

St. Luke's Church Council

5/21/2003

1

The Council of Saint Luke's Lutheran Church met on Wednesday May 21, 2003.

The following members were present: Judy Barnett, Jim Deliman, Fran Ellison, Susan Lay, Ernie Vickroy, Bob Wechtenhiser, Casey Wilson, Eric Zollinger, and Pastor Paul Schmiede

Absent: Suzanne Dodd, Greg Henry, Marvin Bettis, Glenn von Bernewitz, Marge Gulliksen

NOTE: Since Suzanne Dodd is home in California on a family emergency and Greg Henry couldn't attend, Eric Zollinger stepped in as Secretary for this meeting.

President Judy Barnett called the meeting to order and Pastor began the meeting with a prayer.

The minutes of the Wednesday April 23<sup>rd</sup> Meeting were approved with the following correction: Marge Gulliksen was absent.

### **TREASURER'S REPORT**

Treasurer Glenn von Bernewitz couldn't be at the meeting. However, he emailed everyone the financial breakdown up to the end of April 2003. He stated in his email: "Same trends as previous months- Income tracking as expected, expenses a bit higher than hoped."

### **PASTOR'S REPORT**

Newsletter: A new newsletter is about to go to press. In this newsletter will be the summer worship schedule as well as information on Koininia Rafting.

Thank you to Casey Wilson for being our delegate to the Synod meeting on Saturday May 17<sup>th</sup>. Casey said her first experience at the meeting was "interesting." Pastor mentioned that it is probably best to go more than once to fully understand what is happening at the meeting. Connie Duever served as our other delegate as Suzanne Dodd was in California.

Suzanne Dodd's mother: She has kept in touch via email. Her mother had surgery for intestinal cancer. Suzanne has asked that we keep her mother and her in their prayers.

Pastor Schultz of Holy Trinity: The Bishop's office has asked if Pastor Schmiede could be on emergency call for Pastor Schultz who is on temporary leave of absence while tests are being done. Pastor Schmiede has said yes. Holy Trinity has Sunday coverage.

Pastor's summer preaching schedule:

Pastor will preach normal Sunday Service through July 6<sup>th</sup>.

July 13-20 Pastor will be in Tanzania and Pastor Beck will preside.

July 26<sup>th</sup> Pastor Schmiede will be here.

St. Luke's Church Council

5/21/2003

2

August 3<sup>rd</sup> Pastor will be at a wedding on Long Island.

August 10 & 17 Pastor will be away and Pastor Hansen will be presiding.

Koininia: August 17<sup>th</sup> is the Saint Luke's Rafting trip. Pastor will be the Chaplin for that weekend.

Pentecost: Pastor Hansen will preach for the morning service. For the afternoon service (Pastor Schmiede's anniversary service) Pastor Moermond will preach. This is Christian's father.

### **ANNIVERSARY COMMITTEE**

Richard Nesbit and Gayle Kliever couldn't be at the meeting to give the report. Jim Deliman said that the invitations have been sent out. Richard Nesbit is in charge of the food for the event. He has said that things are getting taken care of. Those involved are working hard. If anyone feels the desire to help, please give Richard a call. The budget is \$3,000-5,000 and we are coming in under that range so far. The committee is still waiting on an order of service for the afternoon.

### **PROPERTY MANAGEMENT**

Marvin Bettis, Chair, could not be at the meeting. Eric Zollinger, member of the committee gave the report supplied by Marvin.

1) ALBERT HOLSTED FROM ALBERT STAINED GLASS WINDOWS REMOVED THE PAINT GLASS WINDOWS FROM THE CHURCH'S EXTERIOR OUTER DOORS. THE NEW MATCHING WINDOWS WERE INSTALLED TODAY, MAY 21, 2003. THE COST FOR PARTS AND LABOR IS \$700.00, AS REPORTED EARLIER.

2) CHRIS MICHALSKI FROM SOLUTION CONTRACTING, INC., IS SCHEDULED TO RIG A SCAFFOLDING AT THE REAR OF CHURCH ON MAY 29TH - WEATHER PERMITTING - SO THAT HE CAN PERSONALLY INSPECT THE ROOF AND DETERMINE THE EXACT LOCATION AND EXTENT OF THE WATER DAMAGE THAT IS COMPROMISING THE INTEGRITY OF THE STAIN GLASS WINDOWS.

CHRIS WILL ISSUE A COMPLETE REPORT, ALONG WITH AN ESTIMATE OF COST FOR THE REPAIR. ONCE WE HAVE CHRIS' REPORT, WE CAN THEN RE-CONTACT ALBERT REGARDING THE REPAIRS TO THE STAINED GLASS WINDOWS, AND OBTAIN HIS ESTIMATE FOR HIS WORK.

3) I SPOKE TO JOHN DANIELSON AND REMINDED HIM ABOUT PURCHASING A CLOCK FOR THE LOUNGE. HE STATED THAT HE WOULD GET RIGHT ON IT, HOPEFULLY WE'LL HAVE SOMETHING BEFORE PASTOR'S ANNIVERSARY.

