

St. Mark Lutheran Church  
Council Minutes  
1/18/2011

Members Present: Vicki Powers, Wade Maxey, Pam Buckner, Kevin Ramsey, James Reddick, Kate Delozier, Dave Eilers

Members Absent: Pastor Linda

Guest: Lloyd Schneider, Chair, Building & Grounds Committee

Opening prayer offered by James.

Agenda for this meeting and minutes from 12/21/2010 meeting: **Moved, seconded, approved.**

## **STAFF REPORTS**

### Interim Pastor

It was a rich and meaningful Advent and Christmas season. I want to thank all those who worked so hard to enrich our worship, especially Kerstin Shaffer in putting in countless hours of preparation and rehearsal.

Thank you to the council and congregation for the Christmas gift that was presented. That really touched my heart.

Thank you to the council and executive team for additional time given to deal with pressing issues.

### **Events**

#### **Divine Drama**

Classes have begun with about 40+ participants. This new class is part of one of the goals of the grant to increase opportunities for spiritual growth.

#### **Healthy Congregations Workshop**

Saturday, January 15<sup>th</sup>, about 30 people spent the day studying and discussing how to become more effective in their leadership and looking at congregational life from the lens of emotional systems.

#### **Adult Forums**

For the month of January, the Transition Team is sponsoring a series of workshops looking at Sizing of Congregations.

#### **PLU Sunday**

February 6, Rev. Stephen Olson, Vice President for Development at PLU, will be preaching and leading worship. He will also lead the adult forum.

### **Continuing Education**

I will be attending the Byberg Preaching conference January 17-19.

## Vacation

February 2-8, I will be on vacation celebrating my mother's birthday.

In your service,  
Pastor Linda Nou

## Minister of Music

Highlights of the past month:

- Advent and Christmas seasons went very well musically. Many different combinations of singers and instrumentalists aided in worship throughout these seasons.
- Christmas caroling was not as well attended as hoped, but those who came had fun. A little 'tweaking' for next year will make it easier.
- I thoroughly enjoyed leading worship on December 26. Glad to have the opportunity.
- Rehearsals have resumed for both PraisRing and Chancel Choir. There are many absences in both groups and so they may appear smaller in worship, but everyone is accounted for and I continue to check in with participants.

Looking Ahead:

- Pianos will be tuned in the next few weeks
- I'm attempting to put together a youth music recital for the last Sunday afternoon in February. More information will follow. Watch the announcement page.
- Pastor Linda and I are working on creating checklists and sets of protocol for the different worship ministries that we have here at St. Mark. We, along with James Reddick, have finished a checklist for ushering and now we are beginning to look at Altar Guild. Then we will move on to readers and acolytes. After these documents are in place we will do some intentional training to help acclimate newcomers and remind seasoned helpers as well.

ACTION ITEM: (see attached form)

- As part of my hiring agreement, we knew that we would need to fit my computer with some special music programs and I have waited on this because the price is high, but really I need for us to obtain it. I am hoping to purchase FINALE for my computer. It's a program that allows me to write and compose music for the different programs here. I can get it at 50% because of a church/educator discount but will need a credit card to do so. How can this work?\*

Serving you and the whole of St. Mark Lutheran Church through music and worship.

Kerstin Shaffer,  
Minister of Music

**\*Action: Moved, seconded, approved with one vote opposed, for the purchase of this computer program (no upgrades). James will put it on his personal credit card, then request reimbursement from the Music Ministries Budget, so that it becomes the property of St. Mark.**

## OTHER REPORTS

Building & Grounds – Lloyd Schneider

1. Safe: The new safe has been purchased and will be installed Thursday. **Action: Safe combination will be made known to the St. Mark Treasurer and the Office Administrator (who will open the safe for the counters). A sealed envelop containing the combination will be placed in a secure location.**
2. Front Doors: Complains continue about the locks, difficult to lock/unlock. Lloyd has obtained a bid for replacing them: \$9,810.00. Lloyd did not support this expenditure. Council agreed. **Action: Lloyd will write up a document that clearly states how to lock and unlock the front doors and will make it part of the New Usher Orientation.**
3. Sanitizer: Lloyd priced it at approximately \$5,000.00 and the materials at around \$1,000.00. Perry has looked in the attic and says he can do the wiring. Lloyd wanted to make it clear that the dishes still needed to be washed; the machine only sanitizes them. For the few large meals we have here, the cost doesn't seem to be a priority. **Action: Lloyd was asked to price out a larger dish washer with a faster cycle.**
4. Refrigerator: Someone requested a refrigerator without a freezer compartment and with glass doors be purchased for St. Mark's kitchen. Kate asked if the present refrigerator is on its last leg. No. **Action: Discussion resulted in a unanimous, "Not at this time". Item can be reconsidered when time for replacement.**
5. Storage Building: With the addition of the community garden, there is a growing need for storage (tools, lawn equipment, a Rota tiller Mike Dykes is donating to St. Mark). Council realizes the need, and discussed possible funding sources. Kate suggested a fund-raising dinner. James said he would formally contact the Endowment Committee requesting the church portion of their annual gift. Lloyd stated there is still approximately \$9,700.00 in the budget for capital improvements. **Action: Motion was made for Lloyd to price out the construction of this building project and return next month with a recommendation. Motion was seconded and approved without opposition.**
6. Thermostats: Kate has noticed frequently rooms not being used have the heat turned up. Dave had previous made some placards for posting at each thermostat, with instructions and reminders. Wade knows the industrial standard to be 68 degrees. Lloyd stated the furnace is checked and serviced, including a new filter semi-annually (They will be here next week, per Pam). **Action: Dave will get his placards to Pam and she will finish and post them.**
7. Sound Abatement: Kevin asked Lloyd if there was anything that could be done to enhance the acoustics in PH, such as items that hang from the ceiling. There was something in the original drawing John Martin developed for the initial construction. Lloyd does not. Dave says he knows someone with skills in this and he will put Kevin in touch with him. **Action: Kevin will research sound enhancement techniques and report back to Council next month.**

