



Council Minutes

MAR. 16th, 2025 – 10:15 AM-11:55 PM

In Person/Zoom Option

1. Call to Order: _Diane Herron – President

- a. President calls the meeting to order: 10.28 AM Time
- b. Take Attendance.

✓Diane Herron (Co-President), ✓Michelle Rhodes (Vice President), ✓Kent Mueller (Treasurer), ✓Rich Tarter (Secretary), ✓Jeff Tisdell, ✓Renee Stafford, ✓Pam Johnson, ✓ (Zoom)Bonnie Brix, □Don Streiff, ✓Sally Rakovec, □Alivia Schiferl, □Pastor Heather Brown

- c. Handout Agenda and other items from team reps.

2. Devotions: Michelle Rhodes

3. Acknowledgements/Review: *Diane Herron*

- a. Celebrations & Acknowledgements from past month
 - i. Thank you notes from Jan Ammons (Welcome-Dinner-On-Us bag) & Becky Rogers (Lorriane Rogers funeral).
 - ii. Letters of invite from Immanuel Lutheran Church MFLD for Christ in the Passover: An Interactive Presentation, RSVP by March 23rd, and Tiger Booster Club for their upcoming fundraiser. Letters put in president's mailbox for anyone interested. ****Changed**** Now on the bulletin board in the gathering area.

4. Review and Approval of Jan 19th minutes.

- a. **Action item:** Any changes to minutes from last meeting?
 - i. **Action item: Approval of January minutes**
 - ii. I, Jeff, move to approve the Jan 19th, 2025, minutes.
Michelle, seconds motion. 9 Yay, 0 Nay. Motion Pass

5. Secretary's Report: *Rich Tarter*

- a. **Action item:** Any changes to minutes from last meeting?
 - i. **Action item: Approval of February minutes**
 - ii. I, Sally, move to approve the Feb. 23rd, 2025, minutes.
Renee, seconds motion. 9 Yay, 0 Nay. Motion Pass

6. Financial Reports: *FLC Treasurer – Kent Mueller*

- a. Review monthly report.
- b. **Action item: Approve February 2025 report**
 - i. I, Pam, move to approve the February 2025 Financial Reports.
Jeff, seconds motion. 9 Yay, 0 Nay. Motion Pass
 - ii. Feb 2025 – General fund giving has been higher than average.
 - iii. Kent on vacation starting Thursday 3-20.
 1. Financial and payroll duties will be completed before leaving.

7. Pastor Heather's Report *Pastor Heather Brown*

- a. Pastoral Report Update
 - i. Pastor is absent today. Send questions or comments for Pastor to Diane.

8. Business

a. Co-President Business Items - *Diane Herron*

i. Cub Scout monies Update: Jeff Tisdell

1. Jeff and Treva are looking to possibly split monies between the Pack, Boy scouts, Cub scouts and the church.
2. Any youth contributions to go to the education program at church.
3. The breakdown has not been decided.
4. Please send any suggestions to Jeff.

ii. Capital Campaign 2025 update: Diane Herron.

1. Past Minutes.

- a. The Capital Campaign ideas came out of the budget meetings from 2 yrs ago. It was discussed again in Jan 2024 and revisions/actions created in June 2024. It is a result of projecting the capital needs for the church: for maintenance and replacement items.
- b. Items that will need attention include the church roof, the parsonage, the elevator, the boilers as well as other items.
- c. This is our 2nd year of Capital Campaigning.
- d. Outgoing communications promoting each teams' campaign needs to remain a priority.
- e. Large projects such as removal of the parsonage will require more than this team-oriented capital campaigning. It will need to be a congregational initiative.
- f. The goal set last year of 10k per year total with each team's goal of 1K per event has not changed. As a church plan to have the Capital Campaign progress yearly for 3-5 years, which corresponded with raising funds for the roof, as discussed last year. A question of whether we should have the campaign progress for 5-7 years was raised, and whether we needed to vote on it. We will stay with the original 3-5 yrs and re-evaluate as we get closer to the end of the 3-5-year mark. Each team to arrange one event per year.

2. Spreadsheet Update: Michelle Rhodes.

- a. May 16th Brat Fry: Personnel.
- b. Sept No Bake - Bake Sale: Women.
- c. The link to the Capital Campaign Fundraiser Spread sheet that is on the church OneDrive has been emailed to council members.
 - i. Personnel: Brat Fry May 16th.
 - ii. Women: No Bake - Bake Sale in Sept.
 - iii. Faith in Action: Brat Fry June 27th.
 - iv. Education: Brat Fry June 28th.
 - v. Communications: selling Stain Glass greeting cards; March.
 - vi. Finance, Facilities, Fly, Social Concerns/Green Team and Worship and Music to be determined later.

