

## **Congregational Council Minutes**

**1/24/16**

Attendees:

Pastor Schmiede  
Joey Afanador (new in 2016)  
Judy Barnett  
Mike Brouwer  
Adam Cornelius  
Scott Layman (returning in 2016)  
Rosemary Lebron (new in 2016)  
Ernie Vickroy  
Eric Zollinger

Meeting was called to order at 1:10 PM. Since no minutes were available from the November or December meetings, the approval of minutes was postponed until the February meeting.

### **2016 Council Officers and Committees**

After discussion, the following officers were suggested and approved for 2016:

President – Mike Brouwer  
Vice-President – Judy Barnett  
Secretary – Ernie Vickroy  
Assistant Secretary – Rosemary Lebron  
Treasurer – Adam Cornelius  
Assistant Treasurer – Scott Layman

Members of the 3 standing committees:

Pastoral Care – Judy Barnett, Joey Afanador, Rosemary Lebron, Ernie Vickroy

Finance – Adam Cornelius, Scott Layman, Jennifer Powers, Ernie Vickroy

Property Management – Scott Layman, Eric Zollinger

### **Pastor's Report**

Christmas Eve service was about 150 people and there were many compliments afterward.

14 people at the retreat at Frost Valley the weekend of 1/16. Theme was "Whatever Happened to Joy?". Since Lukans had the mansion to themselves, it was easier to talk about just our congregation.

Discussion of upcoming events/services:

- Pancake Supper on 2/9 – Ernie and Joey to supply all food but sausage. Pastor will coordinate sausage and wine.
- Ash Wednesday 2/10 – Service with ashes at 8AM, noon, and 7PM – communion at noon and 7
- Oscar party 2/28
- Spring Cleaning 3/19 – need a signup sheet
- Palm Sunday 3/20 – co-celebration with St Clements. We are the hosts this year.

- Easter Vigil 3/26 at 8:30 – sweets and champagne afterwards in the lounge – we may have a baptism
- Easter Sunday 3/27 – Adam is coordinating brunch based on notes from last year
- Wednesdays in Lent – Vespers at 6:30, bible study (New Testament) at 7

### **Treasurer/Building Report**

We are current with expenses.

Reviewed current space and occupancy. All tenants are currently on month-by-month but Scott felt that we are secure for the rest of 2016.

1. Lutheran Social Services currently on 3<sup>rd</sup> Floor
2. Family School West has Gymnasium and former super's apartment
3. Construction Office in ½ of the basement (former bowling alley). This is probably the only risk to leave before the end of 2016.
4. West End Artists is in the other ½ of the basement plus the theatre space.

Scott raised concerns about the overall cost of musicians and the retreat. Even though much of the cost is covered by specific offerings and fees, he questioned whether we should be spending money on this. It was decided that this should be tabled for now and possibly brought up at the Congregational Meeting on May 1.

Update on the elevator – if we use a spring loaded door, it should be more dependable, but more expensive. More to come on this topic.

The public assembly permit still has not been approved. Architect has a new plan with an amended floor plan. More to come on this topic. However, the soup kitchen permit was approved.

Clerestory windows have been resealed and redone to prevent further leaking. The process also included some roofing repair. The contractor is now asking for more money for further repairs, but did some temporary roofing work. Next we need some permanent fixes.

Need to get an estimate on a circulatory pump. It is needed to heat water more quickly, but could also open a can of worms with other plumbing problems. Once we have an estimate, we need further discussion.

### **Pastoral Care**

Meeting was scheduled for 1/22. Will have update at February meeting, but is aware of the need to plan for Martha Jacobi's 35<sup>th</sup>

We also need to start planning for the 100th anniversary of the building in 2023. Will ask for interested folks at the May congregational meeting.

Pastor is likely planning to retire in September 2017 when he turns 70.

The choir will be singing thru Trinity Sunday on 5/22.

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February 29<sup>th</sup> Monday 6PM

March – no meeting

April 3 – after church

May 1 – Spring Congregational meeting – need reports from 2015 officers by April 17.

