

Lutheran Church of the Good Shepherd Church Council

January 18, 2022 | 7:00 a.m. via Zoom

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

Members Absent: Bill Kerker, Elise Pokel

Call to Order and Opening Prayer

Approval of the Minutes

Motion passed to approve the minutes of the December 14, 2021 church council meeting.

President's Report

General Updates

- Bill thanked each of the council members for their work this year.
- We are well positioned with our church leaders and staff in the coming year.
- Lots of exciting things in the works this year with the reset of the Ministry Board and the start of our 100th Anniversary.

Senior Pastor's Report

General Updates

- Preparing the Annual Report.
- Karl reiterated gratefulness for our staff and the support they give, especially as local faith leaders are burning out.

Treasurer's Report

General Updates

- Very strong envelope offering in December.
- We ended the year \$7,000 below our budgeted number.
- Throughout the year as our income dragged in the budget, we did a good job holding down our expenses. We budgeted more for utilities in 2022.
- As of now, we have \$35,000 of unpaid benevolences. We'll need to decide if we follow up with these. We had held off on paying these initially to make sure our church was financially secure.
- Net ordinary income on the year was \$53,000.
- Festival offerings totaled \$26,000.
- All In One Accounting has done really good work for us.

Karl: I think we need to pay out our benevolences. We have the funds, and we need to make good on it.

Amanda: The Youth Benevolence fund of \$1,000 wasn't designated, so we won't pay out that benevolence. We are short on World Hunger, since those funds come from individual offerings.

We also don't need to spend the Senior Pastor designated funds. In my mind, the total benevolences owed is about \$25,000 instead of \$35,000.

Tim: We'll make these adjustments and make good on our benevolences.

Amanda: The festival offering shows that this congregation supports a cause when called to action. We should consider what other areas we can call members too this coming year.

Tim: Thank you Amanda for your diligent work this year.

FY2022 Budget

- We've tried to extrapolate what expenses will be for a full year of services.
- Budgeted a 1.5% increase in envelope offerings based on actual envelope offerings in 2021.
- Earned income expected to go up now that people are back in church for the full year.
- Budgeted a 4% increase in staff salaries.
- Decrease our giving to the Synod from \$90,000 to \$50,000. We gave a lot of thought and consideration into this decision.
- Currently budgeted for a net loss of \$29,000. We'd like to present a balanced budget. We're looking at additional income or ways to cut expenses.
- Possible additional income includes ~\$18,000 for parking lot rental and ~\$15,000 in rent increase for the preschool. We are fairly confident both incomes will occur to balance the budget.

Budget Approval

Motion passed to approve the proposed FY2022 budget.

Adjournment and Closing Prayer

Minutes prepared by

Morgan May, Secretary

Lutheran Church of the Good Shepherd Church Council

February 15, 2022 | 7:00 a.m.

Members Present: Andrea Brandt, Joe Hagen, Susan Kratz, Amanda Sykora, Karl Jacobson, Dave Shay, Dave Senness, Kevin Roellinger (via phone)

Members Absent: Elise Pokel

Action Items are noted in bold.

Call to Order and Opening Prayer

Approval of the Minutes

Motion passed to approve the minutes of the January 18, 2022 council meeting. *(note: it was later noted that the minutes included an incorrect date – this was fixed on the published version)*

President's Report

- Andrea proposed holding council meetings on Sundays at 11:00. No formal motion, but the group unanimously approved this
- Joe requested group's agreement to temporarily record council meetings, for purposes of minutes only, then discard. No formal motion, but the group unanimously approved this, with the caveat that the recording may be paused during discussion of sensitive topics
- Capital campaign:
 - Starting this fall. Timeline: likely 1-2 years
 - Goal is to pay down the debt on mortgage
 - Key point is determining a reasonable and appropriate \$ goal
 - Consultant will be hired to help coordinate this. Karl has researched a firm called Kairos. Karl strongly recommends this firm due to their credentials and ability to articulate and drive the campaign with an appropriate and relatable language. LCGS has used this firm twice in the past. Karl would like the council to strongly consider this.
 - Joe asked whether there is any requirement for the church to obtain/consider multiple vendors. The answer is no – this is up to council's discretion.
 - Andrea asked the council to consider the proposal, then come back for further discussion. **Karl requests a followup discussion, via video call, the week of Feb 21.**

- 100th Anniversary
 - Feb 17 is the actual date
 - Andrea: Elaine confirmed there is no action needed from the council
 - Celebration efforts underway:
 - Feb 20 special music during worship
 - Feb 22 Timeless Voices emails begin
 - Special page on website
 - Photos scrolling on video screens in narthex and entrance areas – may potentially rotate each week
 - Team working on other special ways to remember and celebrate
- Budget process
 - Annual meeting discussion was complicated. Is that the right place and time to have detailed discussions like that, or is there a better forum? No easy answer, but the council generally agreed the information should be made available, for review, asap. Specifically, we might consider a goal to publish the budget a week or two in advance of the meeting, in order to provide adequate transparency and time for people to review in advance. Amanda-This is challenging, due to short time between yearend and the meeting. Karl-agree that it's a good goal, and we can do our best, but congregation should be aware that the council is already making best efforts to provide transparency.
 - In the future, when we publish the budget, consider adding something to the effect of "If there are questions, please reach out to someone in the council to discuss in advance of the meeting, if possible". Also include a link to the webpage with all the names and emails.
 - We also discussed releasing minutes earlier et al suggestions, but ultimately agreed that we should simply continue communicating and providing transparency.

