

Saint Luke's Lutheran Church  
Church Council Minutes  
February 28, 2005

**Members Present:**

Jim Deliman, Heather Kray, Richard Nesbit, Jonathan Recabarren, Casey Wilson, Glenn Von Bernewitz, Pastor Schmiede

**Absent and excused:**

Judy Barnett, Marvin Bettis, Amy Fellers, Ernie Vickroy, Eric Zollinger

President Jim Deliman called the meeting to order at 6:10 PM

The minutes of the last meeting were approved as written.

**Pastor's Report**

- New members will be received at the Easter Vigil with a possible baptism.
- Theatre bill payments
  - They now owe \$10,000 (total of Feb. and March) plus electric.
  - Having problems recovering from the renovations.
  - Pastor will let them know that we really need these payments.
- Holy Week:
  - House cleaning on Sat. March 19<sup>th</sup> – Casey is creating a sign-up.
  - On Monday and Tuesday we will have communion with Wednesday service as usual.
  - Desert/Champagne reception after Vigil – Casey is creating a sign-up.
- Next Healing service is March 16<sup>th</sup>.
- Read letter from Bethany in Tanzania and discussed finding out what they will need by summer when Connie goes over. Also the possibility of a collection for Tanzania prior to the trip.
- Koinonia Annual Meeting was last Sunday
  - Discussed *Blueprint for Renewal* – the master plan to renovate entire camp.
  - We should consider a collection this year and a possible budgeted donation next year as a congregational gift (somewhere around \$1,000).
- Life Alert
  - Heather is looking into quotes for 6-10 members as well as looking into other options.
- Clothes sorting is this Sunday around 5:00 with the movie, *Luther*, before (right after coffee hour).
- Communion wines have been ordered for testing and should be here shortly.

**Treasurer's Report**

- Misc. expenses will go down as Glenn as pinpointed some of the funds that should have been attributed to other line items.

- Christmas amount is from late donations received in January.

### **Pastoral Care Committee**

- See Pastor's Report

### **Building Management Committee**

- Pigeon Control information was sent.
- The Hilda Johnson Plaque is almost done, we are just waiting on getting it back.
- Historic Registry has been sent.
- Water damage in closet has been fixed. We just need to change the light and clean/paint the floor.
- We will look into plastic containers for storage.

### **President's Report**

- Annual reports are due by Easter – March 27<sup>th</sup>.
- Annual meeting April 10<sup>th</sup>.
- Jim is working on the proposal to amend the by-laws for the Pastoral Care Committee. The wording will be ready for Council to approve within the week and then mailed with the announcement of the meeting and Easter letter/appeal.

### **Old Business**

- The computers are still problematic. Heather is working with Nhorie to create a new database of members.

### **New Business**

- Jim is preparing information on a package to see *Wicked* on October 29. This would not be a fundraiser, but just a chance for the congregation to have a fun night out.
- While we are still forming an Altar Guild, we have decided to ask the Assisting Minister to confirm all things are ready for the service. A checklist will be created.
- Pastor talked about Fountain House and the possibility of St. Luke's helping get PR out about them to the religious community. We are going to ask them to speak at the Annual Meeting.
- ELCA Sexuality proposal – synod has proposal out for comments. We can send 2 delegates to the May 20-21 meeting and are going to ask John Fritz if he would like to represent St. Luke's.

Next meeting Monday 4/4 at 6pm

We ended the meeting at 7:55 with the Lord's Prayer.

Saint Luke's Lutheran Church  
Church Council Minutes  
April 4, 2005

**Members Present:**

Judy Barnett, Marvin Bettis, Jim Deliman, Amy Fellers, Heather Kray, Pastor Schmiede, Glenn Von Bernewitz, Ernie Vickroy, Casey Wilson, Eric Zollinger

**Absent and excused:**

Richard Nesbit, Jonathan Recabarren

President Jim Deliman called the meeting to order at 6:15 PM

The minutes of the last meeting were approved as amended.

**Pastor's Report**

- Historical registration is back
  - Appears to meet criteria and now we have to write a nomination. Ernie will continue this process.
- Soup Kitchen information is in the congregation meeting report. We are averaging 120-140 per meal service.
  - Letter from ECLA giving us a \$2,500 domestic hunger grant. This is our 3<sup>rd</sup> year with the grant and we cannot receive it next year.
  - We will look into other sources for grants and gifts
  - We will look to see about getting more from the local restaurants.
  - Soup Kitchen is closed from Aug-Sept and the week of Christmas to New Years.
  - Ernie will speak about getting more church members involved in the Soup Kitchen.
  - We are looking into New York Cares for more volunteers from area corporations.
  - We will create a response fund to help with the regular requests we get for financial help. We will create guidelines; the Salvation Army has some good ones we will look into.
  - Considering a Pennies collection for the response fund.
  - Also going to see about creating a voucher card for area restaurants where someone can go to a restaurant and get a meal for the value of the card.
- The Notes for my Friends and Family packets have to be completed and gotten back from members. We will push this over the next few weeks.
  - We are creating a 1 page form for the Congregational meeting to get the essential information. Casey will create this with Pastor.
  - We will also have emergency contact cards available at the Congregational meeting for everyone to instantly put in their wallets.
- Theatre

- They now three months behind in rent. Pastor is writing them asking for ½ payment with a payment plan within the next 15 days.
- Synod Meeting
  - April 11<sup>th</sup> is the deadline for resolutions.
  - Meeting is May 20-21. We will be sending John Fritz and Judy with Casey as an alternate.
- We must replace Bob. John Fricke received the next most votes and will be asked to take over the remainder of Bob's term – 1 year.
- Communion Wine is here for tasting.
  - We tried 3 wines and chose one similar to what we currently use.
- We are still working on a sexual harassment policy. Pastor is looking at adopting language from a church on Long Island.
- We will be completely background checks on all staff and getting an I-9 on file.

