

Saint Luke's Lutheran Church  
Church Council Retreat Minutes  
Saturday, January 21, 2006

**Council Members:**

*Judy Barnett, Marvin Bettis, Jim Deliman, Amy Fellers, John Fricke, John Fritz, Heather Kray, Scott Layman, Richard Nesbit, Jonathan Recabarren, Andrea Roy, Pastor Schmiede, Ernie Vickroy, Glenn Von Bernewitz, Casey Wilson, Eric Zollinger*

*Italics are departing council members*

**Bold are members present**

New members emails:

John Fritz: john.fritz@credit.suisse.com

Andrea Roy: andrea\_roy11@yahoo.com

Scott Layman: njslay@aol.com

Pastor called the meeting to order at 10:15am and began with a song.

Pastor welcomed Pastor Barry Lawless.

Group discussion (aka Holy Huddles): What is the present situation as a church? What is preferred future?

Where are we currently:

- × Small and shrinking
- × People are not aware of opportunities
- × **Diverse congregation**
- × Creative
- × Good Litergy & Preaching
- × Burn-out
- × **Busy schedules of congregants**
- × Lack of community presence
- × Financial shortage
- × **Transient**
- × **Lots of tourists**
- × **Very few children**
- × Orphanage for adults
- × No infighting
- × Positive attitude
- × Centralized leadership
- × Aging group
- × Church is family

Where do we want to be:

- × Larger
- × Keep positive attitude
- × In>out
- × Connect with teens, 20's & 50's
- × Keep diversity
- × Stay creative
- × Increase families
- × Keep liturgy and preaching
- × Create Evangelical connection
- × Stewardship committee – pledges (new consecration Sunday)
- × Welcoming of tourists

*Bold are distinct Manhattan and there is nothing we can do about it...*

**WHAT ARE YOU WILLING TO DO TO MAKE THIS HAPPEN?  
Are there some ways you personally need to change?**

Church growth follows personal growth and church change follows personal change.  
“Make disciples of all nations...”

**The most common reason why things don't happen in the church is lack of urgency?  
Is there between you a lack of a guiding coalition for change?  
Do you need to change, if so how?**

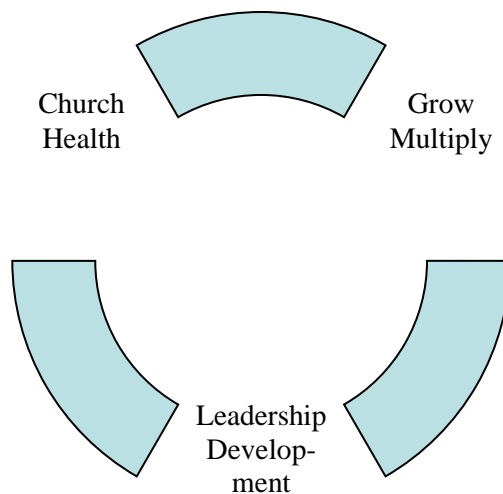
Success for an individual and church is to find out what God wants it to do and DO IT!

Statistics:

- × Fastest part of decline in church is South Korea – mega churches
- × Major growth is in small churches
- × Best churches have 300 members
- × Indonesia has some of the most effective Christian growth

Physically, treating the symptoms but not looking at the condition of the body does not solve the core problem... get the body right and the symptoms will go away. Think of a forest: a healthy forest starts with good soil, roots, worms, etc.

**DON'T LOOK AT WHAT APPEARS, BUT WHAT IS BENEATH IT**



## **NATURAL CHURCH GROWTH**

Serious focus on these principles has led to an 80% improvement in all churches who have committed to it.

This is a system, not a model.

30 people in church take a survey; pay \$150 to send it away for processing. Results come back and give the church focus on where strengths and weaknesses are within the 8 categories.

1. **Empowering leadership** – A praying and spiritual person who has time to be connected to God. Is very comfortable with delegation, and provides training to members. Skill and enable congregation.
2. **Gift-oriented Ministry** – God has given each person's strengths. Every person should be identified for their strengths and utilized within the church.
3. **Passionate Spirituality** – Have found time to pray and study the Bible and religious literature. Generally a weakness of churches. A disciplined worship. Members should email and meet for this need.
4. **Functional Structures** – programs for members. Disorganized church?
5. **Inspiring Worship** – nothing to do with the liturgy itself. God does not care about how you worship but about your serenity and integrity. How does the liturgy effect people who come to the church for the first time? It's feeding you, but is it feeding others?
6. **Holistic Small Groups** – You feel connected because of involvement, but others may feel disconnected. HOLISTIC Small Groups where people can meet for body, mind and spirit. Members need to get along, have similar interests. For example, 6 visual arts people = go to MET, dinner, etc. These people become a family who support each other. Groups are designed to help people find a home and the religion may follow, but does not need to be the first core reason for getting together.
  - a. What does St. Luke's community need:
    - i. Soup kitchen connection to religious need.
    - ii. Coping with rejection in NYC
    - iii. Welcome to NYC - Finding your way around to NY
  - b. Locate community need by talking to members who live in area. Are there mothers looking for 'training', etc?
7. **Need-Oriented Evangelism** – Is there anything now that strikes you about St. Luke's and needs that we can fill?

- a. Local pets blessing
- b. Kids are booming
- c. Gay & Lesbian ministry
- d. Getting a presence in the community

8. **Loving Relationships** – Picture how it is perceived as well as how you perceive it. Are there greeters? Where are you from? Difficult to define, but you know when it's there.

Growth is not an aim, it's a product of what you do right.

This process allows us to focus on specific areas and not attack everything at once.

Can we accept that there may be a greater purpose than the existence of St. Luke's? Are we afraid of losing the building? Can we accept the closing of our church?

To begin this program:

1. Get church committed to program.
2. Need a Coach (7 are trained) who see it from another side and encourage and support church. Have meeting/phone call with coach once a month.
3. Set up a church health committee. At least 5 people. Need a willing leader (not Pastor) who will keep it together, a strategy person, someone who is a researcher (internet, connect with community/schools/politicians, etc.), someone who will keep everyone praying, and a good communicator/sales person.
4. Start setting goals and putting them in stone.
5. Set date for survey.
6. Have coach back for survey analysis meeting.

