

**St. Timothy Lutheran Church  
 Congregation Council  
 03/14/2024  
 Meeting Minutes**

<b>2025</b>	<b>2024</b>
<b>Laureen Greathouse</b> Worship & Music	<b>Sarah Mariott</b> Hospitality
<b>Jennifer Howard</b> Youth	<b>Melissa House</b> Council President Outreach
<b>Ken Tsuchiyama</b> Council Vice President Property	<b>Steve Hansen</b> Treasurer Stewardship & Finance
<b>Melanie Ortman</b> Learning	<b>Jen Yamin</b> Council Secretary

**Rev. Jennifer Michael**  
 Pastor

**Our Mission**

*St. Timothy Lutheran Church is a community claimed in baptism, gathered in worship, and sent in service for the sake of the world.*

**Our Vision**

*The vision of St. Timothy Lutheran Church is to be a diverse Christian Community actively preparing all to do God's work.*

**Present:** Greathouse, Howard, Tsuchiyama, Ortman, Marriott, House, Hansen, Yamin, Pr. Jennifer Michael

**Absent:** All Present

- I. CALL TO ORDER:** With quorum verified, meeting called to order @ 6:33pm - *House*
- II. OPENING PRAYER:** *House*
- III. APPROVAL OF 02/15/2024 MEETING MINUTES:** Motion to accept as submitted - *Yamin*;  
2nd - *House* PASSES UNANIMOUSLY
- IV. APPROVAL OF MEETING AGENDA:** Motion to accept with additions/corrections - *Yamin*;  
2nd - *Hansen* PASSES UNANIMOUSLY
- V. PASTOR'S REPORT:** *See Attached*
- VI. PRESIDENT'S REPORT:** *House*
  1. Pr. Jennifer Michael's resignation:
    - A. *House* read resignation letter. Separation date 04/30/2024. Motion to accept letter of resignation - *House*; 2nd - *Yamin* PASSES 8-YES, 0-NO, 1-NV.
    - B. Discussed conference call with Bishop Strickland who hopes to have an interim pastor in place by June. Discussed Memorandum of Understanding (*See Attached*) re: severance package. Currently, as written, MOU has total payout of severance on 04/30/2024. Discussion re: if terms could be changed to payout of unused vacation on 04/30/2024 with balance prorated over the months of May

and June, with final payout by 06/30/2024. House to ask Bishop Strickland about changing payout terms and will report back. Motion to accept Memorandum of Understanding with mutually agreed upon terms - *House*; 2nd - *Hansen* PASSES 8-YES, 0-NO, 1-NV

- C. Pr. Jennifer's Farewell Reception: April 28th; Hospitality Committee to coordinate.
2. Keith Christopher:
  - A. *House* read resignation letter. Separation date 04/07/2024. Motion to accept resignation letter - *House*; 2nd - *Yamin* PASSES 8-YES, 0-NO, 1-NV
  - B. Keith Christopher's Farewell Reception: April 7th; Hospitality Committee to coordinate.

**VII. TREASURER'S REPORT: Hansen**

1. Trend of incoming v. outgoing not looking good. During the January/February giving period there was a shortfall of approximately \$10,000. Hansen to do a Temple Talk on April 7th to update the congregation.
2. Property Insurance: (*See Attached*) Church Mutual Insurance to raise premium 49%. Plan is also changing from a fixed deductible to a split rate deductible. Renewal date ~~07/2024~~ **06/2024**. Hansen to bid out other insurance plans.
3. Debt Reduction: During January/February giving period \$820 collected. Funds applied to mortgage principal.
4. Bridge Kitchen Door: lock is broken, Hansen to get repair quotes.

**VIII. CORRESPONDENCE:**

1. 03/01/2024 Email from Jessie McKinney for Moms Demand Action: *Yamin* - She had inquired about facility usage but has since found another space.
2. 02/23/2024 Email from Nancy Malone: (*See Attached*) *House* - She had several requests:
  - A. Debt Reduction: requesting weekly updates in the worship bulletin; Hansen to provide info for the Administrative Assistant to include in the worship bulletin.
  - B. Report on the "Let's Chat" sessions to include questions asked from the Saturday and Sunday groups to see if there are overlapping concerns. *Yamin* to include in the "Council Corner" in the monthly *Tidings*.
  - C. Could pictures of New Members be placed in the monthly *Tidings*? Ongoing discussion on how this would be coordinated.
  - D. Technical issues with online services: House to consult with Jim Dineen on what may be needed to upgrade and/or fix the current system. Hansen has asked *Repair My Wifi* to put a quote together. There are earmarked funds for technical upgrades.
3. 02/17/2024 Email from Russell Mariott: (*See Attached*) *Pr. Jennifer* - He had made an inquiry of the reference to Gun Violence Observance in our weekly announcements. *Pr. Jennifer* told him it was an announcement from the Southeastern Synod. He inquired whether there was thought of making STLC a gun free zone since there was an incident of a parishioner leaving a firearm in the Faith Formation wing. Council discussions initiated; ongoing.