### **Treasurer's Report**

- Misc. seems to be mostly lumped credit card bills. This will be broken down and put into proper categories.
- Building fund update will be made available at the Congregational meeting with an update on the thermometer.
- Plate listed in the bulletin is liked and we will explain more about what those numbers mean at the Congregational meeting.

### **Pastoral Care Committee**

- Meeting immediately after Council meeting to recap Easter.
- No big problems Holy Week.
- Every Sunday we need 10 people + coffee hour + preparations + counters
- Community Sunday is May 1<sup>st</sup>
- We are considering some PR activities for more community outreach.
  - Possibly a brainstorming meeting with church members
  - Considering some sort of handouts before Community Sunday.
- Suzanne Dodd has agreed to organize Coffee Hour
- We need to consider a greeter at 8:30 to open door and prepare church. Choir will be asked by Pastor to take turns starting the coffee.
- We will create a questionnaire for members to see who has talents and interests that we can ask to step in when needed for photographs, cooking, writing, decorating, etc.
- We will make a master list of the keys and emergency phone numbers that will go into the usher book in case we have questions.

### **Building Management Committee**

- Lots of leaks around the building
  - Kitchen walls leaks.
  - Courtyard drain backs up in major rain.
  - Major rain floods down walls and into carpeting downstairs.
  - We may need to jackhammer the courtyard to fix this.
- The Hilda Johnson Plaque is almost done, we are just waiting on engraving.

- Pigeon control is progressing: considering netting. They are sending a proposal.
- Lead poisoning inspection was done. We may need to repaint some areas.
- Bell Tower bell is not working, but we are looking into it. The bracing rusted out.

### **President's Report**

- Annual reports are due by Easter – March 27<sup>th</sup>.
- Annual meeting April 10<sup>th</sup>.
- Jim is working on the proposal to amend the by-laws for the Pastoral Care Committee. The wording will be ready for Council to approve within the week and then mailed with the announcement of the meeting and Easter letter/appeal.

### **Old Business**

- The computers are still problematic. Heather is working with Nhorie to create a new database of members.
- Heather is still looking in First Alert for older members.
- Jim is preparing information on a package to see *Wicked* on October 29. This would not be a fundraiser, but just a chance for the congregation to have a fun night out. Jim will mention and bring information for the Congregational meeting.
- Fountain House will be speaking at the Congregational meeting.

### **New Business**

- Heather and Kevin Johnson are working on a new St. Luke's website with ideas of podcasting sermons, and frequent updates with newsletters and photos.
- Cruise will be on June 5<sup>th</sup> with take of a cheaper ticket than last year – possibly around \$60 (last year's was \$75).
- Staff evaluations will take place shortly after the next Council meeting.
  - At the next Council meeting we will discuss high points, questions, etc.
  - Judy and Amy will speak with Ferdinand.
  - Heather and Marvin will speak with Nhorie
  - Casey and Jim will speak with Pedro
- Casey and Pastor will be meeting to start work on a strategic plan for the church.
  - We need to start considering evaluating our renters

Next meeting Monday 5/16 at 6pm

Following meeting is Monday 6/20 at 6pm

We ended the meeting at 8:20 with the Lord's Prayer.

Saint Luke's Lutheran Church  
Church Congregational Meeting Minutes  
April 10, 2005

Pastor began meeting at 12:25pm with information regarding the contact emergency forms.

**President's Report**

- Please check and update your information in the directory or get any changes to Nhorie as needed throughout the year.
- Council is now listed in the front of the directory and can be reached if you have any questions.
- Voted and approved Pastoral Care Committee amendment
  - Ernie discussed roles and responsibilities
- The stained glass window was finished this year but we are still handling the financing and repayment of loans.
- Sewer repairs were recently completed by the city, saving us an expense we thought we would have to handle.
- ELCA study on sexuality is now with the synod and there is information up on the synod site regarding this.
- We are in the process of completing the registration to get the building on the Historic Registry.
- Community Sunday is May 1<sup>st</sup>.

**Pastor's Report**

- Reviewed the letter handed out
  - Broadway Blessing is September 12<sup>th</sup>
  - Rafting retreat will be in August
  - Richard Nesbit has a benefit coming up for Habitat for Humanity
- Soup Kitchen information
  - It takes \$45,000 a year to run
  - Macys.com regularly comes by to serve
  - Thank you to the regular volunteers from church

**Treasurer's Report**

- Reviewed financials that were handed out.
- Endowment fund is being used a little each year. We use an average of about \$1,000 per week.
- Explained that the \$1,500 listed in the bulletin for needed what is expected for plate and envelope contributions, not all that is necessary to run the church.