Saint Luke's Lutheran Church  
Church Council Minutes  
Saturday, January 21, 2006

**Council Members:**

*Judy Barnett*, Marvin Bettis, *Jim Deliman*, **Amy Fellers**, *John Fricke*, **John Fritz**, **Heather Kray**, Scott Layman, **Richard Nesbit**, Jonathan Recabarren, **Andrea Roy**, **Pastor Schmiede**, **Ernie Vickroy**, Glenn Von Bernewitz, **Casey Wilson**, **Eric Zollinger**

Minutes from November 21<sup>st</sup> meeting and December 4<sup>th</sup> Congregational meeting approved.

As current Vice President, Ernie presided over meeting.

**Pastor's Report**

- Formal installation of council at Jan. 29<sup>th</sup> service.
- Bell people are coming on Monday to do more measurements. This company is suggesting 3 bells and retiring our current bell. Cost is \$30,000-\$40,000 pending on electric system, suspension, etc.
- Sent Entertainment Events a renewal contract. It is ready for signature. Ed Gaines has a contract proposal. We will give 6 months to EE as soon as contract is signed and move forward with Ed Gaines. Rent and percentages will increase with Ed.

**Building**

- Montessori school: is still interested in the Men's shelter, studio space and Pedro's office. They have had their architect through space. If they are moving ahead, we need to give notice to the shelter.
- We are looking at changing the super and Pedro's office into a duplex.
- Alberto is new super as of Jan. 1<sup>st</sup>. He's from Peru and has a family. We can't put the family in the studio. We need to address his housing condition. He's currently in section 8 housing, has Medicaid for the family, and has \$300 for food stamps. Paid at \$28,000 per year he will lose all this support. We think we are about \$7,000 shy of what he would need. We have to look at how to get housing and benefits linked.
- Ferdinand left at end of December and was given a severance.
- Thoughts on building use:
  1. Building should be used for ministry
  2. Building should be used for community
  3. Building should simply be used and not left empty.

**Salary proposals for the upcoming year.**

- a. Clergy 3.4% increase plus housing equity allowance(to \$3,000.) and pension increase (to 12%). Base to \$54,900 with tax-exempt allowances that come out of base. Total cost of clergy approximately \$110,000 (all allowances, salary, etc.)

- b. Super no raise this year...
  - c. Secretary \$33,000 increase of 6.4%
  - d. Cantor \$23,000 increase of 6.9%
  - e. When budget was approved, congregation was informed that salary figures were in flux.
  - f. Council approved raised effective Jan. 1<sup>st</sup> as discussed.
- Council authorizes Pastor Schmiede to be the designated representative for the Travelers Annuity policy held by Pastor Hansen. Approved.

For the next council meetings:

- New council positions will be handled at the next meeting. We discussed assigning a Council member to the Church Health Committee so that the council remains in the loop at meetings.
- There will be an endowment report at the next council meeting.
- We will look at where we stand on the roof repayments.
- Next council meeting will be Sunday, Feb. 26<sup>th</sup> after church or Tuesday, Feb. 28<sup>th</sup> at 8pm. Heather will send an email to figure out which date works best for the most people.

Meeting ended at 3:20pm with a prayer.

Respectfully submitted,

Heather Kray  
Council Secretary

St Luke's Council Meeting Minutes  
Tuesday 2/27/2006

Members Present: Marv Bettis, Casey Wilson, Ernie Vickroy, Andrea Roy, John Fritz, Jonathan Recabarren, Pastor Schmiede  
Members Absent: Eric Zollinger, Richard Nesbit, Heather Kray, Rosemary Lebron, Scott Layman, Kevin Johnson

Meeting began at 8:20 with a prayer.

Minutes from the 1/21/2006 church council meeting approved.

Pastor moved that we thank Amy and Glenn for their service on Council. We did so.

Pastor's Report

- As of 2/12, Entertainment Events has vacated the premises. The only thing they owe us are utilities. We have decided to forgive them because of the renovation work they did.
- The new contract is being negotiated with West Side Artists. They are a nonprofit. The deal is:
  - \$6 k/month for base plus 4% of ticket and utilities and management fees plus security of \$12k. (This is \$6k for last month and \$6k for security against damages)
  - Or 50% of their monthly income
  - The contract begins on 8/1, but may be sooner if he wants
  - They have made the key changes to the contract
- Pastor spoke with Eric Krebs about the gospel music show and put him in touch with Ed Gaines. The show would potentially be Thursday nights in the church. He is in contact with Ed so there are no conflicts of music the same night.
- The mistakes noted by Casey and Ernie were corrected.
  - Casey noted an error about assignment of the license
  - Ernie noted an error that Schedule A was missing Food and Beverage information.
- Pastor discussed the difference between a license and a lease.
- In terms of the contract, Pastor was going to add a timeframe for the change to the electric wiring.
- The motion to approve the contract with Ed, pending changes, was passed.
- The problem with Alberto has been resolved. Part of it had to do with compensation.
  - We have been struggling to find a way to pay him the \$28k. His benefits cut off at \$31k. His compensation does not include the apartment so we can do with it what we want.
  - He is working M-F between 8:00am and 4:00pm. He won't work weekends unless there are concerts where he can make extra cash.
- The council approved a resolution to pay Philip Schmiede \$20 per week to lock up the doors each night and sweep the steps on Sunday mornings.

- The Men’s shelter will stay where it is. Leslie of the Family School thinks it may cost her too much to make the renovations. She is considering the Super’s apartment.
- The compensation numbers in the January minutes are correct:
  - Nhorie – 33,000
  - Pedro – 23,000
  - Alberto – 28,000 plus monthly Metro Card
- Nhorie asked whether we would consider including in her compensation a monthly Metrocard. This was discussed but never passed.
- Pastor’s compensation was discussed.
  - He explained that we have moved to transfer a chunk of base salary to his Housing Equity Allowance that is not taxable.
  - By moving this and other allowances, we can lower his taxable income to \$17,800.

