



COUNCIL Minutes

April 27, 2025@ 10:15

In Person/Zoom Option

1. **Call to Order:** _Diane Herron – President

- a. President calls the meeting to order: Time 10:22 AM
- b. Take Attendance.

☒ Diane Herron (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

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

2. **Devotions:** Renee Stafford – Working for God’s Glory.

3. **Acknowledgements/Review:** Diane Herron

- a. Celebrations & Acknowledgements from past month
 - i. Thank You to Tom Loucks (Member of FLC) and David Ballerstein (Non-member of FLC) for their volunteer work on trouble shooting and repairing the church’s WIFI and Live Streaming issues experienced for the last few months. This was a long process to determine and correct the problems. They saved the church a sizable amount of money. A full report on what was done is in the Communications minutes.
 - ii. A heartfelt Easter Card was received from Gary and Charlene McDonald to the Pastor and congregation. Thank You to Gary and Charlene.
 - iii. Thank you to Council for a successful retreat from Diane, Council president.
 - 1. Follow-on meeting forthcoming to review questionnaire results.
 - iv. Council members now have mailboxes: Thank You to Alicia for the work done on this.
 - v. Thank You to Karen Voight and Dave Heron for assisting the office manager, Alicia, with getting all the mission team’s binders in order, to be handed out to each team.
- b. Ice Breaker – “Do You Know Me”

4. **Secretary’s Report:** Rich Tarter

- a. **Action item:** Any changes to minutes from last meeting?
 - i. Action items:
 - 1. Approval of the March 16, 2025, minutes
I, Bonnie, move to approve the March 16, 2025, Council Meeting minutes.
Sally seconds the motion. Motion Passes.
 - 2. Approval of the April 13th, 2025, Council Retreat Minutes
I, Renee, move to approve the Council Retreat Minutes from April 13, 2025.
Bonnie seconds the motion. Motion Passes.

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

- a. Review monthly report.
 - i. February was a positive month.
 - 1. One of the lower months for Sunday service attendance.
 - 2. One of the higher months in offering collection amounts.
 - 3. In contrast, one Sunday service in March was cancelled.
 - a. Effect on monthly collection amounts to be evaluated for next meeting.

4. General Ledger amounts will be included in Kent's monthly reports.
5. Lenten offering amounts will be used for donations to the Lutheran Social Services, Crossway Camp and Homee Home.
- b. Action item: Approval of the March 16, 2025, report
 - i. I, Don, move, to approve the March 16, 2025, Financial Reports.
Sally seconds the motion. Motion Passes.
6. **Pastor Heather's Report:** Pastor Heather Brown.
 - a. Pastoral Report Update
 - b. Peace Making Convent:
 - i. In Progress.
 - ii. Discussion on team dynamics.
 1. Possible team mission statement additions to outline peace making covenant practices.
 - c. Review of the Change of Command -Help over until May Council Meeting.
 - d. Camp Crossways – Week of July 28th (The week after this year's mission trip)
 - i. Alivia Shiferl to attend with possibly a 2nd youth, Marti Anderson.
 - ii. Funds for the trip will be gathered from different sources; individuals, endowment fund applications, Thrivent giving, etc. Work in progress.
 - iii. Fresh Expressions Project review. "Branching Out" summer gatherings.
 1. See Pastor Heather's report for breakdown and proposed meeting dates and times.
 2. Requesting a portion of the funding (\$500) to come from the Undesignated Memorial fund. A \$500 or larger request from this fund will need council approval.
 3. I Diane, make a motion to approve requesting \$500 from the undesignated memorial fund for the summer gatherings "Branching Out" events. Don seconds the motion. Motion Passes.
 4. Pastor Heather pursuing ELCA mini grants that might be available to support this type of outreach.
 - e. Confirmation Sunday May 4th.
 - i. There are 5 graduates to be confirmed this year.
 1. Bennett Biederwolf, Madison Cournoyer, Rachel Loucks, Riley McConnell, and Louisa Rand.
 2. Council to approve that the individuals have met requirements to be confirmed.
 3. I Sally, move a motion to acknowledge that the 5 confirmation graduates listed in line 1 above have met and fulfilled their requirements for graduation.
Bonnie seconds the motion. Motion Passes.
7. **Old Business: President Diane Herron**
 - a. Boy Scout final decision for breakdown of the \$1600 left in the scouting account.
 - i. I Pam, make a motion to approve the recommendation that the \$1600 in Cub Scout money be split between Boy Scout Troop #382 (Rick Ormand) of \$800 and Cub Scout Pack #360 (Adam Graveen) of \$800 to be used for scholarships to camps.
Don seconds the motion. Motion Passes.
 - ii. Kent to make out checks for disbursement.