**Building Management Committee**

- Roof repairs are complete
- Montessori school roof repairs are complete.

- The Hilda Johnson Plaque is almost done, we are just waiting on engraving.
- Pigeon control is progressing: considering netting.
- Leaks throughout the building are being worked on.
- There is a clogged drain in the courtyard that has to be fixed because it is causing problems in the shelter.

### **Pastoral Care Committee**

- Each Sunday 10 people are needed to make the service work.
- There will be a training session on April 24<sup>th</sup> for anyone interested in helping during the service. There is a sign up sheet.
- For Community Sunday on May 1<sup>st</sup>, we will be handing out flyer and candy on April 30<sup>th</sup> from 10am-12noon. We need volunteers. There is also a sign up sheet for this.
- Read Historic Registry letter and is working on the next steps.
- The healing service is the 3<sup>rd</sup> Wednesday of each month.
- There will be a new phone tree created to keep everyone informed.
- We will also be creating a phone/email prayer tree.
- ELCA liturgical setting is being reviewed
- June 11<sup>th</sup> is the church cruise.

### **Cantor's Report**

- Commended choir for their work.
- If anyone is interested in volunteering to work on a major project there is an ongoing project to categorize the music.

### **Fountain House**

- Pastor reported that we regularly have memorial services in the church for members of Fountain House.
- Edith and Pauline discussed the work of Fountain House.
  - 1 in 4 families in the US have a serious mental illness (SMI).
  - The closest Fountain House is on West 47<sup>th</sup> Street
  - Serves 55,000 members every day internationally
  - 85% of SMI are under or unemployed nationwide
  - 40% of SMI at Fountain House are employed
  - They work with their members in finding and preparing them to work
  - These individuals are placed on the company's payroll and are fully a part of the company.
  - They also handle group projects
  - Volunteer opportunities are available for anyone who is interested.

Meeting closed with a prayer at 1:34pm.

Saint Luke's Lutheran Church  
Church Council Minutes  
May 16, 2005

**Members Present:**

Judy Barnett, Marvin Bettis, Jim Deliman, Heather Kray, Richard Nesbit, Jonathan Recabarren, Pastor Schmiede, Glenn Von Bernewitz, Ernie Vickroy, Casey Wilson

**Absent and excused:**

Amy Fellers, John Fricke, Eric Zollinger

President Jim Deliman called the meeting to order at 6:04 PM

The minutes of the last meeting were approved as amended.

**Pastor's Report**

- Lead inspection
  - Received report on February 28 of areas that need to have lead paint removed
  - Received 3 bids from companies approved by the city to remove lead paint.
  - Work would begin around June 18
  - When done we must have an independent sampling done
  - We will pass this expense on to the school over the next 5 years
  - Voted: moved to accept one of the three bids as well as the independent sampling
- Theatre
  - Closed production
  - A company from D.C. is looking at space to bring their show with the possibility of \$2,000/mo. Rent
  - We are looking at taking possession of the chairs, curtains, etc. in place of rent payments
  - Entertainment Events does not have another show in the works until September.

**Treasurer's Report**

- No report

**Pastoral Care Committee**

- Community Sunday
  - Publicity went well – handed out candy and cards on Ninth Avenue
  - Talked about having a different look of hand outs for next year – something closer to last year's piece.
- Bulletin board out front needs to be updated
  - Taking a photo of choir to add to board
  - Include confirmation classes



- Mission statement should be in the bulletin (with “we are a reconciling in Christ congregation...”)
- 2005 directory is almost all correct
- April 24 training day – 3 new assistants, 1 new crucifer, 2 new torchbearers, 1 new thurifer, 1 new usher
- Planning another training day in September
- Response fund collection needs to go up – penny collection
- Check sheet for interests – each council member will talk with 2 people
- The brochure of all local churches has been started

### **Building Management Committee**

- The Hilda Johnson Plaque is almost done, we are just waiting on engraving.
- Pigeon control is progressing: considering netting. They are sending a proposal.
- No new info on leaks
- Lead poisoning inspection was done. We may need to repaint some areas.
- No new info on Bell Tower bell
- This summer a list will be made with priorities of everything that needs to be fixed
- At Congregational Finance Casey picked up information regarding renovation projects, grant writing, congregational audits, developing congregational leadership, etc.

### **Old Business**

- The computers are still problematic. Glenn will ask Julienna to look at the network.
- Heather presented the alert system from Medical Monitoring for older members.
  - We are looking more into the Medicaid/care payments and planning to speak with members regarding this.
  - Thinking of getting 5 units
  - Final decision by next meeting
  - We will check them through the Better Business Bureau
  - \$22.95/unit with year contract or \$27.95 with a \$5 donation by company to church
- Staff evaluations will take place shortly after the next Council meeting.
  - At the next Council meeting we will discuss high points, questions, etc.
  - Judy and Amy will speak with Ferdinand.
    - They will treat this as an exit interview as he will be leaving when a replacement is found.
    - We will think about alternates to having a full time/live-in custodian.
  - Heather and Marvin will speak with Nhorie
  - Casey and Jim will speak with Pedro
  - Evaluations should be done by the next meeting.
  - Glenn & Jim will evaluate Pastor
  - Each group will prepare 3 positives and 3 needs-work statements for the meetings.

