

**St. John's Lutheran Church Council Meeting Minutes  
January 16, 2018**

**Members Present:** President Melissa Westrick, Vice President Kathi Bokano, Treasurer Kim Dennis, Secretary Jamie Inman, Paul Meteyer, Chris Snooks, Joe Tinson Sr., Alison White, Stated Supply Pastor Roger Facione

**Members Absent:** None

**Guests:** Licensed Lay Minister (LLM) Enoch Carlton

**AGENDA ITEMS**

**Call to Order: 7PM**

**Opening Prayer:** Pastor Roger Facione started the meeting with a prayer "I Am The New Year."

**Minutes** from the December 18, 2017 Church Council Meeting were reviewed. A motion was made by Paul Meteyer to approve the minutes as presented. Alison White supported the motion. Motion passed unanimously.

**Primary Stated Supply Pastor Report (written and verbal discussion).**

**Visitations:** Pastor Roger Facione presented his report. Minister Enoch Carlton is doing the visitation of homebound members for the month of January 2018. Pastor Roger will join him for the February 2018 visitations. Pastor Roger visited Duane Osbourn, who was hospitalized on January 4, 2018.

**Affirmation of Faith/ Baptism Prep Meetings:** Pastor Roger met with Danielle Lopez and Charles Alexander on December 23, 2017 to plan the baptism of their daughter Aubrianna. The Baptism took place December 31, 2017 at 1PM. Joe and Shirley Tinson also attended the Baptism.

Pastor Roger also met with Danielle and Ken Bloom on January 13, 2018 to plan the Baptism of their 6-month-old son, Maxim, and transfer of their membership from Redeemer Lutheran Church to St. John's.

**Member Care for New Members:** As new members are received into the church they will need assistance to learn about the church, its ministries and determine for themselves how and where they best fit in with our ministries. This is where the new Member Care Committee can be of great value. A few things the Member Care Committee could do:

- Shepherding Opportunities- Match long time members with new members to help guide them.
- New Member Orientation- Set up information for new members about offering envelopes, special ministries (like MCREST, Vacation Bible School).

- New Member Bulletin Board- Photos and names of new members on a bulletin board placed where current members can see it. Help new members feel welcome at St. John's. Also, helps current members recognize new members.
- New Member Welcome Packs- As new members come into the church it would be helpful to provide a Welcome Pack. Information could include a member directory, brochure describing various ministries of St. John's, descriptions of the different Committees- what they do, names of Chairpersons and contact information, a hard copy of the church newsletter, contact information for the church office and Pastor and Minister, information on receiving the email "This Week at St. John's".

**Ash Wednesday Services:** Pastor Roger recommended to the Worship and Music Committee that we have a Noon and 7PM Ash Wednesday service, like last year. The Confirmation Class co-led last year's 7PM Ash Wednesday service and could do so again. Pastor Roger asked that the Church Council sponsor a dinner for the Confirmation Class before the service, as we did last year, It gives a chance to gather the class before the service, make sure they are ready, and thank them for their participation.

**Lenten and Easter Music and Devotional Materials:** During Committee Night Pastor Roger, Minister Enoch, Camille Miller (church pianist/organist) and the Worship and Music Committee selected hymns for the Lenten Season, Palm Sunday, Maundy Thursday, Good Friday Tenebrae, and Easter. Together, the Worship and Music Committee and the Christian Educational Committee selected Devotional Materials that would be ordered from Creative Communications. These are the materials and the cost:

Adult Devotional Booklets: "Thy Will be Done" by Ted Schroeder.  
75 booklets x .85/ booklet = \$63.75.

Lenten Litanies for Sunday Worship: To be used each Sunday worship during Lent. Series called "Cross Marked". Set of six: five weeks plus Ash Wednesday.  
100 = \$37.00

Teens and Young Adults Devotional Booklets: "The ACT of Lent" by David Mead. (Theme is based on the ACT test given to high school students).  
20 booklets x .99 = \$20.00.

Kids Sticker and Activity/Devotional Sets: "Road to Jerusalem and the Cross" covered with stickers. "Hosanna to the King" by David Mead.  
30 sets x \$1.69/set = \$50.70.

