

Saint Luke's Lutheran Church January Council Meeting

1.20.19

Joey - Chuck - Jeff - Sarah - Bob - Pastor Arden - David - Brett - Richard S.

Absent - Judy

Meeting called to order with prayer at 1pm

- Bob passed out passed out "Welcome packets"
 - Council contact info
 - Meeting minutes, with exception to July and August as those are missing
 - Constitution
 - Last finance report
- Introductions
- Pastor's report
 - Overview of Pastor's responsibility to church outside of services
 - Complete 2018 stewardship campaign - 27 pledges received
 - Solicited new members for council
 - Thanksgiving eve service
 - 3 advent vespers w/light supper
 - MC for Dec. 7 Fundraiser for LSTKTS
 - 2 caroling outings
 - Coat drives
 - Sam Suzuki meeting re: air rights
 - Santa claus gift giving to kids on 12/14
 - Staff christmas bonuses
 - Visiting Priest Father Godwin Ogam
 - Steam pipe leaks & significant electrical repairs under basement
 - Acted as host for all play readings
 - Coordinator for synod ordination St. Peters Jan 12

- Upcoming
- LSS leaves 1/22
 - Actively looking for new tenant
- Bowling 1/27
- Hiring new book keeper
- New member classes on Saturdays
- Winter retreat (can we pull it off)
 - Looking for ideas that are comfy and affordable
- Council retreat
- 2019 Synod assembly May 16-18 in Tarrytown
 - Theme is Caring for Creation
 - Voting on new Bishop this year - very important
 - Must book now
- Dec. Finance report
- Ernie and Umanga will finalize on Wednesday
 - Exec
- Job descriptions completed
 - Est. regular reviews
 - Revisit amendment of church employees serving on council
 - Working with call committee
- Call committee
 - Survey completed
 - Mission site profile submitted
 - Will be meeting with synod rep(Margey) later this month to organize next steps
- Do we have docs/lists/books of how everything is done at the church
- During last transition, Sarah created docs that detail how each type of services are set up and live in a binder downstairs

- Council struggled with seasonal changes
- Job descriptions live in computer
- Volunteer duties need updated - continually evolving and need attention
- Pastoral Care
 - Movie nights
 - Selma was last movie
 - None in february
 - Bowling night next sunday
 - Super bowl party coming up
 - Play reading series
- Soup kitchen benefit
 - Wine turned out to be a donation
 - \$9974.02 net profit!!!!!!
- Sacred sites open houses
- Taste of Times Square
- Jeff had to leave at 1:44pm
- Agreed to serve on finance comm. as well as serve as assistant treasurer if asked
- Property
 - Apt. upstairs coming along
 - Tile installation started today
 - Plaster going up regularly
 - Over the halfway point
 - Boxes blocking extra chairs outside lounge
 - Will be moved before next play reading
 - Waiting for tile to be completed before it can all go back up to apt.
- Steam leaks downstairs
 - Looking into whether or not insurance can cover or not

- Selecting of 2019 officers
 - Sarah agreed to continue as Asst. treasurer
 - Adam agreed to serve as Treasurer
 - Bob asked about giving reports, who pulls from servant keeper
 - Book keeper as directed by treasurer
 - President
 - Brett has agreed to serve in this role
 - Vice President
 - Richard Sterne has agreed to serve in this role
 - Secretary
 - David Lally has agreed to serve in this role
 - Assistant Secretary
 - Joey has agreed to serve in this role
- Committees
 - Exec
 - Brett, David, Richard, Adam
 - Feb 3rd after coffee hour for next meeting
 - Finance
 - Gayle, Jeff, Adam
 - Adam will reach out to Jeff and Gayle
 - Meeting on 1/22 potentially
 - Pastoral Care
 - Richard, Bob, Judy(?), Joey
 - Next meeting on Tues the 29th
 - Property
 - Sarah, Chuck, Kendra
- Council meetings for the year

- Feb 24th
- March 24th
- April 28th
- May congregational meeting on the 5th
- June 9th
- July 21st
- August 18th
- September 15th
- Oct 20th
- November 17th
- December voters meeting on the 1st
- Appoint check signers
 - Treasurer(Adam) and President(Brett)
 - Need new stamps with those signatures
 - Stamps only used for payroll checks
 - Financial coordinator prints unsigned checks
 - Finance comm. to look into signatures to be done electronically by treasurer moving forward
 - Church credit cards need to be reassigned to new names
 - Sarah returned the one with Ernie's name on it to live here
- Old business
 - Pastor handed out copies of Mission Site Profile
- New Business
 - Offering envelopes
 - Propose to eliminate/decrease and just use pew envelopes
 - Take survey of who uses them
 - Eliminate all styrofoam usage effective immediately
 - Organ Postlude

