

Zion Lutheran Church, Minot  
Church Council Meeting, November 20, 2025

- Meeting called to order by President, Joe Stenvold, at 6:32pm.
- In attendance at this meeting: Joe Stenvold, Harry Summers, Rondi Deaver, Matt Sundahl, Nicole Martin, Sherry Broderick, and Pastor Elaine Sweet
- Check in and devotion: Book Study discussion and reflection led by Chris Torgeson.
- No introductions needed and no executive session required.
- Agenda: Matt Sundahl made a motion to approve the Agenda. Seconded by Harry Summers. Agenda approved.
- Visitors were recognized: Chris Torgeson and Mike Uran (Treasurer) were in attendance.
- The Consent Agenda was reviewed, including meeting minutes from October, the pastor's report, faith formation report, and any staff/committee meeting notes.
  - A motion was made by Rondi Deaver to approve the Consent Agenda without the secretary's meeting minutes and financial report at this time. Seconded by Matt Sundahl. Approved.
- There was a correction needed to the October secretary's minutes regarding the registration amounts paid for the Synod Youth Gathering (item C under New Business in the October, 2025 minutes). The amounts were reversed in the minutes, but should read that all families paid **\$100** and the registration was **\$125**. After brief discussion, a motion was made by Sherry Broderick to approve the secretary's minutes with the corrections. Seconded by Rondi Deaver. Approved.
  - Sherry Broderick will make the corrections to the minutes and email them to Amanda Babcock to file the corrected copy for the Church's records.
- Discussion was held regarding the Financial Report: Mike Uran shared hi-lites from the Financial Report.
  - Item #401.1 ~ Regular Offering (including Rebel Give offering) was approximately \$12,000 under budget for October, which was significant. Otherwise, the monthly financials looked good.
  - The YTD, Jan-Oct, Regular Offering (item #Total 401) was approximately \$10,000 above budget, so that was good.
  - The Finance Team looked at pledges at their meeting today. We are low on the number of pledges that have come in; hoping more will come in by the end of the year. There were a number of pledges that went down. Most of these went down to the previous amount they were pledging before Zion asked people to consider increasing their pledges last year. Wondering if people may have forgotten the increase in their pledges from last year.
  - The Lutefisk Dinner fundraiser raised approximately \$10,000.
  - We are under budget for salaries; down by \$20,000.
  - Overall, we have a surplus of \$2,038.61.
  - Finance Team recommended not doing the building transfers again this month.
  - FFF Coordinator Salary ~ Kasie Vetter is currently paid \$75/week x 9 months (Sept-May). Her Sept & Oct salary will come out in November, and will come out of 'salaries', line item #811.
  - After further discussion, it was agreed that a letter will be going out thanking members for their pledges of \_\_\_\_ amount this year and their pledges of \_\_\_\_ amount last year. Hopefully

this will make members aware of the differences in their pledges (especially if lower this year). Pastor Elaine will write this letter, and Amanda Babcock will fill in pledge amounts.

- Pastor Elaine also shared that a post card will be going out to members wishing them a Merry Christmas with Christmas Eve worship times listed.
- There was discussion about the financial information that is shared with the congregation in the weekly bulletin and the Zion Newsletter. There are some concerns that if members are seeing that our financials are currently looking good, pledges/donations may go down. However, there are also concerns about transparency if not continuing to provide this information to the congregation. It was agreed that we will continue to provide the information; however, we will try to provide a narrative as to why the financials look the way they do (i.e. down two full time staff positions).
- Mike Uran shared that he will be calling Greg Tschetter to set up the meeting with Edward Jones and the Finance Team that was previously discussed with Council.
- Nicole Martin made a motion to accept the Financial Report. Seconded by Matt Sundahl. Financial Report approved.

○ New Business:

- A. 2026 Budget: Mike Uran was wondering how we go about creating the budget. Pastor Elaine shared that in previous years, it has worked well to have the different Committees as well as Staff bring their proposals/requests to the Finance Team. Then the Treasurer and Pastor Elaine put that information together and bring it to council. Council agreed with this process, so Pastor Elaine and/or Mike Uran will bring previous budget information to the committees and ask them to do their part and get their new proposals/requests to the Finance Team. The Finance Team will then provide their recommendations to Council. The first draft of the budget is generally put together in December.
- B. Building & Grounds:
  - Eric's current title is 'Custodian.' Staff has proposed the title of 'Facility Manager' as he does so much for our building. Council was in agreement. Staff will order him a new name tag.
  - It was agreed that we will now use the term 'Building & Grounds' consistently, rather than Building & Properties.

○ Old Business:

- A. Staffing Needs:
  - PT Administrative Assistant ~ Luke Schaefer, on behalf of the Personnel Committee, reached out to the person they had in mind. That person is considering the position and is meeting with Pastor Elaine and Chris tomorrow to talk about the position and any questions she may have.
  - Youth Leader Position~ Nothing has been done yet. Wondering who is going to do this job description and get this position posted. Amanda Babcock is willing to pass this job on to someone. It is important that we have someone in place for upcoming youth trips.
  - After discussion, it was agreed that Pastor Elaine will talk to Luke Schaefer/ Personnel regarding the salary for the PT Admin Assistant position and bring that to Council.
  - It was also agreed that Pastor Elaine and Chris Torgeson will develop a job description for the Youth Leader position and bring that to Personnel.
- B. Exxon Oil:
  - We haven't heard any more about the proposed drilling.
  - The church Treasurer looked into a fraudulent claim on the mineral rights. Zion continues to own the rights.
- C. Christian & Vendor Book Fair: This was postponed due to lack of vendors. There were two other events happening in churches that same weekend.

- D. Cub Scouts: This is going well. There were many scouts in the building tonight as it was also their meeting night.
  - E. PSWOT: Not done this month due to lack of time.
  - F. Annual Meeting Feb. 22, 2026: Scheduled
  - G. Council Meeting Feb. 24, 2026: Scheduled
- A question was asked about the Wednesday night FFF Community Meals. There has not been a ton of response from people outside of Zion. It was agreed that we would continue the meals through December and then reassess the need to continue in January. There would be grants available if we wanted to take this on on a yearly basis, but this is something that would require further discussion.
  - The next Council meeting is scheduled for December 15th @ 6:30pm.
  - Nicole Martin made a motion to adjourn at 8:05pm. Meeting adjourned.

Submitted by Sherry Broderick  
Church Council Secretary  
Zion Lutheran Church