May 22 – after church

June 26 – after church

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October 23 – after church – select nominating committee

November 20 – after church – budget due to council, announce slate for 2017 council

December 4 - Congregational Meeting

### **Carryover Suggestions from Prior Meetings/Old Business**

1. Thrivent has free associate members and every council member should become a member. Each member can apply for \$250 to help fund projects. Should have members assigned to apply for:
  - Thanksgiving Food
  - Thanksgiving Gifts
  - Christmas Food
  - Christmas Gifts
  - Clothing Bank
  - Benefit
2. 6/21/16 will be the 35<sup>th</sup> anniversary of Pastor Jacobi's ordination. We need to organize a committee to plan a celebration
3. Sunday School materials are here. Now we just need teachers.
4. Allison Cheeseman has updated the website and will be teaching Lukans how to keep it up to date. One new feature is that visitors can email the church office directly from the website.

## **Congregational Council Minutes – Spring Congregational Meeting**

**5/1/16**

Attendees:

Pastor Schmiede  
Judy Barnett  
Mike Brower  
Adam Cornelius  
Scott Layman  
Rosemary Lebron  
Ernie Vickroy  
Eric Zollinger

Congregational Meeting was called to order at 1:00 PM

### **Pastor's Report**

Reviewed “Easter to Easter” slideshow covering many congregational celebrations and events including SI Yankees Baseball Game, Summer Picnic at Eric Zollinger’s building, 2015 Benefit, Caroling, Christmas, Winter Retreat at Frost Valley, Holy Week 2016, and the Baskets of Hope Creation.

Also noted that Baskets of Hope will be bar coded so we will know where they were sent.

Discussed upcoming Sacred Sites Open House on 5/21 from 10-4. We need 4 teams of 2 folks each to cover roughly 2 hour slots. We will be serving coffee and cookies/baked goods and Ernie and Pastor are working on a brochure with text and pictures detailing St. Luke’s history, building significance, windows, and organ. The brochure can also be provided to weekly visitors that want to know more about the building.

### **President's Report**

Mike discussed some of our ministries at the church and also mentioned he would like to hear from the congregation about interest in taking a trip to Wittenburg next year to be part of the 500<sup>th</sup> Anniversary of Martin Luther’s 95 Thesis posting that marked the beginning of the Reformation.

### **Treasurer's Report**

Scott discussed some of the ways the church has used the \$90,000 that was loaned via Promissory notes. These are projects that are needed, but may not be apparent to the congregation:

- \$42,000 earmarked for upgrading fire suppression in the Soup Kitchen. That will be necessary once the “Public Assembly” permit is renewed. However, that process is stuck in city inter-department red tape right now.
- Have a \$60,000 estimate for replacing the steeple roof and the leaking roofs above the Parish House.
- Estimates up to \$40,000 to renovate the bathrooms on the 2<sup>nd</sup> and 3<sup>rd</sup> floor

Otherwise, all space is being used and collecting use fees, bills are current, and there has not been a need to pull funds from the endowment for several years. His report also included a financial spreadsheet.

## **Pastoral Care Report**

Judy discussed two key needs as we prepare for the retirement of Pastor and Connie – flowers and vestment care. Connie has been working with John Danielson, Sarah Poist, and Gayle Kliever to solidify the Flower Guild to continue functioning after her departure. And while there is not yet a formal Altar Guild, Robert Loch and Ann Lem regularly set up and clean up communion vessels. At this year's spring cleaning, Connie spent time training Rosemary Lebron and Eva Rodriguez on the care and ironing of vestments. We still need help in both areas.

Martha discussed a group that she is very involved with outside the church, but that has met at the church. Based on work at a Healing Center in Brooklyn, a need was identified to help ministry and pastoral care staff better relate to those in need. A technique called "BrainSpotting" has been effective and Martha described an experience that occurred here at St. Luke's.