- b. Binder Updates: Funeral done. Kitchen & Sacristy in progress Team Binders available for pickup.
 - i. The Kitchen Binder is in the kitchen with the kitchen master binder in the office.
 - ii. 2 team binders passed out to team reps for each team to complete.
 - 1. One for the team chair and a master for the office.
 - 2. Binders to contain Calendars, events and crucial items that each team performs on a regular basis.
 - 3. Completion date to be on or before August 1st.
- c. Name tags for Council
 - i. Name tags were handed out.
- d. Facility Policy on Kitchen borrowing Policy update
 - i. The borrowing policy stated in the newsletter was not consistent with councils' decision.
 - ii. After a lengthy discussion, it was recommended by council that newsletter wordings should be consistent with council's decisions, and any concerns on these decisions outside of council should be re-discussed in a follow-on council meeting.
- e. Article C 13.03 Audit Committee Update
 - i. It was discovered that Article C13.03 in the church constitution outlines that council members cannot be part of audit teams. This was brought up because Rich Tarter has been performing audits for the church.
 - 1. An auditor holds a position for 2 yrs.
 - 2. The audit team is pursuing others for addition to the audit teams.
 - 3. After a discussion it was decided that:
 - a. No changes are recommended for the church constitution.
 - b. Rich will step down from auditing duties until such a time as there is not the council member conflict.
- f. Time & Talent Update
 - i. A lengthy discussion was had on Time and Talent sheets.
 - 1. The current Time and Talent rolls are out of date requiring much work to update.
 - 2. The current rolls are a compilation of documents and spreadsheets.
 - 3. The executive committee will do most of the update work to the rolls.
 - 4. People who might have signed up for positions during the last Time and Talent drive should be contacted to gauge current interest because of the time that has passed.
 - 5. Some teams have received a current list of interested candidates per the last drive. Other teams have not been contacted with interested parties. Candidate names will eventually be disseminated to each team.
 - a. Team chairs will contact interested candidates to recruit new team members.
- g. Continuing Resolutions (CR): Audit & Mutual Ministry left
- h. Fundraise update: Garage Sale July 24, 25, 26 Complete details to follow
 - i. Hours will be Thursday 4-6 PM, Friday 6AM – 6 PM, and Saturday 8AM – Noon.
 - ii. A sub team will head the fundraiser headed by Diane and Pastor Heather.
 - iii. Will be held in the garage.
 - iv. Unclaimed/unwanted Parsonage items may be included in the sale.
 - v. Diane to contact Alicia for promotion and signage needs.
 - vi. Team to decide afterwards on monetary application of raised funds.

- i. Council Binder update for those who need them
 - i. Council member binders are ready for pickup.
 - ii. Team procedural binders were handed out, to be taken to each team's chair by the corresponding council member representative.
 - 1. Any changes to the team binders, i.e. team names on the binders, should go to Alicia.
 - j. Upload to One Drive: Mission Team Chairs to see Office Manager for access to upload minutes.
 - k. Cancellation Policy for FLC: PLEASE READ PRIOR TO MEETING, Discussion, then motion
 - i. The corrected version did not make it to the OneDrive before the meeting.
 - ii. Handout copies were discussed, and a motion was made:
 - 1. Changes included a separation of general information verses procedural information.
 - 2. Misc. typos discussed.
 - 3. Michelle to correct.
- I, Don, move to grammatically cleanup and approve the Weather Cancellation Policy and Procedures document.
- Bonnie seconds the motion. Further discussion? Motion Passes.

