

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

Church Council Meeting, November 12, 2019

Meeting called to order by Brad Bailey at 6:00 PM.

Present: Brad Bailey, Greg Buenger, Carol Brahn, Bob Brede, Kathy Crooks, Janet Petefish, Shannon Venz, Kathy Waldorf, Pastor Leeper, Linda Hughes, and Kurt Hoeft.

Pastor Leeper opened with prayer.

Petefish **moved** to accept the September and October Council meeting minutes, second by Brede. Motion passed. Hoeft **moved** to accept revised agenda, seconded by Crooks. Motion carried.

Pastor's Report: Pastor Leeper indicated that the Consecration Sunday was a successful and great event. We witness a growth in stewardship giving and spirited growth in the church. This was a great example of what can happen when we all work together.

Old Business

1. Board and Ministry Reports:
 - a. Board summary reports were given for Stewardship, Family, and Building and Grounds.
 - b. Personnel Committee- Staff handbook is completed. Council should have it to vote on at our December meeting.
2. Brahn **Moved** for October Benevolence be designated to Angle Tree Project and the November Benevolence be designated for the Messiah Food Pantry. Seconded by Waldorf. Motion passed.
3. Linda Hughes, Business Manager reviewed the Church Financial report. We are still behind in our giving to meet our approved 2019 budget. Giving so far this year is lower than anticipated. The giving status of the pledges for the sound and video project was reviewed.
4. Bus Report: A bus committee meant on November 12th. The committee is working on developing a plan to address what is the best way to proceed with options for our current bus or alternative transportation of people for our events. The buss is currently running fine.

New Business

1. All Church Board Meeting Night: "All-A-Board" meeting night will be held on November 19, 2019. The Communication Board will prepare refreshments for this meeting.
2. 2020 Annual Board Budget Requests: Boards need to submit their 2020 budget requests to Linda Hughes by November 18th.
3. Every Sunday Communion: Reported that Deacons are agreeable to having every Sunday Communion as long as there are more people to assist with the communion. We need to educate additional members on assisting with communion. No action taken.
4. Personnel: Petefish moved to increase Pastor Leeper's vacation days from 20 to 25 days per year beginning January 1, 2020 with one of the days being a Sunday, Seconded by Crooks. Motion carried.
5. Safe- Guarding God's Children: This is a recommended three-hour training for all Staff, Sunday School Teachers, SJCP instructors and Vacation Bible School leaders to train them on safe-Guarding the children and recognizing signs of abuse. Synod recommends we open the training to other churches in the area. Council recommended additional research be completed concerning insurance, who to invite and when training should be completed.
6. Nominating Committee: the need to create a nominating to replace Board members whose terms are expiring was discussed. According to our By-Laws the committee will be made up of two council members and three congregational members. Names of potential Nominating Committee members was developed. Bailey will make contacts to organize a nominating committee.
7. Transfers: Petefish **moved** to accept the transfer of Kierstin Heim from Grace Lutheran Church to St John Lutheran Evangelical Church. Seconded by Brahn. Motion carried.

8. Annual Meeting: Crooks **moved** to hold the annual meeting on January 19, 2020 at 10:00 AM. Seconded by Brahn. Motion carried. There will be one Church Service at 9:00 AM with the youth serving Breakfast afterward.
9. Plaque: Petefish wants to have a plaque made to educate people on the new stain glass window. Consensus of council for Petefish to work with Building and Grounds on this project.
10. **Motion** to adjourn by Brahn, second by Waldorf. Motion passed.

Closed with the Lord's Prayer.

Next council meeting is scheduled for December 10, 2019 at 6 PM.

Respectfully submitted by Kurt Hoeft, Secretary

St. John Communication Board Minutes, November 19, 2019

Pastor Leeper opened the meeting, welcoming everyone there. He thanked the Communication Board members for bringing the treats. He showed a video to the entire group.

He presented the Organization Chart of the ELCA Congregation with our church specifically. The chart covered the roles that the congregation, pastor, church council, boards, exec committee, personnel committee, nominating committee, audit committee and the staff.

Lydia moved we accept the October minutes and Angel seconded the motion. All were in favor.

