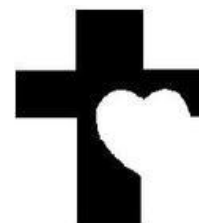


HOLY LOVE LUTHERAN CHURCH  
4210 South Chambers Road, Aurora, CO 80014

## COUNCIL MEETING MINUTES

Tuesday, August 18, 2020

(approved at September 15, 2020 council meeting as written)



Council Member (Team/Position) E-mail Address	Council Term	Present	Absent
Brazee, Leigh (Preschool) Email: lgbrazee@gmail.com	Elected at 1/27/19 annual congregational meeting to a 2-year term (1/27/19-1/27/21)	X	
Collins, Roger (Treasurer) Email: rogercollins42@gmail.com	____ - Current: Treasurer Elected at 1/26/20 annual congregational meeting to a 1-year term (1/2020-1/2021)	X	
Flynn, Laura (Christian Education) Email: lflynn1029@gmail.com	<ul style="list-style-type: none"> <li>Elected at 1/28/18 annual congregational meeting to a 2-year term (1/2018-1/2020)</li> <li>Elected at 1/26/20 annual congregation meeting to a 2-year term (1/2020-1/2022)</li> </ul>	X	
Harvey, Donita (Stewardship) Email: donitaharvey@aol.com	<ul style="list-style-type: none"> <li>Elected at 1/29/17 annual congregational meeting to a 2-year term (1/29/17-1/27/19)</li> <li>Elected at 1/27/19 annual congregational meeting to a 2-year term (1/27/19-1/27/21)</li> </ul>	X	
Hosman, Cal (Youth) Email: jchosman@comcast.net	Elected at 1/27/19 annual congregational meeting to a 2-year term (1/27/19-1/27/21)		X
Johnson, Mark (Vice President) Email: markayjohnson@comcast.net	Elected at 1/27/19 annual congregational meeting to a 2-year term (1/27/19-1/27/21)	X	
Last, Brian (Property) Email: belast54@gmail.com	Elected at 1/27/19 annual congregational meeting to a 2-year term (1/27/19-1/27/21)	X	
Reiquam, Pastor Kari Email: pastorkari@holylovelutheran.org	Started as interim pastor, 5/1/20	X	
Rice, Sheila (Social Ministry) Email: skrice225@aol.com	Elected at 1/26/20 annual congregational meeting to a 2-year term (1/2020-1/2022)	X	
Roefeldt, Jean (Finance, Financial Secretary) Email: roefeldt4@aol.com	1981 - current: Financial Secretary <ul style="list-style-type: none"> <li>Elected at 1/27/19 annual congregational meeting to a 2-year term (1/27/19-1/27/21)</li> </ul>	X	
Schmuck, Alan (Evangelism) Email: alan.schmuck@imaginecommunications.com	<ul style="list-style-type: none"> <li>Elected at 1/29/17 annual congregational meeting to a 2-year term (1/29/17-1/27/19)</li> <li>Elected at 1/27/19 annual congregational meeting to a 2-year term (1/27/19-1/27/21)</li> </ul>	X	
Sinclair, Katie (Worship & Music) Email: celticheartranch@gmail.com	Elected at 1/26/20 annual congregational meeting to a 2-year term (1/2020-1/2022)	X	
Unrein, Mary (Council Secretary) Email: u6279@aol.com	≈ 2000-2006: Council Secretary 9/20/11 - current: Council Secretary Elected at 1/26/20 annual congregational meeting to a 1-year term (1/2020-1/2021)	X	
Whitney, Beth (President, Personnel Team) Email: cws counselor@comcast.net	Elected at 1/27/19 annual congregational meeting to a 2-year term (1/27/19-1/27/21)	X	

**CALL TO ORDER:** President Beth Whitney called the meeting to order at 7:01 p.m. The meeting was held *via* Zoom video conferencing. A quorum was present.

**DEVOTIONS:** Cal was scheduled to provide the opening devotion but was unable to attend the meeting. Katie filled in by reading a quote written by Jane Goodall to the effect, “What you do makes a difference, and you have to decide what kind of difference you want to make.”

Cal will be assigned to provide the devotion for September and Brian will be responsible for the October devotion.