Senior Pastor's Report

- New job posting: Marketing and Communications Specialist
 - Reminder that hiring responsibility resides with senior pastor. Nonetheless he would like council input.
 - We have pondered this need for ~18 months
 - This is an important step to communicate internally and externally. Need to tell our story

- We have looked at different layers of communication, and we have a solid description laid out. We have tried to emphasize our values as a congregation.
- Looking for council to approve the plan to move forward with this search.
- The person would not need to be a church member, but would be ideal if s/he was, in order to get a sense of the congregation
- The person will develop and execute a marketing strategy. Other specific responsibilities are in the description, but much of the job still needs to be scoped, and this can happen once the person is in role
- This is less about membership, and more about engaging the community.
- Indicators of success tied to engagement: membership numbers, attendance, involvement
- This role is approved and budgeted
- Livestream is averaging 30 screens – how do we take this work and make it better?
- Motion passed to approve the job posting and to begin search efforts.
- Wednesday night service
 - Started summer 2021
 - Attendance is low – what can we do to boost attendance?
 - Andy Pokel leading the music
 - Can we make it more invitational?
 - Andrea encouraged everyone on the council to try attending sometime within the next month. Also ponder how we can make it non-intimidating and invitational.
We can circle back on this topic next month.
 - Same text and same preacher as Sunday service – it is intended to be an alternative to Sunday. It's a different style, different vibe, different draw. The music is more contemporary.
- Misc comments
 - Staff continues to do well. They were appreciative of the gift from the congregation

Treasurer's Report

- Report review
 - We meet with All in One Financial 3rd Monday of each month, then they send updated data by Friday.
 - AiO bookkeeper is Katrina. Katrina's supervisor just departed recently. No concerns.
- Audit / Audit Committee
 - No firm requirement that the church must undergo an audit. But the audit committee will be asked to review internal controls, policies, procedures, etc
 - **Amanda to distribute the financials, once they are received on Feb 18.**

Other Business

- Need to find a date to install the council at church – council introduced, and answers questions etc. Council agreed on March 6
- Meetings will be third or fourth Sunday every month

Adjournment and Closing Prayer

Minutes prepared by Joe Hagen, Secretary

Lutheran Church of the Good Shepherd Church Council

February 19, 2022 | 2:00 pm

Members Present: Andrea Brandt, Joe Hagen, Susan Kratz, Elise Pokel, Kevin Roellinger, Dave Senness, Dave Shay, Amanda Sykora

Members Absent: Karl Jacobson

Action Items are noted in bold.

Call to Order and Opening Prayer

Update on Karl – Elise

- He will be hospitalized at least a month
- Immediate needs are mostly just prayer
- Staff will be fine, particularly over the next month while they plan and prioritize

Considerations – All

- Job Duties
 - **Elise to compile about a list of priorities, potential gaps to be filled, concerns, etc.** - she'll also talk with Karl about the top needs particularly over the next month
- Other help – potential sources who may have ideas how to manage absence of senior pastor?
 - Reach out to synod
 - Reach out to existing members former pastors (Marilyn, Dave Berg, Dell, etc)
 - **Elise to consider reaching out to some of them, to discuss whether they have dealt with anything like this - any tips etc.**
 - Other ideas: Pastor John Hulden – **Andrea to contact him to solicit ideas/tips**
- Capital Campaign. Options:
 - Delay – need to identify other ways to make mortgage payments starting in Jan (2023)
 - Proceed – hire Kairos, assuming Karl ready by fall
 - Proceed – hire Kairos but ask them to take on greater role
 - Council agreed that **Andrea and Amanda would discuss with Kristin at Kairos, to determine whether someone else could drive the effort from LCGS (if not Karl)**
- New Job Posting – do we still proceed with Marketing and Communications specialist?
 - Need to consider who drives hiring, who onboards/trains/supervises new person
 - Elise could manage a lot of the steps involved in getting a person acclimated to the office
 - We would be able to manage without this role filled immediately; and it would be uncomfortable to onboard a person during this time.
 - Motion passed to set this topic aside until the next council meeting

- How to share this news with congregation on Feb 19
 - Rolf Jacobson to announce, during service
 - Ralph Johnson to articulate why we should still celebrate
- Other business
 - Council installation will proceed on March 6 as planned
 - This group may reconvene in approx 10 days to talk more about the action items above (what was learned from conversations with Kairos, other pastors, etc.)
- FYI Dates for future council meetings are as follows:
 - March 27
 - April 24 (Amanda gone, Dave Senness to cover)
 - May 22 (Andrea gone, Dave Shay to cover)
 - June 26
 - July 17 (@Amanda & @Karl this is 1 week earlier than what we originally planned on)
 - Aug 21
 - Sept 25
 - Oct 23
 - Nov 20
 - Dec 18
 - Jan 22
 - Jan 29, 2023 (Annual Meeting)

Adjournment and Closing Prayer

Minutes prepared by Joe Hagen, Secretary

Lutheran Church of the Good Shepherd Church Council

March 1, 2022 | 7:00 pm

Members Present: Andrea Brandt, Joe Hagen, Susan Kratz, Elise Pokel, Kevin Roellinger, Dave Senness, Dave Shay, Amanda Sykora

Members Absent: Karl Jacobson

Council met in executive session to discuss ministry issues related to Pastor Karl's absence. As decisions are made, they will be shared with the congregation. Contact Andrea Brandt with questions.

Minutes prepared by Joe Hagen, Secretary

Lutheran Church of the Good Shepherd Church Council

March 27, 2022 | 11:30 am

Members Present: Andrea Brandt, Joe Hagen, Susan Kratz, Elise Pokel, Kevin Roellinger, Dave Senness, Dave Shay, Amanda Sykora

Members Absent: Karl Jacobson

Action Items are noted in bold.

Call to Order and Opening Prayer

Approval of the Minutes

Motion passed to approve the minutes of the February 15, February 19, and March 1, 2022 council meetings.

President's Report

- Amanda, Susan, Dave Shay, Andrea and Elise met with Pastor Hulden on March 24, to inform synod of go-forward plan. Synod was supportive of either interim pastor or consultant
- Synod did not have firm recommendation around mask
- Synod also expressed no major concerns with moving forward with capital campaign without senior pastor in place – there is precedent for this
- Synod happy to see LCGS will work with Kairos

Coverage for Pastor Karl

- Need a short-term plan for 3-6 months. Likely either interim/bridge pastor or consultant
- Dave Senness-pastoral bridge may be more targeted for job description. Could involve leading worship / preaching up to 2x/month
- Dave Shay-essentially it would be a rolling 30 day contract
- Elise-we are in a position where we can and should take our time to find the right fit for our staff. Staff is very autonomous.
- Guest speakers already lined up for April and May (Dustin Heider, others)
- Susan-what kind of assistance could be provided on Sundays? Elise-help with Lifelines is helpful. So a bridge pastor with excellent teaching skills may be helpful.
- Dave Shay-agree that we need a good teacher
- Andrea-we will have flexibility with the consultant route
- Andrea asked for a motion to find a pastoral bridge (instead of interim pastor)
- Elise-we'll be fine until June, but Amanda mentioned it may be beneficial for someone to start work prior to that time.
- **Motion passed to begin the search for a pastoral bridge**

