

BETHLEHEM LUTHERAN CHURCH  
CHURCH COUNCIL MEETING  
September 16th, 2021  
Meeting held in hybrid format due to COVID-19

Called to order by Geoff Gilbert at 6:46 PM. .

Attendance:

Jack Paulson-in person  
Halley Harms-In Person  
Ruth Price-In Person  
Kory Anderson- Zoom  
Geoff Gilbert-In Person  
Don Bender- In person  
Ann Ciske-Zoom  
Kerry Melby - Absent with Notification.

Prayer by Halley Harms

APPROVAL OF THE AGENDA

**Motion by Don Bender, second by Jack Paulson to approve the proposed agenda. Motion Carried.**

APPROVAL OF THE August MEETING MINUTES

**Motion by Ruth Price , second by Jack Paulson to approve the August meeting minutes with the change above. Motion Carried.**

**Office Report**

(in lieu of Pastor Report)

Janice and Dan Pulsfus continue to stay in touch with our homebound members and those in nursing homes either with phone calls or visits.

Pastoral coverage – all Wednesdays and Sundays are covered through October 3<sup>rd</sup>. Dan has been meeting with Janice and I for staff meetings every other week.

I have been in contact with Pr. Jaime. She will be ordained on Sept. 19<sup>th</sup> and she asked that we share the information with the congregation. Her first day will be Monday, October 4<sup>th</sup>, and we have discussed what that week will look like for her. It will consist mainly of her meeting with staff and getting settled in. We will schedule meet and greets after her first week. Her installation is scheduled for Sunday, October 10<sup>th</sup>. A Synod representative will be here for 9 am worship. We will have a coffee and cake reception and the Sunday school children will be singing during that service. Her family has been invited.

In early September, white mildew was found on the surfaces in the nursery, the storage closet in the nursery, and in the sacristy. After speaking with Del, we believe it is because the rooms have been closed up, not being used and because of the continual use of the fans during hot, humid weather drawing in that humidity. Janice, Jerry, and I spent a couple days cleaning the surfaces and toys with bleach. We got rid of any toys that were not able to be cleaned. The doors were left open with a fan running to draw out the humidity. The door to the nursery will be left open during the week and closed on the weekends as it's not open for use yet due to Covid.

August and September have been extremely busy in the office as we've had a lot going on. Much of what I spent time on was support for the faith formation group. I would like to formally suggest to the Council for us to revisit the idea of hiring a part time youth coordinator position that would oversee our faith formation programs. I think having this paid position would also greatly benefit our new pastor, our youth, their families, and take some burden off our volunteers. I have ideas on how we can afford this.

September events:

- Arts & Craft Market – Robin Kvalo and I became the coordinator this year. We feel it went well considering Covid. We made several changes that were mostly taken well. As of today, the event took in \$2,008 after expenses (\$682 going to the youth from brat/bake sale for their mission trip).
- Fall Ministry Fair – the people who attended church did stop by the tables. We should have kept them up longer for the parents of the Sunday School kids to see them.
- Trivia Night – scheduled for Sept. 25<sup>th</sup>
- The Fire Inspector came through a couple weeks ago. Their report indicated we needed to address the following: by law we need to have our fire alarm system inspected by an independent company annually, our fire extinguishers inspected and a lock needs to be placed on the circuit breaker that controls the exit lights. I have been in communication with Del Molden about this. We did a price comparison with two companies. It has also been brought to the Finance Committee for their review. It is the suggestion that we go with Best Defense. Respectfully submitted,

Julie Saalsaa

## **COMMITTEE REPORTS**

### **Finance Committee**

#### **Call to Order.**

The meeting was called to order by John Denhartigh at 5 pm.

Jerry Saalsaa was unable to attend the meeting but provided email input on the agenda items.

