

Council & Board Minutes:

May 2023

St John Evangelical Lutheran Church

Council meeting minutes

The regular meeting of the Church council was called to order at 7:03 pm on May 9, 2023 by Josh Johnson.

Present: Pastor Russ Leeper, Cherie Schafer, Justin Chase, Judy Hughes, Kathy Rogotzke, Kurt Hoeft, Rhonda Schmidtke-Business Manager, Sarah Kendall-Secretary and Josh Johnson-President.

Opening Prayer: Pastor Russ Leeper

- **Agenda:** Discussion to postpone the constitution and by-laws review to the June meeting to allow more council members to be present.
 - Motion of approval of agenda with postponement of constitution and by-laws work to the June meeting: Hoeft/Hughes. All approved.
- **Personnel Update:** Sarah Kendall has been nominated to complete the remainder of the term vacated by Ron Hoffman as council secretary.
 - Motion to approve Sarah Kendall to fill the remainder of Ron Hoffman's term: Hughes/Rogotzke. All approved.
- **Previous month's council minutes:**
 - Motion of approval: Schafer/Chase. All approved.
- **Pastor's report:**
 - Pastor Leeper submitted his vacation schedule for the remainder of 2023. Discussion to adjust the dates of the council meetings during Pastor's vacations to ensure he doesn't miss any meetings.
 - Motion to approve vacation schedule: Hoeft/Rogotzke. All approved.
 - A member transfer was requested from Becky Carr due to her moving to Florida.
 - Motion to approve transfer: Rogotzke/Shafer. All approved.
 - Deacon Beth is doing a great job. She is very busy with her course work. This summer Beth will be making visits as part of her required Clinical Pastoral Education Program (CPE) program.
 - Toni, the new church secretary, is doing well and catching on to things quickly.
 - A system for monitoring and unlocking the church door(s) remotely is being worked on by the Church's IT contact Trent Parker. This ability will be especially helpful due to the church secretary position only being 20 hours a week now.
 - The current GriefShare session will conclude in two weeks. The program has been well-liked and beneficial to its participants. There is interest to offer the program again starting after the first of the year. There is also a special session about grief around the holiday season being planned.
 - There is going to be a proposal at the synod assembly in June for synod assemblies to be held every other year. There would be workshops and other educational

opportunities. held during the off years as a way to allow larger numbers of people to participate.

➤ **Financial report:**

- Motion to approve the financial report: Hughes/Chase. All approved.
 - Rhonda will start providing the church boards with their budget balance on a monthly basis.

➤ **Monthly benevolence:**

- Motion to give this month's money to the Charles City School's project RISE program which provides food and personal care items for students in need. Rogotzke/Chase. All approved.

➤ **Board liaison reports:**

○ **Building and grounds board from Kurt Hoefft:**

- The lift project is moving along. May 13 is clean-up day at the church.
- The fence around the preschool playground is in need of replacement.
 - Estimate for 5 foot tall nice quality black chain-link replacement fence for \$4,863 was received.
 - Whitney Franke, preschool director, has secured a grant to fully cover the cost of this new fence.
 - Motion to proceed with replacement of the fence: Schafer/Hughes. All approved.

○ **Finance board from Cherie Schaefer:**

- \$15,000 of unused funds from a disaster relief fund was moved to a 3-month CD with Jeremy Heyer/Edward Jones.
- Three bids were received for the church's property insurance.
 - The finance board recommends that the council approve the bid from Church Mutual Insurance company for \$18,549.
 - Motion to approve the bid and recommendation of Church Mutual Insurance for property insurance: Rogotzke/Hoefft. All approved.
- The lift project is expected to be roughly \$35,000 over the original approved budget. This additional expense arises from upgrades and changes that were made after the original plans were voted on.
 - There is interest in a simple celebration/dedication for the completion of the lift project. Further plans for this will be discussed at the June council meeting.

○ **Stewardship board from Judy Hughes:**

- Cans have brought in \$700 with another trailer load of cans expected to bring in another \$700.
- Another reverse offering for the blessing box was suggested by council members due to the rapid depletion of supplies recently.

