

<p>August 16, 2018 -Our Savior's Lutheran Church Board of Directors Meeting Mission Statement: <i>Grounded in Faith, Gathered in Love, and Sent with a Purpose so that Others may gain the Kingdom.</i> MEMBERS PRESENT Voting: Marci Gaertner, Meredith Caskey, Ray Valley, Joel Frost, Amy Stoffer, Greg Otsuka, Interim pastor Christine Wenzel Ex-Officio/ Visitors: MEMBERS ABSENT:</p>	<p>Time Called To Order: 6:37pm Time Adjourned: 9:13 pm Location: Ray Valley home Meeting Lead: Ray Valley Recording Secretary: Marci Gaertner</p>
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DISCUSSION	RECOMMENDATIONS/ ACTIONS/ MOTIONS	RESPONSIBLE PARTY	
		Staff	Board
<p>Reading of OSLC Mission Statement Devotions--Marci</p>	<p>Marci devotions from Hebrews 11:32-34 reminding us how stress can have positive effects by stretching our limits and growing us in faith through prayer for God's help along the way.</p>		
<p>Approval of Minutes Approval of Meeting Agenda</p>	<p>July minutes approved via email/virtual meeting July 27, 2018. Added was approval needed for August 4, 2018 virtual meeting minutes regarding fee for upgrades to outdoor locks. (attached). Meredith moved to approve, seconded by Joel. Approved. Added to agenda was giving team update under Committee Reports. Motion by Amy to approve board agenda, seconded by Meredith, approved.</p>		
<p>Pastor Report</p>	<p>See attached</p>		
<p>Staff Report *Board/staff communication/expectation *Staff report update</p>	<p>See attached staff reports for Children's Ministry, maintenance, parish nurse, administrative. Concern regarding staff reports being on the website. Ray reiterated that staff should follow the template and issues meant to be confidential should be under the</p>		

<p>*Full time CYF Ministry Position</p>	<p>paragraph for Board concerns. Confidential items can then be deleted before publishing on website.</p> <p>Agreement that OSLC should investigate path of a full time Children and Family Ministry Director position. Job description needs to be scoped and written. For purposes of next steps, “children” includes youth up to 6th grade. A market study on the position will be done to understand typical job duties and pay structure and Joel will explore budget options from there. Hope is that this could be included in the January 2019 budget.</p>		
<p>Committee Reports *Finance</p> <p>*Giving team</p> <p>*Human Resources</p>	<p>Finance: Christine has been working with the finance team. Issues include recommendations regarding investment policy, handling of memorial funds, possible re define of the board treasurer’s position in relation to the finance committee (committee member vs elected), looking at spending limits approval.</p> <p>Giving:Joel has met with Giving team. Work needs to be done balancing giving team suggestions with those of the board?. Issues to consider: Current giving trend in relation to budget need, use of money from Ecumen purchase, stewardship campaign coming this fall -- how do these issues impact each other? Question also raised in this discussion as to whether we let separate groups/committees “line item” fundraise as this can impact giving overall. Further consideration/discussion to follow.</p> <p>Human Resources: committee is working on finalizing the employee handbook. Goal is to get it in Google Drive for review by board members before next meeting. Have HR rep present at next meeting as well.</p>		
<p>Treasurer’s Report- Joel</p>	<p>Joel has been publishing numbers in the bulletin. Lower giving numbers aided by \$6200 water overcharge discovered by Property and Grounds committee. Overall giving is tracking similar to past years. Past years have shown surge at end of year and question whether this will</p>		

