

## **Lutheran Church of the Good Shepherd Church Council**

January 11, 2021 | 7:00 a.m. via Zoom

**Members Present:** Karl Jacobson, Elise Pokel, Beth Helgen, Bill Kerker, Kathy Bench, Tim Matyi, Morgan May, Cathy Mooney, Tryg Throntveit

**Members Absent:** Dustin Haider

### **Call to Order and Opening Prayer**

### **Approval of the Minutes**

Motion passed to approve the minutes of the December 15, 2020 church council meeting.

### **President's Report**

*Approval of 100<sup>th</sup> Anniversary Planning Team*

**Motion passed to approve the following members of the 100<sup>th</sup> Anniversary Planning Team: Elaine Matyi, chair; Morgan May, Linda Kerker, Brita Taracks, Mary Zeleny Arimond, Nancy Liddy, Ron Hovland, Vic Perlbachs**

*Approval of Charge to Planning Team*

**Motion passed to approve the Charge to the 100<sup>th</sup> Anniversary Planning Team.**

*Approval to Release Funds from Heimarck Endowment*

**Motion passed to release up to \$12K from the Heimarck Endowment to move the following sculptures:**

**“Crucifixion,” by Paul Granlund, up to \$10,000**

**“Diakonie,” by Knud Knudsen, up to \$2,000**

*Ministry Board Update*

- John Mendesh has been working with Karl and Beth to develop a metric to measure what we're doing in relation to our vision statement.
- This will be very helpful as we look at church post-pandemic.

*Reopening (Karl)*

- Acted to delay until at least Ash Wednesday. When we get to Ash Wednesday, what's next?
- Reopening in small ways for small groups makes sense, but we will not open for in-person worship yet.

Morgan: I agree, and I like keeping some life in the building through small groups.

Cathy: I also agree. Once we actually start to get the vaccine we can reopen.

Tim: Do we have a next date for reopening? People might want to know at the Annual Meeting.

Karl: No, not yet. Mid-summer seems realistic.

Bill: As the next reopen date is being considered, we could use the courtyard as a soft opening.

- How can we do worship differently? Encourage participation in worship, some Zoom meetings to discuss worship, drive throughs, etc.

## **Treasurer's Report**

### *Update on December Financials*

- Decided to start recording the actual income in the Vanguard fund.
- Liquidated some of the Vanguard funds and memorial gifts into the Mortgage Funds Account, which is accruing a small amount of interest.
- Endowment has shrunk considerably because we moved funds that weren't endowments out of the account.
- Non-endowment line items moved to retained earnings. This is money available to spend.
- We have a surplus of \$180,000 at the end of 2020. Largely due to the PPP loan, but even without that we had \$56,000 overage. This is great news for the future.

### *2021 Budget*

- We have tried to be conservative yet realistic about what will happen in 2021.
- Budget is built under the assumption that the first 4 months of 2021 will be in pandemic mode, and the last 8 months will be operating like normal.
- If we're in pandemic mode longer, we'll spend less money than budgeted which would make more money available for mortgage payments.
- Envelope offering comes from pledges and an estimate of what non-pledged offerings will be.
- Any surplus at the end of the year can be put towards mortgage payments. As it stands, the budgeted surplus would cover 4 months of mortgage payments.

**Motion passed to approve the 2021 budget and to send the budget to the congregation for final approval at the annual meeting, January 31, 2021.**

Bill: When we discuss the budget, the message should be that we're here to serve others. Because of that, we need a building and that's why we need to cover our mortgage.

Beth: If there is a big surplus left, the Council could designate funds towards service, a seed gift to the 100th Anniversary, etc.

## **Report of the Senior Pastor**

- Very pleased with how the year ended and where the year is starting. Households pledging went up in 2020, and the total amount of pledges went up by 5%.
- Really excited about 2021 and the hope of returning to worship together.

## **Report of the Associate Pastor**

- Looking forward to Lent. Life and the church calendar speak to each other at this time of year.
- Wednesday U and women's bible study continue to be great. People show up as themselves and engage with scripture and themselves.

## **Adjournment and Closing Prayer**

*Minutes prepared by  
Morgan May, Secretary*

# **Lutheran Church of the Good Shepherd Church Council**

February 16, 2021 | 7:00 a.m. via Zoom

**Members Present:** Karl Jacobson, Elise Pokel, Bill Kerker, Andrea Brandt, Tim Matyi, Amanda Sykora, Morgan May, Cathy Mooney, Kevin Roellinger

**Members Absent:** Dustin Haider

## **Call to Order and Opening Prayer**

## **Introductions to 2021 Church Council**

Andrea Brandt, Vice President  
Karl Jacobson, Senior Pastor  
Bill Kerker, President  
Tim Matyi, Treasurer  
Morgan May, Secretary  
Cathy Mooney, At-Large  
Elise Pokel, Associate Pastor  
Kevin Roellinger, At-Large  
Amanda Sykora, Treasurer-Elect

## **Approval of the Minutes**

Motion passed to approve the minutes of the January 12, 2021 church council meeting.

## **President's Report**

*New Member Goal is 100!*

- Good to have goals, it seems like a stretch but why not go for it?

*Ministry Board Reset*

- Discussion of wrapping up vision statement.
- Excited to get this off the ground and start anew this year.

*100th Anniversary Celebration*

- It's a big benchmark, and the planning committee is underway.

*Capital Campaign*

- We are looking to have a capital campaign, possibly in time with the 100th Anniversary celebrations.

*Staffing Updates*

- Karl and Beth have worked to establish a yearly performance review. Bill and Beth will conduct a performance review with Karl this week. It will become an annual review going forward with the current and past president of the council.

- Job description and updates for a lot of staff members, with Laura leaving and the pandemic.
- How can we best utilize our resources?

## **Senior Pastor's Report**

### *Staffing Updates*

- Shifted and split parts from Laura's responsibilities to the rest of the staff in the short-term.
- Short-term contact with accounting firm that works with non-profits.
- Take advantage of this opportunity to see what we need in our staff.
- Would love to see a part-time communications and marketing staff member.

Morgan: Are you looking to replace Laura's job one-to-one?

Karl: No, ideally not. See how we can accomplish and adapt new roles.

### *Ministry Board Rest*

- Working with John Mendesh to reimagine vision and mission statements. These will be great to reinvigorate the whole church community.
- Next steps: go through the statements with Mark and Elise, and then bring it to the council.
- We will use our mission and vision statements as a lens to look at our ministries.

