

St. John's Lutheran Church Council Meeting Minutes

September 18, 2018

Members Present: President Melissa Westrick, Vice President Kathi Bokano, Secretary James Inman, Appointed Treasurer Kelly Barhorst, Alison White, Joe Tinson Sr., Paul Meteyer, Pastor Roger Facione, Licensed Lay Minister (LLM) Enoch Carlton

Members Absent: Chris Snooks

Guests: Gayle LeClair and Council Treasurer Emeritus Kim Dennis

AGENDA ITEMS

Call to Order: 7:00 PM

Opening Prayer: Pastor Roger Facione started the meeting with a prayer, "Prayer for Holy Fire"

Minutes from the August 28, 2018 Church Council Meeting were reviewed. Kathi Bokano made a motion to accept the July 17, 2018 Church Council minutes with support from Paul Meteyer. Motion passed unanimously.

Pastor Report (written and verbal discussion) Pastor Roger Facione presented his report.

- **Visitations-** Pastor Roger made visitations to Russell Duset (3 visits), Norb Hageman (3 visits), Clarence Huwe (1 visits), John Wegner (1 visit), Jim Penzien (1 visit), Bob and Mina Abbey (1 visit), and Marge Eick (1 visit)
- **Special Ministry Activities-** Pastor Roger conducted the following special ministry activities:
 - Terry Golder Funeral- 8/29 at E.J. Mandznik & Sons Funeral Home
 - Wedding Prep Meeting, 8/30 (Stephanie Hasenauer-Jones and Scott Lindsey)
 - Kay St. Aubin Memorial Service 9/07 at St. John's
 - Joyce Graylish Memorial Service 9/15 at St. John's
- **Actual and Planned Weddings-**
 - Cameron Rickard/Nicole Social- Saturday 8/25/2018
 - Scott Lindsey/ Stephanie Hasenauer-Jones- Saturday 11/17/2018
 - Dave LaPointe/ Allison Meteyer- Saturday 11/24/2018
- **Committee Night Recommendations**

Last week, Pastor Roger met with the Worship & Music Committee and resented recommendations for Music and Liturgy for the Advent Season, Christmas Eve, Christmas Day, and First Christmas Sunday.

He also presented recommendations for devotional materials for Thanksgiving Eve, as well as the Advent Season for children, youth and adults. A copy of the material description and costs accompany the report. Council will need to take action regarding the purchase of these materials.

- **Thanksgiving Eve Service-** Pastor Roger recommends for this year's Thanksgiving Eve Service we use the same liturgy and music as last year's Thanksgiving Eve Service. Most importantly he recommends our Confirmation Class students lead the service.

There are six students in the Confirmation Class. Ben and Greg are returning students with four new students enrolled in the class. It's important to continue the service as it was done last year, so it's easier for the new students to learn what is involved to lead worship.

In the past, St. John's has paid for a meal for our youth at Little Camille's before the service as a way to thank them and their teachers for what they are doing for the church. Little Camille's location is ideal for everyone going there and getting back to the church for the service. Pastor Roger recommends St. John's does this again this year.

- **Advent By Candlelight Service-** Pastor Roger recommends that St. John's, once again, holds an "Advent By Candlelight" Service on the first Sunday night in Advent (December 2nd). Hopefully the church will be decorated for Christmas by that time.

A copy of the service from last year is included with the report. Pastor Roger recommends we use the same service and same carols. This year Pastor Roger recommends we ask for volunteers drawn from the older Sunday School students or the Confirmation Class. There are six Scripture sections for which readers will be needed. Since the Confirmation Class will have just been required to lead the Thanksgiving Eve Service the week before, Pastor doesn't believe they should be required to participate but rather ask if any would like to volunteer.

Pastor Roger reviewed last year's schedule for the Advent By Candlelight Service: Pot-Luck dinner at 5PM/ Service at 6PM. He suggested the same schedule due to early darkness in the evening at that time of year. We didn't want to discourage people from attending because of the darkness. Sunday night is also a "school night" and we didn't want it to be too late for the students.

Pastor also asked Council to consider who should coordinate the pot-luck dinner. Perhaps Member Care Committee or another group within the church. He also asked Council to consider an offering for this service. Last year donations of diapers, wipes and related items were donated to Turning Point. What should St. John's do this year?

