

RICHLAND LUTHERAN CHURCH
CONGREGATION COUNCIL MINUTES

APRIL 14, 2015

Members Present: Sara Hagensen, Mike Strasberg, Todd Maier, Sandy Steele, Norm Gillette, Dave Larkin, Steve Ernst, Joel Sorensen

Members Absent: Rich Olsen, Don Schmid

Guests: Corey Smith, Debbie Stankovich, Joseph Farrar

The regular monthly meeting of the Richland Lutheran Church Congregation Council was held on Tuesday, April 14, 2015, beginning at 7:02 p.m. with Dave Larkin as Chair. Sara Hagensen opened the meeting with devotions and prayer.

Staff Reports:

Lead Pastor – Steve Ernst

- The 2015 Ministry Plan Quarter One Progress was provided to the Council for their information and approval. Pastor Ernst emphasized that the plan and its execution is a truly collaborative work involving staff and congregation members, as well.
- The Ministry Fair held on Sunday, March 23 was successful and was well attended.
- *Worship Attendance:* 2015 year to date total – 4422 (2014 YTD total -4433); 2015 Easter attendance – 637 (2014 Easter attendance – 656).
- *Weddings:* March 18, Rick Nunamaker and Susan Mallams.
- *Memorials:* March 7 Larry Riensche; March 21 Phyllis Steele; March 21 Chuck Richardson.

Associate Pastor – Corey Smith

- Planning a new confirmation retreat focusing on familiarizing middle schoolers with the whole plan of salvation from Genesis to Revelation.

Director of Worship and Music – Joseph Farrar

- Assisted in setup and logistics for the Seder Dinner held on March 26
- Prepared and presented special Chancel Choir music for Good Friday and Easter services.

Approved May 12, 2015

Director of Administration – Debbie Stankovich

- Developed a draft Adjacent Property Policy to be reviewed at the May Congregation Council meeting.
- Reported that the second Financial Peace University session commenced on April 9 and is scheduled to conclude on June 4. A third session is scheduled to be held June 17 through August 19.

Financial report/Capital Account – Rich Olsen

(From April 15 written Financial Officer’s Report):

Monthly (March)

	<u>2015 Budget</u>	<u>2015 Actual</u>	<u>(Over)/Under Budget</u>
March Total Income	\$79,800	\$68,233	\$11,567
March Total Expense	\$76,711	\$66,802	\$ 9,009

Year to Date

	<u>2015 Budget</u>	<u>2015 Actual</u>	<u>(Over)/Under Budget</u>
Total Income	\$194,880	\$173,497	\$21,383
Total Expense	\$206,408	\$182,577	\$23,831

Total Cash/Investments - March 2015

\$734,356; a decrease of \$2,402 from \$736,758 as of Dec. 2014.

Total Reserves – March 2015

\$306,778; an increase of 9,145 from \$297,653 as of Dec, 2014.

ACTION ITEMS

Consent Agenda – Council approved the following without discussion:

- a. The minutes of the March 10, 2015 Regular Monthly Congregation Council Meeting.
- b. The *Scholarship and Educational Assistance Policy* (att. 1, below)

Other Council Actions –

- *Nursery Attendant Pay rates* - Council approved pay rates of \$12.50 hour for the regularly scheduled nursery attendant and \$10.50 hourly for substitute nursery attendants. Rates are to be effective beginning the full pay period April 11 through April 24. The staff Compensation Committee will be responsible for including these rates in the existing policy.
- *Position Descriptions:* Approved the following to be filled as soon as possible. The Compensation Committee will develop and propose a salary rate/ranges for these positions for Council review and approval at the next Congregation Council Meeting:
 - Facilities Coordinator (See *Attachment 2*, below)
 - Ministry Assistant for Biblical Stewardship (See *Attachment 3*, below)
- Council also approved eliminating the Director of Administration position effective on July 1, 2015.

MINISTRY EMPHASIS – Joseph Farrar, Director of Worship and Music described for the Council Worship and Music responsibilities and activities.

CLOSING – The Council meeting was adjourned at 9:45 pm and closed with the Lord's Prayer.