### *Stewardship Team*

- We are going to lift up congregation members and the way we live our lives of faith outside of church. Vocation and occupation as a way we serve in our lives.
- Looking into the year ahead, there's a lot of economic uncertainty. We are discussing quarterly invitations for members to evaluate how their year is going and reflect on financial contributions.

### *Looking Ahead*

- When we return together, it shouldn't be a time where we just go back to the way things were. This is a great chance to look at what can change, what can we let go, and what gaps we can start filling moving forward. This is where some of the leadership team's focus will be this year.
- Staff has been discussing alternatives to what Sunday mornings and Wednesday nights might look like going forward. We will continue to discuss this going forward in the council.

## **Associate Pastor's Report**

- Elise is taking over all of Laura's volunteer coordinating, and is excited to engage with members this way.
- Wednesday U is going great.
- Saturday women's bible study is focusing on different theologians over the centuries.
- Looking forward to rethinking worship and education with staff.

## **Treasurer's Report**

### *Balance Sheet*

- January is healthy, a carry-over from the end of 2020.
- \$163,000 funds are set for the mortgage (funds were moved here from the Vanguard account).  
If our operating account hold sufficient funds we will pull from there first for the mortgage.
- We set up a CD account for future use for mortgage payments in 2022.
- Stocks for Ameritrade will be zeroed out in February since we sold stock.

#### *Profit and Loss*

- January giving was \$228,091. This includes \$150,000 received as an expected one time annual gift. We're pretty comparable to January 2020 giving.
- Building use receipts were down \$4,500.
- Made a payment to the synod under benevolences.
- Maintenance, property, and utilities dropped about \$3,000 due to non-use in the building.
- We are continuing to receive pledges. Since January 1 we've received four new pledges in excess of \$25,000. We've already surpassed our budget.

#### *All-in-One Accounting*

- Meeting tomorrow with All-in-One Accounting. Will have a better handle of what they anticipate costs will be.

#### **Adjournment and Closing Prayer**

*Minutes prepared by*

*Morgan May, Secretary*

# **Lutheran Church of the Good Shepherd Church Council**

March 16, 2021 | 7:00 a.m. via Zoom

**Members Present:** Karl Jacobson, Elise Pokel, Bill Kerker, Andrea Brandt, Tim Matyi, Amanda Sykora, Morgan May, Cathy Mooney, Kevin Roellinger

**Members Absent:** Dustin Haider

## **Call to Order and Opening Prayer**

### **Approval of the Minutes**

Motion passed to approve the minutes of the February 16, 2021 church council meeting.

### **President's Report**

#### *Performance Review for Karl*

- Good effort, was definitely worthwhile
- Will continue this each year

#### *Ministry Board Reset*

- Tim: Is there a timeline for the ministry board reset?
- Bill: shooting for April as a kick-off of things. Bill and Andrea are working on the backend of things, Karl will work with staff to guide vision and mission.
- Karl: The next steps are to talk about mission and vision with the church council, then to the ministry board. The hope is to roll everything out late summer.

#### *Other Updates*

- Reopening Taskforce
  - Likely looking at outdoor summer services sometime in June
- VBS will be two weeks, each with 20 campers
- Moving sculpture process continues

### **Senior Pastor's Report**

#### *Reopening Conversation*

- Taskforce met to discuss reopening options
- Hope to reopen in June for Wednesday and Summer morning worship
  - Courtyard could hold max 60 with COVID restrictions
- Staff office hours open for people to make appointments
- Open sanctuary for private prayer, starting Holy Week, through a sign-up system

#### *Livestream Plans*

- Long-term need to have an online presence
- Will need to keep online services available for those not comfortable to attend in-person yet

#### *Discussion*

Cathy: Could we livestream worships so you don't have to produce a separate online service?

Karl: Currently we don't have the tech needed. But longterm this is something we need, ideally by the fall. If we buy tech, we'll need to raise money to purchase everything.

Morgan: We could use cheaper equipment and gear in between raising money and launching a livestream.

Amanda: I don't think we'll have trouble raising the money. A lot of people will support this, and it's a good way for our church to adapt and move forward.

Kevin: In the meantime, how receptive would people be to have the live service recorded and then made available later that day?

Amanda: Would a survey be helpful to gauge people's interests in attending in-person? We don't want to announce this too quickly.

Tim: Might be too early to do a benchmark, since people are still waiting for comfort level. Do we evaluate this next month, and then announce to congregation in May? At this point, I'm in favor of going forward with this plan.

Bill: Personal prayer for Holy Week is a good starting point to gauge interest.

Karl: Makes good sense to announce to congregation in May. Volunteers will be helpful for cleaning, live-streaming, etc. This will be a good way to plug people back into the congregation.

**Motion passed to reopen the sanctuary for private prayer during Holy Week, and to reopen the courtyard for Sunday and Wednesday services beginning in June.**

*Fall Worship*

- Is it time to switch to a single service time on Sunday mornings? We will discuss more in the coming months.
- The summer worships will give us a chance to hone the worship format for Sundays and offer a worship service on Wednesday nights.
- Restructuring gives us more flexibility for families and those who can't worship Sunday mornings.

*Discussion*

Andrea: I support this, it makes a lot of sense. Sunday mornings are busy for families now with sports and other activities.

Tim: I'm in favor of the concept of one service moving forward. At some point families have to put family first, so I appreciate Karl making this one of the reasons for consideration.

Karl: We'll circle back to this discussion at a later point, once summer worship planning begins.

**Associate Pastor's Report**

- Elise will be fully vaccinated by mid-April. Starting to set-up appointments to meet with people and visit nursing homes.
- Preparing for Holy Week and Easter.
- Continues to be focused on personal care, Women's Bible Study, sermons, and getting back to visitations.