	<p>continue in 2018 due to changes in demographics as well as the new tax laws regarding charitable donation. Consideration starting for 2019 budget and we are in a position where we need to “hold the line” with regards to decreasing the budget –noting fixed line items with infrastructure and regular expenses do not allow much change. Need to increase giving to support programs going forward.</p>		
<p>Old Business: *Kitchen Coordinator Update</p> <p>*Nursery Coordinator Update</p> <p>*Security Update (locks, fobs, LADC, Key Policy)</p> <p>*Transition Team (Listening Sessions, Retreat Agenda)</p> <p>*Solar Rewards—next steps</p>	<p>Kitchen coordinator: Jennifer Johnson has been hired for 6-8 hours/wk including Wednesday night meals, kitchen cleanup and stocking, coordinating volunteers for meals program.</p> <p>Nursery Coordinator: Two interested candidates and position will be shared between the two.</p> <p>Security: Joel shared five levels (tiers) of potential security upgrades. He has gotten quotes on a Fob system. Expense will be the issue. Pros/cons discussed. General agreement that two items would increase security to start:</p> <ol style="list-style-type: none"> 1. Changing of locks on exterior doors, pastor’s office which was included in the virtual meeting motion from August 4th. 2. Fobs are a great idea as they present a record of who is coming and going and though great for the entire OSLC campus, LADC would have the most immediate need. Joel will check in to costs for the fob system for LADC only at this time. <p>Transition: see attached from Amy. General timeline is to have a ministry site profile by end of 2018 and then begin call process.</p> <p>Ray has worked with Cummins Law for review of proposal to assure that risk to OSLC is minimal, there are no up front costs, fee schedule in 13 years. Next step is for signature BUT feels need to get congregational feedback on project. Discussion as to</p>		<p>*Ray contact Don Schuld—fact sheets. ??congregational meeting to present *add further discussion to September agenda</p>

<p>*Ecumen Escrow Release Update</p> <p>*Furnaces</p>	<p>whether or not this requires a congregational vote. Constitution requires vote only for any change in "Real" property. Discussion ensued about what "Real" property means legally and whether Solar Panels would be part of that. A few thought that it's a stretch since the panels are not a fixed part of the building. Either way, it was agreed that a congregational meeting should be held to discuss the project and see if there are any strong misgivings about the project. Further discussion to follow at September board meeting. Ray will contact Don Schuld who has previously agreed to organize fact sheets to help present to the congregation.</p> <p>Ecumen: Plot filed July 13th with Washington County. Expect funds to come through in 3-4 weeks. Issue then will be what do we do with the money, needs congregational input. Joel will talk with property and grounds to firm up large expenditures needed there. Questions remaining are what input does giving team have in the way of strategies, how does this impact stewardship campaign going forward.</p> <p>Furnaces: Joel has been working on bids to replace either the two currently non functioning versus all five and will forward information via email when all quotes are in.</p> <p>Going forward: Joel: continue path discussed for immediate locks/LADC fobs, ? tracking keys/codes. Remainder of security items to go to Security task force (to be formed.) Meredith: check with Children's and Youth committee regarding any current practices or future ideas regarding security for children/youth.</p>	<p>*Ray-September action item: quotes for furnaces, also amortization tables for mortgage.</p>
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	<p>Greg: review LADC lease agreement. ? any legal parameters/ramifications with safety/security going forward.</p> <p>Disaster/Emergency plan still needed with Stacy to manage medical emergencies in the future. Ray can assist where needed</p> <p>In general: can staff work on some of the items, push to appropriate committees as needed.</p>		
<p>New Business *LADC Lease Agreement</p>	<p>New LADC lease agreement being reviewed by Joel. Addition of \$5000 added to rental bringing total around \$40,000. Further information/discussion added to September meeting.</p>		<p>*Ray—Add LADC lease to September meeting.</p>
<p>Member Concerns</p>	<p>No new concerns</p>		
<p>Next Meeting</p>	<p>Meredith motioned to adjourn, Greg seconded. Approved. Next meeting September 20, 2018 6:30 pm</p>		

Pastor's Report – August 2018

STAFF

- Staff has been working on calendar through the end of 2018.
- Nursery coordinator – 2 people willing to share the position.
- Have new Kitchen Coordinator – Jennifer Johnson. Job description is on file
- VBS took a lot of staff time last week!
- Met with Chad about Confirmation Ministry – I lead the 10th grade group in fall
- Children's Ministry Director's position. See Darla's report!

