**CONGREGATIONAL ASSEMBLY MINUTES**

**July 28, 2019**

**CALL TO ORDER/OPENING:** President Fred Rackow called the meeting to order. A quorum was reached with 41 members present. Pastor Donovan opened the meeting with prayer.

**MINUTES OF 1/13/2019 ASSEMBLY:** The minutes of the January 13, 2019 assembly were distributed and read. A motion was made by Cindy Kuschel to not read the minutes at future assemblies but to distribute prior to the meeting only. The motion was seconded by Don Dorwaldt; motion passed.

Minutes of the 1/13/2019 assembly were accepted as read.

**PRESIDENT’S REPORT:** Fred Rackow extended thanks and recognized all who participated and assisted in many ways to help make the below events successful:

* Easter Egg Hunt/Pictures with Easter Bunny
* Trash-to-Treasures
* Vacation Bible School

**TREASURER AND FINANCIAL SECRETARY REPORT:** Darlene Tegtmeier and Judy Herman presented their reports for March 1 – June 30, 2019 which will be an addendum to the official minutes.

Darlene Tegtmeier stated that giving has increased while expenses have decreased.

Judy Herman noted that total income for 2019 (1/1 through 6/30/2019) is $89,683.00 compared to same period in 2018 which showed income of $85,465.00.

Judy explained that as of June 1, 2019, a change was made to include checks placed into the offering plate without an envelope number in Loose Collections vs. Envelope Collections. A report reflecting this change will be generated.

**PASTOR’S REPORT** – Pastor Donovan led a discussion and review of proposed changes to the Constitution and By-Laws and Organization Structure.

* “Proposed Organization Structure” (included as an addendum to these minutes).
	+ Level 3 blue band which are the Elected Boards of the Congregation. New to the structure would be a “Board of Finance” (in addition to Elders, Council, and Trustees).
	+ Level 4 green bands reflect the Elected Church Council leadership of the congregation i.e. Elders, Outreach, Preschool Chairperson. Church President, Trustee, Financial Secretary.
	+ Level 4 yellow band (Altar Guild) will be an appointed committee by the Elders on

 level 3.

* + Level 5 yellow bands are the appointed boards and committees , i.e. Nominating, Memorial, Christian Education, Assistant Financial Secretary. Members of these boards and committees fall under the Elected Council of the Congregation.
* Proposed Constitution and By-Laws: The Assembly members received a draft of the proposed changes. Members were asked to read the draft noting that text in blue reflects strikeouts and red text are changes.
* Discussion points:
	+ Change to number of Regular Assembly meetings to at least two per year in the months of October and April.
	+ Change to include women to serve as President, Vice President of Church Council
	+ Change to add a Board of Finance
	+ Change to official quorum of 15% of eligible voting members required for regular meetings of the Assembly. It was noted that the project of membership role clean-up is currently underway which will affect the number of voters required to meet the official quorum.
	+ Church Council will meet at least once per quarter.
	+ Question: Can other non-appointed committee members join Church Council Meetings?

 Answer: Yes, however, there may be a need for a closed session. Also, non-appointed members would not be eligible to vote.

* The President would preside at all Church Council and Assembly Meetings.
* Comment cards to submit questions and comments are available to all to fill out and turn into the church office. Please add your name to the comment card.
* On August 11, 2019, Pastor Donovan will be available after church to address all questions and comments specific to the changes in the draft in preparation to create a final version to be presented for approval to the Assembly.

**BOARD OF ELDERS:** Jeff Pergande provided the Board of Elders’ Report which will be an addendum to the official minutes.

* Attendance numbers were reviewed. Average year-to-date weekly attendance for 2019 is 65.
* Membership:
	+ Total membership count as of 7/20/2019 is 110 baptized members.
	+ The following membership requests were made:
		- Bob and Jean Warfel , transfer to Messiah Lutheran Church, Hays, KS
		- Lisa Wick along with children Ian and Isabel, transfer to Messiah Lutheran Church, Hays, KS
		- Russ Windelborn, transfer to St. John’s Lutheran Church, Burlington, IL
		- Debbie Bishop, transfer to St. John’s Lutheran Church, Burlington, IL
		- Justine Buchholz, transfer to St. John’s Lutheran Church, Burlington, IL
		- Ed and Danna Stuehler request to be removed from the membership roster.