Draft Job Description for Bridge Consultant (provided to Council in advance of this meeting)

- Elise-recommend utilizing the synod – **post the description on the synod website**

Capital Campaign

- Council had approved motion to move forward with phase 1
- Recommended task force has been assembled by Amanda and Andrea, as follows:
 - Sue Read
 - David Quello
 - Laura Moret
 - Bill Kerker
 - Rich Omland
 - Rich Sykora
 - Craig Brandt
- Need to pull this group together, with Kairos, to determine a leader et al details
- Kairos sending the contract.
- Kairos mentioned additional per diem cost of \$300/day, for the subject matter expert Kairos recommends, who would travel from Iowa.
- 6-8 days of work is the proposal from Kairos
- Council wondered whether a local resource could be used, or if there are other ways to reduce cost.
- **Amanda and Andrea to talk more with the Kairos team to better understand the cost components**
- Are we ready to notify congregation about Phase 1-council decided that the task force should meet first, then one of them can notify the congregation

Preschool

- Request has been made to increase space: they'd like two full rooms, and would like to remodel the restroom
- No change to rate or other details
- Contract is in final phases
- Council approves this

Marketing/Communications Specialist and/or Admin support

- The group generally agreed to hold off on this for now, given other priorities
- Amanda-we might consider adjusting the job responsibility to include some office administrative responsibilities as well

Mask Requirement

- Kevin spent time recently at Bethlehem Lutheran Church, and learned that they recently moved to "Masks Strongly Encouraged" policy
- Christ the King Catholic church have moved to Masks Recommended

- There was robust discussions of pros and cons of scaling back the current LCGS mandate. Considerations included:
 - CDC guidance
 - Choirs may be higher risk while actively singing
 - Several congregation members may be high risk
 - We could require masks only in sanctuary and Sunday school but not in Narthex
 - It is possible but not ideal to make further changes in the future, et al factors
 - It may be viable to revisit during summer, when wearing mask contributes to heat
 - We have received strong opinions from the congregation in both directions
 - Other organizations (UM, boy scouts, City of Minneapolis, City of Saint Paul, et al) were discussed for benchmarking purposes
- The council outlined several options, and discussed widely
- **Motion passed to retain current policy until next council meeting**

Treasurer's Report

- February was a good month – approx. \$30k ahead of this point in 2021
- We have collected a little more for performing arts than was planned
- We show over budget on utilities costs, but this is partly due to a timing issue that will be adjusted
- Overall YTD we're approx \$55k over budget (but again this may appear inflated due to timing issue which will be adjusted)
- Amanda is now a check signer and has access to the safe
- Working actively with accounting firm to confirm contributions are pulling correctly.
- Also working on tax return and related forms
- Mission Investment Fund (who owns LCGS loan) has the paperwork they need
- Dave Senness-we found out that marketable securities are mark to market. Need to keep an eye on these since we're relying on these
- No motion is needed, but the financial statements (provided to council and reviewed prior to this meeting) were generally approved by the council
- **Amanda to recommend controls for audit committee to examine for 2022**

Pastor's Report

- Memorial Donations
 - Elise-we'd like to enhance our ability to track and acknowledge these donations. Would like to track names/addresses, so that receptionist can follow up with thank yous
 - Amanda-we'd like to work with the accounting firm to flag memorial contributions. Amanda will work with All in One Accounting to make this adjustment
 - This will more easily allow acknowledgement of gifts
- Leadr
 - Elise has been looking at administrative platforms such as Leadr. This helps the staff manage goal setting, feedback etc. [Leadr | A People Development Software](#)

- **Council to review, then discuss this further next month**
- Lifelines acknowledgement/compensation
 - How best to thank those stepping up to help with Lifelines?
 - Elise-synod guidelines outline a suggested rate of \$150 per service
 - Amanda confirmed we have budgeted \$7500 total in guest preacher budget

Adjournment and Closing Prayer

Minutes prepared by Joe Hagen, Secretary

Lutheran Church of the Good Shepherd Church Council

April 24, 2022 | 11:30 am

Members Present: Andrea Brandt, Joe Hagen, Elise Pokel, Kevin Roellinger, Dave Shay

Members Absent: Karl Jacobson, Susan Kratz, Dave Senness, Amanda Sykora

Action Items are noted in bold

Call to Order and Opening Prayer

Action Items from previous meeting

Action	Responsible	Status	Comments
Post the job description on the synod website	Elise and team	Closed	NA – position is now filled
Talk more with the Kairos team to better understand the cost components	Amanda and Andrea	Closed	We only signed for phase 1, we put a cap on how often they will travel without approval.
Recommend controls for audit committee to examine for 2022	Amanda	Open	Still in process
Review Leadr software, then discuss further on April 24	Council	Closed	Moving forward with this. One year subscription.

Approval of the Minutes

Motion passed to approve the minutes of the March 27, 2022 Council meeting.

President's Report

- **Coverage for Pastor Karl**
 - A list of candidates was reviewed, prioritized and interviews started.
 - Deb Bergstrand was mentioned by multiple people as a strong candidate
 - Recommendation and request to approve moving forward with Pastor Bergstrand.
 - The contract would be month-to-month
 - She will start on May 22
 - Motion passed to sign the contract with Pastor Bergstrand.
- **Capital Campaign**
 - Task Force is meeting actively
 - Craig Brandt and David Quello have been assigned co-leads
 - Survey being distributed to congregation to assess priorities
 - May 12th in person meeting
- **Preschool Expansion**
 - Cleaning requirements have increased, since space has been added. Andrea to propose to preschool that we reduce their rent in exchange for them handling their own cleaning
 - Considerations to outline in the legal agreement: standard level of cleanliness should be agreed upon; language will be needed around access to building (attorneys can determine parameters for the custodial crew to obtain and use access, including hours, etc)
- **Staffing**
 - Personnel Committee
 - Includes the following roles: President, Senior Pastor, Past President, Vice President, Treasurer, and 2 members
 - Dave Shay: recommend also adding Treasurer Elect. This role will also be added
 - Andrea would also like to nominate Ron Hovland and Renee Raether to the Personnel Committee.
 - Priority items include custodial topics, and marketing/communications role
 - Motion passed to approve Ron Hovland and Renee Raether appointed to the personal committee
 - Proposed Temporary Organization Chart