HR TEAM

- They hoped to have Employee Handbook done by August Board meeting.
- Will meet with HR team members – look at personnel files to make sure they are complete.

FINANCE TEAM

- Met on August 1, 2018 – Meets again on August 28 @ 6:00 pm
- I will update the Guidelines for OSLC Internal Financial Controls based on current ELCA guidelines.

TRANSITION TEAM

- Meeting bi-weekly through the summer.
- Transition Listening Sessions are almost complete. Added Survey Monkey. Will begin finding themes for retreat
- Thank you to all the hosts of these gatherings.
- Retreat Date is October 7th – includes staff, Transition Team and Board.

WORSHIP:

- Schedule for fall presented last night @ WMA mtg.
Note: Oct. 7th will be a new structured morning. We will have 1 All-Worship Service followed by a pot-luck hosted by PEP Group! If this is well received, we will continue this monthly in order to bring worshipping communities together!

OBSERVATIONS:

- Thank you to the Transition Team for their ongoing hard work.
- Pr. Keith told me that people feel there is new energy here!

OTHER

- Thank you to Pastor Keith Lentz for filling in for me on Sunday 8/12

- Fun wedding on the river boat = July 29th!
- PTO - 8/21 and 8/22
- Baptism 8/19 at 9:30.

You are in my prayers. Please keep me in yours! Pastor Christine Wenzel

Our Savior's Lutheran Church

Staff Report

Date: August 14, 2018

Name: Kathy Newton

Program/Ministry: Office Administration

Last Month Activities:

- **Regular office responsibilities:** Tuesday eblasts, Sunday bulletins, email & phone responses to questions and work requests by staff, congregants, committees & church board.
- **Purchases:** kitchen supplies, office supplies, books for Pastor Christine, altar guild orders, parade float decorations, etc.
- **Youth Mission Trip:** Payment & completed form reminders & collection, emergency contact information report, numerous other tasks as requests were made.
- **Vacation Bible School:** VBS registration & reports; crew cards sent to all VBS participants; attendance, allergy & emergency contact sheets for each crew; kitchen allergy list & crew numbers for treats; name tags for participants & volunteers; sign-in sheets for all crews; picnic attendee counts; payment reminders; and many additional tasks requested and needed to help make VBS run as smoothly as possible.

Upcoming Activities/Important Dates:

I will be on vacation beginning August 18 – Sept. 3. Kathy Frost will be filling in while I am away. She will come into the office 3 partial days to attend to emails, phone messages, bulletins and any requests made while I am away.

When I return, besides regular tasks, I will be working closely with Darla & Chad to get Faith Formation and Confirmation prep completed.

Items Needing the Board's Attention: Nothing I can think of at this time.

Our Savior's Lutheran Church

Staff Report

Date: August 16, 2018

Name: Jon Burke

Program/Ministry: Maintenance Manager

Last Month Activities:

Sanctuary air conditioners are still working OK.

Upcoming Activities/Important Dates:

1. Cleaning carpets, sealing tile floors, painting walls in pre-school area for start in September.
2. Getting bids for new furnaces and air conditioners (5 new units).

Items Needing the Board's Attention:

1. Air conditioner for rooms 7, 8, 9 nearby hallways is out of order. (No cool air)
2. Please remember CLC lighting is still in the need of repair and updates.
Some parking lot lights are out also (West lot).

PARISH NURSE MONTHLY REPORT

August 16, 2018

Good evening!

Here is my monthly report for the board tomorrow.

