

# Congregation Council Minutes

<b>Date:</b> 06132023		<b>PARTICIPANTS:</b> Bill Kanfield, Greg Silus, Pastor Jon, George Silverness, Warren Peterson, Linda Heine (Treasurer), Jane Ward, Lonna Selkirk	
<b>Start Time:</b> 6:00pm		<b>End Time:</b> 9:08pm	<b>DEVOTIONS:</b> Pastor Jon Luke 10:1-12
<b>Location:</b> Classroom 5B (as normal Heritage rm tables set for Sunday Fellowship)		<b>ABSENT:</b> Tia Burnham, Terry Laschinger	
<b>Minute Taker:</b> Lonna Selkirk			
<b>ITEMS REQUIRING ACTION BY: Discovery Team report</b>			
<b>Special Guest</b>	<ul style="list-style-type: none"> <li>• Kim Robertson</li> </ul>		
<b>Agenda Items</b>	<b>Minutes/Discussion</b>	<b>ACTION/ Who is responsible</b>	<b>Start time/ DEADLINE</b>
<b>Approve Agenda</b>	<ul style="list-style-type: none"> <li>• A motion was made by Jane Ward and seconded by Greg Silus to accept the agenda with no corrections.</li> <li>• <b>Motion passed by unanimous voice vote.</b></li> </ul>	NA	
<b>Approve past minutes</b>	<ul style="list-style-type: none"> <li>• A motion was made by George Silverness and seconded by Warren Peterson to accept the agenda with no corrections.</li> <li>• <b>Motion passed by unanimous voice vote.</b></li> </ul>	NA	

<p><b>Discovery Team report</b></p>	<p>Kim Robertson reviewed the findings of the Discovery Team</p> <ul style="list-style-type: none"> <li>• The Discovery Team met for several weeks with conversations centered around Christiania’s mission statement.</li> <li>• A survey for congregational youth and adults was created based on the mission statement.</li> <li>• A wealth of great information was gleaned from the surveys of both youth and adults with surprisingly similar outcomes from a good number of responses which turned out to be an efficient way to collect data. <ul style="list-style-type: none"> <li>○ The youth did not indicate a preference for the age of the person in this role.</li> <li>○ The core competencies of this role matched for both youth and adult response!</li> <li>○ The youth want to be accepted here and be involved.</li> <li>○ The information in the survey mentioned Joe Jorgenson’s work in this role in the past but did an inventory of the needs of this role. Being in front of the congregation each week was identified as important for the person in this role.</li> <li>○ Life is different now so this person will need to engage kids in the world we live in while relevant past approaches but including needs going forward.</li> </ul> </li> <li>• The team is very comfortable that the right recommendation was reached to file the CYF role with a Deacon. CYF had absorbed education in the past, so the Director of Faith Formation is all of these things.</li> <li>• The question is whether this is a marketable ask for a job posting? Also, a deacon will cost 15,000 to 20,000 more per year versus a lay CYF leader but the cos is comparable to an associate pastor salary. A deacon can be involved in worship and bring the youth to a whole new level.</li> <li>• Discussed the congregation is not likely to be familiar with the role of Deacon so education will be needed. Pastor explained that pastors are involved with the Word and Sacraments while Deacons are involved with the Word and Service. Deacons were not ordained in the past but began being ordained a couple of years ago and do graduate from seminary on a slightly different path. There is not an identified need for two pastors for the Word and Sacraments. Deacons can help with preaching but are more oriented in service.</li> <li>• The Deacon could run education, curriculum, and youth programs. They also provide service within the congregation, community and world.</li> <li>• The Discovery Team did not write a job description.</li> <li>• The Deacon role involves the call process, and the Synod would assist in identifying candidate, job description, and salary recommendations.</li> <li>• Christiania benefits from high participation compared to other churches.</li> </ul>	<ul style="list-style-type: none"> <li>• Bill will introduce to the congregation.</li> <li>• Pastor will have Office Manager print copies of the Discovery Team report to have available at Sunday Service</li> <li>• Bill to have Sue add a copy of the Discovery Team report to the website.</li> <li>• Pastor and Bill to obtain information about the Deacon role from the Synod as well as salary information.</li> </ul>	<p>Introduce on Sunday, June 18</p> <p>Pastor includes communication in announcements until Congregational vote.</p> <p>Bill and Pastor to gather Deacon information in next 2-3 weeks</p>
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	<ul style="list-style-type: none"> <li>• Next steps-Up to the council. The work of the Discovery Team is done other than presenting to the congregation. Their great work is completed! Nick will likely stay until the person in this role is identified.</li> <li>• The Congregational Council thanked the group for taking time to do the survey instead of moving too fast to hire without enough information.</li> </ul> <p><b>MOTION</b></p> <p><b>A motion was made by Warren Peterson and seconded by Jane Ward to endorse the Discovery Team recommendation that Christiania immediately begin the call process for a Deacon to serve as the lead staff person for Children, Youth and Family Ministry at Christiania, to bring this information to the congregation for discussion as soon as possible, and the congregation vote on it on July 30. Motion passed by unanimous voice vote.</b></p> <p><b>06/14/23-Email unanimous vote passed to change the date of the Congregational vote from July 30 to August 6 due to availability of the Congregational Council President.</b></p> <p><b>PLAN</b></p> <ul style="list-style-type: none"> <li>• Communications about this recommendation will begin this Sunday with announcements from Bill since Pastor is absent and continue for the next 2-3 weeks.</li> <li>• Have copies of the report available for those who are interested.</li> <li>• Bill will speak to Sue to add this to the website. Transparency is key.</li> <li>• Council members or Discovery Team members likely need to be available at a set time to answer questions.</li> <li>• Obtain information about the role of the Deacon, preparation for being a Deacon, and possibly have a Deacon come to speak at Christiania. There likely needs to be a handout explaining this role. Also, be prepared to discuss the differences between a Deacon and an Associate Pastor since there may be questions about this.</li> <li>• Reach out to ELCA for salary guidance to have available when we present to the congregation.</li> </ul>		
<p><b>Review Council Annual Calendar</b></p>	<ul style="list-style-type: none"> <li>○ Reviewed standing June items of staff planning day, report on Synod Assembly, and Rally Day Planning.</li> </ul>	<p>NA</p>	