## **Treasurer's Report**

### *All in One Accounting Updates*

- Our accountant has some questions on processes, etc. Amanda's been the point person for this
- Putting counters in place to centralize offering count

### *Budget Overview*

- Financials continued to be strong in the month, overall, net income is over \$30,000 budget
- \$8,000 behind budget for the month, Miscellaneous Income was down
  - This is because budget was based off of last year, will have clearer idea going forward
  - Performing arts, lack of building use, etc.
  - No real concerns here
- Quilters can go over budget this month to continue to purchase product
- February payment to the Synod was unintentionally delayed
- New line item for professional services of \$1,400, for our accounting fee
  - This should decrease over time as they get more used to our budget and systems

## **Adjournment and Closing Prayer**

*Minutes prepared by*

*Morgan May, Secretary*

## **Lutheran Church of the Good Shepherd Church Council**

April 20, 2021 | 7:00 a.m. via Zoom

**Members Present:** Karl Jacobson, Elise Pokel, Bill Kerker, Andrea Brandt, Tim Matyi, Amanda Sykora, Morgan May, Cathy Mooney

**Members Absent:** Kevin Roellinger

### **Call to Order and Opening Prayer**

### **Approval of the Minutes**

Motion passed to approve the minutes of the March 16, 2021 church council meeting.

### **President's Report**

*Simpson House - Mark Halverson*

- We have a longtime relationship with Simpson House. Located near an area where fires were during the protests around George Floyd, they are preparing to potentially evacuate following the verdict of the Chauvin trial.
- If they find themselves in an unsafe situation, they would like to transport their residents and staff to our church building for a couple of days.
- An action plan is in place to relocate following the verdict of the Chauvin trial.
- Will be helpful to have a few volunteers on call to provide supplies and make sure everything goes smoothly.

Tim: If this potentially affects the pre-school, we need to be upfront about it.

Mark: Yes, our contact with the pre-school is in the loop and on the list of first contacts for this decision.

**Motion passed to approve Simpson House resident relocation to Good Shepherd in the event of an unsafe environment following the verdict of the Chauvin trial.**

*Ministry Board Exercise*

- John Mendesh is leading great work on developing vision and mission
- It's an exciting time with good conversation to reenergize the ministry of our church

*Visual Arts Committee*

- Energy that this group has is amazing
- How can we increase visibility through art, similar to the advent wreath this past year?

*Other Updates*

- Successful spring cleanups
- Date to be set for reinstallation of sculptures

### **Senior Pastor's Report**

### *Ministry Board Update*

- Ministry board will start meeting in early May
- John Mendesh will join council meeting next month

### *Reopening Updates*

- More groups have started to meet in the building
- Total cost for livestream equipment is \$1000, plus \$700 annually for livestream service
- Plan is to reopen on June 6, the first Sunday in June, with one morning service outside. Wednesday programs will start the following Wednesday.

### *Other Updates*

- Dustin will be hired as part-time communications employee following his internship and before his call placement
- This will be a good trial run to develop the new position out and learn what we need in this role for an eventual full-time hire

### **Associate Pastor's Report**

- Continue to spend time doing pastoral care for the increased anxiety during reopening
- There will be more opportunities to serve people in-person as we are comfortable and vaccinated

### **Treasurer's Report**

#### *Budget Overview*

- We're in good shape on our mortgage funds account
- Vanguard investments increased \$15k
- Total offerings for the month are under, but total on the quarter is still \$7k over budget
- Foundation grant pass through gift of \$14k
- Building receipts are lagging
- Down \$8k in total income for the month, but our net income is healthy
- Expense for All in One Accounting increased from \$1400 to \$2500 due to weekly meetings, but this will go down with fewer meetings
- Big jump in insurance and tax payment, and utilities up from colder weather
- Net income \$26k over budget, for quarter YTD we're in good shape

### **Adjournment and Closing Prayer**

*Minutes prepared by*

*Morgan May, Secretary*

# **Lutheran Church of the Good Shepherd Church Council**

May 18, 2021 | 7:00 a.m. via Zoom

**Members Present:** Karl Jacobson, Elise Pokel, Bill Kerker, Andrea Brandt, Tim Matyi, Amanda Sykora, Morgan May, Cathy Mooney, Kevin Roellinger

**Members Absent:** None

## **Call to Order and Opening Prayer**

### **Approval of the Minutes**

Motion passed to approve the minutes of the April 20, 2021 church council meeting.

### **President's Report**

#### *General Updates*

- Looking to get our congregation even more involved in the surrounding community as we reopen
- Property cleanup tonight
- Will start in-person council meetings in June

### **Senior Pastor's Report**

#### *Update on Dustin Haider*

- Dustin Haider's last day is May 30, will hold digital farewell
- Contracted him to do communications work

#### *June 6th Service*

- Parking lot service
- Gauge intention and numbers for location
- When we're outside, masks aren't needed
- If indoors, masks are required
- Wednesday evening services will start June 9, in collaboration with Andy Pokel

#### *Other Updates*

- Overall, things are going well
- Handling the transition back to in-person well

### **Associate Pastor's Report**

- Thinking through logistics of getting back to in-person services. How do service teams function now?
- Lots of visits with senior members, nice to reconnect and have social interaction

### **Treasurer's Report**

#### *Balance Sheet Overview*

- Vanguard Investments are the same

- Pulling \$11,300+/-month for mortgage
- Total assets decreased over the last month, as expected
- All in all, balance sheet looks strong and healthy

#### *Income Statement Overview*

- Envelope offerings dropped
- Building receipts will start to go up as more outside groups return to the building
- \$13,000 below income for the month, attributed to no miscellaneous income and decrease in envelope offerings
- \$8,000 under expense budget for the month
- Net income for the month -\$19,000, net income of \$134,000 for 2021
- January and February started out strong, March and April we're seeing a decrease in offerings. Something to watch, we'll likely see this trend continue. We're in good shape, but don't want to be overly optimistic.

#### **Ministry Board Updates: John Mendesh**

##### *Overview*

- Purpose is in part to generate good conversation and help us figure out who we are and where we're headed.
- Started at the council level, expanded to staff and further council members.

##### *Updates*

- This is not a project to cull ministries, it's meant to answer the question "are we are who we say we are?"
- What is our vision and mission, and are our ministries reflective of this?
- Lots of good discussion amongst the staff to assess where things are, where we're going, and what metrics do we use to measure success?
- We're only going as fast as we can go well, with the goal to have the work completed no later than Rally Day.

##### *Early Observations*

- We have a lot of ministries (over 150)
- We have many efforts that we call ministries that aren't rally ministries
- Our ministries are very staff driven

##### *Early Questions to Consider*

- Where do we wish to be on the "transactional vs. relationship" continuum?
- Where do we wish to be on the "broad vs. deep" continuum?
- Top 3 challenges that inhibit effective church ministry
- Top 3 opportunities for more effective church ministry
- Top 3 "Best in Class Ministries" of our church (this will give us insights)

Andrea: It's really great to take a step back and evaluate our ministries. It's also a great opportunity to renew our faith and commitment to those ministries we care about.