## **Financial Update**

1. Total general income \$26,013 with total including other income (esp youth mission trip fundraising) \$39,864. Expenses \$19, 125. Net income for year is up \$30,024 (incl youth fundraising)
2. Overall finances doing well. Expenses have also decreased by not having a Pastor salary to pay out.
3. Motion to approve financial update by Don Bender, seconded by John Denhartigh
4. Motion approved

## **Old Business**

### 1. Council Update

- a. Council primarily focused on the coming of the new pastor

### 2. Pr Jen Portico

- a. Portico was called to get past bills since Pastor Jen came. The total amount paid by the church and not deducted from Pastor Jen's paycheck is estimated at \$13,642.14.
- b. Portico was called again by Jerry Saalsaa with Janice also on the call to find out what if anything can be done about this situation. We are waiting for a call back from Portico on this.
- c. Jerry also called Pastor Jen and shared the information about the \$13K in contributions paid by the church. She will be reaching out to Portico also to determine what if anything can be done about this situation. She and Jerry will touch base again on this topic.

### 3. Adopt-a-bill

- a. Total raised with this program is \$1042.29
- b. Program will be done end of September

### 4. New Pastor Pay set-up

- a. Jerry will help Janice and Julie set up Pastor Jamie's payroll and benefits when she begins work at the beginning of October. This will help assure that these are set up correctly.

## **New Business**

### 1. Fire Alarm Maintenance and Inspection

- a. We had an inspection by the fire department and did not have a yearly inspection done on the fire alarm system
- b. We currently have Johnson Controls that monitors our fire alarms but has not

been inspecting it. Johnson Controls came out to give a quote on adding inspection to the service.

- c. Julie also called Best Defense for a quote on their services for inspection. She learned that Best Defense also offers an inspection and a monitoring service that does not require two phone lines. Currently the church pays approximately \$100/mo for phone lines dedicated for the fire alarm system. The Best Defense systems offers cellular communication, so phone lines are not necessary.
- d. If we terminated the phone lines before February 9, 2022, there is a cancellation fee of about \$289.
- e. Del Molden reviewed the services offered by Best Defense and said that they were a good choice
- f. The finance committee reviewed both proposals and John made a motion to change our fire alarm services to Best Defense. Denise seconded the motion. g. The Motion was approved.

### Christian Education Committee Report

Sunday School- 19 children are signed up for Sunday School. There will only be 2 classrooms at this time due to the lack of both children and teachers. Kids will be split with PreK-2nd together and 3-5 together. 4th graders will get their Bibles on 10/17. Kids will be singing on October 17th during service. There may be a need for curriculum but Jeanette is waiting until the new pastor begins.

Confirmation- We held a potluck/welcome back night on 9/15th. 9th graders will be hosting a fundraiser to raise funds for the confirmation project. Additionally, we will need to raise approx. \$1000 towards the shed addition to keep the recreation equipment in.

Mission Trip- There is currently \$11,022.51 in the Mission Trip account which includes Fundraising and trip deposits. Trivia Night is 9/18.

### Worship & Music Committee Report

No report received

### Property Committee Report

Monitoring of utility bills continues. The electric bill and usage is at a five year high for last month due to the continuous running of the rooftop units.

Lumber for the shed addition was purchased and picked up. Construction was begun with the installation of a knee wall under the existing shed with additional work scheduled for this week - weather permitting.

The east and west windows were measured for shades and samples received.

A new thermostat was installed in the kitchen refrigerator.

Reseeding and fertilizing of the grass in the culvert area was completed.

#### Local & Global Committee Report

October is the food pantry collection for Wyocena. There will also be the annual coat drive for the salvation army. Mission kit collection is still going on.

#### Stewardship/Evangelism

Stewardship drive is on hold until our new Pastor is settled. Annual stewardship letter is under way.

**A motion by Don Bender, second by Kory Anderson to approve the committee reports.**

**Motion Carried.**

#### **Old Business**

Portico update

#### **New Business**

- Facility Rental for Life Line Screening in February. Date pending approval.  
**Motion by Halley Harms, second by Ruth Price to approve the facility rental by Life Line Screening to use our facilities in February. Motion Carried.**
- Safe Food Handling Procedures- we will be waiting until October when Kerry Melby is here to share the procedures with the council.
- Best defense- Ann will be looking into this further before the contract should be signed.

**A motion by Ruth Price second by Kory Anderson to adjourn the meeting at 7:20. Motion Carried.**

Lord's Prayer