African Palm Crosses. Hand made in Tanzania, these were given out to the Congregation last year, and very well received. 100 Palm Crosses = \$29.00

Lamb of God Easter Coin. The coin has an image of a lamb and cross on one side. The other side has the words "Behold the Lamb". The coin hooks onto a keychain. 100 coins x .51/coin = \$51.00.

## **Primary Stated Supply Pastor Report (written and verbal discussion) - cont.**

Grand total for all devotional materials = \$251.45.

**Weekly Lenten Services versus Bible Study:** The Worship and Music Committee, along with the Christian Educational Committee, discussed with Pastor Roger and Minister Enoch whether to offer Weekly Lenten Services or continue with Bible Studies. The preference was to continue with the Bible Study and offer it during the day and also Thursday evening. During the Lenten season the Bible Study will focus on “The Last Days of Jesus”.

**Five Goals of the Two-Year Plan:** The Church Council had agreed at the December 2017 meeting to discuss the five goals of the two-year plan for St. John's. Pastor Roger recommends that the Council focus the discussion tonight on Member Care and Youth Ministry. These are two areas that need immediate attention. A focused discussion will help identify what the Council needs to ask of the Congregation. This discussion will prepare for the presentation and discussion at the January 28<sup>th</sup> Congregational Meeting. Pastor Roger suggests that Minister Enoch help lead the discussion on Youth Ministry, tonight and at the Congregational meeting.

**Verbal Report:** Pastor Roger also informed the Council that he visited Russell Dussett on January 8<sup>th</sup>, and that he planned on monthly visits to Mr. Dussett. Pastor Roger also planned on visiting Evelyn Schinning but she wasn't home. He also spoke with Fred Huebener. Fred's wife, Judy, is homebound and Fred may set up a visitation date.

Kelly and Scott Barhorst will make their Affirmation of Faith and have their twin children, Savannah and Shelby baptized on 2/11/ 2018. Danielle and Ken Bloom will make their Affirmation of Faith and have their son, Maxim baptized on 2/18/2018.

Pastor Roger has also asked the sewing group/ quilters if they would bring their finished works to church for display and a special blessing on January 28<sup>th</sup>.

Motions were made and supported to act on suggestions from Pastor Roger's report.

Motion to have a Noon and 7PM Ash Wednesday Service  
by Jamie Inman, support from Joe Tinson Sr.

Motion to continue with Bible Study (daytime and evening) by Chris Snooks,  
support from Kathi Bokano

Motion to spend \$251.45 on devotional materials detailed in Pastor Roger's report. Motion by Joe Tinson, Sr., support from Alison White

**Primary Stated Supply Pastor Report (written and verbal discussion)- cont.**  
Motion to sponsor a dinner, for the Confirmation Class and their teachers, prior to the Ash Wednesday service. Dinner at Little Camille's. Motion by Joe Tinson, Sr. with support from Paul Meteyer.

Motion to accept Pastor Roger's report. Motion by Paul Meteyer with support from Melissa Westrick..

All motions passed unanimously.

**Licensed Lay Minister (LLM) Report from Enoch Carlton:**

Minister Enoch made seven visits to homebound congregation members so far in January, with four more visits scheduled later this week. He reported that the gifts of "block snow-persons and hot chocolate mix and gifts were well received.

Minister Enoch thanked the Sunday School students, Confirmation Class and teachers for the gifts. He is thankful for the opportunity to visit our members and share time with them.

**Financial Report from Kim Dennis:**

Kim noted that the Lenten materials are not a budgeted item, so the Council needs to identify where the money will come from. After some discussion a motion was made by Kathi Bokano to pay for the Lenten materials (\$251.45) with Thrivent funds. The motion was supported by Alison White and was approved unanimously.

The Treasurer's Report, Balance Sheet, Consolidated Fund Activity Report, and Checking Account Transactions were presented. There was discussion of the structure of the compensation for Pastor Roger and Minister Enoch.

Currently, the following line items in the budget describe the Pastor's compensation: Salary, Social Security expense, Pension/Health benefits, Continuing Education, Housing Allowance, and Auto Allowance. St. John's Pastors in the past were considered self-employed. Pastor Roger has chosen to be categorized as an employee of St. John's. What was housing allowance, will be part of his salary and his 403b retirement.