Tim: Stewardship Committee has found that we are well positioned for service and ministry, good to see that we aren't behind the curve.

John: We should approach our challenges as opportunities. Acknowledge that we aren't behind the curve, but that reality is different than even 5 years ago.

Karl: This process will help us to thrive, not just survive.

Morgan: This work will be super important for our 100th anniversary and looking forward to the next 100 years. Where are we going and what can we change?

John: Another outcome from all of this is a stronger, better, staff and team of people leading our congregation.

### **Adjournment and Closing Prayer**

*Minutes prepared by*

*Morgan May, Secretary*

# **Lutheran Church of the Good Shepherd Church Council**

June 15, 2021 | 7:00 a.m.

**Members Present:** Karl Jacobson, Elise Pokel, Bill Kerker, Andrea Brandt, Tim Matyi, Kevin Roellinger, Morgan May (via phone)

**Members Absent:** Cathy Mooney, Amanda Sykora

## **Call to Order and Opening Prayer**

### **Approval of the Minutes**

Motion passed to approve the minutes of the May 18, 2021 church council meeting.

### **President's Report**

- It's been great to be in-person again and see old faces.
- Church clean up is going well.
- There's a plan in place to reattach the sculpture in the Narthex.

### **Senior Pastor's Report**

- Back in person, numbers are really good.
- Summer things are picking up. VBS started this week, and the Wednesday experience is going well after the first service.
- People are asking about coffee hour, leads to discussion about further reopening:
  - Elise: We should consider reopening as it relates to children under 12 who aren't vaccinated.
  - Kevin: Agreed. It can be awkward to put them in a situation with some masks.
  - Karl: In some ways, refreshments is no different than how worship currently operates. Not saying it should happen, but it is a conversation to have.
  - Morgan: Let's consider what refreshments really are: time together and conversation. How can we encourage that more without needing treats?
  - Karl: Shorter term, we can just have coffee and stay away from refreshments.
  - Andrea: Let's keep it as a no for now, but will reevaluate next month.

### **Associate Pastor's Report**

- Services are starting up really well. It's so good to be singing together and communing together again. It feels as normal as it can.
- Wednesday night was really fun, it's nice to have a variety of music and preaching.

### *Worship Discussion:*

Bill: Herb Morgenthaler is interested in helping with the livestream setup.

Karl: Our plan is to start live-streaming in the fall, once we have the time and staff bandwidth.

### **Treasurer's Report**

- Our accounting firm hasn't completed our financials for the month, so we have no updates on May financials.

Elise: Could we get All in One Accounting to send giving updates for members?

Tim: I'll check in and see if we can get something out by the end of June.

Morgan: Overall, how has All in One Accounting been going for the church?

Tim: We've been really happy with their work and attention to detail. It's been a smooth transition and they're doing good work.

### **Adjournment and Closing Prayer**

*Minutes prepared by*

*Morgan May, Secretary*



## **Lutheran Church of the Good Shepherd Church Council**

July 20, 2021 | 7:00 a.m.

**Members Present:** Karl Jacobson, Cathy Mooney, Elise Pokel, Bill Kerker, Andrea Brandt, Tim Matyi, Kevin Roellinger

**Members Absent:** Amanda Sykora, Morgan May

### **Call to Order and Opening Prayer**

#### **Approval of the Minutes**

Motion passed to approve the minutes of the June 15, 2021 church council meeting.

- Only (in jest) change would be to alter “it was great to see *old* faces” to “it was great to see faces”

#### **President’s Report**

- Capitol Campaign
  - Bill & Karl have started talking about campaign for 2022.
  - Beth had shared some leads so they will continue with those in mind.
  - In past, campaigns were 3 years long. Not sure of duration this time.
- Property board met last week and discussed
  - Pavers on France Ave side failing - considering replacing w/concrete (getting bids, would include some needed concrete on SE side of property too),
  - Mechanical system has different capacities depending on the room so should look at this
  - Technology to control the HVAC is no longer supported so this should be upgraded, Grant, Bob, Bill and others are looking at options.
  - Pinehurst (building where Caribou used to be) has contacted us about renting out some of our parking spaces, looking at arrangement and factoring in liabilities.
  - 5:30 clean up tonight.
  - Sliding doors - approved to be fixed but not sure timing or who will own this. The issue was noted as a year ago per Tim with recommendation it be fixed soon. Bill to follow up.
  - Granlund sculpture movement - Chuck Liddy is coordinating this. It’s expected to happen in July or August.
  - Bus - Elise reported that bus breaks didn’t seem to be working. Air wasn’t working earlier. Bob Stein took to shop and was told they are working but some work is needed. Estimates pending. Bus driver feels OK to drive it.
    - Tim commented that the bus is old and before we spend a lot of money on it, we should consider big picture/efficiency of bus.
    - We need to look at cost/benefit of having a bus, and/or other options (such as ride share).

#### **Senior Pastor’s Report**

- Staff - team is ramping up and it’s going well. Staff also is resuming scheduled vacation which is good.
- Mission Vision Work
  - One session w/John Mendesh remains and then report will be emailed.
  - Good conversation was generated.

- Sun morning & Wed evening services
  - Going well, good working w/Andy who is doing nice job.
  - What Wed night will look like this fall is still TBD.
- Fall update - looking at a theme related to following Jesus.

### **Associate Pastor's Report**

- Visitation -Elise has done a lot of visiting including patio visits for those members that can't get here. Goal is to help people to keep their connection to church, sometimes that means helping them w/technology
- Bus - liaison for bus
- Covid - keeping an eye out for changing landscape especially for children not yet vaccinated, and Delta variant (transmission and seriousness of illness) for all ages.
  - Sunday school - more discussion needed, whether masks would be needed and/or other measures. Still TBD.
  - Gym usage now and in fall- more discussion needed. Has been used minimally by one family past few months but other kids expected once fall activities start up.