➤ **Synod Assembly:**

- Pastor Leeper and Beth Hurt will be attending Synod Assembly.
- A male and a female attendee are also needed for the 2023 Synod Assembly.
 - Motion to approve Dennis Sande and Betty Manning as attendees: Hughes/Rogotzke. All approved.

➤ **Personnel Committee:**

- Council members continue to work on finding good candidates for the personnel committee. Further discussion and action on this will be planned for the June meeting.

➤ **Family Sponsorship:**

- Pastor Leeper informed the council that there is another Ukrainian family (who are currently in Poland) desiring sponsorship to come to Charles City.
 - Josh will address the congregation at an upcoming church service with regards to this.
 - Motion to wait for feedback from congregation prior to action on possible financial support/sponsorship for this family: Rogotzke/Hughes. All approved.

➤ **Next Council meeting:**

- Wednesday, June 14th at 7:00 (*please note time and day change due to member schedule conflicts*)

➤ **Adjourn:**

- Motion to adjourn meeting at 8:07 pm: Hughes/Chase. All approved.

➤ **Closed with the Lord's Prayer**

➤ **Minutes submitted by Sarah Kendall-Council Secretary**

St. John's Lutheran Church
Building and Grounds Minutes
May 2nd, 2023

Attendees: Pastor Russ, Don Tieskotter, Lenis Buseman, Kurt Hoeft (Council Liaison), Jami Carolan, Gaylen Hicok

The meeting opened with a prayer by Pastor Russ. The minutes from the April meeting were tabled.

OLD BUSINESS:

Lift Update:

- Lift is installed waiting on the electrician.
- Waiting for doors to arrive for installation.
- Cement will be poured on 03 May 2023 for the new entrance to the church offices and lift.

NEW BUSINESS:

- Hillegas Flooring in Charles City is preparing a flooring quote for the lift, secretary's office, and copier room. Samples will be reviewed for color.
- Preschool: existing wooden fence to be replaced by chain link fence (funding by the state).
 - Quote reviewed from River City Fence.
 - Don made the motion to install the 5' high option. Gaylen seconded the motion. Motion carried.
- Parking lot replacement. Tabled until June meeting.
- Pew reservation signs will be replaced with money from the Furniture Budget.

Don made the motion to close the meeting. Lenis seconded the motion.

The meeting was closed with the Lord's Prayer.

Minutes of this meeting are respectfully submitted by Gaylen Hicok

Family Board Meeting

Wednesday, May 10th at 4:30 pm

Members present – Tina Marth, Laurie Heidebrink, Carolyn Marth & Julie Begemann

Tina opened in prayer.

Old Business

Easter Egg Hunt Feedback

- Had 26 kids and 30 adults
- Good turnout since soccer hadn't started yet, and lots of other organizations had hunts that same morning
- Worked out well to have bags of candy and toys to get at the end of the hunt. Crafts were also well received, and people dyed lots of the eggs

Family “Bring your Own Picnic” lunch with games in the park

- Set for June 25th, have games start at 10:00 am, people can come play games until they want to eat or need to go. If the weather isn't favorable, we will reschedule.
- Who can be there? Tina, Carolyn, Laurie
- SUV's should be big enough to carry games from church; 2 sets of Bag boards, Ring Toss, Bocci Ball, Giant Kerplunk, Basket Bean Bag Toss, Frisbee Tic Tak Toe, Checkerboard, Sidewalk chalk, Bubbles
- Laurie will get paperwork signed for the park; we don't think we'd need electricity
- Need to decide how we are going to announce this and when
- Reminder that people should bring their own food, lawn chairs, blankets, etc.

New Business

Nothing in the works right now.

Rally Sunday will be Sept 17th.

Talked about a possible canoe trip with the Youth Board, and they may want to do this, but we don't have enough committee members on either committee. This may be an impromptu decision to hold this.

Next meeting – June 21st at 4:30pm.

