

Tree of Life Lutheran Church

Council Minutes

July 11, 2018

Members present – Jack Zimmer – president, Larry Klotz – vice president, Linda Baumgartner – secretary, Heidi Beckham – financial secretary, Susie Rust, George Timmins, Richard Schaper, Annie Lindemann,

Members not present – Pastor Chris Lake, Jim Voelz – treasurer, Kirk Helberg and Kevin Solberg.

Staff present-- Bunny Stoutes – office manager and Carrie Peterson – seminarian.

A. Call to Order and Opening Prayer

Meeting was called to order by President Jack Zimmer at 6:32. This meeting was conducted remotely using the ZOOM App. In Pastor Chris's absence, Jack led the opening prayer.

B. Consent Agenda

1. Motion - Adopt tonight's agenda
2. Minutes - Approval of June 13, 2018 council minutes
3. Ratify new members – Olin and Connie Crowley, Chris Crowley and Josh Rodgers
4. George Timmins moved that the Consent Agenda be approved. Richard Schaper seconded. All in favor. The motion passed.

C. Discussion agenda

D. Financial Reports

Monthly Statements (May and June)

Richard moved that both May and June financial reports be accepted. George Timmins seconded. Susie Rust had a question about council financials for May in the amount of \$698.00. Bunny verified that amount was the registrations for Jack and Deb Zimmer for synod assembly. Jack noted that he and Deb paid for their own hotel room and food.

Jack reported that the pledge offerings are running ahead. The non-pledged offerings are running behind for the year.

Looking at 6 months of data, the trend of pledged offerings indicates \$364,000 by year end (positive variance of \$8000). The non-pledged offerings predict a shortfall of about \$30,000 by year end. Expenses have been well managed to keep the budget balanced.

All were in favor of accepting the financial reports as presented.

Jack suggested that the "adopt a project" come to a close. George Timmins suggested that we finish "adopt a project" at the end of July. So far, \$5,166 is the amount that has been given. We have \$1,300 short of the almost \$6,500 that was the amount desired. Heidi suggested that

we announce the amount collected and the amount needed so anyone who wants to contribute but hasn't so far, still has an opportunity.

ACTION ITEM: The announcement will be made the last three Sundays in July.

E.Pastoral Report

Pastor is on vacation. We do not have a report.

F.Old Business

1. Policy Manual Adoption

Final draft of the Tree of Life Policy Book has been passed on to Bunny to edit for the draft.

2. Memorial Walk/prayer path

There is not a progress report on the Prayer Path from Larry Klotz on behalf of Dr. Jorgenson. Larry will contact Dr. Jorgenson this month.

3. Social/Outreach Ministry New Direction and Chairperson Update

Vickie Rogers will be the new Social Outreach ministry team leader. She will get things rolling with the new plan which is to bring attention to the service that the congregational members are currently doing in the community and secondly, to help elevate TOL identity in our community.

4. Strategic Plan discussion on implementing priorities

"Next Generation" Church Leaders

Council discussed the next generation of church leaders. In an effort to develop leaders, council needs to take "first steps". Council agreed that a first step is to communicate to those people on the list, to ensure they are comfortable to be included on the Leadership List. This includes the possibility to be open to a call as a team leader or council member. With 22 names on the list and with the names of the people who are already ministry team leaders, there are over 30 names.

Secondly, we need to nurture those who accept to be considered in a leadership role. Ideas included simply inviting them to attend a Church Council meeting or perhaps hold a class session or two to orientate them to the "administration/finance and leadership part" of TOL. It was noted that some Chambers of Commerce have a "leadership class" each year that has a "social element" that could be a model. It was also suggested that Synod had useful help with a program called LEAD. Bunny has information available and will distribute.

Jack Zimmer said that Annie (as a first year council member) would be a good person to consult regarding what else a new member of council needs to know before stepping into a council position. Council agrees that 3 or 4 meetings annually for this group would be a good goal.

