

All Saints Lutheran Church Council Minutes

October 16, 2018 at 6:30 pm

Council Members: Pastor Eric Aune, Andy Bronczyk, Mike Fasching, Rhonda Fenney, Kim Kurtz, Dan Fero, Tim Sauer, Jeff Schmidt, Al Steinhagen (absent), Shelley Jagow, Mike McPadden, Darcy Gray (visitor)

- I. Call meeting to order
- II. Devotions: Eric
- III. Business not related to a ministry team
 - a. Offering Drop: Need coverage for most dates in Nov/Dec. 8am on Nov. 4 and 11.
 - i. Online link: <http://signup.com/go/NmBimKg>
 - b. Pastors Report
 - i. New member orientation Nov. 12th, installed Nov. 18th
 - c. Charter review/Update
 - i. All charters are due for a review/update. Please schedule a meeting with your team and do so.
 1. Finance, B&G, Youth and Family – complete
 2. Learning, witness – waiting for review
 3. Generosity, Mutual ministry, worship/tech - ?
 - ii. Also, come up with 2-3 goals for the fall (e.g., something new or what big tasks does your team need to do).
 - e. ASL Constitution and Bylaws updates
 - i. Let Andy know if there are changes that should be made
 1. C4.04.02.b – delete new building team
 2. Updated org. charge to remove “New Building”
 3. C12.05.01 - Budget cycle month update
 4. C12.01 – remove faith formation director.
 - a. How to address even number?
 5. C12.01.01 – remove faith formation director
 6. C12.02 – remove faith formation director
 7. C8.05.01 – typo. Extra “d” at the end
 8. C10.01.01. The annual congregation meeting will be held within 60 days after the end of each fiscal year and after the Congregation Council meeting held in the first month following the close of the fiscal year. The date shall be specified by the Congregation Council at least 21 days prior to the meeting date.
 - a. Need to change this somehow so we aren’t 2 months into the new budget before it’s approved
 9. C12.02.01 At the close of the annual meeting at which they are elected, the new council members will maintain an ex officio status until the following May...
 - a. Are we going to still have a meeting in Jan/Feb? Seems like we might want one?
 10. C12.05.01. As the financial stewards of the gifts provided to the congregation, the budget development cycle will ensure a full involvement from appropriate ministry teams. Timeframes shown below are examples. Actual dates may vary....
 - a. Need to figure out dates...
 11. Approved motions to add:
 - a. For congregational members wishing to address council at a council meeting, the topic(s) of the discussion must first be shared with the Pastor and council President three days prior to the council meeting. Only the topics discussed with the Pastor and council President can be brought to the council. October 2018
 - b. ASL will not allow retroactive movement of money from one fund to another when a member changes their pledged allocation during a fiscal year (unless overridden by a state or federal law). July 2018
 - f. Mini-ministry fair
 - i. Lead/coordinated by the Generosity team
 1. Chair/president to give a 60 second pitch at the start of each service that day
 2. Council members serve coffee a Sunday or two per month.