#### Transition Team - Kevin

Some are feeling the need for a "time-line" for the transition process. Others are feeling we should not be "put into a box" of a certain type of a church (Family, Pastoral, Program, etc.). We are making progress with the building of the church's history.

#### Website Committee – James

Committee met on 1/11/11 and began the initial development of the website structure. These ideas/configurations were then taken to Beaudesigns, the newly hired web designer, for development of a prototype. Decisions will soon be made on our “branding”, and if we continue to use our same logos.

#### Financial Report -Wade

1. There is an increasing need for a St. Mark credit card account. Staff and ministries group leaders have been making purchases on their personal credit cards and requesting reimbursement. **Action: Council approved a St. Mark credit card. Pam, in her new role as Office Assistant, will draft up a protocol for its use, including protections for the Office Assistant, since she will be the “keeper of the card”.**
2. Year end status: expenses were \$7,002.00 more than intake. Wade feels this is not bad but we should start thinking seriously of a stewardship drive. Vicki reminded members that we are no longer financing an Intergenerational Pastor. Wade will continue to monitor the budget closely each month as temporary treasurer.
3. There are still funds in the dedicated budget for Advent (\$142.01) and Lenten (\$290.00) donations. Wade made a motion that the funds be deposited in the Pastor’s Discretionary Fund. Discussion was held; questions arose regarding the use of this fund. **Action: Motion was defeated. More information needed. Held over to next month.**
4. Some of the line items had a negative balance. **Action: Wade will ask Kitty to print the “Bank Account Balances Less Dedicated” expenditures/balances for the month, which should account for that. Further discussion to be held on this next month.**
5. Wade has solved the problem with ADP about how Pastor Nou is paid.

#### **OLD BUSINESS**

##### PLU Sunday

Pastor Nou has arranged for Pastor Steve Olson to conduct services on February 6, 2011. This event, “PLU Sunday”, was requested by PLU in order for churches in the area to lift up the college and its programs.

##### Exit Interviews

Questions will be mailed to Pastor Rachel. Kate will interview Jan Spaid after her retirement.

##### Sexual Abuse Training

Pastor Nou has advised we must begin this process. **Action: Vicki will contact Trudy Olson for beginning steps.**

##### Healthy Congregations Workshop

Consensus was this workshop went very well. There were issues that arose during one of the exercises that called for the participants to list things that have caused “anxiety” for St. Mark, including music programs and SAFI foundation. These and other issues will continue to be in front of the congregation for education and discussion throughout the transition process.

## Jan. 16, 2011 Meeting

All felt the meeting went as well as could be expected. Vicki was thanked and complimented on her leading of the majority of the meeting. Kate thanked all Council Members present on the 16th for their reaching out and responsiveness to congregants' feelings and comments.

### Conflict Resolution

Kevin suggested we develop a method of solving conflicts that may arise in the future, in an attempt to avoid things getting to the point of the Solmonson issue. One idea would be a formal complaint form that is given to Council. Pastor Linda had previously stated the church pastor should deal directly with staff problems. **Action: In the interest of developing a protocol, Kate will ask for an Executive Council Meeting with Pastor Nou.**

### **NEW BUSINESS**

#### New Office Administrator

Pam Buckner has been hired to replace Jan Spaid as Office Assistant. Pam's letter of resignation from Council was tendered and thanks were given for her service. Council has approved payment for two weeks of training before she begins the position on February 1, 2011.

#### Replacement for Pam Buckner's Council Position

A list of names was developed. **Action: Kate will contact those congregants.**

#### Two Services Year Round

Many complaints have been received about changing to one service during summer: too early, too late, too crowded, too hot, no room for scooters. It was noted that we are in a time of transition & examining traditions. This might be the time to try something different. **Action: Moved, seconded, approved to recommend that two services continue through summer'11.**

Submitted by Note Taker Susan Gillis

### **TASK LIST**

KATE: \*Conduct an exit interview with Jan.

\*Contact members of the congregation listed as possible replacements for vacant Council position.

\*Set date for Executive Council Mtg.: conflict resolution processes.

JAMES: \*Purchase FINALE computer program for Music Ministries

VICKI: \*Contact Trudy about the Sexual Abuse Training.

WADE: \*Contact Kitty about budget items.

KEVIN: \*Research "sound enhancement" remedies for Parish Hall.

PAM: \*Develop a protocol for use of St. Mark's credit card/account.

\*Place safe combination in a sealed envelop in secure location.

\*Finish & post instructions at each thermostat site.

LLOYD: \*Prices for storage building, larger dishwasher; instructions for front door locks.