

Council Meeting, August 16, 2011

Members present: Pastor Rob Schmidt, Kathy Smith, Cathy Schulz, John Rivett, Jan Hennink, Bill Bell, Tom Laatsch, Lori Laatsch, Tim Cole, Hillary Norfleet, Gary Miller, Carol Little, Marsha Paetz and Cindy Frazier.

The meeting was called to order at 7:02 p.m. by John Rivett and he offered an opening prayer.

MINUTES: Motion made by Cindy Frazier and seconded by Cathy Schulz to accept the July 19, 2011 Church Council minutes. Motion was passed by a unanimous voice vote.

Carol Little spoke in regards to her meeting with Rob Norby and his spouse (missionaries sent by the Bishop to replace the Johnson's from the Upper Peninsula) and recapped her visit. She would like for our church to sponsor them. The money would assist in their administrative responsibilities. After discussion, it was decided that a motion will be considered at the next Council meeting to give Pastor time to review.

FINANCIAL REPORT: The financial report was included with the minutes. Income for July was up compared to July 2010. We are on track coming into the 4th quarter of 2011.

PASTOR'S REPORT:

Vacation Days - no change from last month

Weddings

7-23-11 Roth – Ryan members

8-13-11 Lutz renewal – members

Funerals

7-29-11 Eric Schade - Auburn Cunningham-Taylor Funeral Home

8-03-11 Gerda Nichols - Saginaw Case Funeral Home

8-12-11 Jean Schillings - Thomas Twp. Cemetery (former member)

8-12-11 Frank Roenicke - church member

8-15-11 Nancy Talaga - Bay City Floral Gardens

Baptism

8-7-11 Brooklyn Jay Ralph – church member

Discussion / Information

1. Bank account has been established for disc./Good Sam - church is named as a beneficiary.
2. Pink Game Festivities to be held on Zion's property September 9, 2011 – pastor will ask if Zion can be included as a rider on their insurance policy.
3. Establishing small group development with Cindy Seeburger (caregivers and the chronically ill).
4. Ministry to nursing home has resumed
5. Advertisement – Freeland Faith Festival \$250
6. Pastor is leading a worship at Freeland Faith Festival
7. Pastor will be off for Christmas Eve (3 services) and New Years Day – Doug Kahl will be covering
8. Pastor will resume meeting with spiritual guidance this month
9. Pastor is participating in Adult Bible Study
10. Blood Drive for Pink game

NEW BUSINESS:

Long Range Planning Committee: The process continues. Attendance at upcoming Long Range Planning Committee meetings is encouraged. The committee needs volunteers to take minutes and bring snacks. Contact Jeff Schram if you can help out.

Contract Employee / Bookkeeper: Cathy Schulz distributed job descriptions for Church Treasurer and bookkeeping contract service. These jobs have been hard to fill or keep people in office due to the extent of the responsibilities.

At the annual meeting, a Treasurer will need to be voted in to fulfill Cathy's term. The Treasurer's position is elected, voluntary and unpaid.

Church Treasurer responsibilities include:

1. Oversee the financial activities of the congregation including income and revenue, expenses and disbursement, payroll, assets and investments.
2. Monitor work performed by the bookkeeping service.
3. Attend monthly council meetings and executive council when called.
4. Provide Treasurer's report for council meetings.
5. Provide newsletter updates if needed.
6. Arrange for the annual audit and submission of reports.
7. File ELCA Annual Congregational Report, due Feb. 15th
8. Prepare preliminary budget and work with Council to finalize.
9. File report for congregational Mission support annually in February.
10. File Pastor's Change of Salary form with Synod each February.
11. Maintain accurate list of accounts, their descriptions, and who is authorized to approve expenditures.
12. Assist in tracking and monitoring special giving accounts.
13. To invest excess funds in interest bearing instruments.

The bookkeeper will report to the Treasurer and Marsha Paetz will be accepting the bids. Job descriptions will be posted in the October newsletter. The services performed would take approximately 20-25 hours per month using Church Windows software. Tasks to be performed consist of:

1. Paying bills and expense reimbursements.
2. Record deposits and disbursements in general ledger software.
3. Process payroll (currently 4 employees, biweekly), call in payroll tax deposit, pay social security payment to Pastor, all payroll tax returns, W-2's and 1099's.
4. Reconcile monthly bank statements.
5. Run all monthly reports and provide to church treasurer and secretary before monthly council meeting.
6. Provide church secretary with weekly general fund giving's for bulletin and monthly expenditures.
7. Make deposits for the endowment fund if needed.
8. Be available to assist during the church audit.