1. Lydia reported the pictorial directory is completed and we are waiting for a final draft before it is published. Lydia, Yolanda and Julie worked to complete the extra pages in the directory.
2. Helpers are needed to help sort boxes for Operation Christmas Child at the Bridge Church. The times are this Saturday 11-4; and Sunday 12-3 at the Bridge Church.
3. December 2nd the church is need of volunteers to help decorate beginning at 5:30 pm.
4. December 6th is the Lighted Parade in church at 6:00 pm. We had discussed having a simple meal, but after discussion of the December 15th event it was decided that we wouldn't do this event this year.
5. December 15th Lydia reported it is Music Sunday at our church along with Messiah Lutheran. She discussed having a potluck beginning at 10:15 after the first service and then choirs and anyone else could join in caroling as well. We decided to set up tables for 125 people that might possibly attend.
6. A decorating station will be set up for people to decorate their own cookies. Our board will make the cookies and bring them. Lydia, Yolanda and Julie will make the frosting in the church kitchen for decorating cookies after the potluck dinner. A-G side dish; H-S Main Dish; T-Z Unfrosted sugar cookies.
7. Lydia brought up that the bathrooms of the church need some essentials, such as feminine products, step stools for children, Kleenexes and band-aids and individually wrapped floss picks in the men's rooms. Janet will bring it to the Parish Council meeting in December.
8. Our board decided to change our budget from \$1200.00 to \$800.00. The categories have changed to: Events-\$400.00; Ministry-\$200.00; Technology-\$50.00; Misc.-\$50.00.

The meeting was adjourned by Pastor Leeper.

Respectfully submitted,

Julie DeBower

Communications Board Secretary

St John Finance Board Minutes Tuesday November 19, 2019

Present: Gina McClintock, Mike Brown, Karol Carpenter, Gloria Carr, Tammy Quade, Monte Waldorf, Pastor Russ Leeper, Linda Hughes Business Manager, Shannon Venz Church Council Rep.

The meeting was an All Boards Meeting with other boards of the church

Pastor Russ Leeper opened the meeting with a prayer and a brief description of the organizational Chart for an ELCA Congregation, which will be used by St John Evangelical Lutheran Church.

We then went into each board monthly meeting.

Approval of Agenda: Gloria made a motion to approve the agenda with Mike seconding the motion. Motion Carried.

Bills/Financial Update/Approve Bills: Tammy made a motion to approve the bills with Monte seconding the motion. Motion Carried. Linda had reviewed the bills and noted that Consecration expenses were taken from the Kronemann Estate. There was discussion concerning a second person approving the Visa bill transactions as recommended by the internal audit committee. Monte made a motion to table until the next meeting. Gloria seconded the motion. Vote was 3 Pro and 3 Con. Linda will bring all bills with receipts to the next meeting for review. Linda reported on contents in Safe Deposit Box at bank. She will check with banks as to the CD's in box to see if any value remains for them and if not, they will be destroyed. The remaining items will be brought to the next meeting for review by Finance Board.

Old Business:

- 1.** Direct Deposits---Linda has been instructed by Brad Bailey the Council President to table this until January.
- 2.** Dedicated Accounts vs. Investment Accounts---this also was tabled until a later date to give Linda more time to look through where funds are located.
- 3.** 3rd Quarter Benevolence is \$2175.20. Karol made a motion with Gloria seconding for Holiday Cheer to receive \$675.20, Shop with a Cop \$500, Red Kettle/Salvation Army \$500.00 and Toys for Tots \$500.00. Motion Carries.

New Business:

1. Changing Accounting Software---This was tabled to a later date.
2. Budget Committee---Tammy, Mike and Karol will meet with Linda on December 5th at 5:00 pm to begin assembling the budget to present to Finance Committee at the December 9th meeting.
3. Names were also suggested for finance Board for the upcoming year. Gina and Karol will both be fulfilling their respective terms on board.

The boards were then all reunited. Each board was asked to give a brief summary of things their boards were working on or suggestions they would have for other boards.

Next Finance Board Meeting: The next Finance Board meeting will be Monday December 9th at 5:00 PM in the Chapel.

The entire group closed with forming a circle holding hands and reciting The Lord's Prayer.

Respectfully submitted:

Karol Carpenter

St John Buildings and Grounds Meeting @ All-Board Meeting 11/19/19, 6pm

Present: Jamie Carolan, Guy Carpenter, Jeremy Heyer, Mike Quade, and Greg Buenger

Pastor Leeper opened the All-Board meeting with a prayer and reviewed an organizational chart of how ELCA churches are structured with the Congregation, Council, Boards, Staff, etc. B&G meeting commenced at 6:15pm.

November agenda was amended by Guy by adding two items and Pastor with three. Mike moved to approve and Jeremy second.

Minutes from the October B&G meeting were reviewed and approved. Jeremy moved and Mike second.