- **Advent/Christmas Devotional Materials-** Pastor Roger provided a handout with the proposed Advent/Christmas Devotional Materials and asked for Council approval to purchase the materials.

- *Adult Devotional Booklets: "God With Us"* by David Boyd
8 booklets x \$0.85 per booklet = \$68.00
- *Advent Litanies.* Sets of 5 covering Advent and Christmas Eve
100 Sets = \$31.00
- *Teens and Young Adults Devotional Booklets: "God's Word Come Down"* by Jeremy Becker. 20 booklets x \$0.99 each = \$19.80
- *Kids' Sticker Activity/Devotional Sets: "Tidings of Comfort and Joy"* by Arden Mead. 40 sets x \$1.69 per set = \$67.60
- *Star of Wonder Metal Coin-* One side depicts the Holy family, the other side has words from Luke 2: "Star of wonder, Star of night, Guide us to thy perfect Light."
120 coins x \$0.57 = \$68.40
- *Thanksgiving Litany- Bulletin Insert.* 60 litanies x \$0.14 each = \$8.40

Total Cost: \$263.20

- **Fall Church Retreat-** Pastor provided copies of St. John's Two-Year Plan to Council members in preparation of the October 20th Retreat. Pastor Roger emphasized the intent at the retreat is to discuss the progress being made in the five goal areas, issues or tasks needing review in relation to the goals, and any other questions attendees have regarding the goal areas.

Pastor Roger recommended that the Council this evening consider identifying who will lead the discussion on each of the goal areas, and how much time to set aside for each area. He reviewed last year's retreat and how the time was allotted. Pastor Roger presented a suggested schedule for the retreat and the Council members volunteered to lead the goal discussion:

- ❖ 9:00 to 9:30 AM- Opening Remarks/Devotion
 - ❖ 9:30 to 10:15 AM- Goal 1 Member Care (Gayle LeClair/ Debb Carlton)
 - ❖ 10:15 to 11:30 AM- Goal 2 Youth Ministry (Minister Enoch Carlton)
 - ❖ 11:30 to Noon- Goal 3 Sunday School/Confirmation Class (Alison White and Charlene Barrett)
 - ❖ Noon - LUNCH
 - ❖ 12:30 to 1:00 PM- Goal 4 Ecumenical/ Inter-Faith Ministry (Pastor Roger and Minister Enoch)
 - ❖ 1:00 to 1:50PM Goal 5- Video Technology in Worship (Krista Teschler/ Roger Bokano)
 - ❖ 1:50 to 2:00 PM Closing Remarks/Closing Prayer
- **Pastor's Time Away-** Pastor Roger reminded Council that he and his wife Betsy will be traveling up north with family from Wednesday September 26th- through Sunday September 30th. Minister Enoch will provide pastoral care in Pastor Roger's absence and Minister Enoch will lead Worship on Rally Day Sunday September 30.

- **Verbal-** Pastor Roger informed the Council that the Pastor at The Woods Church will be hosting the Anchor Bay Ministerial Group with a light lunch on September 26th. Minister Enoch will be attending. Pastor Roger suggested St. John's hosting a session for the group in October or November.

Pastor Roger also informed the Council of Minister Linda Morin (Mt. Calvary Lutheran) who is working on her doctorate. She is hosting a workshop on "Balanced Ministry". The workshop is scheduled for October 20th and November 10th from 9AM-Noon. Pastor Roger suggested that Minister Enoch attend the November session and that Council consider covering his expenses.

Pastor Roger plans on visiting Martha T. Berry Medical Facility, probably in October. The facility is planning on setting up a broader based community ministry care program. Pastor Roger foresees St. John's having a relationship with the program.

The ELCA Disaster relief will be collecting donations for the victims of Hurricane Florence

- **Action Items from Pastor Roger's Report**

Pastor's Report: Motion to approve Pastor Roger's Report by Kathi Bokano with support from Joe Tinson Sr. Motion passed unanimously.

Thanksgiving Eve Service: Motion to approve the Thanksgiving Eve Worship service based on liturgy and music from last years' service, with Confirmation students leading the service, and St. John's paying for a meal at Little Camille's for the students prior to the service. That motion made by Alison White with support from Paul Meteyer. Motion passed unanimously.

Purchase Devotional Materials: Motion to approve purchase of Advent/Christmas Devotional materials and Thanksgiving Insert outlined in Pastor Roger's report was made by Joe Tinson Sr., support from Alison White. Motion passed unanimously.