### **Treasurer's Report**

- Mid year statements will be sent out in a letter (Jan-June) in August specific to each person.
- Balance sheet
  - Checking/savings has decreased.
  - Stock market continues to do well so increase in investments.
  - Portico bill is insurance/pension - see pre-payment glitch (part of it was paid 2x) Tim working thru.
  - MIF loan - will have extra \$1,300 paid on principal starting in Aug due to rate change. Tim will confirm this happens after the 8/1 payment. Was 5,700/month will go to 7,000/month.
  - Increase in monthly giving (past months were lower). YTD we are 6k ahead on envelopes but 2k behind in festivals. Misc income - receipts about 2,300/month. Had budgeted 6,200. Getting some calls from other groups to start using our building so that could help us get back to the 6,200 amount.
  - 14k one time grant will be moved to Foundation.
  - Total Income for month was 30k below budget, 87k behind YTD
  - Expenses for month 10k below budget, YTD 91k below.
  - Overall net ordinary income (w/depreciation) for month is 20k under, YTD is a bit over.
  - In general, we are doing OK (less income but less expenses) and not planning to dip into reserves.

### **Adjournment and Closing Prayer**

*Minutes prepared by Andrea Brandt*

## **Lutheran Church of the Good Shepherd Church Council**

August 17, 2021 | 7:00 a.m.

**Members Present:** Karl Jacobson, Elise Pokel, Andrea Brandt, Tim Matyi, Amanda Sykora, Morgan May, Kevin Roellinger

**Members Absent:** Bill Kerker, Cathy Mooney

### **Call to Order and Opening Prayer**

#### **Approval of the Minutes**

Motion passed to approve the minutes of the July 20, 2021 church council meeting.

#### **President's Report (via Vice President)**

##### *South Parking Lot*

- The old Caribou building is requesting use of the south part of our parking lot for overflow parking. This happened 15 years ago, but hasn't happened recently.
- Bill received good advice from insurance agent on minimizing LCGS's liability exposure. Plan is to discuss a written lease with Craig Brandt and will share an update as this progresses.

##### *Property Update*

- The bus is rolling, for now, thanks to Bob Stein's efforts. Also, it seems to be very appreciated by the riders! This leads to a larger discussion of investing in a new church bus. Need to consider how often it's used and cost of a new bus. We will discuss this at a later time.
- We will receive a few bids for some delinquent pavement repair.
- We will be scheduling one or possibly two site clean up efforts prior to Rally Day.

#### **Senior Pastor's Report**

##### *General Updates*

- Had a great meeting with John Mendesh this week on the mission/vision project. One step away from wrapping up the mission/vision conversation with staff and church council.
- With the development of COVID, we will have the following Sunday schedule:
  - Education hour at 9:00am
  - One worship service at 10:00am, masks strongly encouraged
  - Coffee hour before and after, only in the courtyard
  - Wednesday nights will continue in the new style started this summer

Karl: Attendance has fluctuated on Wednesday nights, but we're going to keep at it in the fall.

Andrea: I really enjoy the Wednesday services. It's a great change of pace and I love the casual, conversational nature.

Morgan: I also support continuing the Wednesday services, even if numbers are small for now. I think this service fits really well with our congregation.

Amanda: My family has been very appreciative of masking at church. It feels good to not be alone.

### *Rally Day*

- Will still happen, but without a picnic. Working to have something that everyone can take home.

### **Associate Pastor's Report**

- Lots of member care. It's becoming difficult to visit safely as more care centers are locking down. This especially affects members with memory loss.
- Concerned about visits as we enter fall and winter and can't visit inside. Hoping that the new strain passes through quickly.
- We need to remain mindful and find opportunities to stay connected with our homebound members. They'll need a lot of love and a lot of encouragement.
- We had a new member picnic this week with 8 new members, discussing "why Good Shepherd?". The overarching theme was great music and great sermons.

Amanda: At work, we had "random coffee" where people signed up to have coffee and got assigned small groups randomly. It was a really nice way to meet new people. Could we implement this at church?

Elise: Great idea! Let's connect offline.

Tim: 8 new members seems very positive. Do you know if these members are new church-goers?

Elise: Members had some connections to church, but all really felt very welcome at Good Shepherd.

### **Treasurer's Report**

#### *Update on All-in-One Accounting:*

- Need to hand-off deposit duties from Katrina to someone on staff. This is good prudence in financial security. One person counts the money, one person deposits the money, and one person double-checks and enters the information into our financial database.
- With Katrina only working 4 hours/week, it's difficult to update our financial database quickly with donor information and amounts. We'd like to have a volunteer assume these duties to expedite the process.

Elise: We have a few options with our receptionists for data entry.

Tim: I'll defer this to Elise and Karl, to come up with training and a viable person.

Amanda: Once we get caught up, it really shouldn't take a lot of time.

Tim: I agree. We're ready to run with this, it will be a change for the positive both in security and efficiency.

Karl: Could you outline the steps we need? Then we can follow-up with volunteers and staff.

Amanda: Would be nice to have a policy in place as we go forward with this. At the end of the day, Katrina can't be doing all three duties. As long as we have more checks in place, then we're all set.

### *Balance Sheet Overview*

- \$20,000 decrease in checkings/savings account
- Vanguard Investments have stayed the same

#### *Income Statement Overview*

- Envelope offering YTD is \$9,000 over-budget
- Building use is picking up a little bit, but still under-budget by about half
- Total July income was \$72,000 vs budget of \$87,000
- YTD income \$100,000 below (not super accurate, since we based budget off of uncertain 2020 numbers)
- Expenses are under-budget by \$12,000
- Net ordinary income for July is -\$10,000
- Net ordinary income YTD is \$3,000
- We're looking good, but our net ordinary income has been dropping month-to-month. We'll have a better sense of where we stand in October.
- July looks better than most other Julys.

#### **New Business**

##### *Live-streaming Worship: (Karl)*

- At the end of the summer, we will shift from recording services to live-streaming the service and saving the recording to share.
- Total cost for equipment is around \$3,000.
- The back audio booth will be built up to support the new livestream setup.

##### *Kitchen Updates (Karl)*

- We've been approached by two different people, wondering if our kitchen could qualify as a commercial food kitchen and be available to rent.
- Grant Johnson is working to see what costs and needs are to make this happen. Our sense is that the kitchen is close to meeting standards.

Andrea: I'm excited about this, I don't see this being any different than renting to the preschool.

Amanda: It's taxable, just like the preschool. Would be very similar.

Karl: I'm excited about partnering with local people working to bring food solutions to North Minneapolis. I'll keep the council update as this process moves forward.

Elise: Both are exciting areas to be involved. Just be aware of when folks have access to the kitchen and overlap in hours with the preschool.

#### **Adjournment and Closing Prayer**

*Minutes prepared by*

*Morgan May, Secretary*

## **Lutheran Church of the Good Shepherd Church Council**

September 21, 2021 | 7:00 a.m.