4) WE NEED TO LOOK INTO GETTING A PLAQUE TO HANG IN MEMORY OF HILDA JOHNSON, AND IN GRATITUDE OF THE FUNDS SHE BEQUEATED TO ST. LUKE'S WHICH LARGELY

St. Luke's Church Council

5/21/2003

3

ALLOWED FOR THE RENOVATION OF OUR STYLISH LOUNGE.

I THINK ONE SIMILAR TO THE ONE HONORING SISTER MARTHA EBER

WOULD BE NICE. ERIC ZOLLINGER WILL LOOK INTO GETTING A CATALOGUE TO ORDER A PLAQUE.

The new Sound System has been installed and is working very well. Pastor commented that St. Malachi's was here at the church for a meeting and commented on the new system because they are in need of one.

### **PASTORAL CARE**

Vice President Jim Deliman began his report by saying a meeting needs to be scheduled. Monday June 2<sup>nd</sup> @ 6pm in the Lounge will be the next meeting.

Liturgical Schedule: Bugs are still being worked out. This Sunday a new schedule will be up for the summer months. At the June 2<sup>nd</sup> meeting, the schedule will be taken down and then filled in. We need to circulate the list during coffee hour more in order to get people to sign up. Jim mentioned it would be helpful to give him your schedule of when you're going to be away so he doesn't schedule for those times. Ernie will be doing the calling for the month of June.

Choir ends June 8<sup>th</sup>; this will allow more people to be available for serving.

There were once people on the Worship Committee that we need to ask to be on this new committee.

At the June 2<sup>nd</sup> meeting Jim will go over the rough draft of the phone tree.

A picture is needed of Pastor Schmiede as well as someone that can do calligraphy for the photograph of Pastor Hansen. Pastor mentioned that Lucia may be able to do that.

### **OLD BUSINESS**

Bob Wechtenhiser prepared a sheet outlining the To Do items from last meeting.

Stairs leading to Soup Kitchen: the caution tape has been applied.

June 1: Ernie has organized an afternoon of sorting clothes. This will be "Casual Sunday" so people may stay to help sort.

Personnel Reviews: These need to be scheduled as a one on one meeting.

John: Pastor, Marvin, Glenn

Pedro: Pastor, Judy, Casey

Nhourie: Pastor, Ernie, Glenn

Welcoming in Christ: St. Luke's has now been listed as a Welcoming in Christ congregation. The bulletin board outside needs to say this as well. Pastor has said that the new batch of welcome folders will mention this too.

St. Luke's Church Council

5/21/2003

4

Usher tags: The new usher nametags will be purchased by Sunday.

Committees: Committee heads should ask people in the congregation to join committees to keep members interested and feeling as part of the church community. June 1<sup>st</sup> announcement would be great.

### **NEW BUSINESS**

Judy Barnett emphasized the next few meetings will be dealing with upcoming seasons and the planning of them.

Sidewalk Sale: What to bring: A limit on what can be brought should be in place as there is no storage for these items.

When: The 44<sup>th</sup> Street Garage Sale date is the first part of June. This is far too soon to plan because a permit is needed. September 13<sup>th</sup> would allow us time to get the permit and plan. St. Malachi's just had one, Pastor will check with them on the permit process.

Casey Wilson will head the committee with Fran Ellison helping.

Lady's Aid Society: A meeting needs to be scheduled. At their last meeting they decided to keep the group in existence. Pastor suggests the next meeting should be to elect officers. It was decided that June 22<sup>nd</sup> be the next meeting and elections.

Church Audit: This needs to happen soon as one has not been done for many years. The Constitution says that there should be 3 voting members not on Council and they each serve a term of three years. Connie and Glenn could be advisors for this. Casey has found a great book involving this. Pam Roetzer's name was brought up as a possible person. Pastor has said he will contact her.

Thrivent: They would like to do an evening of Financial Planning. It was wondered if there needs to be a minimum number of people in attendance.

Koininia: Weekend of rafting on August 17<sup>th</sup>. 10 rooms have been reserved for the weekend. On July 4<sup>th</sup> Koininia is going to be "burning their mortgage." They are within \$50,000 of paying off their mortgage. They are asking people/churches to help them out by contributing the Crowning Gems Fund. St. Luke's is a new member of Koininia; Pastor suggested we contribute \$1,000 from our Missions Fund. There was a motion and it was voted to approve this. There is currently \$4,800 in our Missions Fund.

### **FALL**

Annual Benefit: John Fricke is no longer producing this event. What will occur instead? If it stays, who will head this project?

