

TRINITY LUTHERAN CHURCH  
Church Council Minutes  
December 15, 2020

MEMBERS PRESENT: via Zoom--Pastor Karri Anderson, Kim Anderson, Colleen Guilfoile, Terry Hogenson, Diane John, Cathy Johnson, David Johnson, Nancy Johnson, Craig Martin, Leroy Mitchell, Pastor Terry Nordheim, Katie Roche, Nicole Smith

MEMBERS ABSENT: Rachel Carlson, Jim Jordal

GUESTS: via Zoom--Twyla Mitchell, Russ Morris

1. CALL TO ORDER via ZOOM--at 7:00 P.M. by David Johnson, President
2. DEVOTIONS-- Pastor Karri
3. APPROVAL of the AGENDA--MM by Diane John to approve the agenda. MS by Leroy Mitchell. MP.
4. APPROVAL of the NOVEMBER COUNCIL MEETING MINUTES--MM by Colleen Guilfoile to approve the November minutes. MS by Katie Roche. MP
5. SENIOR PASTOR REPORT and ASSOCIATE PASTOR REPORT--Pastor Terry and Pastor Karri--there was discussion on what the staff and volunteers have been busy doing since the church closed to the public in March due to Covid-19, all with the goal of maintaining connection with members and one another:
  - The staff have been planning, organizing, and taping weekly worship services, special worship services, youth services, and, when the weather was good, outdoor, in-person worship service with the Contemporary Band. The outdoor services also included baptisms and Confirmation service. There have been taped Sunday School lessons and Confirmation lessons too.
  - The monthly newsletter that was mailed out prior to Covid 19 has now become a weekly newsletter posted online and mailed out to those without internet access. The staff continues to reach out by phone to members who are shut-in or may be hospitalized. The phone tree is still active and calls are being made to members to chat and stay connected. Various surveys are sent out for member feedback, and connections are made with members and youth on Facebook and via Zoom meetings.
  - There is new technology throughout the building so that worship services can be better broadcast now and for in-person worship when the church reopens.
  - The church has been cleaned and sanitized throughout and maintained that way.
  - Care packages are being delivered to teachers, health care workers, those on the front line, and other church members. The Angel Tree and Santa Anonymous have collected Christmas gifts and donations for those in need, and the Outerwear Fair was set up outside this year so it could continue to give out much needed coats, jackets, gloves, and hats.
  - Youth programs, including Work Camp meetings and service projects, Confirmation classes, and Zoom chats, have continued online or in small group in-person meetings.
  - These are just some of the highlights of activities that take place and are created and implemented by staff along with the help of many volunteers.
6. MET TASK FORCE UPDATE:

- MET is collecting information from Trinity members by sending out a survey. The purpose of the survey is to determine what "tasks and gifts members feel are most important" to describe the position of a part-time Associate Pastor in order to meet the needs of church members. The Team is asking for a prompt response.

#### 7. TREASURER'S REPORT--Diane John:

- Financial Monthly Report--The Finance Committee met on December 10, 2020.
  1. Monthly budgeted income: \$44,409.47; Actual Income: \$33,453.15
  2. Monthly budgeted expenses: \$42,413.56; Actual expenses: \$40,045.84
  3. YTD budgeted income: \$490,154.17; YTD Actual income: \$453,087.75  
The PPP was forgiven in the amount of \$57,950.79. When that is added into the income, the Actual YTD income will be \$511,038.54
  4. YTD budgeted expenses: \$493,274.16; YTD Actual expenses: \$466,062.43
  5. There are also funds left in Annuity, so Trinity is still in a good financial position.
- Finance Committee Report: 2021 Budget Status--Twyla Mitchell:  
According to Twyla's report, the 2020 proposed budget is \$544,775.91, and the 2021 proposed budget is \$561,873.46. In 2020, Trinity added a technology position to meet our current audio/video and technology needs. There are no raises for 2021, and the increase in budget for 2021 is primarily for additional hours for the technology position. Thirty hours per week for the technology position is included in the 2021 budget.
  1. David asked about Worship and Music-- there is an increase of \$2,000 for Trinity's 120th Anniversary celebration.
  2. The budget includes the full salary for the Organist and Choir Director for 2021 even though no one is in either position yet. When they are, the funds will be there.
  3. The budget for the Contemporary Band covers four people playing three times per month at \$50 for each member per Sunday. There are four Sundays during the year that are Youth Sundays, and the Contemporary Band does not play. The budget remains the same.
  4. The question was asked, " how much will it really cost to replace the Organist and Choir Director?" Kim said the Music Task Force will have a structure around the Contemporary Band, and they will address this.
  5. Twyla said the Bequest Task Force has allocated monies for staffing, so she left the salaries as they are. We can maintain staff and their hours.
  6. Pastor Karri reminded us that a new Associate Pastor will want health benefits covered. The Bequest Task Force monies could help cover that.
- External Audit Update--Diane:
  1. The Synod was contacted for information and pricing for an audit. Their audit would cost \$20,000. Jason Miller was contacted, and he would charge \$10,000 or more if we wanted the audit done during January through April. Then Georgia Akins was contacted. She also has good qualifications and would initially charge about \$7,000-7,500 for an audit or \$5,500 for a review if we used her every couple of years. If not, the price would go up.

