

Approved 1/17/2023

Zion Lutheran Church Council Meeting

12/7/22, 12/16/22 (virtual voting on package)

12/7/22 In person discussion/meeting with Sherie Heine - Present: Erica Atkinson, John Butgereit, Melissa Helgeson, Annlea Eskelson, Roger Guttormson, Derek Buss, Rich Jensen, Bethany Jensen, Charlsie Burud, John Thompson.

Council discussion around salary package. All agreed to offer Pr Elaine on the high end of her recommended salary based on years of experience and following recommendations to increase salary with supervision of staff and larger congregation. We followed the average rate of other congregations for Housing allowance in our area and adjusted our base salary to the high end of the recommended salary based on yrs experience. Council agreed to increase CE reimbursement for both pastors to \$1500/yr. Benefits are not calculated through Portico as PCUSA is responsible for Pr Elaine's benefits. Virtual discussion held to discuss Sherie Heine's findings after her collaboration with PCUSA. Council agreed upon offer (see below) with virtual vote.

\$60,000 base salary
\$6058.80 Tax
\$19,200 Housing allowance
\$30888.00 PCUSA Benefits as calculated by PCUSA rep (Medical, Pension, Death/Disability and Temporary Disability)
\$250 Professional Expense
\$1500 Continuing Education
\$480 (\$40/mo) Phone

12/20/22

Present: John Butgereit, Charlsie Burud, Erica Atkinson, Bethany Jensen, Roger Guttormson, Melissa Helgeson, Rich Jensen, Annlea Eskelson, Pastor Natasha Woitzel-Kolles, Pastor Steve Sathre. Guest: Jen Barta (staff)

Absent: Derek Buss, John Thompson

I. Call Meeting to Order at 6:37pm.

II. Opening prayer by Pastor Steve.

III. Introductions

IV. No executive session needed.

V. Approval of Agenda - motion made by Rich to approve agenda with addition of G. New Business of Pastor Elaine. Charlsie seconded motion. Motion carried.

VI. No visitors present. VII. Secretary's minutes were reviewed from last meeting. Secretary mentioned that virtual meeting to approve salary by Council will be available for next meeting. Melissa made motion to approved secretary's minutes as written. Roger seconded. Motion carried.

VIII. Pastor's reports: Pastor Steve thanked council for doing a good job leading and making forward-thinking decisions that are in the best interest of the church's future.

Pastor Natasha reported that the Christmas program went well and notes were taken for future programs to make them run smoothly (ie what worked, what didn't work). Rabbi Noah was at Zion last month before Thanksgiving and generated a lot of good conversation with staff, as well

as with confirmation students and their adult leaders. Vacation time was taken after Thanksgiving to take care of necessary appointments for family.

125th anniversary celebration was well received, however she noted that some of the photos and historical documents were not well preserved in its current location and was concerned that members of the congregation should review the history in the upstairs of the church and make sure it is taken care of for future use. The snowstorm meant that although staff did not make it in, Pr Natasha was able to take time to transition back to the office after the sudden passing of her mother-in-law. She reminded us that the Blue Christmas service is coming up this week.

IX. Faith formation report summaries.

Chris - Considering the circumstances with weather, the Minecraft Christmas production was successful. Thanks to Jared, Natasha and adult leaders for making that successful. Next rotation begins Jan - The Lord's Prayer and will focus on different parts of the prayer and different prayer practices. Thanks again to the caring adults who serve our young people with joyful hearts as the ministry wouldn't function without them. Plan is to have movie night in January. Nursery care through Jan and will be taking Nursery staff out for appreciation dinner on Wed 21st. Food Faith and Family schedule will be coming out before Christmas through end of year. Thanks to John Thompson for picking up last minute groceries that cannot be purchased through Walmart Delivery. Mom's on Mission continues to meet Monday Mornings in Jan and SOUL sisters will resume in Feb for Monday evenings.