- iii. Executive Council Bylaw: Diane Herron.
 - 1. Members consist of 4 council members (President, Vice President, Treasurer and Secretary) and the pastor.
 - 2. The committee will meet on the 2nd Sunday of the month.
 - 3. Per the Church By-Laws, the council did not need to vote on the committee members.
 - 4. The Executive Committee.
 - a. Will be able to approve fund requests up to \$500.
 - b. Will be reviewing items that don't necessarily go to the Council for vote.
- iv. Top 3 Goals for Council 2025-26: Discussion.
 - 1. Reviewed the 2025-26 top 10 Goals as identified by council.
 - 2. Use of Time and Talent Sheets.
 - a. Alicia is creating/updating a new directory to go along with the time and talent sheets.
 - b. The Chairperson in each team will get the time and talent results, with contact information for interested individuals for that team.
 - c. The Team will be responsible for contacting the people interested in that team.
 - d. Time and Talent sheets/interests are normally collected in Nov.
 - e. Alicia will compile the latest data and will release to the teams in conjunction with the directory updates.
 - 3. Communication improvement between the Executive Committee and Regular Council.
 - a. Initiated to help communications between these groups.
 - b. Minutes will be taken and presented to other teams on the OneDrive; the same as other teams.
- v. Council Binder Turn in.
 - 1. It was asked that council members bring and turn their binders in at this meeting
 - a. To be updated and re-issued back to council members at the March 30th retreat.
 - 2. If you don't have your binder today, please drop of in the church office at your earliest opportunity.
- vi. Top 3 Peace making Covenant: Discussion.
 - 1. Review of the top 3 Peacemaking Covenant items.
 - 2. Pastor will present and discuss these items with each of the team chairs. Pastor to talk more on this subject at next council meeting.
- vii. Temple Talks: Each Team 2 times per year.
 - 1. Michelle sent out link to OneDrive document.
 - 2. Teams can fill in dates of when they want to participate.
 - 3. Can also contact Alicia with dates for participation.
 - 4. Slides and visuals can be used during presentations.
 - a. Any slides or presentations need to be to Alicia the Tuesday before the planned temple talk date.
 - 5. Temple Talk information can be included in newsletter articles

- viii. Vote on FLC Service Cancellation Policy + Youth/Children Event Cancellation Policy: Michelle Rhodes.
1. The Cancellation Policy was emailed to council members for review.
 2. Links in the cancellation policy are not working.
 3. Accounts referenced in the policy are not current.
 4. Will wait until the links and accounts are working before voting on the policy.
 - a. Rich and Michelle will work through email to get links and accounts corrected.
 5. Anticipate having ready to vote on during the April council meeting.
 6. Council members are encouraged to email suggestions to Michelle of items that they would like to be added to the Cancellation policy.
 7. Pass out overview.
 - a. **Action Item: Approve of the Cancellation Policy. Postponed**
 - b. I, _____, motion to approve the FLC Service/Youth/Children events changes, _____, seconds motion. __ Yay __ Nay.
Motion _____

9. Mission Team Updates

- i. **FINANCE TEAM** (Kent)
 1. Endowment Interest Fund Update.
 2. Other Updates.
 3. Motions/Recommendations, if any.
- ii. Endowment Interest Fund update.
 1. Endowment Fund group decided that if the spendable interest for the general undesignated fund has not been used in the current year, that amount not spent can be rolled over to be dispersed in subsequent years.
 - a. Before this change, any amounts not spent in the current year were not available to be used in subsequent years.
 2. No council input was needed for the change.
 3. Finance team is looking to meet every other month instead of every month.
 4. Various checking accounts are being transferred to Forward Bank.
 - a. The Sunday school account is in progress for that change.
 5. John Campbell president.
 6. New people have joined the group.
 7. All 3 of the endowment funds (Sabrowski Education, Malueg Scholarship, General Undesignated) had a disbursement policy allowing use of up to 2.5% of the prior year's account balances. Starting in 2025, the General Undesignated endowment fund has a new disbursement policy.
 - a. Policy -Starting in 2025
 - i. The General Undesignated disbursement calculation will be based on 50% of the prior year's balance for this fund.
 - ii. And any unused dispersible funds that are not used in a given year will be carried over into future years, to become dispersible in addition to that new year's dispersible funds.

iii. **FACILITIES** (Pam and Don)

