

**St. John Evangelical Lutheran Church  
Council & Board Minutes**

**Church Council Meeting, March 8, 2022**

**Present:** Pastor Russ Leeper, Dennis Sande, Janet Petefish, Kim Watkins, Judy Hughes, Kurt Hoeft, Linda Hughes, Josh Johnson, Ron James, Kathy Rogotzke, Julie Begemann, Ron Hoffman

**Agenda:** The agenda was approved by the council (motion – Kurt H., 2<sup>nd</sup> Kathy R.)

**Council Minutes:** Last months' minutes were approved (motion – Kim W., 2<sup>nd</sup> – Dennis S.).

**Pastor's Report:** Pastor Leeper reported that Adult Bible Study started after service, February 27, 2022. He stated that because of the Lenten event in Parish Hall last Sunday it did not take place but will resume. He is leading the study and there were 15 in attendance at the first meeting.

He also reported that he plans to take advantage of a continuing education conference in Tucson, AZ April 1-6, 2022. This conference is for large churches and the main speaker will present on helping faith leaders move through these days of stress and anxiety.

**Financial Report:** Linda Hughes reported that she was on vacation last week. She answered some questions concerning accounts that had high deductions. The council approved the report (motion – Ron J., 2<sup>nd</sup> Judy H.).

**Monthly Benevolence:** Janet P. reported that the cost for the "prayer cloths," was \$155. The council agreed to cover that and help the Winterset, IA recovery from the March 6, 2022, tornado. This will be sent to the "Greater Madison County Community Foundation Disaster Recovery Fund." This benevolence was approved (motion – Kathy R., 2<sup>nd</sup> Julie B.).

**Boards Reports:**

- **Building & Grounds:** We had nothing new as they had not met.
- **Deacons:** Had an organizational meeting that went well, and all upcoming services were covered, including Lenten services
- **Family:** They held a Lenten Event in Parish Hall following the service March 6, 2022. 50 people attended and all went well. They will also sponsor the Annual Lady's Luncheon on March 27, 2022, and tickets for this event can be purchased in the church office.
- **Finance:** The discussion of an elevator or chair lift remains an item of discussion. They also discussed where the money for the roof repair would come.
- **Stewardship:** This group met and stated that lots of volunteers made covering the different projects much easier. They also welcomed new people to the board and discussed "Time and Talents."
- **Pre-school:** Covered as an agenda item

**150<sup>th</sup> Celebration:** Janet P. discussed the effort to invite former pastors for a May 15<sup>th</sup>, 2022, service. She had heard back from 2 former pastors who committed to attend the May 15<sup>th</sup> celebration. We agreed that the Council will sponsor a "coffee" following the service to meet, greet and welcome our guests. Janet P. also reported that there was a nice article in the Mason City Globe Gazette newspaper concerning this celebration and that she had gotten positive responses from those receiving the prayer cloths on April 15, 2022.

**St. John Christian Pre-School:** There was a discussion concerning the fact that even though we have extended the enrollment period, enrollment was still low. There was also discussion of the possibility of forming a relationship with the church and school, utilizing the new money from the State of Iowa for pre-schools. Nothing was decided as more information needs to be acquired.

**Capital Improvements:** The main discussion concerned the possibility of an elevator or purchasing a more affordable chair lift. It was decided that a sub-Committee of people from the Building and Grounds Board, Finance Board, Church Council should be formed to get all of the information pertinent to these possibilities and possibly recommend a way forward. This will be announced at the March 22, 2022 "All Boards" meeting.

**Personnel Committee:** Josh J. reported that there is a Personnel Handbook that was passed by the Council in December 2019, but it had not been activated. The handbook states that there will be a personnel committee to work with staff. This year the Executive Committee will serve in that capacity. One of their first efforts will be to come up with an evaluation form. Josh J. reported that he will send out this handbook to all council members.

**RAGBRAI:** This will be on the “All Boards” meeting later this month. By then we will know more about how we did financially the last time we hosted this event and where the route brings them into Charles City.

**Next Council Meeting:** Tuesday, April 12th, 2022, at 6 pm – Parish Hall

Adjourn: motion – Kim W., 2<sup>nd</sup> Ron J.

The Lord’s Prayer was recited by all to end the meeting.

Respectfully Submitted,  
Ron Hoffman  
Council Secretary

## **ALL (A)BOARD MEETING**



The meeting started with a prayer by Pastor Leeper. He continued by explaining the purpose of all boards meeting at the same time and showed a short video which encouraged teamwork and explained a handout of where the boards fit in the organizational nature of the whole church. Boards were then encouraged to start their meetings. The following are notes from the boards who submitted minutes to the board secretary:

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### **Executive Board Meeting – March 22, 2022**

Present: Pastor Leeper, Josh Johnson, Kim Watkins, and Ron Hoffman

The executive board met and continued work on developing an evaluation form for pastors and church employees. This is still a work in progress and when completed will be presented to the church council for approval. The plan would be to get started with the proposed evaluation process yet this spring.