- Make official part of service and include in bulletin
- Announce to congregation to remain silent as they exit sanctuary
- Email minutes of council meetings to congregation
 - Summary in Tuesday emails
- New member classes
- Front doors
 - New ones kicked in on bottom panels and need repaired
- Sanctuary lock needs repaired
 - Scott to fix
- Chair lift
 - Scott looking into and will have elevator company repair batteries
- Lounge lock
 - Property to look into different solution
- Quarterly missions
 - Q1 - Adam will begin email chain to select this
 - Q2 - remaining will be selected next meeting
 - Q3
 - Q4



Saint Luke's Lutheran Church
308 West 46th Street
New York, NY 10036
212-246-3540
The Lutheran Church of Times Square
www.stlukesnyc.org



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Saint Luke's Lutheran Church February Council Meeting

2.24.19

Present: Joey Afanador, Judy Barnett, Brett Hunter, David Lally, Jeff McDonagh, Sarah Poist, Richard Sterne, Pastor Strasser, & Bob Wechtenhiser

Absent: Adam Cornelius (Regan sick/Megan out of town), Chuck Ragsdale (prior engagement)

Meeting began at 1:07pm.

PASTOR'S REPORT: (Attached – additional notes)

● Central Baptist Church renting office space. They also want to hold a worship service, Sundays, 9am. Council amenable but need to run the numbers.

- Would need staff member on site.
- Should pay extra for holding services.
- \$6,000 rent if no Continuo Collective; \$4,500 if Continuo stays.
- Rentals should be aligned with Saint Luke's mission.

FINANCE REPORT: (Jeff reporting)

- Kelli Long hired and trained. All payments are now up-to-date.
- Month of January we are down \$8,700. Nearly \$7,000 electrical and \$4,000 plumbing repairs were unexpected expenses due to pipes under theatre.

- Continuo has agreed to go on a month-to-month rental basis and would leave with one month's notice. Prior notice had to be three months for each party.
- Ad hoc hires are not the best solution but work for us for the time being as other options are not as cost effective.
- Parish Administrator job now includes one half of Soup Kitchen and there is a petty cash system in place to make sure expenses incurred by Soup Kitchen are being credited as such.
- We are reviewing our usher and counter system to make sure it stays on track with people volunteering and doing the job.

PASTORAL CARE: (Richard reporting)

- Contribution received to steam clean the lounge carpet and upholstery and will be done prior to Easter Week.
- Broadway Cares grant for soup kitchen - \$15,000. Thanks to Bob for his hard work and to Chuck for bringing this back to our attention.
- Outreach important – talked about members and non-members. Pastoral Care has a rolling list that we check on every month.
- Jesus of Nazareth to be shown over 6 weeks after Coffee Hour during Lent.
- Retreat (March 15-17).
- 100th Anniversary of the building. (1921, 1922, 1923) – need to decide when to celebrate. Should it be the entire year or one big event?
- Pastoral Care meeting switched to Tuesday, March 19th @ 6:30pm.
- Memorial Service for Barbetta owner on Wednesday, March 6th between the Noon and 7pm service. Wife made a donation of \$5,000 for the Memorial Service. She is also paying Bob, who is donating that money to the church.

PROPERTY COMMITTEE: (Sarah reporting)

- Parsonage Update:
 - The floors were sanded and we are waiting for cabinetry.
 - End of April full wrap-up of the apartment.
- Narthex:
 - Lock not replaced for Narthex and batteries not yet charged for chair lift.
 - Front door panels to be repaired. The guy who restored the doors will come in and look at them and give us a figure.

- Insurance review of current insurance should be done by Property Committee.
- Air Rights are still being worked on. Jeff reported he is working with an attorney and a broker.

UNFINISHED BUSINESS:

- Quarterly Mission:
 - Lutheran World Relief project will be our mission for the first quarter. Judy mentioned we pick the missions ad-hoc and usually balance between domestic issue then international issue.
- Pastoral search:
 - Call Committee has finalized with Margy the mission site profile and there were some small critiques.
 - Three candidates will be presented at a time as opposed to one.

NEW BUSINESS:

- Pastor Strasser's contract ends on March 1st. Contract wording says it continues – no drop in coverage. Can be extended with a paragraph included as an Addendum (We are extending the agreement for another 12 months or month to month). Addendum is signed by Pastor Strasser, Council President, and the Bishop. Check with Margy for language.

