



**Hosanna Lutheran Church  
Congregational Council Meeting Minutes  
July 22, 2018**

**Present:** Jon Evans, President, Betty Dove, Mission Focus, Valerie Oden, Staff Support, Allison Brown, Stewardship, Bernie Brown, Care, Kathy Burns, Finance, Mindy Williams, Discipleship, David Vroom, Lay Leadership, Pastor Anthony Chatman, Sheela Beteet, Secretary.

Incoming Council Members present: Earl Kemper, Jennifer Jackowski, Angela Martin.

**Absent:** Christy Hall, Spiritual Life

**Call to Order:** President Jon Evans called the meeting to order at 11:50 am.

**Opening Prayer:** Pastor Anthony Chatman provided the opening prayer.

**Statement of Quorum:** Quorum was declared by Sheela Beteet, Secretary.

**Approval of Minutes:** Kathy Burns made a motion to approve the April 22, 2018 Council Meeting Minutes. The motion was seconded by Valerie Oden. The motion passed unanimously.

**Practices & Procedures for Incoming Members:**

President Evans welcomed the incoming Council Members and informed them of the following;

- Council Meetings are conducted using "Robert Rules of Order" as a guide.
- Council typically meets 5 times a year, but last year 11 meetings were called, which was highly unusual given many special circumstances.

- There is a Constitutional Amendment proposal to conduct select meetings via email, which will be a welcome change to current practices.
- Council meetings are conducted to undertake the business of the church
- On the Hosanna website there is a page that includes key documents, including forms as well as a singular document that incorporates our Constitution Bylaws, and Continuing Resolutions. It's important to review and become familiar with these.
- In particular, new Council Members should read and focus on pages 12 and 13 of this document.
- Council members are asked to provide written reports in advance of each Council Meeting as it is efficient and it gives council members the ability to review the reports in advance and prepare any questions.

### **Approval of Finance Team Leader & Audit Committee Members:**

The President informed the Council of the following:

- Kimberly Chatman withdrew her name for consideration for Finance Team Leader
- Brach Waldo agreed to serve as Finance Team Leader
- Jeff Chestnut and Shelly Gunhouse agreed to serve on the Audit Committee

Valerie Oden made a motion for Brach Waldo to be Finance Team Leader and it was seconded by Betty Dove. The motion passed unanimously.

Jon asked for a motion to approve Jeff Chestnut and Shelly Gunhouse as members of the Audit Committee. Kathy Burns made a motion for Jeff Chestnut and Shelly Gunhouse be approved as Audit Committee members and it was seconded by Valerie Oden.

David Vroom reported that Nancy Agafitei, Hosanna Parliamentarian, informed him that a proposal has to be made to the congregation that David Vroom is continuing as Lay Leadership Team Leader for the next two years. The President asked for a motion that David Vroom continue for a second term. Mindy Williams made a motion that the council approve David Vroom as Lay Leadership Team Leader and it was seconded by Kathy Burns. The motion passed unanimously.

David Vroom also informed the committee that Brach Waldo was the lead counter at the church and we need to find someone to fill his position. Earl Kemper suggested that David speak to Brach for suggestions to fill his position and Jon suggested that he check with Pat Gibbons to see if she has a list of names for Counters. David Vroom to also check with Chad Greer about serving on the Audit Team.

### **Appointment of Spiritual Life Team Leader:**

Jon informed the Council Christy Hall has resigned as Spiritual Life Team Leader. Christy Hall recommended that Lisa Richardson take her position, as Spiritual Life Team Leader. Pastor Chatman said Lisa has expressed interest and will take the position, if asked.

Jon asked for a motion for Lisa Richardson to be appointed as Spiritual Life Leader, contingent upon her acceptance of the position.

David Vroom made a motion we appoint Lisa Richardson Spiritual Life Team Leader contingent upon her acceptance and Valerie Oden seconded the motion. The motion passed unanimously.

### **Staff Compensation:**

Jon asked for a motion to go into Executive Session to discuss staff compensation.

David Vroom made a motion that we go into Executive session and Kathy Burns seconded.

After a lengthy discussion, Valerie Oden made a motion that Staff Appreciation Fund can be used for Staff Needs and Kathy Burns seconded the motion. The motion passed unanimously.