Respectfully submitted by Board Secretary,  
Ron Hoffman

## **St John Finance Board Minutes March 22, 2022**

Present: Greig Grimm, Bruce Boerschel, Al Brandau, Karol Carpenter Richard Olesen, Ron James Council Representative, Linda Hughes Business Manager.

Pastor Leeper opened the All Boards meeting with a presentation of working together and building team workers, followed with a prayer at 7:00 PM.

Richard Olesen moved to approve the agenda; Al Brandau seconded the motion.  
Motion Carried.

Richard Olesen moved to approve the minutes from the February 10, 2022, meeting, Bruce Boerschel second the motion. Motion Carried.

### **Bills and Financial Update**

Linda Hughes presented the bills and financial update. Linda Hughes noted we are at 16% range on our spending and income for the year which is close to being on target with the budget. She has also put the garbage account on an automatic payment withdrawal from the church checking account since this is a monthly expense. She had also checked into having the church be on a total 12 payment for utilities, since it is in a business category, she was unable to do that feature. There were a couple expenses noted such as Larry Pump Accounting is an annual fee and another bill for new soap dispensers as we are no longer able to get supplies for the current soap dispensers. It was noted also on the treasurer report that Parish Ed Special Events is already at 90% of their budget, along with Youth Board is at 157% of their budget. Linda will be visiting with Laurie Heidebrink concerning these excessive expenses. Richard Olesen made a motion to approve the checks wrote for March 2022, Greig Grimm second the motion. Motion Carries. Richard Olesen made a motion to approve the financials for March 2022, Al Brandau second the motion. Motion Carries.

### **Old Business**

1. Richard Olesen questioned why we will be taking funds from the Kroneman estate held at Edward Jones for the roof repair bid of \$76,689. It was discussed that it was decided to come from that fund due to it being a capital improvement for the roof. Church Council has already approved the funds coming from that source.
2. Discussion was given to charging for online funerals. Finance Board felt that since there are no additional fees for this it would not be charged to the family of the deceased.

### **New Business**

1. Linda Hughes received a notification from the YMCA for a \$250 fee for the banner of the church that hangs in the gymnasium. Karol Carpenter made a motion to renew the banner, Richard Olesen second the motion. Motion Carries.
2. Karol Carpenter asked for a discussion on the amount of time she spends working with Linda Hughes as the Financial Assistant. She feels that only doing the job every 6 months is difficult to remember the process. She questioned if she could be allowed more time or be used more often. She also feels she is not capable of taking over the job in Linda's absence as she has not been trained to perform all responsibilities with the position. Greig Grimm asked for Karol to make up a list of what she would like to see happen and bring back to the next Finance Board meeting.

**Next Meeting:** April 5, 2022, at 5:30 PM at the church.

President Josh Johnson gave a review of highlights from the Church council. The Executive Committee is working diligently on the review of employee job descriptions as well as the church bylaws.

Pastor Russ Leeper closed the All Boards meeting with The Lord's Prayer.

Respectfully Submitted

Karol Carpenter  
Finance Board

## **Youth Board Meeting Minutes, March 22, 2022**

### **All Aboard Meeting**

**Present: Sydney Hinz, Ann Prichard, Jessie Holm**

#### **Old Business**

1. February 23<sup>rd</sup> left open on the Confirmation schedule for the Youth board to plan large group nights. Gaga Ball Tournament was proposed as the activity for this night.
  - a. Went well! Ordered pizzas, 1 Gaga Ball pit here, board games, etc. as additional activities
2. St. John Youth T-Shirts – Laurie/Sonja working on this
  - a. Sonja said \$10 youth sizes, \$13 S-XL, \$14.50 for XXL+
  - b. Charge \$12 for youth, \$15 for adult sizes
  - c. She'll need at least 2 weeks after we submit orders to her
  - d. When do we want to advertise and start taking orders? Start ASAP. It would be great if we could have an example at the Palm Sunday Breakfast
3. Bonus Fun Night on 3<sup>rd</sup> Floor – May 4- who can help? Doug Holm, Cooper Holm, Greg Heidebrink, Josh Dean, Todd Prichard (?)
4. North Dakota Mission Trip: completed 6<sup>th</sup>-12<sup>th</sup> grade students eligible (and their friends), 18 youth signed up so far
5. Palm Sunday Breakfast – April 10<sup>th</sup>, 8-11:30am
  - a. The donations will go into youth individual accounts? At this time keep **all** donations going to the Youth.
  - b. Scrambled eggs, ham, hash browns, pancakes, cinnamon rolls, juice, coffee, milk
  - c. Three shifts: 7:30-9am, 9:00-11:00am, 10:00am-12:00pm (Laurie send an email to parents asking for helpers)
  - d. Laurie will bake rolls, slice ham, and set out equipment on Friday/Saturday
  - e. Laurie will work 7am-finish Sunday
  - f. Doug/Cooper cooking @ 7am, Sydney will work 7:30-9:00am set up and serve
  - g. \_\_\_\_\_ will work 9:00-11:00am serving
  - h. Ann and Jessie/Carson will work 10:00-12:00 for finish and clean up