Joel Sorensen, Secretary

ATTACHMENT 1

Richland Lutheran Church

Scholarship and Educational Assistance Fund Policies

The following policies have been adopted by the Congregation Council for the purpose of achieving the following goals:

- *Document the origin, intent, continued funding, and use of all special funds established for the purpose of supporting post-secondary student education*
- *Establish a framework for application purposes*
- *Provide guidance for the purpose of establishing supporting procedures to accomplish the ministry*

I. Definitions of Funds Available

- A. Bruce Higley Scholarship:** a scholarship fund established by Kathy Higley in memory of her husband, Bruce, who had a lifelong passion for and career in science and engineering
- B. Grimsrud Lutheran Scholarship:** a scholarship fund established by Richland Lutheran Church with gifts made in memory of Pastor Milton and Solvig Grimsrud, and a previous Lutheran Educational Aid Fund (LEAF) balance
- C. Grimsrud Lutheran Seminary Scholarship:** a scholarship fund established by Richland Lutheran Church with money budgeted in the annual budget
- D. Gary Lucke Memorial Scholarship:** a scholarship fund established by Nancy and Daryl Lucke in memory of their son, Gary, who was killed in an automobile accident while a student at Washington State University
- E. Mark Black Award:** a leadership and financial award presented to a graduating high school senior established in memory of Mark Black who was killed in the Viet Nam War.
- F. Richland Lutheran Church Grant:** an educational grant established by Richland Lutheran Church
- G. Ruth Smith/Mary Jane O'Black Loan Fund:** a loan fund established from the Smith and O'Black memorials to provide no-interest loans to applicants

II. Eligibility

- A. Bruce Higley Scholarship:** available to students who have achieved upper classman status, are enrolled full-time at an accredited university, and have declared a science-related major
- B. Grimsrud Lutheran Scholarship:** available for tuition to a student attending a Lutheran college or seminary
- C. Grimsrud Lutheran Seminary Scholarship:** available to a member of Richland Lutheran Church attending a Lutheran seminary
- D. Gary Lucke Memorial Scholarship:** available to students who confirm their faith in the Lutheran church and possess high moral standards – financial need is a major consideration
- E. Mark Black Award:** awarded to a graduating senior who has shown exceptional character through faithfulness in worship, leadership, and Christian responsibility in the life of the congregation
- F. Richland Lutheran Church Grant:** available to students in search of financial assistance

- G. **Ruth Smith/Mary Jane O'Black Loan Fund:** available to students who need interest-free loans to help pay for their education

III. Scholarship and Award Amounts

- A. **Bruce Higley Scholarship:** \$1,000 per academic year for as long as funding is available. This scholarship will no longer exist when the funds are exhausted.
- B. **Grimsrud Lutheran Scholarship:** initial amount established in 1998 was \$250 per semester, with intent to be adjusted annually for inflation by the CPI-U index
- C. **Grimsrud Lutheran Seminary Scholarship:** recommendation from the Executive Committee to the Congregation Council based on individual request and need
- D. **Gary Lucke Memorial Scholarship:** amount of aid given to any individual shall be the accumulated annual interest but not to exceed \$365, as established by policy in 1998 (plus CPI-U index adjustment) per person
- E. **Mark Black Award:** awarded to a graduating senior who has shown exceptional character through faithfulness in worship, leadership, and Christian responsibility in the life of the congregation
- F. **Richland Lutheran Church Grant:** \$500 per academic year
- G. **Ruth Smith/Mary Jane O'Black Loan Fund:** available to students who need interest-free loans to help pay for their education