<p><b>Treasurer Report</b></p>	<ul style="list-style-type: none"> <li>• A thank you letter was received from Bishop Lull for the Planting Hope contribution and funds are being distributed. The amount listed on the Planting Hope campaign was listed as \$292.00. Christiania has pledged \$10,000 over 3 years for Planting Hope. It was budgeted in 2022 but there is uncertainty if it was paid in 2022. We are in the second year, and it was put in the budget.</li> <li>• The Parsonage damage deposit is still in the account as a liability. The deposit was given back so it should be transferred to Refresh and zeroed out.</li> <li>• Current Liabilities the credit card payable needs to be moved out which lists as \$1485.47.</li> <li>• Christiania received \$311.69 from Amazon smiles. It is unknown if this is the only amount to be received or if more is coming.</li> <li>• The ICS insured cash sweep has been sent to 5 banks to be protected under the federally insured \$250,000 limit. We pulled back \$200,000.00 for expenses already. Linda has review only status on that account since it must be moved through the New Market bank. We just received our first statement and interest of \$1000 has already been earned.</li> <li>• Benevolences-How do we make sure it gets to the identified benevolence? Do we fill in the gap with special offering? Everything for benevolences is budgeted at the beginning of the year and trickles in through the rest of the year. Missions decide at the beginning of the year where the funds will go. It appears the Missions chair needs to make a request for payment. Scott Tempel is chair this year.</li> <li>• Refresh- <ul style="list-style-type: none"> <li>○ Undesignated memorial money is to be used for some Refresh expenses. The Alan Mohn memorial for around \$600 was applied to Treasured Spaces or Refresh. Money has been moved to Refresh from the Capitol campaign. There is an invoice for \$9,035 but not enough memorial money to cover it. The Mohn amount was applied but did not cover the amount.</li> <li>○ Refresh is a statement of work from Treasured spaces. There is a general Capitol fund that supports this campaign. Previously there were two different refresh funds that have now been combined for one. The ballpark money went into the Capitol campaign. Also, 2022 propane costs came from the Capitol campaign vs. refresh.</li> <li>○ Jane Ward recalls a motion from August 10, 2021, that undesignated memorials would were to be used to cover the initial \$9035 pre-construction bid cost that was charged to Refresh. Research of the Treasurer's report from August 2021 after this meeting indicates \$5,183.37 in "Memorial undesignated capital" and \$6,751.87 in</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Linda will look back to validate 2022 was paid to Planting hope, transfer parsonage deposit to Refresh, move out current credit card payable, review benevolences paid out YTD check in/out of \$9035,00 pre-refresh invoice, move communications money to general fund.</li> </ul>	<p>By next meeting.</p>
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	<p>"Memorial undesignated general" funds. Linda will check how this went in and out in 2021 for both Refresh and the Capitol fund.</p> <ul style="list-style-type: none"> <li>○ April offering met budget but May fell short.</li> <li>● Money related to communications needs to move to general fund.</li> </ul>		
<p><b>Ministry Board attendees</b></p>	<p>May-Jane, June-Warren, July-Greg, August-Bill.</p> <p>Meetings are held the second Thursday at 6:30pm.  Discussion included sometimes the second Thursday occurs before the second Tuesday when the Congregational Meeting is held so updates cannot be shared.  Jane went in May and Warren June but no June report yet. Should it be calendar vs. following Council meeting? No change was recommended by this group at this time.</p>		

