

Bethlehem Lutheran Church Council Minutes

Title	Council Meeting			President	Dave Hageman		
Purpose	Monthly Business			Secretary	Bob Ihrig		
Date	August 20, 2019		Time	7:00 p.m.	Location	Grounds for Joy	
Scheduled			Actual			Council Members and Guests	
Start	Stop	Total Hours	Start	Stop	Total Hours		
7:00 p.m.	9:00 p.m.	2	7:00 p.m.	8:42 p.m.	1 hr, 42 min		
Council Members				Present	Absent	Position	
1.	Dave Hageman		X		President		
2.	Wendy Keenan		X		President-Elect		
3.	James Arentson		X		Vice President		
4.	Bob Ihrig	2018-2021	X		Secretary		
5.	Diana Olson	2018-2021	X		Treasurer		
6.	Marie Slotemaker	2017-2020	X		Member at Large		
7.	Derek Brown	2018-2021	X		Member at Large		
8.	Emily Heinis	2019-2022	X		Member at Large		
9.	Pastor Jay Dahlvang		X		Lead Pastor		
10.	Pastor Collette Broady Grund		X		Associate Pastor		
11.	George Van Lith		X		Facilities Board Chairperson		
TIME	TOPIC					PRESENTER	
7:00 p.m.	1. Devotions					Wendy Keenan	
	2. Additions to & Approval of the Agenda New Member Approval added as New Business 8D Motion by B. Ihrig; Second by D. Olson to approve amended agenda with flexibility. Approved.					Dave Hageman	
	3. Secretary's Report Approval of July 16, 2019 Minutes Motion by B. Ihrig; Second by M. Slotemaker to approve minutes. Approved.					Bob Ihrig	
	4. Financial Report A. July 31 general fund balance: -\$19,532 compared to June 30 balance of -\$17,329. B. 2019 member envelope giving to date: 91% (\$25,751 below budgeted pledges) C. Mortgage balance: \$1,294,558 D. Health insurance change for Pr. Jay with Tammy shifting to new job and added to BLC coverage. Little overall budget impact due to other benefit coverage changes. E. Fiscal sponsorship being finalized for BLC new partnership with AARP tax preparation operations. Details being investigated.					Diana Olson	
	5. Lead Pastor's Report A. Staffing: Debbie Leiferman has submitted resignation as BLC Administrative Assistant as of September 11. New job description being developed. See Personnel 7B2 for more details. B. Fall Programming: Music, prayers and liturgy being selected for Sunday and Wednesday services through Christmas. Invitations sent to small groups to invite participation. Andy & Roxanne Skane will coordinate Financial Peace University. 9 th grade confirmation orientation scheduled for September 4. C. 52 Stories: Stewardship and evangelism committees are coordinating new initiative to focus on BLC members telling their faith stories at 52 Sunday worship services.					Pastor Jay Dahlvang	

	<p>D. <u>Tanzania Travel</u>: Community & Global Board assisting with fundraising. Most of arrangements made and visa applications submitted.</p> <p>E. <u>Personal</u>: Job change for Tammy will require change in BLC insurance coverage. Will be on vacation from August 22-28.</p> <p>F. <u>Pastoral Care</u>: Conducted 1 non-member funeral & made 38 home, care center and hospital visits since July Council meeting.</p>	
	<p>6. Associate Pastor's Report</p> <p>A. <u>Gratitude</u>: Thankful for support from BLC community since death of Marrett.</p> <p>B. <u>Connections Ministry</u>: Connections Crawl scheduled for 9/12 as major fundraiser. Non-profit status application submitted and being reviewed by IRS. New shelter season starts October 13 at one location for the year at Covenant Family Church. Continuing conversation with another downtown church to be permanent year-round location.</p> <p>C. <u>Family Faith Formation Ministry</u>: Fall programming with changes for different age groups planned. New rotational teaching model adopted for LIGHT and NightLIGHT children.</p> <p>D. <u>Staffing</u>: Supportive of aligning redefined Administrative Asst. staff position to collaborate with FFF in meeting communication and volunteer coordination needs.</p>	<p>Pastor Collette Broady Grund</p>
	<p>7. Old Business</p> <p>A. <u>Strategic Planning Update 2019-20</u> focus will be on becoming an RIC church, leadership recruitment & training, evangelism & stewardship "52 Stories" initiative & lay care ministry leadership.</p> <p>B. <u>Personnel Update</u></p> <ol style="list-style-type: none"> 1. <u>Lay Staff Performance Reviews</u>: All reviews completed in July and August. Positive process to review staff satisfaction, accomplishments, goal attainment & setting and problem resolution. This annual process is also an excellent way to acknowledge employee contributions. 2. <u>Administrative Assistant Position Update</u>: D. Leiferman has submitted resignation effective September 11. Discussion held on redefining position description to incorporate new BLC needs and priorities for communications, volunteer coordination, database management and building management. Possible merging of Children's Ministry Coordinator II position to create one full-time position discussed. Action: B. Ihrig will begin work on a draft proposal for this position based upon discussion held. To be shared with Council for feedback with goal of September 1 completion for review by Personnel and Council approval. 3. <u>Weekend Janitor Hiring Approval & Scheduling</u>: Motion by B. Ihrig; Second by D. Olson to approve Personnel recommendation to hire Grayson Bolstad and Kellen Schafer as new weekend janitors. Approved. They job-shadowed with Melissa Wayman and are being put into the weekend rotational schedule. Background checks being explored to determine viability for under-18 employees. 4. <u>Children's Ministry Coordinator II Hiring Update</u>: Position has been posted for 2 Sundays in bulletin and on website and Facebook. No applications received yet. Deadline is August 26. 	<p>Pastor Jay</p> <p>Bob Ihrig</p>

