

Bethlehem Lutheran Church Council Minutes

March 17, 2020

Title	Council Meeting			President	Dave Hageman	
Purpose	Monthly Business			Secretary	Bob Ihrig	
Date	March 17, 2020		Time	7:00 p.m.	Location	Grounds for Joy
Meeting Time	Start	Stop	Total Time			Council Members & Guests
	7:00 pm	8:18 pm	1 hr,18 min			
Council Members				Present	Absent	Position
1.	Dave Hageman			X		President
2.	Wendy Keenan			X		President-Elect
3.	James Arentson			X		Vice President
4.	Bob Ihrig	2018-2021		X		Secretary
5.	Diana Olson	2018-2021		X		Treasurer
6.	Marie Slotemaker	2017-2020		X		Member at Large
7.	Derek Brown	2018-2021		X		Member at Large
8.	Jessica Auel	2019-2022		X		Member at Large
9.	Pastor Jay Dahlvang			X		Lead Pastor
10.	Pastor Collette Broady Grund			X		Associate Pastor
11.	Emily Heinis			X		Guest
TIME	TOPIC					PRESENTER
7:00 p.m.	1. Devotions					Derek Brown
	2. Zoom Orientation & Communications Plan					Emily Heinis
	<p>A. <u>Zoom Orientation</u>: The Council held this meeting online by using the Zoom program. This was done to provide a safe meeting environment for members. E. Heinis set this up and provided details on its features for use during the meeting. Two Zoom monthly subscriptions have been purchased. One will be available for BLC leadership use. The second will be available for any BLC boards & committees and small groups to conduct future meetings. Emily will coordinate and facilitate scheduling of such online meetings.</p> <p>B. <u>COVID-19 Response Communications Plan</u>: E. Heinis shared information on the communications process and components to be used by BLC as we deal with the impact of COVID-19 on church activities. This includes our website, office management software, emails, Facebook, Instagram, You Tube, telephone and print materials. The goal is to be able to connect with all BLC members electronically and in other ways for members without such access. Details will be shared in the April STAR for all members.</p>					
	3. Additions to & Approval of the Agenda					Dave Hageman
	<p>Addition to New Business: 9E: Pay for BLC Staff Motion by B. Ihrig; Second by J. Auel to approve amended agenda with flexibility. Approved</p>					
	4. Secretary's Report					Bob Ihrig
	<p>Approval of February 18, 2020 Minutes Motion by B. Ihrig; Second by J. Auel to approve minutes. Approved.</p>					
	5. Financial Report					Diana Olson
	<p>A. <u>General Fund</u>: February 29 deficit is now -\$4,500 compared to January 31 deficit of -\$9,199.</p> <p>B. No other financial information available for meeting. This will be sent to Council when completed by Financial Secretary.</p>					

	<p>6. Lead Pastor's Report</p> <p>A. <u>COVID-19 Response</u>: The staff is working on how to carry on the work of the church in different ways as result of COVID-19. Details have been shared with recent email blast to members and on Facebook page. Concern exists for the most vulnerable members of the church.</p> <p>B. <u>Streaming Worship</u>: Wednesday Lenten and Sunday morning worship services to be done via Facebook Live and radio broadcasts.</p> <p>C. <u>Wednesday Night Supper</u>: Chef Barry will prepare takeout meals for the food insecure population relying on BLC.</p> <p>D. <u>Strategic Planning</u>: Will invite BLC members identified by Council to serve on strategic planning task force to develop 2021-25 strategic plan.</p> <p>E. <u>New Members</u>: 17 individuals including children in families have indicated interest in joining BLC. Details being worked out to facilitate new member orientation.</p> <p>F. <u>Visits & Pastoral Acts</u>: Goal to make 5 phone calls a day to BLC members, especially our shut-ins. Made 43 care ministry visits, officiated 1 funeral and 1 wedding since last report.</p>	Pastor Jay Dahlvang
	<p>7. Associate Pastor's Report</p> <p>A. <u>Family Faith Formation</u>: Staff is working on conducting activities online.</p> <p>B. <u>Connections Ministry</u>: Concern for shelter guest health in light of coronavirus. Following CDC guidelines for shelters including providing more space, etc. Strong interagency cooperation in the city exists to assist guests. Shelter scheduled to end operations for this season on April 13 unless winter weather issues arise.</p>	Pastor Collette Broady Grund
	<p>8. Old Business</p> <p>A. <u>2021-2025 Strategic Plan Leadership Team Update</u>: Potential team members being invited to serve. E. Heinis & M. Slotemaker have agreed to serve.</p> <p>B. <u>2018-19 Financial Review Update</u>: Meeting held by W. Keenan & E. Ruiz to review 2018-19 & 2019-20 finances. Written report to be completed and sent to Council members for review. No major financial issues found. Some recommendations from last review have been addressed (reducing credit card available credit, revising offering handler procedures, etc.) Bank accounts have been reconciled. Payroll operations are current and correct.</p> <p>C. <u>Fat Tuesday Fundraising Update</u>: Information provided by A. Wencl: 118 dinner tickets purchased; 40 adults & youth involved in preparing/serving dinner; \$1,862 raised from silent auction; \$150 received in Thrivent online gifts; total of \$2,845.38 raised.</p> <p>D. <u>Personnel</u></p> <ol style="list-style-type: none"> 1. <u>Wednesday Supper Coordinator Job Description</u>: New job description developed & approved by Personnel Committee in cooperation with Chef Barry & Julie Erdman. Motion by B. Ihrig; Second by D. Olson to approve job description. Approved. 2. <u>Lay Staff Performance Reviews</u>: Original plans postponed to conduct March/April in-person 6-month and annual reviews for BLC lay staff hourly & stipend positions (Nursery Assistant, Jr. Bell Choir Director, Brass Ensemble Director, Sr. Bell Choir Director, Wednesday Supper Coordinator, Weekend Janitors, Congregational Services Coordinator). Hopes are to conduct these via Zoom now if possible or in- 	<p>Pr. Jay Dahlvang</p> <p>Wendy Keenan</p> <p>Bob Ihrig</p> <p>Bob Ihrig</p>