#### **New Business**

1. Bake Sale Fundraiser for the North Dakota Mission Trip - have a baking day at the Church tentative on June 11th and having the Bake Sale on June 12th.
2. Other – \*\*\*The Bus has new fuel lines\*\*\* Great to hear for the upcoming Mission Trip!

Next Meeting Date: **Sunday, April 10<sup>th</sup> at 11am** in the Fireside Room (during breakfast)

## **Board of Deacons, March 22, 2022**

**Members present** - Julie DeBower, Kip Hauser, Lorie Hoeft, Diane Sande, Ryan Venz, Melanie Johanningmeier, and Pastor Russ.

Pastor Russ had the opening and prayer.

- On Maundy Thursday and Easter Sunday, the deacons will just have two stations for communion like they have been doing. There will be 3 readers for Maundy Thursday service. At the end of the Maundy Thursday service the altar will be stripped in silence.
- Julie volunteered to start getting readers for May, June, and July.
- Melanie offered to put a service order together for June 12 when Pastor Leeper will be gone for the Synod Meeting.
- The deacons also filled the monthly communion positions through May 15.

The next deacon meeting will be held on Sunday, April 10, 2022, at 11:00 a.m. in the Chapel.

Pastor Leeper closed the meeting with the Lord's Prayer.

Respectfully submitted,

Lorie Hoeft

## **Family Board, March 22, 2022**

Large Group Opening

### **Old Business**

1. Lent Event: Sunday, March 6, 2022, at 10am in the Parish Hall - Calvary Hill Planting. Went very well! Thank you!!
2. Ladies' Luncheon: Sunday, March 27, 2022, 11:00am in the Parish Hall
  - a. Theme - Water Your Garden
  - b. Food – shredded chicken sandwiches, potato bake, donated desserts, and salads
  - c. Colors – all
  - d. Program – ~similarities between gardening and working on relationship with God
  - e. Decorations – flowers, mini gardens, gardening tools, etc.
  - f. \*125 in 2017, 80 in 2018, 85 in 2019
  - g. Tina will be in charge of kitchen/food starting around 10am
  - h. Laurie will get food started, then at 10am switch to program responsibilities
  - i. Set up at 9:30am on Saturday
  - j. Members are encouraged to bring props for the photo booths

### **New Business**

1. Board Secretary - \_\_\_\_\_
2. Egg Hunt is April 16<sup>th</sup> at 9am
  - a. Candy in eggs for littles
  - b. Puzzle eggs for K-5<sup>th</sup> (who then receive goody bags)
  - c. Egg dye in buckets, pre-boiled eggs
  - d. Tuesday, April 12<sup>th</sup> at 11am we will stuff eggs
3. Meeting Time – discussion regarding finding a meeting time that works for all members

**Next meeting April 16, 2022, at 10:00am in the Fireside Room (Meet right after the Egg Hunt)**

## **Stewardship Board, March 22, 2022**

### **All Boards Meeting**

**PRESENT:** Gaylen Hicok, Dave Lindaman, Diane Loudermilk, Ina Heitz, Yolanda Van Ausdall, Kathy Waldorf, Council Liaison: Judy Hughes, & Pastor Russ Leeper

Our meeting opened with Pastor Russ talking to all the boards.

1. Kans for Kids discussion:
  - a. Balance is \$3,855.34. Diane brought up the kid's meals account for Wednesday night suppers has a balance of \$63.
  - b. It was suggested that \$400 be transferred to that account.
  - c. Yolanda made a motion to transfer the \$400 and Gaylen seconded it.
2. The Confirmation fun night had pizza and pop with a bill of \$102.13.
  - a. Ina made a motion to pay that bill and Gaylen seconded it.
3. Dave will be out of town and will need some help from the board on taking the cans to B&S. Gaylen volunteered to take the lead on this with help from the board.
4. Pastor Russ talked to all the boards on teamwork.