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- 3. Helps get council exposure to congregation
 - ii. Start up in January timeframe
 - iii. **Action Item:** G&G to make a proposed schedule. 9 different teams
 - g. Review Action Items
 - h. Proposed motion: For congregational members wishing to address council at a council meeting, the topic(s) of the discussion must first be shared with the Pastor and council President three days prior to the council meeting. Only the topics discussed with the Pastor and council President can be brought to the council.
 - i. Motion to approve by Dan, 2nd by Jeff, Voted and approved.
 - i. New council member nominations
 - i. Will be included in first two weeks of November bulletin
- IV. Motion/Discussion/Vote to approve minutes from last meeting: Completed electronically
- V. Treasurer's Report
- a. Review of graphic annual summary provided by Jeff and ASL_Income_Definitions.xls for the year
 - b. Income Summary
 - i. Summary table moved to budget report.
 - c. Sept. report – motion to approve by Mike M, 2nd by Shelly. Discussion. voted and approved
 - d. Discussion regarding publishing financials
 - i. We have the treasurers report
 - ii. **Action Item:** Andy to send table to Darcy each month and remove from minutes
 - e. **Action Item:** Darcy/Jeff to work on YTD expense summary to include in future treasurer's reports
- VIII. Ministry Team Updates –
- a. **Youth and Family –**
 - i. We half a wagon and bales for our hayride on 10/28. Will have kids wear Halloween costumes this Sunday.
 - ii. Sign-up sheet will be sent to Darcy and announcement made in weekly email.
 - 1. Goals
 - a. Have a Fall event = hayride details in progress
 - b. Encourage more families with younger kids and high school aged kids to join our events by hosting fun/creative events.
 - c. Assist other ministry teams
 - b. **Learning Team –**
 - i. Sunday School update
 - 1. Any feedback regarding new SS software that we paid more for?
 - a. Trying to improve it. Need to figure out how to filter better. We have tried a new way to filter. Rhonda says it seems better.
 - 2. How has attendance been thus far? Around 60% so far per Sunday. Pretty typical
 - ii. WOW update – Going fine
 - iii. Confirmation update – going good
 - 1. Guides are doing a good job. Up to 71.
 - iv. New youth position update
 - 1. Meeting next Tuesday to finalize questions for interview and formalize the job description
 - 2. Meetings have been going well
 - c. **Building and Grounds**
 - i. Helping “new building”
 - 1. New coat rack installed
 - ii. Creating an annual checklist of mandatory maintenance
 - iii. Stage plans (Does it meet code? Height = 7.25” and no lip)
 - 1. Moving forward, working with Dan Z., new life and citywide, wood will be here in time for dedication Sunday.

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- iv. Discussion regarding miscellaneous materials (garbage cans, paper towels, coat rack...)
 - 1. Coat racks
 - a. See Appendix B
 - b. Building and Grounds recommends
 - c. Motion: To purchase one coat rack (per Appendix B) using building funds via check. Motion by Mike, 2nd Shelley, Voted and approved.
 - 2. Blinds
 - a. See Appendix C
 - b. **Action Item:** Dan to work with Chris to get a second quote.
 - c. Since we won't have a council meeting before the first quote is void, Dan will follow-up with council once second quote is available.

d. Finance –

- i. Action item closure
 - 1. Ave. pledged giving per new family

Year	Average Pledge Amt.	Number Families	Number of Families Pledging	Total Given	Ave. Given
2015	\$98	8	1	\$4,220	\$528
2016	\$0	10	0	\$2,239	\$224
2017	0	3	0	\$1,710	\$570

- a.
 - 2. Average pledged amount for families that pledge

Year	Average Pledge Amt.	Number Families	Number of Families Pledging	Total Given	Ave. Given	% Pledged Fulfilled
2015	\$1,788	565	143	\$234,384	\$1,639	92%
2016	\$2,227	467	122	\$261,482	\$2,143	96%
2017	\$2,239	504	109	\$250,603	\$2,299	103%

- a.
 - Removed large one time gift as is atypical

- ii. Loan status/next steps
 - 1. First PMT due Jan. 1
 - a. Still owe Miller some money. Not due until punch list is complete.
 - 2. MIF will contact us.
- iii. Discuss simplifying the books (e.g., are there old accounts that could be collapsed to simplify Darcy's job?)

e. New Building Project –

- i. Last update for the team!
- ii. Working on the punch-list. Hope to be done in a couple weeks.
- iii. Create a list of needed donations or donations that are already coming.
 - 1. Bookshelf, mini-fridge, exhaust fan, high-tops, patio furniture, coat rack, white boards, office furniture...
 - 2. Darcy will keep a list as things arise
- iii. New chair update
 - 1. Coming in ~Oct. 22 at 8am
 - a. Need help unloading and inspecting every chair. Once truck leaves, we can't claim any damage under warranty
 - b. Wrapped in blankets, they will hand them down to us
 - c. Need to put down blue tape on Sunday. 48" from stage. 22" for leg room. 38" from the window
 - 2. Current chairs are posted online
 - 3. All chairs paid for? – almost. Just a few left
- iv. Projector screen – do we need it?

