

## Zion Lutheran Church Minot

Church Council Meeting, Tuesday, November 21<sup>st</sup>, 2023 @ 6:30 PM

- I. Meeting called to order by Vice President Melissa Helgeson @ 6:34 PM
- II. Pastor Natasha opened the meeting with prayer.
- III. In attendance at the meeting: John Butgereit, Melissa Helgeson, John Thompson, Kristi Asendorf, Sherry Broderick, John Gruenberg, Annlea Eskelson, Pastor Elaine, and Pastor Natasha. **Absent** were Rich Jensen, Matt Sundahl, and Erica Atkinson.
- IV. No Executive Session was needed for tonight's meeting.
- V. The agenda was reviewed. **Motion to approve agenda made by Melissa Helgeson. Second by Sherry Broderick. MCU.**
- VI. There were no visitors at this meeting.
- VII. All submitted written reports were in a Consent Agenda, including meeting minutes from October were reviewed. Correct 3<sup>rd</sup> to last line in October meeting minutes "Christ" changed to "Chris". **Motion by Kristy Asendorf to approve the Consent Agenda with corrections. Second by Melissa Helgeson. MCU.**
- VIII. New Business
  - A. Best Practices and Financial Reports
    - Best Practices
      - The Personnel committee will create job description for Church Treasurer. Discussed mandatory vacation for financial staff as it will force training and redundancy. Possibility of dual signatures and a weekly batch of checks. Deposits should be made on the same day. Also discussed using a narrative budget to present to the congregation. There are also other resources from ELCA that can be used for financials. Pastor Elaine and Amanda went to First Lutheran to learn about different financial practices. Discussion followed about Zion starting a financial committee or combining with stewardship committee. **Motion to check with stewardship to see if they would be interested in the increased role made by Kristy Asendorf. Second by Melissa Helgeson. MCU.**

- Financial Reports
  - Discussed financial reports and discrepancies with transfers from accounts. The deficit from October 2023 should be **(\$57,086.08)**, not **(\$111,462.67)**. Transfer of \$54,376.59 was coded incorrectly. Also discussed differences in offering. Offering this year is \$29,658 less than last year through October 2023. General fund expense differences were discussed as it is hard to gauge because of the two COVID years of 2020 and 2021.
  
- B. Preliminary 2024 Budget and Pledge Cards
  - Preliminary Budget
    - Pastor Elaine and John Gruenberg will meet to create first draft of 2024 budget by the December Council meeting.
  - Pledge Cards
    - 86 pledge cards so far. 8 new pledges and 7 new families. 15 total.
  
- C. Staff Health Benefit Reimbursement
  - Discussion followed regarding paying ½ a single policy for staff. Also, no cash in lieu of health insurance if staff has a policy through a family member or somewhere else. Use it or lose it. **Motion made to amend current employee health benefit reimbursement for full-time staff up to \$31 / month by Melissa Helgeson. Second by John Thompson. MCU.**
  
- D. Annual Charter Renewal for Cub Scout Pack #4432
  - Procedural as approved annually for building use. **Motion made to approve by John Thompson, Second by Kristy Asendorf. MCU.**
  
- E. Pre-school Update
  - Registration is down from pre-pandemic numbers. 104 preschoolers pre-pandemic. 76 this year. Need to 80 students to maintain fluidity. Discussion followed about staff updates as two staff will be going to Discovery Center in January 2024. Usually, income from preschool is between \$7650-\$8450. We will invite the preschool staff to come to the December 19<sup>th</sup> Council meeting.

F. Nominations and input needed on new and existing committees

- Financial Committee
- Hospitality Committee
- Children's Ministry Committee
- Stewardship Committee
- Music Committee
- Worship Committee
- Building and Grounds Committee
- Personnel Committee
- Outdoor Enhancement Committee
- Trust Committee
- Church Council
- Nominations Committee
- Safety and Security Committee
- Action Planning Committee
- Congregational Renewal Committee

**IX.** Old Business

A. Heat Pump replacement update

- Cost remains around \$93,000. Installation planned for the spring. \$12,000 raised so far from fundraising effort.
- Christmas Poinsettias \$25 for real. \$5 for artificial.

B. Council Retreat

- Planned for March 22-23<sup>rd</sup>, 2024.
- Decided to keep the dates for a church retreat, just not the council. Will bring to sisterhood next month.

Meeting was adjourned @ 8:34 PM.

Submitted by John Gruenberg  
Church Council Member