**Pastor Schmiede's Compensation and Benefits for 2006**

Housing Equity Allowance	\$	15,000
Tuition fee grant	\$	17,000
Parking & Transportation	\$	3,000
Continuing Educaion	\$	3,000
Social Security	\$	4,137

**2006 Base Salary Deductions**

Base Salary for 2006	\$	<b>46,800</b>
Tuition fee reduction	\$	(18,000)
Voluntary contributions	\$	(3,000)
Medical Allowance	\$	(4,000)
Furnishing Allowance	\$	(4,000)
<hr/>		
Salary	\$	<b>17,800</b>
Social Security contribution**	\$	(2,069)
<b>Take home pay</b>	<b>\$</b>	<b>15,731</b>

** Gross salary after deduction	\$	20,800
plus 30% of housing allowance	\$	27,040
then multiply by 15.3% and	\$	4,137
divided by 2 for Social Security	\$	<b>2,069</b>

- The council voted on the compensation and benefits package for Pastor Schmiede and it passed.
- Pastor met with the Verdin bell company.
  - To repair a single bell and add an electric striker (less expensive than a swinging bell) would cost \$32,860
  - To get three bells and an electric striker, it would cost \$63,150 (the major cost is repairing the building structure)



- It is possible that we could clean up our old bell and put it in front of church for use on Holy Days
- The electrification would simplify a great deal. It would allow for flexibility of rings as well as the fact that one person in the church could do it
- Tomorrow is Ash Wednesday. He listed services
- During Lent, we will be doing a series of readings from Listening for God, Volume 2. Discussions will be held Wednesday after service and Saturday morning

There was no Treasurer's Report  
There was no Pastoral Care Report

#### Building Management

- Casey said she would send out the quote for pigeon control. Seeing as we will not be doing work on the bell in near future, she recommended we vote to move ahead on getting the netting done and having the electric strips placed ASAP.

#### Election

President – Eric Zollinger  
Vice President – Casey Wilson  
Secretary – Heather Kray  
Assistant Secretary – John Fritz  
Treasurer – Ernie Vickroy  
Assistant Treasurer – Marv Bettis

There was a motion to accept all officers and it passed.

#### Other Business

- Ernie suggested that we meet on Sundays after church in some space other than the lounge so we don't rush people from enjoying coffee hour.

The meeting schedule is:

3/19  
4/23  
5/14 – Congregational Meeting (Mother's Day)  
5/21  
6/21  
9/17  
10/22  
11/19  
12/10 – Congregational Meeting

- Ernie brought up Natural Church Growth. Jim has agreed to lead this program. He will try to get a report ready by the March meeting
- John Fritz will take the lead on putting together a newsletter
- Andrea mentioned that she spoke with the Men's shelter. The mentioned maintenance issues that were occasionally not attended to quickly. Pastor suggested that they should be put in touch with Marv.
- Ernie is still working on the Historical Registry applicatoin

The meeting closed at 9:50 with a prayer.

Saint Luke's Lutheran Church  
Church Council Minutes  
Sunday, April 30, 2006

Members Present: Marv Bettis, John Fritz, Heather Kray, Scott Layman, Rosemary Lebron, Richard Nesbit, Jonathan Recabarren, Andrea Roy, Pastor Schmiede, Ernie Vickroy, Casey Wilson

Members Absent: Kevin Johnson, Eric Zollinger

Meeting began at 12:57 with a prayer.

Minutes from the 3/19/2006 church council meeting approved as is.

Pastor's Report

- Thanks for Bob for help with costumes & scenery for the Easter play.
- Pastor shared photos from Easter
- Attendance: 50+ at vigil, over 200 on Easter day
- Esther is not doing well. She is still in the hospital and may be moved to a nursing home soon.
- Harry is home from hip replacement.
- Annual reports for the Congregational meeting must be in by Tuesday if you have not already.
- Next Sunday is the Congregational meeting
- May 14<sup>th</sup> is here from Pastor Miller from Philadelphia Seminary.
  - Financial Management Committee will talk with Pastor prior to the meeting.
  - We have not given from the church to other groups including the seminary. We should as a congregation be giving to the Tanzania fund providing for teachers.
  - We should look at this together with a Stewardship fund.
- May 20<sup>th</sup>, work day at Koininia and the Ninth Avenue street festival (Casey will create a signup sheet).
- May 21<sup>st</sup> is the AIDS walk – John will get signup sheets. We have a St. Luke's donation code with them.
  - Looking more into the service at St. Peter's before walk.
- June 3<sup>rd</sup> is Lutheran's day at Shea.
- Synod assembly is coming up on June 8-10 – Casey and John are attending.
- June 4 is Pentecost and Community Sunday
- June 11 is Confirmation – Philip and Eduardo
- Church Development materials have been ordered and will arrive before the Congregational meeting. Jim will be chairing the committee.
- Thirvent help is available for seniors
- Kevin can now update the website – John is working on content for site.

## Treasurer's Report

- See attached report for Calendar Year 2005 budget.
  - Bulk of expenses were from major building expenses
  - This is the first year we have had to take more out of endowment than we earned on investment.
  - Made \$16,000 on other events here – i.e. talk up the space!
  - Overspent on receptions, etc. because we brought in more money for those than spent – it was a wash.
  - Budgeted that we would be short about \$45,000 but looks like we are up, however we took more out of endowment than expected.
- Year to date
  - Higher on contributions to date
  - West End Artists - \$12,000 are deposits – last and security... not really for use. They start use in space May 1 - \$6,000 per month.
  - We are down on envelopes. 10 of our regular contributors have left the church.
  - Compared to 2005 we are close – ahead in income and better & lower in expenses.
  - Nhorie's transit card is in here – we need to check to see what she is doing. It's best for her that she takes it pre-tax, but we need to make sure her pay is decreased by this.
  - Overall, it looks like we are in good shape.