- This was reviewed by the Council
 - Motion passed to approve the proposed org chart, effective 2/17/22
 - Payment for Andy Pokel
 - Verbal Agreement was in place between Pastor Karl and Andy, for Andy to be compensated for Wednesday services. However payments were not requested nor executed for a period of time. Council seeks to “true up” what was agreed to and owed
 - Motion passed to retroactively authorize and approve payment to Andy for both past and future service (as was part of the verbal agreement with Pastor Karl) June 2021 through May of 2022
 - **Action item / topic for future discussion: Process for Payments, particularly when a staff’s family member is involved**
- **Mask Rules**
 - Currently Hennepin County is rated low
 - More robust discussion around various options. Council is being very deliberate and trying to take all points of view into account
 - Motion passed to move to Masks Recommended, effective May 9, assuming Hennepin County rates stay at Low or Medium (if rating moves to High, then Council will reinstate the Masks Required mandate)
- **7th Day Adventist Request to Use Space**
 - This group has asked to rent LCGS space. The days and times they seek happen to be particularly busy, and difficult for LCGS to commit
 - Andrea to notify this group that they may follow up in Fall, since space and custodial staff are overly constrained currently

Pastor’s Report

- Synod assembly on May 1
- Harold Hanson funeral is May 15, immediately following worship. (Note: Sunday funeral may create conflicts and traffic)
- May 6 wedding rehearsal and May 7 wedding
- Guest preacher May 8

Treasurer’s Report

- Tabled until May

New Business

- Some discussion about the summer schedule (number of services, etc)
- **Elise to discuss with staff, and make a schedule recommendation to Council during May Council meeting**

Adjournment and Closing Prayer

Appendix: Summary of Action Items Captured During this April meeting (for discussion in May):

Action	Responsible	Status	Comments
Recommend controls for audit committee to examine for 2022	Amanda	Open	(Carryover from March) Still in process
Process for Payments, particularly when a staff’s family member is involved	Amanda	Open	
Notify Council of recommended summer worship schedule	Elise	Open	

Minutes prepared by Joe Hagen, Secretary

Lutheran Church of the Good Shepherd Church Council

May 22, 2022 | 11:30 am

Members Present: Joe Hagen, Susan Kratz, Elise Pokel, Dave Shay, Amanda Sykora

Members Absent: Andrea Brandt, Karl Jacobson, Kevin Roellinger, Dave Senness,

Action Items are noted in bold

Call to Order and Opening Prayer

Approval of the Minutes

Motion passed to approve the minutes of the April 24, 2022 council meeting.

Follow ups from last meeting/open items

- Process for handling payments when family members are involved – Amanda
 - Amanda is working with Katrina to document a process
- Summer Worship schedule – Pastor Elise
 - We have decided to pause Wednesday night worship. So just one Sunday service for now. Summer worship theme is “Life Upended”. Will continue to reevaluate schedule ongoing
 - Given Ralph retirement, not clear yet who will direct children’s choirs et al activities.
- Recommend controls for audit committee – Amanda
 - No update

President’s Report

- Capital Campaign – high-level discussion (will be discussed further in June)
 - MAP Survey: Kairos presented results May 12 to appeal team and council. Recommend that we continue the process. Noting that our church is very focused on mission
 - Listening Sessions scheduled May 25-26. Coordinated by David Quello and Craig Brandt. Call team (office volunteers) will follow with interviews ~120 households. Pastor Elise also contacting 20 largest donors. Goal of interview is to get more information from members, not ask for money
 - Kairos Presentation June 11 (Council to attend). Pastor Joe from Kairos to outline summarized Listening Sessions findings
- Preschool Matters
 - Increasing rental space: on hold as we work thru security issues and the details of requests
 - Security: additional locking mechanism to be installed on the 3 sets of steel doors that enclose the preschool space with. Preschool covering this expense
 - Other enhancements – on hold
 - Cleaning contract – on hold
- Building Security
 - Getting several estimates for securing south doors. Council to vote on this at June meeting.
 - **Joe recommended that staff clearly articulate procedures for how offering money is handled and secured, following service**
- Personnel Committee
 - New role: based on personnel Committee’s recommendation and prioritization, title has changed from “Marketing/Communications Specialist” to “Communications and Office Manager”. Motion passed to approve the job description, and adjust salary Backfill for Ralph Johnson (retiring): ideally need strong musical ability. Personnel Committee will start this search next. They may also seek input from choir members
 - Coverage for Pastor Karl- Pastor Deb starts May 22. Contracted month by month through August. Need to confirm another resource for approx. Sept - April. Further discussion and decision needed by June or July Council meeting.
 - Council reviewed revised org chart. No concerns were noted, and no action needed.
- Masks: general discussion; continue to monitor

- Phone System: staff and council may research replacing obsolete and outdated phone system, which is missing some important features such as forwarding and emergency/on-call phones. Likely will be driven by Mark Halvorson. More info to come this summer.
- Supervising Staff Compensation:
- Other/Future items: to be addressed in future Council meeting
 - Ministry boards and overhaul
 - Policies – Personnel Committee to update; Council to approve
 - Performance Reviews - President & Past President partner to review Sr Pastor performance
 - Nominating Committee (for 2023 Council)
 - Approve Housing allowances for pastors

Pastor's Report

- MAP survey results-Elise distributed her reactions to Council via email.
- Synod Assembly-Andrea, Brandt Dave Shay and Pastor Elise attended as did Coleen & Annika Onstage. All proposed resolutions passed as presented-they are available to review on the synod website.
- Other Updates-Leadr training and staff training happening soon.

