

**St. John Evangelical Lutheran Church**  
**Church Council Meeting**  
**September 19, 2017**

**Present:** Jeremy Heyer, Janet Petefish, Cherie Schafer, Nancy Heiter, Peg Poppen, Bruce Delap, Don Holm, John Swiggum, Linda Hughes, and Pastor Leeper.

The meeting was opened with prayer by Pastor Leeper

Approved Agenda and Minutes of August meeting – Motion by Cherie Schafer/2<sup>nd</sup> by Bruce Delap.

**Old Business:**

1. Board/Ministry Reports:
  - a. Deacons-Cherie Schafer attended. Pastor Leeper asked why certain things were done, like why do we ring the bell? He was trying to get handle on traditions. There will be one service on Reformation Sunday.
  - b. Communications-Janet Petefish attended. The Podcast is on hold. Tailgate was changed to walking in the parade to not conflict with the school tailgate. New informational brochures are nearly ready.
2. Benevolence: \$673 was sent to the Ladies Auxiliary of the American Legion from the July and August benevolence money. Their poppy sale, which funds food for Thanksgiving and Christmas for the poor, had not
3. happened because the poppies weren't delivered. Don Holm made the motion/ 2<sup>nd</sup> Peg Poppen to designate the September benevolence to the Auxiliary to help replace the donations they didn't get.
4. Records: Jeremy will ask for volunteers to go through the boxes of records that have been stored throughout the church to see what can be discarded or reorganized. The group will be headed by Janet Petefish and Peg Poppen.
5. Basic CPR/AED Training: Finance will be directed to pay whatever is needed; \$750, as designated, or more if needed to train our member volunteers in CPR/AED classes. Motion by Bruce Delap/2<sup>nd</sup> Nancy Heiter, Approved.

**New Business:**

1. John Swiggum was in attendance with information on redoing the roof above the Narthex. It has leaked several times and is getting worse. It needs to be replaced. He had a bid from Northern Cedar Service for \$9744 to remove the old roofing and replace with Versico 60-ml roof system. Motion by Don Holm /2<sup>nd</sup> by Cherie Schafer to approve the replacement. Approved.
2. Name tags: Possibly have a name tag Month like in October. Stewardship has traditionally been in charge of this.
3. Minutes in the newsletter: This may require too many pages of paper. The minutes are available on-line, but some can be made available by request or some can be sent with the Home Communion Group in case those that they visit would like to see them.
4. Nominations for Boards-During October each board should be looking for members that would fit into their boards and pass those recommendations to the Council as soon as possible. A Nominating committee will need to be formed.
5. Technology project- Sanctuary sound and video needs to be improved. A technology committee should be considered to see what can be done to update our technology to facilitate better audio for all, and to improve the situation for the hearing impaired. First step may be to see if the sound is configured correctly. Pastor Leeper has ideas for improved video capability which should also be pursued.
6. October Council will be changed to October 17 at 6 p.m.
7. Pastor's Report: He said, "It is good to be here." In one week, he has had his first confirmation night, first adult Sunday School, first Baptism and first Funeral. Good Start. He introduced the book, *Lasting Impact*, by Carey Nieuwhof, which he would like the council and staff to read. He hoped to discuss the first chapter at the next meeting.

The meeting was adjourned praying Lord's Prayer.

Respectfully submitted by Janet Petefish, acting Secretary

## **St. John Finance Board Minutes: Tuesday, September 26, 2017**

Present: Kathy Rogotzke, Judy Hughes, Gina McClintock, Monte Waldorf, Karol Carpenter, Linda Hughes (Business Manager)

Kathy Rogotzke commenced the meeting at 6:05 p.m. with a prayer.

Judy Hughes made a motion to approve agenda and Karol Carpenter seconded the motion. Motion carried.

Karol Carpenter made a motion to approve the minutes of the August 14, 2017 meeting and Judy Hughes seconded the motion. Motion carried.

### **Bills and Financial Update**

Linda Hughes presented the bills and financial update. A discussion was held on whether the "utilities" as presented in the financial package to Pastor Leeper included internet and cable. Linda Hughes will call Pastor Brackett and get some clarification on this as well as clarification on the way she has set up his payroll to be sure he is getting the correct benefits as offered to him in his contract. After this discussion Karol Carpenter made a motion to approve the payment of the bills as presented and Monte Waldorf seconded the motion. Motion carried.