Valerie Oden made a motion to come out of Executive session and Kathy Burns seconded the motion.

### **Application for Membership**

Betty Dove reported new members initiation will be July 29, 2018, and the sponsors will present the new members:

#### New Member

Kimberly Chatman  
Larry Lee  
Montreal Floyd

#### Sponsors

Beth Johnson  
John and Cecelia Gabrielson  
Brach and Jean Waldo

Betty made a motion to approve Kimberly Chatman, Larry Lee, and Montreal Floyd as confirmed full members of Hosanna Lutheran Church. Allison Brown seconded the motion. The motion was passed unanimously.

Betty also informed the Council that returning members will be recognized on July 29, 2018.

There are 3 types of membership, full members, associate members and seasonal members

## **Fall Picnic Proposal**

Betty Dove and the Mission Focus Team proposed a fall picnic. After lengthy discussion it was agreed that with the change of leadership in September it will not be feasible. Mindy Williams informed the Council that a Rally Day is planned on September 16, 2018 and suggested a picnic on that day at the church grounds. Allison Brown suggested a pot luck and the event to be held indoors in the event of extreme weather. Mindy Williams agreed to look into it.

## **Authorize Distribution of Model Constitution Amendments:**

President advised that the amendments require a 30-day period before they can be presented to the congregation for a vote.

President asked for a motion to share the Constitutional Amendments with the Congregation and David Vroom made a motion to approve the distribution of Constitutional Amendments with the Congregation and Valerie Oden seconded the motion. The motion passed unanimously.

## **Approval of Job Descriptions**

David Vroom reported that the job descriptions were consistent with our bylaws, constitution and continuing resolutions. The descriptions have been thoroughly reviewed and vetted by each team leader over the past year.

David Vroom made a motion that the new Job Descriptions with the corrections mentioned by Jon Evans be approved and it was seconded by Valerie Oden. The motion passed unanimously.

Elements from the new job descriptions that impact our Continuing Resolutions will be updated.

Jon informed the council that for those amendments to the Bylaws, the council needs to be presented with the changes 60 days before it is presented to the congregation. The congregation then needs 30 days before approving the amendments.

David Vroom stated that he will email the changes to the Council members and incoming council members today, July 22, 2018 via email.

## **LEADERSHIP REPORTS**

**President's Report:** Jon had nothing further to report.

**Pastor's Report:** Pastor Chatman reported the following;

- Working with Nancy Agafitei to see the legal implications of hiring a DACA applicant for the position of Nursery Attendant.

- He attended the Multicultural Youth Leadership event, June 24-27, 2018.
- Met with Staff Support Team and members of staff to review goals and job descriptions.

**Mission Focus Team:** Mission Focus Team Leader, Betty Dove reported the following;

- September 9, 2018 Gods Work Our Hands possible activity at Nursing Home, Pat Gibbons and Shelly Gunhouse will be leading this event.
- Trina Williams will continue immunization service, dates yet to be determined.

**Discipleship Team:** Discipleship Team Leader, Mindy Williams reported following:

- Rally Day on September 16, 2018
- They had a great Vacation Bible School.

**Lay Leadership Team:** Lay Leadership Team Leader, David Vroom reported the following:

- Finalized the 2018 Time & Talent Survey and the results have been sent to Council Members.
- Cortez Richardson and Chad Greer are now members of the Lay Leadership Team
- Financial Secretary position still needs to be filled.

**Care Team:** Care Team Leader, Bernie Brown reported the following;

- Care team is continuing to serve communion to ill, homebound and convalescing members.
- Kinsmen Lutheran Church is holding Lay Chaplin program for 14 weeks from 21<sup>st</sup> August to 27<sup>th</sup> November 2018 cost \$50.00 per participant, contact Care Team Leader if anyone is interested.
- Next Blood drive August 26, 2018
- Seniors trip to Museum of Natural Science is on July 28, 2018
- Ella Springs hosted a crawfish boil which was attended by 5 Hosanna members.
- Ella Springs has extended an invitation to all Veterans to a Wings, Wine and Beer on Tuesday, July 31<sup>st</sup>, 2018 at 3.00pm.
- Susan Greer is coordinating a Hosanna musical performance for later in the year.