Follow-Up Motion to use Thrivent funds to cover the cost of the Devotional materials made by Kathi Bokano, support from Paul Meteyer. Motion passed unanimously.

Advent Candlelight Service: Motion was made to approve the Advent By Candlelight Service (December 2), to be led by youth volunteers, using the same service and carols as last year's service. A pot-luck dinner hosted by the Member Care Committee will begin at 4:45 PM and service at 6:00 PM. Motion by Alison White, support from Kelly Barhorst. Motion passed unanimously.

Balanced Ministry Workshop: Motion was made approving Minister Enoch's attendance at the Balanced Ministry Workshop, November 10th. St. John's will cover his cost (mileage, meal). Motion by Joe Tinson Sr., support from Paul Meteyer. Motion passed unanimously.

Anchor Bay Ministerial Group: Motion was made for St. John's to host the Anchor bay Ministerial Group on November 28th.at noon. Motion made by Paul Meteyer, support from Jamie Inman. Motion passed unanimously.

The ELCA Disaster relief will be collecting donations for the victims of Hurricane Florence. Pastor Roger asked Council to consider asking the Congregation to donate. After some discussion the Council will ask for donations on October 14th and 21st. St. John's will provide \$1,500.00 in addition to what the Congregation donates. Kathi Bokano and Paul Meteyer (MCREST Co-Chairs) offered \$500.00 from the MCREST funds. St. John's will provide \$1000.00 from the Good Samaritan Fund.

A motion was made by Jamie Inman to ask the Congregation for donations to the ELCA Disaster Relief response to Hurricane Florence, with St. John's providing \$1,500.00 (\$500.00 MCREST/\$1000.00 Good Samaritan funds) in addition to what the Congregation donates. Collections will be on Oct 14 and Oct. 21st. Support from Kathi Bokano. Motion passed unanimously.

Minister Enoch Carlton L.L.M. Report- Minister Enoch presented his report.

- **Visitations:** Minister Enoch went on visitations with Pastor Roger to Russell Dussett (2 visits, also planned visits 9/20, 9/27), Norb Hageman (2 visits, also planned visits 9/20, 9/27), Jim Penzien (once), Bob and Mina Abbey (once) Marie Johansson (once), Marge Eick (once), Clarence Huwe (once). Scheduled visits: Dee Inman (9/20), Jim and Julie Lind (9/20), Marie Johansson (9/24).

The visitations went well and Minister Enoch and he thanks Charlene Barrett for baking the delicious chocolate-chip cookies. The members he visited grateful for the gift bags from the church and for helping them feel and remain connected to St. John's.

- **Special Meetings-** Minister Enoch attended and conducted the following meetings:

- ULS Meeting at the Synod office on 8/29.
- Meeting with Bishop Kreiss on 9/12.
- Kay St. Aubin Memorial Service on 9/7
- Confirmation Planning Meeting on 9/13.

- **Youth Ministry Representative-** Minister Enoch is pleased to present Mr. Kyle Larsen as the Youth Group Representative to Council (upon Council's approval). Kyle will submit monthly reports to Council on behalf of St. John's Youth Group keeping Council up to date on recent and upcoming events, and informing Council of Youth Group Activity requests. Mr. Larsen's presence at Council meetings will be limited due to school, activities, and life events. Motion to approve Kyle Larsen as Youth Representative to Council made by Jamie Inman, support from Joe Tinson Sr. Motion passed unanimously.

- **Upcoming Events-** Youth Fun Day of putt-putt golf at World's Finest Frozen Custard on Wednesday, September 19th starting at 6PM. All are welcome. Another Youth Fun Day is planned for a Saturday in October at the Magic Shop in Mt. Clemens. Cost will be \$7.00 per person. You learn a trick, and pizza and soft-drinks will be brought in.
- **Confirmation Class Meeting-** Minister Enoch met with Charlene Barrett, and Roger Bokano on Sept 13 to discuss Confirmation class teaching, presiding, mission and ministry projects for the upcoming year. They are excited for this Confirmation year.
- **U.L.S. Information Meeting-** Minister Enoch attended a meeting on August 29th at 6PM to hear about the newly formed United Lutheran Seminary, made up of seminaries in Gettysburg and Philadelphia. They offer an online program. The newly formed seminary offers an online Masters of Divinity program. Minister Enoch felt this is valuable information for St. John's to be aware of and share with others.
- **Meeting with the Bishop-** Minister Enoch met with Bishop Kreiss on Wednesday, September 12th at 11AM. Minister Enoch and the Bishop continued their discussion on the possible direction of the TEEM method for St. John's. They also discussed the U.L.S. and the online Masters of Divinity program offered by U.L.S. Bishop Kreiss asked Minister Enoch to contact Pastor Barry Osterbur who is head of the candidacy committee to discuss the possible avenues for the church and Minister Enoch. Minister Enoch has contacted Pastor Osterbur and is in personal discernment about the future. Minister Enoch will update St. John's and Pastor Roger as the process unfolds.