**Members Present:** Karl Jacobson, Elise Pokel, Bill Kerker, Andrea Brandt, Tim Matyi, Amanda Sykora, Morgan May, Cathy Mooney, Kevin Roellinger, John Mendesh

**Members Absent:** N/A

### **Call to Order and Opening Prayer**

### **Approval of the Minutes**

Motion passed to approve the minutes of the August 17, 2021 church council meeting.

### **Ministry Project Update (John Mendesh)**

#### *Project Process*

- Staff has been very engaged in sharing ideas.
- Between now and the next council meeting, the council will give more feedback.
- We start with who we say we are, and where we are today. What are the challenges we're facing?
- Rough framework around what the ministries are. Staff, council, and other key people evaluated master list of current ministries at our church.

#### *Executive Summary*

- Significant opportunities to tighten our language around ministry.
- Give thought as to how we want our ministries to look going forward. We could go deeper in our very best ministries and selectively add to our ministries where appropriate and needed.
- Doing nothing is probably a bad choice. Nothing is broken, but giving careful thought is needed to keep us going forward.

Karl: We can say who we are, but without reflecting on how we want to shift, we'll continue to drift like the larger church. We need to adapt and change or we won't be around in 50 years.

- How do we tell our story better?
- Our mission now reflects us. **We** make disciples. **We** center ourselves in worship. **We** develop Christ-centered relationships. **We** share our faith through other-centered service.
- As we go further, our goal is to ensure that the ministries of this congregation are aligned with core/vision/mission, and to clarify and focus the role of the Ministry Board to ensure they are carried out well and to energize the members of this congregation in their life of faith.
- Even as we go forward, let's not lose track of what we do well. We can ground ourselves in what we do well while improving in the areas we think we should grow.

#### *Where We Think We Want to Grow*

Karl: A lot more people are joining us globally, online, etc. Taking those numbers into account, our weekly attendance is the same as it was with in-person services two years ago. We stumbled into this, but those are the kind of things we should be thinking about moving forward.

### *Next Steps*

- The council will review insights and give direction to the Ministry Board.
- Define what we mean by “ministry” as simply and clearly as possible.
- Align Ministry Board objective/approach/degrees of freedom. We envision the Ministry Board to be both a “Clearing House” and “Encourager” of ministries in the church.
- Evaluate staffing, job descriptions, and needs moving forward.
- Share with 100th Anniversary Committee

Karl: This work is so valuable to help the Ministry Board do its job. John has done great work, and it’s been a really good process. I feel really excited about the future based on the process already.

John Mendesh: We do this work to have these tools and utilize them. Not to put up on a shelf and forget about them.

Tim: What is the council’s charge for next month?

Karl: Go through the Executive Summary and come with questions, input, ideas, etc.

John: I’ll follow up with some more direction and questions to absorb this information, and give thought directionally.

Karl: The hope is to have the Ministry Board going again in November. We’re going as fast as we can go well.

Morgan: We should make sure this good work continues to pass onto councils year-to-year, and looping members in.

Karl: That’s one of the best ways to keep this work a living, changing one.

Bill: I know how to share my life, which is faithful. Regarding staff, it’s the engagement of other members that will help us do what we want to do. We have to arm our members with opportunities to join in and serve.

### **President’s Report**

#### *Good to be Back!*

- Very exciting to see people coming back to worship.

### **Senior Pastor’s Report**

#### *General Updates*

- Our worship and education themes have come directly from the mission/vision conversations with John. This work is already paying off.
- How can we get folks engaged that are watching church online? We’re working towards this goal.
- Dustin has created a job description of the communications work he’s been doing, as his work comes to a close.

#### *Commercial Kitchen*

- It would not be very expensive to make our kitchen a commercial kitchen.
- Two groups that are looking to use our kitchen that could benefit the community and our church.

## **Associate Pastor's Report**

### *General Updates*

- Visitation and preaching is where energy is focused right now. We can get lay eucharistic ministers going again.
- Updating Sunday service teams to reflect current membership.
- Work right now is about connecting and engaging members to do ministry with us.

## **Treasurer's Report**

### *General Updates*

- Expenses for the bus will proceed, and will be reflected on next year's budget.
- August financials are fine, just a little behind on contributions. Expect to see an increase in the fall as people return to worship.
- Total loss at \$1,000 through August. Even with that, we're doing much better than expected.
- Still meeting monthly with All in One Accounting. They are helpful, just need to update some administrative roles and expectations.
- Amanda can file our tax returns to avoid paying someone else to do it.

## **Adjournment and Closing Prayer**

*Minutes prepared by*

*Morgan May, Secretary*



# **Lutheran Church of the Good Shepherd Church Council**

October 19, 2021 | 7:00 a.m.

**Members Present:** Karl Jacobson, Elise Pokel, Bill Kerker, Andrea Brandt, Tim Matyi, Amanda Sykora, Morgan May, Cathy Mooney, John Mendesh

**Members Absent:** Kevin Roellinger

## **Call to Order and Opening Prayer**

### **Approval of the Minutes**

Motion passed to approve the minutes of the September 21, 2021 church council meeting.

### **Capital Appeal Presentation (Kristin Wiersma, Kairos and Associates)**

*Goals for LCOGS Fund Development*

- Church members engage more deeply with the church.
- An intentional time for members and leaders to grow in faith.
- Leaders listening carefully to the hopes and dreams of the members for the church's future.
- Understand the opportunities around the church for service, growth, and evangelism.
- Disciples are moved by God's vision for the future of LCOGS and commit to making it happen with prayer, support and financial gifts.
- Raise the energy, support and money necessary for the debt retirement project in order to be ready to fully engage in future ministry.

### *Four Phases of a Capital Campaign*

Listening Phase:

- Listen to where people are and make sure they're plugged into the vision and goals of the capital campaign.
- When dealing with debt, it keeps most people in tension. Once it's paid off, you should be focused on another goal. After you free your debt, what is the energy focused towards?

Preparing Phase:

- Take what has been learned in the Listening Phase and solidify the capital case narrative.

Inspiring Phase:

- Engage your congregation in diverse and meaningful ways. Tie it together through a theme and special activities.

Fulfilling Phase:

- 3 year phase of giving, and making sure people are thanked and feel excited about giving.

Karl: This is coming at a great time with our 100th anniversary celebrations and ongoing mission and vision work.