**COVENANT:** Beth read a covenant that Pastor Kari drafted. The covenant is our promise to each other as to how we will treat each other during the council meeting. Pastor Kari will read this to the congregation during confirmation on Sunday.

**OPEN DISCUSSION TIME FOR CONGREGATION:** This portion of the meeting is to hear from any congregation members who wish to address an issue with council. There were none present.

**APPROVAL OF COUNCIL MEETING MINUTES:** Mary emailed the minutes of the July 21, 2020 council meeting to council on August 15, 2020. Corrections to page 4 were discussed.

**MOTION/VOTE:** Jean Roenfeldt moved to approve the minutes of the July 21, 2020 council meeting as amended. Leigh Brazee seconded the motion and it passed unanimously.

Mary prepared a “Record of Council Email Votes” which was emailed to council on August 17, 2020. It concerned motions and council’s votes made via email regarding Pastor Kari’s proposed salary package (motion passed on April 26, 2020), a CenturyLink contract (motion passed on July 23, 2020), approval of the transition team members (motion passed on July 29, 2020), and full-time status for Pastor Kari (motion pending due to not enough votes received).

Regarding the pending motion for Pastor Kari to move to full-time status, Beth advised that the full-time salary will increase to \$5,000 per month with \$565 per month in benefits. The total of \$5,565 is within the salary range council approved when Pastor Kari was hired.

**MOTION/VOTE:** By email on August 5, 2020, Alan Schmuck moved that Pastor Kari be moved to full-time service and pay. Donita Harvey and Katie Sinclair seconded the motion. The motion passed unanimously by a vote taken at this council meeting.

**PASTOR’S REPORT:** Pastor Kari provided her August report to council by email on August 15, 2020. She noted that some problems were experienced with Zoom during the worship service when the preschool teachers were installed; lots of children were present on Zoom for the children’s sermon that was part of last Sunday’s worship; and the affirmation of baptism will be part of this Sunday’s worship service. Worshiping virtually is an ongoing learning experience.

The transition team has begun meeting and are currently having conversations about what they are doing and why it is being done. They are planning for the vitality survey to include the whole congregation. Pastor Kari emailed council a document titled “Congregational Lifespan: What stage of life is Holy Love in?” She asked council to reflect on where they see Holy Love at this time. She explained that congregations have a life span, similar to the different stages of a human life. Different leadership styles fit better with what stage the church is at. The five stages and a partial description of the characteristics of each stage are summarized as:

1. The establishing stage: Extraordinary level of energy and enthusiasm . . .
2. The formation and formatting stage: This is the time of building the quality of relationships in the congregation . . .

3. The adolescence stage: High energy focused on programs and ministries . . .
4. The prime stage: A confident maturity and full life of energy, organization, control, the relationship dynamic and systemic anxiety . . .
5. The maturity stage: A “status quo culture” of well-worn relationship pathways and a set fellowship structure . . .
6. The bureaucracy stage: Devoted to institutional structures even if they are no longer effective or relevant . . .
7. The dissolution stage: Commitment makes a positive impact in the early stages of church life, but may become a liability in later stages . . .

Pastor Kari asked council in what stage they see Holy Love. Individual council members responded as follows:

- Between 5 and 6. There are some things that we keep doing because they’ve always been done. We could add some new ministries. Sentences in stage 5 that capture this person’s opinion include: *New ministries are needed outside the familiar circle of members. Leadership needs courage, vision and persistence.* We need to figure out how to get the next generation involved and use their skills. How do we move toward that?
- “I don’t really like the model.” This council member would like the congregational lifespan to be more cyclical rather than the linear way it is approached. It is a good tool of identifying stages. How do we keep ourselves from moving through these stages? Pastor Kari noted that there is another model where the congregation restarts and revitalizes itself. Beth noted that if we talked to people who have been at Holy Love from the beginning, they have seen the cycle. She viewed this lifespan as a tool to see where we start to get to where we want to be.

Roger said there are a lot of activities that Holy Love does, but we need to reenergize and we need leadership to get the excitement going. We need to look at the positive things to make it work. He thinks a lot of people are stepping back and may be a little afraid. He enjoys the Wednesday night prayer classes that Pastor Kari is teaching, but there are not many people involved. Social networking builds family and community with each other.