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1. Will look into options other than screen. Adjusting lights will help. Maybe a different paint? Maybe trim it?

f. Generosity and Gratitude

- i. Charter status – Updating a little
 1. Not making a new sub-committee. The task of helping Darcy record pledges during campaigns will become part of the duties of the team. Will assign a minimum of one member to do this. Will define this in the charter.
- ii. New pledge drive, M&M and building
 1. Planning a pledge drive in February 2019 for both the M&M and Building fund
 2. New fiscal year to start in May 1.
 - a. Moving up two months to sync with building fund campaign as is runs out in April.
 - b. May help with attendance too at the congregational meeting
 3. Becca to make new cards for electronic giving to put into the collection plate when it is passed during offering.
 4. Looking at ways to get more people to convert to electronic giving. Need to make it as simple as possible.
 5. **Action Item:** Andy/Eric to review new schedule and decide if it will work out or possibly tweak.
 - a. Andy is concerned that new council members (in May) will have to vote on the new budget without any experience/background. Many may not be comfortable approving something they know nothing about.
- iii. Discussed ways to increase giving
 1. Distributed a handout to all council members called “50 ways to encourage faithful giving”. Members to review.
 2. Team is taking the approach of “why do people give?” – What motivates them? – Not everyone gives for the same reason. Looking at using videos of member to tell their stories. Possibly turn this into a year-round approach. Maybe even expanding to a different ministry team each month.
 3. New members
 - a. Possible Dec. 2 open house. Hope to get some people to check out our new space who may be looking for a church.
 - b. Will provide more information at November council meeting.
- iv. Since All Saints is a member of the local chamber of commerce, we plan to contact them to possibly host a monthly meeting and even to help get the word out on the open house.
- v. Plans to address “anticipated pledged giving” shortfall? – deferred
 1. **Action Item:** Team to come up with a communication plan for congregation as to how to explain anticipated pledged giving. Latest agreed to calculations in ASL_Income_Definitions.xls show it is the majority of our giving deficit. Plan to be shared with council at Oct. meeting.
 - a. Deferred until Nov. meeting
- vi. Talked about ways to get our current members more involved in church activities. Since an active member is more likely to be a giving member.
- vii. Discussed possible fundraising projects – looking for something different not already being done by other churches and groups. A few ideas were thrown out that may work but research needs to be done.
- viii. Next team meeting is Nov. 6 at 6:30

g. Witness Ministry Team –

- i. See Appendix A
- ii. Fundraising request form approved

h. Worship Ministry Team –

- i. New Computer purchase discussion. Appendix D
 1. Purchase was made without a second quote

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- 2. For future unplanned purchases/expenditures (not just technology but anything) team agreed to get a second quote and let council know
 - ii. AV Update
 - 1. Still struggling to get all the systems to work
 - 2. New Life still under contract to help set-up everything at no additional charge
 - i. Mutual/Personnel Ministry Team –**
 - i. Progress regarding employee handbook – no update
- IX. Adjourn Meeting with Lord’s Prayer
- a. Motion by Mike, 2nd by Eric
- X. Next Meeting: Nov 20, 6:30 pm– All Saints Lutheran

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
Worship team/Eric	Work together to organize strategic planning in March. Analysis of survey results to be included in this effort.	March Council Meeting
Worship/Witness	Brainstorm on new ideas for incorporating new church members	On-going
Gratitude	Team to come up with a communication plan for congregation as to how to explain anticipated pledged giving. Latest agreed to calculations in ASL_Income_Definitions.xls show it is the majority of our giving deficit. Plan to be shared with council at Oct. meeting.	October Council Meeting
All Ministry Chairs	Review charters with respective teams and bring updated document to council meeting for review/approval.	August Council Meeting
Building and Grounds and Darcy	Create a key policy. Includes what to do for people without a key. Present to council.	Nov. Meeting
Jeff / Darcy	Jeff to train Darcy how to enter vacation/sick time in QuickBooks.	Nov. Meeting

New Action Items From This Meeting

Responsible	Action Item	Due Date	Completed?
Gratitude and Generosity	Create a schedule for the mini-ministry fair and present at January meeting.	January 2019	
Darcy / Eric	Advertise for new council openings first two weeks of Nov. in the bulletin and e-note	Nov.	
Andy	Andy to send table to Darcy each month and remove from minutes	Nov.	Done
Darcy/ Jeff	Darcy/Jeff to work on YTD expense summary to include in future treasurer’s reports	Nov. Meeting	
Dan / Chris Star	Dan to work with Chris to get a second quote for blinds. Will email to council for vote.	Nov. 10	
Eric / Worship and Tech	Look into options other than screen. Adjusting lights will help. Maybe a different paint? Maybe trim it?	Dec.	
Andy/ Eric	Andy/Eric to review new campaign schedule and decide if it will work out or possibly tweak.	Dec.	