IV. Application Requirements and Process

- A. **Bruce Higley Scholarship, Grimsrud Lutheran Scholarship, and Richland Lutheran Church Grant:** submit a completed scholarship application form, cover letter, and 300-word essay setting for educational goals and career plans is required
- B. **Gary Lucke Memorial Scholarship:** submit a scholarship application along with a statement on use, basis of need, and course of study being pursued a cover letter stating the course of study being pursued, need, and statement of use
- C. **Grimsrud Lutheran Seminary Scholarship:** submit a completed scholarship application form, cover letter, and 500-word faith statement and call to ordained ministry
- D. **Mark Black Award:** applications are not accepted for this award
- E. **Ruth Smith/Mary Jane O'Black Loan Fund:** submit a loan application
- F. Detailed application instructions including current amounts available are provided to potential recipients in the fall
- G. Award recipients are notified of the Scholarship Ministry Team's decisions by December 15

V. Selection Process

- A. The Executive Committee shall appoint a ministry team of five individuals to review applications and select recipients for the Bruce Higley Scholarship, Grimsrud Lutheran Educational Scholarship, and Richland Lutheran Church Grant. Immediate family members of applicants are not eligible to serve on the team.
- B. The Lead Pastor and Associate Pastor shall serve as advisory members to the Scholarship Ministry Team.
- C. The Scholarship Ministry Team considers applications for Ruth Smith/Mary Jane O'Black Loans and forwards recommendations to the Executive Committee for final approval.

- D. The Lead Pastor and the Associate pastor shall nominate the Mark Black Award recipient to the Executive Committee.
- E. The Executive Committee approves the final selection of the Mark Black Award.
- F. The Executive Committee reviews applicants for the Grimsrud Lutheran Seminary Scholarship and makes a recommendation to the Congregation Council for final approval.

ATTACHMENT 2

Job Description

POSITION TITLE	Facilities Coordinator
MINISTRY AREA	Biblical Stewardship
HIRED BY	Congregation Council
SUPERVISED BY	Lead Pastor
PRIMARY FUNCTION	A member of the Richland Lutheran Church ministry team, primarily responsible for ensuring a safe, clean, and properly prepared facility is provided for worship and other Church activities, helping the congregation make Christ's name know and advance His kingdom.
RESPONSIBILITIES	
Primary	<ul style="list-style-type: none">• Work in partnership with the Lead Pastor to ensure primary functions of Congregation Council-established committees/teams in the area of Biblical Stewardship: Property, Adjacent Properties, Building Committee, Safety and Security are performed.• Create weekly work plans for facility and grounds maintenance and operations.• Work with identified ministry teams to equip, empower, and encourage lay people to accomplish ministry and mission.• Work with the Lead Pastor to establish and ensure contracts for such things as lawn care, adjacent properties management, HVAC, security, janitorial, etc. are fulfilled.• Ensure compliance with OSHA regulations.• Ensure compliance with local, state, and federal authorities in relationship to facility and waste management issues.• Ensure planned maintenance and work orders are completed and submitted to the Ministry Assistant for Biblical Stewardship for recording.• Ensure facility is property prepared for all activities.• Respond to emergency security calls as needed.• Promote a culture of safety, taking steps to identify potential hazards and minimize risk.• Perform and provide for care and maintenance of facilities and grounds.• Oversee development and operation of information technology systems.• Attend and participate in required meetings.• Perform other related duties as assigned.
SKILLS AND EDUCATIONAL REQUIREMENTS	High School Diploma or GED Relevant technical degree or five years relevant experience Working knowledge of basic computer software, email management, internet searches, etc. Working knowledge of mechanical, electrical, electronic, and computer systems Understanding of local, state, and federal authorities in relationship to facility and waste management issues Understanding of OSHA regulations and compliance issues
RELATIONSHIPS	Staff, Ministry Team Members, Congregational Members, Vendors, Groups, General Public
CONDITIONS	Maintain confidentiality Occasional overtime required

Willingness to flex a regular work schedule as necessary and requested by supervisor
Must be able to lift 50 pounds unaided and move objects 50 feet
Valid Washington State Driver's License
Must pass a background check
Must be available to respond to emergency needs

**PERSONAL
ATTRIBUTES**

Mature Christian faith
Strive in word and action to be an example in Christian living
Good leadership and organizational skills
Above average verbal and math skills
Ability and willingness to work collaboratively with staff and volunteers
Willingness to advance technical skills and incorporate them into assignments
Self-starter with good judgment
Ability to relate to a variety of personalities
Natural aptitude for working sensitively, empathetically, and tactfully with people
Flexibility and ability to adapt to changing situations
Willingness to pitch in to help others
Receptive to feedback

CLASSIFICATION

Full-time (40 hours per week) non-exempt, support staff member with benefits in accordance with existing Richland Lutheran Church policies, which are subject to change

EEO STATEMENT

Richland Lutheran Church does not discriminate on the basis of race, color, sex, national origin, age, disability, or prior EEO activity. Candidates who are otherwise qualified but require reasonable accommodations to perform essential functions of the job are encouraged to apply.