Pastor pointed out that this is good for the community as well as the church. It's not a big money maker—we're lucky to bring in a small profit. It was discussed within the Council that this is important to keep going. Fran said that it is due to the Benefit that she became a member. Eric cautioned that if a benefit wasn't done this year, then it would be difficult to try to do one later. Pastor said that he would like to keep the

St. Luke's Church Council

5/21/2003

5

event. David Gebel has mentioned he would like to help out. Bob brought up the idea of having a Broadway night instead.

Pastor mentioned that maybe a change in format, date, and/or location. What about the possibility of having it in the theatre space downstairs? We could bring in a caterer and make an elegant evening of it while reducing the overhead. Regarding the format, he asked if Jim and Eric would talk to the past participants and see what they would like to do. They will report back at the next meeting.

Planning: Judy said that she is open to suggestions for the Fall & Winter for what needs to be done. Ernie brought up the Capital Campaign. This can be discussed in future meetings once we know what the estimates will be on building repairs and the stain glass windows.

There was a motion to adjourn the meeting. It was seconded and passed. The meeting closed with The Lord's Prayer.

The next meeting of the Church Council will be on Wednesday June 18, 2003.

St. Luke's Church Council

6/18/2003

1

The Council of Saint Luke's Lutheran Church met on Wednesday June 18, 2003.

The following members were present: Judy Barnett, Jim Deliman, Marvin Bettis, Marge Gullikson, Fran Ellison, Glenn von Bernewitz, Bob Wechtenhiser, Casey Wilson, Eric Zollinger, and Pastor Paul Schmiede

Absent: Suzanne Dodd, Greg Henry, Susan Lay, and Ernie Vickroy

President Judy Barnett called the meeting to order and Pastor began the meeting with a prayer.

Eric Zollinger will be taking the minutes for this meeting as Greg Henry is unavailable for the meeting.

A motion was set forth and passed to approve the Minutes for the May 21<sup>st</sup> meeting as they were written.

### **Pastor's Report.**

Anniversary:

Pastor gave an enormous thank you for his Anniversary Service. It was "great fun & a marvelous celebration!" There is not a final number yet for the Stain Glass Fund, but he believes it is close to \$2,000.

Campership Fund:

3 young people from the congregation were given scholarships to attend the July 6-11 Conference Camp at Koininia. A Motion was brought forward and passed to grant three scholarships of \$210/person. A special offering will be taken in the next two Sunday's for the Campership Fund with the remainder of the cost made up by the general funds.

A congregational member recently ran into some hardships while moving. Pastor granted a loan.

Pedro's Trip:

Pedro will be away beginning on June 29<sup>th</sup> to Cambridge, England, to attend a conference and do some research. Pedro came to the meeting to discuss his 2 day trip. Pedro mentioned that the Conference costs are being covered by a grant as he is doing research on early Jewish and Christian music. Some of the research will be on pieces the choir will be performing this year. Pastor mentioned that Pedro has not taken his travel allowances for the past two years. It amounts to \$400/year in travel and \$150/year for development. Pedro has asked for the entire amount so that his airfare which is \$600+ can be covered.

A Motion was made and approved to release the Cantor's travel funds for his trip to England.

Pastor said a report by Pedro at one of the Saturday morning meetings would be appropriate. Pedro will give his receipts to Nhorie.

St. Luke's Church Council

6/18/2003

2

### The Theatre Space

The theatre shows have closed. The company has acquired the rights to the play, "Menopause." In order to bring this show in, they have proposed renovating the space (at their expense) and becoming the Managers of the space. There are several points that were brought up:

1. Rename the Theatre
2. Renovating the space could give a seating capacity of 200 versus the current 180. They have asked permission to gut the existing space back through the kitchen space. They would also upgrade the restroom facilities.
3. Doing the gut renovation would involve destroying the kitchen used by the Soup Kitchen in order to put in permanent seating.

A discussion ensued on several items:

What is our mission at Saint Luke's?

Where would the Soup Kitchen be placed?

Pastor talked of several options:

The School and Shelter pay identical rent at \$36,000/year. If we displace the shelter what impact would it have on the community/St. Luke's? It was brought up that there are other shelters in the area. If the space were to be vacated, then it could be used for the dining area for the Soup Kitchen, with the actual kitchen being put in the back garden area (to be paid for by the theatre). It was widely agreed that the loss of the Soup Kitchen would greatly impact the community and is a large part of the church's mission.

Pastor is crunching numbers with Nhorie and has also brought Jim Johnston in from Sea Farer's for advice. The Theatre Company has already brought architects into the space. Pastor emphasized that everything was preliminary. In any case, Saint Luke's would keep control of the space and have right of first refusal on what shows would be produced there. There are many options regarding the contract amount for rent such as a flat fee + a % of ticket sales. More discussion ensued. An attorney will be needed for advice. Pastor has said he can approach several people on the matter. However, the Theatre Company wants to move quickly on this. We should have them offer first and then go from there.

The new serving area for the Soup Kitchen would be larger than the current space and actually the School would gain more school yard space.

Having the space Managed by them would allow us a steady income. However, this must be weighed against the impact on the community.