Meeting adjourned after a prayer by Pastor at 2:34pm.

Pastor's Report to Council Saint Luke's Lutheran Church

March 24, 2019 Pr Arden Strasser

My core work is worship planning, worship leading, administration, online and written communications, bible study, counseling and pastoral care. I work closely with Bob. I assist facility user groups and contractors with their needs, alongside Scott. I seek out mid-week opportunities for renting our lounge space. I also work with all four committees and their programs. These include our council and its standing committees, including Executive, Property, Finance and Pastoral Care. I like to be present for most Soup Kitchen meals and Clothing Bank days. I also sit on the Synod worship committee. I counsel Shruti Kulkarni, our seminarian.

Special activities which I helped with or participated in since our last council meeting include:

Oscars Feb 24

Lent Activities (Passion drama, WhatsApp group, Jesus of Nazareth episodes shown, Wednesday Vespers and Supper, daily devotions)

Shrove Tuesday Pancake Supper March 5

Outdoor Ashes on Ash Wednesday March 6

8am/12:10 Noon and 7pm Ash Wednesday services March 6

Barbetta Memorial Service March 6

Adult Baptism Juan Rivera March 10

Play Reading March 11

Winter Retreat March 15-17

Still seeking 3rd floor tenant. (Central Baptist Church UWS, Ciplight Theater)

FUTURE STUFF

Self-Assessment Goals

Develop an outreach strategy for membership growth, (incl. children)

Strengthen Involvement in church life/volunteerism,

Increase Connectedness/caring/fellowship

Attend to Social outreach/community relevance

Saint Luke's Executive Council Meeting Agenda
Tuesday, March 12, 2019, 6:00pm

Attendance

Opening Prayer

Introductions/Review Agenda (Brett)

Reports (Committees)

- Finance Committee (Adam)
- Pastoral Care (Richard)
- Property Committee (?)
- Call Committee

Old Business:

- 100th Anniversary Building Ideas/Punch List
- Job Descriptions for Council/Parish Administrator, etc. Anyone we've missed?
- Things to focus on this calendar year
- Any other Old Business

New Business:

Next Meeting will be on:

Motion to Adjourn

Closing Prayer



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Saint Luke's Lutheran Church March Council Meeting

3.24.19

Present: Joey Afanador, Brett Hunter, David Lally, Richard Sterne, Pastor Arden Strasser, Bob Wechtenhiser

Absent: Judy Barnett (illness), Jeff McDonough (moving), Chuck Ragsdale (prior engagement)

Meeting began at 12:58pm.

PASTOR'S REPORT: (Attached – additional notes)

- Ideas for Holy Week include doing a Passion play.

FINANCE REPORT: (Adam reporting)

- January and February where we stand: net -8,000 (10,000 EQ Solutions – electrical and concrete repair)
- Always looking at finances – how to cut costs without cutting service.

PASTORAL CARE: (Brett, reporting)

- Street fairs in the neighborhood need one non-profit sponsor and they get a cut from it. We will look into that.
- Church and Alcohol series (after Easter week) led by Adam.

PROPERTY COMMITTEE: (Sarah, reporting)

- Parsonage Update:
 - Apartment finishing up. Mid-April completion.
- Miscellaneous:
 - Roof sealed up. Roof is now white instead of black – will cool in Summer.
 - Doors getting repaired much cheaper than anticipated.

- Parish Lounge:
 - Children's area: working on ideas. Must be more children friendly overall.
 - Lounge lock. Keep? Get new one? No lock at all?

CALL COMMITTEE: (Brett, reporting)

- They are working hard with the synod and doing everything by the book.
- Council members need to support their work and remain neutral.

UNFINISHED BUSINESS:

- Preparations for Holy Week.
- Pastor's Contract extended – paperwork signed and sent to the Synod.

NEW BUSINESS:

- Pastor Chris von Dehsen will sit with us to explain the special election.
- Increasing social media presence.
- Reports done for Congregational Meeting done by Sunday, April 21st to Brett. Council looks at it on the 28th. Meeting following Sunday.

Meeting adjourned after a prayer by Pastor at 2:04pm.

