

## Christiania Congregational Council Minutes

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| <b>Date:</b> 09192023  | <b>PARTICIPANTS:</b> Pastor Jon Rhodes, Greg Silus, George Silverness, Warren Peterson, Terry Laschinger, Linda Heine (Treasurer), Jane Ward, Lonna Selkirk |   |
|  | <b>Devotions:</b> Matthew 20:1-16 by Pastor Jon. The last will be first and the first shall be last.  |   |
| <b>Start Time:</b> 06:06pm                                     | <b>End Time:</b> 08:33pm  | <b>ABSENT:</b> Bill Kanfield, Tia Burnham |
| <b>Location:</b> Zoom meeting due to church closed for Refresh |   |   |
| <b>Minute Taker:</b> Lonna Selkirk                             |   |   |

### ITEMS REQUIRING ACTION BY: NA

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| <b>Special Guest</b> | <ul style="list-style-type: none"><li>• Kim Robertson, Dr. Matt Steinbron</li></ul> |
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| Agenda Items            | Minutes/Discussion   | ACTION/<br>Who is responsible | Start time/<br>DEADLINE |
|-------------------------|--|-------------------------------|-------------------------|
| 1. Approve Agenda       | <ul style="list-style-type: none"> <li>• <i>Motion made by Warren Peterson and seconded by Terry Laschinger to accept the meeting agenda.</i></li> </ul> <p style="text-align: center;">Motion passed by unanimous voice vote.</p> | NA                            |                         |
| 2. Approve past minutes | <ul style="list-style-type: none"> <li>• <i>Motion made by Jane Ward and seconded by Warren Peterson</i></li> </ul> <p style="text-align: center;">Motion passed by unanimous voice vote.</p>                                      | NA                            |                         |

**3. Budget recap per committee**

- Kim Robertson CYF committee 06:15
  - Kim shared a spreadsheet. There is less spending due to the CYF director position vacancy, the church closure, and less activities.
  - Need more money for Sunday School and have needed it for some time. Donated supplies help. Main Confirmation expense is subscription to curriculum. They also cover affirmation of baptism costs.
  - Budget same as last year but moved to different buckets. Some moved from CYF to education to add Sunday School budget from \$800 to \$1200. Curriculum and supplies are the biggest expense.
  - It is preferred to fund service projects through budget vs. parents to not be cost prohibitive. Camp scholarships are much appreciated. Requests come from the CYF team to Foundation to match funds.
  - Becky Ruen is the current SS superintendent. Since there was no one for confirmation, a superintendent of confirmation (Kim Robertson) was created until CYF Director is hired.
  - An in/out account was created by the Treasurer which is not affected by donations.
  - The current vision is for sixth graders to work toward service. Camper scholarships are appreciated. It has been problematic determining where to meet while in transition.
  - Since there are smaller Sunday School and Confirmation groups, they would like to see the ministry moving to having more young families back and involved.
  - Moving forward?
    - Re-imagine the programs. Numbers are going down due to less kids.
    - Confirmation with a total revamp which is a focus on the affirmation of baptism not a graduation from church but a beginning. Affirming faith with congregation and community.
  - Sunday School enrollment is estimated to be around 30, Confirmation around 25 possibly less. Jackie Dulac and Susie Stile have been great and stepped in. Jess helped when Becky Ruen had surgery. All SS teachers and confirmation-Lisa Smith, Andrew Mendez, Rachel F, Great with support.
  - A list will be coming of those to be confirmed this fall and Council will need to do a resolution and recognize them.
- 6:45 PM - Matt Steinbron– Worship Committee
  - Last year, we were recovering from COVID but back in the swing of things now other than Refresh. Wednesdays working well for