There is a Discernment Seminar in Battle Creek, October 26-27. The Council discussed the seminar and having Pastor Enoch attend. A motion was made to allow Minister Enoch to attend the Discernment Seminar and cover his costs. The motion, by Joe Tinson Sr. was supported by Paul Meteyer. Motion passed unanimously.

A motion was made by Kelly Barhorst to approve the Minister Enoch's report, with support from Jamie Inman. Motion passed unanimously.

Financial Report- Appointed Council Treasurer Kelly Barhorst presented the Financial Reports: Consolidated Fund Activity Report for August 2018, Balance Sheet as of August 31, 2018, the Treasurer's Report as of August 2018, the August 2018 Checking Account Transactions, and a Donations Account Balances Report. Kelly is in contact with the bank and getting set with them.

There was a question regarding the Special Events Fund Balance of \$750.00. Council discussed it and believes it was money designated to help start a special event. The Budget Committee will look into it.

There was discussion about funding the Thanksgiving Eve dinner for the youth. Council members believe last year's funding came from the Youth Ministry Fund. The funding for last year's Council Retreat lunch was undetermined.

Kelly and Kim Dennis informed the Council that the Department of Licensing and Regulatory Affairs registration is due. It's \$20.00 and St. John's needs to designate a Registered Agent, in the past the Pastor was designated. Council discussed it and felt the Treasurer should be designated.

Kelly informed the Council that she attended the Budget Committee meeting on September 17th and September 25th is the next meeting. See is reviewing some technology to enhance our use of our financial tracking program.

Pastor Roger noted the Current Expense showed a deficit and asked if we are still on track with our budget or if we are looking at a shortfall. Kelly explained that August had some large expenses, such as power washing the church, but overall St. John's is on track. Pastor Roger asked if St. John's uses an "income forecast" taking into account what the Congregation projected giving was and what actually is given. Is member giving decreasing, steady or increasing? St. John's has not tracked it in that manner.

A motion was made by Alison White to accept the Financial Reports with support from Paul Meteyer. Motion passed unanimously,

Committee Reports

Christian Education Committee- Alison White provided the Christian Education Committee Report. Sunday School and Confirmation Welcome letters have been sent out to the students. There are about 25 Sunday School students (attendance fluctuates from Sunday to Sunday) and six Confirmation students. The Committee is excited about the families joining this year.

Schedules are in place for teachers for both Sunday School and Confirmation. Rally Day is scheduled for September 30th.

Facilities Committee Report-

Paul Meteyer provided a list of items needing to be addressed:

- Glaze windows in Parlor and paint window frames
- Repair lantern in front of church steps
- Repair and seal parking lot (Need to get quotes)
- Re-paint area leading to classrooms and bathrooms
- Put rugs in "Welcome Area"
- Need door between classrooms and bathrooms
- Need extra handrail down front steps to classrooms
- Back steps, hand rail for bathroom
- Install new motion detectors on porch for parlor and side door for Educational Building, replace motion detector on elevator spotlight.
- Paint gazebo
- Power Wash the church- this has been done

Wash windows on Educational Building
Get classrooms ready for start of classes
Need lights hooked up to sign

Paul has a quote from Timbers Tree Service in St. Clair to trim the west side trees for \$675.00. Paul is going to check which trees are St. John's responsibility and which ones are the City of New Baltimore's.

Kathi Bokano made a motion to approve the tree trimming once it is determined which trees are St. John's responsibility. Support from Joe Tinson Sr. Motion passed unanimously.

Member Care Committee- Gayle LeClair presented the Member Care Committee Report from September 9th.