### **Old Business**

A summary of the discussion of the phone conversation after the CPA firm of Hogan Hansen who performed the Agreed Upon Procedures (layman's terms would be mini-audit) and it was determined that there is no evidence of fraud from their review. However, they did feel there are multiple opportunities for fraud and gave some suggestions to alleviate these opportunities. Linda Hughes has been working on these suggestions. Overall the review was a very positive experience.

The AED training occurred at two separate days with the last day being Tuesday, September 26, 2017. Barb Tommingo agreed to provide names of all the individuals who went to the AED training so that this information can be published at or near the AED receptacles.

### **New Business**

Linda Hughes had questions about where certain monies for specific accounts were located. A chart of accounts that Amy Iseneker provided to the group earlier in the year was given to Linda Hughes for some support in finding this information.

Linda Hughes presented a letter from the YMCA asking if the church wanted to sponsor a banner that hangs in the YMCA and has the church's name on it. Linda was informed that the church did this last year and it was a budgeted item so to go ahead and pay for the sponsorship. No further action was needed.

A request to purchase a Clavinova, was brought up at a prior meeting but was not acted upon. Monte made a motion to purchase a Clavinova from the general memorial fund and Judy Hughes seconded the motion. Motion carried.

It was decided that since we are now approaching the final quarter of the year and a 2018 budget will need to be approved by Council and voted on by the congregation in January, 2018, Linda Hughes will request that all Boards and church employees submit their budget requests to the Finance Board no later than October 24, 2017.

The Board agreed Linda Hughes should attend three Webinars for Shepherd Staff (accounting program being used by the church) training.

Next meeting: October 24, 2017 at 6:00 p.m.

Closed with the Lord's Prayer at 9:00 p.m.

Respectfully Submitted, Gina McClintock

**Building and grounds**  
**September 5, 2017**

Meeting called to order at 7:05 pm

**Present:** Brian Schmidtke, Matt Ross, Jim Moon, John Swiggum, Guy Carpenter, Kent Hoeft, Larry Tommingo and Pastor Leeper

Pastor Leeper opened with a prayer

**Approved Agenda:** Kent Hoeft motioned to approve Guy Carpenter second, motion passed

**Approved Minutes:** None from last meeting

**Old Business:**

1. Kitchen floor-Done
2. Narthex Roof Replacement: Leaked again on 7/22. Northern Cedar Services repaired it and said the glue has come loose and is in bad shape. Bid came in at \$9,744. Kent Hoeft made a motion to move forward with repairs Jim Moon second motion passed.
3. Bus: Will be done and back in 2-3 weeks
4. Concrete work (sidewalk and curb): Dave Sweet will look at for a bid
5. John's Surgery/Help: John will be gone for 6-8 weeks. Jim Moon made a motion to continue Johns pay at full rate for up to 2 months. Brian Schmidtke second motion passed. It was discussed as to who will help fill in Pastor said he could cover some and John said Laurie Heidebrink would cover some.

**New Business:**

1. Use of Building: For Mandatory Reporting child abuse class to be held September 11<sup>th</sup> in the Chapel. Jim Moon made a motion to approve second was made by Guy Carpenter motion passed
2. Use of Bus: None at this time
3. Kent Hoeft's use of the Parish Hall October 8<sup>th</sup>: Jim Moon made a motion to approve Brian Schmidtke second motion passed.
4. Recommendation was made to move meetings to the first Tuesday of the month. Kent Hoeft made a motion to approve Brian Schmidtke second motion passed

Meeting adjourned at 8:15 pm

Next meeting October 3, 2017 7pm

Respectfully submitted, Matt Ross

**Women's Ministry, September 5, 2017**

**Attending:** Janet Petefish, Diane Loudermilk, Barb Tommingo and Pastor Leeper

- ✓ The Tailgate Event was discussed. All attending will be helping with the event. Barb had heard from a few people that will also help and are bringing bars or cookies. She is also on Communications that is the other group associated with the event. Food and games are being taken care of.
- ✓ We discussed future projects, including selling candy instead of cookies for Christmas.
- ✓ A cupcake decorating event is a possibility for just before Valentine's Day. Janet will look into a person to lead that event.
- ✓ Discussion was also held about getting more women involved with this Ministry. We will see what we can do about promoting this. We will meet next month to see if anything else comes up that we will participate in or for ideas for the future.

Submitted by Janet Petefish

**Board of Deacons**  
**August 30, 2017**

**Present:** Linda Hughes, Becky Meyer, Angie Ayers, Kendra Buenger, Joyce Boehmer, Marlene Holthaus, Melanie Johanningmeier, Pastor Leeper, and Cherie Schafer, (Church council liaison).