David Neisendorf moved to approve all transfers and membership requests. Heidi Blezien seconded the motion. After discussion, the motion carried.

* Membership Review: Jeff noted that the Elders sent out 80 letters to members within the past week that have not been worshipping at St. Peter’s. As updates are received, the Church Office is updating the membership database.
* A request was also made of the Assembly participants to update Denice in the Church Office if any contact information has changed.

**BOARD OF TRUSTEES:**

Les Herman presented the items below in his report:

* Our new Administrative Assistant, Denice Kohlmeyer, is doing a fantastic job.
* Pastor Balgemon has returned his church keys and will no longer serve as a Trustee.
* A new thermostat was installed and the air conditioner filter has been changed.
* A project to clean up the coat room and perhaps move the coat racks will be discussed further by the Trustees.
* Dave Neisendorf updated the assembly regarding propane supplies, new countertops being installed in the Preschool room, and the floors to be washed and waxed at a cost of $400-500 to rent machine.
* The Board of Trustees is looking for 1-2 volunteers to serve as Trustees.

**EVANGELISM COMMITTEE:** No report

**HUMAN CARE COMMITTEE:** No report

**PRESCHOOL COMMITTEE:** Carol Wieg reported the following:

* Total funds available = $23,824.34. A Fiscal Report for period June 1, 2018 through May 31, 2019 was distributed and will be an addendum to the official minutes.
* We have same staff for 2019-2020 as we had last year.
* Enrollment: The Committee anticipates additional enrollment. We currently have 14 children in the Pre-K class and 12 in the 3-year-old class.
* The Butter Braids Fundraiser will be held again this fall.

 **CHRISTIAN EDUCATION COMMITTEE:** Kathy Pergande submitted a Christian Education and Youth Committee Report which will be an addendum to the official minutes.

* Vacation Bible School was held from 6/24 to 6/27/19. We had 63 students, 30 youth and adult volunteers participating.
* Higher Things Youth Trip: 7 youth and adult chaperones attended the Higher Things Conference in Chicago during the first week in July.
* Sunday School: The curriculum chosen for the 2019-2020 Sunday School year will be published by “GROUP”. High School students will be learning about World Religions. Please note that the Committee is in need of Sunday School teachers.

**LADIES AID:** No report

**MEMORIAL COMMITTEE:** No report

**ALTAR GUILD:** It was noted that there are still openings on the 2019 Flower Chart.

**CALL COMMITTEE:** The 9 members of the Call Committee have reviewed 11 Pastoral Information Sets provided by the Northern Illinois District. As a result of the Committee’s review, 4 candidates were selected who will be contacted to request an interview. After those candidates were contacted, we were informed that 1 candidate accepted a call, and 2 candidates did not wish to move at this time.

The Committee did meet to conduct an interview on July 24 via video conference. Pastor Keith Heany with the Northern Illinois District was present to lead the interview with the candidate.

The Call Committee will meet again with Pastor Pinion, Circuit Advisor, to review the original Pastoral Information Sets with the goal of selecting additional candidates.

If a call is extended and accepted, the elected Pastor does have approximately 6 weeks to 2 months in most cases to leave their current congregation and move to St. Peter’s.

A question was asked if the District/LCMS can appoint a candidate. The LCMS cannot appoint a candidate. If we extend a call and the candidate declines, the Call Committee will start over and obtain names of new candidates that are now on the District call list.

**OLD BUSINESS:** President Rackow noted Denice Kohlmeyer has been hired as Administrative Assistant and will help with ongoing maintenance of the church website. There are 4 vendors under review to be hired to provide support for the site at a total cost of $8000 or less.

**NEW BUSINESS:** No new business at this time but Pam Neisendorf did inform the assembly that Pastor Edward Davis, former Pastor serving St. Peter’s for many years, is retiring at the end of July 2019.

**ADJOURNMENT:** The Assembly sang the *Doxology* and the meeting adjourned at 11:47 a.m.

Respectfully submitted,

Cindy Kuschel

Recording Secretary

Addendums