Pastor asked for a small committee from the Council: Jim Deliman, Cassey Wilson, Glenn Von Bernewitz, Fran Ellison, and a congregational member to be selected.

St. Luke's Church Council

6/18/2003

3

**Treasure's Report:**

A chart was distributed to the members of Council at the beginning of the meeting. Treasurer, Glenn von Bernewitz, said that our Income is at 40% while our Expenses are at 50%. We need to be careful at this point. There is a great need for an accounting system. Glenn is checking on whether QuickBooks makes a program for non-profits. He mentioned that he had to move money this week to refill the checking account. Unfortunately, we have no comparisons to previous years because we are incorporating a more detailed system than before. Quarterly Statements need to be sent out shortly as the end of the 2<sup>nd</sup> Quarter is quickly approaching.

Stewardship: A discussion occurred on possibly publishing our weekly plate offerings in the bulletin along with the attendance. This would allow the congregation to see the weekly progress. Attendance has been healthy. Glenn will get with Nhorie to find out where the weekly numbers fall.

Fran Ellison discussed sending out pledges. Marge said she wasn't too sure if that process would work at Saint Luke's. Pastor said it is an idea to put in our thoughts to discuss in the future.

Audit Committee is needed by way of the new Constitution. Glenn said that we would fail immediately. He wonders if maybe a Policy Committee would be a great place to start.

**Pastoral Care:**

*The report below was handed out to the Council and is a copy of the transcript.*

Meeting held on June 4<sup>th</sup>, 2003.

In attendance: Jim Deliman, Casey Wilson, Rosemarie Gallinari, Bob Wechtenheiser, and Pastor Schmeige

-We reviewed the Lent and Easter season. We discussed the Lenten Vespers, very nice service, but some were uncomfortable sitting on the alter. Services went well; we discussed timing and the need to begin certain services on time. Ideas were brought up as to how we could make sure everything was ready for the services to being on time.

-With that in mind, we have a need for an alter guild. We are going to need a half dozen people to take care of the setting up and cleaning up the alter for the services.

-We need a second Sunday School teacher to take some of the pressure off Lucia in case she has other plans on a Sunday.

-There was a discussion about increasing the programming for Adult Christian Education. Pastor is checking out retreat programs, and he and Rosemarie are working on beefing up the Saturday morning program.



St. Luke's Church Council

6/18/2003

4

-It was brought up that we need to work on publicity of our services. Bob and hopefully Lucia are going to be working on a Community Church Poster with many churches their service schedules to be distributed to shops and theatres in the neighborhood.

-I am checking on getting a banner made for the side of our building to draw attention that we are here. I'm also checking into post cards to be placed in the free post card holders in the city.

-Pastor brought up the need for a pendant alert system for some the senior members of our congregation. The need is there since so many in our congregation live alone. Casey is checking out several companies and getting pricing.

-It is easier to fill the server schedule if we bring the sheets to coffee hour which we will continue to do. We are also going to do the same with the coffee hour sign up sheet.

-Many of the e-mail addresses in the directory are not correct which I found out by sending a mass e-mail reminder about Pastor's Anniversary. We will be compiling new e-mail address during the Summer and early Fall.

Our next meeting will be on July 30<sup>th</sup> after the Service

#### **Building Committee:**

Committee Chairman, Marvin Bettis, said that it rained on May 29<sup>th</sup> therefore the scaffolding could not be put up due to safety. Hopefully tomorrow, June 16<sup>th</sup> will work. Before we can move forward, we need to have their estimates.

Hilda Johnson Plaque:

Eric Zollinger has done some preliminary research on this. The Committee needs to discuss this.

Woman's Bathroom needs to be repaired.

John Danielson is looking for a clock for the Lounge.

Right now the biggest issues are the roof and stained glass. Once we get the estimates/reports we will know what kind of project lies ahead.

Pastor brought up another pressing matter: In previous years Saint Luke's has always paid the \$1,000/year fine for the original lead water connection to the water main. At one point, an estimate was given to excavate the area to the water main and replace it with copper. Pastor will look into this and report back.

St. Luke's Church Council

6/18/2003

5

**Old Business:**

Ladie's Aid: Dismissed until the Fall.

Rummage Sale: Casey is chairing the event with Tony Bettis and Susan helping. It is slated for September 13, 2003.

Fall Benefit:

With regards to what Richard Nesbit did for the Anniversary Reception, Pastor believes as some point (probably not this year) we could host it ourselves.

Danny's called today to find out about the November date if we need the restaurant.

Last year Danny's charged \$55/person. Pastor, Jim, Eric, and David Gebel need to get together. With the expense, maybe there can be a family price?

Source Book:

People are pulling things together for the book. Bob Wechtenhiser is keeping on the current officers to stay on track by keeping good records before the December elections.

**New Business:**

Summer: Whenever the Sanctuary is 80 degrees or above, Sunday Service will be held in the Lounge. This should also be printed in the bulletin.