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|  | <p>church and rehearsals Wagner Park services were successful with 3 this year.</p> <ul style="list-style-type: none"><li>○ Need more community advertising. Possibly target area around the park with mailers, etc.</li><li>○ This coming year, there is a good-sized special music fund which was rarely dipped in due to COVID and Refresh so will be used more heavily. He plans to have guest musicians with local talent. There has been no solo recital since he has been here so he will start preparing. He would like to host a concert some afternoon.</li><li>○ Matt reviewed budget line items with Linda. More budget is needed for sheet music for ensembles and choir with 3-part music, but he is careful to use cost effective bundles.</li><li>○ The Township Hall is being paid by Refresh, but it is unknown how the Wagner Park is paid.</li><li>○ There are no escalations to Congregational Council at this time since it is a matter of timing with Refresh, training with new equipment.</li><li>○ Volunteers who made a difference-a thank you to the Rhodes boys, Christian Donovan, and Missy for help with video. Also, for volunteers who helped with worship in the park. Carl Hooper was instrumental moving gear to the park. Greg Silus and LeRoy Clausen helped as well as David Frame with wiring and for streaming in township hall. Lori Clausen and her granddaughter Kate helped with Sunday School children with Carol Metz as back up.</li></ul> |  |  |
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#### 4. Treasurer Report

- **Treasurer Report** (August Treasurer report)

- Date \$11,925.24 moved to Refresh-moved to October meeting.
- There is a \$7600 deficit in giving in August.
- CD for cemetery has been set up.
- ICS sweep is what used to pay Josh of Treasured Spaces.
- Sign up genius, mailing, car insurance not showing up in budget.
- Credit card payables for 2022 was not cleaned up. There is now a new account for prior year corrections. Icon helped her clear it out with another software. It is unclear if it is now double booked for 2022 or cleared out but it is now clean.
- There is still a need to clean up payroll which may need a prior year correction like done for the credit card.
- Created a Sunday School in and out for donations and has let them know what they have left to spend before the year end. It is around \$500 now.
- The balance sheet Funds Net assets restricted shows \$971.24 in interest earned on savings which we put someplace else now. She recommends this interest move to the General Fund unless it is Refresh in which case it would go to the Refresh fund.

- ***Motion made by Jane Ward and seconded by Terry Laschinger to move \$971.24 interest earned to General Fund.***

**Motion passed by unanimous voice vote.**

- New paraments have been ordered for when the church re-opens, which is paid for by memorials.
- Pastor calls families to check in with them regarding memorials to verify what they would like them used for. He has been in contact with the von Fischer family recently. The memorials are held in two places-funds designated/undesignated. If they don't care, the funds are put in undesignated. There is a new policy from FRC for what goes where.
- The ball field sale went to revenue for now until the fund is determined. This needs to be discussed at the next meeting.

- ***Motion made by George Silverness and seconded by Greg Silus to approve the August 2023 Treasurer Report.***

**Motion passed by unanimous voice vote.**

- Linda to determine the date \$11,925.24 moved to Refresh.
- Bill speak to Scott Tempel about pay out of benevolences.

- Email communication, motion and approval:

**From:** William Kanfield <wkanfield@gmail.com>  
**Sent:** Wednesday, September 27, 2023 8:01 AM  
**To:** Jane Sansgaard Ward <jane.sansgaard.ward@gmail.com>  
**Cc:** Lonna Selkirk <lonna.selkirk@outlook.com>; Jon Rhodes <pastor@christianialutheranchurch.org>; Terry Laschinger <laschinger621@aol.com>; Gregory Silus <CLC365admin@christianialutheranchurch.org>; Treasurer <treasurer@christianialutheranchurch.org>; George Silverness <gsilverness@yahoo.com>; Tia Burnham <tmjohnson4721@gmail.com>; Warren Peterson <wpete5050@gmail.com>; Carri Tuma <office@christianialutheranchurch.org>; Bruce Mohn <brucemohn@gmail.com>  
**Subject:** Re: CLC Council Motion and Vote: Church Operating Line of Credit

Hello everyone,

Thank you for your quick responses.

The motion passes with 7 - Yes and 3 -Abstain.

New Market Bank has been informed and is processing the \$70,000 Line of Credit renewal for 3 years at the cost of \$75.