1. Facility Expenditure Clause.
 - a. Proposing that the facility expenditure amount be increased from \$5K to \$15K per expenditure.
 - b. This change will require congregational approval at a congregational meeting.
2. Photo Board Update.
 - a. Frames have been acquired.
 - b. Tom taking pictures on March 30th after service for new and existing members.
 - c. Once all pictures are available, Facilities team will assemble and install the board.
3. Parsonage Update.
 - a. A Parsonage subcommittee has been created to facilitate the parsonage work.
 - i. First meeting set for March 17th.
 - ii. Subcommittee to keep facilities team updated as progress is made.
4. Motions/Recommendations, if any.
5. Budget Update, if any.
6. New Items:
 - a. Workday May 17th to clean garage.
 - b. Yard maintenance/cleanup day will depend on weather. No date set.
 - c. On March 7th there were lights left on in the church when afterhours events were completed.
 - i. Facilities will add a notice in the bulletin for people to check that lights/doors have been turned off/secured by the teams as they leave meeting areas.
 - d. There was a small roof leak discovered in March.
 - i. It was repaired by Quality Roofing.
 - e. There is a leak in the back of the building, under the steps.
 - i. The source of the leak is unknown.
 - ii. The carpet in that area stays wet.
 - iii. Facilities will investigate both the leak and best practice for the carpet, to keep it from molding during drying.
 - f. Discussion on numerous keys that are available and possibly hidden in the church, and/or kept by church members.
 - i. Facilities to investigate.
 - g. The Facilities Team did a temple talk/field trip with the 8th graders to the old parsonage.
 - h. Kent is working with outside vendors to fix numerous windows that are cracked or broken throughout the church.
 - i. Facilities had approximately 80 lbs. of aluminum cans turned in for scrap.
 - i. Money to go to youth.

j. The day that the facilities group meets is changing to meet on the 1st Monday of each month.

i. This change is to help facilitate meeting minutes being available for council members before the monthly council meetings.

iv. **GLOW/EDUCATION & FAMILY MINISTRY** (Pam)

1. Business items/Priorities/Upcoming Events
2. Motions/Recommendations, if any
3. Budget update, if any
4. Discussion about best practices for council members to review each teams' minutes before council meetings.
 - a. Printouts – questioned by members if printouts are needed.
 - b. Access to OneDrive.
 - c. Minutes to be on the OneDrive for review no later than the Tuesday before the next council meeting.
 - d. Diane to discuss with each team chairs on best way to get team minutes uploaded to OneDrive.

v. **FAITH-IN-ACTION** (Michelle)

1. Business items/Priorities/Upcoming Events/Recap Past Events
2. Motions/Recommendations, if any
3. Budget update, if any
4. Outreach discussion:
 - a. Best practices to reach people, both members and non-members, who are not necessarily on-site for church and events.
 - b. Team looking to distribute May Baskets for Shut ins.
5. Easter Egg hunt April 6th.

vi. **FLY/FAITH LUTHERAN YOUTH** (Open)

1. Business items/Priorities/Upcoming Events
2. Motions/Recommendations, if any
3. Update on Mission Trip for 2025
4. Budget update, if any
5. Looking for a Youth Representative.
 - a. Jeff and Michelle looking to share the responsibility and take over the Youth Representative role.

vii. **SOCIAL CONCERNS/GREEN TEAM** (Renee)

1. Business items/Priorities/Upcoming Events
2. Motions/Recommendations, if any
3. Budget update, if any
4. Discussion on Soup Supper.

viii. **WORSHIP & MUSIC** (Bonnie and Sally)

1. Business items/Priorities/Upcoming Events
2. Motions/Recommendations, if any
3. Budget update, if any
4. Communion will use the washable glass cups instead of the plastic cups used currently.
5. 18 Easter Lilies have been ordered For Easter Service.

6. On Good Friday, Good Shepherd will host the noon service, and we will host the 7PM service.
7. New instructions have been created for Ushering.
 - a. An instructional video is being proposed, to be created and available for new ushers, and possibly shown at the Sept temple talk.
- ix. **COMMUNICATIONS** (Rich)
 1. Business items/Priorities/Upcoming Events
 - a. Social Media Statistics see Minutes
 2. Motions/Recommendations, if any
 3. Budget update, if any
 4. Internet upload speed issues continue to plague the live streams and video uploads.
 - a. Team investigating issue.
 5. Communications team still on budget for the year.
- x. **PERSONNEL** (Diane)
 1. Business items/Priorities/Upcoming Events
 2. Update on Staff Reviews & Policies
 3. Budget update if any
 4. Team capital campaign brat fry scheduled for May 16th.