## **Other**

- Asked for volunteers to participate in a committee that will look at the building's current needs and any celebration plan's for its' 100<sup>th</sup> anniversary and then organize fundraising event s to fund those needs and plans.
- Pastor noted that a concern had been raised about whether St. Luke's should spend as much as it does on music and flowers for festival Sundays and asked the congregation to let the council members know their views on that issue.
- Ernie asked to be contacted by anyone that would like to have copies of the council minutes and Mike reminded everyone that council meetings are actually open to any member of St. Luke's.
- Richard Sterne would like to start a play reading group at St. Luke's and interested folks should contact him.

Meeting closed at 2:20

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December 4 - Congregational Meeting

### **Carryover Suggestions from Prior Meetings/Old Business**

Still need minutes from November or December 2015 meetings.

1. Sunday School materials are here. Now we just need teachers.
2. Allison Cheeseman has updated the website and will be teaching Lukans how to keep it up to date. One new feature is that visitors can email the church office directly from the website.
3. Need to discuss some permanent fixes for roof.
4. Need an estimate on circulatory pump to heat water more quickly. Once we have an estimate, we need further discussion because this could also open a can of worms with other plumbing problems.
5. ~~Beginning a running list of topics to be discussed at May congregational meeting:~~
  - ~~Committee to discuss any major renovations/fundraising for the building's 100<sup>th</sup> anniversary~~
  - ~~Possible trip to Germany for the 500<sup>th</sup> anniversary of Luther's 95 thesis in 1517~~
  - ~~Volunteers for Sacred Sites Open House~~
  - ~~Should we spend as much as we do on music and flowers on Easter and Christmas~~

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Finance – Adam Cornelius, Scott Layman, Jennifer Powers, Ernie Vickroy

Property Management – Scott Layman, Eric Zollinger

# Congregational Council Minutes

6/26/16

Attendees:

Pastor Schmiede  
Joey Afanador  
Judy Barnett  
Mike Brouwer  
Adam Cornelius  
Scott Layman  
Jennifer Powers  
Ernie Vickroy  
Eric Zollinger

Meeting was called to order at 12:46 PM. Minutes from 4/17/16 meeting were not available so approval/changes will be tabled till the next meeting.

## Pastor's Report

Pastor recapped planned summer activities:

- Weekend Retreat – July 16-17
- SI Yankees – July 29
- Discussed potential summer picnic 2<sup>nd</sup> week of Aug. Eric's new building does not have the same arrangement there were discussions about public parks – but grilling could be a problem unless we go far north. Governor's Island website says no grilling and no booze, but Adam and Judy feel that there could be barbeques. Discussed having an actual picnic with sandwiches in Central Park or Governor's Island. Jennifer and Eric to follow up.

Had volunteers group from PA to wash windows, get rid of electronics, do some clothing organization. Some knick knacks in the balcony could be sold at rummage sale. After discussion, it was decided that the sweat equity is not worth the meager cost. It needs to be taken to Salvation Army.

Pastor introduced 4 suggestions from Richard Stern:

1. Create a St Luke's 2<sup>nd</sup> Monday Play Reading Series – first 2 dates would be 9/12 and 10/10
2. Provide advance notice to congregation of following week's lessons (to spur interest in being a lector)
3. Request for quiet during postlude so organ can be heard
4. Soup kitchen to change from plastic/Styrofoam to paper cups

After discussion, the council agreed to move forward with the first 2 suggestions – including allowing Richard to advertise this as a St Luke's event. It was felt it would be too difficult to enforce #3 and #4 would be too expensive at the present time.

Pastor also presented a draft proposal for a tour of Germany during the Reformation festival. It would be 10/28/17-11/11/17. Cost for all but airfare would be about \$1500 for 20 people (includes breakfast and dinner each day). \$240 would be due in November of this year (\$150 non-refundable) – full amount due in April (but can back out up to 60 days before the trip begins). Council agreed that we should ask for an actual color brochure

from the tour operator and get it to the congregation to determine interest. May be able to send a PDF as email attachment.