Treasurer's report

- Amanda reviewed past 2 months financial statements. Highlights include strong performance in offerings, and memorials/gifts. Misc income on track. Investments slow, due to down market. Most expenses are staying consistent. Benevolences: Katrina to pay out half in June.
- Motion passed to approve March & April finances

New Business: NA

Adjournment and Closing Prayer

Appendix: Summary of Action Items and Future Discussion Topics:

Action	Responsible	Comments
Discuss Capital Campaign	Council	For June meeting
Confirm Pastor resource ~Sept 2022-April 2023	Council	For June or July meeting
Process for handling payments when family members are involved	Amanda	Amanda working with Katrina to document a process
Recommend controls for audit committee	Amanda	Timing TBD
Staff clearly articulate procedures for secure offering handling, following service	Elise	Timing TBD
Phone system decisions	M Halvorson, Council	Timing TBD
Discuss Ministry boards and overhaul	Council	To be addressed during future meeting
Discuss policy updates	Council	Personnel Committee to update; Council to approve
Discuss performance reviews	Council	President & Past President partner to review Sr Pastor performance
Discuss nominating committee needs	Council	For October meeting
Approve Housing allowances for pastors	Council	For November meeting

Minutes prepared by Joe Hagen, Secretary

Lutheran Church of the Good Shepherd Church Council

June 26, 2022 | 11:30 am

Members Present: Susan Kratz, Elise Pokel, Dave Shay, Amanda Sykora, Andrea Brandt, Kevin Roellinger, Dave Senness

Members Absent: Joe Hagen, Karl Jacobson

Action Items are noted in bold

1. Call to Order and Opening Prayer
2. Approval of the Minutes
 - **Motion passed to approve the minutes of the May 22, 2022 council meeting.**
3. Follow ups from last meeting/open items
 - Process for handling payments when family involved - Amanda
 - Process in place- Amanda & Katrina finalized. CLOSED
 - Recommend controls for audit committee - Amanda (future topic)
 - Staff procedure for offering post service - there is a process in place that is handled by the counters. No action required by this group. CLOSED.
 - Phone System Update - Two vendors gave strong estimates. Loffler was selected. They currently handle our copier now and have great customer service. This will give us more updated functionality and will result in net cost savings each month. It will be rolled up this summer (Mark to coordinate) with minimal to no impact to staff. CLOSED
4. President's Report
 - Capital Campaign
 - Various views of vision (pay off debt vs. ok to have debt) within the church were discussed in the Listening Sessions, and the followup of a select group of members with Kairos.
 - We need clarity on what is future of church including our income/ expenses, and focus on mission.
 - More discussion needed. AAT & Council to reconvene.
 - Appeal Team will advise on Capital Campaign but Council needs to set direction of where we are going.
 - We have thru Q1 of 2023 to cover mortgage payments but will start to come due in about April, 2023 and we already had to cut benevolence for this year's budget.
 - We do have additional reserves we can use for another about 2 years past April 2023, but still need to pay down debt.
 - 30 year note, we are 5-6 years into it.
 - Decreased membership - trend will most likely continue.

- We need to figure out what we are doing (mission/focus) and get people excited
- We need more asking around planned giving longer term but that's not going to resolve this
- NEXT STEPS:
 - Give update mid-year about finances
 - Outline 5 year plan, hybrid approach, some combo
 - Capital Campaign pay down part + benevolence
 - Include Foundation's benevolence as part of our story
 - Revisit expenses longer term
 - Ask Kairos what our amount could be - weren't they supposed to give us that?
- More discussion is needed on this by Council. Ask is that this group think and we'll regroup in next month's meeting, or possibly sooner since this is important.
- Preschool
 - Preschool not moving forward w/remodel (bathrooms) at this time.
 - Property board has estimates for expanding play yard and pending response from preschool if they would pay for enhanced fence area.
 - Revised rent based on cleaning estimates
 - Using assumptions, and contract language, we can reduce what we charge preschool in monthly rent if they agree to take over responsibility of hiring/paying cleaners
 - Susan has emailed a recommendation.
 - **Motion passed to follow up w/preschool using Susan's recommended amount.**
- Building Security - south facing glass doors, getting estimates from Grant - ballpark is \$7k-\$8k but will run by Council next month with recommendation on vendor and feature.
 - Bus catalytic converter stolen last week. Van is on it's last legs so in future (2-3 years) we will need another option eventually. Foundation could help pay for new van in 2-3 years.
- Personnel Committee
 - Open Roles
 - Office Mgr - interviewing in progress
 - Dir Worship & Music - interviewing in progress
 - Performance Reviews - in progress (baseline reviews to set goals, will do formal eval in fall)
 - Policy Reviews/Updates Needed
 - Personnel Policies
 - Financial Policies
 - Job Descriptions
 - Coverage for Roger - using Marin for now, will be less critical path once/if preschool takes over as that is nightly requirement

- Need to update our policies on minimal-time employees for bereavement and longer term illness
5. Pastor's Report
 - Implementing weekly one-on-one meetings w/staff which seems to be helpful and insightful
 6. Treasurer's report
 - Review of last month's financial statements
 - We are a bit behind for May but that tends to be the trend this time of year, we are over 43k over now for envelop offering and then tends to slow down. And expenses down as we didn't have new hire starting in April, and not full other salary.
 - If we end on over amount, we could add back to benevolence of put toward debt. TBD.
 - **Motion passed to approve May finances**
 6. New Business
 1. Ministry Board & Re-launch (HOLD)
 2. France Ave Bike Lane - no action that this team plans to take
 3. Longer term vision for balancing budget (ABOVE)
 1. Council should be focused on our financial situation, long term staffing requirements and setting the course for our strategic direction including our mission activities.
 2. AAT should be focused on deciding if we should have an appeal or not and if we do, what are the key themes that resonate with our members for making it a successful campaign.
 4. Evensong (future of Wed nights)
 - Would this be new Director of Worship & Music driving
 - Attendance was low, lower when it went inside
 - Could be Sun night in future
 - Or, do focus (4-week) for Advent
 - **Motion passed to not have Wed night services until have new Director and/or do some focus sessions during special worship seasons.**
 7. Adjournment and Closing Prayer

Appendix: Summary of Action Items and Future Discussion Topics:

Action	Responsible	Comments
Discuss Capital Campaign	Council	Need another meeting before July council - Andrea to schedule
Confirm Pastor resource ~Sept 2022-April 2023	Council	For June or July meeting
Process for handling payments when family members are involved	Amanda	CLOSED
Recommend controls for audit committee	Amanda	Timing TBD