Old Business

- ❖ Concrete work – Done for the year. DeBoest Concrete repaired damage and wear with concrete and epoxy, depending on what the need was.
- ❖ Bus Repairs – Brake alarm was still going off at random times, Jeremy found the culprit to be the brake fluid reservoir sensor (unplugged it until we can replace it). Brakes function well, the sensor is incorrectly reading low brake fluid intermittently. Bathroom pump has a relay that needs to be replaced too. Guy investigated undercoating for the bus, and he ended up with Daniels Auto. Jason Daniels relayed undercoating would cost ~\$700 but he would want a light sandblasting to remove most of the rust (Gelner). That may run another ~\$700 bringing the total to ~\$1500. Jamie also noted that the driveshaft feels weak and could also be several more hundred dollars to fix. It is safe to drive locally. It was recommended we table this item until Spring 2020 until the fate of the bus is decided.
- ❖ Narthex TV monitor – Project was previously approved and to be paid for through memorial money. Jamie had heard of vocal dissent from a few Council members on it, so we did not move forward with electrical installation. Pastor will seek approval at Council and then Jamie will arrange for electrical installation.
- ❖ Church ADA Compliance – Pew was swapped out in October to allow wheelchair seating in the Sanctuary. No other requests currently.
- ❖ Emergency Shelter/Evacuation Plan – Guy met with Leslie Weber and Eric Whipple on two occasions, developed a plan for sheltering in the basement during severe weather. Pastor will review the plan with ushers and staff, with the annual congregational training during the Annual Meeting in January.
- ❖ Projecting the sermon – Pastor relayed that the software we would need to use is \$400 and is a onetime charge.

New Business

- ❖ Use of Building – Bridal shower 5/2/2020 12:30-3pm Fireside Room and possibly kitchen, 15-18 people, reserved by Judy Hughes. Approved
- ❖ Bus Requests – none
- ❖ Last Supper painting – St John was gifted a painting and Pastor is having it framed by Rhonda Schmidtke. Pastor asked for a location to hang it. Board agreed to have Pastor and Jamie find a desirable location, Jamie to hang it.
- ❖ Little Free Food Pantry – Pastor presented that St John was approached to be a distribution location for a community food pantry cabinet. Essentially a cabinet that would be at the church and anyone could come by to get food. Jeremy to get more information from Dan Caffrey. Board ok with St John being available for this.
- ❖ Dishwasher @ Parsonage – seals were replaced on the dishwasher some time ago, but it is leaking again. Per previous approval if it broke down again, replacement was necessary. Guy acquired a replacement and installed it last week.
- ❖ Nominating Committee – Guy and Kent are going off the board, names forwarded to Brad Bailey for possibilities.
- ❖ Budget 2020 – Board reviewed FY2019 expenses and projections, made budget recommendations to forward on to Finance Board.

Meeting closed with the Lord's Prayer

Next meeting - 12/3/19 5pm in the Fireside Room

Board of Deacons, November 19, 2019

Present: Marlene Holthaus, Mike Tracey, Jodi Reetz, Liz Hamm, Melanie Johanningmeier, Pastor Russ, Carol Brahn

Pastor discussed the Organizational Chart for the church.

Opening Prayer

- ✓ **Christmas Decorating:** We will decorate on Monday December 2nd at 5:30. Communication board will help. Jodi will send a reminder to Lydia closer to that date and she will share it with her board.
- ✓ **Readers:** Kim has readers lined up through March. Thank you!
- ✓ **Sunday December 15th:** Liz, Kim, Joyce, and Jodi will serve. Marlene will be available if needed for roving or as a last-minute sub.
- ✓ **Christmas Eve Services:** Marlene has signup sheets ready for ushers. Jodi will send out the updated google doc sign-up. Please list the people you call and if you left a message or if they are not interested. That will eliminate us calling the same people. I will put it at the bottom of the doc.
- ✓ **Nomination Committee:** We have several names for the board. We also wrote down Ryan and Shannon Venz and Lydia and Josh Johnson for Synod Assembly.

Next meeting: December 1st, between services seemed to work better for most.

Closed with the Lord's Prayer

Stewardship Board, November 19, 2019

Committee Members: Ryan Venz, Sandi Quade, Josh Johnson, Julie Begemann, Kay Tjaden, Bev Selvig

Ryan called the meeting to order.