### **Treasurer/Building Report**

We are current with expenses, and the endowment is over \$900,000 – even with the temporary Brexit loss.

Construction office will be vacating at end of summer currently paying \$3900/month. Two existing users are interested – West End Artists and New York Continuo Collective. West End Artists already has half of the space and would like to take the rest of it. The Collective may use it for storage, but also for individual rehearsals sessions – which could be disruptive during theatre performances. Depending upon the amount of the use fee offered, Scott would actually prefer to give the space to the theatre. He feels the theatre might be able to cover \$2500/month. Pastor suggested that storage space could be found on the 3<sup>rd</sup> floor because the LSS Disaster Relief Project may be winding down. NYCC may be able to use that space for storage, but not for rehearsals/recitals.

\$25,000 was spent on some major repairs in an ongoing effort to make the building water tight:

- Roof over the chancel/sacristy
- Steeple roof and drains
- Bell tower roof and drains
- 4 clear leaded windows in the narthex have been resealed.

Some temporary work was also done waterproofing the elevator shaft and the skylights in the parsonage. Ernie and Scott will work together to determine if the next set of projects can get funds from the Sacred Sites grants.

A new manual gate was installed in the elevator last week. Electricians will be in next week and the elevator should be working by the July 4<sup>th</sup> weekend.

In order to get our Public Assembly Permit approved, we need to update fire suppression in Soup Kitchen. But the city won't approve it because the original plan on file does not include a kitchen. More to come.

Getting bids to upgrade the 2 bathrooms on the second and third floor – probably \$10-\$15K.

Use fee contracts need to be renegotiated in the fall. Nothing can be done until a decision is made on the construction office space. When the council meets in September, it will need to determine all use fees.

There is a standing procedure that the council may approve via email any expense under \$25,000 that arises during the summer. If the construction office decision arises in the summer, it can be debated/approved via email.

### **Pastoral Care**

- Pastor Martha's Anniversary coffee hour was successful – as well as Tanzanian Bishop reception.
- Will be participating in Sacred Sites Open House next year.
- Committee investigated Mets schedule and Lobster Boat – these may be September events.
- Also discussed a group outing to Statue of Liberty/Ellis Island. Pastor investigated and cost is about \$20PP. Since it does not need to happen in the summer, more discussion was tabled until we return in the fall.
- Volunteer Thank You reception planned for October 6.

Meeting adjourned at 1:45



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December 4 - Congregational Meeting

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Property Management – Scott Layman, Eric Zollinger

# Congregational Council Minutes

9/18/16

Attendees:

Pastor Schmiede  
Joey Afanador  
Judy Barnett  
Scott Layman  
Rosemary Lebron  
Ernie Vickroy  
Eric Zollinger

Meeting was called to order at 1:10 PM. Minutes from 6/26/16 meeting had been sent via email but were not available for review so approval/changes will be tabled till the next meeting.

## Pastor's Report

Pastor mentioned the pictures from the summer activities and noted that the 2nd Monday Play reading series had kicked off on 9/12. Discussed some upcoming events:

- Martin Luther's Reformation at the Morgan Library begins 10/7 (thru 1/22/17) and the Library is free on Friday evenings. May also be part of Open House New York the weekend of 10/15-16.
- Wednesday Bible Study will begin on 10/12/16 – The 95 Thesis. 2 other books in series could be used for future bible study topics
- Summary of the 2017 Reformation Tour to Germany is available. Deposits due at end of Oct.
- The St Luke's Benefit – Urban Home Companion – is set for 11/14/16. Later in the meeting it was confirmed that it will be catered by East of Eighth, will cost \$150, and performers can get a free meal, but their guests cannot. That is also the date of Rosemary's wedding anniversary.
- Thank You Reception for Soup Kitchen volunteers was moved from 10/6/16 to 10/20/16 at 5PM.
- Reformation Sunday 10/30
- All Saints will be celebrated on Sunday 11/6
- Christ the King Sunday is 11/20/16
- Advent begins on 11/27/16 – 4<sup>th</sup> Sunday will be 12/18 and the following Sunday is Christmas Day. New Year's Day will also be on a Sunday.
- Christmas Caroling will be Friday, 12/16
- 12/4 will be the Congregational Meeting. Will need to vote on using email as a way to notify the congregation of meetings, amendments, etc. to replace Postal Mail.

