

**BETHLEHEM LUTHERAN CHURCH  
CHURCH COUNCIL MEETING  
February 20, 2020**

Called to order by Pastor Jen at 6:30pm.

Attendance:

Jack Paulson  
Ann Ciske  
Halley Harms  
Robin Kvalo  
Pastor Jen Johnson  
Ruth Price  
Kory Anderson  
Geoff Gilbert  
Don Bender - Absent with Notification

**Motion made by Robin Kvalo, second by Kory Anderson to move the assignments of the executive committee before approving the agenda. Motion Carried**

**Motion made by Kory Anderson second by Jack Paulson to nominate Robin Kvalo as president, Ann Ciske as Vice-President and Halley Harms as secretary of the council. Motion Carried**

APPROVAL OF THE AGENDA

**Motion by Robin Kvalo , second by Ann Ciske to approve the proposed agenda. Motion Carried.**

APPROVAL OF THE January MEETING MINUTES

**Motion by Ann Ciske second by Jack Paulson to approve the December meeting minutes as submitted. Motion Carried.**

PASTOR'S REPORT

Renewal:

Please read the year one summary document that accompanies this report.

We are entering Year Two. Discerning, Managing Assets, and Listening for God's Voice Our action plan for this year of discovering gifts is to incorporate findings from the year one listening session, as many of our gifts are revealed here. We will be using the small group listening session format again this year. An addition this year to the meetings will be the asset mapping tool, given to each participant. We will have guiding questions, as before, that will be the same for all group meetings.

Christian Education and Faith Formation:

We've completed the curriculum for the Old Testament. The 8<sup>th</sup> grade class has been focusing on the concept and gift of grace. During these weeks before Lent begins the students are learning why we do what we do during Lent. It is a hands-on and interactive time of learning.

Our Tuesday morning Bible Study group is embarking on a study of Genesis, led by Janice Peterson.

We will have an opportunity to learn more about Faithful Innovations Network when Rev. Baires (and Rev. Kottke) join us for lunch on Feb 26. See the flyer included, as an example.

Wider Church:

I continue to lead Synod chapel once a month in Madison.

Professional Education:

I participated in a Zoom meeting for the FIN leaders on Wednesday, February 19.

Administration:

Janice, Julie, and I meet every two weeks for our staff meeting.

Self-Care:

I have secured my Mutual Ministry Team, as requested.

GOALS:

- 1) Build upon the transformational worship service from Feb 16.
- 2) Bring back a second worship service on Sunday morning ASAP, with a “worship outside the box” (or something) theme.

## COMMITTEE REPORTS

### **Finance Committee Report**

In attendance: Jerry Saalsaa, Janice Peterson & Tania Anderson

1. Call to Order 6:10pm
2. Updates:
  - a. Roles within the Finance Committee-
    - i. The committee recommends that Tania Anderson become the Chair of the Finance Committee
    - ii. We recommend that Don Bender become the Finance Committee Council Liaison due to his past attendance at our meetings and understanding of our current financial situation.
  - b. Financial Update- Janice
    - i. We did have to transfer approximately \$3,100 from savings to checking to cover expenses in January.
    - ii. Loan certificate interest checks were distributed by Denise in January in a timely manner
    - iii. 1099s were distributed in January
    - iv. W-2s were sent
    - v. 1096 forms should be filed by Paychex the end of February
  - c. Fundraising
    - i. We discussed creating a fundraising/activities calendar for the year to plan special events & other activities to support BLC ministries, BLC youth, and other community non-profits. The special events will build community and raise money for BLC.
  - d. Mortgage Refinance
    - i. Mission Investment Fund (MIF)- Janice spoke with the representative from MIF. We would need to organize a capital campaign to show that we have \$100,000 per year in pledges toward the building fund; we currently have \$45,000 per year. Interest rate would be 4.625% for a 25 yr loan for \$1,100,000 (loan certificate fund + current mortgage).
    - ii. Thrivent - Janice had to provide additional information to Thrivent to breakdown our offerings in detail. Refinance fees will be about \$9,000. Our current rate will increase in July if we do not refinance. They asked about why has our attendance has dropped significantly and other background questions. Janice explained the transitions over the last few years. They discussed the member loans and the balance that we would like to include in the refinance, estimated at about \$130-\$140,000. Janice has a follow-up call with the representative this week to discuss the loan amount, interest rate and terms.

- e. Audit
  - i. Committee- We will need a third member to our audit committee since Jerry Saalsaa served last year and can no longer be on the committee since he is now the Treasurer. We will start looking for/posting the opportunity.
  - ii. Possible Audit Date in March - TBD
- f. Other Business:
  - i. We will create a charitable donation letter for Jerry Saalsaa for 12 months for volunteer hours as treasurer. In the past, the Treasurer was paid \$300 per month, so we will record 12 months x \$300 month as an in-kind donation.

Next Finance Committee Meeting: Tuesday, March 3rd 6:00pm.