The contract bookkeeper will be a paid for services provided under the contract. If the Treasurer wishes to do the bookkeeper work for pay, they will have to apply for the contract and win the work. If

the Treasurer wishes to do the bookkeeper's work for free, that would essentially be a continuation of what we are doing now and that would be acceptable.

Motion by Cathy Schulz and seconded by Cindy Frazier to post the bookkeeping contract as defined, adding knowledge of fund accounting and must have a computer capable of software (Church Windows) needed to the task list, and to consider other duties as agreed upon. Submit for bids internally for one month, then externally if needed. Motion was passed by a unanimous voice vote.

Facility Changes: Furnace bids (one company with three options) has been received. The best bid offers a 94% efficient furnace, includes asbestos and old furnace removal and can be done this year. \$10,155 has already been saved for this replacement and fundraisers will be held in the near future to raise \$20,000, with \$20,000 coming from the Building Fund. The new furnace would save the church approximately \$400 a month, and it's the same company that has done our boiler work for the past few years. Hopefully, installation can be done on a Saturday. It's been 60 days since bids were sought, and no other bids have been received. Building in the future is a potential, so we need to be sure the new furnace could be modified for the addition of another boiler if needed. We need to try to have the job completed by October 1.

Motion by Kathy Smith and seconded by Tim Cole to take a \$51,500 expenditure before a special congregation meeting to be held on September 4, 2011 for approval to purchase a new furnace, with \$10,000 coming from money already saved for this cause, \$21,500 coming from the Building Fund and \$20,000 coming from future fundraisers. Motion approved by unanimous voice vote.

Motion by Hillary Norfleet and seconded by Pastor Rob that Council recommends to accept the bid of \$51,500, use furnace fund money toward expenditure, start fundraiser to raise \$20,000 and to utilize the Building Fund for \$21,500. Motion approved by unanimous voice vote.

Budgeting Process: John Rivet is working on this.

Recruiting Leaders: Every board needs to identify what is needed within their Board.

Next Annual Congregation Meeting: October 23, 2011.

Marsha stated there will be a pictorial directory (a "finished" package). Dates are still being determined and the congregation will be informed of the dates.

NEXT MEETING DATE: September 20, 2011.

MINISTRY REPORTS:

Deacons – new set-up for communion has been working very well. Art and the Deacons are putting together a Red Wings game.

Education – no report.

Elders – (Carol Little's report provided at the beginning of the meeting.)

Property – meeting held last Sunday. Work has been done around the property.

Worship – self awareness of this Summer’s theme re: fruit and where our strengths are. They are putting together training documents for church volunteers.

Ministry of Women – The pavilion shades are up and the next Bible Study will be in the Fall. They are working on the fall rummage/bake sale. Everyone is urged to turn in a Time/Talent Sheet. Booklets of women’s activities will be distributed and put in all women’s mailboxes in September. Currently collecting items for LWR school kits and a committee is being formed for Trunk or Treat. Work is progressing on the November Bazaar and plans are already underway for the Christmas party. In February 2012, they will hold a Breast Cancer fundraiser.

In/Reach – Out Reach – About 20 people attended the Loons game last Sunday. Bonfires are coming up and Marsha is helping pull together a list of upcoming high school seniors.

Stewardship – They are continuing with their Steward Stories, featuring the grounds maintenance volunteers in September and the banner creation group in October. This ministry is in need of new volunteers. A Synod Stewardship Workshop will be held at Trinity Lutheran in Midland on October 1 from 9:30 a.m. – 12 noon. The emphasis will be on “Mission Giving”. The September Stewardship Campaign is being planned, with temple talk to the congregation on September 18 and 21. Commitment cards will once again be distributed and congregation members are extremely urged to return them.

Music – Choir practice will resume on Thursday nights at 7 p.m. and all choir music has been selected for the remainder of 2011, with the exception of adult choir music for Christmas Eve. Jenny is working with the Gospel Group to play during her absences in September and October. A handbell schedule is being put together and the Sunday Family Fun Sing will begin again.

Endowment Fund – next meeting is August 24. Still seeking nominations for the Treasurer position. Estate Planning Workshop will be held on September 27th at 6:30 p.m.

Motion made by Tom Laatsch and seconded by Cathy Schulz to adjourn at 8:47 p.m. There was no discussion. Motion was passed by a unanimous voice vote.

Pastor Rob offered a closing prayer.

Respectfully submitted,
Kathy Smith, Council Secretary