

**St. Timothy Lutheran Church
Congregation Council
11/09/2023
Meeting Minutes**

2025	2024	2023
<i>Laureen Greathouse</i> Learning	<i>Sarah Mariott</i> Hospitality	<i>Melanie Ortman</i> Youth
<i>Jennifer Howard</i> Hospitality	<i>Melissa House</i> Council President	<i>Sue Hollister</i> Worship & Music
<i>Ken Tsuchiyama</i> Council Vice President Property	<i>Steve Hansen</i> Treasurer	
	<i>Jen Yamin</i> Council Secretary	
<i>Pr. Jennifer Michael</i>		

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, Pr. Jennifer Michael, House, Hamsen, Yamin, Ortman

Absent: Marriott, Hollister

Guests: Nancy Cronin

I. CALL TO ORDER: With quorum verified meeting called to order @ 6:36pm - House

II. OPENING PRAYER: Yamin

III. MMC/COUNCIL/PR. JENNIFER MICHAEL 60-DAY CHECK-IN

1. Final Mutual Ministry Guidelines and Expectations: *Attached*
2. Measurable expectations & assessment of goals for reconciliation
 - A. *Measurable Expectation for Pr. Jennifer*

Expectation	How Reported
Coaching Session	Pr Jennifer states she has had/will have 3 sessions. She reports the Bishop said 3-4 visits. 4th visit TBD. Ongoing
Portico EAP (or) Other Therapy	Is pursuing but prefers not to report r/t her privacy
Pastoral Care Home/Hospital/Other Visits	To quantify on monthly Pastor's Report: Comprehensive Pastor's Report submitted for October Ongoing

Pastoral Care Phone Calls	To quantify on monthly Pastor's Report: Comprehensive Pastor's Report submitted for October <i>Ongoing</i>
Pastoral Care Wedding/Funeral/Other Parishioner Counseling	To quantify on monthly Pastor's Report: Comprehensive Pastor's Report submitted for October <i>Ongoing</i>
Physical Presence in Building Outside of Worship Services	Dedicated office hours Tu, Wed, Thu 9:00am-1:00pm with the understanding she could be called away at any time: <i>Ongoing</i>

B. Measurable expectations for Council/Executive Committee:

Expectation	How Reported
Communication between Pr. Jennifer and Melissa House	<i>Complete</i>
Increasing fellowship opportunities for parish	<i>Mariott</i> reports good attendance and positive feedback. <i>Ongoing</i>
Define Professional Leadership Committee	<i>Tsuchiya</i> . <i>Ongoing. Target Completion 12/31/2023</i>
Define Mutual Ministry Committee Guidelines and Expectations	See attached. <i>Completed</i>
In-person Parish Office Staffing	Administrative Assistant will staff on Wed, Fri 9:00-1:00. <i>Mariott</i> to schedule volunteers. <i>Yamin</i> to place the request for volunteers in the Worship bulletin and in the December <i>Tidings</i> . <i>Ongoing</i>

3.

IV. APPROVAL OF 10/12/2023 MEETING MINUTES: Motion to accept as amended - *House*; 2nd - *Yamin*. *PASSES UNANIMOUSLY*.

V. APPROVAL OF MEETING AGENDA: Motion to accept - *House*; 2nd - *Yamin*. *PASSES UNANIMOUSLY*.

VI. PASTOR'S REPORT: Attached (*Late Addition*)

VII. PRESIDENT'S REPORT: None

VIII. TREASURER'S REPORT: *Hansen*

1. Good position from giving perspective; receiving more than spending
2. All funds in a good place
3. Brokerage Acct: Stewardship & Finance recommends when stocks come in to liquidate with proceeds put in the General Fund
4. Bequest from Pat Beach dba Martha Farm Trust: Motion to accept the money with the stipulations as written - *Hansen*; 2nd - *Yamin* *PASSES UNANIMOUSLY*

5. *Hansen* requests that Council meeting minutes and Annual Reports be added to the parish website. All council members are in agreement. *Yamin* will send minutes and Annual Reports to the Administrative Assistant to be published on website.