To simplify the Pastor and Lay Minister's compensation in the future the Council discussed listing two line items: Salary and mileage. The salary would be the total compensation (all the previous line items mentioned, except auto allowance) and the mileage (previously, auto allowance) would cover the Pastor and Minister's mileage for church related trips- visitations, youth ministry activities, etc.

A motion was made to change the budget structure for the Pastor/Minister compensation to read Salary and Mileage. Motion by Kathi Bokano and second by Joe Tinson, Sr. The motion passed unanimously.

### **Financial Report from Kim Dennis- cont.**

Kim presented a work sheet showing the calculations for Pastor Roger's compensation as a regular employee. The totals are:

Salary:	\$31, 466.00
Mileage:	\$1200.00
St. John's (employer) portion of Social Security and Medicare:	\$2,039.95

Pastor Roger Total:	\$34, 705.95
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Minister Enoch's compensation will be shown as:

Stated Supply Pastor	\$4,500.00
Pastoral Care (Youth Ministry, visitations, etc)	\$10, 750.00
Mileage	\$2,000.00

Pastor Roger and Minister Enoch Total:	\$49,916.95
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A motion to accept the adjusted compensation for Pastor Roger and Minister Enoch as presented was made by Kathi Bokano and supported by Joe Tinson Sr. The motion passed unanimously.

The Council thanked Kim for her dedicated and detailed work. The topic of a Payroll and Bookkeeping Service was discussed again. A motion was made to amend the budget to include \$1500.00 to hire payroll and bookkeeping service by Kathi Bokano with support from Melissa Westrick. The motion passed unanimously.

A motion was made by Kathi Bokano to accept the financial reports with support from Joe Tinson Sr. The motion passed unanimously.

### **Committee Reports**

#### **Service and Outreach Committee Report:**

Thanksgiving Dinner and Giving Tree: Dinner went well, and Committee thanks Allison Meteyer for preparing the dinner. Giving Tree was a success. Scheduled the next Thanksgiving dinner for November 18, 2018 and have this year's giving tree up at that time.

Bay-Rama: St. John's could have a float or serve something, but it would take work from all the committees. The Committee will check on the dates for Bay-Rama. The Committee would like to provide St. John's parking lot on the night of the fireworks.

The Committee discussed having Turkey Soup and Salad after church, but no date was chosen.

Mardi Gras will be February 11, 2018 from 11:30AM-3PM. A motion was made for the use of the Educational Building was made by Kathi Bokano, support from Chris Snooks. The motion passed unanimously.

## **Committee Reports- cont.**

### **Worship and Music Committee Report:**

Winter/Spring lay leader Schedule for February through May 2018 is being developed by Jamie Inman.

Christmas decorations were taken down on January 13, 2018.

Ash Wednesday- February 14, 2018. there will be a morning and evening service. The evening service will be led by the youth. If Council approves, the youth, instructors, pastor Roger and Minister Enoch will meet for dinner at Little Camille's before the service.

Lent- Recommendation to Church Council to continue with bible Study (The Last Days of Jesus, rather than weekly Lenten service. Beginning Sunday, February 18, 2018, non-perishable food items to be collected each Sunday in Lent, placed in wagons and brought forward during the Children's Message. Recommend to Church Council to purchase Lenten worship materials.

Lenten/ Holy Week Dates:

Palm Sunday- 3/25/2018

Maundy Thursday- 3/29/2018

Good Friday- 3/30/2018

Easter- 4/1/2018

Altar Guild- Supplies are set. Altar Guild volunteers are set through March 2018. Communion Bread Schedule- Currently have an abundance of bread loaves in the freezer. The February bread maker will probably not need to make any additional loaves. Very pleased with the amount of donated Communion wine.

Choir- Spring music is being selected.

Paul Meteyer suggested the Worship & Music Committee contact the usher teams to remind the last usher team of a Worship Service make sure that doors are locked, PA system and fans turned off, lights turned off and elevator raised, before they leave the church. Joe Tinson Sr. made a motion to accept the Committee Reports, support from Paul Meteyer. The motion passed unanimously.

**Employee Evaluations-** Alison White provided a couple examples of Employee Evaluations to consider using. The Council Executive Committee should be the ones conducting St. John's staff employee evaluations.

**Vacation Bible School (VBS) -** Alison White informed the Council that July 30-August 3, 2018 will be the dates for VBS. First Congregational Church will be contacted to see if they are interested and able to team up with St. John's for VBS.