Meeting was closed with the Lord's Prayer.

Our next meeting will be on April 12 at 2pm in the Chapel.

Respectfully submitted,

Kathy Waldorf, Secretary

## **St John Buildings & Grounds March 22, 2022**

**Members in attendance:** Ana Blickenderfer, Pastor Leeper, Jamie Carolan, Dennis Sande, Paul Van Ausdall, Brian Schmidtke, Tyler Kubik, Rusty Rogotzke

Welcome and prayer by Pastor Leeper. All Board Meeting opening 7 pm

Agenda motion to approve by Rusty, second by Tyler

Minutes motion to approve by Rusty, second by Paul

### **Old Business:**

1. Facia Board – Talked with the group about bringing the lift to town and how to get it into place. Tyler volunteered to flag. Will want to look at the bell tower roof at the same time, if possible, it appears to still be letting moisture in
2. Sanctuary painting – Jamie to call Sherwin Williams for more contractors to get quotes. Dennis to ask Rick Cordes.
3. Security Cameras – Complete
4. Parsonage roof – appears to now be a leak in the spare bedroom. Paul to contact a contractor. Craig to reach out to contractors contacted last fall.

### **New Business:**

1. Use of building – none
2. Use of bus – none (fuel lines fixed)
3. Meeting time – plan to meet later, at 6 PM, remaining on the first Tuesday of the month
4. Spring Cleanup Day – May 14, 9am start
5. Trees around church – Jamie to call for estimates and timelines
6. Roasters – donated by Jeremy Heyer late last year

Closed with the Lord's Prayer 7:59 PM

**Next Meeting April 5, 2022, at 6pm.**

## **St. John Parish Education Minutes, March 22, 2022**

Held All Board meeting, met as a large group and in individual boards.

### **Old Business**

1. Sunday School
  - a. Class sizes remain about the same, varying between 20-30 students each week, with a total of 50 students enrolled. Many classes held as joint Sunday School class (i.e., 3rd/4<sup>th</sup> grade and 7<sup>th</sup>/8<sup>th</sup> grade).
  - b. Janet Petefish has made Easter bonnets and bowties for the younger kids to wear on Easter Sunday. She will have these available on Palm Sunday.
  - c. Adult Sunday School begun during “education hour.”
    - i. Decent attendance – unsure of numbers at this time.
  - d. Discussion of ways to increase attendance at Sunday School or for church activities
    - i. Calvary bus picks up kids for Sunday School around town, possible for St. John’s to do something similar to kids who may want to attend but parents unable to get them here?
  - e. Discussion evolved into conversation of attendance of 7<sup>th</sup>/8<sup>th</sup> grade SS, time commitment parents able to make to church activities on both Sundays and Wednesdays, speculation of whether Wednesday evening could be a focal point instead of Sundays for families and confirmation-age students
2. After School Program
  - a. Running well, good attendance (16 students)
  - b. Paid for by Kans for Kids
  - c. Currently paused for Lent, will continue after Easter
3. VBS
  - a. June 14-17, 2022, held in the evening
  - b. Shift to earlier in the year due to conflicts church ran into last year (many families on vacation due to “dead week”)
  - c. Likely regardless of week chosen, conflicts will arise
  - d. Materials have been purchased
  - e. Volunteers – still determining how many volunteers will be needed to lead portions of VBS, many of which have potential to be filled out by Parish Ed board members, although others are welcome to volunteer as well.
    - i. Crew leaders for groups typically MS/HS students
  - f. Can announce in e-skinny, at service (seen through YouTube stream and heard on radio), in the bulletin, possibly getting a sign to put up outside the church?
  - g. Workday will be June 13<sup>th</sup> to prep for first day of VBS
  - h. List of Bible School dates for community w/ all churches
    - i. Helpful for families to know which churches are holding VBS and when, helps families plan, especially if unable to attend St. John VBS
    - ii. Laurie mentioned this has been discussed before with other churches, considering implementing this year
4. Men’s Bible Study
  - a. Currently on hold

**New Business**

1. Chair – Tammy Quade, Secretary – Rae Lynne Chase
2. May baskets will be made for Sunday School teachers
  - a. Thoughts of gift cards (\$5), along with traditional May Day basket fillings (popcorn, M&Ms, etc.)
  - b. Last day of SS is May Day
3. Conversation that like many other boards probably, Parish Ed board is learning to identify what the “new normal” will be post-pandemic. Needs and expectations are shifting, we need to be prepared to shift along with that.
4. Jake Gassman will be our “link” to Council – we can direct questions or needs to him

Next Meeting: April 3<sup>rd</sup> @ 11am in the Fireside Room