A Motion was made and passed to hold Emergency Council Meetings without a quorum from June 19, 2003, to September 16, 2003. Email/Phone calls will be made to contact members.

The Church Office will close at 1pm during the month of August.

The Soup Kitchen will be closed the last two weeks of August.

Pastor is trying to get John the Super to take a vacation. If he does, then his friend Desmond will fill in for him.

A motion was made and passed to adjourn the meeting until Wednesday September 17, 2003.

The meeting concluded with The Lord's Prayer.

St. Luke's Church Council

8/24/2003

1

The Council of Saint Luke's Lutheran Church held an emergency meeting on Sunday August 24, 2003 immediately following services.

The following members were present: Judy Barnett, Marvin Bettis, Marge Gullikson, Bob Wechtenhiser, Casey Wilson, Ernie Vickroy, Eric Zollinger, and Pastor Paul Schmiede

Absent: Suzanne Dodd, Greg Henry, Susan Lay, Jim Deliman, Glenn von Bernewitz, and Fran Ellison,

President Judy Barnett did not officially call the meeting to order.

Eric Zollinger will be taking the minutes for this meeting as Greg Henry is unavailable for the meeting.

The purpose of this special meeting was to go over the recent proposals given to the Building Committee regarding the stain glass windows and roof.

**Building Committee:**

Committee Chairman, Marvin Bettis sent to the members of Council a packet of information outlining the proposals of the two companies.

A main point with this stain glass proposal is that they do not believe a full re-leading of the glass is needed. However, they do call out in the proposal a number if it is.

Pastor mentioned the initial proposal given a few years ago called for a complete re-leading of the glass and was \$150,000.

Eric asked if these repairs would be a temporary fix, or would be guaranteed for a certain number of years? Marvin replied saying that he can talk to them regarding this matter. Pastor thought it would be a good idea to get references.

Pastor mentioned the process involved in order to continue forward: If these two firms are approved by the Council, then we would have to take it to the Congregation for approval per the Constitution. This means announced two Sundays prior to the meeting in the bulletin, and by a mailing.

A question was asked regarding permits and insurance. Both firms would be doing the proper filing. They believe the work term would be approximately 3 months.

Pastor then asked: "How do we pay for this?" Holy Trinity was able to use some Landmark funds. Connie has some grant information. We need to get organized and start applying for these grants. Ernie has volunteered to help with this.

St. Luke's Church Council

8/24/2003

2

A motion was made and passed to recommend to the Congregation to accept the proposals and give the two companies the work pending verification of references and guarantees of work.

Discussion occurred regarding getting a second bid for the cost of the roof. We already have a first proposal on the windows. It was also discussed about time frame. It's important we begin as soon as possible as a winter storm can increase cost with scaffolding and work interruptions.

Ernie thought it might be a good idea to get businesses on the block involved such as a billboard saying this restoration in part is made possible by the support of:

Bob mentioned that he would like to help with the presentation to the Congregation with the possibility of using PowerPoint.

Pastor, Judy, and Ernie will meet right after Labor Day with Connie to discuss possible grant opportunities.

It will be necessary to take money from our Portfolio in order to begin. Both companies require a deposit before they can begin.

Marvin said that he feels we are quite blessed to have this group of people involved with Council with such a large project and amount of work to be done

Marge brought up that a gift was given to light the windows from inside some years ago. It would be nice to be able to do that.

Marvin was given the approval to go the contractor to say that we must get a second bid on the roof, however, it looks good for us to go with them.

The next meeting will be the regularly scheduled Wednesday September 17, 2003.

The St Luke's Lutheran Church Council Meeting was called to order at 7:45 on September 17, 2003. In attendance was Marge, Greg, Eric, Judy, Marvin, Fran, Casey, Glen and Pastor. Excused were Suzanne, Jim and Bob. After the opening prayer, the minutes from the prior meeting were approved.

#### Treasurer's Report

Glen reported we are two thirds of the way through the year. At this time our expenses are running high. It appears we will end the year in a deficit as expected. A suggestion was made to have Nori graph out the weekly plate income to check trends during the year.

#### Pastor's Report

Pastor gave an extensive report about Thrivent For Lutherans and forming a chapter. There is a great deal of money available for congregational events and community services if we form a chapter and apply for these monies. To form a chapter six families must participate out of the congregation. Thrivent will provide up to \$1200.00 "matching funds" for congregational events and \$800.00 for each community service event. There is still a great deal of money to be used by the end of this year.

Then, Pastor spoke of Tanzania and the sponsorship of a child. The Synod is actively pursuing a mission to send English teachers to Tanzania on two year contracts. Next July another trip is available for two and a half weeks for approximately \$3500.00 per person.

Pastor Schultz is submitting his resignation due to his ill health. He has a tumor on the front lobe of his brain and there is remote prospect of improvement. The congregation is calling an interim pastor to serve while they reorganize over the next few months.