Kortni - Montana mission trip this past summer was successful and allowed 9 students to learn about Native American culture, worship together, and help with service projects together. She reports its one of the most spiritually rewarding things to have happened in the past couple years. This year we had 30 students join the confirmation program, which is one of the largest classes we have seen in awhile at Zion. Many are Zion families, but several have transferred here due to word of mouth from their friends. There are 135 students from grades 6-11 currently enrolled in confirmation at Zion. Ignite/HS youth group averages 10 students/week with 3 week rotation of 1) activities 2) service project and 3) food and devotions. The rotation of activities has gone over well. JWalkers/JrHigh has been a little different as first meeting was Western LYO gathering and between illness and the snowstorm, it changed the schedule. Early this year we averaged 12 kids/meeting for monthly activity and devotions.

X. Committee Reports

XI. Treasurer Report - No concerns raised on financials. Money was able to be moved as planned to cover Music Enhancement and Building Fund costs. Motion made to approve treasurer's report by Rich. Roger seconded. Motion carried.

XII Old Business

A. Safety and Security Taskforce - no new updates. Cameras were ordered and planning still for ways to allow camera/intercom system for two main doors.

B. Outdoor Enhancement - no new updates. Team will meet after holidays to plan for summer

C. Fall Stewardship - \$33,112 in new money pledged (Either new families or families that usually pledge that increased given). Of 451 households, only 137 pledge cards were received (30% of congregation pledged). Stewardship committee will reconvene in new year and plan for continuing program to encourage generosity.

D. Constitution update - on hold

E. Personnel/Staff Annual Reviews were completed with Pr Steve and felt they went well

One suggestion was made from council that Rev. Elaine can help reinstitute accountability and team building to ensure best collaboration and execution of job descriptions on-going.

F. Annual Meeting Date set for Feb 12th - We noted that we need to make sure Rev. Elaine is made aware of this date to put on her calendar too

Pr Steve agreed to call nominations committee to let them know they will need to convene with Pr Elaine to lift up necessary persons for open positions on council and trust etc.
XIII. New Business

A. Council Positions - Motion made by Charlsie to approve executive team of President John Butgereit, VP Melissa Helgeson, Sec Rich Jensen and Treasurer Erica Atkinson. Bethany seconded. Motion carried and all parties agreed to the new roles.

B. 2023 proposed budget. Discussion was had with Jen about proposed budget for 2023. Currently we should be ending the year under proposed budget despite entering the year with a planned deficit. Our staff has gone without any COLA or salary adjustment in at least 2 years. Several options were presented to council to decide how to proceed. Will discuss further and make decisions on budget to present to congregation next month.

We will wait to make any changes to housing vs. base salary for Pr Natasha until we have weighed any potential tax implications surrounding any changes. Pr Natasha also presented good information about its possible tax consequences for her on changes.

a) During discussion it was brought up that there was an offer from a congregant to help with better communication from church to members. Other council members agreed that recently communication has been inconsistent from email/newsletters and Pr Natasha said that she and Jen could chat and figure out how to better utilize current staffing and possible assistance if needed from member. It was also mentioned that website is not as mobile friendly as desired and although lots of good info is present there, its not always easy to know where to find it.

b) Several Council members echo'd that Kortni's use of Remind for confirmation is very helpful in relaying and reminded of where students need to be. Thank you.

c) Discussed possible use of 1099 for both musicians as well as nursery care. Jen agreed to look into the possible tax implications of going to set \$20/time vs hourly.

C. Children's Garden Preschool Lease - Melissa motioned to make no changes to lease agreement. Charlsie seconded. Motion carried and lease approved.

D. Mission Investment Fund - Current balance of \$185.35 currently present in this fund. No one is sure what the terms are to this fund. Jen will check on terms of fund and bring back to council to determine if we can roll over at this time to savings or whether it is locked in.

E. Destroy call to Pastor ballots from 12/18/22. Because there is no need or indication to do recount (93 Yes 2 No), the Robert's Rule of Order does not require maintaining ballots. Bethany motioned for us to shred ballots as we have documented in minutes from meeting the results of each ballot option. Rich seconded. Motion carried.

F. Property Use Form - Erica made a motion to approve Narcotics Anon request to use space for meetings as it doesn't interfere with any current programming. Bethany seconded. Motion carried

G. Rev. Elaine's first day will be Jan 9th. Will need to coordinate with the bishop and Rev. Elaine to coordinate installation date for Zion.

Motion made by Bethany Jensen to adjourn meeting. Seconded by Annlea. Motion carried. Closed with Lord's Prayer at 8:22pm.

Respectfully submitted,
Bethany Jensen, Secretary