Thank you,

Bill

**From:** Lonna Selkirk  
**Sent:** Monday, September 25, 2023 1:35 PM  
**To:** laschinger621@aol.com; wkanfield@gmail.com; Gregory Silus <CLC365admin@christianialutheranchurch.org>; Pastor Jon Rhodes <pastor@christianialutheranchurch.org>; Linda Heine <treasurer@christianialutheranchurch.org>; George Silverness <gsilverness@yahoo.com>; Jane Ward <jane.sansgaard.ward@gmail.com>; Tia Burnham <tmjohnson4721@gmail.com>; Warren Peterson <wpete5050@gmail.com>; Carri Tuma <office@christianialutheranchurch.org>

**Subject:** RE: CLC Council Motion and Vote: Church Operating Line of Credit

I will second the motion.

**From:** laschinger621@aol.com <laschinger621@aol.com>

**Sent:** Monday, September 25, 2023 1:33 PM

**To:** wkanfield@gmail.com; Gregory Silus <CLC365admin@christianialutheranchurch.org>; Pastor Jon Rhodes <pastor@christianialutheranchurch.org>; Lonna Selkirk <Lonna.selkirk@outlook.com>; Linda Heine <treasurer@christianialutheranchurch.org>; George Silverness <gsilverness@yahoo.com>; Jane Ward <jane.sansgaard.ward@gmail.com>; Tia Burnham <tmjohnson4721@gmail.com>; Warren Peterson <wpete5050@gmail.com>; Carri Tuma <office@christianialutheranchurch.org>

**Subject:** Re: CLC Council Motion and Vote: Church Operating Line of Credit

I motion that we renew our open line of credit as stated below. Thanks, Terry

**From:** William Kanfield <wkanfield@gmail.com>

**Sent:** Monday, September 25, 2023 12:53 PM

**To:** Gregory Silus <CLC365admin@christianialutheranchurch.org>; Pastor Jon Rhodes <pastor@christianialutheranchurch.org>; Lonna Selkirk <Lonna.selkirk@outlook.com>; Linda Heine <treasurer@christianialutheranchurch.org>; George Silverness <gsilverness@yahoo.com>; Jane Ward <jane.sansgaard.ward@gmail.com>; Tia Burnham <tmjohnson4721@gmail.com>; Warren Peterson <wpete5050@gmail.com>; Terry Laschinger <laschinger621@aol.com>; Carri Tuma <office@christianialutheranchurch.org>

**Subject:** CLC Council Motion and Vote: Church Operating Line of Credit

Hello everyone,

The church's open line of credit for \$70,000 is set to expire in October. I think it makes sense to have access to funds as necessary. If we let this LOC lapse,

we will likely need to reapply if we find we need it. It costs \$75 to renew for 3 years.

Please review.

Can I please get someone to make the motion:

"To authorize the renewal of the New Market Bank open line of credit for \$70,000 for an additional 3 years. The interest rate will be set when we draw on the LOC, likely prime plus 1% (currently, that would be 8.5%). CLC would share '20, '21 and '22 tax filing with NMB. There is no ask to draw funds on this LOC, simply to renew versus reapplying at a later date if we need funds. The cost would be \$75 drawn from Bank Services fees/expenses."

And provide a 2nd so I can open this up to email voting?

Thanks,

Bill

- ***Motion made by Terry Laschinger and seconded by Lonna Selkirk to renew the New Market Bank open line of credit for \$70,000.00 for an additional 3 year.***

**The motion passes with 7 - Yes and 3 -Abstain.**



**5. Review Council Annual Calendar (September topics)**

- **State of the Church Address**-no update. Wait until Bill Back. The last one was April.
- **Fall/Winter/Spring Worship schedule** This will begin in October when we are back in the building.
- **Rally Sunday/Sunday School Registration**-Rally Sunday and the return to church will not occur on 10/01. The first Sunday or two of October will continue in the Township Hall.
- **Confirmation Orientation**-10/01 focal point but will continue into October. There is a discussion of a meal on a Sunday in November. Possible return to the sanctuary on 10/29 or possible 10/22. Plan for final touch-ups on the bathrooms for 10/23-10/27. Confirmation will occur on 10/29-likely in the sanctuary. Pews are being installed on 10/19 to 10/20.
- **Budgets distributed for the ministry team input** Budgets went out although Kim R did not get one. Hardcopy put in fellowship area. Both Bill and Linda put out. This had been added to the annual calendar for September as an agenda item.
- The group discussed whether worship should return to the fellowship hall when able or continue to worship at the Township Hall until the sanctuary is ready. The group was in agreement to stay in the Township Hall until the sanctuary is ready vs. moving back for fellowship or heritage room for worship to avoid moving equipment twice.

