

## All Saints Lutheran Church Council Minutes September 19, 2017 at 6:30 pm

Council Members: Pastor Eric Aune, Andy Bronczyk, Mike Fasching, Rhonda Fenney, Christin Fugate, James Hermann, Kim Kurtz, Melanie Moberg, Tim Sauer, Jeff Schmidt, Lindsay Schroeder, Al Steinhagen (absent), Lisa Wagoner

- I. Call meeting to order
- II. Devotions: Pastor Eric
- III. Action Items Needing Review/Closure

Responsible	Action Item	Due Date	Completed?
All	Continue to think about new ways to engage new members to increase their stewardship	On-going	
All Ministry Teams	Provide Darcy with the exact Sunday's each ministry team will be serving fellowship. The serving schedule needs to be updated to reflect this	May Council Meeting	
Jeff	Monthly graph showing account balances and add savings account balance	On-going	
Finance Team	Need to purchase an updated version of Quickbooks. Jeff to work with Darcy on this. Current version is 2014.	September Council Meeting	Closed
Jeff	Compare prices for Payroll services with standalone software vs. online program	September Council Meeting	Closed
Eric	Look into tethering stands for iPad for Vanco giving stations	September Council Meeting	Closed
Eric	Eric will lead the process for the all congregation survey – then will hand off to Worship Ministry Team	September Council Meeting	

- a. New version QB - \$300; get on payroll service - \$175; total to get on QB & automated payroll - \$475
  - i. Darcy will no longer have to calculate payroll, etc
  - ii. QB automatically updates tax tables
  - iii. Darcy is all for it – been working with Jeff on it a lot
    - 1. One time purchase cost – for QB – will last for lifetime – update software every 3 years
    - 2. Payroll service amount will be yearly charge
      - a. overall spending has been exceeded for council
        - i. **Action item:** Eric will see if he can find someone to fund it, to get it purchased/in place before the end of the year
- b. Standalone software – not worth it
- c. Tethering stands – not recommended – closed
- d. All congregational survey – wait until WiFi
  - i. Jaguar – 70 Mbps upload speed
    - 1. Once completed – will have wifi in hall, and better service throughout rest of church; new wifi will allow 100+ users to be on wifi at the same time, with no delay/slowdown of service
    - 2. Survey should take about 5 minutes to complete – 10/1/17 will be when survey is done during service
      - a. **Action Item:** Jeff has a few items to complete – approx. 5 hours worth
      - b. **Action Item:** Jeff will show Tim what needs to be done to reboot, if needed

- IV. Offering Drop: Updated through November
  - a. Oct 1-Lindsay, Oct 22-8am-James; 9am-Melanie (or whoever) Nov. 5-Tim, Nov. 19-Lindsay
  - b. Holiday services schedule
    - i. Thanksgiving service (Wednesday 11/22) – 1 service
    - ii. Update calendar for Dec – Christmas Eve Day is on a Sunday
      - 1. 9am (James-offering drop), 2pm, 3pm, 4pm

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- iii. New Years Eve – 9am service (James – offering drop)
- c. Online link: <http://signup.com/go/juFdxT>
- V. Pastors Report: Pastor Eric
  - a. Update on mobile reader progress.
    - i. Do have someone willing to pay for texting – reduced to \$5/month cost. (\$60/year)
    - ii. Mobile card readers - \$45/each (2 readers - \$90 total)
      - 1. Give+ app can be downloaded on phones (free to use), can designate offering from there
    - iii. Both options will always be listed in the bulletin, and can be accessed through the I pads
      - 1. Regular Sunday – 1 ipad available
      - 2. Special date – both ipads available
  - b. Giving Report 200 families Need our prayers, education and help to give
    - i. Target families with no pledging but giving, not giving at all, or rarely give – push more to have them go online to do offering
      - 1. Eric’s hope is that he and council can send a letter to these families stressing on more of the online giving
    - ii. **Action Item:** Eric to work on additional communication for families in the program that haven’t pledged for Daring Faith – investing in future
      - 1. Haven’t worked on daring faith much yet – more focus on i. above
    - iii. **Action Item:** Eric to check with Darcy on 2017 giving commitments and prepare update for council
  - c. Catholic-Lutheran Worship Sunday October 8 - 12 noon start
    - i. Talk about commonality
      - 1. John 17
      - 2. Choir will serve bars; St Bernards & Assencion will bring cookies.
      - 3. Choirs will sing together
      - 4. Eric approached by members of St Bernards/Assencion – very excited about it – just were surprised that Father agreed to it.
  - d. New Ministry - All Saints Outdoors
    - i. Ron Bahls, Mike Lein, Michael Swanson
      - 1. Deals with people who like to hunt, fish, boat, be outdoors, landscape
      - 2. Create FB link off All Saints page
      - 3. Working on mission statement
      - 4. 10/16 – annual game dinner; will talk about the All Saints Outdoors group
  - e. “Biggest Offering of Your Life” Sunday, October 29 50-500 Reformation Offering to Eliminate the Deficit
    - i. To knock off the deficit
  - f. Discussion regarding Council and Staff relationship
    - i. First couple weeks have gone well, nothing but positive feedback, all kinds of new opportunities
      - 1. 2 Sunday school groups have freed up more space
        - a. 5 families asked Eric to move from 9 am service to 10:15 am, to free up more space
      - 2. Mutual ministry meeting earlier this week – discussion came up about health insurance plan coverage to save money
        - a. Staff is strongly against – the amount saved by the church would have to be made up by Eric, Darcy & Christin to get back up to coverage
        - b. Decision needs to be made before 10/1
        - c. Discussion to buy Bronze package, and then the difference will need to somehow be made up, to increase coverage to Gold plan
          - i. Right now, Bronze approved (per November 2016 council meeting)
          - ii. Congregation and council would need to approve this choice to increase/’up’ the package to Gold