Pastor Hansen has just had surgery to put a shunt in his neck which drains fluid from his brain to his stomach.

Suzanne Dodd's Mother passed away on Tuesday the 16th of September. Pastor announced confirmation classes were beginning soon and Sunday School will begin as soon as he meets with the instructors.

The annual benefit was mentioned for the first Sunday evening in November at Danny's Sea Palace. Because the "normal" John Fricke benefit troupe has all moved on we thought possibly some new venue would be fun and different. A separate meeting was going to be called to discuss the benefit. The theatre is re-opening in October and there is on-going dialogue about re-designing the space.

### Marvin's Report

Marvin and Eric had handouts and a great deal of information about the various contractors and stained glass repairers they had met. The major concerns are funding for the project, the quality of the work, the amount of different repairs that have to be made, and how we can schedule the work to be done most efficiently. This is a very important and expensive restoration that must be started soon so more deterioration does not occur over the wet months of winter. More meetings to gather information are being planned.

### Judy's Notes

The rummage sale is coming up on September 27th starting at 10:00 AM and people are needed for "manning" the booths. Fliers are going to be printed and distributed throughout the neighborhood. A Ladies Aide Society meeting needs to be scheduled. October 5th after the service was suggested. December elections are coming up quickly. Fran, Eric, Greg and Marvin will be rotating off of council. A motion was made and seconded that Judy will appoint two congregational members for the nominating committee.

A Congregational Meeting is scheduled after the service on St Luke's Sunday, October 19, 2003. Our next meeting will be Wednesday, October 15th after the evening service. At that meeting, Larry Heath will be there to go over our portfolio. The meeting was adjourned at 9:06. We closed with The Lord's Prayer.

St. Luke's Church Council

10/15/2003

1

The Council of Saint Luke's Lutheran Church held their monthly meeting on Wednesday October 15, 2003.

The following members were present:, Jim Deliman, Marvin Bettis, Glenn von Bernewitz, Greg Henry, Bob Wechtenhiser, Casey Wilson, Ernie Vickroy, Eric Zollinger, and Pastor Paul Schmiede

Absent: Judy Barnett, Suzanne Dodd, Susan Lay, Marge Gullikson, and Fran Ellison

Vice President Jim Deliman presided over the meeting as Judy Barnett was ill. Jim called the meeting to order at 7:40pm and Pastor began with a prayer.

The minutes from the previous meeting were approved at the end of the meeting.

### **Portfolio Report:**

Larry Heath came to the meeting to present our investment performance record. He distributed a portfolio outlining our past year's performance and diversification. As of now, our principal is \$1,311,614 of which we are invested in 55% stocks and 45% bonds. The diversification of both value and growth stocks has helped us to date and positioned us well for the future. Our year to date earnings has been at 13% which is quite good. Larry does not recommend at this time changing our ratio of stocks to bonds. Since our coming to Bernstein in 1997, we have averaged a 6.1% rate of return. We spend about \$80,000/year which is about what we make. We have made any contributions that will grow our principal.

Larry currently keeps approximately \$25,000 in cash that is readily available. If we need to access more than that amount, we need to give him three days notice.

If anyone would like to track our portfolio via their website, should email Larry at [heathls@bernstein.com](mailto:heathls@bernstein.com).

### **Treasurer's Report:**

Treasurer Glenn von Bernewitz was not able to pass out a report as the data had just been received. There is good news, we are able to get weekly analysis from January of 2002 to present. We will go over this at the next meeting. Next year's budget planning needs to begin shortly.

St. Luke's Church Council

10/15/2003

2

**Pastor's Report:**

Recent mailings: Newsletter and a separate Congregational Meeting Notice

Soup Kitchen: Filing for support from the ELCA is in. You are allowed to receive assistance for three years. We have already received support last year. We are hoping for \$2500.

The National Register filing is almost complete.

Building: The roof and West Window are just the tip of the iceberg. We have about 10-15 years worth of projects to complete. Every building has a cycle that it goes through. We are currently at the 75-80 year cycle. It's important that we are tackling the roof and window now b/c if don't, any work we do in the interior will have to be redone. We need to get in the mindset of doing project after project until we are fully updated. Some important projects to address are the bathrooms, hot water heater, and lead piping from the street.

There are several ways of financing the building projects:

- We could apply for a construction loan.
- Go through the Synod Offices for a promissory note
- Parishioner Pledge Sheets (sample given) of what parishioners plan to give over the next few years to the project.
- Promissory Notes: Ask for \$5,000 increments of 4% interest paid. We would start on December 15<sup>th</sup>, 2003 and every December 15<sup>th</sup> we would pay part principal and part interest over the five years.

Ladie's Aid: Proposing that they dissolve group. There is a considerable amount of money in the account: \$48,000. This could either be given to the Investment Portfolio or the start-up fees of the Construction.