**Pastor's Report to Council Saint Luke's Lutheran Church
April 22, 2018 Pr Arden Strasser**

My core work is worship planning, worship leading, administration, online and written communications, bible study, counseling and pastoral care. I also encourage committees and their programs. These include our council and its standing committees, including Executive, Call, Property, Finance and Pastoral Care. Other activities which I organized or participated in include:

Holy Week Special Worship Services (Palm Sunday thru Easter)

Supporting Shruti at seminary

LSS & Continuo Collective space sharing discussions

Synod Assembly registrations and hotels are complete

Assessing job descriptions so far with Bob, Chuck and Scott (w/Joey and Judy)

Monday Play Readings

Call Committee kickoff. Start congregational self-assessment

Currently Planning:

June 4 Taste of Times Square

Retreat at Koinonia with Our Redeemer Lutheran Church August 10-12 is booked.

I serve on Synod worship committee: planning for the Synod Assembly

I will teach Sunday School at 10 AM starting...

Summer Sermon Series

Healing Service

Brainstorm on activities: Guest speakers, Rafting trip, Staten Island Yankees baseball game, Trivia night, bowling, Lobster Boat, Governor's Island, hiking, picnic, Cloisters, Royal wedding TV party? on May 19 7 AM.

Pastor's Report to Council Saint Luke's Lutheran Church



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Saint Luke's Lutheran Church April Council Meeting

4.28.19

PRESENT: Joey Afanador, Judy Barnett, Adam Cornelius, Brett Hunter, David Lally, Chuck Ragsdale, Richard Sterne, Pastor Arden Strasser, Bob Wechtenhiser

ABSENT: Jeff McDonough (Unexplained); Sarah Poist (away)

Meeting began at 1:07pm

PASTOR'S REPORT

UNFINISHED BUSINESS:

- The majority of the meeting was going over the individual reports for the Congregational Meeting set for Sunday, May 5th. We were without internet power for the meeting so we had to share paper copies of reports and/or read them from emails. There is no need to take minutes or have a voter sign-in since this is not a voter's meeting, just reports for the year 2018.
- Richard brought up a point about switching between the bulletin and the hymnal. Discussion ensued as to the pros/cons of putting most of the service in the bulletin. There was a general consensus that we should do a better job of teaching people how to use the hymnal.
- Exec Council set up plans to meet to begin the process of staff performance reviews. They will meet separately on this issue.

NEW BUSINESS:

- Richard and David will be attending the upcoming Metropolitan New York Synod Assembly meeting May 16-18. Richard will prepare a written report for the June meeting.

Meeting adjourned after a prayer by Pastor at 2:14pm.

Pastor's Report to Council Saint Luke's Lutheran Church
August 18, 2019 Pr Arden Strasser

My core work is worship planning & leading, preaching, administration, online and written communications, bible study, counseling and pastoral care. I assist facility user groups with their needs and monitor contractors, alongside Scott. I work closely with Bob. I interact with Kelli. I seek out mid-week opportunities for renting our lounge space. I also work with our four committees and their programs. These include our council and its standing committees, including Executive, Property, Finance and Pastoral Care. I like to be present for most Soup Kitchen meals and Clothing Bank days. I also sit on the Synod worship committee. I counsel Shruti Hulkarni, our seminarian. Initiatives I had a role in over the last eight weeks included:

Staff performance reviews (Bob, Scott, Reda, Valvina, Kelli Done. Pedro and Anne remaining)

Following 2013 Saint Lukes Code of Conduct. Underway: Staff to undertake sexual harassment training and background checks.

Undertook detailed assessment of Jean Bokitko's conduct for council. Collaborating with Jean's social worker on continued counseling.

Worked alongside bookkeeper to convert Excel 2019 Church budget into Quickbooks format for improved monthly reporting.

Cleaning servant keeper member database.

Renovation of 4th floor completed & celebrated

Summer Capital Improvement Campaigns (\$17K raised 2019 to date)

3rd floor was readied to rent. Secured a new 3rd floor non-profit tenant, increasing rental income.

Conducted Lighting Energy Consumption Audit with ConEd.

Negotiated with Riu Hotel GM to provide cooked food for Soup Kitchen meals.

Summer Retreat July 27-29

Pride March June 30

Prepared Children's activity space in the Lounge.

Persons now preparing with me to consider membership. (John Derrick, Kyle Svendsen, Mark Martinez, John Agostino, David Gebel*, Kimberly Woods*)

Lobster Boat July 7

Bowling August 11

Silver Bay Lutheran Gathering (Upstate NY & Metropolitan NY Synods). Teaching Pastor July 13-19

Elected to the Board of Lutheran Ministries in Higher Education



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Saint Luke's Lutheran Church June Council Meeting Minutes

8.18.19

PRESENT: Judy Barnett, Adam Cornelius, Brett Hunter, David Lally, Richard Sterne, Pastor Arden Strasser, Bob Wechtenhiser

ABSENT: Joey Afanador (brother's wedding), Jeff McDonough (unexplained), Chuck Ragsdale (family in town)

Meeting began at 11:49am.