Construction update:

From: Joshua Carlson Treasured Spaces <[josh@tspaces.com](mailto:josh@tspaces.com)>  
Sent: Thursday, September 21, 2023 10:02 PM  
To: Jon Rhodes <[pastor@christianialutheranchurch.org](mailto:pastor@christianialutheranchurch.org)>  
Subject: Re: Schedule of items

Hello Pastor Jon,  
I wanted to let you know that the asbestos abatement is proving to be more difficult and tedious than expected so it's taking more time. This caused us to reschedule the painters and the flooring install. We now have flooring scheduled to begin 9/28 which will likely push the office move in back to 10/12. If you move back into the offices on 10/12 we will have the mens's and women's bathroom functional but will still be working in the new bathroom. As of now we are still pushing to install pews on 10/19 and not delay the overall project any further. Please let me know if you have questions or concerns.  
Thank you,  
Josh

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**From:** Jon Rhodes <pastor@christianialutheranchurch.org>  
**Sent:** Tuesday, September 19, 2023, 7:54 PM  
**To:** Lonna Selkirk <lonna.selkirk@outlook.com>  
**Subject:** Josh Carlson's Refresh Sept/Oct Timeline

Lonna,

For the Sept. Council Minutes.

Jon

#### UPDATED REFRESH CALENDAR

I am writing this as an attempt to layout and explain the remaining schedule items. Some items will overlap as we are pushing to get things done and hoping for cooperation from all parties involved.

9/11-9/20 Carpet removal/asbestos abatement

9/18-9/22 Ceiling painting in sanctuary and social hall

9/21-10/2 New flooring Installed.

10/3-10/6 Communion rail installed, and stained-glass panels installed inside windows.

10/9 Altar and pulpit reinstalled.

10/9-10/18 AV equipment installed.

10/19-10/20 Pews Installed and blinds installed.

10/23-10/27 Touch ups and finish up bathroom work.

Some more details below:

-The flooring installers will start on 9/21 by laying the luxury vinyl that goes under the pews. Once they are done with that, they will move to installing carpet in the sanctuary then social hall and move out to other areas from there. They are predicting 8 workdays for installation of all flooring. Likely the offices, nursery, and hallway will be done last. They instructed us to wait 24 hrs. before foot traffic and 72 hours before rolling loads on the new flooring. So moving back into the offices would likely not take place until

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|  | <p>10/6. After 10/6 you should be able to have Wednesday/Sunday services in either the social hall or heritage room.</p> <p>-The AV people are waiting on some essential equipment that is actually on a boat coming from Europe as of today. If all goes well... those pieces will arrive in town the week of 10/2. *IF that happens, they will come on 10/9 to start their installation work and they are predicting 8 working days as well. They also mentioned there may be a few less important pieces that won't arrive by then but those could be installed at a later date. I did not get details on what that was though. Once they are done hanging speakers and doing the high ceiling work, that requires a manlift, the pews can be installed.</p> <p>-We are shooting for pews to be installed 10/19-10/20 but are waiting to hear if the pew manufacturer can send installers those dates.</p> <p>Thank you very much for your flexibility and grace in regard to the project!</p> <p>Sincerely,</p> <p>Josh and the Treasured Spaces team.</p> |   |  |
| <p><b>6. Ministry Board attendees:</b></p> | <p>August-Bill, Sept-Terry tried to but zoom didn't work, Oct-Terry will attend on 10/12 since unable to attend September meeting. Jane attended the September meeting due to multiple roles and updated the group on Council progress although several were missing. Lucy H. reports uncertainty of when Wednesday meals would begin depending on Refresh progress.</p> <p>The Ministry meeting is held the second Thursday.</p>  | <ul style="list-style-type: none"> <li>•</li> </ul> |  |

