

**RICHLAND LUTHERAN CHURCH
CONGREGATION COUNCIL MEETING MINUTES
March 13, 2012**

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

Members Absent/excused:

Advisory Members Present: Pastor Steve Ernst

Guests: Debbie Stankovich

The Regular monthly meeting of the Richland Lutheran Church Congregation Council was held on Tuesday, March 13, 2012, at 7:00 p.m., President Mot Hedges being in the chair and the secretary being present. The meeting was opened with a devotional reading by Mot followed by prayer by Pastor Ernst.

Lead Pastor's Report - Pastor Ernst presented the Lead Pastor's Report:

1. Average church attendance through February 2012 was 362 compared to 364 through the same period in 2011.
2. Pastoral acts in January included one baptism (Andrew Villegas), one wedding (Katie Conrad and Ben Nipper), and two funeral/memorials (Helen Rucker and Bettie Cable).
3. Corey Smith, Minister of Christian Education, has completed the requirements of Certification by the LCMC.
4. Staff roles are being revised to maximize ministry with the current staff.
5. The church's telephone and internet system is being upgraded with contracts with Charter and Elevate.

Financial Officer's Report – In Rich Olsen's absence the financial report was reviewed showing that income through February for 2012, was \$137,617 as compared to \$117,786 through the comparable period in 2011 and was above the expected budget assumption of income of \$116,220. Expenditures to-date totaled \$111,295, below the budgeted \$123,066. The net cashflow for the year to-date is a positive \$26,322. The budget for 2012 is based on an assumed income of \$780,000.

Consent Agenda

The following Common Consent agenda items were approved:

- **Approved the minutes of the regular Council meeting of February 14, 2012.**
- **Designate Sunday, March 25th at 9:30 am as an all Richland Lutheran Church service with an installation of Pastor Ernst to follow.** [Note – there would be no Saturday Evening Service.]

The following agenda item was removed from the Consent Agenda for discussion but then approved.

- **Council approved the proposed Summer of 2012 Schedule – Sunday services will be at 8:30 am and 10:15 am.**

Old Business

Staff Benefits Task Force - Sandy Steele reported that the Task Force had its first meeting last week and is acquiring information on our current benefits cost before considering revisions.

Staff Proposed Responses to 2010 Audit Committee Report:

Section 2 Receipts and handling of Contributions and Fees A) Observation — The Audit Committee stated that no training of cashiers had occurred during 2010. Staff responded that this recommendation seemed to be based on a misunderstanding that no training had been done. In fact, training had been provided on a one-to-one basis as the need arose. **[Staff disagrees with the facts, as stated.]**

Section 2 Receipts and handling of Contributions and Fees A) Recommendations - The Audit Committee recommended an annual cashier training to provide review and refresher on the process for recording offerings. Staff responded that the one-to-one training was working well and annual group (*refresher*) training was not deemed necessary. **[Staff disagrees with the recommendation.]**

Section 2 Receipts and handling of Contributions and Fees B) Recommendations – The Audit Committee recommended making the posting titles used in Shepherd’s Staff and Quickbooks consistent. On reconsideration the Audit Committee believes that the current titles simplify review and understanding for those involved and should be retained. **[Staff agrees with the final view of the Committee that no change is needed.]**

Section 2 Credit Card Contributions and Fees Recommendations – The Audit Committee recommended that the electronic receipts be posted to the cashier form, similar to checks received other than through offerings.” Staff needs clarification as to what is meant by “electronic receipts be posted to the cashier form” before a response can be made. **[Clarification required from Audit Committee before a decision is possible.]**

Section 5 Bank and Investment Accounts – The Audit Committee recommends that financial actions be compliant with the RLC Financial Handbook or that the Council revise the Handbook to ensure that the handbook matches current practices. The Staff agrees that the Council should ensure that the Financial Officer complies with existing policy. **[Staff agrees that financial practices should be in compliance with the Handbook.]**

2012 Benevolences – the Task Force on Benevolences reported their recommendations and it was discussed and some minor revisions suggested.

- **Council approved the Proposed 2012 Benevolences, as amended.** [See approved list attached to these minutes.]

Staff Relations Committee – Pastor Ernst reported that he had surveyed the staff and that they do not think that the Staff Relations Committee is required but can handle most issues between themselves and if needed access to the Council Executive Committee would be sufficient. Therefore, the recommendation would be to remove this as a required committee

in our Constitution and Bylaws. Until congregational approval is obtained for this change the committee will continue to function.