Annual Benefit: Dinner and cocktails after afternoon concert on Sunday November 2<sup>nd</sup>. There will be no show this year. The ticket price is \$75 with \$15 going to the Construction Fund.

We have a busy Sunday schedule in the upcoming weeks: St. Luke's, Reformation, All Saint's, and Christmas/Advent.

Advent Lutheran will be selling live Christmas trees this year and we have ordered ours for the Sanctuary.

Sunday School has begun with 3 boys.

Saturday November 1<sup>st</sup> will be the beginning of Bible Study. This will run through the beginning of Advent.



St. Luke's Church Council

10/15/2003

3

Koinonia will be having their annual Advent Retreat the last Sunday in Advent. Pedro and Pastor will be leading the services this year on Sunday December 21<sup>st</sup>. The annual Christmas Caroling will occur on Friday December 12<sup>th</sup>.

Advent wreath making will happen on the Sunday of Thanksgiving once again and the Annual Congregational Meeting/Elections on the following Sunday of December 7<sup>th</sup>.

Pastor Hansen got a new walker today and will be released next week to go home.

Adult Catechism class has begun.

### **Building Committee:**

Committee Chairman, Marvin Bettis has received references the two firms we would like to use. He handed out additional information and full bids from all the parties which includes two bids for the roof and the West Window. The recommendation is to still go with Albert Stained Glass and Solution Contracting. The Congregation needs to approve these companies and approve the construction in order to begin.

Pastor met with a lighting consultant for several different lighting projects. The four projects: Façade, Chapel area, Baptismal Font, and West Window could run \$50,000 + consulting fees. Pastor will ask her to break down these costs.

Pastor made a motion to ask the Congregation to authorize the Church Council to borrow up to \$150,000. This seconded and passed.

Pastor made a motion that the Council recommend to the Congregation accept the bids of Albert Stained Glass and Solution Contracting. It was seconded and passed.

Pastor made a motion that the Council authorize the use of Promissory Notes be used in the units of \$5,000 with a 4% interest compounded annually, to be paid back annually at \$1,000/year with 4% on the principal. These are to be given by December 15, 2003. This was seconded and passed.

Pastor made a motion that the Council distribute Pledge Forms for the Restoration Fund Project. This was seconded and passed.

### **Nominating Committee:**

The committee consists of Greg Henry, Eric Zollinger, Fran Ellison, Marvin Bettis, Richard Nesbit, and Katie Luekens. They are working on getting a list of nominees ready for the November meeting in order to be passed in time for the December voters meeting.

St. Luke's Church Council

10/15/2003

4

**Pastoral Care:**

Jim Deliman reported that we need a meeting desperately. Recruiting has been difficult. Everyone's schedule seems to fill up quite quickly.

**Rummage Sale:**

\$963 was raised. There are still more items left over such as knick-knacks. Possibly at some coffee hour these items can be displayed. Richard Nesbit did a wonderful job on the sign for the event. Pastor mentioned that we can submit this for matching funds from the synod as this was a community project.

**New Business:**

Budget Planning Meeting is needed.

The Congregational meeting will be this Sunday following the service. The next Council meeting will be on Wednesday October 19, 2003.

A motion was made and passed to close the meeting at 9:09pm. We closed with the Lord's Prayer.

St. Luke's Church Council

12/03/2003

1

The Council of Saint Luke's Lutheran Church held a meeting on Wednesday December 3, 2003.

The following members were present:, Judy Barnett, Jim Deliman, Glenn von Bernewitz, Fran Ellison, Bob Wechtenhiser, Casey Wilson, Ernie Vickroy, Eric Zollinger, and Pastor Paul Schmiede

Absent: Marvin Bettis, Suzanne Dodd, Greg Henry, Susan Lay, and Marge Gullikson

President Judy Barnett called the meeting to order and Pastor began with a prayer.

The minutes from the previous meeting were not approved and were tabled until the meeting on Sunday, December 7, 2003. It was decided by Pastor and Judy to begin with the 2004 Budget.

**2004 Budget:**

Glenn handed out the proposed 2004 Budget for the Council to review. He believes, and was agreed upon, that for Sunday's meeting, only the first column of the General Fund should be shown to the Congregation, as it is the most important.

A discussion commenced on what items in the breakdown should be reported to the Congregation. Glenn thinks that maybe we don't need to show all of the Personnel divisions in the expenses. Jim brought up the point that since it is already done, the members in the Congregation will most likely ask for the breakdown anyway.

Glenn and Judy discussed the importance of informing the Congregation of our deficit spending and the continual spending of the Portfolio's yearly earnings. It needs to be brought to everyone's attention that we are not growing our principal and if we continue in this manner, we will be in serious trouble in the near future of 10-15 years.

Pastor talked about ways that we can make the Congregation aware of this. We have already started by introducing the Pledges for the Roof/West Window project. We should think about Congregational Annual Pledges. We can also talk more about Estate Planning and how this can be used to grow our Portfolio. Pastor emphasized that we shouldn't plan "cutting back" any programs or project, instead, concentrate on how we can keep what we already have in motion.