### **Church Council Meeting Minutes- January 16, 2018- cont**

**Collection for Animal Rescue-** Alison White informed the Council she has been in contact with Save A Soul Sanctuary and Rescue (animal rescue group) and provided a Volunteer Application from the organization. A donation will be taken on the second Sunday of February. Perhaps the youth of St. John's may volunteer to help later in the year.

**Sunday School Offering-** Alison White informed the Council the Sunday School will begin to take up an offering each Sunday.

**Sunday School Staff Lunch-** The Council discussed treating the Sunday School staff to a lunch. A motion was made to spend \$100.00 to treat the Sunday School staff to a lunch. Motion by Chris Snooks, support from Joe Tinson Sr. The motion passed unanimously.

### **Goals for the Two-Year Plan**

The Two-Year Plan, with its five goals, will have to be approved by the Congregation at the Congregational meeting on January 28, 2018. The Council discussed two of the five goals: Member Care Committee, and Youth Ministry.

**Member Care Committee-** The projected activities of the Member Care Committee, outlined in Pastor Roger's Report, were discussed. It is important to establish the committee leadership and consider members of the congregation, both established and new, who would likely contribute. Possible Chair and Co-Chairs were discussed. Melissa Westrick and Alison White will contact some people and coordinate with each other. It will be very helpful to have these names in place before the Congregational Meeting. Charlene Barrett has volunteered to take photos for the suggested New Member board.

**Youth Ministry-** This discussion also served as the Christian Education Committee Report. Minister Enoch prepared and handed out a report that detailed what Minister Enoch and the Committee saw as the approach, goals and research for the Youth Ministry. Upon approval from the Congregation the Youth Ministry effort will be led/ coordinated by Minister Enoch. This will be done with Christian Education Committee support and involvement.

Minister Enoch suggests starting off with meetings to get input from the youth and their families, Christian Education Committee, Pastor Roger, and Council. Some areas to explore may be:

- Meetings- Bible study, discussion groups.
- Church- Youth involvement with church services, choir, music, committee work, Council representation
- Outings- Camping, sports, entertainment nights, visits to other houses of worship and religions.
- Service Projects- helping with community efforts, food pantries, civic organizations.

**Goals for the Two-Year Plan- cont.  
Youth Ministry- cont.**

Minister Enoch has already begun researching ideas for the Youth Ministry. He has identified a number of sources for information:

- Our church- Minister Enoch has begun contacting members of St. John's for their input; Pastor, Council members, past youth leaders, committees, families to name a few. Minister Enoch also informed the Council he gave Congregation member Jim Powell a book about Bible Study with Youth and has asked for Jim's input.
- Online resources- Minister Enoch has been searching online for ideas, gatherings, and materials
- ELCA churches- As a Licensed Lay Minister, Minister Enoch has a wide array of contacts he plans to contact and visit asking for their input.
- Outreach- Minister Enoch plans on visiting other churches outside of the ELCA, and other religion's houses of worship and organizations to gather information on successful youth ministries.
- Others- He will explore more resources as they come available
- Greatest Resource- Minister Enoch acknowledged his greatest resource is God's guidance and our congregation to help guide the youth ministry.

Minister Enoch thanks the Council for this opportunity, and the council thanks him for his enthusiasm and willingness to take on this role. This will be presented at the Congregational Meeting for approval.

**Youth Representation on Church Council-** A discussion was held about addressing St. John's Constitution regarding youth representation on the Church Council. The youth member would primarily be a confirmed youth between 12 and 18 years old. They wouldn't have to attend all the Council meetings and the agenda could be set so their involvement would be early in the meeting. That way they could get home at a reasonable hour considering school, etc.

**Church Advertisements-** St. John's will be advertised once again in the local paper, The Voice. The cost is \$46.80 monthly for months with four weeks and \$58.50 monthly for those months with five weeks. Service times will be included.

**Church Website Discussion-** There was discussion of using a website service to manage and update St. John's website. Estimated cost would be \$3,000 to \$4,000 with additional charges for edits.

**Coffee Hour-** Sign ups to host Coffee Hour are good through May 6, 2018

**Adjourn-** Motion to adjourn Kathi Bokano, support Chris Snooks. The motion passed unanimously. 9:40PM

Minutes submitted by Jamie Inman