<p><b>Old Business</b></p>	<ul style="list-style-type: none"> <li>• ERC (Employer Retention Credit) <ul style="list-style-type: none"> <li>○ Christiania had retained a second company to work with this matter. The second company believes Christiania will receive \$66,000 although 10% or \$10,000 will go to the second company for their work on this. Christiania will need to file an amended payroll tax. The process is estimated to take 12-15 months to complete.</li> </ul> </li> <li>• ISM-Interserve Ministry <ul style="list-style-type: none"> <li>○ Update covered by CYF assessment. The group met 8 times with the last meeting being May 15.</li> <li>○ The Communications team met on Monday June 5. Data is being collected regarding the current website. Looking at sustainable thoughts for this position and communication role,</li> <li>○ Mobile app needs work and has a different feel than the computer.</li> <li>○ E-news will come out on Friday but Sue reports it takes 5 hours to gather information but looks much better. The Office Manager is not likely to do this work. More to come. Denise is exploring an app for the church. Next meeting is 6/26</li> </ul> </li> <li>• Ballpark proper parcel</li> </ul> <p><b>Email motion 05/23/2023</b></p> <p><b><i>Motion made by Greg Silus and seconded by Jane Sansgaard to approve spending \$1,000 of the ball field property sale proceeds for the assessment per Property Committee recommendation leading a cost estimate to fix the in-ground boiler heat runs to the office area for consideration for repairs during Refresh rip and replace construction this summer. With the following corrections: None</i></b></p> <p><b><i>Motion passed by unanimous email vote on 5/23/23.</i></b></p> <p>No other updates. The basement is up on the property and dumpster at the parsonage.</p>	<p>Bill has emailed this outcome to the Property committee.</p>	
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- A CPA recommendation to complete a 1099 was received from Julie Fish but Bill has not heard back from this person. Bill reached out to the SPAS, but no resources were identified so neither recommendation has worked out to date. Lonna offered up a firm in Northfield.
- Treasured Spaces Refresh update per email from Josh Carlson includes.

**Week of 5/5 progress**

- Patched in window holes in front sanctuary wall and built recessed niches where stained glass will be reinstalled
- Sacristy door opening was moved
- Blue particle board fascia/trim was removed at sanctuary soffits because it was in poor shape. Much of it swollen and some beyond repair. Plan is to drywall that edge to look like the renderings.
- Drywall strips removed from chapel ceiling for recessed lighting control wiring
- Exterior asbestos soffit removed
- Structural compression beam and structural tension rod installed at rear sanctuary A-frame to give it more strength. This A-frame supports the flat roof where the new HVAC rooftop units will be installed. Due to this added weight reinforcements were needed.
- Rear sanctuary wall was furred out to hide structural beam and tension rod
- Hole patched in rear sanctuary wall
- Worked with Stephanie and Reach to identify pendant light technical details
- Interior cross mounts welded to vertical beam in front sanctuary wall
- HVAC contractor measured for new exterior ductwork
- HVAC contractor removed baseboard heaters at front of sanctuary and relocated rough in connections
- Tongue and groove roof decking arrived to patch holes in ceiling
- Contacted stained glass person to repair cracked pieces of glass in sanctuary side windows and communion rail
- Met with multiple insulation contractors to discuss sanctuary insulation
- Disassembled wood cross to modify