PASTOR'S REPORT - attached

BUSINESS CONDUCTED:

- Minutes for June, 2019 approved.
- Richard Sterne announced the Fall Season for the 2019-2020 2nd Monday Play Reading Series. October 14 – The Monkey's Paw by W.W. Jacobs; November 11 – J.B. by Archibald MacLeish; December 9 – 3rd Annual A Christmas Carol by Charles Dickens.
- Property Committee (Sarah) reported they are working on the stove fire suppression system for the Soup Kitchen. There is miscommunication between the Department of Buildings and the NYFD. Project has been going on for 4 years. We are trying to get this permit issue settled once and for all. Chair lift company came and suggested we buy a new one. Pastor will look into this further.
- Treasurer's Report: Adam reported offerings are up. There was discussion on payroll and how to better make that a more streamlined and efficient process. A question came up as to where the Call Committee expenses will go. Adam said they will create a new category for that. The prediction is that the costs will come in under \$2,500.00.
- The Business Capital Improvement Campaign is about \$8,000 short of the total. When we hit \$25,000 (currently at \$17,000), Pastor will go to the Bishop for matching funds.
- Yaddo is our official new 3rd floor tenant and will be renovating the office space (not done since the 1970s), and will be moving in on September 1st. Pastor was able to keep Continuo (\$2,000/mo) and Yaddo will be paying more than the previous tenant (\$4,400/mo).
- Nominating Committee for electing candidates for next year's Council consists of the three people whose Council terms are ending: Adam Cornelius, Brett Hunter, and Sarah Poist. Brett and Sarah are eligible to run for an additional term. Adam is ineligible, having served 2 terms.
- It was recommended that all on Council take the NYC Sexual Harrassment Training, available on the city's website. It takes about 40 minutes to complete and you just need to either print or email a certificate you are awarded at the end, to the church. Further discussion elicited an interest in possibly holding a CPR/First Aid class for members of Council and the congregation at large.
- The Soup Kitchen partnership with the Riu Hotel across the street is going very smoothly and is a success. We will look into continuing this partnership into the fall after the trial period has ended.

- Con Ed is in the process of doing an energy-efficient evaluation of the building. A report will be given when it is finished.
- Adam suggested and will look into hiring an outside marketing company to promote our 100th building anniversary year.
- Call Committee: 3 candidates have been seen so far. No one has made it through to Council.

Meeting adjourned after a prayer by Pastor at 1:32pm

**Pastor's Report to Council Saint Luke's Lutheran Church
September 15, 2019 Pr Arden Strasser**

My core work is worship planning & leading, preaching, administration, online and written communications, bible study, children's lessons, counseling and pastoral care. I assist facility user groups with their needs and monitor contractors, alongside Scott. I work closely with Bob. I interact with Kelli. I seek out mid-week opportunities for renting our lounge space. I also work with our four committees and their programs. These include our council and its standing committees, including Executive, Property, Finance and Pastoral Care. I like to be present for most Soup Kitchen meals and Clothing Bank days. I also sit on the Synod worship committee. I counsel Shruti Hulkarni, our seminarian. Initiatives I had a role in over the last four weeks included:

Established new Manhattan Diakonia training Site here at Saint Luke's (w/ Bob)
Staff performance reviews (Pedro work review completed. Anne final remaining)
Finished Summer Capital Improvement Campaign (\$26K raised from 30 households)
Received preliminary Lighting Energy Consumption Audit with ConEd contractor.
Negotiated with Riu Hotel GM to continue partnership providing cooked food for Soup Kitchen meals.
Persons now preparing with me to consider membership. (John Derrick*, Alex Bender * Kyle Svendsen, Mark Martinez, John Agostino, David Gebel, Kimberly Woods)
Stair lift repaired.
Gods Work, Our Hands Sunday Outreach Sept 8
Joined outing to Bronx Zoo with separated migrant children. Sept 13
Soup Kitchen Inspection Negotiations with FDNY
Disposed of e-waste at Salvation Army. Reduced balcony clutter (w/ Richard G.)

Upcoming:

Following 2013 Saint Lukes Code of Conduct. Underway: Staff to undertake sexual harassment training and background checks.