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- d. Given the time crunch, council believes best option is to have the congregational meeting to tell the story
  - i. Meeting 10/15
  - ii. Vote to keep health insurance
  - iii. Vote to continue on with building
    - 1. Eric agrees this is a good approach
  - iv. **Action Item:** Eric & Andy to work together on the slide presentations, will send to council before meeting for feedback
    - 1. Include in presentation that all committees are open for everyone to be part of them
  - ii. Applicable/relevant constitution and bylaws – See section XV for details
- VI. Motion/Discussion/Vote to approve minutes from last meeting: Completed electronically
- V. Treasurer's Report-*delayed until October meeting due to time*
  - a. Review of graphic annual summary provided by Jeff
  - b. August report – motion to approve by x, 2<sup>nd</sup> by y, voted and ...
- VIII. Ministry Team Updates – *delayed until October meeting due to time*
  - a. Building and Grounds**
    - i. Christmas décor moved from Green Isle? Any help needed?
    - ii. Men's repair club tasks and target completion date?
    - iii. Parking lot
      - 1. Parking lot signage to be updated – Mike Eggers working on it
      - 2. Thank you cards
        - a. Action item: Lindsay to pick up thank you card-completed
  - b. New Building Project – *delayed until October meeting due to time***
    - i. Congregational meeting planned for Oct. 15<sup>th</sup>.
      - 1. Child care to be arranged again?
    - ii. Motion for the meeting

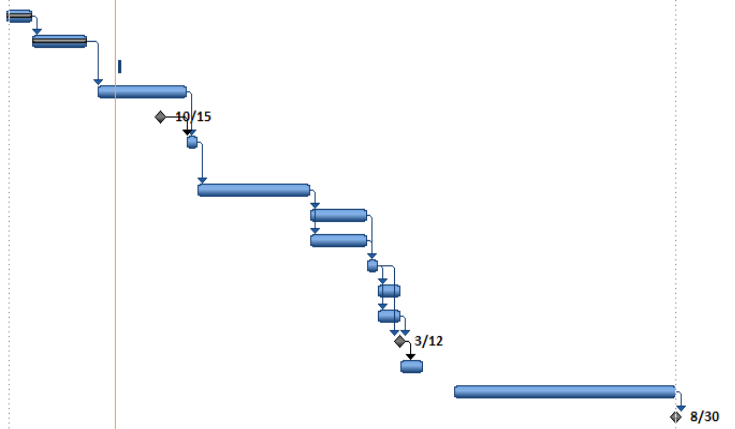
*Having completed its schematic design work with Miller Architects & Buildings, resulting in a comprehensive plan for updating, improving and expanding All Saints Lutheran's church building and mission, the All Saints Building Project Team and Church Council make the following recommendation to the congregation for their approval:*

      - 1. *That All Saints Lutheran Church approve the next steps with its partner, Miller Architects & Builders to: Complete construction drawings for the approved project and complete the competitive bidding process at a cost of \$85,748 (Pre-Construction Fee: \$11,050 and Architectural Fees: \$74,698).*