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Building and Grounds	Get bids for snow plowing this season.	ASAP	
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Action Items Closed Last Month

Responsible	Action Item	Due Date	Completed?
All	Review proposed motion for new process for congregational members addressing council.	Oct. Meeting	Done
Tim	Tim to send norms to Andy for inclusion in council member handbook.	October Meeting	Done
ASL Council Members	Discuss starting up the mini-ministry fairs in Fall	Oct. Meeting	Done
All	Review C&B updates and let Andy know if there are any additional changes that need to be made.	Nov. Meeting	Done
Finance	Determine what the average pledge per new family is over the past 5 years. <ul style="list-style-type: none"> ▪ This will help us estimate how much new income we could assign to new member growth each year. 	August Council Meeting	Done
Finance	Determine what our average per family pledge is for pledge families. <ul style="list-style-type: none"> ▪ Synod shared that a previous church they worked at, of similar size to ASL, had an average of around \$500 per pledged family 	August Council Meeting	Done
All	Council to discuss in August proper document for recording and preserving policies/motions such as these. – will put in bylaws and new council member handbook.	August meeting	Done
Building and Ground / Darcy	Find a new building lead to create a list of needed donations. Start creating the list. Fridge is purchase and dishwasher. need short tables?, not needed for the dedication Sunday. Send future ones to Darcy/Dan.	Oct. Meeting	Closed
Eric	Call the top 5 families who are behind on their pledged giving to understand if a life altering event has occurred. If so, find out what we should change their pledge to. Said he talked to them and everyone still plans to fulfill their pledges.	Sept. Meeting	Closed

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Appendix A

Upcoming Witness Ministry Activities

New Christmas Decoration- we have a new church so why not update our Christmas decorations. If you would like to donate to the Christmas decorations, please see us after church November 4th- November 18th. We will be decorating Monday November 26th from 6:00-7:00. More details on decorating to come... ALL SAINTS LUTHERAN CHURCH FUNDRAISING REQUEST FORM submitted to Andy

Hope for the Holidays- assist families to experience the joy of the holidays by providing children and families with new gifts. Look for the Christmas tree to appear mid November. There will be tags with an item that needs to be purchased for a certain age child, or adult, with specific directions included with the tag.

NEW this year- Adopt a Senior Citizen... help senior citizens by providing them with household goods and small gifts to help them to stretch their fixed incomes and let them know they are not alone this holiday season. This will begin mid November, more details to come.

Sunday School Christmas Program (learning ministry)

Katie Feltmann, Sarah Alsleben, Tricia Mackenthun and Becca Braun, took on the job of organizing the Sunday School Christmas program this year. We wanted to send a report on how things are going. We met Sunday, October 7th to assign parts and organize how to direct the show :)

Title of Program- Sing a Song of Christmas- tells the story of the birth of Jesus.

9:00 Group- parts have been assigned both speaking and acting roles.

10:15 Group- parts have been assigned, however, due to the low attendance, it will more likely be only speaking parts with a Mary and Joseph

Props have been found and we are just waiting to find time to check out the costumes we have at church

An e-mail will be sent to the teachers letting them know the title of the program and that we are working through parts, mid October

We will hand out speaking parts by October 28th, so students have a week to work through their parts before practice begins on November 4th.

Sunday School program is scheduled for December 16th 9:00 and 10:15. We plan to practice December 15th 9:00-10:15 and 10:20-11:20

Jane Fasching will be playing piano that morning for the program.

Question for Tim Sauer, is it possible to shine a star, when cued, on the wall where the screen is? Is there a screen in the back of church, where we could put the words to songs and speaking parts?

Thanks!

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Becca, Sarah, Katie, and Tricia

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Appendix



Bryan, OH 43506

Church Furniture Partner

www.ChurchFurniturePartner.com

Date	Estimate #
10/10/2018	4349

Name / Address

All Saints Lutheran Church
511 Merger St.
P.O. Box 550
Norwood Young America, MN 55368

Ship To

All Saints Lutheran Church
511 Merger St.
Norwood Young America, MN
55368

Terms	Manufacturer
Payment with Order	MG

Item	Description	Qty	Cost	Total
MR-801K	Hook Style Folding Rack Lifetime Warranty 144 coat capacity 4" ball bearing locking casters Includes 48 triple prong hooks Ships ready for easy set up Overall: 97 in W x 25 in D x 60 in H		939.00	939.00
Shipping	Shipping Charges (Via Lakeville) Please Note: Please add 3% for Visa/MC Bank Fees is Desired Mode of Payment Lead Time currently for shipment is 5-8 business days but sooner if possible.		289.00	289.00

Thanks for the opportunity to serve you.