8. Mission Team Updates

i. **FINANCE TEAM** (Kent)

1. Updates

- a. Moving of accounts to Forward Bank Continues.
- b. Determining an appropriate 3rd signer for the account.
- c. Insurance Renewals:
 - i. Expecting a possible 10-15% increase
 - ii. Actual increase was less than 5%
 - iii. Kent investigating policies to determine if there were any policy changes that account for the unexpected low percentage increase.

2. Motions/Recommendations

3. Bracket System for Metrics: Publish? When?

4. Quarterly Reports Sent April 15, 2025

ii. **FACILITIES** (Don)

1. Business items/Priorities/Upcoming Events

- a. Parsonage Contract up June 31, 2025, New Contract to be voted on.

PLEASE READ PRIOR TO THE MEETING

- i. In preparation for the parsonage removal, the new contract will allow for:
 - 1. A month-by-month contract with leaser.
 - 2. A 30-day Notice-to-Vacate period for rental agreement termination.
- ii. May 17th a group will cleanup the garage.
- iii. Continue working towards replacing the 8 broken windows on the lower level.
- iv. On going work to replace 6 faucets.

- v. Parking lot door code changes forthcoming. Discussion ensued.
 - 1. A sign will be placed on the door with contact information for people to call if they need to enter the church, and don't have a fob for to enter through the security door.
 - vi. Discussion on locking the mission team closet.
 - vii. Facilities Team Soup Supper raised \$392.
 - b. Update on Parsonage Meeting: Renee
 - i. May 15th deadline for itemized bids from 3 different companies.
 - 1. We have received 2 bids, waiting on a 3rd.
 - ii. Kent checking with Habitat for Humanity about donations.
 - iii. Renee and Kent will work towards inventorying what is in the parsonage.
 - iv. Removal of the parsonage will remove the power going into the garage.
 - 1. No plans currently to add power back to the garage.
 - 2. A possible 2nd project after the parsonage is gone.
 - a. It will cost approximately \$3800 to run a new power circuit from the church to the garage.
 - b. A small solar powered solution is available or about \$60.
 - v. The Parsonage sub-team will meet once per month until the parsonage has been removed.
 - 2. Motions/Recommendation, if any

I, Pam, move to approve the New Parsonage Contract for 2025/26 for the Better Way Place. Don seconds the motion. Further discussion? The Motion Passes.

I, Sally, make a motion to change the parking lot door combo lock and to have the Pastor, the facilities team chair and the custodian be the only persons to hold the combination. Renee seconds the motion. Further discussion? The Motion Passes.
 - 3. Budget update, if any
- iii. **GLOW/EDUCATION & FAMILY MINISTRY (Pam)**
 - 1. Business items/Priorities/Upcoming Events
 - a. Upcoming events:
 - i. Baseball Game
 - 1. There is a fee associated with the cost of the tickets due to how they were paid for. Discussion on where the fee for the tickets will come from.
 - ii. Upcoming Dairy fest Parade.
 - 2. Motions/Recommendations, if any
 - 3. Budget update, if any.
- iv. **FAITH-IN-ACTION (Michelle)**
 - 1. Business items/Priorities/Upcoming Events/Recap Past Events
 - 2. Motions/Recommendations, if any
 - 3. Budget update, if any

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

1. Business items/Priorities/Upcoming Events
 - a. Flower sale May 11th and May 18th.
 - i. No youth participation on the 11th due to other engagements.
 - b. Mission Trip discussion.
2. Motions/Recommendations, if any
3. Update on Mission Trip for 2025
4. Budget update, if any

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

1. Business items/Priorities/Upcoming Events
2. Motions/Recommendations, if any
3. Budget update, if any

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

1. Business items/Priorities/Upcoming Events
2. Motions/Recommendations, if any
3. Budget update, if any

viii. **COMMUNICATIONS** (Rich)

1. Business items/Priorities/Upcoming Events
 - a. Social Media Statistics see Minutes
2. Motions/Recommendations, if any
3. Budget update, if any

ix. **PERSONNEL** (Diane)