10. New Business: (Diane)

- i. **Congregation Discussion:**
 1. Nothing to be loaned out from the church.
 - a. Refer to FLC Facility Policies Sec 4 Kitchen Policies.
 - b. Notice to be put in Newsletter.
 2. Team reps to bring this policy to each team for proper adherence.
- ii. **Binders:** Kitchen/Soup Supper/ Funeral in progress.
 1. New Binders – Sacristy, Mission Teams.
 2. Each Team is tasked with creating a turn-over binder.
 - a. Outline specific tasks/jobs that each team does and how best to perform those tasks.
 - b. To be very detailed so that a new person, or a person not from that team, would be able to follow directions and accomplish the task with little to no direction.
 - c. Each team rep to take this task back to their teams for completion.
- iii. **Name Badges:** For council members and staff to wear during services.
 1. Staff members are not necessarily required to wear badges.
 2. Council and team personnel should wear badges during services and events when new people might be in the church.
 3. Badges that can be attached magnetically to clothing was recommended so that they can be worn higher up on the torso, compared to the height of lanyard style name badges.
 - a. For ease of reading by guests and visitors.
 4. Badges to be left in corresponding teams' mailboxes when not in use.
 5. An example of a badge design was provided to council by Alicia.

iv. Acolytes wearing of robes discussion:

1. Current acolyte robes are not usable.
 - a. Worship and Music team to discuss.
 - i. Do they have sufficient budget for new robes?
 - ii. Other options?
2. Positive comments made about Pastor Peter's guest appearance when he wore pastoral robes for service.

v. Discussion on constitutional requirements for financial auditors:

1. Per the constitution, auditors are to be voted into that role by the church council and not the personnel team.
2. The last audit was in February 2025.
3. Auditors were Jenine Dietche, Ken Krahn, and Rich Tarter.
4. Current constitution states that council members are not allowed to be auditors.
5. Add item to congregational meeting for vote to change the constitution to allow council members or 1 council member to be part of the audit team.
6. Audit team members are on a 3-year rotation once approved.

11. Other Business:

a. Communion Assistants - Schedule for upcoming months

- i. March 30th - Sally
- ii. April 6th - Michelle
- iii. April 13th - Pam
- iv. April 17th - Rich Maundy Thursday
- v. April 20th - Easter Sunday X3 /stations each service.
 7. 8 AM – Sally and Diane
 8. 10 AM – Renee and Michelle

b. Devotions:

- i. April - Renee
- ii. May - Rich
- iii. June - Pam
- iv. July – TBD**
- v. Aug. – TBD**
- vi. Sept. - Sally
- vii. Oct. - Jeff
- viii. Nov. – TBD**
- ix. Dec. - Diane

**Diane to contact Bonnie, Don and Pastor Heather about choosing a date to provide a devotional for that month's council meeting.

- c. **Council Agenda:** will go out to council members each month on the Tuesday before the council meeting.
- d. **Mailboxes:** are available for each team. Contact Diane or Alicia to setup.
- e. **Newsletter Highlights** – To help communicate better with the congregation, we would like each mission team to submit highlights/bullet points of what happened this past month in the newsletter. Mission Team Highlights are Due April 22nd to the Office Manager.
- f. **Bulletin Information** must be in by the Monday before the following Sunday at Noon.
- g. **Reminder:** Installation of New Council Members on March 30th.

12. Next Meeting:

- a. **Retreat: March 30th** - After the service. Allow approximately 3 hrs. Lunch provided.
 - i. Discussion: Focus on what the church's main goal is. Where do we see the church in 5 yrs, 10 yrs? How do we keep the church going?
 - ii. Lunch options, Taco Bar or Lasagna.
 1. Taco Bar chosen, potluck style.
 - a. Diane to send out sign-up email to bring taco items.
 2. Jeff and Don anticipate being absent.
- b. Next Council Meeting: April 27th due to Easter Sunday.

13. Agenda Items for April Meeting:

- a. Kitchen/Funeral/Soup or Supper binders.
- b. Further discussion Peace Making Covenant.
- c. Others?

14. Meeting evaluation

What went well? What could use some work, anything missing or confusing?

-- The amount of Paper minutes being passed out was overwhelming.

-- Binders to be left and picked up during retreat on March 30th.

15. Motion to Adjourn:

- a. Time 12:42 PM
- b. I, Michelle made a motion to adjourn. 2nd by Pam. Discussion. Motion Passed.

2025 Faith Lutheran Church Council Members

Diane Herron (Co-President), Michelle Rhodes (Vice President),
Kent Mueller (Treasurer), Rich Tarter (Secretary), Jeff Tisdell, Renee Stafford, Pam Johnson, Bonnie Brix, Don Streiff, Sally Rakovec, Alivia Schiferl, Pastor Heather Brown

REP Updates to Council from Mission Team: *Share what your team has worked on this past month with council.*

- **PRIORITIES:** Remind everyone what your top priorities are this month with updates.
- **EVENTS:** Upcoming events or items that Council should be aware of.
- **MOTIONS:** Share any motions or recommendations you team made.
- **BUDGET:** Let everyone know where your budget is at. Incoming/outgoing
- **OVERALL UPDATES:** Any updates on how this team is helping with overall church/council priorities. Any questions for council? Any questions? Comments? Discussion