Staff clearly articulate procedures for secure offering handling, following service	Elise	CLOSED, not needed as counters do this
Phone system decisions	M Halvorson, Council	CLOSED, will be implemented this summer
Discuss Ministry boards and overhaul	Council	To be addressed during future meeting
Discuss policy updates	Council	Personnel Committee to update; Council to approve
Discuss performance reviews	Council	President & Past President partner to review Sr Pastor performance
Discuss nominating committee needs	Council	For October meeting
Approve Housing allowances for pastors	Council	For November meeting
Follow up w/Foundation about van	Andrea	
Follow up w/preschool w/revised lease amounts	Andrea	

Minutes captured by Andrea Brandt

Lutheran Church of the Good Shepherd Church Council

July 17, 2022 | 11:30 am

Members Present: Andrea Brandt, Joe Hagen, Susan Kratz, Elise Pokel, Dave Senness, Dave Shay, Amanda Sykora, Kevin Roellinger

Members Absent: Karl Jacobson

Action Items are noted in bold. [Motions in blue](#)

Call to Order and Opening Prayer

Approval of the Minutes

Motion passed to approve the minutes of the June 26, 2022 council meeting.

President's Report

- Capital Campaign
 - Mission statement was just completed recently
 - Mini campaign in the fall is being recommended
 - Could we have a gift period (not call it a capital campaign) this fall? This was discussed further
 - Dave Senness-we should focus on replenishing the reserve for debt
 - Council will allocate some assets to cover two years of mortgage payments, then we'll ask the congregation to help with 100 year gift to cover mortgage for the next 2-3 years
 - Amanda volunteered to do some expense projections so we can figure out needed amount
 - [Motion passed to launch a 100 year anniversary gift to finance our obligations under the mortgage debt](#)
 - **Stewardship committee for fall 2022: Elise / Andrea to reach out to ask for people to lead this**
 - We continue to address the mission to grow, but we also need to pay our mortgage
 - Decision made to not launch capital campaign at this time. Need to ensure that we have fully launched and clarified the mission, confirmed a senior pastor on staff, launched a ministry board, and solidified vision of the church's long-term projected expenses and income
- Preschool Matters
 - Preschool is not going to redo the bathroom, but they're going to expand their space
 - Also renegotiating monthly rent paid to LCGS, based on preschool
- Van-Repair and Future
 - Completed. No further discussion needed.
- Building Security
 - [Motion passed to move forward with the Security101 proposal](#)
- Personnel Committee
 - Director of worship and music role: final stage of interviews in process. Targeting recommendation in August.
 - Pastor Deb has agreed to extend to end of 2022
- Performance Reviews
 - In process
 - Andrea also participated in exit interview with Ralph Johnson

Pastor's Report

- Andy Pokel accepted a job elsewhere
- Elise is thinking a lot about Fall (worship series, potential August retreats, bible study series, et al). More to come.

Treasurer's report

- Meeting with All in One Accounting July 18
- **Amanda to add clarity around interest payments**, as part of the monthly reporting

New Business

- 100th Anniversary Celebration Food Truck Cost: \$1000/per five food trucks. [Motion passed to stay within current budget for 100 year celebration, and seek contribution from foundation for Neon.](#)

Adjournment and Closing Prayer

Appendix: Open Items and Future Discussion Topics:

Action	Responsible	Comments
Projections on future expenses	Amanda	
Add clarity around interest payments, in monthly financial reporting	Amanda	
Stewardship Committee	Elise, Andrea	Confirm leaders, and launch in Fall
Recommend controls for audit committee	Amanda	Timing TBD
Discuss Ministry boards and overhaul	Council	To be addressed during future meeting
Discuss policy updates	Council	Personnel Committee to update; Council to approve
Discuss nominating committee needs	Council	For October meeting
Approve Housing allowances for pastors	Council	For November meeting

Minutes prepared by Joe Hagen, Secretary

Lutheran Church of the Good Shepherd Church Council

August 21, 2022 | 11:30 am

Members Present: Andrea Brandt, Joe Hagen, Dave Senness, Dave Shay, Kevin Roellinger, Amanda Sykora

Members Absent: Karl Jacobson, Susan Kratz, Elise Pokel

Action Items are noted in bold. [Motions in blue](#)

Call to Order and Opening Prayer

Approval of the Minutes

[Motion passed to approve the minutes of the July council meeting.](#)

Open Items

Action	Responsible	Comments
Projections on future expenses	Amanda	Tabled until Sept or later
Add clarity around interest payments, in monthly financial reporting	Amanda	Amanda to add an explanatory footnote to the annual report.
Stewardship Committee	Elise, Andrea	Confirm leaders, and launch in Fall
Recommend controls for audit committee	Amanda	Timing TBD
Discuss Ministry boards and overhaul	Council	Address at future meeting
Discuss policy updates	Council	Personnel Committee to update; Council to approve
Discuss nominating committee needs	Council	Joe to discuss with Ron Hovland, recommend next steps at Sept or Oct meeting
Approve Housing allowances for pastors	Council	For November meeting

President's Report

- Capital Campaign (new task force & update on AAT)
 - As part of further discernment, Council has approved appointing a Strategic Planning Task Force that, with guidance from Kairos, will clarify our vision, determine how to strategically leverage congregational resources (finances, staffing, property, etc.) and prioritize with respect to our four pillars: Worship, Discipleship, Service and Relationships.
 - Group may potentially include the President Elect (Dave Shay). Andrea thinking about others to contribute (Council representative, staff rep, finance expert, someone familiar with contributing, others). Kairos also to be reengaged for this effort (estimated \$6000 cost)-need to carefully define scope of work.
 - [Motion passed to engage Kairos to help assemble, define \(the charge and goals of the group\) and launch a Discernment Task Force.](#)
 - Feedback received about whether and how much contribution should be given to synod, vs paying off mortgage. Council discussed thoroughly, and will continue to assess.
- Preschool

- Expanding their footprint (preschool is paying for this)
 - Contract is being renegotiated
- Building Security
 - This will be installed September 1
- Ministry Board
 - Andrea to meet with them soon
- Personnel Committee updates
 - Andrew Stoebig started Director of Worship and Music role August 16

Pastor's Report

- Stewardship
 - No formal committee-will be handled by Pastor Elise and Pastor Deb
- Phone system
 - Installed successfully
- Other

Treasurer's report

- All in One Accounting contact is leaving that organization. Karla is the new contact person. She'll be our contact person starting August 29
- July financials: Offerings were shorter than usual. Revenue as expected. No other major concerns or surprises

New Business

- President's Volunteer Service Award: a young LCGS member would like LCGS to become the certifying body. \$80 annual fee. [Motion passed to approve this.](#)
- Personnel Committee Recommended and Council Approved post meeting via a virtual vote:
 - Changing title from Director of Youth & Family Ministries to Director of Youth Ministry & Office Operations to reflect current breadth of this role, and adding supervision of Custodian(s). Noting that this role will continue full responsibilities of Youth Ministry.
 - Creating a part-time Marketing and Communications internship through May 31, 2023. Role will be offered to Mara Halvorson who has already been doing many of the tasks in a volunteer capacity. If we decide to keep this as a permanent position, then we'll open it up for interviews to others.