- Sexual Harassment policy still must be worked on and background checks must be done.
- Historical Registry is being looked at by Alan.

### **New Business**

- Judy is starting on an oral history of St. Luke's with Connie.
  - John Danielson will speak with Pastor Hanson
  - They will also see Virginia, Marge, Gene, Naomi, Rosemary, John Fricke, and Mel
  - Jonathan volunteered to videotape
- We will look into a booth for next year's Ninth Ave food festival
- White gloves will be worn from this Sunday forward

Next meeting is Monday 6/20 at 6pm

We ended the meeting at 7:50 with the Lord's Prayer.

Saint Luke's Lutheran Church  
Church Council Minutes  
Sunday, May 21, 2006

Members Present: Kevin Johnson, Heather Kray, Scott Layman, Richard Nesbit, Andrea Roy, Pastor Schmiede, Ernie Vickroy, Eric Zollinger

Members Absent: Marv Bettis, John Fritz, Rosemary Lebron, Jonathan Recabarren, Casey Wilson

Meeting began at 12:46 with a prayer.

Minutes from the 4/30/2006 church council meeting approved as is.

Pastor's Report

- Church history: this past week Pastor met with the granddaughter to Mr. Schaffer who was the man responsible for the purchase of the church property. She and her husband have asked to be included in future fundraising solicitations.
- Brochures about Reconciling in Christ Association assembly are available. They are recommending Reconciling in Christ churches revise their GBLT statement.
  - Pastor will pull together the language and we will discuss at a future council meeting.
  - We will announce to the congregation that we have changed the wording.
  - Kevin will get the logo on the website along with other group affiliations.
- June 4 is Pentecost and Community Sunday
- June 11 is Confirmation – Philip and Eduardo
- August 11-13 is the summer rafting retreat
- Pastor met with Lutheran Social Services regarding their rent. They are trying to cut costs. Pastor discussed with them the idea of a joint project or moving their offices to the smaller super space. Ideas included a regular ESL class and an early childhood center for infant care. These would all be St. Luke's programs with sponsorship programs from others.
  - If conversations continue we will create a sub-committee.
  - We will also think about a feasibility study of the ideas.
- The wall of the shelter office is wet during rainstorms. This is similar to what has happened in Philip's room.
- There are multiple drains around the building that need to be cleaned.
- Esther's memorial service will be on June 3rd at 11am. A reception afterwards will be held at Fountain House.

### Treasurer's Report

- Discussed Report.
  - Investment income and balance has been added.
  - We may need an evening meeting to meet with the Thrivent person.

### Pastoral Care

- We need to get more people to donate flowers. Connie also needs help arranging them on Saturdays.
- We also need to get more people signing up to serve.

### Building Management

- We have shifted the Super schedule to 3 days a week. The other 2 days the Montessori school cleaner cleans the church. It has worked out well and the church is cleaner than it has been in a long time. Alberto is still working the days of the soup kitchen.
- We have the ASLA Architecture proposal for the study. They are asking \$4,150 for the study.
  - A motion was passed to move forward with ASLA Architecture and begin part 1 of this proposal.
- Council will take a walking tour of the building at the next council meeting.
- Pigeon Control Netting is complete

### Other Business

- Announcements will soon be sent by email. Nhorie has to set up an Access group to do so.
- Historical Registry is complete except for photos which have strict guideline. Eric and Ernie are working on completely that.
- Telephone tree is being worked on by John. He has sent a preliminary list to Eric.
- Website is still in process. Kevin is slowly adding pages to the site.
- Church Growth – Jim and Pastor are working on the list of people who will get questionnaire.
- Nhorie's review will be discussed/complete at the next council meeting.
- Koininia work day – no one from St. Luke's went this year.
- Constitutional changes will be done in the fall (including by-laws)
- Fall Benefit needs to start being worked on. Richard has some ideas and is thinking about chairing the committee. We think it should be the same set-up as last year with dinner down the street and something in our theatre.

The meeting schedule is:

6/25; 9/17; 10/22; 11/19; 12/10 (Congregational Meeting)

The meeting closed at 2:15pm with a prayer.

Saint Luke's Lutheran Church  
Church Council Minutes  
June 20, 2005

**Members Present:**

Judy Barnett, Marvin Bettis, Jim Deliman, Amy Fellers, Heather Kray, Pastor Schmiede, Ernie Vickroy, Glenn Von Bernewitz, Casey Wilson, Eric Zollinger

**Absent and excused:**

Jonathan Recabarren, John Fricke, Richard Nesbit

Ernie Vickroy called the meeting to order at 6:10 PM

The minutes of the last meeting were approved as amended. One change to 5/16 minutes: Eric Zollinger did attend.