**XI. CONSENT AGENDA ITEMS: ACCEPTED**

1. Hospitality
2. Learning *See Attached*
3. Outreach *See Attached*
4. Property *See Attached (Late Addition)*

5. Stewardship and Finance *See Attached*
6. Worship and Music *See Attached*
7. Youth

**X. COMMITTEE REPORTS (OTHER):**

1. Outreach Committee: *House* - committee ordered a sign to be placed 03/15 or 03/16 announcing our Easter services; appropriate permits pulled from the City of Hendersonville.
2. Fundraising Committee: *See Attached*

**XI. OLD BUSINESS:**

1. Debt Reduction: *Hansen* - Stewardship & Finance Committee have asked to place debt reduction offering envelopes in the pews. Baker Kirkpatrick and Steve Elbert will coordinate. Council agreed with our thanks. Hansen to report back to Stewardship & Finance.
2. Current Facility Usage Agreements: *Pr. Jennifer Michael* - hard copies of all facility usage agreements are located in the file cabinet of the parish office. Pr. Jennifer reports that Weight Watchers has notified her they no longer have need for use of our facility.
3. Safe Church Policy: *Yamin* - Safe Church policy cannot be located. Referred back to the Learning Committee; *Ortman* to report.
4. Facility Usage Agreement update: *Yamin/Tsuchiyama* - updating ongoing
5. Office key for volunteers: *Mariott/Tsuchiyama* - available and all volunteers notified.

**XII. NEW BUSINESS:**

1. Lutheran Disaster Services funds: *Hansen* - Physical checks on hand which can be written once expenditure is authorized by LDS. \$3000 in LDS funds has been assigned a line item on our Ministry Plan.
2. Parish Security: *Yamin* - Reported information collected on Federal and State grants that can be used to fortify security at houses of worship. Yamin to reach out to Russell Mariott to gauge his interest in helping with policy, procedure, grant writing for parish security. Ongoing.
3. Kitchen Keys: *Marriot* - Kitchen doors will not be locked until after Easter. The Hospitality Committee to work on a key distribution policy and procedure to present to Council.
4. Property Committee expenditures request: (*See Attached*) *Tsuchiyama* -
  - A. HVAC Unit: The Property Committee recommends for replacement of the whole unit. Council asks Property Committee to get quotes now with the anticipation of replacing in September.
  - B. Parking Lot Repairs and Re-stripping: Deferred back to Property Committee to be considered at a later date to be determined.
  - C. Maker Space: *Ortman* - The Learning Committee is requesting to remove the wall between classrooms #1 and #2 in the education wing to convert this into a Maker Space for our youth. The Property Committee has verified that structurally, the wall could be removed but there is an electrical panel that would need to be relocated. This would require the services of an electrician. Service Master has volunteered their services so no cost is incurred at this time. Motion to utilize the full services of Service Master, at no cost, to convert room #1 & #2 in the Education Wing into one room in anticipation of our Maker Space program. License and insurance to be provided by Service Master representative prior to start of the project. **The electrical panel will not be moved.** - *Ortman*; 2nd - *Yamin* PASSES UNANIMOUSLY
5. BSA facility usage request: *Mariott* - BSA Troop 157 requests facility usage as their current meeting space is pulling their charter and they need to relocate. Mariott to spear-head to see if the parish has interest in holding the charter.

**XIII. NEXT CONGREGATIONAL COUNCIL MEETING: 04/11/2024 @ 6:30pm**

*XIV. SENDING PRAYER: Pr. Jennifer*

*XV. ADJOURNMENT: @ 8:39pm - House*

**Opening Prayer Schedule**

<b>JANUARY</b>	<i>Laureen Greathouse</i>	<b>JULY</b>	<i>Ken Tsuchiyama</i>
<b>FEBRUARY</b>	<i>Steve Hansen</i>	<b>AUGUST</b>	<i>Jen Yamin</i>
<b>MARCH</b>	<i>Melissa House</i>	<b>SEPTEMBER</b>	<i>Laureen Greathouse</i>
<b>APRIL</b>	<i>Jennifer Howard</i>	<b>OCTOBER</b>	<i>Steve Hansen</i>
<b>MAY</b>	<i>Sarah Mariott</i>	<b>NOVEMBER</b>	<i>Melissa House</i>
<b>JUNE</b>	<i>Melanie Ortman</i>	<b>DECEMBER</b>	<i>Jennifer Howard</i>