Adjournment and Closing Prayer

Minutes prepared by Joe Hagen, Secretary

Lutheran Church of the Good Shepherd Church Council

September 25, 2022 | 11:30 am

Members Present: Andrea Brandt, Joe Hagen, Susan Kratz, Elise Pokel, Dave Senness, Dave Shay, Amanda Sykora

Members Absent: Karl Jacobson, Kevin Roellinger

Action Items are noted in bold. [Motions in blue](#)

Call to Order and Opening Prayer

Approval of the Minutes

[Motion passed to approve the minutes of the August council meeting.](#)

Open Items

Action	Responsible	Comments
Projections on future expenses	Amanda	Tabled until Oct meeting
Add clarity around interest payments, in monthly financial reporting	Amanda	Done-will be added in January. Item closed
Stewardship Committee	Elise, Andrea	Appointed several people to several roles. These will be integrated into the service. Elise also drafted stewardship letter. Amanda to talk with Mara about any adjustments needed. Item closed
Recommend controls for audit committee	Amanda	Timing TBD
Discuss Ministry boards and overhaul	Council	Address at future meeting
Discuss policy updates	Council	Personnel Committee to update; Council to approve
Discuss nominating committee needs	Council	Will meet on October 9 to discuss 2023 roles to be filled
Approve Housing allowances for pastors	Council	Tabled until November meeting

As part of the discussion above, [motion passed to approve the Appeal Team's recommendation for a onetime special gift to pay down the mortgage in parallel with pledge for 2023.](#)

President's Report

- Strategic Planning Task Force
 - Andrea working on finding members – asked for Council to consider ideas as well
 - Contract with Kairos has been signed
- Preschool
 - Lease has been revised; waiting on Preschool to approve
- Building Security
 - System installed and went live early September. Working through some glitches
- Personnel Committee
 - Meeting on Sept 27
 - Personnel manual being updated. Biggest change is moving from sick time to PTO
 - Marriage coordinator role may be eliminated. Pastors to handle this role going forward

- Council had passed a motion, via email on September 2, to expand a current title from Director of Youth & Family Ministries to Director of Youth Ministry & Office Operations (this role is currently filled by Mark Halvorson).
- Also on Sept 2, Council had passed a motion (via email) to offer a 9 month part-time Internship to the Marketing and Communications role (currently filled by Mara Halvorson).
- Staff performance evaluations will be performed this fall

Pastor's Report

- Rally Day-overall good feedback received
- Energy and momentum seems to have increased
- Infant class continues on the first Sunday of each month

Treasurer's report

- August contributions down compared to budget
- Through August, \$18,000 ahead of budget on offering
- Expenses are in line
- Payments for benevolence will happen in September

New Business

- NA

Adjournment and Closing Prayer

Minutes prepared by Joe Hagen, Secretary

Lutheran Church of the Good Shepherd Church Council

October 23, 2022 | 11:30 am

Members Present: Andrea Brandt, Joe Hagen, Susan Kratz, Elise Pokel, Kevin Roellinger, Dave Senness, Dave Shay, Amanda Sykora

Members Absent: Karl Jacobson

Action Items are noted in bold. [Motions in blue](#)

Call to Order and Opening Prayer

Approval of the Minutes

[Motion passed to approve the minutes of the September council meeting.](#)

Open Items

Action	Responsible	Comments
Projections on future expenses	Amanda	Amanda provided update. Done
Controls for audit committee	Amanda	Amanda has list of requests. Working with audit committee. Done
Ministry board overhaul	Council	Address at future meeting
Policy updates	Council	Personnel Committee to update; Council to approve
Nominating committee	Joe	Joe provided update. Goal is to confirm positions by November
Housing allowance	Council	Tabled to November meeting
Committee descriptions	Joe / Committee leads	Timing TBD

President's Report

- Strategic Planning Task Force
 - Met with Kairos recently; did a workshop called missional shift: council, staff and Strategic Planning Task Force (SPTF) focused on developing a new scorecard. Will consider what is success? Is it number of people who come to Sunday service, or the number of meals we serve? Other similar key performance indicators, etc
 - Doing a SOAR process-strengths, opportunities, aspirations, results. This will help LCGS define our mission and values.
 - Second phase will be to define aspirations and determine what to do with results
 - Will need council motion to approve the final portion of the billing
 - Goal is to determine how to use our resources to staff the programs, and will potentially help us frame a future capital campaign
 - [Motion passed to approve amended contract](#)
- Foundation
 - Andrea to request a donation to the 100th Anniversary
- Preschool
 - Amendment was signed, will take effect in January. Adding three rooms, and preschool will handle cleaning in exchange for reduced rent
- Building Security
 - Implemented, but still customizing some settings
- Personnel Committee
 - Updated manual was approved by Council
 - [Motion passed to pay nominal fee to obtain materials from wedding coordinator](#)

Pastor's Report

- Confirmation Sunday was originally planned for Oct 30, but no confirmands this year
- Zion Lutheran Church closing soon. Members will be invited to attend a LCGS service

Treasurer's report

- Tax return 990T in process
- Envelope offering lower than expected in Sept. But ahead of projections by about \$6000 for the year

New Business

- We have a new contract with a for profit company which uses the building during no school days.
[Motion passed to deny request to place signs on LCGS property.](#)