Beth noted that Mark previously said that Holy Love has been hit with three whammies: (1) Pastor Matthew got hurt and people stepped up to continue church activities. (2) Pastor Matthew left and then (3) COVID hit. We have really gotten knocked down, but Beth believes we can rejuvenate. Roger added that people have to be asked to help and shown how much they are needed.

Pastor Kari said the lifespan is about the normal stages of life. We can counter and redevelop by looking at the community around us. The chaos around us makes us look at doing things in a new way. Pastor Kari was interested in how and where the rest of the council members see Holy Love’s stage of life.

- If I had to pick a box, I think it would be 5 – 6 and we have been there for a number of years.
- I agree that we're between a 5 and a 6. Holy Love used to have an energy about us and some large events were hosted for several years. When those ended, nothing took their place.
- One council member thought Holy Love was in the 3 to 4 range. She thinks church leadership is getting burned out. People don't want to get involved very much anymore. We are not getting new people to step up and we are not bringing in new members. She said she can also see Holy Love in several of the stages.
- A council member thought Holy Love was between 5 and 6 for similar reasons already expressed.
- A council member said he listened to the comments made about the energy of the church and ideas we had. He said we lost members over the years for various reasons and then we ended up with just a few people to carry the torch. The more people you have, the more ideas and energy you have. We don't have a lot of new ideas right now. We're lost. He thought Holy Love is in the 5 – 6 category. "We need some energy."

A council member noted that not everyone currently on council has been on council a long time. She noticed that the transition team got filled quickly. She said Pastor Kari asked for names and then the positions were filled. She asked Pastor Kari if it was difficult to get people to serve on that team. Pastor Kari said that yes, at first it was.

- A council member agreed that we need new ideas and agreed with the others' comments that put Holy Love in the 5 to 6 category.
- "5 to 6 seems reasonable."
- Another council member also felt Holy Love was in the 5 to 6 category for all the reasons stated. She sees a big problem is that everything went technical in the last 5 to 6 years. For example, when sign-up genius was implemented to recruit volunteers, we dropped talking to people. The number of people who volunteered dropped off. Beth noted that every year she has asked council representatives to call the people who signed up on the time and talent sheets. Every year, not all council representatives do this so some people who have volunteered to help never get contacted. A council member noted that there is a lot of talent in the congregation. Pastor Kari said that so often it happens that a church gets into a structured way of doing things and then the church behaves in a structured way rather than a congregation in the early stages who is in relationship with one another. We are behaving as if we are the church of 20 years ago and not who we are right now.
- A council member said he sees the stages of the church as more cyclical. Council members are the people who make things happen, not that there aren't others. He asked, "Do we really need 14 people on council?" Maybe 9 would be a better size so the other 5 can do other things in the church. Alan said this will be his last year on council, so he will be able to put his energy into something else. The council member said he is

depressed because of the state society is in, but he would like to find ways to re-engage when we can get back together. Worship is good, but he thinks Holy Love is lacking in other areas.

Pastor Kari said this is only the beginning of the transition process and thanked council for their input.

## **COUNCIL BUSINESS**

### **OLD BUSINESS**

**Income and Expenses to this point in August:** There were no questions for Jean or Roger regarding income and expenses to date in August.

**Transition Team Update:** Pastor Kari provided an update on the transition process during her report (see pages 2-4).

**PPP Update:** Mark summarized that a \$62,800 SBA loan was obtained on June 19 through FirstBank. Mark advised that so far, \$19,652 has been used to fund seven payroll periods through August 14 (\$5,834 for the church payroll consisting of Amy and Lori; and \$13,818 for preschool payroll). This amount represents 31% of the funds being spent and 69% – about \$43,148 – remaining to be spent. Mark said that he and Roger are keeping separate ledgers to account for the funds and they were in agreement as of the end of July. Mark predicts that the funds will be completely expended by the end of September or October. If anyone would like a copy of the Excel spreadsheet that includes the detailed transactions of the expenditures, they should let Mark know and he will provide a copy. Mark noted that there is talk in Congress that because of the stress the PPP loan forgiveness applications will cause to banks, loans in the amount of \$100,000 or less might be forgiven without the requirement to submit the loan forgiveness application.