Pastor Leeper opened the meeting with a word of prayer.

1. September communion assistants for the 8:00 worship will be Becky, Angie, and Kendra. Communion assistants for the second worship service will be Marlene, Joyce, and Linda.
2. A baptism is scheduled for September 24<sup>th</sup>.

**Old Business:**

1. Small plastic cups for home communion will be ordered.
2. Becky Meyer will be contacting the Alter Guild regarding the purchase of an artificial Christmas tree.

**New Business:**

1. The deacon board will be in contact with Laurie Heidebrink regarding acolyte training. The members on the board would like to be present during the training to better service the acolytes on Sunday mornings.
2. Pastor Leeper asked for input regarding current traditional and less traditional worship service rituals. Specifically, the ringing of the church bell at the start of the worship and the wearing of robes by the deacons and acolytes at the early service were addressed.
3. Barb Tommingo has informed the board of the opportunity to sign up for an AED & Basic Life Support Class to be held at FCMC on Sept. 18<sup>th</sup> or Sept. 26<sup>th</sup>.

**Rally Sunday** will be September 10<sup>th</sup> with a meal following the second worship service. Worship times will return to 8:00 and 10:15.

**Next Meeting: Sunday, October 1, 2017 at 9:15 a.m.**

Meeting closed with The Lord's Prayer.

Respectfully submitted, Kendra Buenger

**St. John Communication Board**  
**September 6, 2017**

Members present: Scott Aspholm, Linda Johnson, Barb Tommingo, Julie DeBower, Brandi Lantz, Janet Petefish, Pastor Leeper

**Review of Agenda**—Julie read the agenda to all members

-Need to add Pastor Leeper to secretary email

Janet moved to approved the minutes and Brandi seconded the motion. All were in favor.

**Review of Communications**

**Past Month**

-6,000 hits for RAGBRAII

-3,000 hits for Pastor Leeper's first Sunday

-1,000 hits for Installation of Pastor Leeper

-Pastor Leeper has been added as an administrator

-The website is at a standstill at the moment and Brad McKenzie will need to update us next month.

**This Month**

-Rally Sunday—Janet Petefish will talk with Laurie Heidebrink about taking pictures during Rally Sunday.

-Do we want to promote the starting of choirs, Wednesday night suppers, wind ensemble, etc.

-Pastor Leeper recommended posting on Facebook 2-3 times a week to keep the Facebook page in people's newsfeed

-We discussed having the choir director, head cook for Wednesday's discuss their programs in church —Barb Tommingo will contact Kathy Hoelt about adding those to the bulletin

-Janet Petefish will add pictures of the choirs and ensemble to the Facebook page

**Podcast Recorder**

-We will bring this up next month when Brad McKenzie is with us.

**Welcome Brochure/Pamphlet**

-If brochure can be proofed and printed within the next two weeks, preferably before Sept. 22 we would like to hand it out at the Tailgate event

**Homecoming Tailgate—September 22 /3:30-5:30 PM**

-We are waiting for a flyer from Mariah McKenzie and need this by Friday September 8<sup>th</sup> (Please email flyer to Barb Tommingo)

-Janet Petefish will make sure it is on Facebook

-Barb Tommingo will talk to Justin DeVore about Channel 4 advertising

-Barb Tommingo will talk to the CC Press

-Brandi Lantz will talk to the schools about a half flyer going into student bags

-Janet Petefish will put a message out about cookies needed for the event

-Volunteers will be servers and our committee will set up at 1:30 pm. And then clean up after the event

-Cups, plate, spoons, forks, and napkins will be gathered by Barb Tommingo and Linda Johnson

-250 Pompoms will be distributed that night

-Barb Tommingo will get groceries from Sam's Club

-Barb Tommingo will contact the office about using the Parish Hall if it rains

-Anyone bringing treats needs to bring them by 2:00 pm

-Brandi Lantz will contact Lisa Soifer in regard to the drink being provided by McDonald's

## **Operation Christmas Child**

- Barb Tommingo found several boxes in the associate pastor's office.
  - We should not have to order any materials as there seems to be plenty
  - Barb Tommingo will find out the dates we need to start and when they should be delivered to the Baptist Church. Collection is between November 13-20<sup>th</sup> according to their website. Barb Tommingo will call Pastor Ruth Yeaton to find out the specific dates and Tina Marth to discuss how she coordinated the boxes
- We will set dates at the Homecoming Tailgate event

## **Patch Panel**

- Barb Tommingo is going to talk to John Swiggum about contacting Trent Parker and getting prices on the metal cabinet to store the electronic wiring in the business office. Upon getting that information, we will discuss and vote at the next meeting on the purchase of the cabinet.