Morgan: I agree that we'll need a focus to direct people, especially since this is for paying off debt and won't have an easily tangible product (like we did with the building remodel).

Kristin: Yes, we need to help people imagine what can we do next after paying debt. We have opportunities post-COVID to reengage and tap into people's want to get back and involved.

Tim: What percentage of people reply to the survey?

Kristin: On average, 60-70% of attending congregation members. This is a good place to start because we can build it into the work we do.

Amanda: Would multiple buckets of giving be helpful? If you're not interested in giving to pay off debt, is there an option? I'm not as familiar with the development side, so just curious.

Kristin: This can often lead to segmented giving and splits trust amongst the body of the church. Our annual fund is where people can still give to the causes they'd like to directly support.

Karl: It seems to me that the question of what we'll be able to do with our money and time after this is key.

Kristin: Right now, being debt free is the best thing a church can do so we can put more energy into our people and ministries.

### **Ministry Project (John Mendesh)**

#### *Alignment on Definition of "Ministry"*

- Working definition: Using all that we are and have to love the Lord our God and to love our neighbor. That includes our time, our treasures, our assets.
- This definition helps us measure ministries against a goal and theme.

#### *Ministry Discussion*

- Do you want more ministries?
- Do you want different ministries?
- Do you want more ministries done differently?

Kathy: I think we need more ministries. I don't know what the big needs are, but possibly different ministries. Majority answer yes, but don't have all the ideas as to what that looks like.

Morgan: No to more. Yes to more ministries done differently. We need more ministries done powerfully.

Andrea: Slightly different, slightly less. Keep the bulk of what we do well, but drop some of the peripheral ministries.

Amanda: I agree. It's the same people doing the same ministries, so how can we cast a wider net? Maybe some less ministries.

Tim: Not more ministries, but without saying no to members who are interested. A tough question is if ministries should be done differently.

Bill: We need more targeted ministries that represent who we are and who we want to be. Done differently might be seeking and developing disciples and creating opportunities for people to serve on these ministries.

Elise: I don't think we need more, but galvanizing what we have is the right move to make. Consolidated ministries so that we can use our resources well. Being aware of what we're already doing and highlighting the ministries we do well to get people involved.

#### *Alignment on "Key Focal Areas" for Ministry of Our Church*

- Based on the work to date, the starting three main focal areas seem to be:
  - Homelessness
  - Food security/hunger
  - The arts, broadly defined

Tim: My first thought is that the same examples keep coming up for the suggested themes. What's the jump start to kick in action and resonate more? If we put these down here and do what we've always done, I'm not excited about it. We need to look more broadly to fill these themes out.

Kathy: I agree with Tim wholeheartedly. People are so busy, how do we get young families with kids coming and staying with the church? I like the intergenerational focus as well.

Elise: Pre-pandemic, Andy and I had every intention to serve with Fred. The pandemic has really segregated people by age and risk group. We need to be really intentional about asking people who are here what they care about and want to be involved in.

Tim: Personally, I don't think intergenerational is one of our current strengths. Whatever we focus on should be happening throughout the life of the church, and at the forefront of our activities.

Karl: We highlight the things we're already doing, so that we can move energy into them and fill in the gaps.

John: Next steps are to roll out communications and get congregation involved. The annual meeting will be a good chance to get people up involved and engaged.

Karl: I'd like to see the annual meeting change to ignite things and point forward for our congregation.

### **Senior Pastor's Report**

- Karl is meeting with another consultant tomorrow. After this, we'll want to decide if we need a consultant for our capital campaign (likely yes), and who we want to use?
- Capital campaign is either hurry up and start on our 100th in February, or wait until the fall. I'm leaning towards the fall start so we can get this together properly.
- Minneapolis Synod has asked for more giving for the year ahead. We'll start talking about this next month, and look at all of the benevolent giving we're doing.

### **Associate Pastor's Report**

- Looking to better utilize the worship service teams throughout the year. It's a great time to revamp this.
- We've had a couple of requests for the nursery, which we'll work out with the staff.
- Passionate about LSS and similar services, will explore more of these organizations and how can we show up physically at ministries.

### **Treasurer's Report**

#### *General Updates*

- Next Sunday is commitment Sunday.
- A year from now, our mortgage will be around \$1.6 million.

- Our mortgage fund account is balanced.
- September giving was better than past months, but still \$10,000 below budget.
- More activity in building use. \$5,000/month now (up from \$2,000/month in the past).
- Various expenses on building (floor repair for sculpture moving, coffee machine fix).
- Net income for the year is \$47,000 short. This is due to a few onetime expenses.
- We've had to move money from our bank accounts to meet our operational budget.

### **Adjournment and Closing Prayer**

*Minutes prepared by*

*Morgan May, Secretary*

# **Lutheran Church of the Good Shepherd Church Council**

November 16, 2021 | 7:00 a.m.

**Members Present:** Karl Jacobson, Bill Kerker, Andrea Brandt, Tim Matyi, Amanda Sykora, Morgan May, Cathy Mooney, Kevin Roellinger

**Members Absent:** Elise Pokel

## **Call to Order and Opening Prayer**

### **Approval of the Minutes**

Motion passed to approve the minutes of the October 19, 2021 church council meeting.

### **President's Report**

#### *General Updates*

- Ministry board refresh will be launched during the annual meeting. John Mendesh is leading this in conjunction with Karl.
- Annual meeting will focus on the future and direction of our congregation. This will be an important meeting for us.

### **Senior Pastor's Report**

#### *General Updates*

- The nominating committee will start meeting this week. We have several positions to fill on council. We will not elect a set of new members to the ministry board – the current members will continue to serve.
- Staff annual reviews will happen in the first week of December. As part of this process, staff will write their job descriptions based on what their description was and what they are actually doing now. Like the annual meeting, this will be focused toward the future of our ministry.

#### *Capital Campaign*

- Karl will follow up with another consultant at Kairos to give us some options to choose from.
- Next meeting, we'll select a consultant and vote to go forward with this campaign.

Andrea: When will this capital campaign process start?

Karl: Work will start in January/February, and the capital campaign will launch in the fall of 2022.

Andrea: How involved are we in this process?

Karl: There'd be a group in the congregation that would be working with the consultant, who would be very hands-on.

#### *Membership*

- It was fun to see the sanctuary full at reformation Sunday. Good to have our numbers up.

