

**COSLC Council Meeting Minutes - Amended
October 15, 2023**

Call to Order:

President Jessica called the meeting to order at 11:36 a.m. in the downstairs meeting room. Pastor Anna requested that the meeting adjourn by no later than 1:00 p.m.

Roll Call:

Terrie Brown - present
Amy Hellmich - present
Ky Holland – absent (excused)
Gary Matthews - present
Jessica Morrison - present
Carol Roadifer - present
James Spillane – present/on-line
Pastor Anna Silco - present

Six of seven voting members were in attendance establishing a quorum.

Devotional: Pastor Anna opened the meeting with prayer.

Review of Proposed Agenda: A number of items were added to the agenda, to be discussed as time permits.

Approval of Previous Minutes:

Motion – Carol **moved** and Amy **seconded** – “to approve the minutes of the September 10, 2023 Council meeting as amended” - motion **approved** unanimously.

Reports:

Pastor – Pastor Anna reported the following activities in which she was involved since the September Council meeting:

- made and implemented a reusable bulletin, with insert and announcement flyer to save time and resources
- started up Sunday school the 2nd and 4th Sunday of the month
- started up the Gather Bible Study on Thursday morning from 10:30am-12pm, (Is this morning time hindering people who would like to come in the evening)?
- blessing of animals
- Joanie’s funeral (planning with Fred, prepared bulletin, funeral service with

- sermon, as well as gravesite)
- led a discussion on Alaska Synod Values
- attended the LSSA Harvest of Hope Auction
- became the Chair for worship and music committee
- followed up with pianist about being a regular fill in for our congregation
- started confirmation every week on Sunday evenings (4:30-6pm) where I lead a section on the Lord's prayer
- updated website (garden page), worship info, and newsletter
- beer and hymns!
- met with the mutual ministry committee to talk about admin position ideas

Work hours the last 4 weeks: 25/21/20/22

Future:

- Collegium (Pastors in the synod getting together for continuing education and fellowship) will be held at COSLC October 17-19
- First Call Theological Education is in Coeur d'Alene, ID at Camp Lutherhaven November 13-16th
- I'll be on vacation Friday November 17th- Monday 27th (5 vacation days, 2 Sundays)
- looking at office related costs we are paying (phone and copier) and talking about what would be best moving forward.
- planning a generosity event with synod grant money (generosity cross generational bible study with pizza for a church event, or buying of books that talk about generosity and leading a book discussion, or generosity journals with follow up on how to use and implement)
- brainstorming events where Thrivent "seed money" could be used (\$250) that generate a larger mission (example: \$ used for spaghetti dinner to raise money for youth to go to camp- which camp dates are set for July 22-27th)
- thinking ahead to Advent- perhaps during the (3) midweek services instead of a "sermon" we have a guided discernment together as a church on what we want our focus to be ministry-wise this coming year. Will do Holden evening prayer
- Also the 4th Sunday of Advent is Christmas eve. That morning, thinking of doing a Christmas program that has "no practice" where whoever shows up that morning, will get a role whose lines are prompted by the narrator, for children of ALL AGES! (adults too).
- Mutual Ministry/ Admin Overview

What I am doing:

- website/ social media
- creating bulletin/ insert/ announcements -finding music for the week
- printing all worship materials -newsletter
- check mail on occasion
- check voicemails on occasion
- update calendars (in person and online)

What volunteers are doing:

- powerpoint
- check office email
- fulfill church orders
- check the mail
- prayer cards

What's not getting done:

- weekly email with bulletin/zoom link/announcements
- reporting songs to one license
- office (cell)phone and responding to messages more regularly

What I would enjoy doing ministry wise, but don't have time because I am doing admin. work:

- spending more time on my sermons (sometimes I only have 2-3 hours, and have to use Aaron's sermon ideas out of lack of time)
- spending more time preparing Sunday school
- planning and preparing events for community gatherings
- church wide discernment on the ministry and vision of the church
- making more watercolor prayer videos
- community outreach
- furthering ministerial knowledge with reading pertinent books and sharing learnings with the church
- plan a generosity event with grant money from synod
- seeing if there is interest in a book study -more home visits

Proposed plan of how admin. work will get done:

I have been discerning in myself a nudge to step back from admin work, and not take on the admin position. I have found that I am missing out on the life-giving parts of ministry when more and more of my part time hours and brain capacity are being used for admin work, which is not as life-giving as the relational parts of ministry. I want my focus to be on being called to the church as pastor, and less in the function of admin, and doing both I think will blur the lines too much for me at this time. Jessica is willing to take on the admin duties as a paid contracted worker for what needs to get done, as we keep feelers out for a more permanent fit.

Contracted admin. job ideas:

- Jessica keeps track of her hours, submits what she does and hours for week/ month and gets paid \$20/ hour she works
- Meets with me and one other council member once a month (quick meeting before council meeting starts?) to go over hours and sign off to get paid for what she did that month (not to exceed 40 hours/month for budget sake). --
- Allows for flexibility in what she wants to take on, as well as being compensated more for busier times of the year such as Holy Week.