	<p>5. <u>Wednesday Night Supper Coordinator Hiring Approval:</u> Motion by B. Ihrig; Second by E. Heinis to approve Personnel recommendation to hire Barry Ahl. Approved. First supper scheduled for September 11. Barry to meet with Julie Erdman to review position responsibilities. Personnel Committee plans to write a formal position description based on conversations with Julie.</p> <p>6. <u>Brass Ensemble Director Hiring Approval:</u> Motion by B. Ihrig; Second by W. Keenan to approve Personnel recommendation to hire Charlie Leftridge as new Brass Ensemble director effective September 1. Approved. Job description developed & approved in August 2018 by Personnel & Council. Monthly stipend of \$195 for 9 months to be paid. This is comparable to bell choir stipends.</p> <p>7. <u>Personnel Committee Responsibilities Revisions</u> Motion by B. Ihrig; Second by D. Olson to approve recommended updated responsibilities of Personnel Committee. Approved.</p> <p>C. <u>Pastoral Performance Review Update:</u> Review questions have been sent to pastor for completion of self-assessment. Review meetings will be scheduled in September.</p> <p>D. <u>2018-19 Financial Review Update:</u> Meeting to be scheduled with Elizabeth and review team of Wendy, Frank Larsen and Levi Janssen or with a financial representative of another church as previously suggested.</p> <p>E. <u>2019-20 Proposed Council Goals:</u> 8 proposed goals discussed. These are similar to 2018-19 goals. Motion by Pr. Jay; Second by M. Slotemaker to approve Goals 1-6 and Goal 8. Approved.</p> <p>F. <u>Board/Committee Goals & Directory Information Update:</u> Boards and committees are in process of completing and submitting their 2019-20 goals and member information. As of this date, the following groups have submitted both: Adult Education, Council, Evangelism, Fair Trade, Personnel, Stewardship. Still waiting for Children's, Community & Global, ndowment, Facilities, Finance, Music & Worship and Youth. Goal is to be complete by 8/31.</p> <p>G. <u>Legacy Giving "Dream Projects" Update:</u> An updated list of 9 "dream projects" was presented from the Stewardship Board to include with the fall legacy gift mailing. List approved with one project wording revision.</p>	<p>Bob Ihrig</p> <p>Wendy Keenan</p> <p>Bob Ihrig</p> <p>Bob Ihrig</p> <p>Bob Ihrig</p>
	<p>8. New Business</p> <p>A. <u>Building Security:</u> Church Mutual Insurance has recommended enhanced building security including locked narthex doors and office buzzer entry system. Concern expressed about theft of custodial tools, financial liability, use of church bathrooms by outside visitors and intruders threatening other churches and businesses. Discussion held on how to provide appropriate security while still being a welcoming church to everyone. Motion by Pr. Jay; Second by B. Ihrig to lock interior access to church when no activities are planned but to keep the office unlocked and accessible unless an employee is working alone and prefers to lock the office for personal safety. The locking capability from office computers currently exists. Approved.</p> <p>B. <u>2020 Council Budget Request:</u> Current budget is \$350 used for June leadership retreat food/beverage and for Council book study materials. Current expenses total \$429.</p>	<p>George Van Lith</p> <p>Dave Hageman</p>

	<p>Motion by B. Ihrig; Second by J. Arentson to request \$450 for 2019-20 budget. Bob will complete budget request form and submit to Elizabeth by September 13 deadline.</p> <p>C. Budget Process Review & Update: Council members asked to review the current annual budget process and timeline for discussion and possible revision at the September 17 Council meeting.</p> <p>D. New Member Approval: Motion by Pr. Jay; Second by D. Brown to approve new BLC members: Fran Jurs, Annemarie & Shawn Clemenson, Michael Adams & Ally Maiers, Ashley & Luke Jansson and Tom & Jen Clements & Cora. Approved.</p>	<p>Bob Ihrig</p> <p>Pastor Jay Dahlvang</p>
	<p>9. Next Council Meeting: September 17 , 2019 7:00 p.m. Devotions: James Arentson</p>	
.	<p>10. Adjournment</p>	

Our Mission: Bethlehem is an inviting community that is growing in Christ, loving our neighbors and serving God's world.