

Creator Lutheran Church Council Meeting Minutes July 17, 2018

Council members present: Monty Euston, Laurie Bruckbauer, Mike Rutkosky, Deborah Anderson, Tammy Billings-Funk, Janice Pendergast, Paula Eismann

Absent: Robb Winchell

Guests: Judi Richardson; Pastor Dan Wilson-Synod Liaison to the Transition and Call Process

Call to Order: 6:32 p.m.

Devotion: Laurie Bruckbauer

Judi Richardson, personnel chair, reported Michela Hammond had successfully completed her 90 day review and requested she be placed in the permanent position of Office Ministry Coordinator and that the existing rate and hours would remain the same. **MSP**. Judi will notify Michela of action.

Approval of June minutes is delayed until the August meeting as they were unavailable at this time.

Monty and Laurie presented suggested Agenda guidelines for council members, church committees and ministry teams.(See attachment) MSP. Laurie will distribute the guidelines to the appropriated bodies.

Discussion with Pastor Dan Wilson-who went over the timeline of both the transition team and call team for selection of a new pastor. The transition team is selected by the council using nominations by the congregation. The transition team leads the congregation through a time of healing, resolving conflicts, and issues before developing the MSP-Ministry Site Profile. Regarding a Conflict Resolutions workshop (which has come up before from the missional team and the strategic plan, Bishop Jaech has offered to present such a workshop as he has experience with such programs and has authored books on Conflict Resolution. It is important to be honest and to address such concerns up front to move on and focus on the future if we are going to have a successful call. There is no charge for this service. If we need further assistance, the synod has a team of pastors, Consultation to Clergy, who will work with the congregation. Pastor Dan will contact Dr. Jaech with possible dates. The council agreed to that. The congregation determines the Call team who, after reviewing the MSP, interviews possible pastors. The pulpit supply pastor cannot be considered for call. The synod guide lines are used to consider salary and supervision responsibilities of new pastor.

We have a fairly recent MSP and Pr Wilson suggested we refresh that, saving time. (refer to the Southwestern Synod of ELCA, Call Manual 2016 for details of timelines and responsibilities)

Treasurers Report

Mike moved to have the June 2018 Treasurers Report from the Finance committee accepted by Council. MSP

The Finance Committee will be presenting a proposed budget of \$400,000 for next year at the next council meeting for approval so it can be distributed to the congregation 30 days before congregational meeting on September 30.

- The council secretary-elect signed a form to deactivate Pastor Heidi's credit card account.

- Finance committee requested that a letter be sent to the congregation with mid-year statements detailing the current state of church's finances **MSP**. Deborah will meet with Karen Brown (Stewardship) and Sherry Dunn (Finance Committee) to draft the letter.
- There was a request from Council for the Foundation to consider re-financing the church mortgage to eliminate the negative general fund and un-sanctioned "borrowing" from the designated funds. Mike will get specifics from the Finance Committee on the effects of extending the life of the mortgage.
- Finance recommends the church split the legal cost to respond to a legal summons for documents and information regarding a former employee's claim against a doctor. **MSP**

Manager of Communication Report: Deborah is attending staff meetings. She reported the staff had questions about the new law on paid leave. Laurie explained the recent changes which need to be updated in the Personnel Manual. In the update, the changes will reflect the changes in the Law. Laurie will contact Judi to begin the update. **MSP** Janice has created a log to keep track of staff's activities.

Move to accept recommendation from Children Youth and Family Ministry Team to rehire Charlene Thayse as Sunday School Coordinator for 2018-2019 academic year. As a direct result of this decision, council directs finance to include this expense in the budget for the 2018-2019 fiscal year under Account 8630. **MSP**

Stephen Ministry has evolved into Creator Cares Team which will be its new name and has gained new members. Two meetings have occurred and members have met with those who need services and parish care. Deborah will send information to Janice to share with congregation.

Gift cards purchased from the pastor's discretionary fund to pay for food or gas from people who came to the door, will continue to be used until the cards are gone. This will be monitored as to their use. **MSP**

Rally Sunday will take place September 16 and plans are being made. Janice will follow-up with Youth and Family (Terri Heckroth and Cheri Farrer) with more information to come next meeting. If Ministry teams need to do something for this activity, they should decide 30 days prior. Janice will follow up with Terri and Cheri to encourage this communication to the leaders and request Rally Sunday promotion be published in the September Church Newsletter and the Sunday bulletin.

Mike announced that the congregation will need to vote on ratifying the Creator Lutheran Church Constitution and ByLaws. He stated that this is required by Chapter 16 of the ELCA Model Constitution and council minutes fulfilled the 60 day requirement for formal discussion.

A letter was received by Susan D. Peterson, resigning from her volunteer service in the church office. Members expressed their appreciation for the many services she has rendered. It was resolved that we accept the resignation of Susan as a non-paid volunteer to the church office effective immediately and that her duties be transferred to paid staff. **MSP**

Mike will give the devotion at the next meeting on August 21.
Mike gave a closing prayer and the meeting adjourned at 10:03 p.m.

Submitted by Paula Eismann, Secretary-elect