*Following the successful completion of the bidding process final application will be made with the Mission Investment Fund and following their approval a congregational meeting will be held to approve financing and construction.*
    - iii. Building plans currently waiting for zoning approval from the city. Everything delivered on the 15<sup>th</sup>?
    - iv. Communication plan
      - 1. Are we communicating progress to the congregation well enough?
    - v. Contract Status
      - 1. New contract in hand and reviewed.
    - vi. Updated schedule
      - 1. Very tight – can't slip/delay anything

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Task Name	Duration	Start	Finish	July 1		September 1		November 1		January 1		March 1		May 1		July 1		September 1	
				6/4	7/2	7/30	8/27	9/24	10/22	11/19	12/17	1/14	2/11	3/11	4/8	5/6	6/3	7/1	7/29
Review Final Schematic and Approve for Estimating	2.4 wks?	Tue 7/11/17	Wed 7/26/17																
Miller Present Scope of Work	4.8 wks?	Thu 7/27/17	Tue 8/29/17																
Council Review Preliminary Project Budget	1 day	Tue 9/19/17	Tue 9/19/17																
Submit drawings to NYA city for zoning approval	8 wks?	Wed 9/6/17	Mon 10/30/17																
Congregational Meeting Approving Next Round of Fees	0 days	Sun 10/15/17	Sun 10/15/17																
Sign contract to approve completing all drawing, final bid and construction.	1 wk?	Tue 10/31/17	Mon 11/6/17																
Complete the drawings based on city feedback	10 wks?	Tue 11/7/17	Mon 1/15/18																
Submit for bids	5 wks	Tue 1/16/18	Mon 2/19/18																
Final drawings submitted to city for approval	5 wks	Tue 1/16/18	Mon 2/19/18																
Final bids and drawings presented to ASL	1 wk?	Tue 2/20/18	Mon 2/26/18																
Choose Alternates for Project	2 wks?	Tue 2/27/18	Mon 3/12/18																
Resubmit for Final Loan	2 wks?	Tue 2/27/18	Mon 3/12/18																
Congregational Meeting Approving Construction	0 days	Mon 3/12/18	Mon 3/12/18																
Award subcontractors and schedule construction	2 wks?	Tue 3/13/18	Mon 3/26/18																
Start Construction	20 wks	Sun 4/15/18	Thu 8/30/18																
Construction Complete	0 days	Thu 8/30/18	Thu 8/30/18																



**c. Finance – delayed until October meeting due to time**

- i. Ministry Team Budget Request form review
  1. Request must cover through June 2019 as fiscal year is changing
  2. All 2018/2019 budgets due Oct. 13<sup>th</sup>.

**d. Generosity and Gratitude**

- i. Detailed meeting minutes below in section XVI
- ii. Fiscal year update
  1. Upcoming fiscal year will run from January 1st 2018-Jun 30th 2019.
    - a. Next fiscal year will run from July 1st 2019-Jun 30th 2020. Commitment period will be Easter 2019.
  2. Commitment Sundays will be November 19&26 and Thanksgiving eve November 22.
- iii. Ideas for paying down deficit shown below
  1. Was suggested we use reformation and Christmas to ask for larger gifts 50-500. Hope this would also inspire people to continue giving more the rest of year. Hope to raise \$20,000 each time.
  2. Electronic giving.
    - a. Give+ phone app. Free app. Can set up to direct funds to All Saints. Designate which account it would come out of (savings checking, etc). Set up frequency (weekly, monthly)
    - b. Vanco \$10/ month. Try for a year. First year costs covered by member donation.
    - c. Motion to move forward texting application & mobile card reader & mobile app as a means to collect donation for 12 months (as described in Sept. 11<sup>th</sup> email from Eric) by Lisa. 2<sup>nd</sup> by James. All approve & motion passes
  3. Any other new ways to balance the budget – Additional fundraisers? Send to James (\$36K deficit brought over from 2016)

**e. Learning Team – delayed until October meeting due to time**

- i. Sept. Action item update: Sunday school teachers and LM team to build communication strategy to help keep this positive – to continue to grow our discipleship and the ministry of the church
  1. Melaine Moberg to become Parent Lead.
    - a. Her information included in Sunday school communication to parents, as an additional contact for questions/concerns.
- ii. Rally Sunday and Pork Chop recap
  1. Sounds like it went well. ~225 attendees. Need additional help with clean-up crew.
  2. **Action Item**: Andy to consolidate feedback regarding pork chop lunch into a single document for next year.