Discussed the earthquake in Tanzania, the epicenter of which was just north of Bukoba. The boys bathroom, which St Luke's helped build, was damaged. It was decided that this would be our 4<sup>th</sup> Quarter Special Offering. The best way to make sure that it gets to the right place is to funnel it through Gail's charity – GLK Fund. Some other NYC churches are also collecting money to help with rebuilding.

We received a gift of \$3000 to be used specifically for education of pastoral candidates. We will ask the diocese to nominate a candidate for us to make sure that the money gets to an individual.

Need to get lights fixed to illuminate the outside steps – became acutely aware of the problem at an evening wedding.

## **Treasurer/Building Report**

We are current with expenses, and the endowment is over \$952,000.

Some construction/space updates:

- Elevator working and had inspection on 9/13/16 – waiting on that report to see what needs to be addressed. It does need some type of handle on the gate so you know where to pull it.
- 2<sup>nd</sup> Floor bathroom is working but is still being painted. As part of the renovation on both the 2<sup>nd</sup> and 3<sup>rd</sup> floor bathrooms, there is now a drain in the floor – so any accidental overflows do not go down the elevator shaft.
- Still waiting to renew soup kitchen public assembly permit which requires upgrading fire suppression system. However that can't be done because another city agency wants to see permits for the original soup kitchen set-up, which no one can find. This has been going on for most of 2016, so Eric suggested that we notify our councilman, Corey Johnson, to see if he can help. Eric and Scott were going to follow-up offline since Eric knows Corey.
- Construction office moved out in July. Theatre will be taking that space. Construction company use fees had been \$3500/month. Theatre will be paying \$2200/month.
- All contracts will be re-negotiated in January – Theatre, LSS, Family School West – since all are currently on a month-by-month. We hope to increase the fees, but that may not be possible – especially with the drop in attendance at Family School West.

Reviewed the Sacred Sites grants information (attached to the end of the minutes). Two types of grants – both are matching; one is for smaller amount (average \$5,500); second is larger (average \$30,000) mostly for exterior work. Plan is to apply for smaller one for a consulting grant to develop a plan. Then try to do a large grant of \$25,000 which congregation would have to match. New money could be the loan forgiveness that comes from the Promissory Program. Since the repairs would be structural (and out of sight), it may be harder to raise money. So the fundraising focus needs to be on the matching grant aspect. Bob Egan who has done some work with Scott, has worked with Sacred Sites, and may be the target of the consulting grant. Applications need to be postmarked by Jan 15<sup>th</sup>. Ernie volunteered to review the application and will then present to Scott and Pastor.

## **Pastoral Care**

Rosemary started some discussion about what should be done when no one signs up for coffee hour. Should we at least put on the pot of coffee? Should we have other snacks to use in the emergency.

Eric started some discussion about how to notify members in emergencies or at the death of a congregant. We also need to get an updated directory. Should the congregation be “divided up” so that council members could contact a portion? Would that be a good way to make sure that if people are not here, we can check to make sure that they are okay. But does that seem like you are monitoring attendance. It was decided that the pastoral care committee would discuss ideas and report back to council at the next meeting. We can also discuss at the congregational meeting.

Rosemary is interested in starting up a Mahjong group and will follow-up.

There are membership directory programs that will be investigated. But in the meantime we need a paper directory. Pastoral Care committee will follow up.

We will need a budget for December's meeting. Finance committee will meet.

Meeting adjourned at 2:00

# Sacred Sites Grants Info

Must be postmarked by Jan 15<sup>th</sup> or June 1 – Awards issued approximately 5 months later.