**Pastor's Report**

- Alan Freed is in Kingsbridge VA Hospital in the Bronx w/ kidney failure, ward 7B, room 20
- Helen Nissius had a coronary blockage and is in Lenox Hill Hospital. Call 212-434-2424 to get her room information
- Pastor Hanson is at home now but will be moving to New Jersey to live w/ Abelardo (sp?) and friend
- Esther Montenez is at home but is having difficulty getting around. Ernie will talk to her about getting an air conditioner in her home
- Naomi Sherwood is turning 94 on 6/25. Suzanne going to visit her in the nursing where she is living. She still wants to come home if possible.
- Harry Edwards is having cataract problems – he lives at Manhattan Plaza.
- Pastor Robert Wollenberg (cell: 646-298-6956) is covering emergencies while Pastor Schmiede is away this summer
- Pastor announced substitutes for while he is away from 6/21 to 7/11: Pastor Martha on 6/26, Pastor Mills on 7/3 and Pastor Suderland on 7/10
- Clothing sorting will take place on July 11
- Pastor had 2 groups of teenagers come in on 6/16 to sort clothes
- Pastor suggested skipping September for clothing drive
- Theatre is still closed
- Discussed sending a package to Gail in Tanzania.. no decision was made
- Discussed announcing Pennies for Tanzania after services... should we also put it in the bulletin?
- Bible study for the fall will be on the parables and will use some of the Talking with God stories

### **Treasurer's Report**

- Income is on target for end of April – 33%
- Glenn will add lines to expenses & income for lead abatement
- Glenn is looking into why we are ahead on utilities

### **Pastoral Care Committee**

- Bulletin board has brochure & cruise pictures up and Glenn will be providing choir pictures as well
- Prelude started early the past 2 Sundays ☺
- Amy will work on phone tree with Suzanne and Nhorie
- Richard volunteered to make announcements on 6/26 and he will also have the front door key
- Edith Shuttleworth will start the coffee on 6/26

### **Building Management Committee**

- Lead abatement should be finished by 6/21. It is being done by Coastal Environmental and Silver Wolf Consultants
- Heather will send disc to the company engraving the Hilda Johnson Plaque with the proper wording and script
- Have bird control proposal – will be \$12K. Council needs to decide if we are willing to spend that amount or if we should explore other options
- The bell tower should be closed in - Casey will work on getting bids. Will also get bids for re-building it
- Casey will do a couple of walk-thrus soon to assess everything that may need repair/replacement in the coming months

### **Old Business**

- Pastor, Nhorie, Judy and Amy will interview superintendent candidates later in the summer. Casey & Marvin (Bldg Mgmt Committee) will also help out w/ this search
- Ernie will talk to Jim about security/background checks and eligibility to work for each candidate
- Heather will talk to her sister about what a cleaning service should charge us
- Gordon is looking into the John Doe Fund for possible cleaning staff & supers
- Amy & Judy reported on Ferdinand. He felt overworked and suggested that we hire a super and a cleaning person. Could we rent the super's apartment out as office space? Or to an individual as a place to live?
- Heather got some more info. from Medical Monitoring USA on systems for elderly members. Will plan to do a coffee hour demo and then follow up with a letter to all seniors offering the service. Letter will include cost per member.

### **New Business**

- Pastor suggested a Schooner ride for fall fund-raiser
- We need to re-evaluate all of our rentable space, including: the immigration office, apartment, Montessori school, shelter, theatre. Are there more lucrative

rental uses for this space? Ernie suggested forming a committee to take on this project.

- Will have a council retreat Sept. 16 – 18. May have it at Koinonia or at House of the Redeemer on the UES. Also discussed possibility of a January retreat w/ new council members.
- Pastor will find paperwork for the Congregational Self Evaluation - or CALL - for council reference
- We need to start thinking about how many people are coming to church and from what neighborhoods?
- Discussed doing a banner that sticks out vertically from the building for outreach
- We passed a resolution to hold emergency meetings without a quorum or to be able to vote via email
- Discussed possibility of rummage sale during the 9<sup>th</sup> Avenue Food Festival next year? No decision was made
- Will put out more cookbooks to sell during coffee hour
- Ernie shared some of John Fritz's notes from the Metropolitan Synod Assembly meeting

Upcoming dates:      9/12 Broadway Blessing  
                                 9/25 Community Sunday  
                                 10/16 St. Luke's Day  
                                 11/6 Benefit

We ended the meeting at 8:00 with the Lord's Prayer.

Saint Luke's Lutheran Church  
Church Council Minutes  
Sunday, September 18, 2005

**Members Present:**

Marvin Bettis, Heather Kray, Richard Nesbit, Jonathan Recabarren, Pastor Schmiede, Ernie Vickroy, Casey Wilson, Eric Zollinger

**Absent and excused:**

Judy Barnett, Jim Deliman, Amy Fellers, John Fricke, Glenn Von Bernewitz

Ernie Vickroy called the meeting to order at 12:40 PM

Pastor began with a prayer.

The minutes of the last meeting were approved as amended.