**Update from Reopening Team:** An email was sent to council on August 18, 2020, with the reopening team's recommendations for internal groups requesting to meet in the church. Appreciation was expressed to the reopening team for drafting the recommendations; it was well done. Beth said we are starting to hear from groups who have met on the patio that would like to meet indoors in the near future. She noted that the recommendation suggests it is important to continue to meet remotely as much as possible. Leigh pointed out that the recommendation states that church groups need to stay on the church-side of the building. Council discussed the need to have chairs available on the church-side of the building. Brian offered to put six chairs from the Fellowship Hall in the narthex coat closet for groups to use. Alan suggested putting together cleaning kits so that cleaning products are easily accessible to groups meeting in the narthex. Brian said he has ordered hand sanitizer, disinfecting wipes, and spray bottles.

Jean said the finance team would like to meet in the church on the second Tuesday of the month at 4:00 p.m.

A council member commented that the in-person meetings held in the narthex are for teams to meet regarding the business of the church. Another council member expressed that she didn't realize the groups authorized to meet in person were being limited to those conducting church business; for instance, the women's bible study group would be excluded from meeting in the

narthex under this presumption. Another council member surmised that there is probably a core group of teams who want to meet in person in the building. Discussion included that Narcotics Anonymous, for example, isn't allowed to meet in the building right now; what is to prevent a person in their group saying they are part of the church and therefore they would like their group to be allowed to meet in the building? Some council members stated that they believe the rules for meeting in the building pertain to church-sanctioned groups. A council member said he would have a hard time saying that Narcotics Anonymous could not meet in the building if they asked. It was noted that the policy provides for a limited number of people who can meet in the narthex at one time; outside meetings can accommodate more people. Council discussed that if requests for meeting in the building are received from groups populated mostly by church members, then council would review them for approval versus requests received from groups outside the church.

The following additions and changes were discussed to the recommendations for meetings in the building:

- “Church staff will have priority to use the church-side of the building” will be added.
  - Note: Church staff is to contact the reopening team about their request to be in the building. The reopening team calendars the time the staff will be in the building after checking for conflicts.
- The recommendation that “Group max size 10 people per Colorado guidelines” will be changed to “Group max size 10 people per bishop guidelines”.
- The recommendation that “Most likely meeting in Narthex or Patio” will be changed to “Meeting will be in narthex or patio”.
- The word “should” in the recommendation that “Accommodations should be made for members that want to participate remotely” will be changed to “must.”
- The requirement that “no food or beverages allowed” will be added.

A council member thought that the initial building entry usage policy should be modified to take out the 24-hour requirement between staff being in the office in order to make the first bullet item more feasible.

**MOTION/VOTE:** Alan Schmuck moved to lift the 24-hour requirement between staff accessing the office. Katie Sinclair seconded the motion and it passed unanimously. Accordingly, the sentence “Staff will be limited to one person in the office at a time with a minimum 24 hours before another staff member is allowed access” will be stricken from the June 16, 2020 building entry usage policy and protocols.

Cleaning procedures need to be drafted and included in the policy for groups meeting in the church. Basically, it should address that everything touched needs to be cleaned. Brian advised that he has approved the cleaning crew to begin at 5:00 p.m.; they will clean the evenings of Monday through Friday.

A question was asked whether the sanctuary was going to be available for groups to meet. One council member said that if the group is larger than 10 people, the meeting would probably have to be held in the sanctuary in order to allow for social distancing. A comment was made that people might wonder why worship can't be held in the sanctuary if groups can meet in there. Maybe rules need to be lightened up? A council member asked whether the ELCA or CDC or another source is being relied on to decide the number of people that can meet in a given area.

A council member asked why time isn't being spent on looking into how worship will look going forward. This is something that needs to be broached sooner, rather than later. Is this something that the worship and music team is addressing? Katie advised that based on the information she was getting, she didn't think that worshipping in the sanctuary would be received well. Beth asked that the worship and music team come up with a proposal for how worshipping in the sanctuary can be done safely; then the technology team will need to determine how to accomplish it from an equipment and technical standpoint; and then the reopening subcommittee will review the proposal from a safety perspective. This process starts with the worship and music team.

The church internet has been a barrier; however, Alan noted that the internet is only needed if the service is being done live. Beth suggested that the service could be recorded and then scheduled to run on Sunday mornings at 10:00 a.m., followed by fellowship via Zoom afterwards. Beth asked for a proposal from the worship and music team regarding having the worship service recorded from the sanctuary. The next step would be a proposal from the worship and music team to add in 10 people or families who would be present for a service from the sanctuary on Sunday mornings at 10:00 a.m. (that would also be recorded). The step after that would be a proposal from the worship and music team to have a service from the sanctuary with more than 10 people or families (that would also be recorded). And so on. Beth said that if proposals are in place when we need them, then we're ready to proceed when we get to that spot.