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| <b>7. Old Business</b> | <ul style="list-style-type: none"><li>• Call process update – Greg Silus provided a brief update and will provide the job description. The call committee is requesting a copy of a sermon of someone they are interested in but may also go in person to listen to someone.</li><li>• ISM 12-month contract-implications for planning. Engagement for communications ends at the end of December. The youth contract goes month to month.</li><li>• Update regarding hard copy of budget reports to committee chairs- Covered already and went out to everyone but Kim Robertson.</li></ul> | • |  |
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8. New Business

- Church Reopening- The group would like to see a reopening event and celebration with the new sanctuary- a dedication or blessing. Possibly a grander worship service? The group felt a committee was needed with a possible target date of mid to late November.
- ***Motion made by Terry Laschinger and seconded by George Silverness to form a temporary committee to plan a blessing or dedication of the new sanctuary and refreshed space and celebration.***  
**Motion passed by unanimous voice vote.**
- Email regarding Portico benefit package for staff and motion:
- **Motion made by Bill Kanfield and seconded by Tia Burnham to accept the Personnel Committee's recommendation allowing Carri to enroll Pastor Jon and Carri into the Portico's 2024 Gold+ health and benefits program no later than October 13th. The \$1,200 total per person annual increase will be included in the 2024 budget for review and approval in the 2024 budget process and Annual Meeting.**

**Motion passed with 8 yes votes 1 abstaining, 1 absent.**

**From:** William Kanfield <wkanfield@gmail.com>

**Sent:** Tuesday, October 3, 2023 7:43 PM

**To:** Gregory Silus <CLC365admin@christianialutheranchurch.org>; Pastor Jon Rhodes <pastor@christianialutheranchurch.org>; Linda Heine <treasurer@christianialutheranchurch.org>; Lonna Selkirk <Lonna.selkirk@outlook.com>; Warren Peterson <wpete5050@gmail.com>; George Silverness <gsilverness@yahoo.com>; Jane Ward <jane.sansgaard.ward@gmail.com>; Tia Burnham <tmjohnson4721@gmail.com>; Terry Laschinger <laschinger621@aol.com>

**Cc:** Carri Tuma <office@christianialutheranchurch.org>; Scott Selkirk <Scott.Selkirk@outlook.com>; Kim Robertson <kim@gerbig.com>

**Subject:** CLC\_Motion: To Approve CLC Staff Benefits

Hello Council members,

It is open enrollment time for staff benefits for Pastor Jon and Carri.

We could have a motion at our council meeting on 10/10, but I'd prefer to have this motion via email so that Carri can get the enrollment complete well before the 10/13 deadline (Portico Open Enrollment is 10/2-13).

Attached is the Portico 2024 benefits report, and below is a change summary from 2023 to 2024. The staff has requested staying with the same plan (Gold +); this request was supported with a formal recommendation by the Personnel Committee to continue with Gold+:

| EMPLOYER COST SUMMARY - TOTAL FOR ALL EMPLOYEES |                          |                           |                                    |                               |  |                         |                       |                             |                            |   |
|---|--------------------------|---------------------------|------------------------------------|-------------------------------|--|-------------------------|-----------------------|-----------------------------|----------------------------|---|
| Number of Sponsored Members                     | Health and HSA - Monthly |                           |                                    | Other Benefit Costs - Monthly |  |                         |                       | Annual Costs                |                            |   |
|   | Health Contribution      | Employer HSA Contribution | Health + Employer HSA Contribution | Retirement Contribution       | Housing Equity Retirement Contribution | Disability Contribution | Survivor Contribution | Total Monthly Benefit Costs | Total Annual Benefit Costs | Total Annual Cash Compensation & Benefits |
| 2   |                          |                           |                                    |                               |  |                         |                       |                             |                            |   |
| 2023 for Comparison                             | \$4,296.00               | n/a                       | \$4,296.00                         | \$1,109.23                    | \$                                     | \$99.11                 | \$88.10               | \$5,592.44                  | \$67,109.28                | \$199,214.33                              |
| 2024 Platinum+                                  | \$5,032.00               | n/a                       | \$5,032.00                         | \$1,109.23                    | \$                                     | \$66.08                 | \$44.05               | \$6,251.36                  | \$75,016.32                | \$207,165.32                              |
| 2024 Gold+                                      | \$4,473.00               | n/a                       | \$4,473.00                         | \$1,109.23                    | \$                                     | \$66.08                 | \$44.05               | \$5,692.36                  | \$68,308.32                | \$200,657.32                              |

Can I please get someone to second or provide amendments to the following motion:

To accept the Personnel Committee's recommendation allowing Carri to enroll Pastor Jon and Carri into the Portico's 2024 Gold+ health and benefits program no later than October 13th. The \$1,200 total per person annual increase will be included in the 2024 budget for review and approval in the 2024 budget process and Annual Meeting.

