

**Congregation Council Meeting Minutes  
December 9, 2008**

**Members Present:** Sandi Edgemon, Norene Erlandson, Alan Hagensen, Mot Hedges, Carl Imhoff, Bob Thompson, Mark Underwood, Dave Wunschel,

**Ex-Officio Members:** Pastor Martens, Debbie Hardman

**Guest:** Helga Jansons, Area Mission Strategy Team

**Absent / Excused:**

Topic	Findings, Discussion, Conclusions, and Motions	Follow-up Actions
<b>Opening Prayer – Pastor Martens</b>		
<b>Approval of 11/11/08 Minutes</b>	<p>MSP – Approve 11/11/08 minutes.</p> <p>The Council previously approved the 9/9/08 and 10/7/08 minutes by email.</p>	
<b>West Richland Mission Survey – Helga Jansons</b>	<p>Pastor Jansons reported on the mission survey she is conducting on behalf of the Area Mission Strategy Team (AMST). Two primary themes are emerging. 1) There is a need for youth activities after school. 2) WR lacks Christian places of worship.</p> <p>There would need to be a core group of people to get a mission off the ground. A possible next step is to ask some of the WR community leaders who provided input if they would be supportive of outreach activities. There needs to be a bridge to the other faiths (Muslim, Hindu, LDS) on Bombing Range – value and respect other beliefs. There would be great acceptance for a community or inter-faith church.</p> <p>ELCA and the AMST have resource available. ELCA has mission development training, and for a fee David Delbert from ELCA could do some prep work with RLC/AMST to develop a mission strategy. AMST has \$200K available from the sale of Good Shepherd. RLC would need to commit to a ministry use of all or part of the funds by Feb. 2009, the deadline for committing the funds before they are divided between the AMST members. In addition, there is another group that wants the funds for a West Pasco mission outreach.</p> <p>The Council will discuss this by email and at its January meeting. We may have a Council retreat on the subject.</p>	<p>All – Summit your thoughts about Pastor Jansons' information and the WR mission to Sandi.</p> <p>Carl – Thank Pastor Jansons for presenting the information to the Council.</p>
<b>Financial Report – Debbie Hardman</b>	<p>As of the end of Nov., there was a \$19.4K deficit in costs versus giving. The financial model projects a \$10K end of year deficit. It basically means RLC will not payback the funds that we borrowed from other funds to purchase the adjacent properties as quickly as originally planned.</p> <p>MSP – Approve RLC financial procedures.</p> <p>MSP - Move payroll from monthly payments to biweekly payments to comply with the IRS federal payroll deposits</p>	

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	<p>requirements. Loren Schmid and Corey Smith have requested a \$3.5K grant from the RLC Foundation for youth retreats and mission trip scholarships to provide financial assistance to youth whose families cannot afford the costs of retreats and trips. \$3K of donations to the youth program exists in an old youth account. In addition, \$500 given honor of Corey on his 10<sup>th</sup> year service anniversary would be used for the fund.</p> <p>MSP – Transfer the \$3K from the old youth program account to the newly established account for youth retreat and mission trip scholarships.</p>	
<b>Pastor's Report – Pastor Martens</b>	Pastor Martens provided his regular update.	
<b>Adjacent Properties Task Force Update – Bob Thompson</b>	<p>Property security, clean-up, and winterization are complete. The Council would like to see the following immediate, beneficial improvements to assist members in effectively using the new parking area.</p> <ul style="list-style-type: none"> <li>• Open up the bottle neck area near the south end of the education wing, remove a little of the fencing, and remove the paint for 4 parking spaces.</li> <li>• Prepare an insert for the Sunday bulletin that provides guidance for entering, parking, and exiting the new parking area.</li> <li>• Prepare and install outdoor signs to direct the flow of traffic.</li> </ul>	Bob - Ask Debbie to talk to John Cagle about making the improvements.
<b>Assoc. Pastor's Position Description</b>	Exec. Committee has a draft position description.	Bob, Carl, Sandi – Meet with Pastor to finalize.
<b>New Council Member Orientation - Carl</b>	Pastor will conduct a new council member orientation. The entire council will attend and also discuss the West Richland mission opportunity.	Carl – Contact Lori and Val about their availability to attend a Council orientation in January.
<b>Lighting of the Bell Tower on Stevens – Pastor Martens</b>	<p>The Isakson's family gave a memorial to purchase lights for the bell tower on the Stevens Dr. side of the church. The lights have been purchased.</p> <p>It will cost a maximum of \$4K to have the lights installed due to some unconventional wiring that exists for the tower.</p> <p>MSP -Approve \$4K from the memorial fund for the lights installation by a professional electrician.</p>	
<b>Staff Appraisals, Leadership Development, and Career Development Policy - Carl</b>	The Council will be formalizing the annual review process for the lead pastor and continuing education/career development/leadership development for staff and lay leaders.	<p>Sandi – Send Carl the draft policy she edited for work.</p> <p>Carl – Discuss with the Synod the career and leadership development resources and support available from ELCA and the Synod.</p>

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Adjournment	Next Congregation Council Meeting is Jan. 13 in the Friendship Room.	