- Highest priority is being there for those who are suffering and going through illnesses at Our Savior's Church. I am hoping you have received my visitation and contact list by now from Jennifer Agen at Lakeview. That will show the comprehensive list of the needs and care that has been happening over the past six months. Many needs include new diagnosis, surgery, grief, mental health and stress.
- Second highest priority is our Steven ministry program at OSLC that is running very smoothly. We have 15 Stephen ministers that are in the training program and we are currently in week 7. We are getting a lot of great feedback saying the program is amazing and teaching many skills of how to best take care of people in need. Our sessions are weekly for 2 half hours with about 3 hours of prep to lead.
- Our health and caring leadership team has successfully packed all of our cancer care kits this am and we will pray over them this Sunday. There are approximately 40 of them! I will be distributing a few of them to each of the parish nurses and also to the infusion center at Lakeview Hospital. We will be keeping many here at our location and can be picked up and distributed by anyone who needs one. We were also able to use some of that money to have gas cards available to our members diagnosed with cancer to help with financial needs.
- Blood pressure clinic continues to occur on the third Sunday of each month with anywhere from 3-9 individuals attending. I believe this number will increase once the summer is over people are done going up north and vacationing.
- For our next health and caring leadership meeting I will be hosting a brunch as an appreciation for my team on the third Wednesday of September. I have great support from both the board and my team and I am very grateful!
- Our team is in the middle of discussions about our service project for this fall and will continue to discuss that at our next meeting, but hoping to coordinate something with the youth activate group and invite church members to join us on Sunday, October 7 at church before our retreat. Pastor Christine can elaborate on this more as well.
- I am continuing Coffee and Conversation at Boutwell's, however it has come to my attention that coffee and cookies are \$57 each time we meet! That is using up about \$600 of the parish nurse budget which I feel can be used in a more effective way. I am canceling the Boutwell's coffee and cookie orders. Everybody in the group agrees with this decision once they knew the monthly price. I will continue to bring in coffee and cookies, but at a much more desirable price! I am asking this group about how to better use a lot less money, but for something more meaningful/spiritual such as doing a more formal Bible study etc.

- I would like to also start a coffee and conversation over at the Oak Park villas as we have six members over there. A couple of them are dealing with health issues currently so when that resolves I will continue seeking this out.

- I have also received a lot of positive feedback from our senior faith and health day regarding the harpist Tami Briggs. I would like to do a healing/grief service one evening sometime in Oct/Nov/Dec. She offers a lower rate to churches and it would come out of the parish nurse budget. It would be an hour long service in the evening and she does many talks and reflections about grief. She calls her work healing therapy which I would agree. there are many members and others in our community that need some healing and I believe this would be a great thing for our church to support.

Children's Ministry Report for August 2018

- I cleaned out Dawn's old office of all the supplies on the shelves so that Stacy can make the room into a meeting room
- Participated in the Lumberjack Days parade and help prepare the float
- Prepped for Park Day- I ended up canceling due to weather but went to the park just in case someone came. The Clark family came and we spent time together playing at the park before the rain.
- Helped with decorating and prep for VBS with Lori
- Worked 10-12 hour days during VBS to help Lori as her moms was in the hospital
- Led Bible Discovery and stepped in where needed for VBS
- Led part of the VBS training (safety)
- Working on getting teachers for Faith Formation
- Starting a new pen pal group to bring our older and younger generations together- info will be coming out soon
- Meeting and talking with parents in crisis
- Ordered bounce house for the first day of faith formation
- Meeting with the program team about program planning for the year- finalized the calendar
- Had Kathy make postcards to give out to all kids who are attending VBS to let families know how to register for our Faith Formation
- I met with 5 junior high students for lunch to discuss planning for All Worship this year. The students are writing the skits for the sermon part of the services and we planned how students will participate in the services. This is part of my vision for these services- to make students feel like they have ownership in what happens in our church and that they are valued.
- Updated and had Kathy Frost make new Children's Ministry brochures to hand out to visitors to tell them about our program.
- Children's Committee meeting planned for August 30- prepping for agenda
- Made Pew Cards for the Sanctuary to inform congregation about Children in Worship and how we can best support young families in Worship
- Attended the security meeting to discuss how we can keep our building safe
- Downloaded all lessons for the year but still need to edit and order supplies
- I am finding it hard to get adult volunteers to teach Faith Formation this year. Some of my teachers from the past are on committees or helping with Stephen Ministry and can't take on teaching this year. I have tried emailing all the parents, put a request in the eblast and bulletin and I have personally asked people.
- The board should know that we had a stressful week this year with VBS