Thank you!

Bill

**9. Receive Reports**

- CYF
- Financial Review Committee (FRC) (Attached)
  - i. Audit team's monthly findings
  - ii. Refresh financial worksheet with Treasured Spaces budget and Variance.
- Foundation
- ISM Communications-Greg provided update and will email Lonna. It is unlikely that the Office Manager would be able to absorb function of enews the way currently done now when contract ends. Need to find a resource for this who would be in close contact with the Office Manager. There was a recent announcement about the portal, but it is not being used yet. Social media of other churches needs to be researched. The Communication group did not meet as planned on 9/18. There is mention of an app for the church to keep pace with other churches. Who will do the work? Sue ends in December-who will carry on this work? Dr. Matt is doing Facebook now. There are four functions, and the office manager is not interested in this work. Would this be a paid person or a lay person? It may depend on the skill set of the CYF leader coming in.
- ISM Staffing
- Foundation approved gifts for Morgan Emmons and Gaga pit. There is a question of providing funds for recruitment for Camp Onamia.
- Membership
- Ministry
- Missions
- Pastor Report-Refresh is taking attention, details of the fall. People to be flexible, how to do it, talking about worship-return to Wednesdays, in contact with Pastors from St. Nicholas and Highview for Thanksgiving. Thinking about Advent. Christmas eve worship is on a Sunday this year. Working with two couples for pre-marriage work. Has a pastor in training that he is mentoring who just finished her internship and eligible for call. Pastor has enjoyed the walk with someone with the intern process. Pastor is in conversation with Joe. Employee reviews are coming up with portico benefits review. The team may need more help and representatives. Still families with challenges. The Deacon role may help with regular visits with folds. Africa group leaving 10/15 so turn in devotions if planning to

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|   | <p>do to. There will be a sending blessing of those going. A Baptism is planned for 10/22.</p> <ul style="list-style-type: none"> <li>• Property &amp; Cemetery (Attached)</li> <li>• Treasurer (Attached)</li> </ul>  |   |  |
| <b>10. Future Agenda Items</b>          | <ul style="list-style-type: none"> <li>• Ball Field revenue-\$180,000. To be done like Refresh?</li> <li>• Agness Hanson memorial of \$7,028.</li> <li>• Benevolences not paid.</li> <li>• Planting Hope include in the Synod money?</li> <li>• Inviting committee chairs to Council mtg 10/10/23 to present updates/statement of purpose <ul style="list-style-type: none"> <li>➤ 6:15 PM - Joel, Stewardship</li> <li>➤ 6:30 PM - Becky, Education</li> <li>➤ 6:45 PM - Scott, Missions</li> <li>➤ 7:00 PM - Bob, Membership</li> </ul> </li> <li>• Per Cheryl Mohn (email 9/12/23) <ul style="list-style-type: none"> <li>○ Put Brad or Bruce from Property on the agenda in October to discuss items for the 2024 budget.</li> </ul> </li> </ul> | • |  |
| <b>11. Adjourn meeting</b>              | <ul style="list-style-type: none"> <li>• Meeting adjourned by Greg Silus at 8:33pm</li> </ul>  | • |  |
| <b>Communications with Congregation</b> | <p><b>NOTE:</b> Use Newsletter, Bulletins, Website for announcements. Use Info Desk for Sign Ups and Event information. Website requests: <a href="mailto:office@christianialutheranchurch.org">office@christianialutheranchurch.org</a></p> <ul style="list-style-type: none"> <li>•</li> </ul>   | • |  |
| <b>Next meeting date:</b>               | Tuesday, October 10, 2023 @ 6pm  |   |  |
| <b>Next Devotion:</b>                   | Pastor   |   |  |