Subtotal \$1,228.00

Sales Tax (0.0%) \$0.00

Total \$1,228.00

Church Furniture Partner has a passion for helping churches with their furniture needs.

eMail: office@saveyourchurchmoney.com
Phone: 419-469-6411

Church Furniture Partner is a Member of the Save Your Church Money Network

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Appendix C

From: Chris Starr <castarr814@yahoo.com>

Sent: Monday, October 15, 2018 8:15 AM

To: al steinhagen <al@steinhagenent.com>

Subject: shades and banner storage racks

I will have Darcy scan the bid for the window shades and send it to you.

I will gift the shade by the piano to the church. The 6 shades for the offices total \$1917. This includes the promotion for the free roller units. We have to order by November 12 to get this good deal. She is also giving us a 10% discount for church. Price includes installation and measuring. It takes about 2 weeks to get them after they are ordered. These are solar shades which will block glare in the offices, but they can see out through them.

Jean Toenges has been graciously storing the banners and paraments at her house. I would like to get those out of her home as soon as we can. I will store the paraments at my house until we get the storage area built for them in the sacristy. I will also take more pictures and measurements of the storage area at the Glencoe church. I would like to get the large banner racks put back up in the Fellowship Hall storage room as soon as possible. The poles are two different widths, so I should explain all of that to whoever puts those back up. Jean also has a few blue tables in her basement that are holding the banners and paraments. Darcy and I can bring those back to the church when we empty them.

I know we have not signed off on the paint job yet, so I'm assuming the banner poles in the front of the sanctuary will have to wait until we have satisfied that issue.

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Fashion Interiors

2108 10th Street E.
Glencoe, MN 55336
Phone (320)864-6664 Fax (320)864-4866

Invoice

DATE
9/21/2018

BILL TO
All Saints Lutheran Church 511 Merger St. Norwood, MN 55368

TERMS
does not apply

DATE	QUANTITY	DESCRIPTION	PRICE	AMOUNT
9/21/2018	1	Shade for Window by Piano \$512. less 10% - 51.20 Merit Line - choice of color	460.80	460.80
9/21/2018	6	Office Windows \$355. less 10% - 35.50 Standard Weave 3% or 5%	319.50	2,556.00 1,917.00
		Option: Merit in the offices \$457. less 10% - 45.70 \$411.30 each		
		* FREE Cordless Promotion Ends Nov. 16th (order by Nove 12th) Includes Shipping & Installation Tax Exempt- provide certificate Contact: Chris Starr 952-201-9893		
Please call if you have any questions - THANKS <i>Renew</i>			Total	\$3,016.80

All claims and returned goods must be accompanied by this bill.
Finance charge of 1.5% per month.

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Appendix D

On Tue, Oct 9, 2018 at 9:33 AM Eric Aune <eaune@allsaintsnva.org> wrote:

Morning Jeff,

The requirements for sound system, projection and video are:

3 HDMI Inputs

HD, Foldback, USB and Video Feeds, Alpha Channel & 4k output*

Desktop Computer

- Windows 10 64-bit
- 2.5 - 3.4 GHz Intel i7 Quad Core or higher
- 8 GB RAM
- SSD or 7200 RPM HDD
- NVIDIA GeForce GTX 1080 or higher graphics card and a 3.2 GHz Intel i7 Quad Core or higher processor*

In 2011 council approved purchase of new computer for new sound system, projection and video from pancake breakfast money. Since we did not build that money has been set aside for this time and also additional donations have been received (Pancake breakfast 1,200 and donation 400).

Worked through two church connections at Dell and Best Buy Business for bids.

Thanks

Eric

Relevant bylaws:

C12.04.01. Decisions and motions that are approved by the Congregation Council but are not executed within 12 months must be re-approved by the council via normal operating procedures.