### Action Items

Action	Responsible Individual	Due Date	Status
Develop a handout on RLC's financial status and distribute to members' mailboxes quarterly with their financial statements.	Debbie H., Carl, and Debbie S.	End of each quarter	Done
Schedule a facilitated discussion on RLC's ministry area needs and other staff capabilities in relation the Associate Pastor's roles, responsibilities, and attributes. The expected results are an updated Associate Pastor's position description and recommendations for changes to other staff ministry area responsibilities.	Carl	TBD	Done
Meet with the two individuals Council identified for chairing the Site Development Task Force and recommend to the Council one for chairman.	Carl & Mark	7/22/08	
Draft an integrated description of roles, responsibilities, and desired outcomes of the Site Development Task Force, Adjacent Properties Task Force, and Building Finance Committee.	Bob	9/9/08	
Tell the Adjacent Properties Task Force to proceed with the \$750 in winterization. This will be funded by the 2008 budget.	Debbie S.	10/8/08	Done
Meet with Russ Warren to learn more about Outdoor Ministries and the Men's Ministries books he wants to use.	Pastor Martens	10/10/08	
Email Sandi the Task Force's summary handout.	Debbie S.	10/10/08	Done
Email the ministry plan presentation to Carl.	Pastor Martens	10/10/08	Done
Email to Sandi three key messages and questions members might ask.	All	10/10/08	Done
Contact Alta Lambie and Jeff Dagle to see if they are willing to serve on the Nominating Committee. Communicate their decision to Debbie S. and the Council ASAP.	Mark	10/10/08	Done
Assemble and redistribute Council key messages and questions to the Council by COB Sat., Oct. 11.	Sandi	10/11/08	Done
Develop the message for mailbox fliers, the Grapevine, and the Oct. 19 Q&A meeting to communicate the projected deficit to the congregation.	Debbie H. & Carl	10/15/08	Done
Develop the Oct. 19 & Annual Meeting presentations.	Carl, Bob, Sandi	10/15/08	Done
Develop a message about the 2008 budget	Pastor Martens	10/17/08	Done

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deficit for the Prayer emails.			
Present a summary of financial recovery for the 2008 year at the Oct. 19 information session.	Debbie H.	10/19/08	Done
Develop a list of resources for members who might need credit or personal counseling or other assistance due to the current economic climate.	Debbie S.	10/24/08	
Ask Good News Media Ministry if they will fund the Christmas postcard (\$4.0 – 4.5K).	Debbie S.	11/11/08	
Present revised payroll recommendations to the Council.	Debbie H.	12/9/08	Done
Send Carl the draft performance appraisal policy she edited for work.	Sandi	12/12/08	Done
Discuss with the Synod the career and leadership development resources and support available from ELCA and the Synod.	Carl	12/12/08	Done
Ask Debbie to talk to John Cagle about making the parking area improvements.	Bob	12/18/08	Done
Thank Pastor Jansons for presenting the WR mission survey information to the Council.	Carl	12/26/08	
Summit your thoughts about Pastor Jansons' information and the WR mission to Sandi.	All	1/2/09	Done
Meet with Pastor Martens to finalize the Assoc. Pastor position description.	Carl, Bob, Sandi	1/13/09	Done
Contact Lori and Val about their availability to attend a Council orientation in January.	Carl	1/13/09	
Conduct a portfolio review of RLC's stocks and present information on percentage of stock holdings from other churches of RLC's size.	Debbie H.	1/13/09	

#### Agenda Items for Future Council Meetings

Jan. – Debbie H. to present a portfolio review of RLC's stocks and information on percentage of stock holdings from other churches of RLC's size.

TBD - Identify potential call committee members.

TBD – Finalize call committee members. Congregation will need to approve the call committee.

TBD – Annual review of bylaws & continuing resolutions.

TBD - Provide recommendations on appointments to the Deaf Ministry and Preschool Task Forces.