- Averaging in-person church attendance around 120. Our online presence is reaching anywhere between 120-150 viewership.
- These numbers are better than when we were together fully in-person. The question going forward is how we engage and involve those worshipping only online.

### *Pledges*

- We're currently at 90 pledges for a total of \$500,000. This should continue to increase up until the annual meeting.
- Would not be surprised if numbers are overall down this year due to COVID.

## **Treasurer's Report**

### *General Updates*

- In general, our numbers are holding this month.
- Running about \$10,000 behind in monthly envelope giving.
- YTD income is considerably less than our budget, but this was anticipated since January 2021.
- We're holding our expenses down, but our income is still running less than our total expense. We're currently about \$66,000 down.
- YTD our offerings are about \$88,000 down.
- We've had a good November so far, nice memorials in for Carla Sykora and gifts from Reformation Sunday.
- The finance committee is meeting on 11/18 to start looking at the budget for 2022 fiscal year.
- All In One Accounting is increasing their fees minimally effective January 1, 2022. We'll likely continue with All In One Accounting.
- We're incurring \$85/month in fees for the giving kiosk. In the first half of 2021 we're in the black, but we want to continue watching this to evaluate if this is a worthwhile investment.

## **New Business**

### *Benevolent Giving*

- The Synod asked for an increase of \$200-\$300/month for our monthly gift. This is the first time in Karl's time at Good Shepherd that they've asked for an increase. This is a little surprising, as we are typically one of the top givers in the area.
- Last year we discussed lowering our monthly Synod gifts.

Tim: When Pastor Deb was here, we discussed giving a gift of 10% to the Synod. Currently we give \$90,000/year, which is just under 10%.

Karl: Our total benevolences is about 15%.

Morgan: This means our giving to the Synod is about 66% of our total benevolences. I'd rather see our benevolences distributed in smaller amounts to local causes.

Tim: I think that we need a healthy home before we can give like we want to. Focus on our financials and make sure that we're in a sound place, then turn towards our benevolences. The number I'd like to propose is lowering our annual giving to the Synod from \$90,000 to \$60,000.

Bill: Gifts to our local community can go really far. I would prefer to be in control of our giving and direct funds to the areas we'd like to support.

Andrea: I agree. And as we revisit ministry work, there might be more chances to energize support within the community with available funds.

Amanda: Is there any way we could spread this out over time? I'm in favor of the reduction but it is a large amount.

Tim: My suggestion is to play it straight and tell them this is what our giving is going to be this year.

Andrea: What are the next steps?

Karl: The council needs to put something together to bring in front of the congregation for our annual meeting. I want to be clear that I'm not anti-Synod at all. I do want us to reevaluate our giving towards them. I also think that what makes a church a healthy home is not just focusing on ourselves, but also focusing on benevolences and serving our community.

### **Adjournment and Closing Prayer**

*Minutes prepared by*

*Morgan May, Secretary*

# **Lutheran Church of the Good Shepherd Church Council**

December 14, 2021 | 7:00 a.m.

**Members Present:** Karl Jacobson, Bill Kerker, Andrea Brandt, Tim Matyi, Amanda Sykora, Morgan May, Cathy Mooney, Kevin Roellinger

**Members Absent:** Elise Pokel

## **Call to Order and Opening Prayer**

### **Approval of the Minutes**

Motion passed to approve the minutes of the November 16, 2021 church council meeting.

### **President's Report**

#### *General Updates*

- The Ministry Board is up and running. They're currently establishing ground rules on how to focus our ministry direction. The focus is on faith that has worked, faith that's working, and how to move forward with things.
- The Personnel Committee met to discuss a new communications position and salaries. This will then be presented to council for approval.
- Annual Meeting is on January 23.
- Thank you to the council for a great year.

### **Senior Pastor's Report**

#### *General Updates*

- Staff reviews finished last week and were very positive.
- This led to the decision to hire a full-time communications person. This will allow us to shift certain marketing and communication duties to this role from staff that have picked up these duties due to staffing changes and the pandemic.
- Working with Rich May to develop branding and language for our mission and vision work. Right now he's volunteering work, but would become paid if we wanted to do more with Together, the website, etc.

#### *Kitchen Update*

- To make our kitchen a commercial kitchen, we have to do almost nothing.
- We have one renter right now, who's been worshipping regularly to get to know the community.
- We're looking to bring one or two others in to use the kitchen, including Lutheran Social Services who provide 5 million meals annually.
- The renter needs a license and is liable for any issues. We'll require proof of insurance and other details.

Amanda: Do we charge rent for the kitchen use?



Karl: Yes, right now it's something like \$400. We could increase this a little to cover insurance.

### *End of Year Letter*

- This message is focused on congregational giving to support staff in the extra roles they've taken on during the pandemic. What are your thoughts?

Amanda: How will you distribute the funds?

Tim: Will we have a line item for this? It would also be nice to have this paid in 2021, but funds will probably come in in January 2022.

Amanda: Unless it's in the letter, we have to designate all funds to the staff.

Karl: Let's shoot for the annual meeting as a deadline for gifts.

Tim: Is this taxable?

Karl: No, it's not taxable.

Morgan: I agree that this is a great idea, a really good way to show the service of work from staff.

Amanda: Yes, people really appreciate the work that's been done the past 20 months.

Andrea: Let's add a sentence on how to designate gifts specifically to the staff.

Kathy: I think this is a great idea.

Amanda: Is there a cap on this?

Andrea: Can we agree to not have a cap on what's given to the staff?

Karl: I agree, we won't have a cap on gifts.

Amanda: Is this going equally to every staff member?

Karl: Yes! Everyone has picked up something different and new the past 20 months, and we want to honor that.

Tim: Where should the funds go?

Amanda: I think we can put it in the festival account.

### **Treasurer's Report**

#### *General Updates*

- We'll get November financials next week.
- Overview of December giving over the last four years:
  - 2017: \$152,000
  - 2018: \$109,000
  - 2019: \$125,000
  - 2020: \$123,000
- Festival offering for the month of December averaged around \$12,000.
- With the timing, we aren't going to make an appeal.

#### **New Business**

Kathy: Is Families Moving Forward happening?

Karl: The organization the runs it is not coming back to churches yet, still using hotels.

Amanda: What's the plan for a capital campaign?

Karl: We need to interview at least one more consultant before going forward with a campaign.

**Adjournment and Closing Prayer**

*Minutes prepared by  
Morgan May, Secretary*