Adjournment and Closing Prayer

Minutes prepared by Joe Hagen, Secretary

Lutheran Church of the Good Shepherd Church Council

Nov 20, 2022 | 11:30 am

Members Present: Andrea Brandt, Joe Hagen, Susan Kratz, Kevin Roellinger, Dave Senness, Dave Shay, Amanda Sykora

Members Absent: Karl Jacobson, Elise Pokel

Action Items are noted in bold. [Motions in blue](#)

Call to Order and Opening Prayer

Approval of the Minutes

[Motion passed to approve the minutes of the October council meeting.](#)

Open Items

Action	Responsible	Comments
Ministry board overhaul	Council	No updates, but keeping this on the ongoing list for now.
Policy updates	Council	No updates- Personnel committee is handling. Closing this from council open items list for now.
Nominating committee	Joe	Three positions still to be filled. Another update to be provided at December meeting
Housing allowance	Council	Motion passed to approve the housing allowance for pastors, as will be outlined in the upcoming budget. (Amanda and Andrea to confirm dollar amounts and details prior to budget being documented).
Committee descriptions	Joe / Committee leads	Timing TBD
Unemployment insurance	Dave Senness	Update at December or January meeting

President's Report

- Strategic Planning Task Force
 - Committee is engaged in a process, led by Kairos, to generate a mission statement, then a statement of values, then eventually a vision statement.
 - Target timing is to present Mission statement to council at January council meeting, then likely share some type of update during the February congregation meeting.
 - We may potentially ask the Mission Board to report to council bimonthly or so.
- Annual Congregation Meeting
 - (Budget review is January 22).
 - Annual meeting date has shifted from Jan 29 to Feb 5
 - (See more details below at bottom)
- Building Security
 - Email was sent from OpenPath to approved people
 - [Motion passed to approve additional door security measures \(magnets\).](#)
- Personnel Committee
 - Meeting Nov 29
 - Pastor Karl targeting a February return
 - Andrea working with Bishop Ann for recommendations on role definitions between the two pastors
 - [Motion passed to offer extension to Pastor Deb through February](#)

- Other personnel discussion
- Other updates
 - Andrea has discussed with the Foundation the idea of providing a gift for the 100th anniversary; decision TBD

Pastor's Report

- NA

Treasurer's report

- October financials coming soon to Council via email
- Pledges are being finalized
- Andrea to add language to electronic announcements, providing update and asking for additional pledges
- Finance Committee: Amanda provided updates on the work completed, and plans to present at the annual congregation meeting

New Business

- Unemployment insurance discussion – more to come at next meeting

Other Motions

The following 2 items were discussed and approved by Council, via email in early November.

Personnel Committee recommended a one-time bonus to Pastor Elise to recognize the additional work she's done this year in Pastor Karl's absence. [Motion passed](#)

In order to be more transparent, we'd like to hold an additional pre-annual meeting Budget Review with members, to allow sufficient time to consider feedback before finalizing the budget. The Constitution dictates the annual meeting is generally the last Sunday of January, but w/Council input can be another date. We'd like to move from 1/29/23 to 2/5/23 and tweak the overall schedule as follows:

- NEW Budget Review: Jan 22, 2023
- Council Meeting, where budget is approved: new date is Jan 29, 2023 (this is a change from original date of Jan 22, 2023)
- Annual Meeting: new date is Feb 5, 2023 (this is a change from original date of Jan 29, 2023)

[Motion passed](#)

Adjournment and Closing Prayer

Minutes prepared by Joe Hagen, Secretary

Present: Amanda Sykora, Andrea Brandt, Susan Kratz, Kevin Rollinger, Dave Shay, Pastor Elise

Not Present: Dave Senness, Pastor Karl, Joe Hagen

1) **Call to Order and Opening Prayer**

2) **Approval of the Minutes MOTION MADE TO APPROVE THE MINUTES - APPROVED.**

3) **Follow up on open items**

- **Ministry board overhaul**- see below
- **Policy Updates** - no update, keep open
- **Nominating Committee** - no update, keep open
- **Committee Descriptions** - no update, keep open
- **Unemployment insurance**
 - Per Dave Shay: we can join OR reimburse the state if someone submits a claims
 - We don't pay federal. State lets religious institutions opt out it.
 - Question is 'should' we do this?
 - Dave Senness will research steps to opt in.
 - Amanda will ask All-in-1 what they know or see
 - Keep open as follow up for next meeting

4) **President's Report**

- o Strategic Planning Task Force
 - Lunch w/Sr Pastor at St Philip attended by Paul Grangaard, Dave Shay, Pastor Elise, Walt Polley and Andrea Brandt. Take aways and notables include
 - They have a 3 year term for council members
 - They have an executive council (former presidents)
 - There is focus on excellence and leadership
 - They strive for consistency and quality for all things related to 'front door' meaning visual (building/website/materials)
 - They value the the importance of leadership, and the ability to change and adapt, and let things go when they no longer serve a purpose.
- o Personnel Committee
 - Pastor Deb - extended into Feb
 - Pastor Karl - Andrea & Dave Shay are working to hire a team of 2 consultants as recommended by the Bishop. They facilitate the transition of Pastor Karl as he begins his return to work in Feb, and to help outline Pr Elise's role which will change.
 - **MOTION MADE TO APPROVE HIRING MARY & DAN HALVORSON (no relation to Mark/Mara) APPROVED,**
 - Pastor Elise - review done by Andrea
 - Job Descriptions - in progress by personnel committee
- o Preschool - the expansion is all set for 2023 - the impact to revenues will be about \$12k/year additional revenue

5) **Pastor's Report** - ministry board update - Mark in on ministry board, he'll will help with this, highlight areas where people can get involved, what opportunities are out there

6) **Treasurer's report**

- **budget** - Nov statements tomorrow, holding pattern until see Dec statements (3rd Monday in January)
- **100th Anniv gift updated**
 - \$30k will be given by foundation (to be paid in 2023)
 - \$75k donation for monthly payments given by generous individual - this will help us continue strategic work
 - In total, \$288k raised (\$30 from foundation, \$100 from one donor, \$75k from another donor, rest from congregation). It will be used toward
 - Monthly \$75k

- Principal \$213k

7) New Business

- \$300 donation to Edina Coalition for Grief **PASSED**

8) Adjournment and Closing Prayer

Minutes submitted by Andrea Brandt