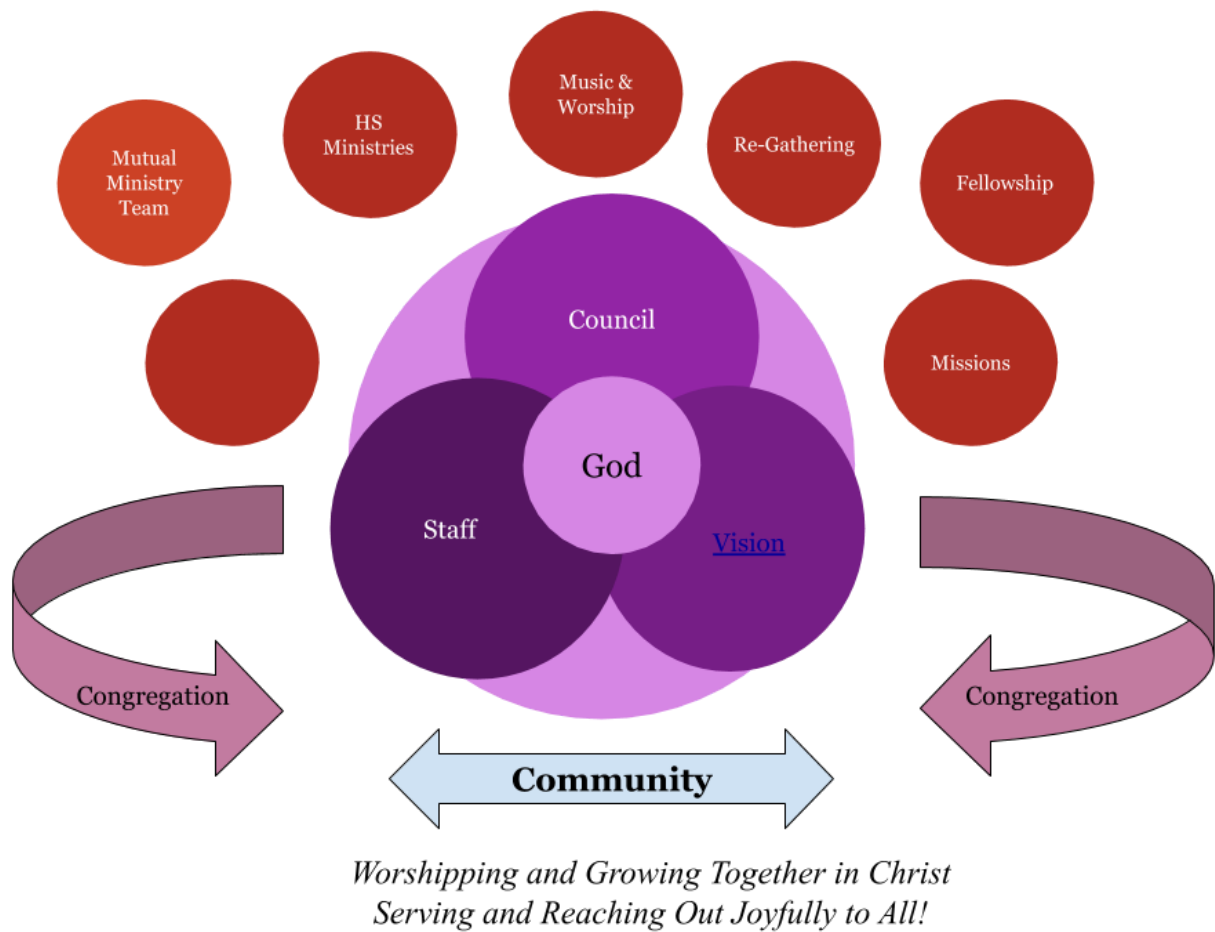
5. Closing Prayer: Diane

Adjournment: The meeting was adjourned at 7:59pm

Next Meeting: December 15th

Approval of Minutes: November 25, 2020

Respectfully submitted, Judy Ekberg, Secretary



Information

Re-Gathering/Re-opening Team

Kevin Klinkerfues, Amy Evancheck, Larry Lagerberg, Pastor Courtney, Pastor Michael

Covid Response Team

Team: Jackie Johnson, Gary Johnson, Eric Kurtz, Sue Scott, Pastor Michael, Pastor Courtney

Large Gift /Trust Team

Shirley Bradsby, Del Holz, Scott Ikenberry, Gerry Scholten, Carol Rossini, Sue Scott, Gail Skaggs, Pastor Michael, Pastor Courtney

Organist Hiring Team

Dave Gleason, Karen Novess, Diane Klinkerfues, Ron Skabo, Pastor Michael.