Two types (both require matching money) – Sacred Sites Grant (which can include a consulting grant) and Sacred Sites Challenge Grant.

## **Sacred Sites Grant**

1. Provide congregations with financial aid for exterior restoration projects.
2. Priority will be given to essential repairs to the primary worship building.
3. Highest consideration is given to projects such as roofing and drainage system repairs, masonry repointing and restoration, structural repairs, and stained glass window repair and restoration. Also provides grants for professional services, including conditions surveys, plans and specifications, project management, engineering reports, stained glass surveys, and laboratory testing of materials and finishes.
4. May be considered for barrier-free access construction, if it is done in conjunction with a larger preservation project.
5. Cannot be used for pipe organ restoration, interior work, mechanical upgrades, or routine maintenance.
6. Will not be considered for work that is in contract, has been started, or completed at the time of the application.
7. Maximum grant amount is \$10,000, but typical awards are between \$3,000 and \$6,000, with last year's grants averaging about \$5,400. Can't exceed half the project cost.
8. Congregations must match the full amount of the grant award and start the project within one year from the application deadline
9. Funds will distributed to grant awardees when the Conservancy receives:
  - A signed contract between the Conservancy and the grant recipient.
  - A contract between the congregation and architect or contractor.
  - Evidence of matching funds.
  - Local municipal permits, if required for the project
10. Religious institutions that have received a grant for professional services may reapply to execute work after the survey or specifications are completed. Other grant recipients must wait three years after the initial application deadline to reapply.
11. Consulting Grants allow congregations in New York City only to retain professional services for the preservation of historic houses of worship. Projects that will be considered for funding include conditions surveys; plans and specifications; project management; engineering reports; stained glass surveys; and laboratory testing of materials and finishes.

Likely first step is to submit an application for a Consulting Grant

## **Sacred Sites Challenge Grant**

1. Matching grants of \$25,000 to \$75,000 for large-scale restoration projects. However, in 2014, average grant was \$30,000 and will not likely change - awarded in \$5,000 increments
2. Priority given to large scale, comprehensive restoration of steeples, slate, copper, or wood shingle roofs and related drainage systems, and exterior masonry walls.
3. Consultants' fees and planning documents will not be funded.
4. Projects must meet the Secretary of the Interior's Standards for the Treatment of Historic Properties.
5. Grants to restore stained glass windows will only be considered if the windows are highly significant and severely deteriorated.
6. No grant shall exceed half the project cost.
7. Funds cannot be used for consulting fees, planning documents, pipe organ restoration, minor repairs, interior work, mechanical upgrades, or routine maintenance.
8. Grants will not be considered for work that has been started or completed at the time of application.
9. In order to receive funds, congregations must raise matching funds within one year of the date of the award letter.
10. Generally, matching funds must be donated from new sources). In-kind services and existing reserve funds or endowments cannot contribute to the match.
11. In order to receive funds, congregations must raise matching funds and be ready to initiate construction within one year of grant notification. Grant notification (or pledge) is issued approximately four months from the date of application.

Discussed trying to submit an application for \$25K to repair leaks – St Lukes would need to match that with new money.

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  - Possible trip to Germany for the 500<sup>th</sup> anniversary of Luther's 95 thesis in 1517
  - Volunteers for Sacred Sites Open House
  - Should we spend as much as we do on music and flowers on Easter and Christmas
6. Need to renegotiate all use fee contracts.

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## Congregational Council Minutes

11/20/16

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Pastor Schmiede  
Joey Afanador  
Judy Barnett  
Mike Brouwer  
Adam Cornelius  
Scott Layman  
Ernie Vickroy

Mike thanked Judy for chairing the last 2 council meetings. Meeting was called to order with a prayer at 1:20 PM. Minutes from 10/22/16 were reviewed and approved.

