

Zion Lutheran Church Minot  
Church Council Meeting, Tuesday, March 26, 2024

- Meeting called to order by President, Rich Jensen, at 6:31 pm.
- Pastor Natasha opened the meeting with a devotion and prayer.
- In attendance at this meeting: Rich Jensen, Melissa Helgeson, Sherry Broderick, Matt Sundahl, Matt Stephens, Joe Stenvold, Gary Leslie, Amanda Mahulum, Paster Elaine Sweet, and Pastor Natasha Kolles.
- Introductions were done by all present.
- No executive session was needed tonight.
- The agenda was reviewed. Several items were added to the agenda by President Jensen. Under New Business, those items included:
  1. Adding cyber insurance discussion under current Item D
  2. Item F ~ a potential large gift to Zion
  3. Item G ~ Food Faith & Family on May 15th
  4. Item H ~ Building use fees
  5. Item I ~ Volunteer opportunities
- Items added under Old Business included:
  - B. Barta overpayment
  - C. Discussion regarding a Food Faith & Family Logistical meeting that was previously held
- The agenda was reviewed. Motion by Joe Stenvold to accept the agenda as presented with additions. A second was made by Matt Sundahl. Motion passed.
- There were no visitors at this meeting.
- The Consent Agenda was reviewed, including meeting minutes from February, the pastor's reports, director of education and family ministry report, and committee reports. Motion by Matt Sundahl to approve the consent agenda. Second was made by Sherry Broderick. Motion carried.
- New Business:
  - February Financial Report: Finance Team met and went through the ledger; their questions were resolved as stated in their 3-25-24 team minutes. The report was given and accepted. Action items from this report:
    - The finance team made a recommendation to the Council that an Accrual Account (savings account) be established to receive funds from the Music Enhancement Fund for Budget line 433. Budgeted money would be deposited at the beginning of the year and reviewed third quarter to evaluate next year's funding.
    - Council accepted the Finance Team's recommendation for the setting up of an Accrual Account.
    - Following discussion, a motion was made by Joe Stenvold for the Council to give authority to the Finance Team to total monthly transfers from Music Enhancement and Edward Jones Building Funds. A second was made by Amanda Mahulum. Motion passed.
  - Personnel ~ Updated Job Descriptions:
    - The Personnel Committee met and came up with wording changes in the job descriptions of the two Pastors, the Director of Youth and Family Ministry (Grades 6-12), and the Director of Education and Family Ministry in order to balance the duties of each position. Discussion was held that "PreK-5th Grade" be added to the Director of Education and Family Ministry position and that the ages be listed in parenthesis for each position to read as follows:
      - Director of Youth (Grades 6-12) and Family Ministry
      - Director of Education (PreK-5th Grade) and Family Ministry
    - A Motion was made by Joe Stenvold to approve the changes in job descriptions with the corrections stated above. A second was made by Melissa Helgeson. Motion passed.

- Buildings & Grounds ~ Bid for Heating Replacement:
  - A proposal to take out the old heat pump and add 3 gas furnaces for a total of \$36,469.80 plus \$1,000 for electrical was reviewed.
  - A motion was made by Melissa Helgeson to approve this proposal plus the \$1,000 electrical expense pending the budget change approval (not including the \$1,000 electrical) of the congregation. A second was made by Matt Sundahl. Motion passed.
  - This proposal will be announced during two weekly worship services over the course of two weeks, and then voted upon by the congregation on the following Sunday.
- Building & Grounds ~ Insurance increase/cyber insurance:
  - Our insurance bill was more than what was budgeted (approximately \$1,000 over). Insurance rates with Church Mutual have gone up 25-40% in recent years. For this year, it was agreed to pay the insurance yearly to get the 5% discount.
  - Council will direct the Finance Team to explore other insurance options and present them to Council in October, 2024.
  - Pete Fisk recommended we increase our cyber insurance significantly. Council agreed with inviting him to an upcoming Finance Team meeting to speak about cyber insurance. Pastor Natasha agreed to reach out to him and invite him to the next Finance Team meeting.
- Building & Grounds ~ Mr. Lawn Contract, Fargo Glass Quote:
  - Building & Grounds recommended continuing the contract with Mr. Lawn as in the past ~ Silver 4 Application Program/\$2,375 with 5% discount (\$2,500 before discount). Recommendation approved.
  - Broken window, outer pane, near the circle drive. Fargo Glass can repair it for approximately \$1,200 (below the deductible). Building & Grounds recommended going with Fargo Glass for this repair. Recommendation approved.
- Potential large gift to Zion:
  - There was discussion regarding a potential donor to gift matching funds. Council agreed to put a team together to discuss this item and work out the logistics.
- Food, Faith, & Family:
  - FFF is not covered on May 15th which is the last night of confirmation. Council agreed that they will plan and serve the meal that night. Set up will start at 5:00 for Council Members.
- Building Use Fees:
  - Discussion was held regarding changes to the building use fees for funerals and weddings. The recommended changes include:
    - The previous fee for building use for weddings was \$500. Pastor Elaine & Pastor Natasha requested a change to \$250 for the building use fee for weddings (as well as funerals). The pastors will let members know if they are exempt from the building use fee. Also, the fee for sound/tech would now be \$100. For funerals, the fees had been split for sanctuary and fellowship, but would now be combined in the \$250 building use fee. A change would also be made to the Saturday fees in order to encourage families to use weekdays for funerals when possible. The Saturday fees for all involved staff would be doubled.
    - This item was tabled until next month for further discussion.
- Volunteer Opportunities:
  - There is a need for readers, ushers, and/or other volunteers for the 7:00pm Good Friday service as well as the Sunday services. Council members and others can sign up via Sign Up Genius or by calling the church office.
- Old Business:
  - Sale of the old Mac Computer:
    - The Mac computer was sold to First Lutheran Church for \$600. This \$600 will be used to help pay for Pastor Elaine's new computer since hers is not working.

Council will wait to vote on this until Building & Grounds is ready to make a recommendation on a new computer.

- Barta over payment:
  - Council previously approved this item going to Collections. Rich Jensen contacted the police department after Collections had asked him if he had filed a police report. Rich spoke to a police officer regarding our options. One option is prosecution; another option is pursuing getting our money back. At this time, we are preparing an incident report to give to the Collection Agency. Further discussion was tabled until after Easter/our next Council meeting.
- Discussion on Food, Faith, & Family Logistical Meeting previously held: Not addressed at this time.
- Discussion was held regarding the date of our next Council Meeting as Pastor Elaine is going to be gone on April 16th, the date of our next scheduled meeting. There were many conflicting schedules, so Council agreed to keep the meeting on April 16th at 6:30 pm.
- Brief discussion was held regarding the Building & Grounds Team recommendation that the last two people/staff in the building, especially at night, leave/walk out together for safety and security purposes. Pastor Elaine and Pastor Natasha shared that staff will plan to do this.
- Adjournment: Council prayed together and the meeting was adjourned.

Submitted by Sherry Broderick  
Church Council Secretary  
Zion Lutheran