**f. Witness Ministry Team – delayed until October meeting due to time**

- i. God's work, our hands was 9/17. How did it go?
- ii. Mini-ministry fair dates set with Darcy - 16<sup>th</sup> and 23<sup>rd</sup> of September
- iii. Team meeting on 9/18 to build out the team's calendar for upcoming year.

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**g. Worship Ministry Team** – *delayed until October meeting due to time*

**h. Youth and Family** – delayed until October meeting due to time

1. Fall Festival, Sunday Oct. 29<sup>th</sup> – Hayrides, Pancake breakfast that day as well
  - a. Will be doing hayride after each of the Sunday school class times. No crafts or games due to Pancake breakfast
2. Hutch Aquatic center recap?

**h. Mutual/Personnel Ministry Team** – *delayed until October meeting due to time*

- i. Upcoming plans
  1. Meeting a 2<sup>nd</sup> time last week of September – cancelled until after all congregational meeting
  2. Benefits provided by church for the staff need to be elected by ~Oct. 20
- ii. Clause 13.03 of 2016 ASL Constitution requires us to choose council member to replace Mike Eggers who is no longer on council
  1. Changed in 2017 to allow them to stay on
    - a. Decision will be up to Mike if he wants to stay on

**IX. New Business not related to a Ministry Team** – *delayed until October meeting due to time*

a. Discussion regarding ministry team meeting attendance.

**X. Old Business not related to a Ministry Team** – *delayed until October meeting due to time*

- a. Offering Drop: Updated through November
- i. Online link: <http://signup.com/go/juFdxT>

**XI. Adjourn Meeting with Lord's Prayer**

a. Motion by Lisa, 2<sup>nd</sup> by Melanie.

**XII. Next Meeting:** Oct. 17th, 6:30 pm

**XIII. Carry Over Action Items Needing Closure**

Responsible	Action Item	Due Date
All	Continue to think about new ways to engage new members to increase their stewardship	On-going
Finance / Gratitude	Teams to plan adjusting the fiscal year for the church.	On-going
All Ministry Teams	Look into new ways to obtain more giving	October Council Meeting
All Ministry Teams	Look at budget and possible expenses to cut	October Council Meeting
All Ministry Teams	Provide Darcy with the exact Sunday's each ministry team will be serving fellowship. The serving schedule needs to be updated to reflect this	May Council Meeting
Darcy	Write up procedures for Icon processes that must be done each week. Will test on Jeff ☺	October Council Meeting

**New Action Items From This Meeting**

Responsible	Action Item	Due Date	Completed?
Eric	see if he can find someone to fund new version of QB, to get it purchased/in place before the end of the year	October Council Meeting	
Jeff	Work on a few items related to WiFi (approx. 5 hours worth of time)	October Council Meeting	

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Jeff	Show Tim anything that needs assistance with WiFi set up	October Council Meeting	
Eric	Work on additional communication for families in the program that haven't pledged for Daring Faith – investing in future	October Council Meeting	
Eric	Check with Darcy on 2017 giving commitments and prepare update for council	October Council Meeting	
Andy	Consolidate feedback regarding pork chop lunch into a single document for next year.	October Council Meeting	
Eric & Andy	Work together on the slide presentations for all congregational meeting on 10/15, will send to council before meeting for feedback	October Council Meeting	

**Action Items To Follow Up On At A Later Date**

Responsible	Action Item	Due Date
Building and Grounds	Create a plan/proposal for new location of garbage collection.	Leave 'as is' from June meeting, follow up at later meeting
Building and Grounds	Investigate best location for electronic lock and install if costs are under \$500.	Leave 'as is' from June meeting, follow up at later meeting
Building and Grounds	Discuss storage of items during construction phase	January Council Meeting
Building and Grounds	Discuss location of personnel during construction phase	January Council Meeting