### Pastor's Report

Pastor reviewed the benefit starting with special thanks to Adam Cornelius, Helen Huff, Paul Loesel, and Lee Ritchey. Got very good comments especially from George Stonbely from Spectacular Cities New York. Adam said that he and Connie spoke about some of the items that she normally handles and will need to be handled by someone else next year. Pastor suggested that a committee be formed to review, plan, and manage next year's the benefit and that it be planned for 10/23/17 (before the Germany trip).

Adam reported that Benjamin Caterers have increased costs by 35% over the past 4 years and have now added an 18% mandatory service charge. He felt that we should start to explore other options for next year and since that would take more time to plan, Ernie suggested that the 2017 benefit committee be set at the June meeting to give enough time to explore that. Pastor also thought the committee could do some more personal outreach to local businesses to try to increase attendance. Mike mentioned that we used to offer "show only" tickets at a reduced price, but after discussion, it was determined that doing that could cannibalize full price ticket sales and be difficult to monitor. We also need to have someone man the door when we move downstairs – maybe Jean.

Scott reported we are down about \$4000 from last year – although some money will continue to come in. As of now, we should be close to breakeven, but he is still gathering costs. We need to get more Restaurant Row commitments and should try to have more personal contact next year. Food and serving ware runs about \$61 per person.

- 11/22/17 Soup Kitchen Thanksgiving
- 11/27 Advent 1
- 12/4 Advent 2 plus Congregational Meeting – Pastor will have both bylaw amendments (detailed in 10/22/16 minutes) ready for the read on the date
- 12/10 Greening of the Church
- 12/11 Advent 3 – will include a special music program – a Magnificat composed by Peter Lea-Cox, who will be here for the event. Will have a wine and cheese reception.
- 12/16 – Caroling on the church steps
- 12/18 Advent 4
- 12/20 Soup Kitchen Christmas Meal
- Christmas Eve (12/24) is a Saturday night and Christmas actually falls on a Sunday this year – as does New Years Day.

- 1/8/16 Epiphany

**Financial Management/Property Management Report**

Bills are current, revenues are being collected. Council usually votes on increasing compensation. Currently 2 numbers are being floated – 3/10ths of a percent increase suggested by US Govt COLA adjustment and 1% by the Synod. Scott suggested that the Financial Management Committee meet and make recommendations. Another consideration is that the choir section leaders have also not had an increase in 4 years - currently at \$125 per service. The committee also needs to discuss Scott’s changing role (and corresponding compensation) on the church staff. The meeting was set for Monday, 11/21 at 6:30 PM.

Pastor has settled on a retirement date. He will be staying thru Christ the King Sunday – 11/26/17.

Church paid for 20 deposits for the Germany trip. We do not yet have the money from all of the participants and there are a total of 25 people on the list as of now – but some may not actually be able to go. There is another \$400 due from each person on 11/27, but that should be paid by the individual attendees, and not the church. That is supposed to be submitted with the actual application. Ernie volunteered to keep track of all of the dates and fees, but Pastor really felt that the travel agency should be in charge now. So we will wait to hear from her.

Letters for the third installment of the Promissory note loan program were sent. Technically we owe \$19,600 to fulfill the payments. The letters give the recipients the opportunity to “forgive” all or part of that payment. If history holds, Scott anticipates that we will actually need to repay about \$15,000 on 12/15/16.

A budget needs to be created and we also need to renegotiate contracts for LSS, Family School West, West End Artists, and the Continuo Collective. The Financial Management Committee needs to meet and approve both of these so they can be presented to council via email and quickly voted on just before the 12/4 meeting. The goal was to get a budget to the council for approval by 11/27. Ernie also requested that the monthly congregational meetings also include a review of YTD revenue and expenses.

**Commented [PS1]:** Contracts are still being worked on but the budget can use the proposed numbers. Should read: The FMC needs to meet and submit a budget to the Council for email review and final approval prior to the 12/4 meeting

**Commented [PS2]:** council

Scott questioned whether the Continuo Collective actually needs space in the balcony since they haven’t used some of the music in more than two years, but everyone agreed that it needs to be cleaned up. Pastor pointed out that the balcony pews are not free standing since they have cutouts to accommodate the levels of the balcony floor. Pastor favored keeping one side or the first row of the pews for our own potential use.