## Pastoral Care

- Made it through Easter!
- No other meeting since then – they are looking for a new date.
- Question of whether the cantatas, etc. that we do enhance the service or drive people away/made things long.
- Bible study began again last Saturday.

## Building Management

- Plumbing repairs are being worked on. The drainage in the backyard is finally fixed. No pumping was needed after the heavy rains last week.
- We will be looking at the flooding at the front right of the church. There is a blockage in the drain and will be cleaned out.
- Fixed a faucet problem in the shelter
- Ladies restroom will be fixed soon.
- Bell Tower
  - VanBergen bell company recommended 4 bells, using a U shaped bar with electrified ringing.
    - Their proposal is \$45,000.
  - Old bell will be put in the church front.

- Eric's recommendation is to hold off until we get the architect's evaluation of building. However, it is also good to have visible/audible projects.
- Pigeon Control
  - Bell Bird Control Proposal begins May 8/9. It takes 3 days. Net tower and electrify.
- Called architect firm about the property review. They will look at the entire building. Should have date and price tomorrow.
- Application for National Historical Society is getting finished. Ernie wants to add more information about the windows. Alan will take a look at proposal. Eric will photo building and get the necessary map to finish the application. We should complete it next week and send in.

### Other Business

- Send annual goals for Eric.
- Any feedback on council update in bulletin? None that we know of, will ask next week.
- Nhorie is working on announcements and email.
- John Fritz is looking on phone tree.
- Bob is updating Church Directory.
- John and Kevin will begin work on website.
- Church Development is being worked on. We will talk more about this as a Council and talk more about this at the Congregational meeting.
- Constitutional changes will be occur at Synod meeting. We will need to prepare for the December meeting to add the changes.
- No more morning prayer. Finished on Holy Week. Healing mass will take it's place.
- Bob has been going through church documents.
  - Boxes are mostly from 100<sup>th</sup> anniversary (1950). Congratulatory letters from everyone – including the Pres. Truman, and Eleanor Roosevelt. We will display them in the lounge.
  - Found 1920 information about the property. From the first Astor Family auction. We have a picture from the original auction book.
  - We have 3 books – 50<sup>th</sup> anniversary, 90<sup>th</sup> anniversary, 100<sup>th</sup> anniversary.
  - Have annual reports, trustee reports, etc. from for almost 100 years to date.
  - We also have a map of where on each block the buildings were from the start.
  - Composite map of our building from 42<sup>nd</sup> Street.
  - We will mention this at the congregational meeting

The meeting schedule is:

5/7 (Congregational Meeting); 5/21; 6/25; 9/17; 10/22; 11/19; 12/10 (Congregational Meeting)

The meeting closed at 2:00pm with a prayer.

## COUNCIL UPDATE

SUNDAY, MAY 7, 2006

---

Highlights from last week's Council meeting:

- ◆ Upcoming Events
  - Congregational Meeting – May 7<sup>th</sup>
  - Presentation Pastor Miller from Philadelphia Seminary – May 14<sup>th</sup>
  - Koininia Work Day – May 20<sup>th</sup>
  - Pentecost & Community Sunday – June 4<sup>th</sup>
  - Synod Assembly – June 8<sup>th</sup> - 10<sup>th</sup> (Casey Wilson and John Fritz are our delegates)
  - Trinity Sunday & Confirmation – June 11<sup>th</sup>
- ◆ Council is preparing for the upcoming Congregational meeting:
  - Reports from each committee
  - Church Development and Growth program
  - Some amazing church history recently uncovered!
- ◆ The aging Bell Tower needs to be repaired as it can no longer support the bell after the many years of service (and pigeon droppings). Council is still in the process of getting bids. There are several options we are researching such as keeping the current bell or replacing it with electrified bells.
- ◆ The Church building needs to be protected from Pigeons. Council passed a motion to accept a proposal from Bell Bird Control. The company has excellent references as well as experience in other Manhattan churches. They will start work May 8<sup>th</sup>.
- ◆ This week Ernie Vickroy will be mailing the proposal for getting St. Luke's listed on the Historical Registry. Being listed with the Registry would allow us to better qualify for grants such as adding handicap accessibility, lighting the newly repaired stained glass windows from the inside, and other building issues.
- ◆ Kevin Johnson and John Fritz are well underway in creating a new website for St. Luke's.

The next Council meeting is Sunday, May 21<sup>st</sup> after coffee hour. All members are welcome to attend.

**Let a council member know what you think of these updates!**  
***Do you like them? Is it keeping you informed? Can we make it better?***

## COUNCIL UPDATE

SUNDAY, MAY 7, 2006

---

Highlights from last week's Council meeting:

- ◆ Upcoming Events
  - Congregational Meeting – May 7<sup>th</sup>
  - Presentation Pastor Miller from Philadelphia Seminary – May 14<sup>th</sup>
  - Koininia Work Day – May 20<sup>th</sup>
  - Pentecost & Community Sunday – June 4<sup>th</sup>
  - Synod Assembly – June 8<sup>th</sup> - 10<sup>th</sup> (Casey Wilson and John Fritz are our delegates)
  - Trinity Sunday & Confirmation – June 11<sup>th</sup>
- ◆ Council is preparing for the upcoming Congregational meeting:
  - Reports from each committee
  - Church Development and Growth program
  - Some amazing church history recently uncovered!
- ◆ The aging Bell Tower needs to be repaired as it can no longer support the bell after the many years of service (and pigeon droppings). Council is still in the process of getting bids. There are several options we are researching such as keeping the current bell or replacing it with electrified bells.
- ◆ The Church building needs to be protected from Pigeons. Council passed a motion to accept a proposal from Bell Bird Control. The company has excellent references as well as experience in other Manhattan churches. They will start work May 8<sup>th</sup>.
- ◆ This week Ernie Vickroy will be mailing the proposal for getting St. Luke's listed on the Historical Registry. Being listed with the Registry would allow us to better qualify for grants such as adding handicap accessibility, lighting the newly repaired stained glass windows from the inside, and other building issues.
- ◆ Kevin Johnson and John Fritz are well underway in creating a new website for St. Luke's.