1. Business items/Priorities/Upcoming Events
 - a. Continuing Resolution Personnel Policy: PLEASE READ PRIOR TO MEETING
I, _____ Move to approve the CR Personnel Policies of FLC.
_____ 2nd the motion. Further discussion? _____ Yay _____ Nay
 - b. Delayed review Of the Continuing Resolution Policy for clarification.
 - c. Copies of the resolution and changes will be put in mailboxes. Email questions to Diane.
 - d. Revisit item at May Council Meeting.
2. Update on Staff Reviews & Policies
 - a. Staff reviews to be completed by Aug 17th.
 - i. Staff members will receive pre-evaluation forms, to be filled out between July 1st through July 15th.
 - ii. After which personnel has approximately 5 weeks to complete the evaluation.
3. Budget update if any

9. **New Business:** (Diane)

- a. Retreat results
 - i Handout with retreat items compiled.
 - ii A follow-on retreat meeting will be decided on at a later date.
 - iii Diane will facilitate any email discussions about the retreat, and its results.
- b. FLC Mission Team Update: Active shooter Policy?
 - i The church has some guidelines from the Covid era lockdowns.
 - ii Church Mutual has been contacted.
 - 1 They provided webinar and links to resources.

- iii Marshfield Police Department Contacted for resources.
 - iv Festival Food has resources that we can review.
 - v Subcommittee to be created to create a plan for the church.
 - 1 Contact Diane if you would like to volunteer for the subcommittee.
 - vi Agenda item for the May council meeting.
- c. Choir Director Search
 - i The Indeed job listing search engine
 - 1 Free for 3 days.
 - 2 Cost \$39 per month over 3 days.
 - 3 Discussion:
 - a Duration of listing.
 - b Whether to post with Indeed.
 - c What are other listing options.
 - d Listing has been up for about 1 year already.
 - e This is a contracted position which pays \$400 per month.
 - f Paul Kapala looking at other candidate sources
 - g This business item postponed until May council meeting.
- d. Annual team calendar meeting June 10th from 6-7:30 PM.
 - i Alicia will facilitate.
 - ii All team's chair or a team representative to be at the meeting.
 - iii Bring calendar items for Sept 2025 through May 2026.
- e. Fund Raising discussion.
 - i There are multiple fund raisers running at the same time.
 - ii Ideally would like 1 fund raiser to run per month.
 - iii Michelle volunteered to create a calendar to help coordinate which fundraisers are taking place on which month.
 - iv This has been tabled until the May council meeting.

10. **Other Business:**

- a. Communion Assistants - Schedule for upcoming months
 - May 4: ____ Bonnie.
 - May 11: ____ Michelle.
 - May 18: ____ Sally.
 - May 25: ____ Pam. The new Bishop will be visiting for this service.
- b. **Devotions:**
 - i. May--Rich
 - ii. June--Pam
 - iii. July---~~Bonnie~~ Changed to Sally
 - iv. Aug---Don
 - v. Sept--~~Sally~~ Changed to Bonnie
 - vi. Oct---Jeff
 - vii. Nov---Pastor Heather
 - viii. Dec---Diane
- c. **Council Agenda:** will go out to council members each month on the Tuesday before the council meeting.

- d. **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 _____ to the Office Manager.
- e. **Bulletin Information** must be in by the Monday before the following Sunday at Noon.

11. **Next Meeting:**

- a. Next Council Meeting, May 18th at 10:15 AM.
 - i. Diane will be on vacation May 13th – 27th.
 - ii. Contact the vice president, Michelle Rhodes, during this timeframe.

12. **Agenda Items for April Meeting:**

- a. Active Shooter procedures and discussion.
- b. Fund Raiser Coordination.
- c. Other Holdovers.

13. **Meeting evaluation**

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

-Meeting had good, in-depth discussions.

14. **Motion to Adjourn:**

- a. Time: 1:30 PM.
- b. I, Michelle, make a motion to adjourn. Motion second by Diane. Motion Passes.

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