

Bethlehem Lutheran Church Council Minutes
December 8, 2015 5:30 pm

Members: Alex Schwarzhoff, Laura Pearson, -Stefanie Gerhardson, Jill DeBrito, Judy Bradow, Sally Nelson, David Nycklemoe, Jeanne Schetnan, ~~Mare Sikkink, Laura Skogen, Kim Langbehn,~~ Keith Olson, ~~Donavan Rasmusson,~~ Brad Russell

Call to order: Steph called the meeting to order.

Devotions: Pastor Tom led devotions.

Secretary's report from November was approved. Motion by Keith, 2nd by David. All approved, motion carried.

Treasurer's Report was discussed and put on file for examination.

Pastor's Comments

Pastor Jake

Pastor Jake has been busy focusing on the Systems Initiative

Presentation and Discussion

Update on Strategic Plan by Nancy

1. Job descriptions for the Senior Pastor, Associate Pastor, Director of Operations (Amy), and Director of Faith Formation (Jenny) are complete.
 - a. The new job descriptions are based on the following:
 - i. Task list provided by staff
 - ii. Strategic plan
 - iii. Old job descriptions
 - iv. Org chart
 - b. The Executive Committee reviewed the job descriptions and recommends that they be approved.
 - c. **A motion was made by Keith with a 2nd by Alex to approve the job descriptions noted above. After discussion, Keith amended his motion to include the wording: "Abide by Bethlehem core values" in all job descriptions. All approved, motion carried.**

2. At the November meeting, the council discussed having an initiative team give an update each Sunday to keep the congregation informed.
 - a. Sunday, Dec. 13th – Discipleship
 - b. Sunday, Dec. 21st - Hospitality

Update on Capital Improvement Project

A purpose statement is currently being developed for the Capital Improvement Project. The group is meeting again on December 9.

Update on the Call Committee

The Executive Committee is working to get a call committee together. The nominees will be in place for voting at the annual meeting in January.

New Business:

1. The Hospitality Initiative Team presented 1 goal for the council's approval:
 - a. Goal 1-C: To create an information table in the Narthex to make members and visitors aware of upcoming events and groups, like bible studies, children, youth and family offerings, congregation events, mission opportunities, etc.
 - b. Items included at the table:
 - i. Visitor info cards
 - ii. Name tag/visitor sticker
 - iii. Church directory
 - iv. Brochures regarding events/activities/ministries, current newsletter
 - v. Map of the church
 - vi. A volunteer to help answer questions (an usher or greeter?)
 - c. The group is requesting \$150 to print stickers and visitor info cards.
 - d. **A motion was made by Keith, with a 2nd by Laura to approve funding \$150 for the Hospitality Initiative team to print stickers and visitor info cards for the information table. All approved, motion carried.**

Presentation and Discussion

2016 Budget

The council reviewed a first draft of the 2016 budget.

1. Total revenues are projected to be down approximately \$45K compared to the 2015 budget.
 - a. Non pledged envelope offerings are down as of November 2015 so the 2016 non pledged numbers are based on this.
 - b. A loss of \$26.5K in income from the termination of the contract with Augustana.
2. Expenses are also down, mainly in staffing.
 - a. Pastor Jake's salary is less than Kate's was, and he also has taken on the Parish Ed role, which also saves about \$9K.

3. The potential 2016 budget shows a shortfall of (\$40,392.38).
 - a. Compared to the 2015 budget (a budget shortfall of -\$21,512.42), the difference is mainly from envelopes non-pledged.
4. The final budget will be reviewed and approved at the January council meeting, once all the 2015 year end numbers are in.

Announcements

1. Sunday School Christmas Program December 13 at 10:15 service.
2. Christmas Worship Schedule: Christmas Eve: 3:30 pm, 5:30 pm, 11:00 pm;
Christmas Day: 10:00 am. Sunday Dec. 27: 1 service at 10:00 am.
3. Annual meeting on Sunday, January 31. Joint worship service at 9:30 am with chili feed to follow.
4. Next meeting January 12, 2016 at 5:30 at the church.

Motion to Adjourn by Keith, 2nd by Brad.

******Committee chairs please remember to send your committee minutes to Amy by the last day of each month.**