Below are admin. tasks and approximate time it takes to do them:

- Making insert and announcements, sending it out to worship leaders, and uploading these materials onto website (1 hour)
- Making musician's copy of music, sending it to them, and reporting songs to CCLI (30 minutes)
- Making new re-usable bulletin and printing it (30 minutes/week or 2 hours per month)
- Printing insert and announcements and stuffing it into reusable bulletins, ---
- Making sure enough reusable bulletins are accounted for (30 minutes- 1 hour)
- Making PowerPoint each week (30 minutes)
- Updating website/social media/ constant contact email blast (on occasion basis 15 minutes per week, 1 hour per month)
- Newsletter (1 hour per week/ 4 hours a month) creating, uploading to website, posting announcement on social media, and sending out email blast
- Once a week when printing bulletins- update the Calendar in main space, check the mail, and check phone messages in office (15 minutes/ week)
- Order building supplies when needed (5 minutes/week)

Admin. Wish list:

- Making a weekly email with zoom link/ link to worship material/ and announcements (30 minutes/ week)
- Curating fellowship hall PowerPoints with announcements or pictures for special events in Fellowship hall.

Other:

- Use Holden Evening Prayer for Advent services and include a conversation on goals during the sermon part
- Research past documents to the find one outlining what the congregation would like to see in a part-time pastor

President - Jessica outlined her vision for assuming the part-time admin. duties based on the above proposal.

Treasurer – Amy was not able to present the 9/30/23 financial statements (profit and loss and balance sheet) because they were not available from Jamie by the time of the meeting. Jamie was able to provide the third quarter financial statements on Sunday, October 22 and Amy sent them out to all Council members. Although the reports have not been discussed and approved by the Council as of the writing of these minutes, they show a Total Income of \$101,721.67 through Sept. 30 of which \$84,764.97 was from General Offering. Total Expense through Sept. 30 was \$88,934.42. This left a Net Income of \$30,400.42.

There was some discussion on bill payments to Church Mutual Insurance and on Portico expense sharing with Gloria Dei.

Facility – No report.

Old Business:

AED – Carol reported on her efforts to date to follow-up on grant funding opportunities.

Portico and Internet– As to the Portico cost-sharing arrangement with Gloria Dei for Pastor Anna and Pastor Aaron, Jessica said she will estimate the annual cost for Pastor Anna and follow up with Gloria Dei.

Previously, the internet account had been in Ky's name and he had been paying the expense. Now the account has been placed in the church's name and it is now responsible for the expense.

Cleaning Out Radio Room- The pre-school has been utilizing the adjoining Radio Room for storage and requested that all the church's equipment be removed so that the pre-school can install shelving. (Note:) The church has not been using the Radio Room for church business in a number of years. Gary notified Kirk Waldhaus that the room had been cleaned out and that any equipment he had stored in there has been placed in the former Turning Point office on the first floor. He may wish to remove his stuff since the church plans to announce the availability of surplus equipment.

Updated Print Church Membership Directory- Pastor Anna has been collecting the latest available copies of the directory and has been coordinating with Carol Roadifer and her assistants in producing an updated version.

"Mercy" the Pig- Terrie asked who is responsible to coordinate the "Mercy" the Pig benevolence program? There was discussion on selecting a contact person/coordinator.

Admin. Follow-up – Following a review of proposals and discussion, the following motion was made:

Motion – Carol **moved** and Terrie **seconded** – "to hire Jessica as a contracted employee to fill the vacant Admin. position beginning October 15, working not to exceed 30 hours per month, at the rate of \$20 per hour. Pastor Anna will be her supervisor."- motion **approved** unanimously.

Property Use Agreement - Due to time constraints, this item was Tabled until the November meeting.

New Business/Future Business:

Plan for Annual Review of Church Finances – Due to time constraints, this item was Tabled until the November meeting.

Church Constitution – Due to time constraints, this item was Tabled until the November meeting.

Memorial Plots – Due to time constraints, this item was Tabled until the November meeting.

Eternal Light – Due to time constraints, this item was Tabled until the November meeting.

Garden Report – Due to time constraints, this item was Tabled until the November meeting.

Action Items prior to Next Meeting:

1. Update year on large candle with label maker – Jessica
2. Search for document listing part-time pastor duty expectations of congregation - Gary
3. Mercy the Pig distribution/put graphics together/post in announcements – Jessica
4. Close Women and Youth accounts – Jessica
5. Plan for annual review of 2023 church finances – Amy
6. AED purchase– Carol and Pastor Anna
7. Develop an updated printed church directory – Carol and assistants
8. Portico log-in and billing /admin. duties – Jessica
9. Portico payments – Pastor Anna
10. Eternal Light – Pastor Anna
11. Credit card/cell phone and printing – Pastor Anna

Next Council Meeting:

It was decided to hold the next Council meeting on Sunday, Nov. 12, following Fellowship.

Closing Prayer:

Pastor Anna closed the meeting with prayer.

Adjournment:

The meeting was adjourned at 12:57 p.m.

Respectfully submitted,

Gary Matthews
Secretary