The next Council meeting is Sunday, May 21<sup>st</sup> after coffee hour. All members are welcome to attend.

**Let a council member know what you think of these updates!**  
***Do you like them? Is it keeping you informed? Can we make it better?***

Saint Luke's Lutheran Church  
Church Congregational Meeting Minutes  
May 7, 2006

Pastor began meeting at 12:25pm with a prayer.

29 members attended and 4 non-members.

- Please check the directory to make sure you have all the correct information listed.

Minutes for the past two meetings – April 10, 2005 and December 4, 2005. Motion to approve April minutes – moved and passed. Motion to approve Dec. minutes – moved and passed.

- Will we officially adopt the new bylaws for the Pastoral Care committee for the next meeting.

**Pastor's Report**

- Susan Lay's information is incorrect should be: email is [susanmeredith@rcn.com](mailto:susanmeredith@rcn.com)
- Highlights of last year:
  - Church will begin program of Natural Church Development. We will look at strengths and weaknesses of church. This program is unique to each church. Jim Deliman will chair committee. 30 members will be approached to fill out a survey. This will help us see how St. Luke's relates to churches world-wide. This program allows for natural church growth. We are aware that we need to work at reaching out and developing our congregational life considering many of our members moving away.
  - There is concern that St. Luke's is not as aware as it could be of work going on in the world. Tanzania and the Seminary are both areas we should be considering giving more to. Getting excited about the ministry outside St. Luke's will also invigorate the congregation. We are looking at creating a committee that would select missions to give to.

**Past President's Report (Jim Deliman)**

- Thank you for the past 2 years as President.
- We have seen a bunch of members leave, which has brought new concerns.
- It's also nice to see new members.
- The theatre has a new show coming in. Ed Gaines has taken over the theatre management. All references were full of praise for Mr. Gaines. It's also a better financial situation for St. Luke's.
- Natural Church Development program is exciting. It will look at the 8 different traits of each church and help us focus on each area.
- Please talk to council members if you need anything, have questions, or see something that needs to be fixed.

### **President's Report (Eric Zollinger)**

- Again, council is here for you. The meetings are open for anyone to attend and held after coffee hour on the third Sunday of each month.
- We will also have updates in the bulletin the week following each meeting.
- We need everyone's help to keep the church running.
- We have taken on several projects.
  - We will have a full architect review has been done of the building to see where the building stands so we can prioritize the needs.
  - We are working to get on the National Historical Registry. It's just about ready to be sent it. This will help us get access to grants.
  - We are working on a new phone tree to be able to get a hold of the entire congregation.
  - We would also like to start emailing members weekly to keep everyone aware of activity.
- Thanks to all the council members for their work.
- We have multiple committees that non-council members are welcome to help on. Please let us know if you are interested.
- The ecumenical list of all churches in the area is being worked on with the Times Square BID.
- The website is being worked on. It's got one page now, but more are coming. Kevin Johnson is working on it.

### **Treasurer's Report**

- Report Highlights:
  - Projections have been increased contributions and use receipts.
  - Expenses overall have been increased showing a net loss projected of \$45,600.
  - Utilities have become increasing high, hence this is a high over budget item.
    - We now have energy efficient lights throughout the church to increase savings.
  - We have been around for 156 years and so will St. Luke's

### **Building Management Committee**

- No major construction this year.
- Usual leaks with building this age. We have running water under the church that we have no idea where it has come from. Neighbors are also flooded. It's believed an old line somewhere has burst. We will be looking into fixing this.
- The Hilda Johnson plaque was completed and dedicated.
- Bell tower bells need to be replaced. We are in the process of getting bids. The mounting, number of bells, electronics, etc. are all being weighted for what's best for St. Luke's. We are waiting for report on the condition of the building and more important repairs that need to be made before spending money here.
- Bird control begins this week. \$13,704 total. There will be netting and light electronic shock.



- The full building review with an architect has been done. We are waiting for their report. The firm we are using has worked with Pastor before at Emmanuel Lutheran Church.
- Finally, thanks to Casey for her work last year as head of Building Management.

### **Pastoral Care Committee**

- Given by Casey and also thanks to John Fritz.
- We need to get the phone tree in place.
- Community Sunday is coming up in June.
- Blessing of the Animals was successful with about 70 pets.
- We are working on the oral history of the church. We are talking with the senior members of the congregation. Bob W. has been going through the old files of the church.
- We are also looking to post more photos and information in the front bulletin board outside the church.
- We have discontinued the Morning Prayer. Rarely ever did someone attend. We also spent energy finding a fill in when Pastor was not available.
- The 3<sup>rd</sup> Wednesday night of each month is the healing service.
- Please sign up to help. We need everyone's involvement to fill all the positions each Sunday.

Meeting closed with a prayer at 1:09pm.

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.

## COUNCIL UPDATE

SUNDAY, MAY 28, 2006

---

Highlights from last week's Council meeting:

- ◆ Upcoming Events
  - Esther Montanez Memorial Service – June 3<sup>rd</sup> at 11:00am
  - Pentecost & Community Sunday – June 4<sup>th</sup>
  - Synod Assembly – June 8<sup>th</sup> - 10<sup>th</sup> (Casey Wilson and John Fritz are our delegates)
  - Trinity Sunday & Confirmation – June 11<sup>th</sup>
- ◆ Lutheran Social Services have offices in our building and have discussed with Pastor the idea of moving to a smaller space and helping St. Luke's in a joint project such as ESL classes or an early childhood center. These are projects that St. Luke's would have ownership of and support from LSS and other organizations. Council is discussing the feasibility of these options.
- ◆ As usual, there are new leaks around the building. Those recently found are in the men's shelter and around drains that need to be cleaned. All par for the age of the church.
- ◆ Bell Bird Control completed work on the pigeon control earlier this month.
- ◆ ASLA Architecture's proposal to do a study of our building was passed by the council and work will begin immediately. This study will cost around \$4,000 and will give us a concrete understanding of the problems with the church building. We will then be able to fix things before an emergency arises and deal with the aging building proactively.
- ◆ We are beginning the Church Growth and Development program. You may be asked to complete a survey to help with the process.
- ◆ Kevin Johnson is well underway in creating a new website for St. Luke's and is slowly adding pages to the site.
- ◆ We are beginning to think about a Fall Benefit. If you have ideas let us know!

