

**RICHLAND LUTHERAN CHURCH
CONGREGATION COUNCIL MEETING MINUTES
November 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

The Regular monthly meeting of the Richland Lutheran Church Congregation Council was held on Tuesday, November 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 Hedges followed by prayer.

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

1. **Attendance** - Average church attendance through October 2012 was 348 compared to 352 through the same period in 2011.
2. **Pastoral Acts** - baptism of Claire Margaret Moran, wedding for Lisa Rogers and John Bryson, and memorial/funeral service for Betty Dietz.
3. **Ministries** - Trinity Living "coach" training is beginning in January and Chaplaincy training is underway. Significant events included dedication of a Habitat for Humanity house, start of tutoring for students at Jefferson, and provision of 122 boxes for Operation Christmas Child.
4. **Finance** - Dental insurance premiums for 2013 will not increase over 2012 premiums. The Finance Committee is working on a designated and restricted giving policy/procedure as well as investment monitoring.

Financial Officer's Report –The financial report showed that income through October for 2012, was \$634,823 as compared to \$605,172 through the comparable period in 2011 and was above the expected budget assumption of income of \$624,780. Expenditures to-date totaled \$593,479, below the budgeted \$636,129. The net cash-flow for the year to-date is a positive \$41,344. The budget for 2012 is based on an assumed income of \$780,000.

Council approved the following consent agenda:

- **The minutes of the regular Council Meeting on October 9, 2012.**
- **Approved establishment of the Prayer Team with initial members of Karen Gardner, Val Silva, Susan Schieman, Doris Barchet, Brenda Hoyt, Andy Hoyt, Pam Hedges, and Mot Hedges.**
- **Approved a Benevolence Distribution of \$2,000 to Hope Community Missional Church in Manahawkin, NJ for support.**
- **Approved a Benevolence Distribution of \$650 to the LCMC Seminary Debt Relief Fund.**

- **Approved a Benevolence Distribution of \$6,000 to Operation Heal Our Patriots (for a week of spiritual renewal and marriage enrichment for a military couple at Samaritan Lodge Alaska).**

Old Business

Christmas Week Schedule - By consensus it was agreed that the regular Saturday night service would be performed on December 22, 2012.

Vacation Policy:

- **Council approved the revised Vacation Policy.** [See attached]

Doctor of Ministry Program Funding: Kathy Killand to investigate sources of funding for continuing education including restrictions and amounts currently available.

New Business

Council/Staff Team Building - By consensus agreed to plan on a team-building retreat off-site in January 2013.

Church Parking Lot:

- **Council approved the leveling and rocking** [of the Kimble annex area] **for a cost not to exceed \$12,000** [of new funding] **minus the unused \$3,750** [previously approved], **if available.**

Communications – A letter from Carol Larkin expressing appreciation for the work of Maria Frame as Minister of Worship Arts was distributed.

The meeting was closed with praying the Lord's Prayer and adjourned at 8:42 pm.

Dave Larkin,
Secretary

RICHLAND LUTHERAN CHURCH CHURCH POLICY AND PROCEDURE GUIDE

Subject: PERSONNEL POLICY AND GUIDELINES CPG# AO-4 Page 5 of 9

VACATION TIME

Richland Lutheran Church, recognizing the stress the work of the church can place on our staff, provides generous vacation benefits to provide staff with times for relaxation and refreshment. Our expectation is that staff will take this time away from their responsibilities both for their own well-being as well as the benefits to the congregation of a periodically refreshed staff.

All full-time Professional Staff will be granted four weeks' vacation time each year. All full time Support Staff will be granted two weeks' vacation after one year of service, an additional week of vacation after three years of service, and a fourth week of vacation starting with the seventh year of service.

Full-time staff scheduled to work between 35 and 40 hours per week will have their vacation benefit prorated.

Part time or temporary employees are not offered vacation time.

Vacation time accrues on a monthly basis beginning with the date of employment. All staff is expected to use accrued vacation time within a year of earning it. The rate of vacation accrual and maximum allowable hours to be accrued is based on employment status and length of service as shown in the following table. Once the maximum allowable hours are accrued, no additional vacation time will be accrued until vacation time is used and the balance falls below the maximum allowed.

Classification	Accrual Rate per Month	Maximum Allowable Hours to be Accrued
Professional	13.33 (160 hours/year)	160 hours
Supporting (Beginning 1 st year of employment)	6.67 (80 hours/year)	120 hours
Supporting (Beginning 4 th year of employment)	10.00 (120 hours/year)	140 hours
Supporting (Beginning 7 th year of employment)	13.33 (160 hours/year)	160 hours

If a staff member leaves the employ of RLC after having earned vacation time, but without having been able to utilize it while in the employ of RLC, he/she will be

compensated for it, to the extent the unused vacation is within the above limits of maximum accrued vacation, based on his/her remuneration level.

Exception to the Vacation Accrual Maximum

RLC recognizes that there may be an extraordinary circumstance or situation beyond an employee's control that prevents a staff member from taking accrued vacation leave or causes a staff member to request the ability to accrue up to 80 additional hours beyond the allowable maximum. In such circumstances, the staff member will submit the request to the Lead Pastor for approval. Vacation accrual earned over the allowable maximum amount must be used within six (6) months of the accrual period. There will be no payout of unused vacation that exceeds the maximum specified in the table. Unused vacation accrual over the maximum will be forfeited if not taken within the allotted six (6) month period.

Issued By: Church Council Responsibility: Resource Ministry Date: November 13, 2012
Supersedes Issue: June 6, 2007

November 11, 2012

Richland Lutheran Church Council,

I want the council to know how thankful I am that we have Maria Frame as our Minister of Worship Arts and to share with you some of the wonderful things she does that many people are not aware of, but that I see as RLC's accompanist.

Most recently I have been so thankful for her detailed planning for choir rehearsals and especially for the consideration she shows me by in communicating her plans to me before choir rehearsal so that I can use my limited practice time most efficiently.

Maria plans half the year's music at a time and gives me the entire list and as much of the music as possible in September and again in January. She generally rehearses the next 6 or 7 anthems at each rehearsal, but sometimes at least reads through other pieces which are scheduled farther out. So sometimes she sends me a list of the anthems to be rehearsed. I have always appreciated that, as it seems I never have as much time to practice as I would like. Since returning from our trip to Europe in Aug.-Sept., I was feeling especially swamped and asked if she could send me a list of anthems for the next rehearsal. For the past several weeks, she has been not only sending me the list, but details of exactly what she would work on for each piece. This not only was very helpful to me, but helped me see why Maria's rehearsals were so effective and enjoyable. She knows that choir members won't always be at rehearsal, so she rehearses each piece for at least six rehearsals, so each person will have practiced each piece several times. She analyses all aspects of the piece to determine difficulties and priorities, so she can use the rehearsal time effectively and keep the choir's motivation and interest.

I have accompanied many different directors at various churches. I have never had one that was this considerate and appreciative of me as Maria. I have never had a director who planned so far in advance as well as planned each rehearsal so effectively as Maria. I have never had a director who could keep each of the member's attention and convey the musical goals and the spiritual goals she has in mind in such an effective and fun way as Maria.

Maria does many other things so well—which are more visible to everyone—such as selecting music with good musical quality, spiritual depth, and variety of styles, getting a very good sound out of a small to medium-size choir with average voices, and preparing all the other service music, musical groups, and aspects of worship.

RLC is very fortunate to have a person of Maria's musical and administrative abilities, heart for God and for leading people in worship, Christ-like character, and enjoyable personality.

It is a joy for me, as RLC's accompanist, to work with Maria.

Sincerely,

Carol Larkin