**Pastor's Report**

- We should create a sub list for days Edith is away. She regularly gets to church Sundays at 8:30am, unlocks, and gets the coffee on. Opening the church at 8:30am allows the church to cool down.
- Sign up for potluck for Community Sunday
- Richard, Suzanne, and Betty Lee handed out flyers for Community Sunday and Blessing of Animals after bible study on 9/17
- Welcome packets will be handed out on Community Sunday and at the Blessing of Animals
- Esther Montenez was nominated for the Liberty Award. We will locate the newspaper articles and post them in the outside bulletin board.
- Esther will need someone to bring her to church once a month. Richard volunteered to help her for Community Sunday.
- Pastor Hanson is back in his old building in NYC and has his old phone number.
- Naomi Sherwood is still in the nursing home in the Bronx.
- There is a special synod assembly on Saturday, October 29<sup>th</sup> at St. Peter's Church to discuss the sexuality resolution effects.
- Pastor Ronert Rimball will be installed at Holy Trinity at Central Park West on Saturday, October 15<sup>th</sup> at 3:30pm.
- November 11-13 is a silent retreat. This will be for adults only with talking only during specified hours.
- Benefit will be November 6<sup>th</sup>. We will see a Sunday matinee of Bingo, the new show in the theatre, go to the lounge for drinks, and then head to Le Rivage for dinner. This is the best deal Pastor could find on the street. They are giving us anything on the menu for \$35 *without* open bar but wine on the tables (we only pay for opened bottles). We are considering charging \$120 per ticket.



- Pastor is now on Mayor's Midtown which will keep St. Luke's informed of activity in the area.
- Custodial search is underway.
  - An email went out to the synod with no response.
  - Pastor is calling Fountain House to speak with a cleaning person there.
  - We are currently paying for occasional professional cleaning.
  - Ferdinand will stay on until January or will leave earlier if we find someone.
  - We will send a letter to Manhattan clergy
  - Eric will ask people from his office to pass resumes of porters, supers, etc. that are not being hired for his buildings to see if any would fit our needs.
  - We pay \$18,000 plus benefits plus housing.
- The next congregational meeting is December 4<sup>th</sup>.
- 1<sup>st</sup> Sunday of advent is November 27<sup>th</sup>
- September retreat was cancelled. New date is Saturday, January 21<sup>st</sup> at the House of the Redeemer at 7 East 95<sup>th</sup> Street. New Council and just voted off members will attend.
- Theatre update:
  - Theatre contract was sent to our lawyer who said that since no formal notification of default was sent, we needed to send it and give time for remedy.
  - EE paid up all past debt and is mounting their new show.
  - EE contract ends in January. St. Luke's is considering not renewing their contract and going with Ed Gaines as the theatre manager.
  - New agreement states \$5,000 per month whether show or not.
  - St. Luke's gave up the per show fee.
  - We kept ticket share.
  - Ed Gaines proposal states \$6,000 per month and percentage of ticket sales.
  - Council members will meet with Ed now to discuss a January contract arrangement.
- We should consider creating a planning and contracts committee.
  - All contracts with St. Luke's should be examined at the January retreat.

### **Treasurer's Report**

- No report

### **Pastoral Care Committee**

- Broadway Blessing went well. Just over 200 people attended. Reception in the theatre afterwards also went well.
- New sign up sheets are out
- New training session will be scheduled in October.

### **Building Management Committee**

- We will need to re-roof the back of the parish house eventually. The drain is now fixed. They needed to dig up Philips room to stop the leak. Eventually they will

- need to repair damage behind the walls of the immigration office. There are various leaks around the immigration office that need to be looked at.
- Basement has flowing water under the floor. This is possibly from a leak in another building flowing our way. We are not doing anything about this right now.
  - No resolution in sewer back-up from street. We need to get an independent person to review situation and give recommendations.
  - The Hilda Johnson Plaque - Heather got logo fixed. Just waiting on the finished piece which we should have within the next 3 weeks.
  - We are looking into getting the bell tower fixed.
  - Pigeon protection is still being worked on and we are awaiting new proposals.

### **Old Business**

- Nhorie's computer still has to be worked on
- Heather still has to get the database fixed with Nhorie
- Medical Monitoring USA – letters are being sent to members we think should consider having a unit. Announcement will be in bulletin.
- Staff evaluations need to be done.
  - Heather and Marvin – Nhorie
  - Casey and Jim – Pedro
- Landmark application needs to move forward. Alan Freed will be asked to help Ernie.

### **New Business**

- We need to consider a computer maintenance schedule for replacing old systems.
- Weekly income/attendance has to get back into bulletin
- We need to form an audit committee
- Nominating committee
  - Oct. – list
  - Nov. – Council approve list
  - Dec. – Congregation vote
  - Committee: Eric, Jim, Casey
  - Terms up for: Jim, Judy, John and Casey (all can run again under new constitution)
- Quarterly statements must be sent out
- Building fund needs to be updated
- Nhorie would like new office furniture

Upcoming dates:      Oct. 19 – next meeting  
                              Nov. 16 – reports due for Congregational meeting  
                              Dec. 4 – Congregational meeting  
                              Jan. 18 – council meeting to deal with business and elect officers  
                              Jan. 21 – Council retreat

We ended the meeting at 2:00pm with the Lord's Prayer.