2. The Finance Committee is recommending that we do not have an external audit this year due to the expense, but wait until next year for an external audit.

MM by Leroy Mitchell to stay with an audit for 2020 done in the way it has been done before and move forward after that with discussion for the future. MS by Craig Martin. MP.

3. Paul Ives has agreed to lead Trinity's Audit Committee again this year and basically conduct a review of church finances and lay the groundwork for an external audit.
4. Twyla is working on policies and procedures.
5. Diane will make a written inventory from the video of Trinity's assets, and various service committees will be asked to help make a written list of their inventories.

#### 8. OLD BUSINESS:

- Capital Improvement Task Force Update:
  1. New Charge--"What should the old Task Force be doing now"? We need to create a Temporary Charge from the old Capital Improvement Task Force group and for that Task Force to continue its work. Pastor Terry presented the six original points from the February 2020 Building Committee Charge for the Capital Improvement Task Force to use.
  2. ELCA Consultant Application--Pastor Terry sent an application form for the ELCA consultant. He has spoken with the consultant, and the consultant is available after January 1st. Pastor Terry and the Capital Improvement Task Force Committee will talk in person or via a Zoom meeting so we can move forward and not wait. They will report back to the council after they meet.
- ReStart Committee Update--Russ Morris:
  1. The Committee met on December 8th, and they put together a letter sent to the council recommending that Trinity remains closed and stays online until sometime after the new year. It is recommended that no more than ten people meet in the church for now, with Zoom meetings whenever possible.
- Music Task Force--Kim:
  1. The Task Force is set to send out a survey to the congregation to see what their preferences are for music in the church.
  2. The Task Force cancelled their December meeting and will meet again in January.
- Shared Ministry Update--Pastor Terry:
  1. The five members on the Shared Ministry Committee for the other church said they have decided to back away from a shared ministry with Trinity in order to settle issues with their congregation. They don't know where a shared ministry would be going at this time. Pastor Terry and Trinity's team were surprised, disappointed, and felt a loss. Now the shared ministry is on hold indefinitely.
  2. The MET team will go forward looking for a part-time Associate Pastor rather than pursue the shared ministry.

3. Along with the shared ministry, the internship with a seminary student does not look possible. It is all on hold for now.
4. David wants us to keep a shared ministry in mind, however.
- Stewardship Campaign Update--David and Pastor Terry:
  1. David said they are sending out follow-up letters for pledges.
  2. Gail Seaver is sending out a profile to the congregation of what is going on at Trinity.
- Staff Performance Reviews and Annual Committee Reports--Kim:
  1. Kim said that the goal was to finish the staff performance reviews by Thanksgiving.
  2. All of the staff feedback information has been compiled and turned in, but only one review has taken place in person. The in-person reviews won't be finished until after the first of the year.

#### 9. NEW BUSINESS:

- Jolene Wille has resigned from council, but will remain on the Capital Improvement Task Force. Thank you, Jolene, for all your work on behalf of the council.
- Discussion on Annual Meeting and Annual Committee Reports:
  1. Is there going to be an Annual Meeting in February? Pastor Terry contacted the synod to see what other churches are doing. Our Constitution says the Annual Budget Meeting in February needs fifty people for a quorum. Committees need to submit their annual committee reports to Mindy by mid-January.
  2. We need to select a date for the Annual Budget Meeting in case a continuing resolution allows us to meet electronically and as long as people can hear and speak at the meeting. For example, a meeting could be via Zoom or by phone.

MM by Colleen Guilfoile to adopt a continuing resolution authorizing Trinity to meet electronically by Zoom or phone for an Annual Budget Meeting. MS by Terry Hogenson. MP.

3. The Constitution needs to be updated to allow for an electronic meeting. There are four items that should be on the agenda: 1) Slate for Audit Committee 2) Endowment Bylaw changes 3) Elect council members. 4) Budget. The target date for the meeting is the third Sunday in February, February 21st, 2021.

MM by Diane John to hold the Annual Budget Meeting on February 21, 2021 if possible. MS by Colleen Guilfoile. MP.

- Other: Nicole said there is a major document sharing opportunity by uploading documents on the website--any important documents from the council that the congregation would like to participate in or be aware of.
- Reminders: Next Month Devotions?--January 19, 2021--Diane John
- Executive Session--Christmas Gifts for Staff (Pastors Excused)
- Council Members Return to General Session:

MM by Diane John to give VISA gift cards to staff, Contemporary Band members, and volunteer band members, and the money will come from the balance in council, P.E.P. Club, and Undesignated Memorials. MS by Katie Roche. MP.

10. ADJOURN/CLOSING PRAYER--Diane John--MM by Diane John to adjourn the meeting at 8:50 P.M. MS by Colleen Guilfoile. MP. David led us in the Lord's Prayer.

Minutes submitted by Cathy Johnson, Secretary