

**St. Timothy Lutheran Church
 Congregation Council
 12/14/2024
 Meeting Minutes**

2025	2024
Laureen Greathouse Learning	Sarah Mariott Hospitality
Jennifer Howard Hospitality	Melissa House Council President
Ken Tsuchiyama Council Vice President Property	Steve Hansen Treasurer
Melanie Ortman	Jen Yamin 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: Tsuchiyama, Pr. Jennifer Michael, Marriott, House, Yamin, Ortman

Absent: Greathouse, Hollister, Howard, Hansen

Guests: Bishop Kevin Strickland, Nancy Cronin, Joe Howard, Col. Fred See

- I. CALL TO ORDER:** With quorum verified, meeting was called to order @ 6:33pm: *Bishop Kevin Strickland*

- II. OPENING PRAYER & SCRIPTURE READING:** *Bishop Kevin Strickland*
- III. ATTENDEE INTRODUCTIONS:** *All*
- IV. BISHOP STRICKLAND/COUNCIL/MMC/COUNCIL/PR. JENNIFER JOINT 90 DAY REVIEW:**
 1. Floor opened for attendees' comments
 2. Floor opened for Pr. Jennifer's comments
 3. Floor opened for Bishop Strickland's comments: Recommendations given

- V. APPROVAL OF 11/09/2023 MEETING MINUTES:** Motion to approve as presented - *House*; 2nd - *Ortman PASSES UNANIMOUSLY*

- VI. APPROVAL OF MEETING AGENDA:** Motion to approve as amended - *House*; 2nd - *Ortman PASSES UNANIMOUSLY*

- VII. PASTOR'S REPORT:**
 1. Administrative Assistant and Pr. Jennifer has decided that AA's secondary day to be in the office is better served to be on Tuesday rather than Wednesday. This will allow her to get to the deposits and record keeping

2. In the past two weeks, the AA has worked about 32 hours in the week prior to December 9th to prepare both for uploading the midweek Advent worship services and also to prepare the necessary support for Janet McCarthy's funeral and then also to pivot on the needs of the congregation following the storms on December 9th. Pr. Jennifer asked Council to consider additional compensation for her efforts in those additional hours that went above and beyond our normal operational expectations. *House* requested for Pr. Jennifer to ask the AA for an accounting of her hours for the week in question and to report back by 12/31 so that the AA can be compensated accurately for her time.

VIII. PRESIDENT'S REPORT: *House*

1. Sent around a thank-you card to be signed to thank the Property Committee for the painting in Founders Hall.
2. Thank you to Ken Tsuchiyama for handling parish issues that arose during vacation. A job well-done.

IX. TREASURER'S REPORT: *Hansen*

1. As of 12/03 \$206,000 pledged

X. CORRESPONDENCE: *None*

XI. CONSENT AGENDA ITEMS: ACCEPTED

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

X. COMMITTEE REPORTS (OTHER):

1. Fundraising Committee: considering just doing the two dinners in Feb & Oct

XI. OLD BUSINESS:

1. Bridge Club kitchen usage: they were reminded by *Pr. Jennifer* that their contract does not include the usage of the kitchen in Founders Hall
2. Upper Parking Lot Lighting Update: *COMPLETE*
3. Fire Alarm Repair Update: *WORKING*

XII. NEW BUSINESS:

1. Set 2024 Congregational Meeting: *01/28/2024 after Sunday morning worship*
2. Consideration to revise Nominating Committee Bylaw(s):
C13.02.01 Nominating Committee: *Committee of three (3) voting members of this congregation whom shall be appointed Congregation Council for a term of one (1) year.*

A. Appointments and Composition:

- a) *The Nominating Committee shall be composed of three (3) voting members of this congregation.*
- b) *The Chair of the Nominating Committee shall be the Congregation Council Vice President.*

B. Responsibilities:

- a) *The Nominating Committee shall provide candidates who meet the membership qualifications as stipulated in the constitution.*
- b) *The nominations must be made to allow time for preparation of ballots for the November election of council members.*

3. Consideration to revise Professional Leadership Committee Bylaw(s):
C13.06.01 Professional Leadership: *Professional Leadership Committee of three (3) voting members of this congregation whom shall be appointed by the full congregation council for a term not to exceed two (2) years. The committee shall serve as a resource for church staff members, to identify and recommend the fair balance of responsibilities, appropriate working hours and facilitate a safe, respectful, productive working environment.*
 - A. **Appointments and Composition:**
 - a) *The Professional Leadership Committee shall be composed of three (3) voting members of this congregation.*
 - b) *The Pastor of this congregation shall be a non-voting member of the Committee.*
 - B. **Responsibilities:**
 - a) *Recommend written personnel policies and practices.*
 - b) *Recommend to the Congregation Council the salaries and fringe benefits together with basic work and vacation policies for established clergy and lay employees.*
 - c) *Recommend with the approval of congregation council, the written job descriptions of all paid personnel, as well as interview and hire for all positions.*
 - d) *Conduct annual evaluations of all personnel in the areas of: performance, attitude, meeting job description guidelines, and carrying out their specific and/or professional roles.*
 - e) *Submit an annual report to the congregation*
 - f) *Review and authorize relevant expenditures*
4. Consideration of proposed Mutual Ministry Committee Bylaw(s):
C13.04.01 Mutual Ministry Committee: *The Mutual Ministry Committee shall be composed of six (6) voting members of this congregation whom shall be appointed by the Pastor of this congregation and the President of Congregation Council for a term limit of two (2) years. The committee serves as a vehicle for communication between the Pastor and the congregation; and it sheds light on what aspects of the church are progressing well and what aspects may require attention.*
 - A. **Appointments and Composition:**
 - a) *Voting members are appointed by the Pastor and the council president.*
 - b) *Term limits are two (2) years with three (3) members to be appointed each successive year.*
 - c) *Six (6) members, along with the Pastor, shall make up the committee. No member of the Church council shall sit on this committee.*
 - B. **Responsibilities:**
 - a) *Support dialogue about perceptions, praise, and concerns in the congregation.*
 - b) *Share observations with the council.*
 - c) *Seek ways for the Pastor and other leaders in the congregation to work together for the sake of the Gospel and the congregation.*
 - d) *Address conflicts among members of the congregation, as well as between members of the congregation and Pastor or other leaders.*
 - e) *Maintain strict confidentiality, dignity, and respect.*
 - f) *Support the Pastor's and other leaders' need for self-care, spiritual development, and continued education.*
5. RJ Young Copier Lease: *House to notify Hansen of council's agreement to sign a renewal 36 month contract for copier services.*
6. Discussion re: In-person v. Virtual Council Meetings in 2024: *Council will have in-person meetings.*

XIII. NEXT CONGREGATIONAL COUNCIL MEETING: *01/11/2024 @6:30pm Community Room*

XIV. SENDING PRAYER: *Pr. Jennifer Michael*

XV. ADJOURNMENT: *@ 9:14pm - House*