**Pastor's Report to Council Saint Luke's Lutheran Church
September 15, 2019 Pr Arden Strasser**

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Upcoming:

Following 2013 Saint Lukes Code of Conduct. Underway: Staff to undertake sexual harassment training and background checks.

**Pastor's Report to Council Saint Luke's Lutheran Church
October 20, 2019 Pastor Arden Strasser**

My core work is worship planning & leading, preaching, administration, online and written communications, bible study, children's lessons, counseling and pastoral care. I assist facility user groups with their needs and monitor contractors, alongside Scott. I work closely with Bob. I interact with Kelli. I seek out mid-week opportunities for renting our lounge space. I also work with our four committees and their programs. These include our council and its standing committees, including Executive, Property, Finance and Pastoral Care. I like to be present for most Soup Kitchen meals and Clothing Bank days. I also sit on the Synod worship committee. I counsel Shruti Kulkarni, our seminarian. Initiatives I had a role in over the last four weeks included:

Pet Blessing October 6

Staff performance reviews (Pedro work review completed.)

Staff update: Anne cook has resigned. No replacement yet planned.

Received \$25K Capital Improvement Grant.

New Bishop coming for Advent Vespers December 4.

Soup Kitchen Benefit planning November 18.

Climate Change March September 20.

Persons now preparing with me to consider membership: Kyle Svendsen, Mark Martinez, John Agostino, Maricelli Arias.

Ongoing Soup Kitchen Stove Fire Suppression w/ FDNY & DOB (new sprinkler head install).

Following 2013 Saint Lukes Code of Conduct. Underway: Staff & Council undertaking sexual harassment training.

Planning Christmas Eve 7:00 & 10:00pm services.

Pastoral Acts:

John Derrick & Alex Bender joined.

**Pastor's Report to Council Saint Luke's Lutheran Church
November 24, 2019 Pr Arden Strasser**

My core work is worship planning & leading, preaching, administration, online and written communications, bible study, children's lessons, counseling and pastoral care. I assist facility user groups with their needs and monitor contractors, alongside Scott. I work closely with Bob & with Kelli our bookkeeper. I seek out mid-week opportunities for renting our lounge space. I also work with our four committees and their programs. These include our council and its standing committees, including Executive, Property, Finance and Pastoral Care. I like to be present for most Soup Kitchen meals and Clothing Bank days. I also sit on the Synod worship committee & the board of Lutheran Ministries in Higher Education. I counsel Shruti Hulkarni, our seminarian. Initiatives I had a role in over the last four weeks included:

Voting member list verification. (with David & Bob).

Soup Kitchen Benefit November 18.

2020 Budget planning.

Planning December programs, including Christmas Eve 7 & 10 pm services.

Solicit 2020 council nominees.

75th Anniversary Preacher Lutheran Church of Our Saviour Rochester, NY November 3.

Synod Worship committee Bishop Installation November 16.

I was called as Saint Luke's Pastor on November 10.

Ongoing Soup Kitchen Stove Fire Suppression w/ FDNY & DOB (new sprinkler heads installed, basement drawings amended).

Investigating basement eastern wall water (& sanctuary floor by east doors) ingress and mitigation.

Contractor negotiations for Sanctuary plaster repairs (w Property Committee).

Investigating 500 bulb replacement w/ ConEd contractor to reduce electricity costs. (w/ Property Committee).

Pastoral Acts:

Memorial Service Martin Michaels 11/22 Rochester, NY

Upcoming:

Bishop coming for Advent vespers December 4

Planned Synod ordination Long Island December 7

Council Retreat January 2020

Plan Winter Church Retreat

Parsonage Move in delay

Family Moving Costs \$10K approval?

2020 Pastor Parking costs approval?

Koinonia 4th quarter release?

Set Pastor Installation date

I'd like to thank the 2019 Council members for a great year.



Saint Luke's Lutheran Church
308 West 46th Street, NY, NY 10036
Telephone: (212) 246-3540

To: All Voting Members of Saint Luke's Lutheran Church
From: Council President and Call Committee Chair
Date: October 25, 2019

Subject: NOTICE OF SPECIAL CONGREGATIONAL MEETING

Summary: Saint Luke's will hold a Special Congregational Meeting to extend a call to a new pastor.