## **Additional Agenda Items**

### **Plastic Mats**

- There will be a blessing of the mats this Sunday at each service. The picture of anyone that helped will be between services.

### **Communication Board Finance Records**

- The committee asked that a summary of our board's finances be presented at each of our meetings. Julie DeBower will ask Linda Hughes if this would be possible.

### **Next Regular Meeting**

7:30 pm on October 4<sup>th</sup> is our next meeting in the Workroom or Chapel (or any available room)

Respectfully submitted,  
Julie DeBower  
Recording Secretary

## **Stewardship Board Minutes September 6, 2017**

**Present:** Greg Heidebrink, Karen Hagarty, Ryan Venz, Pastor Russ, and Kathy Crooks (Council Liaison)

### **Business:**

1. Ryan Venz called the meeting to order.
2. Discussed what to do with our part of the RAGBRAI supper money of about \$1,127.00. It could be used for victims of Hurricane Harvey, but with wild fires in the Northwest and Hurricane Irma on its way, we decided to send to ELCA for use on any of the tragedies.
3. We are still settling some bills from the Golf Outing, but will send all proceeds, \$600.00, to Friends of Cancer, including the money from Dave's Restaurant challenge which was \$500.00.
4. We are doing the Reverse Offering Sunday, September 10<sup>th</sup> to help with items needed for the local food box.
5. Our big event is the Fall Festival for Sunday, October 29<sup>th</sup>. We will do the same as last year except more food will be prepared. We are lining up entertainment. We are planning the menu of hamburgers, hotdogs, potato salad, chips, & bars. We will make potato salad on Saturday, October 28<sup>th</sup>. We will keep promoting items for the Silent Auction. We are planning of face painting for the kids.
6. We discussed trying Time & Talent sheets for our parishioners to fill out and return to get more people involved in church.

**Next meeting:** Due to Fall Festival, we will have two meetings in October on Sundays the 8<sup>th</sup> & 22<sup>nd</sup> at 9:00 in the Fireside room.

Adjourned with the Lord's Prayer

Respectfully submitted, Karen Hagarty

## Youth Board Meeting Minutes September 17, 2017

Present: Sue McDonald, John Ayers, Pastor Russ, and Laurie Heidebrink

### Financials:

Balance: We don't have a current balance amount due to RAGBRAI expenses/income and Stewardship Board's decision on what to do with their half.

### Old Business:

1. Two window A/C units were purchased with Youth funds for the 3<sup>rd</sup> floor. Worked great for VBS!
2. Burrito Breakfast planned for October 1, 8:30-10:30am
  - a. Sue and Laurie will plan to be there. Laurie will contact other board members
  - b. Funds from free-will donations go into Individual Accounts
  - c. Generally, serve about 100-120, cook for 150
  - d. Menu: Pancakes, tortillas, eggs, cheese, ham, sausage, salsa, some green pepper, milk, or, coffee
  - e. Laurie can get groceries
  - f. We have some eggs and cheese already, not quite enough, Laurie will order more
3. Give Thanks Dinner planned for November 12, 11:30am
  - a. Pork Loin, mashed potatoes, green bean casserole, dinner rolls, bars. Fed 115 last time (2016)
  - b. Laurie will purchase groceries
  - c. Confirmation students will be asked to donate bars
  - d. Laurie will marinate the pork, and bake dinner rolls on Friday
  - e. Laurie will come in on Saturday and cook the pork loins, mix up green bean casseroles, set out equipment, etc.
  - f. Who can help slice pork loin on Saturday? John offered electric knife to help
  - g. Sue said she and Kyndra can be here Sunday morning at 8 to start "plating" desserts, cooking potatoes, etc.
  - h. Laurie will hang up a sign-up sheet for youth a few weeks before the event. They will set tables, bus tables, clean up, etc.

### New Business:

1. ELCA Youth Gathering in Houston, TX, from June 27-July 1, 2018
  - a. In place of mission trip for HS students
  - b. Gathering details from Pastor Russ
  - c. We discussed need to have additional trip for Middle Schoolers
2. Christmas Soup Dinner: Sunday, December 10, 2017 after Christmas Program (~11:15am)
  - a. Those present at the meeting agreed that we will plan to hold the meal

October 29<sup>th</sup> – Fall  
Fest Dinner

Next Meeting Date: SUNDAY, October 8th

**This is Confirmation Sunday, so we will need a date change**