Old Business:

1. Consecration Sunday: We felt for the short time allotted for planning, things went very well.
2. Future Consecration Sunday event
 - a. Setting the date one to two weeks earlier may work. This would give the financial secretary more time to work on the budget
 - b. For those enrolled in Simply Giving, clarification to add this step of communication to financial secretary, to increase the giving dollar amount.
 - c. Including the Simply Giving form along with the thankyou notes we mail would be beneficial.

New Business:

1. Josh talked about Vanco, regarding Simply Giving. A webpage will be set up, allowing everyone the opportunity to go into this site and make changes to their Simply Giving accounts. The webpage will be easy to use with instructions on the page.
2. The glass box will again be decorated and placed in the Narthex for Sunday, December 1st. Christmas Gifts for Jesus will be the theme with monies going towards the general budget.
3. Names were submitted for two new Stewardship board members.

Next meeting: December 8th at 9:00 a.m. in the Fireside room.

Respectfully Submitted,
Julie Begemann

Family Board Meeting Minutes, November 19, 2019

Prayer

Old Business

- 25¢ Store: Date- November 24th, 10am-noon (10:30am public)
 - Setup – 8am Sunday, November 24th, Parish Hall
 - Workers – setup: Sabra, Amy, Jaclyn
 - Workers – sales: Lisa, Sharon, Amy, Sabra, Laurie
 - Workers – Wrapping, bagging: Sydney, Jadyn
 - Sabra will print flyers for preschools
 - Profits will be donated to Charles City food pantry

New Business

- Nominees for Board Members – turned names in on form
- Ministry Support Plan for 2020 – amount left the same as last year

Next meeting December 11, 2019 at 5:15pm in the Fireside Room

St. John Parish Education Minutes, November 19, 2019, 11:20AM

Present: Stacey Vance, Sara Kendall, Laurie Heidebrink, Jessie Holm, Lisa Kreger, and Bob Pride (counsel liaison)

Opened with a prayer

Old Business

1. Sunday School:
 - a. Teachers -- All classes are covered.
 - b. Materials -- 2nd Semester materials have arrived for 7th/8th, will order remaining soon.
 - c. Calendar— December 8th is the Christmas program.
2. Christmas program will be December 8th during the 10:15 service. (Youth Board is hosting soup dinner following the program.
 - a. Program for the Littles — Joyce Boehmer & Brandi Lantz
 - b. Program director for the Bigs — Laurie
 - c. Soup Dinner — someone else will be Kitchen Supervisor for Sunday morning until 11:30 a.m.
 - d. Scripts — went to 3rd - 6th grade classes to start practicing on the 17th.
 - e. Poems — went to PreK-2nd grade classes to start practicing on the 17th.
 - f. Christmas gifts for teachers —Kwik Star \$5 card
 - g. Christmas gifts for students — treats & Bell ornaments. Sarah is putting the bags together.
 - h. Ministry support plan turned in to Linda.
 - i. Food month— advertised on Facebook and in Skinny and screens.

New Business:

1. VBS — Everyone likes the Rocky Railroad theme. Need to decide on dates. July 28 - 31? 5:30 - 8 p.m.?
2. Gave names for possible nominees for board members.

Closed with the Lord's Prayer

Youth Board Meeting Minutes, November 19, 2019, 11:20 a.m.

Old Business

1. Christmas Soup Dinner: Sunday, December 8, 2019 after Christmas Program
 - a. Chili, Chicken Noodle Soups and breads and desserts
 - b. Laurie will get the groceries
 - c. Laurie, Rhonda and JoAnn will meet at 9:30am on Saturday to cook.
 - d. Rhonda and Don will supervise kitchen from 9am-11:30am during Christmas Program/rehearsal
 - e. Sue, Wendy and JoAnn can help serve this meal from 11:15am-1pm
 - f. Donations go into accounts of those working
2. Lighted Christmas Parade - Friday, December 6th, 6pm
 - a. Heidebrinks and Heyers will build/decorate the float on Sunday, December 1
3. Youth Group – meets November 20th and again in January

New Business

1. Annual Meeting Brunch: Sunday, January 19, 2020 from 10am-11am in the Parish Hall
 - a. Planning to serve 125 (Planned for 100, fed 118 last year)
 - b. Tortillas, eggs, diced ham, sausage, shredded cheese, hash browns, cinnamon rolls, OJ, coffee, milk
 - c. Donations go into accounts of those working

Next Meeting Date: **Sunday, January 12, 11:20am in the Fireside Room, (No December meeting)**
(NOTE DATE AND TIME CHANGE FOR JANUARY MEETING)