Saint Luke's Lutheran Church  
Church Council Minutes  
Wednesday, November 16, 2005

**Members Present:**

Judy Barnett, Marvin Bettis, Jim Deliman, Amy Fellers, Heather Kray, Pastor Schmiede, Casey Wilson, Eric Zollinger

**Absent and excused:**

John Fricke, Richard Nesbit, Jonathan Recabarren, Ernie Vickroy, Glenn Von Bernewitz

Jim Deliman called the meeting to order at 8:02 PM

Pastor began with a prayer.

The minutes of the last meeting were approved as written.

**Pastor's Report**

- Reformation and All Saints Sunday services were wonderful. *We should look at the publicity for these type of events.* The orchestra is able to play with us without pay since we provide them with practice space.
- Brass players are holding Christmas and Christmas Eve open to play for us.
- We are looking into buying artificial trees since the Fire Department is getting strict on guidelines.
- *We are considering planning a Christmas meal – we will ask at the Congregational Meeting to see who will be around.*
- Christ the King is this Sunday. We are not doing anything special for it.
- Midweek Advent services are being planned.
- We have a new set of blue vestments. It has a special altar drape that is added to each week.
- We have agreed to invest in candles for the pews for Christmas. Pastor will price it out.
- Friday before Christmas – December 16<sup>th</sup> Caroling on front steps at 6:30 – caroling at 7:00, sing until 8:00. Wrapping gifts after that. Jim will call a wardrobe person to see about the costumes.
- Heather will look at the white robes to see about cleaning them before Christmas.
- Christmas Eve Sat. 10pm
- Christmas Sunday 11am
- New Year's Day Sunday 11am
- Epiphany is on a Friday night – 3 Kings Service and Pot Luck Meal, with caroling.
- Synod reminded us to turn in our new constitution. The adopted copy will be made available to the congregation.
- Bird Control and Bell Tower

- Bird Shock tracking and netting: A proposal from BELL Environmental Services for \$13,700 and notes as to where the tracking or netting should go.
  - Council liked the proposal – put off approval until we finish the bell tower renovation. Otherwise the netting has to be removed to fix the bell tower.
  - Casey suggested not using the light netting. The light netting reflects light better and dirties faster.
  - Motion approved to accept the bird control with black netting in coordination with the repair of the bell tower.
  - Company has glowing references.
- Pastor has located a bell company. The Verdin Company. They will look at our needs and also give us the proposal for both mechanical and electric.
- *We will get the estimates for spending approval at the December Congregational meeting.*
- Contracts for the Theatre.
  - We approved the changes in the EE schedule. Dark nights are Wednesday and Thursday.
  - We will enforce worship service needs as we see necessary.
  - Pastor met again with Ed Gaines – he is still interested.
  - We are guaranteed \$5,000 and 2% tickets from EE.
    - We should be getting weekly wraps from all ticketing sources.
  - “Word on the street” is that EE is getting \$25,000 to \$30,000 from current show as producers.
  - Under Ed it would get \$6,000 and 3-5%. If he is able to get more rent, our take will go up proportionally.
  - Recommendations from Ed:
    - Contract should include a cleaning fee.
    - There should be a normal utility fee.
  - We should let EE know that we will not be renewing soon or we should renew and then give 6 months notice.
    - It would be more legally sound for us to renew and then give notice.
    - Motion was postponed until we hear from our lawyer. Motion will occur through email regarding not renewing contract or renewing and immediately giving 6 months notice.
- School is interested in expanding. We will need to make a financial proposal for them to commit to. We will then give notice to the shelter. If we can get proposal to school by January, we will then give notice to the shelter. The shelter will close around May. Contract is currently yearly with future rents listed. Shelter has been here for over 10 years.
- Super/Custodian
  - Ferdinand wants to stay on until January. He is now fully drug free and has improved as a person since he joined St. Luke’s. But Pastor has made it clear that January will be his last month with St. Luke’s.
  - Eric passed some names to Pastor.
  - A possible Super has been located but he is an actor and has been getting work.
  - We will give some sort of farewell package to Ferdinand.
- Benefit – **we made money!** We fed 46 people, more came to show. **We made over \$1,000.**

- Silent retreat was attended by 10 people.
- We have a council retreat scheduled for Saturday, January 21<sup>st</sup> at the House of the Redeemer at 7 East 95<sup>th</sup> Street. New Council and just voted off members will attend. We focus on community outreach. *Pastor will get everyone packets to look at by Thanksgiving as well as the notes from the last retreat.*
- Advent wreath making is scheduled for November 27.
- “Planning your Health Care in Advance.” From Elliot Spitzer. We will be getting free copies for the entire congregation.