ACTION ITEM: George Timmins and Jack Zimmer will work on the orientation with Anne Lindeman. Linda offered her home for a social for the group.

New Business

1. Congregational Meeting

Congregational meeting will be in August 12 at 9:30. The current financial report will be reviewed as well as the events coming up – stewardship, budget, pastor's report etc.

2. Emily Work Letter of Resignation

Emily Work has turned in her two week notice and her resignation. President Jack Zimmer has personally talked to Emily. Emily is going back to school to become a speech pathologist. Jack also talked to Pastor before he left for Alaska. Pastor's thoughts regarding the vacancy are to pray and take time to think about what we should be doing.

Jack suggested that filling a key vacancy is always a good time to evaluate our program and consider all options as to where and how we want to go. All agree that our youth program continues to be our number one congregational priority.

Council asked if we have a job description for the youth director. Jack asked the two staff members present and they reported no staff currently have job descriptions. Jack asked council members of the level of importance for staff job descriptions. Council unanimously felt they were imperative.

ACTION ITEM: Jack will meet with Pastor Chris and staff to begin the job description process. Relative to Emily's job description, Jack will ask Emily to develop a job task list in her last with TOL

Jack also reported he has been given two good policy manuals from other churches and has begun the process to develop an employment manual for Tree of Life, using these manuals as model.

Bunny asked if an announcement can be made on Sunday, July 15, regarding Emily's resignation so that the following Sunday we can have a celebration of her service.

ACTION ITEM: Jack will give Emily's announcement on Sunday at both services, in Pastor's absence.

Ministry Sunday

September 9 will be ministry Sunday. Each ministry team will be asked to do a 90 second presentation consisting of who is on the team and stating the mission of the team. Deb Zimmer and Linda Baumgartner will encourage the leaders to develop a power point presentation with the hope of getting members of the congregation inspired to join a team.

Building Committee Request to approve A/C Maintenance Contract

The Building Team requested the council approve a modification to our budgeted plan for an AC maintenance contract. Chuck Will and John Baumgartner are proposing to strengthen the plan to two check ups each year, versus the one check up annually for \$1854. The increase is \$900 for a total of \$2684 for all 10 units. Larry Klotz motioned that the 10 units be serviced twice a year for \$2700. Annie Lindemann seconded it.

Larry Klotz is Liaison to Building Committee and answered Council questions. He explained maintenance contract would include checking that the major electrical components, freon levels, filters (and replacement, if necessary), cleaning the condenser and the evaporator coils, checking temperature differentials and thermostats, etc. The contract does NOT include repairs and replacement of parts. On future calls (in between the checkups), the diagnostic fee would be waved. All were in favor. The motion carried.

The Property insurance will need to be increased by \$183.00 a year due to an increased charge for "Terrorist Protection". Council had some questions regarding this.

ACTION ITEM: Richard Schaper will assist staff to get questions answered.

2019 Budget preparation is approaching.

ACTION ITEM: Jack will ask Jim Voelz to begin to prepare the budget for 2019. The stewardship campaign for 2019 will be lead by Jim Lemaux. Kirk Helberg is the council liaison for the campaign. It will begin in September with a plan to complete in October. A three year theme will be to Invite, Inspire and Include. This year's focus will be Invite. The 2020 theme will be Inspire and the 2021 theme will be Include.

Council Election Process

Council election process will begin as soon as possible. President Jack Zimmer and vice president Larry Klotz will be the leads in that process.

Recognition of Pastor Chris and Bishop Mike's ministry anniversaries

This year is Pastor Chris's 10th anniversary at TOL and 15 years as a pastor. Bishop Mike Rinehart is celebrating his 30th anniversary in the ministry. Jack spoke to Daphne about having a luncheon for the both of them. Carrie Peterson will speak with Susan Rinehart regarding a good date for Bishop Mike to attend the luncheon.

Next meeting is September 12, 2018.

The meeting was adjourned at 8:45.

Carrie Peterson led council in closing prayer.

Respectfully submitted,

Linda Baumgartner, Secretary