**Pastoral Care**

The Pastoral Care Committee has not been able to meet since the last council meeting so there were only a few updates:

- Pulling together training documents for each server positions.
- Need to have someone be involved with Connie and Pastor to buy the greens and put together the Advent wreath and buy the Christmas trees and greens for the church decoration. John Danielson will likely work with Connie on the wreath.
- Discussed whether “soup groups” will be discussed at the December congregation. Pastor recommended tabling that until his retirement announcement is made or at least until Lent. Decided to table this until the spring meeting (if even then)
- Judy will discuss “coffee hour hosting” at the December meeting.

- Discussion about printing out contact lists that can be reviewed at the December meeting. It was determined that someone will print out individual profiles that each person can review. Details need to be set.

Mike gave an update on the nominating committee and discussed the following names:

1. Richard Stern
2. Brett Hunter
3. Sarah Poist – if you need someone
4. David Cho
5. Jennifer Powers (run again)
6. Adam Cornelius (run again)
7. Richard Nesbit
8. Richard Gnann
9. Ted Matern
10. Elleatrice Thompson
11. Lee Ritchey
12. Helen Huff
13. Emily Prather

Names need to be submitted by Wednesday, 11/23/16, so they could be in the bulletin the week before the meeting.

Meeting adjourned at 2:30

I would like to keep these 3 sections at the end of minutes for each meeting so we always know the meeting schedule and committee members, and can keep track of old business.

**2016 Council Meeting Dates and Times**

Jan 24 – after church  
February 29<sup>th</sup> Monday 6PM  
March – no meeting  
April 17 – after church  
May 1 – Spring Congregational meeting – need reports from 2015 officers by April 17.  
May 22 – cancelled  
June 26 – after church  
September 18 – after church  
October 23 – after church – select nominating committee  
November 20 – after church – budget due to council, announce slate for 2017 council  
December 4 - Congregational Meeting

**Carryover Suggestions from Prior Meetings/Old Business**

Still need minutes from November or December 2015 meetings.

1. Sunday School materials are here. Now we just need teachers.
2. Allison Cheeseman has updated the website and will be teaching Lukans how to keep it up to date. One new feature is that visitors can email the church office directly from the website.
3. Need to discuss some permanent fixes for roof. (moved to property management agenda)
4. Need an estimate on circulatory pump to heat water more quickly. Once we have an estimate, we need further discussion because this could also open a can of worms with other plumbing problems. (moved to property management agenda)
5. Beginning a running list of topics to be discussed at ~~May~~ December congregational meeting:
  - Voting for new council members
  - Coffee Hour discussions about reimbursements, sharing cost and setup (Judy will discuss)
  - ~~Soup Groups~~ (will be postponed till Spring meeting)
  - Bylaw change regarding meeting notification
  - Bylaw change regarding nominating committee
6. Need to renegotiate all use fee contracts.

**2016 Council Officers /Committees/Years Served**

After discussion, the following officers were suggested and approved for 2016:

President – Mike Brouwer  
Vice-President – Judy Barnett  
Secretary – Ernie Vickroy  
Assistant Secretary – Rosemary Lebron  
Treasurer – Adam Cornelius  
Assistant Treasurer – Scott Layman

Members of the 3 standing committees:

Pastoral Care – Judy Barnett, Joey Afanador, Rosemary Lebron, Ernie Vickroy

Finance – Adam Cornelius, Scott Layman, Ernie Vickroy

Property Management – Scott Layman, Eric Zollinger, Jennifer Powers,

**Current Council - years served as of 2016**

Joey Afanador (1)

Judy Barnett (2)

Mike Brouwer (6)

Adam Cornelius (3)

Scott Layman (4)

Rosemary Lebron (1)

Jennifer Powers (3)

Ernie Vickroy (2)

Eric Zollinger (2)