**Action Items Which Were Closed During the Last Month**

Responsible	Action Item
Mike	Let Eric know what tasks Men's Repair club can complete before winter
Eric	Check on insurance policy for roof and shed
Andy	Redo project schedule with corrected dates
Jeff	Look into Vanco fee breakout, and if the Vanco link breaks out per giving category. Send recommendation to council.
Jeff	Send Lisa the 2018/2019 HR budget
Finance / Gratitude	Teams to plan fiscal year change.
Eric	Check with Darcy on 2017 giving commitments and prepare update for council
Darcy	Pull information on what payments made to Miller starting in 2012 to present day.
Learning Ministry Team & Sunday School Teachers	Work together to build communication strategy to keep the 2 Sunday school class process positive
Eric	Work on additional communication for families in the program that haven't pledged for Daring Faith – investing in future
Lindsay	Talk with Christin regarding annual meeting attendance requirement for confirmation students
Lindsay	Pick up thank you cards for gentlemen that will be providing/cooking the pork chops for the Pork Chop feed
Lindsay	Pick up thank you card for parking lot work completion

XIV. Future topics for discussion

- a. Ongoing discussion of ideas to encourage giving. "Do something different."
- b. Deficit reduction brainstorming
  - i. Need to develop a plan to reduce deficit and act upon before the end of the year
    1. This will support our MIF application for funding
      - a. Giving – need to come up with ways to increase

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- b. Building fund – collecting well to support phase 1 plans
- c. Deficit – work on getting down, would be good to show progress of improvement – Need to discuss more at Sept. meeting.
  - i. possibly include status update with e-note?
  - ii. Knowledge is good – encouraging is necessary to help with possible increase
  - iii. Giving challenge? (\$50 extra challenge)
  - iv. Sharing video of week’s events – what money did for that week, how you’re making a difference in people’s lives with the money

### XV. Applicable/relevant constitution and bylaws

**C12.04.** The Congregation Council shall have general oversight of the life and activities of this congregation.... The duties of the Congregation Council shall include the following:

- a. To lead this congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals.
- d. To maintain supportive relationships with the rostered minister(s) and staff and help them annually to evaluate the fulfillment of their calling or employment.
- f. To promote a congregational climate of peace and goodwill, and, as differences and conflicts arise, to endeavor to foster mutual understanding.

**C12.05.** The Congregation Council shall be responsible for the financial and property matters of this congregation.

- a. The Congregation Council shall be the board of trustees of this congregation, and as such shall be responsible for maintaining and protecting its property and the management of its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of Minnesota except as otherwise provided herein.
- d. The Congregation Council shall prepare an annual budget and shall supervise the expenditure of funds following its adoption by the Congregation. The budget shall include this congregation’s full indicated share in support of the wider ministry being carried on in partnership with the synod and churchwide organization.
- e. The Congregation Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to the synodical treasurer.

**C11.01.01.** Duties of Officers of the Congregation Council

a. Duties of the President:

- 2. With the Pastor(s), oversee the work in all areas charged to the Committees

d. Duties of the Treasurer:

- 1. Be custodian of all funds of the congregation in accordance with the decisions of the congregation or the Congregation Council

### XVI. Generosity Team Meeting Minutes

i. Meeting was held September 7, 2017 6 30 PM.

1. Items discussed

a. Ideas for paying down deficit.

- i. Was suggested we use reformation and Christmas to ask for larger gifts 50-500. Hope this would also inspire people to continue giving more the rest of year. Hope to raise \$20,000 each time.
- ii. All Saints members can designate their Thrivent insurance dollars to All Saints. Last year (2016) All Saints \$2300.
- iii. Being gas is about \$1.00 cheaper than 3 years ago can give weekly savings to All Saints.

b. Fiscal year update.

- i. Setup will be handled by finance committee (Jeff and Darcy).
- ii. Upcoming fiscal year will run from January1st 2018-Jun30th 2019.

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1. Next fiscal year will run from July 1st 2019-Jun 30th 2020. Commitment period will be Easter 2019.
- iii. Commitment Sundays will be November 19&26 and Thanksgiving eve November 22.
- c. Teach budgeting and spending.
  - i. Dave Ramsey's Smart Money. Live stream on November 7, 2017. 8 00ET. Free to host congregations. Invite people to watch at church.
  - ii. Teach students and children about giving to church at an early age. Hope that it continues for a lifetime.
- d. Electronic giving.
  - i. Give+ phone app. Free app. Can set up to direct funds to All Saints. Designate which account it would come out of (savings checking, etc). Set up frequency (weekly, monthly)
    1. Vanco \$10/ month. Try for a year. First year costs covered by member donation.
  - ii. Set up tablets swipe a credit card. \$45 dollars per tablet per year. Was suggested a staff member or volunteer monitor tablets and help people who want to use this option.
  - iii. Work with 136 families who contribute very little or nothing to contribute or increase contributions 5-10 per week. This could raise \$35,000-65,000 per year.