### **Treasurer’s Report**

- 2006 Budget
  - Increase ongoing maintenance to \$50,000.
  - Add an additional \$20,000 to envelopes and \$10,000 to plate – and put a note about this increase in the bulletin.
  - Salaries should be \$112,000 (although this is not concrete, numbers have to be run)
  - Utilities (Pastor will get a proposal on heating the apartment separate and see if this would actually be less than maintaining the current system)
  - Supply Pastors is up. \$900 is Wednesday coverage. If congregants would run the service while Pastor is away we could simply save this money. We will keep this at \$3,000.
  - Flowers – we need to find out where these expenses are and see if they should be \$3,200 again?
  - We should look to see the last time we gave the soloists raises. Glenn can use his discretion here.
  - Use Receipts
    - EE is a guaranteed \$60,000 plus tickets etc. – then we move to \$72,000 and tickets, etc. --- we can bump to \$70,000.
    - School – should be \$44,000 not \$43,200.
    - Social Services also increases (Pastor is looking)
    - Project Renewal will be increased to \$39,600 in January.
- With adjustments (and latitude given to Glenn for ‘tinkering’), the Council provisionally adopts. A final copy will be passed around to Council to be approved prior to Congregational Meeting.
- We need to consider a stewardship program. Council will consider creating a short term committee.

### **President’s Report**

- No report

### **Pastoral Care Committee**

- No report

### **Building Management Committee**

- The Hilda Johnson Plaque will be here December 6<sup>th</sup>. They will need to install it and currently want a \$200 installation fee. December 12<sup>th</sup> dedication.

### **Nominating Committee**

- Terms ending: Jim Deliman, Judy Barnett, Casey Wilson, and John Fricke
- Approved to run: Casey Wilson (re-election), Rosemary Lebron, John Fritz, John Danielson, Kevin Johnson, Andrea Roy
- Waiting for acceptance of nomination from Scott Layman, Larry Hubble.
- Moved to approve the list for Congregation notification. It will be published in the bulletin for the next 2 weeks.

### **Old Business**

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- Heather is working with Kevin Johnson to design a new website for St. Luke's
- Medical Monitoring USA – letters are being sent to members we think should consider having a unit. *Announcement will be in bulletin.*
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- Judy is buying digital recorder this weekend. She has gotten some archival information from the library.

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- Flowers are often not included in the bulletin. Nhorie needs to look more closely at the accounting report. Jim has spoken the Nhorie about this.
- We need to have an audit for the historic registry.
- Jim has found out some information about our “missing pastor” on our wall. We will look at adding his frame to the wall with a biography.
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Upcoming dates:      Nov. 27 – Advent wreath making.  
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                              Dec. 12 – Hilda Johnson Plaque dedication!  
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                              Jan. 18 – council meeting to deal with business and elect officers  
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We ended the meeting at 9:41pm with the Lord's Prayer.

Saint Luke's Lutheran Church  
Church Council Minutes  
Wednesday, November 16, 2005

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Judy Barnett, Marvin Bettis, Jim Deliman, Amy Fellers, Heather Kray, Pastor Schmiede, Casey Wilson, Eric Zollinger

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                              Jan. 18 – council meeting to deal with business and elect officers  
                              Jan. 21 – Council retreat

We ended the meeting at 9:41pm with the Lord's Prayer.

Hi all!

Here are the minutes for tonight's meeting. I wanted to make sure John, Richard, Jonathan, Ernie, and Glenn got the notes and the changes to the budget as fast as possible.

These are listed in the minutes, but here's the edits to the budget. (Thanks for the budget Glenn and thanks Ernie for such great notes prior to the meeting!)

- 2006 Budget
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  - Add an additional \$20,000 to envelopes and \$10,000 to plate – and put a note about this increase in the bulletin.
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- With adjustments (and latitude given to Glenn for 'tinkering'), the Council provisionally adopts. A final copy will be passed around to Council to be approved prior to Congregational Meeting.

- Heather

Saint Luke's Lutheran Church  
Church Congregational Minutes  
Sunday, December 4, 2005

See attached for church members present at meeting. Total of 32 members present.

Jim Deliman called the meeting to order at 12:20pm.

Pastor began with a dedication prayer of the Hilda Johnson Memorial Plaque.

Voting then commenced for 4 council seats.

List of candidates: John Danielson, John Fritz, Kevin Johnson, Scott Layman, Rosemary Lebron, Andrea Roy, and Casey Wilson.

Winners: John Fritz, Scott Layman, Andrea Roy and Casey Wilson.

*Voting counts are in secretary files if replacement members are needed before next election.*

2006 Budget was then discussed. There was an explanation of each category and questions were asked regarding increases. After discussion, a motion was passed and approved to accept budget as is.

### **Pastor's Report**

- Mentioned article about Norma in paper
- Advent caroling will be on Dec. 16<sup>th</sup>.
- Christmas Eve Sat. 10pm
- Christmas Sunday 11am
- Would a Christmas meal for members after Sunday service be a good idea? People were to let Pastor know if there were interested and he would set up the meal.
- Epiphany is on Friday, Jan. 6<sup>th</sup> – 3 Kings Service and Pot Luck Meal, with caroling.
- Council retreat is on Jan. 21<sup>st</sup>, all day. More information to follow.
- The winter retreat is scheduled for Feb. 10-12.
- Theatre interest is growing.
  - Negotiations with Houseman Theatre for Gospel music concerts on Thursday evenings in the church are being discussed. Income would be \$25,000 per year.
- This was the first year we made a profit on the benefit! (over \$1,000)

### **Pastoral Care Committee**

- An oral history of the church is being worked on. Help is needed to work with the older members and write down their information.

Meeting ended at 12:52pm with a prayer.