**Staff Support Team:** Staff Support Team Leader, Valerie Oden reported the following;

- In June Pastor Chatman and team members set goals for each staff position.
- Participated in Vacation Bible School.
- Continue to work with Pastor to get a Nursery Attendant.
- Reviewing paid vacation/optional compensation for part time staff.

**Finance Team:** Finance Team Leader, Kathy Burns reported the following:

- Financial Secretary position is still open, Becky Wolf's last day is August 31<sup>st</sup>, 2018. The Finance Team have discussed at length the possibility of it being a paid position, but that would need Synod involvement and budget consideration.
- Ron and Heda Christ have taken on handling the Memorial Fund that was one of the tasks the Financial Secretary was handling.
- General Fund balance stands at \$18,362. In January 2018 the fund was \$42,806. There has been a steady decrease. The biggest drop being in June \$8,500, moving expenses. There is a steady decline of \$3,000 per month and attendance is low.
- CPR Fund stands at \$19,155.02 and R&R Fund stands at \$29,536.00.
- Finance Team reviewed purpose and procedures of the Helping Hands Account, formerly known as Pastor's Discretionary Fund. The purpose of the fund is to help members when there is a dire need. This allows Pastor to write a check and the check needs to be signed by one of the 4 signers being Bernie Brown, Pat Gibbons, Maureen Kennedy and Nerisa McConnell.
- Finance Team reminds Team Leaders to use their designated funds (if any is available) when requesting reimbursements.

In response to Kathy Burn's report the following was acknowledged, confirmed and requested;

- (i) In response to Kathy's question, David Vroom confirmed that the Financial Secretary position is a 2 year term.
- (ii) Jon requested Kathy speak to Becky Wolf to get a break down of the Financial Secretary position (amount of time and commitment needed for each task) so we can try to break this into logical parts
- (iii)** Jon said he will speak to Pastor Blair Lundborg about the Financial Secretary position.
- (iv)** Pastor Chatman explored the idea of Office Manager, Pat Gibbons take on some of the Financial Secretary's task and parcel out bookkeeping to an Agency to pay the bills. Pastor agreed to look into the cost of having an Agency to handle payment of the Church's bills.
- (v)** Allison Brown made a motion for Becky Wolf to be recognized for the awesome job she has done as Financial Secretary. It was seconded by Valerie Oden. The motion passed unanimously.
- (vi) Jon suggested that Lay Leadership, David Vroom acknowledge her contribution on Sunday, 26<sup>th</sup> August 2018.

**Stewardship Team:** Stewardship Team Leader, Allison Brown reported the following:

- No one is interested in serving on the Exploratory Team for the cell tower.
- The entity interested in the Cell Tower on church property wants a 50 year lease at a rental of \$1,000 a month for 5 years with a subsequent 10% increase each year.
- Steve Bridges said R&R fund is available for wiring lights and wiring for the projector.

In response to Allison Brown's report on the Cell Tower, Jon and the Council agreed not to pursue the issue. Allison was advised to call the agent and decline our interest.

- An issue with cleaning the cross was brought up and Allison felt it should be done by the Custodian, Maria, but because of safety issue she will look into it.
- Allison also brought up that the Apostle Creed has not been on the print outs on Sundays sermon.
- An issue with a communion server was brought up and Pastor Chatman will be handling it.

**Approval of Reports:** President approved all reports.

**Retreat Planning:** David Vroom reported that Lay Leadership does not have the funds to do the retreat at Galveston. Council agreed to hold the retreat on church grounds on 18<sup>th</sup> August 2018.

Jon will meet with Pastor Chatman and Earl Kemper to finalize details.

**Old Business** Valerie Oden announced that August 11 and August 29, 2018 has been assigned for any member that want to host a small pot luck dinner at their homes to welcome/get to know Pastor. Valerie said it can be 12 to 14 people. Jennifer volunteered to host the August 29, 2018.

**New Business:** No reports.

**Adjourn:** Kathy Burns made a motion for the meeting to be adjourned and it was seconded by Mindy Williams. Motion passed unanimously.

**Closing Prayer:** The meeting was closed the Lord's Prayer.

Meeting adjourned at 2.00pm.

Respectfully submitted,

Sheela Beteet  
Council Secretary