The next Council meeting is Sunday, June 25<sup>th</sup> after coffee hour. All members are welcome to attend.

## COUNCIL UPDATE

SUNDAY, MAY 28, 2006

---

Highlights from last week's Council meeting:

- ◆ Upcoming Events
  - Esther Montanez Memorial Service – June 3<sup>rd</sup> at 11:00am
  - Pentecost & Community Sunday – June 4<sup>th</sup>
  - Synod Assembly – June 8<sup>th</sup> - 10<sup>th</sup> (Casey Wilson and John Fritz are our delegates)
  - Trinity Sunday & Confirmation – June 11<sup>th</sup>
- ◆ Lutheran Social Services have offices in our building and have discussed with Pastor the idea of moving to a smaller space and helping St. Luke's in a joint project such as ESL classes or an early childhood center. These are projects that St. Luke's would have ownership of and support from LSS and other organizations. Council is discussing the feasibility of these options.
- ◆ As usual, there are new leaks around the building. Those recently found are in the men's shelter and around drains that need to be cleaned. All par for the age of the church.
- ◆ Bell Bird Control completed work on the pigeon control earlier this month.
- ◆ ASLA Architecture's proposal to do a study of our building was passed by the council and work will begin immediately. This study will cost around \$4,000 and will give us a concrete understanding of the problems with the church building. We will then be able to fix things before an emergency arises and deal with the aging building proactively.
- ◆ We are beginning the Church Growth and Development program. You may be asked to complete a survey to help with the process.
- ◆ Kevin Johnson is well underway in creating a new website for St. Luke's and is slowly adding pages to the site.
- ◆ We are beginning to think about a Fall Benefit. If you have ideas let us know!

The next Council meeting is Sunday, June 25<sup>th</sup> after coffee hour. All members are welcome to attend.

Saint Luke's Lutheran Church  
Church Council Minutes  
Sunday, September 17, 2006

Members Present: Marv Bettis, John Fritz, Kevin Johnson, Heather Kray Pontonio, Scott Layman, Pastor Schmiede, Ernie Vickroy, Casey Wilson, Eric Zollinger

Members Absent: Rosemary Lebron, Richard Nesbit, Jonathan Recabarren, Andrea Roy

Meeting began at 1:15pm with a prayer.

Minutes from the 6/28/2006 church council meeting approved as is.

Pastor's Report

- Heather, Andrea, Christian are all leaving the church to move around the country.
- During Oct. and Nov. we are replacing the Wed. evening service with a meal & bible study. Would be comfortable for friends as well. 6:30 – 8:30. The food would be catered in. It will not meet on Healing Sunday's or St. Luke's Day. We will advertise this around the area and outside the church. Motion to have Wed. evening services transformed into a catered meal and bible study. Approved by council.
  - Oct. 4, 11, 25
  - Nov. 8, 15
- Oct. 4<sup>th</sup> is Blessing of the Animals
- Oct. 21<sup>st</sup> is the Neighborhood Cleaning day – parks, etc. Thrivant will provide \$400 for equipment as a community project. Need at least 6 volunteers.
- Oct. 29 is Reformation Sunday
- Nov. 1<sup>st</sup> is All Saint's Day – festival day. Organist recital that day, Eucharist at 7:00, meal afterwards. May have another pastor perform the service to make it diverse.
- Nov. 5<sup>th</sup> will be All Soul's Day.
- Nov. 18<sup>th</sup> is St. Luke's day. We will have a potluck after the service. This will be a choir mass.
- Wed. Nov. 22<sup>nd</sup> is Thanksgiving Service – extending invitation to St. Clement's to join us and ask the new minister to be part of the ministry.
- Palm Sunday may be celebrated together with St. Clement's at one of our churches.
- Last Sunday of the church year is after Thanksgiving on Nov. 26<sup>th</sup>. VERY short advent.
- Dec. 3<sup>rd</sup> – wreaths
- Dec. 10<sup>th</sup> – Congregational meeting.
- Dec. 15<sup>th</sup> – Caroling

- Dec. 24<sup>th</sup> – last Sunday of advent morning service – evening is Christmas Eve.
- Each of the Advent Wednesday's will focus on celebrating Saints.
- Saturday morning Bible Studies are still up in the air. Pastor is searching for a topic.
  
- We are still working on a Ecumenical brochure that would be placed in hotels, buildings, etc. around Times Square. This would be non-denominational.
- Nov. 5<sup>th</sup> is benefit date. Jim is looking into theatre tickets. We would do the Matinee and then followed by dinner.
- We are going to update the bulletin board outside. Casey is working on a 2 month calendar. We are going to get new panels of Plexiglas to get rid of the marks/tape.
- We are looking into putting a banner out front so that the church can be seen up the street.
- We were vandalized Wed. night and the wooden doors were torn apart. On Friday a friend of Pastor's will put in metal doors while the wooden doors are being fixed.
- Nhorie was upset after a meeting about the finances. We need to be cautious about how we request information.
- We need to be able to post hours that the office is open. Technically the office is open M-F 9:30 – 5:00. There is often a volunteer here to cover the phone lines. We need a receptionist to help cover needs. We may take the volunteer times and support the rest of the time with a minimum wage person. The messages also need to be listened to regularly.

#### Meeting Dates

- Meetings for Oct. and Nov. are now on Mondays at 5:30.
  - Oct. 23<sup>rd</sup> at 5:30pm
  - Nov. 20<sup>th</sup> at 5:30pm
  - Sunday, Dec. 3<sup>rd</sup> agenda review for Congregational Meeting

#### Nominating Committee

- Heather, Eric, and Marv are full member replacements
- Andrea needs a partial term replacement
- Casey, Eric and Ernie volunteered to be on the committee
- We may need to look to change the bi-laws so that only 8 people are on council. We have 2 weeks to notify the congregation.
  - We could make this change at the Congregational Meeting as the first matter of business and then vote for new members.
- Council is also looking at changing it a bit so that there are 1-year positions making it a little more accessible.
- Pastor, Scott, and Heather will get together to discuss options before Oct. 10<sup>th</sup> to be presented to council.