When: November 10, 2019, immediately following the 11:00 A.M. worship service
Where: Church Sanctuary, Saint Luke's Lutheran Church, 308 W 46th Street, 10036
Reason: Vote by written ballot, Bishop's representative to preside; two-thirds majority vote required for election; vote on candidate and compensation package only

Your Congregation Council, at a specially-called meeting on October 6, 2019, reviewed and approved a pastoral candidate the Call Committee had extensively interviewed, evaluated, and together recommended to Council. The Council now convenes a special meeting of the congregation for the sole purpose of determining whether to extend a letter of call to the pastoral candidate and approve the agreed-upon compensation and benefits package.

The Bishop's office was advised of these actions, whereupon they selected a representative to attend the Special Congregational Meeting on **November 10, 2019** and to preside over the voting for the call of the pastoral candidate. A two-thirds majority vote, by written ballot, is required of the voters at the specially-called meeting, to issue a call to the pastoral candidate and to approve the recommended compensation and benefits package.

There will be single votes on the call of the pastor and on the compensation package—no other business will be conducted at the meeting.

Per synod guidelines, the candidate will remain confidential until the Sunday before the Special Congregational Meeting. At that time we will reveal the identity and hold a "Town Hall" meeting to share the process that the Call Committee followed, and to understand the basis of their recommendation.

A general description of the recommended candidate: the candidate is an ELCA minister with 20+ years pastoral experience; has served congregations in the Metropolitan New York Synod; is a learned theologian, holding an advanced degree, as well as a music degree; has expertise in worship leadership, leadership recruitment, administration, pastoral care, and strategic mission planning; and has strengths in stewardship, evangelism, community organizing, and global service.

We invite you to join us on **Sunday, November 10, 2019** for this important vote, which affects our future here as a Church. In addition, we invite you to attend the **Town Hall meeting on Sunday, November 3, 2019**. This is an exciting and hopeful time in the life of our beloved Saint Luke's Lutheran Church.

Yours in Christ,

Brett Hunter, Council President

Megan Cornelius, Call Committee Chair

CONGREGATIONAL MEETING TO EXTEND A PASTORAL CALL
Sunday, November 10, 2019

AGENDA

1. Call to Order by Council President Brett Hunter

Determination of a Quorum; Statement of the Purpose of the Meeting

2. Hymn #358: "Great God Your Love Has Called Us"

3. Introduction of Synod Representative **Mr. John Litke**

4. Synod Rep. Prayer

5. Vote

Voting Members

Written Ballot - 2/3 majority (Constitution of the Congregation - Model C9.01)

Single Vote - Call and Compensation

Yes/No Vote

When done voting, please fold your ballot and pass to reps.

6. Hymn #805: "Lead On, O King Eternal!"

7. Prayer

8. Announcement of Results of Balloting

9. Invite Candidate Back In

10. Closing Hymn #645: "Christ Is Made The Sure Foundation"

11. Adjournment - Benediction



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... in the city for good!

November Council Meeting Minutes 11.24.19

PRESENT: Judy Barnett, Adam Cornelius (partial – via phone), Brett Hunter (via phone), David Lally, Scott Layman (Non-Council member), Sarah Poist, Chuck Ragsdale, Richard Sterne, Pastor Arden Strasser, Bob Wechtenhiser

ABSENT: Joey Afanador

Pastor opened the meeting with a prayer at 1:04pm.

BUSINESS CONDUCTED:

- Minutes for October, 2019 approved after a change from Bob Wechtenhiser.
- Candidates for election are: Megan Cornelius and Richard Nesbit. Brett Hunter is also running again.
- Town Hall was held on November 3; Call Sunday was November 10th. 38 voting members were present. The vote was 33-4 in favor of extending the Call to Pastor Strasser. One vote was left blank.

● **Pastor's Report**

- Pastor will move into the parsonage in late January due to not being able to get out of his lease for his UWS apartment, which runs out March 31, 2020.
- Pastor was concerned about renting a crane for the move but Council assured him this was standard practice for big items, including a baby grand piano. Sarah suggested maybe coordinating it with the removal of the piano in the church. Judy mentioned someone may have donated that piano, but Scott said the only piano donated was an upright piano, which is downstairs in the theatre, by John Fricke.
- Pastor also said he was having trouble parking his car. Council approved a parking lot stipend, urging him to park in a covered garage, which will lower his insurance.
- Council Day Retreat off-site on January 25, 2020. Pastor would like to include members of the Call Committee and long-term members-at-large. This will take place of a regular Council meeting.
- Bishop Paul Egensteiner was installed at Cathedral of Saint John the Divine on November 14th. Shruti Kulkarni and David Lally attended. Pastor Strasser served as a co-ordinator for the event.
- Koinonia quarterly mission was low. Only about \$125 was raised. Council approved a \$500 release of funds total.
- Installation will be either Sunday, February 9th or Sunday, February 23rd. Pastor suggested cancelling the 11:00am service and just having the one service later in the day. If we had the Installation at 11:00am, a lot of the local pastors would not be able to attend. Pastor suggested an Ad-hoc Committee to spearhead the event.
- David and Pastor discussed the Mutual Ministry Team, to help Pastor in his first year as Settled Pastor. That will be decided in the new year.
- Pastor thanked the Council for a productive year.