Under Title VII of the Civil Rights Act of 1964, Richland Lutheran Church is allowed to and does discriminate on the basis of religion in accordance with the terms of ministerial exception.

The Richland Lutheran Church Congregation Council reserves the right to modify job descriptions to align with the vision, mission, and ministry plans of Richland Lutheran Church.

ATTACHMENT 3

Job Description

POSITION TITLE	Ministry Assistant for Biblical Stewardship
MINISTRY AREA	Biblical Stewardship
HIRED BY	Congregation Council
SUPERVISED BY	Lead Pastor
PRIMARY FUNCTION	A member of the Richland Lutheran Church ministry team, primarily responsible for providing support to the area of Biblical Stewardship Ministry, including property, finance, and stewardship, to help the congregation make Christ's name known and advance His kingdom.
RESPONSIBILITIES	
Primary	<ul style="list-style-type: none">• Work in partnership with the Lead Pastor to ensure primary functions of Congregation Council-established committees/teams in the area of Biblical Stewardship: Finance, Stewardship, Servant Coordination, Audit and Nominating are performed
General	<ul style="list-style-type: none">• Attend and participate in required meetings• Serve as one of two backup responders to requests for food from the pantry• Perform other related duties as assigned• Ensure compliance with all expectations of a tax-exempt 501(c)3 organization including all state and federal employment laws. Obtain legal and tax counsel as required.• Assist the Lead Pastor with the development of employee policies and ensure compliance
Finance	<ul style="list-style-type: none">• Work directly with and support the Congregation Finance Officer• Assist the Lead Pastor and the Congregation Council in developing an annual budget• Serve as bookkeeper for RLC ensuring all functions thereof are performed timely and complete• Maintain accurate and complete financial records in the finance office <ul style="list-style-type: none">• Provide administrative assistance to the Property and Grounds Coordinator regarding contract retention, safety, warranties, user guides, and so forth
Property	
SKILLS AND EDUCATIONAL REQUIREMENTS	High School Diploma or GED Three years' experience as a supporting professional Proficiency with standard software including word processing, desktop publishing, presentation, and databases Excellent organizational skills with attention to details Excellent command of the English language and grammar Exceptional interpersonal communication skills
RELATIONSHIPS	Staff, Ministry Team Members, Congregational Members, Congregation Council Members, General Public
CONDITIONS	Maintain confidentiality Occasional overtime required Willingness to flex a regular work schedule as necessary and requested by supervisor Must be able to lift 40 pounds unaided and move objects 40 feet

Valid Washington State Driver's License

**PERSONAL
ATTRIBUTES**

Mature Christian faith
Strive in word and action to be an example in Christian living
Strong leadership and organizational skills
Ability and willingness to work collaboratively with staff and volunteers
Willingness to advance technical skills and incorporate them into assignments
Self-starter with good judgment
Ability to relate to a variety of personalities
Natural aptitude for working sensitively, empathetically, and tactfully with people
Flexibility and ability to adapt to changing situations
Willingness to pitch in to help others
Receptive to feedback
Patience

CLASSIFICATION

Part-time (20 hours per week) non-exempt, support staff member with benefits in accordance with existing Richland Lutheran Church policies, which are subject to change

EEO STATEMENT

Richland Lutheran Church does not discriminate on the basis of race, color, sex, national origin, age, disability, or prior EEO activity. Candidates who are otherwise qualified but require reasonable accommodations to perform essential functions of the job are encouraged to apply.

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