#### Treasurer's Report

- Discussed Report.
- A few changes are coming, Ernie will send out an email with the new report.
- More members seem to not be putting their offering in envelopes.
- Use fees are off because this report was run mid-month. All figures should be par.
- West End Artists will be upping their rent with the new show going in.
- Personnel was not budgeted correctly.
- Flower giving is still down. We may go to plants to minimize cost.

#### Pastoral Care

- New hymnal – Ordering it this month will save money. We can spread payments over a year.
  - Pastoral Care committee moves that we purchase 100 copies at \$17.50 a piece, the computer version and the liturgical version. Approved by Council.
- Bible study was discussed. Topics to consider include: finishing book from last session, discussing other religions, and prayer.
- List of Shut-ins is getting made.
- We need to get back to FirstAlert for the seniors.
- Judy is still working on the interviews for the church history.

#### Building Management

- The final touches are being put on by the architectural firm of the building.
- Marv presented 2 proposals for the security camera
  - Both would give us indoor and outdoor surveillance
  - Accessed by all computers
  - DGA - \$3,200 installation and \$60 per month
  - SPY TEC - \$2,528 with no monthly charge
  - Recommended SPY TEC – no problems reported to Better Business Bureau
  - We would be able to record on the computers
  - Marv will ask what it would take to upgrade for more cameras and look at getting a monitor for the lounge.
  - Other organizations will also have monitors in their spaces.
- Pigeon Protection looks great!
- Handrail from Narthex to office is loose. We need to look at it.
- Elevator is currently down. It should be fixed Monday. \$4,200 a year would be the maintenance fee. But we have not yet spent that much in fixes – and the repairs are not part of the contract, so we are not getting any sort of contract.

#### Other Business

- Email announcements – to be discussed at the next meeting.
- Website – Kevin has recruited Mike to create a design that can be accessed by anyone to edit text, announcements, etc.

- There is also a area for mailing lists to opt in and get prayer lists, submit prayer requests, etc.
- Kevin is running into problems with text. He needs to know what we want and requests to start building the “wish list”.
- Committee will be formed to develop site – will ask some of the people in Young Professionals, John Fritz, Mike Hauck wants to also be on committee.
- Stewardship images have been created by Heather.
  - These would be tied into a fund drive. Introducing it at the Congregational Meeting. And run through January.
  - Options:
    - Posters
    - Letters by Council about each topic
    - Presentations at each coffee hour about a topic
    - Evening chats about mission, outreach, etc. without using the word Stewardship.
  - Pastor will look at these, break them apart and get them to Heather for more details. She will then get them back to the rest of Council.
  - Next meeting we will continue to discuss this and look at creating a committee.
- Church Development will be sent in next week – we will give them 1 more Sunday to complete.
- Historical Registry is done and going in tomorrow!
- Constitutional changes will be done in the Spring (including by-laws)
- Phone tree is being worked on by John Fritz.

#### New Business

- 2007 Budget – a draft will be sent out before the next meeting.
- We are looking at locking the supply closet in the lounge with a code lock.
- We need to create a policy for use of the lounge by members.
  - There are concerns from the other organization in the building as to who is in the building.
    - Having a volunteer receptionist should help solve this issue.
- We also need to create a list of the emergency numbers listed on the wall of the lounge, in the usher book, and hanging in Nhorie’s office.
  - The list in the lounge may only be a list of Council members to call if an emergency (and that Council member should have a complete list).
  - Elevator, water, fire, police, Pastor (cell, upstate), council, etc.
  - List of who has keys.
  - List of where keys for elevator power, etc. should be on Nhorie’s wall.

The meeting schedule is:

10/23; 11/20; 12/3; 12/10 (Congregational Meeting)

Meeting closed at 3:34pm with the Lord’s Prayer.



# COUNCIL UPDATE

SUNDAY, SEPTEMBER 24, 2006

---

Highlights from last week's Council meeting:

- ◆ Upcoming Events
  - Oct. 4<sup>th</sup> – Blessing of the Animals
  - Oct. 18<sup>th</sup> – St. Luke's Day service/potluck
  - Oct. 21<sup>st</sup> – Neighborhood Cleaning Day
  - Oct. 29<sup>th</sup> – Reformation Sunday
  - Nov. 1<sup>st</sup> – All Saint's Day service/reception
  - Nov. 5<sup>th</sup> – All Soul's Day service / Benefit
  - Nov. 22<sup>nd</sup> – Thanksgiving service
  - Dec. 3<sup>rd</sup> – 1<sup>st</sup> Sunday of Advent/Wreath making after service
  - Dec. 10<sup>th</sup> – Congregational Meeting
  - Dec. 15<sup>th</sup> – Christmas Caroling/Gift Wrapping
- ◆ During Oct. and Nov. "The Lutheran Course" will replace the Wed. evening . A catered meal will be served. Dates are Oct 11, 25, Nov 8, and 15.
- ◆ St. Luke's is going to join with 46<sup>th</sup> St Block Assoc. to help clean up the neighborhood on Oct. 21<sup>st</sup>. Thrivent will provide additional funds. Watch for more information.
- ◆ We are inviting St. Clement's to join in the Thanksgiving service and plan to discuss celebrating Palm Sunday together, too.
- ◆ Pastor and Eric Zollinger are continuing work on an Ecumenical brochure that would be placed in hotels around the city. This brochures is multi-denominational way to inform visitors about worship places/times.
- ◆ In preparation for the Congregational Meeting on Dec. 10<sup>th</sup>, a nominating committee has been formed to develop a list of candidates for Council. Members of the Committee are Ernie Vickroy, Eric Zollinger and Casey Wilson.
- ◆ Council approved the purchase of 100 new hymnals when they appear at the end of this year. Included is an electronic version which will allow us to print the entire liturgy on festival days.
- ◆ Marv Bettis is in the process of researching surveillance equipment for the building. This would have external and internal cameras as well as allow people to see who they are buzzing in.
- ◆ Eric Zollinger and Casey Wilson **are** working to repair and update the bulletin board outside the church.
- ◆ Council, led by Kevin Johnson, is getting our new website together. Suggestions are welcome and should go to Kevin.
- ◆ Watch for the e mailing of the announcements each week. Please give your email address to the church office to be included.