Respectfully Submitted, Carolyn Marth

St John Lutheran Church Finance Board Meeting: May 9, 2023

Present: Bruce Boerschel, Ron James, Sharon Tieskotter, Rhonda Schmidtke Business Manager, Cherie Schafer Council Representatives and Pastor Russ Leeper.

Meeting was opened at 5:02 PM in the Parish Hall by Jeremy Heyer.

Pastor Russ Leeper opened with a prayer.

Ron James made a motion to approve the April 2023 minutes, Bruce Boerschel second the motion. Motion carries.

Bruce Boerschel made a motion to approve the May 2023 agenda, Sharon Tieskotter second the motion. Motion carries.

Approval of Disbursements: Rhonda Schmidtke reviewed the bills paid for the month of April. Ron James made a motion to approve the disbursements, Bruce Boerschel second the motion. Motion Carries.

Old Business:

1. Time Clock Plus: Rhonda Schmidtke has checked into and a report will be given at a later date.
2. Church Insurance Updates: Reviewed proposals from Church Mutual, American Church Group, and Acuity Insurance from Sission & Associates (Jon Vrieze). Board evaluated coverage levels, premiums, responsiveness by representatives, and additional value-add programs each may offer. Church Mutual offers training seminars and equipment for monitoring fire, temperature, water, and risk-abatement (active shooter). Ron James made a motion to approve recommending Church Mutual to the Council as new insurance provider. Sharon Tieskotter second the motion. Motion carries.
3. Disaster Relief Fund @ CUSB: ~\$15,000 account balance at CUSB and has been existence for many years, believed to have been established when Andrea DeVore was Business Manager. Board discussed changing authorized names on the account and moving it to Edward Jones to be put into a CD (use for repairs for parsonage roof). Bruce Boerschel motioned to put Rhonda Schmidtke as authorized person the account at CUSB, move the funds to Edward Jones, and place the funds in a 3-month CD to be used for repairs to the parsonage roof. Ron James seconded the motion. Motion carried.
4. Capital Improvements: The Lift project continues and is getting closer to completion. The board learned that the overall project cost is coming in about \$35,000 over the initial cost estimates presented to the Congregation. This is due to the canopy and doors, things discussed during the congregational meeting. Board learned Council approved it via Executive Board decision in consultation with project leaders. No board action needed.

New Business:

1. Review monthly financials: Rhonda Schmidtke reviewed the financials. Ron James motioned to approve the financials. Bruce Boerschel seconded the motion. Motion carried.
2. Council Report: Cherie Schafer had none, other than they will work to approve an insurance company quickly.

Next Meeting Tuesday June 13, 2023 at 5:00 PM in the Parish Hall.

Ron James made a motion to adjourn the meeting, Sharon Tieskotter second the motion. Motion Carries. Adjourned at 5:30pm

Closed with The Lord's Prayer

Jeremy Heyer
Finance Board Chairman

Next regular meeting scheduled for Tuesday June 13, 2023 @ 5pm (Parish Hall)

Board of Deacons Meeting-Minutes

Sunday, April 30,2023 @ 10:45

The April committee meeting was called to order at 10:45.

Members in attendance included: Diane Sande, Kip Hauser, Lorie Hoeft, Wayne McClintock, Brent Hinz, Julie DeBower, Pastor Leeper and Melanie Johanningmeier. Pastor Leeper opened the meeting in prayer.

Old Business: Kip and Julie will serve as co-chairs and Diane will be the secretary. “Thank you”, was expressed for everyone’s help during Holy Week.