IX. CORRESPONDENCE:

1. *Yamin* reported email from Bridget Radford requesting Jan-Oct council meeting minutes. *Yamin* sent Jan-Sept as October minutes had not been approved/accepted at time of request.
2. *Yamin* reported email from Nancy Cronin requesting Oct council meeting minutes. *Yamin* made Nancy aware that the minutes had not been approved/accepted at time of request so was not able to provide.

XI. CONSENT AGENDA ITEMS:

1. Hospitality
2. Learning: Attached
3. Outreach
4. Property
5. Stewardship and Finance: Attached (*Late Addition*)
6. Worship and Music: Attached
7. Youth

X. COMMITTEE REPORTS (OTHER):

1. Mutual Ministry Committee: Attached
2. Fundraising Committee: Oktoberfest raised approx \$7900. Committee will put a bulletin announcement of exact total when available.

XI. OLD BUSINESS:

1. Administrative Assistant Update: *Pr. Jennifer* reported that Administrative Assistant's in-person office hours will be Wednesdays & Fridays 9:00-1:00
2. Coordination of Office Volunteers Update: *Marriott* reports finding volunteers is ongoing.
3. Balcony Repair Quote: *Hansen* Property Committee to pay for repairs
4. Fire Alarm Repair Update: *Hansen* Ongoing. Vendor awaiting parts

XII. NEW BUSINESS:

1. Proposed 2024 Ministry Plan: Attached. *Hansen* reports:
 - A. Large shortfall of pledges during the pledge drive: 2023-76 giving units/\$290,000 2024-50 giving units/\$186,000.
 - B. Totally funded 2024 Ministry Plan = \$394,000. Looking at 185,194 shortfall
 - C. 2024 Ministry Plan has decreased Synod benevolence from 4% to 2%
 - D. Council approved 4% COLA increase to *Pr. Jennifer* and *Keith Christopher*
 - E. *Hansen* will forward the Proposed 2024 Ministry Plan to the Administrative Assistant so she can distribute it parish-wide prior to the Congregational Meeting. Hard copies will also be made available.
2. Walsh & Associates: It will be the council recommendation, at the congregational meeting, not to hire Walsh & Associates for a debt reduction campaign
3. Parish Member Classification: *Yamin* discussed conversation with *Pr. Chilton*, SES Constitutional Advisor. No Changes to STLC Constitution & Bylaws at this time.
4. Motion #1 E-Vote: *Yamin* reported Motion to approve the 10/22/2023 Special Called Meeting Minutes passed 8-Y/0-N/1-NV

5. Light for Upper Parking Lot: *Hansen* NES quote:\$425 one time fee for installation then \$43.87/monthly for ongoing maintenance and electricity. Motion to contract contract with NES to pay for installation & ongoing maintenance for a light in the upper parking light to be paid from the General Fund - *Hansen*; 2nd - *Yamin* **PASSES UNANIMOUSLY**
6. Bridge Club Kitchen Usage: It is not in their contract. Pr. Jennifer to remind them. Council considering to keep the kitchen locked
7. Printing Services: Out-sourcing v. Current Service: No change at this time

XIII. NEXT CONGREGATIONAL COUNCIL MEETING: 12/14/2023 @ 6:30pm Community Room

XIV. SENDING PRAYER: Pr Jennifer Michael

XV. ADJOURNMENT: at 7:52pm-House

Prayer Schedule

~~Thomas Aben—January~~

~~Mary Gauerke—February~~

~~Laureen Greathouse—March~~

~~Steve Hansen—April~~

~~Sue Hollister—May~~

~~Melissa House—June~~

~~Jennifer Howard—July~~

~~Sarah Mariott—August~~

~~Melanie Ortman—September~~

~~Pr. Jennifer Michael—October~~

Jen Yamin - November

Ken Tsuchiyama - December