

**RICHLAND LUTHERAN CHURCH
CONGREGATION COUNCIL MEETING MINUTES
December 11, 2012**

Members Present: Ben Barr, Rob Barr, Dave Brandes, Scott Hardman, Mot Hedges, Kathy Killand, and Sandy Steele.

Members Absent/ excused: Dave Larkin

Staff Attending: Corey Smith, Dave Hogan, Maria Frame, Debbie Stankovich, Kelly Westlund, Joanne Woehle, Jenny Page attended for the first 15 minutes.

Advisory Members Present: Pastor Steve Ernst and Rich Olsen

The Regular monthly meeting of the Richland Lutheran Church Congregation Council was held on Tuesday, September 11, 2012, beginning at 7:05 p.m., President Mot Hedges being in the chair. Dave Brandes served to take the minutes of the meeting in the absence of the secretary, Dave Larkin. The meeting was opened with a thank you prayer by the staff present, cookies and beverages

Lead Pastor's Report – Pastor Ernst presented the report. Highlights include:

1. Stats: November 2012 attendance weekly average was 374 compared to the November 2011 average of 368. YTD 2012 attendance was 348 compared to YTD 2011 of 353.
2. Outreach: Union Gospel Mission Giving Tree and the Cookie Ministry successful.
3. Worship: Joint Lutheran Advent Concert went well.
4. Nurture: Prayer Ministers, LAFF and Chaplaincy Training Program doing well.
5. Education: Kids Evangelism Training working well; Children's Christmas program a great outreach. January: Trinity Living "coach" training begins.

Financial Officer's Report – Rich Olsen presented the financial report showing that YTD income through November for 2012, was \$703,720 compared to \$676,317 through the same comparable period in 2011 and was above the expected budget assumption of income of \$690,300. Expenditures to-date totaled \$683,104, below the budgeted amount of \$718,461. The net cash flow for the year to-date is a positive \$20,616. Rich expects that we will end the year in very good financial shape as December is typically a good month for giving.

Consent Agenda -- All items on the consent agenda were approved:

- Approved the Minutes of the November 11, 2012 Council Meeting.
- Approved Rich Barchett as a member of the Financial Audit Committee.
- Approved removal of individuals from our membership rolls. Note: In most cases, individuals are on the list that have not contributed to or communed with RLC over the last two years.

- Approved designating \$9,600 (\$800 per month) for Pastor Dave Hogan's 2013 housing allowance.
- Approved designating \$24,000 (\$2,000) for Pastor Corey Smith's 2013 housing allowance.
- Approved designating \$21,000 (\$1,750) for Lead Pastor Steve Ernst's 2013 housing allowance.
- Approved the appointment of Warner Blyckert to the Shalom Ecumenical Center board of directors.

Old Business

- **Finance Committee - Memorial Policy review** (part of Ministry Plan) (Rich Olsen) – Rich reported that this work continues. However, it appears that the Finance Committee will recommend that we adhere to the policy on memorial and designated giving that is in effect at the time the gift was made; and, that the new policy going forward would address the problems associated with gifts that are no longer relevant to our long-range plans.
- **2011 Financial Audit Report – Staff Recommendations** (Pastor Steve): Pastor Steve provided a recommendation from the staff. **The Council approved acceptance of the RLC Staff Recommendations to the Council RE: 2011 Audit Report.**

NOTES:

- Sections 3 and 4 of the Report are complete. **ACTION:** The Council needs to approve these changes; likely common consent agenda items.
- Sections 5, 6 and 7 are all in work by the Finance Committee.
- Section 8 RE: Having an outside audit firm perform an audit in two to three years. Need to prepare for a \$20,000 to \$30,000 fee for this service.
- **2013 Council/Staff Team Building** - 1st Qtr – Coordination (Pastor Steve)
Confirmed for Saturday, January 18th. Kelly Westlund is making arrangements.
- **Church Parking Lot** – Update (Pastor Steve). C&M Nursery to grade and bring in rock the week of December 17th.
- **Status Report – Pastoral Education** (Kathy Killand). Kathy provided a copy of the Church Policy and Procedure Guide to each member. Each scholarship currently offered includes stipulations and restrictions. Rich Olsen reported that there is about \$16,000 available in the Grimsrud Lutheran Education Fund. Most other funds are in much smaller amounts.

ACTIONS:

- (1) Establish a team under the Education Committee to administer these scholarships. **Action:** Corey Smith.
- (2) Update the policy and develop more specific criteria for administration – especially between financial need and academic/service qualifications and the quality of the request. **Action:** Corey Smith working with Kathy Killand and Education Committee with approval of the Council.

(3) **Action:** Rich Olsen to contact Debbie Stankovich to develop a letter to the Grimsrud family regarding the direction of scholarship funds to be acceptable for a Lutheran pastor attending a school not sponsored by a particular Lutheran denomination but related to advanced pastoral studies.

(4) **Action:** Corey Smith working with the Education Committee to solicit scholarship call for nominations and requests. Comment: No scholarships were given out for one or two years – not really sure. And, some scholarships have been added (Higley scholarship).

- **Staff Vacations Status Report** (Pastor Steve) Pastor Steve reported that by the end of the year, all staff will be in compliance with the new vacation policy.

New Business

- **Status Report on 2012 Ministry Plan** (Pastor Steve). Pastor Steve provided a report that listed the team ministry lead accomplishments during 2012. The report shows that the team met or exceeded planned goals for the year.
- **LRPT Status Report** (Dave Brandes) Dave provided a plan for accomplishing the RLC Long Range Plan. Pastor Steve and Sandy Steele noted that the team is putting together a supporting communications plan.
- **Spiritual Care Training Update** (Dave Brandes). Dave provided a side-by-side comparison of a social visit and a spiritual care visit. He also provided a list of the main topics covered in the training.
- **Accept the Contemporary Worship Leader Job Description.** Pastor Steve provided a copy of an updated job description for the part-time contemporary worship leader. **Approved the Contemporary Worship Leader Job Description.**
- **Employee Health Insurance** – Rich Olsen and Sandy Steele. Rich and Sandy presented a written summary of the health insurance increases proposed by our current carrier and Group Health. Sandy offered a motion to accept the increases to our health care for \$2,320. **The Council approved that RLC provide a \$2,320 increase in health care benefits over that budgeted for 2013.** Note: this represents a 3.0% increase in the budget for this item.

Review of Action Items

- Add: Review of Salary Management program – merit increases and criteria. February meeting council action.
- Add: Education Committee activation, policy update, scholarship call letter – February meeting status report. Pastor Steve / Corey Smith.
- Add: Grimsrud Education Fund Letter of Permission / Rich Olsen and Debbie Stankovich – January.
- Add: The Council needs to approve these changes; likely common consent agenda items

The meeting was closed with praying the Lord's Prayer and adjourned at 8:50.
For Secretary Dave Larkin, Dave Brandes.