● **President's Report/Exec Council**

- Brett reported that Exec Council has been prepping for the Voter's Meeting next week and the Proposed Amendment. Brett and David will give a recap at the meeting and try to make people comfortable before the vote. Bob cautioned that some members are being rubbed the wrong way by this Amendment. Some have threatened not to come to the meeting. Bob encouraged them to come to the meeting, even if it is to express a "No" vote. Bob mentioned the Amendment is not inclusive enough. It just picks out staff, not family members, etc. Family members, etc. is something that can be added in the future as a separate Amendment. Pastor endorses the amendment because he cannot undertake long range church planning with staff on Council. Pastor is trying to build a strong Council that can hold a pastor accountable, when needed. If staff are on council, the accountability is compromised. This amendment is about good governance. Pastor will speak to the issue, if needed, at the meeting.

- Brett also talked about Exec Council working on the planning of the 100th Anniversary of the building.

- Brett announced Jeff McDonough has resigned from Council, due to increased service to the Synod. Discussion about whether to replace Jeff or just have the Council go back to 9 people from 10 ensued. The decision was made to not fill the 10th slot. Since we did not replace Ernie and have someone fill out his term, we will not do the same with Jeff.

●Finance Committee

- Adam went over the financials that will be presented at the Voter's Meeting next week. He noted that e-giving is way up and it is a great new revenue stream for us. It has not affected regular giving at all. Scott asked about a final report on the parsonage renovation and what, if anything, will be done with the staff evaluations. Scott was concerned that no money was included in the 2020 budget for increased compensation of staff, other than a cost of living increase. The issue had been discussed in February 2019 and was put on hold until the reviews were completed. Scott is concerned that it is not a high priority and is not reflected in the 2020 budget. Pastor asked Bob if Scott was speaking for him. Scott said he is speaking for himself. Pastor agreed that compensation levels are important. The officers completed the performance reviews over the summer. There are considerations why we are not ready to study any staff compensation changes. Pastor said as the brand new settled pastor, he is personally committed to balance the budget, which has now almost been done for the first time in many years. This affects the matter. Also, Pastor now feels ready to give compensation attention, and wants to address it at the Day Retreat with the new 2020 Council members as part of overall staffing considerations for his new call. As Interim Pastor, the larger staffing picture could not be addressed fully. Now it can. Adam had to bow out of the meeting at this point. Scott left the meeting at this point.

●Pastoral Care

- The Angel Tree has arrived. Richard explained how the program will work. We asked for 30 names but we only got 8. We also got a letter from 2 children to Santa Claus, sent to the church office.

- We had a great turnout of 40 people for the 2nd Monday Play Reading Series (J.B. by Archibald McLeash). Featuring Pastor Strasser, Shruti Kulkarni, David and Steven Lally, Kimberly Woods and Alea Strasser. A Christmas Carol reading will be held on Monday, December 9.

- Soup Kitchen Benefit update: Raffle: \$3,000; Total income: \$16,730. Expenses increased about \$700, due to increased costs. Net profit should be around \$12,000. Deadline for final expenses is December 31. The show this year had solid talent and Ed Gaines, the Manager of Saint Luke's Theatre thought this was the best benefit, by far.

- We said goodbye to long-term member Eric Zollinger (22 years) today during the service, and provided him with a gift from Council: \$100 gift certificate for Williams Sonoma and a souvenir booklet from the 100th Anniversary of the Church. Coffee Hour was dedicated in Eric's honor today, as he served as Thurifer for the last time.

●Property Committee

- Sarah reported that Property Committee is going forward with the repairs to the Sanctuary, the stairs leading up to the balcony, and the closet in the Narthex. The first part of the project is to clean the walls in the Sanctuary. All projects should be able to be covered by the money raised from the Capitol Campaign and from what the Synod office gave us. Sarah and Chuck reported that Scott does not attend these meetings.

- We are still waiting on a few people to complete their Sexual Harrassment training.

Meeting adjourned after a prayer by Pastor at 2:48pm.