Prayer Chain- Five requests for prayers were sent during the month of August, with five follow-ups. Six congregation members (those without email access) have requested to be on a Telephone Prayer Circle. Letters with telephone numbers have been sent to those six people and the Telephone Prayer Circle will begin shortly.

Prayer Shawl Group- The group is included in the Member Care Committee and distributed two shawls in August.

Coffee Hour- The Coffee hours are going well. Thank-you notes to the volunteers hosting the coffee hours were sent by Bea Hartman.

Active and Inactive Membership Directory- The new Active and Inactive Membership Directory continues to be developed by Tim Steffens, Kathi Bokano, and Gayle LeClair. Work is almost completed on the current directory. It was noted one congregation member, Margaret McEachin, has not communed or attended during the last two years. Her name was inadvertently omitted from the list of proposed interim members given to Council in June. We ask the Council to place her on the Interim list now.

Historical Directory- A Historical Directory is being constructed to include as many members we can find who have ever attended St. John's. Tim Steffens volunteered to do the computer work on the project and is through the letter "C". Tim plans to contact congregation member Diane Schulz for help translating the records that are in German to English. Jamie Inman has an old document (his Grandpa Plague's Confirmation Certificate) he will copy and give to the project.

New Member Orientation Program- Jamie Inman presented a draft document that outlines St. John's contact information for new members. More information is being compiled.

Member-to-Member Outreach- Three sympathy cards were sent out during August.

Member Recognition Luncheon- Finalization plans were made for the luncheon. It is expected that 70-75 people will attend.

Children's Church: Children's Church will end August 26th. Next year we hope to get more volunteers in order to give some time for worship to all who teach.

Member Care Bulletin Boards- The bulletin boards are filling up. We'll send a notice to Tim Steffens for the monthly newsletter encouraging members to submit photos sharing their celebrations.

Next Member Care Committee meeting is scheduled for October 14th at 9:15 AM.

Worship and Music Committee Report- Jamie Inman presented the Worship & Music Committee Report.

Worship Leader Schedule: Jamie is preparing the Worship Leader Schedule covering October 2018 thru January 2019.

Upcoming Worship Services:

- Outdoor Service on September 16th (weather permitting)
- Rally Day September 30th and Sunday School Installation. Bake Sale, bounce house, games, and hot dogs.
- Thanksgiving Eve Service, November 21st led by youth.
- Advent Season: Advent Bible study on Thursdays about the Nativity. Advent Candlelight Service with a pot-luck before service. Recommendations made to Council for action at September Council meeting.
- Christmas Eve Services (Monday Dec. 24) 4:00 PM (Sunday School Christmas Program), 7:30 PM and 10:00 PM.
- Christmas Day Service: One service at 10:15 AM.

Altar Guild: Supplies are down to three bottles of wine. Joe Tinson Sr. will speak with Karen and Dennis Robinson about their donation of wine. Congregation members will be asked to donate wine also. Wine can be brought in at the Thanksgiving Service or Thanksgiving dinner.

Choir- Choir begins Thursday, September 13th. Fall schedule will be distributed shortly.

Worship Technology- Discussed worship technology, the number and placement of TVs. It was decided that two TVs, one on either side of the sanctuary would be best. Krista Teschler and Roger Bokano will visit other churches to see what they use.

For Good of the Committee- Camille Miller explained the current condition of the baby grand piano. The sound board is broken, and lower register keys cannot be tuned properly. She is going to research possible replacements. Also, the Clavinova needs tuning

A motion was made by Kathi Bokano to accept the Committee Reports, support from Kelly Barhorst. Motion passed unanimously.

Nominating Committee: The current Nominating Committee is Roger Bokano, Charlene Barrett, and Joe Tinson Jr. Their terms are finished and three people are needed to form the next Nominating Committee. The make-up of the Nominating

Committee should be one outgoing Council member and two other congregation members. Gayle LeClair volunteered for one of the positions.

The Council members/positions up for election are President Melissa Westrick), Vice-president (for one year, Kathi Bokano), Treasurer (Appointed treasurer Kelly Barhorst), Council member Alison White.

Endowment Committee: The Council needs to determine the status of the Endowment Committee- who is on it and status of their terms. Ken Larsen, Jamie Inman and Paul Meteyer are currently on the Endowment Committee.

Motion to adjourn by Alison White, support from Kelly Barhorst. Motion passed unanimously. 9:35 PM.

Minutes submitted by Jamie Inman.