Our next meeting is on Monday, October 23<sup>rd</sup> at 5:30pm. All members are welcome to attend.

# COUNCIL UPDATE

SUNDAY, SEPTEMBER 24, 2006

---

Highlights from last week's Council meeting:

- ◆ Upcoming Events
  - Oct. 4<sup>th</sup> – Blessing of the Animals
  - Oct. 18<sup>th</sup> – St. Luke's Day service/potluck
  - Oct. 21<sup>st</sup> – Neighborhood Cleaning Day
  - Oct. 29<sup>th</sup> – Reformation Sunday
  - Nov. 1<sup>st</sup> – All Saint's Day service/reception
  - Nov. 5<sup>th</sup> – All Soul's Day service / Benefit
  - Nov. 22<sup>nd</sup> – Thanksgiving service
  - Dec. 3<sup>rd</sup> – 1<sup>st</sup> Sunday of Advent/Wreath making after service
  - Dec. 10<sup>th</sup> – Congregational Meeting
  - Dec. 15<sup>th</sup> – Christmas Caroling/Gift Wrapping
- ◆ During Oct. and Nov. "The Lutheran Course" will replace the Wed. evening . A catered meal will be served. Dates are Oct 11, 25, Nov 8, and 15.
- ◆ St. Luke's is going to join with 46<sup>th</sup> St Block Assoc. to help clean up the neighborhood on Oct. 21<sup>st</sup>. Thrivent will provide additional funds. Watch for more information.
- ◆ We are inviting St. Clement's to join in the Thanksgiving service and plan to discuss celebrating Palm Sunday together, too.
- ◆ Pastor and Eric Zollinger are continuing work on an Ecumenical brochure that would be placed in hotels around the city. This brochures is multi-denominational way to inform visitors about worship places/times.
- ◆ In preparation for the Congregational Meeting on Dec. 10<sup>th</sup>, a nominating committee has been formed to develop a list of candidates for Council. Members of the Committee are Ernie Vickroy, Eric Zollinger and Casey Wilson.
- ◆ Council approved the purchase of 100 new hymnals when they appear at the end of this year. Included is an electronic version which will allow us to print the entire liturgy on festival days.
- ◆ Marv Bettis is in the process of researching surveillance equipment for the building. This would have external and internal cameras as well as allow people to see who they are buzzing in.
- ◆ Eric Zollinger and Casey Wilson **are** working to repair and update the bulletin board outside the church.
- ◆ Council, led by Kevin Johnson, is getting our new website together. Suggestions are welcome and should go to Kevin.
- ◆ Watch for the e mailing of the announcements each week. Please give your email address to the church office to be included.

Our next meeting is on Monday, October 23<sup>rd</sup> at 5:30pm. All members are welcome to attend.

## ***Saint Luke's Lutheran Church***

### 2006 Nominating Committee

Meeting Notes September 25, 2006

Nominating Committee Members:

Ernie Vickroy

Casey Wilson

Eric Zollinger

- Annual Voters Meeting on December 10<sup>th</sup>.
- Nominating Committee must supply Council with 2 names per elected position.
- Council currently is comprised of 12 members, each with a three year term, with four positions being up for election at a time.
- The Constitution states that Council may have no more than 12 but no fewer than 8 members (not including the Pastor). It also states that each term shall be for three years. The By-Laws calls for election of four members each year. Under current rules, Nominating Committee must supply 8 names for the Council terms expiring, and two names for the vacancy of Andrea (10 total).
- After discussion, the Nominating Committee made a recommendation that if the By-Laws would be changed, it would best be by eliminating one elected Council position per term. Therefore, Council will have 9 members instead of 12. In the coming two years, Council will have 10 members as we work through the election cycle (only 10 as Andrea would not need to be replaced). At one point, an additional one year term position was mentioned. However, it was dropped as a constitution change requires much time and deliberation and the possibility is likely that everyone would choose to run for the one year term. (This will be forwarded to Pastor and those individuals writing the formal request.)
- If the By-Law change is adopted, then only 6 names are needed (Andrea would not need to be replaced).
- A current Voter's List was reviewed and updated notes will be forwarded to Pastor.

The following Council Members have terms expiring:

Eric Zollinger, Marvin Bettis, Heather Kray, Richard Nesbit

#### **2003**

Marvin Bettis

Richard Nesbit

Heather Kray

Eric Zollinger

#### **2004**

Jonathan Recabarren

Ernie Vickroy

Amy Fellers (Kevin Johnson)

Glenn von Bernewitz (Rosemary Lebron)

#### **2005**

Casey Wilson

Andrea Roy (leaving)

Scott Layman

John Fritz

On the following page is the preliminary list of nominees.

## ***Saint Luke's Lutheran Church***

### 2006 Nominating Committee

Meeting Notes September 25, 2006

Continued

2006 Preliminary Council Nominees    The initial six will be contacted, then as needed.

1. Jim Deliman (Eric)
2. Katie Luekens (Eric)
3. Richard Nesbit (Casey)
4. Edith Shuttleworth (Ernie)
5. Judy Barnett (Ernie)
6. Jean Ruhland (Casey)
7. *Martha Jacobi (Casey)*
8. *Rosemarie Gallinari (Ernie)*
9. *Marvin Bettis (Eric)*
10. *Carlynn Matern (Casey)*
11. *Elleatrice Thompson (Eric)*
12. *Susan Lay (Ernie)*
13. *Norma Crosier (Casey)*
14. *Susanne Sponsler (Eric)*