- Kathy had asked for no more add-on for VBS after the Friday before VBS- We ended up adding 10 more kids the day of VBS. This made had an impact on staff and volunteers. I would not allow this in the future- We need a hard deadline for registration cut-off. We ended up 225 kids.
- I had Kathy Newton do some research on the numbers for VBS. She did not have info on the kids registered through LADC's WOW program but of the 190 children registered through OSLC, 61 kids were affiliated with OSLC and 129 had no affiliation to our church. That is 32% OSLC children versus 68% non-affiliated. Going off of past years very few if any of the VBS children who are not affiliated with our church end up attending our Faith Formation for the coming year.
- We had many children with behavior concerns during VBS this year. Our young Crew leaders were not equipped to handle them. Most of the kids who we needed to give special attention to were kids who were not from our church and we had no background on their situation or how to handle the behavior. I stepped in many times to address this with kids. I had concerns about safety and how much time was spent addressing behavior this year. I talked with Anna Wilcek who is a principal and member of our church. She led a station at VBS and she said she also saw this and used all the things she knows to do to handle behavior and she struggled. Anna is willing to help in the future to better equip our crew leaders and also suggested that we send something out to parents ahead of time to let them know how these situations will be handled.
- I talked with Kari Aldridge from Shepherd of the Valley and she mentioned we had many of their kids who attended their VBS and our VBS. She said we did have many of their more challenging children attend our VBS this year.
- I had all of our VBS Station leaders and Crew Leaders do an evaluation this year. Almost all of them said the hardest thing about VBS was handling behavior issues and trying to get kids to listen to them.

- I would hope that our VBS with the numbers we have would be an outreach to possibly get new members or kids coming back for our Faith Formation but we get very few if any families that come back in the fall to join our congregation. In fact I saw many families at VBS who have left our church to go to other churches but come just for our VBS.
- Several volunteers didn't receive or open the emails sent about training and other info needed for the week of VBS. We may want to send postcard reminders about training in the future.
- We had over 70 volunteers help with VBS! Many of our volunteers are students from our church and Trinity.
- Our volunteers were amazing and worked really hard to make the week a huge success
- We needed help to feed 300 people for the picnic on the last day. Kathy sent an email to over 30 of our older generation and many of them came that day to help prep, serve and clean up after the meal.

Transition Team report to Board on Aug. 16

- Mission / vision / values retreat is scheduled for Sun. Oct. 7 from 11:00 - 5:00. Transition team, Board and Staff to attend. It will be at the Bayport Beach House with the intention of having a working lunch. OSLC to furnish sub sandwiches; requesting potluck contributions to supplement.
- Transition team will review info gathered from listening sessions before the retreat to pullout high level themes for larger group to consider during working sessions. We'll look for opportunities to categorize themes into mission, vision and/or values work.
- So far about 58 members have participated in listening sessions. Final scheduled listening session is on Wed., Aug. 22 and 4 people are signed up for that session. We plan to seek out feedback in September from young parents (through Sunday Parents Group and through VBS registration) and from high-school-age members (with help from Chad).
- We distributed paper copies of the listening session questions at Sunday services (8/12) and received 6 written comments. Also received feedback from 1 member who found questions on website and submitted by email. Combined with listening sessions, we have feedback from 65 members so far.
- John is working with Shelly Hill on creating a Survey Monkey to send to those who express interest but cannot attend a scheduled listening session. We'll also promote the survey through e-blast and Sunday announcements. Survey Monkey is likely best venue for VBS parent (members) feedback.
- We are working on plans for open house (in Family Room) and adult education sessions in Sept / Oct.
- John will update the congregation on transition progress at both services on 8/26.