**Planned progress for week of 5/12** (as you may have noticed not everything goes as planned)

- Remove existing exterior hvac ductwork and rooftop units
- Remove a strip of shingles and patch holes in tongue and groove roof decking
- Frame new wood wall to cover block at front of sanctuary and create rising projector screen pocket

	<ul style="list-style-type: none"><li>-Add framing to allow interior sanctuary soffit faces to be drywalled</li><li>-Fur S. block wall at altar area with 2x2 material</li><li>-Work on interior cross (if it's raining)</li><li>-Determine what modifications are needed on exterior cross to attach led back lighting</li><li>-Work with electricians to identify bell tower and entry sidewalk lighting options</li><li>-New roof insulation to arrive</li><li>-Coordinate and plan with roofers, insulators, and HVAC contractor to facilitate exterior roof/hvac work to minimize weather exposure</li><li>-Coordinate with electricians and reach to clarify their rough in work</li><li>-Order lumber for a new altar platform</li></ul>		
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	<p>A Gaga pit is an octagonal shaped pen. Schools in Lakeville have it next to their basketball courts. The players play inside this pen a game much like dodge ball in a confined space. CYF is interested and wondering if the Foundation would contribute money. Possibly no construction costs since Boy Scouts would construct it. Educational group to vote and decide on. The CYF will do their own envisioning and propose to the group. Becky Ruen to send a grant request to the Foundation.</p>		
<p><b>Reports</b></p>	<ul style="list-style-type: none"> <li>○ CYF (Discovery Team Report attached)</li> <li>○ Financial Review Committee (FRC) <ul style="list-style-type: none"> <li>➤ Audit team's monthly findings</li> <li>➤ Refresh financial worksheet with Treasured Spaces budget and Variance (Refresh Budget Tracker attached)</li> </ul> </li> <li>○ Foundation (Attached)</li> <li>○ ISM Communications</li> <li>○ ISM Staffing</li> <li>○ Membership (Attached)</li> <li>○ Ministry (Attached)</li> <li>○ Missions</li> <li>○ Pastor Report (Verbal) <ul style="list-style-type: none"> <li>-Habitat for Humanity coming up 8/14-8/18 with Shepard of the Valley with us. If members are interested let Pastor know or register online. Congregational Life may offer a meal. Christiania may want to consider designating one of the 4 days.</li> <li>-Pastor Kim and Pastor Jon have now recorded 5 podcasts!</li> <li>-New member class is in the works for Bill Hopkins, Chris Fausch, Maggie McNabb, Michelle Nis, and Eric Weerts joining on 6/25.</li> </ul> </li> <li>○ Property &amp; Cemetery</li> <li>○ Treasurer (Attached)</li> </ul>		

<b>Future agenda items</b>	<ul style="list-style-type: none"> <li>• Plan for congregation meeting to vote on 7/30 (now August 6)</li> <li>• Receive communication recommendations for final staffing considerations.</li> <li>• Property committee recommendations for additional maintenance projects</li> <li>• Refresh Update</li> <li>• Anticipated date of completion of Refresh?</li> <li>• Adjust worship schedule to reflect worship in the fellowship hall until likely mid-August.</li> <li>• Verify Planting Hope contributions and budgeted funds from '21 and '22.</li> </ul>		
<b>Adjourn meeting</b>	<ul style="list-style-type: none"> <li>• Meeting was adjourned by President Bill Kanfield at 9:08pm.</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:</p> <p><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, July 11, 2023		
<b>Next Devotion:</b>	Pastor		