	<p>person at a later time once coronavirus issues are resolved.</p> <p>E. <u>Nominating Committee Update – Proposed Ballot</u>: 11 of the original 31 vacancies for 2020-21 Council & boards/committees have been filled. Reminders will be sent to groups to fill remaining positions with continuing or new members. Additional nominations needed for Council Vice-President since 2 previous nominees have declined.</p> <p>F. <u>RIC Task Force Update</u>: Straw poll results on proposed RIC resolution very positive – only 1 NO vote. Questions addressed at recent adult forum. Resolution to be presented for congregational vote at April 19 semi-annual meeting. No absentee ballots allowed in BLC constitution. Members must be present to vote.</p>	<p>Bob Ihrig</p> <p>Jessica Auel</p>
	<p>9. New Business</p> <p>A. <u>Estate Gift Designation Update – Organ Cleaning Project Status</u>: Information provided on \$14,500 estimated cost of planned summer organ cleaning. Donations from Endowment Board and a BLC member have provided all but \$3,711 of needed funds. Motion by Pr. Jay; Second by W. Keenan to approve use of funds from estate gift to cover this balance. If other donations are received for this project, that will reduce the estate gift funding accordingly. The remainder of the \$15,750 estate gift will be set aside to meet future general fund needs.</p> <p>B. <u>Active Aging Class Use of Heritage Room Update</u>: Active Aging Program has secured space at Hosanna Lutheran to conduct its senior fitness class. The program still would like to use BLC in the future for a 2nd class and will continue to work with us to make that a reality.</p> <p>C. <u>Proposed April 19 Semi-Annual Meeting Agenda</u>: The proposed agenda was approved. Meeting date is flexible given the impact of coronavirus situation.</p> <p>D. <u>Council/Board/Committee Annual Reports Update</u>: Reports have been received from the Council, Adult Education, Music & Worship, Personnel & Stewardship for semi-annual meeting. All reports are due by March 30. Reminders to be sent to chairs.</p> <p>E. <u>Pay for BLC Lay Staff</u>: Given changing circumstances and responsibilities created by the coronavirus, the Council discussed how we should proceed regarding pay for hourly and stipend lay staff. The Council endorsed continuation of pay with staff continuing to complete usual or new identified tasks to meet BLC needs. Pastor Jay will coordinate communication with staff about payment & tasks.</p> <p>F. <u>Other</u>: J. Arentson reported that the lower level lights will be replaced at no cost. This is a result of the wrong lighting being installed from what was ordered and paid for in the renovation project.</p>	<p>Bob Ihrig</p> <p>Bob Ihrig</p> <p>Dave Hageman</p> <p>Bob Ihrig</p> <p>Dave Hageman</p> <p>James Arentson</p>
	<p>10. Next Council Meeting: April 21, 2020 7:00 p.m.</p> <p>Devotions: Pastor Jay</p>	
	<p>11. Adjournment</p> <p>Motion by B. Ihrig; Second by D. Olson to adjourn at 8:18 pm. Approved.</p>	

Our Mission: Bethlehem is an inviting community that is growing in Christ, loving our neighbors and serving God's world.