**Motion made by Kory Anderson second by Ann Ciske to approve Don Bender become the Finance Committee Council Liaison due to his past attendance at our meetings and understanding of our current financial situation. Motion Carried**

### **Christian Education Committee Report**

#### **Sunday School**

- The last day of Sunday School will be a kick-off promotion of VBS. This year's theme is Rocky Railroad. Kimberly Bue and Melissa Bradbury are the church's reps.
- First Communion Classes start on 3/1

#### **Confirmation**

- Confirmation students are making the ashes for Ash Wednesday on 2/19
- Students filled out an interest survey on activities they would like to do outside of confirmation and how they are feeling about confirmation this year. Mentors are adjusting lessons to meet the needs of students.
- We will be hosting a lock-in for confirmation students on Saturday, April 4th. We are asking for members of different church groups to attend a mini-course that evening. This would give confirmation students an opportunity to see what the different groups do in our church and what opportunities they may have.
- After lent, mentors will be arranging for a night at the Roller Rink for confirmation.
- **Action Item:** We are asking for council approval to plan for a confirmation retreat for 6-8th graders the weekend of November 6-8, 2020 at Sugar Creek Bible Camp in Ferryville, WI. The cost of the weekend camp is \$85.00 and includes 5 meals. We will hold fundraisers throughout the year and ask for sponsorships if needed to cover the cost of camp.

**Motion By Robin Kvalo second by Ann Ciske to approve the confirmation retreat. Motion Carried.**

#### **Youth Group**

- Megan is hosting a tubing event for the high schoolers on March 2nd at 6:00 pm

#### **Other:**

Justice Oh, a 6th grade confirmation student who currently videos the services has put together a proposal for live streaming church services. He and his mother Melissa feel that we should start out at the no cost solution using the current set-up we have to start with. If members feel it is beneficial and something we wish to continue doing, then it could be visited to upgrade equipment to a better quality. Justice would like council approval to go forward with the no cost live streaming on a trial basis. Council needs further clarification and will revisit the possibility of live stream in March.

### **Stewardship & Evangelism Committee Report**

No report received

### **Worship & Music Committee Report**

For the Maundy Thursday “Follow Where Jesus Walked” drama, the Committee is wondering where it would be appropriate to take up a collection and is it OK to have the offering go to “the ministries of Bethlehem including the food pantries in Portage

### **Property Committee Report**

- Feb 5: Repaired soffit in kitchen above coffee makers.
- Feb 9: Removed snow during snow storm prior to church; assisted by Kory Anderson. That evening removed snow from sidewalks with the help of Butch Jahoda. Our custodian Jerry was on vacation.
- Feb 13: Removed snow from sidewalks in the morning. Called back to church by Julie at 11:30 with no heat in the fellowship hall. The roof top unit was not heating; the gas regulator was frozen, repaired and restored heat.
- Feb 17: Removed snow from sidewalks prior to Monday card night

### **Local & Global Committee Report**

The Local and Global Committee would like to hold an Earth Day clean up on April 19, 2020.

We would have congregation members clean up Hwy 33, clean the pews, work in the gardens and do minor repairs to the fellowship hall chairs and tables.

We are also looking at providing activities at local nursing facilities in the future.

### **APPROVAL OF THE COMMITTEE REPORTS**

**Motion by Halley Harms, second by Kory Anderson to approve the committee reports as submitted. Motion Carried.**

### **NEW BUSINESS**

- Sign up for “What Matters” SCSW- ELCA Newsletter  
Weekly synod newsletter. Pastor encourages everyone on council to sign up. Julie will send council members a link to sign up.
- Vote on Executive Committee positions  
Music and Worship: Kory Anderson  
Stewardship and Evangelism: Ruth Price  
Local and Global: Geoff Gilbert  
Finance: Don Bener  
Property: Jack Paulson  
Christian Ed: Halley Harms
- Assignment of Checking Account Signee  
With Tim Kratz no longer available to sign checks, with need a check signer  
**A motion was made by Ruth price, second by Kory Anderson for Robin Kvalo to sign checks. Motion Carried.**
- Choir Director, Organist and Praise Team Leader job descriptions and posting approval  
**A motion was made by Kory Anderson, second by Ann Ciske to post the choir director, organist and Praise team leader as written in the description. Motion Carried**

- Thank you card/letter for donations and memorials  
A motion was made by Ann Ciske and second by Jack Paulson to have a formal letter template thanking individuals for donations beyond the regular offering or memorials given to be signed by the pastor. **Motion Carried**
- Church closing policy due to inclement weather  
A motion was made by Geoff Gilbert, second by Halley Harms to approve the church closing policy due to inclement weather. **Motion Made**
- Maundy Thursday collection  
A motion made by Ann Ciske second by Jack Paulson to have the offering to go to the ministries of BLC including the food pantries. **Motion Carried.**
- Approval of Incident Report Form  
A motion made by Ruth Price, second by Geoff Gilbert to approve the incident report form. **Motion Carried.**
- Renewal ministry review (performance reviews)  
Mark Teslik, Bonnie Dixon, Travis Cox and Marj Marjelowski will be on the mutual ministry team.
- 2020 review of constitution and bylaws  
Council will start reviewing the constitution and bylaws after Easter.
- Easter Breakfast  
The Kuksdorsf and Warners will be leading Easter Breakfast
- 2020 volunteer appreciation ideas  
Council will revisit this in March
- Council will be hosting the March 25th Lenten Supper.  
Halley will send out a sign-up to council members.
- Kris Solderman's Send-off  
Pastor will contact members of the choir to determine the best way to celebrate Kris's Time with us at BLC.

**Motion by Geoff Gilbert, second by Jack Paulson to adjourn the meeting at 7:56 . Motion Carried.**

Next Council meeting will be Thursday, March 19, 2020.