With regards to the Pledges, we have already received approximately \$35-40K. We will be instituting new envelopes for 2004: there will be 1 weekly envelope, 1 monthly Mission envelope, and 1 monthly Restoration envelope.

A motion was called and seconded and then passed by the Council to accept the proposed 2004 Budget with the numbers put in place by the Treasurer. This will be presented for the Congregation's approval at Sunday December 7<sup>th</sup>'s Meeting.

**Pastor's Report:**

Voting Memberships with the new constitution:

A new member instantly becomes a voting member. They must be a member for one year before they can seek a position on the Church Council. Since the New Constitution has only been in place a short amount of time, we still have a list of names to Add/Remove from the Voting Roster. Below please find that list:

Remove:	Aaron Binder (inactive)	Harry Moon (moved away)
	Genevieve Hackim (deceased)	Carolyn & David Sitler (changed churches)

Add:	Amy Robertson	Rosemary Gallinari
	Mary Giglio	Heather Kray

The additions and subtractions of the Voting Roster was moved and passed.

Pastor asked that we approve Christmas gifts for the staff for a total of \$450, \$150 each to Nhorie, Pedro, and John.

Christmas Trees are coming in next week! They will be delivered on Thursday, the day before the Christmas Caroling. They were ordered from Advent Church. There will be two 12' trees for the Sanctuary and two 6' trees for outside.

Christmas Worship Schedule:

- As Christmas Eve is on a Wednesday this year, there will be no afternoon service. We will once again have the Choir in costume for the service as was previously done in 2001.
- Pastor and Pedro will be in Koininia for the 4<sup>th</sup> Sunday in Advent. There is still space if anyone is interested.
- This year we will have a New Year's Eve Service at 7pm.

Worship Calendar:

January 6<sup>th</sup>: Epiphany. We will Celebrate this on Wednesday January 7<sup>th</sup> with the Three Kings and the traditional reception following.

Friday December 12<sup>th</sup> is Christmas Caroling with Costumes and the Christmas Party in the Parish House following.

Soup Kitchen Gifts: The people from PA didn't do gifts this year for the Soup Kitchen patrons. Pastor asked that instead of wrapping gifts at the party as done in the past, if we could put together little goodie bags for the Soup Kitchen. We can ask on Sunday for members to be a part of this committee.

St. Luke's Church Council

12/03/2003

3

**Pastoral Care:**

Jim Deliman reported that the new sign-up list is up! Please sign-up to serve!

**Property Management:**

The scaffolding is up! Safeway has been working diligently to put this up in the cold weather. Jim asked about possible delays to the project. The contractors will work in the cold weather. The only delays we can expect are if we have major snow/rain/ice on the scaffolding.

**Old Business:**

Ballots for the Elections on Sunday: Eric said he will take care of this

Counters for Sunday's Election will be Ernie and Bob.

Rummage Sale: Casey will display the leftover items from this event in the up coming weeks.

Sunday's Potluck: Pastor is cooking a Turkey in case we don't have enough meet dishes.

Sunday's Order of Business: Budget, Elections, Eating.

The Congregational meeting for Elections will be this Sunday following the service, December 7<sup>th</sup> 2003.

**Council Book:**

Bob has been working hard on keeping this book up to date and for next year's incoming members, they will receive all the Minutes, Council Member List, Constitution + By-Laws, Calendar of meetings, and list of Committees and their duties. Judy reminded everyone that they need to do a writeup for their respective committees that will go in this book.

**Where do we go from here? What can we do better in the future?**

As the year has come to a close, and a productive year at that, Judy asked us our ideas for ways to make things better.

Jim mentioned that members of Council should be involved in some sort of committee. More Congregation recruitment is needed for the committees.

Bob asked that we update the Member information with possible little cards with the distribution of the envelopes. Pastor mentioned that we are still using a few different databases and have some computer issues. Maybe we need to get a new Church designed software program that will incorporate all of this? It was brought up that this is a serious issue and should be made to be an official project for next year.

Casey asked if we should be seeking new accounting software. Glenn says yes. Pastor mentioned that the Godbox may have some information on this.

St. Luke's Church Council

12/03/2003

4

Bob asked about if the Welcoming in Christ statement has been added to any official documents being distributed yet. Pastor answered that it has, but we are finishing using the remaining flyers. Lutherans Concerned has been told that we are a Welcoming in Christ church, but has yet to add us to their list.

Judy brought up the notion that Pastoral Care is so broad and encompassing, that maybe a separate Humanitarian Committee needs to be in place, or at least addressed.

Bob thanked Judy for her incredible leadership as President and the other officers of Council.

The next Council meeting will be on Wednesday January 21<sup>st</sup>, 2003.

A motion was made and passed to close the meeting. We closed with the Lord's Prayer.