New Business

Bylaws and Continuing Resolution Reviews – In order to accomplish the Constitutionally required Bylaws annual reviews a matrix of Bylaws and Policies was distributed and Council members assigned for the reviews. Reviews are to be complete in time for action at the June 12 2012, regular Council meeting. The reviewer assignments are:

| BYLAWS OR POLICIES | REVIEWERS |
|--------------------------------------|-------------------------|
| BENEVOLENCE POLICY | Hardman, B Barr |
| COMMON CONSENT AGENDA POLICY | B Barr, R Barr |
| COUNCIL SELF-GOVERNANCE POLICY | Larkin, B Barr, Killand |
| COUNCIL/STAFF POLICY | Hedges, Ernst, Brandes |
| EXECUTIVE LIMITATIONS POLICY | Hedges, Brandes |
| BYLAWS C3 – FIVE AREAS OF MINISTRY | Ernst, Brandes, Steel |
| BYLAWS C7 - MEMBERSHIP | Steel, R Barr, Ernst |
| BYLAWS C8 – THE PASTOR | Hedges, R Barr. Steel |
| BYLAWS C9 – CONGREGATIONAL MEETING | Hedges, Killand |
| BYLAWS C10 - OFFICERS | Larkin, Brandes |
| BYLAWS C11 – CONGREGATION COUNCIL | Larkin, Hardman |
| BYLAWS C12 – CONGREGATION COMMITTEES | Steel, Ernst, Larkin |

Corey Certification – As reported earlier, Cory Smith has completed all the requirements for Certification by the Lutheran Congregations in Mission for Christ. A proposed resolution to recommend a Call to Corey and a draft Job Description was presented. A motion was made and seconded to approve the resolution recommending to the Congregation that a Call be extended to Corey as an Associate Pastor with an emphasis on leading the Education and Men’s Ministry Teams. During the subsequent discussion there was mention of possible status changes for other staff positions but with the motion regarding Corey on the floor these side discussions did not result in any action on other staff. The motion was postponed until the Council’s next meeting to allow members time to pray about this important step and to review the proposed Job Description which had not been made available in advance.

Property & Grounds Coordinator – A draft Job Description was made available but since it had not been provided in advance for review the approval of the Job Description was postponed until the next meeting.

2012 Staff Performance Review Schedule – It was reported by Dave Brandes that the Executive Council met with Pastor Steve Ernst on February 20, 2012, to discuss his Performance Review for 2011. A recommendation was made to reschedule staff performance reviews beginning with 2012 into the July-August time period rather than the current December-January time period to reduce the impact on staff during the Christmas holidays, improve linkage between performance reviews and the preparation of the Annual Ministry Plan, and to provide planning for staff merit raises into the Annual Budget.

- **Council approved changing the schedule for the Annual Staff Performances from December-January to July-August.** [This change is to be effective with the 2012

performance reviews, e.g., covering the performance period of January through June 2012.]

Council Action List – Progress on the Council Action List was reviewed and new action items arising for this meeting agreed upon.

The meeting was closed with praying the Lord's Prayer and adjourned at 10:01 pm.

Dave Larkin,
Secretary

Approved
2012
Benevolences

LCMC - 10%
(\$7100)

| | |
|--------------------------------------|----------------|
| District - includes District meeting | \$700 |
| National | <u>\$6,400</u> |
| subtotal | \$7,100 |

Worldwide Ministry - 25% (\$17,750)

| | |
|-------------------------------------|----------------|
| Anoor Sanatorium, Mafraq, Jordan | \$2,275 |
| Anoor Baby Home, Mafraq, Jordan | \$2,275 |
| Eastern European Mission Network | \$4,400 |
| Lutheran World Relief | \$4,400 |
| Tumaini Lutheran Seminary, Tanzania | <u>\$4,400</u> |
| subtotal | \$17,750 |

National/Regional Ministry - 25% (\$17,750)

| | |
|-----------------------------------|----------------|
| Institute of Lutheran Theology | \$2,000 |
| Journey with Christ | \$3,500 |
| LCMC Mission Congregation support | \$4,000 |
| Luther Haven Camp | \$1,000 |
| Seminary Debt Relief | \$3,750 |
| The Walk with Christ | <u>\$3,500</u> |
| subtotal | \$17,750 |

Local Ministry - 25%
(\$17,750)

| | |
|-----------------------------|----------------|
| Emmaus Counseling Center | \$1,500 |
| Grace Clinic | \$1,500 |
| Habitat for Humanity | \$2,000 |
| Ignite Youth Mentoring | \$1,000 |
| Lutheran Community Services | \$2,000 |
| Second Harvest | \$1,000 |
| Sharefest | \$2,000 |
| Tri-City Chaplaincy | \$2,000 |
| Union Gospel Mission | <u>\$4,750</u> |
| subtotal | \$17,750 |

Emerging Ministry Opportunities - 15% (\$10,650)

subtotal \$10,650

Total \$71,000