New Business:

- Melanie will research for new “reserve” signs for the pews
- Vacation Bible School will sing on July 2, so there may be more people to plan for
- There will be no communion on June 4th and August 6 due to Pastor being out of town

May Communion servers

May 7-Diane, Kip, Wayne, Brent

May 21-Diane Julie, Lorie, Brent

Readers for May

May 7-Kip Hauser

May 14-Diane Sande

May 21-Katie Prichard

May 28-Diane Melrose

Readers for June

June 4- Diane Sande

June 11- Eric Johanningmeier

June 18-Lorie Hoeft

June 25- Wayne McClintock

Next Meeting will be May 28 at 10:00

Respectfully submitted, Diane Sande

Board of Deacons Meeting-Minutes

Sunday May 28,2023 @ 10:08

The May Deacons meeting was called to order at 10:08. Members in attendance included Diane Sande, Kip Hauser, Lorie Hoeft, Wayne McClintock, Brent Hinz, Julie DeBower, Beth Hurt, and Janet Petefish. Beth opened the meeting with prayer.

Old Business-New Business

- Melanie ordered new “reserve” signs for the pews. Buildings and grounds will pay for them.
- Vacation Bible School will sing on July 2, so there may be more people to plan for.
- There will be no communion on June 4th and August 6 due to Pastor being out of town. Toni and Janet Petefish have both informed about putting notices in the bulletin and the e skinny informing the congregation that there will be no communion the first Sunday in June and the first Sunday in August.
- June Readers
 - June 4-Diane Sande
 - June 11-Eric Johanningmeier
 - June 18-Lorie Hoeft
 - June 25-Wayne McClintock

June Communion servers

June 18

1. Beth, 2. Kip, 3. Lorie and 4. Brent.
Lorie and Brent will come early to set up.

July Communion Servers

July 2

1. Diane 2. Brent 3. Wayne 4. Julie
Wayne and Julie will come early to get everything set up

July 16

1. Beth 2. Julie 3. Brent 4. Wayne
Wayne and Brent will come early to get everything set up.

The meeting was closed with the Lord's Prayer. **Next meeting will be July 23 at 10:10 in the chapel.**

Respectfully submitted, Diane Sande

Stewardship Board, May 23, 2023

Our meeting opened with a prayer by Pastor Leeper

PRESENT: Diane Loudermilk, Kathy Waldorf, Sandy Hicks, Pastor Russ Leeper, Council Liaison Judy Hughes

Discussion regarding Blessing Box:

Yolanda communicated with Diane that she would volunteer to create the reverse offering slips for the Blessing Box. On July 2nd it will be announced there will be a reverse offering, July 9th the slips will be distributed as a reverse offering, and on July 16th the food items will be brought and put in boxes in the narthex.

St. Johns youth will be taking a mission trip to Duluth MN in July. A motion was made by Sandy Hicks to support this trip with \$500 from Kans for Kids to go towards gas for this trip and seconded by Kathy Waldorf. Motion carried.

Preparation for Consecration Sunday on October 29th:

On October 23rd there will be a Leaders dinner at Dave's Restaurant at 6:30pm. Nadonne Buseman has secured that with Dave's Restaurant. All council and board members along with our Guest Speaker and 3 leaders are invited to this meal. Nadonne has secured with U2 Barbeque for our noon meal on October 29th. Pastor Russ has asked Pastor Dan Gerrietts from Trinity Lutheran in Mason City to be our guest speaker, he is waiting to hear back from him. Diane Loudermilk has begun putting together a calendar for the stewardship board, so we know exactly what needs to be done and when.

Next meeting: June 20, 2023, at 2pm

The meeting was closed with the Lord's Prayer.

Respectfully submitted by Kathy Waldorf—Secretary

Parish Ed Minutes

5/16/2023 @ 4:10PM

Attendance: Lisa Hinz, Rae Lynne Chase, Tammy Quade, Shannon Venz, Laurie Heidebrink, Jake Gassman (Council liaison)

- Decorations will be going up for VBS on June 24th around 9:30AM and be taken down on Sunday July 2nd after service.
- VBS is the week of June 26th Monday-Thursday, we will be putting up a donation board on May 21st-28th with donations due on June 19th.
- Still needing volunteers for VBS in the areas of Photographer and crew leaders.
- Rally Sunday will be Sept 17th after the service, Sunday School starts Sept. 24th.

Next meeting will be June 14th at 4:10PM

Gracefully Submitted—Tammy Quade