A camera and audio visual equipment will be needed to record services. Council needs a list from the technology team of the equipment that is needed and its cost. Katie and her husband have purchased some items and received donations for others (i.e. speakers were donated).

Alan explained that he recorded Pastor Matthew's last service at Holy Love in March with his and two other peoples' cell phones and broadcast it on Facebook Live. That worked well. Council members felt that the congregation wants to see the sanctuary during worship services.

The worship and music team will start with proposals for the first couple of steps that Beth requested.

**MOTION/VOTE:** Alan Schmuck moved to approve the recommendations for groups requesting meetings in the church as amended. Katie Sinclair seconded the motion and it passed unanimously. Mary offered to type the recommendations and will email the finished document to council and the church office.

**Technology Team Update:** Cal provided a report of this team's meeting by email on the morning of August 18. The report said that, ". . . Century Link indicated they could meet our budget of 10,000 and then said it would cost 21,000." Council discussion clarified that there is not \$10,000 in the church budget for an internet upgrade. The report also stated that, "We are also planning on reaching out to AT&T, give [sic] that they own the cell tower in the parking

lot.” Council clarified that the cell tower company in the parking lot is with T-Mobile; the checks that Holy Love receives for the lease payments come from a company called Crown Castle. Mary will email Crown Castle’s contact information to Rich Newman who agreed to get in touch with them for an internet quote.

Beth noted that Mary had sent an email to council this past month with historical information about council’s discussions relating to the church’s phone and internet capabilities. Mary’s email asked questions related to identifying (a) our worship goals, (b) what equipment we currently have, (c) what we need, (d) what it will cost, etc. Beth said these questions are a start of things that need to be answered. She asked what needs to be done first. Alan noted that Mike Rieger had changed out some equipment, but that didn’t result in any improvement. Alan said the DSL is ineffective. Katie advised that her husband hasn’t heard from his friend yet as to installing a fiber optic cable. Beth said that Mary’s questions need to be addressed so we will know what costs are involved in upgrading the internet and equipment.

**Reminder when sending emails:** Beth reminded council that when they send emails to please be sure they include all council members, including Roger and Mary. Even though their positions don’t have a vote, they can be involved in discussion.

### **Shared Ministry Events:**

Affirmation of Baptism will be celebrated during the worship service on August 23.

God’s Work. Our Hands. Alan put an announcement in the e-news about the September 13th event and asked for ideas of how the congregation can serve. He said the ELCA has made some suggestions, such as letter writing. Mary suggested collecting new socks for the Sock It To Em Sock Campaign and collecting greeting cards for the New Beginnings prison ministry community. Pastor Kari suggested assisting Lutheran World Relief with the collection of school kits and quilts to replace the humanitarian aid for refugees that was recently lost in the Beirut explosions. Beth suggested collecting goodie boxes that people could assemble for military personnel. Donita said that the Knit Wits can donate caps, scarves and lap robes to any organization that needs them. She thought the Mission Viejo school might be a possibility and suggested that Alan could contact their school nurse. Leigh suggested providing assistance with yard work to the elderly in our community.

Leigh noted that she hasn’t been receiving the e-news for a period of time and thought there may be others who aren’t receiving it either. People who don’t receive the e-news will not get information on God’s Work. Our Hands., for example. A council member suggested that Pastor Kari could include in the Sunday announcements that people should be getting the e-news weekly and to contact the church office if they are not.

## **NEW BUSINESS**

**2020 Forecast/2021 Budget:** The finance team is requesting that teams provide them with an estimate of anticipated expenses through year-end as well as their preliminary budget requests for 2021. Beth asked council representatives to discuss this with their respective teams and provide the information to the finance team by September 15. Jean asked that teams do their best because there are a lot of unknowns surrounding finances right now.



**Member Portal:** Beth advised that Lori has created a Member Portal on Holy Love's website in an effort to help communication in the church. Lori is posting council meeting minutes, team meeting minutes and team reports to the Member Portal. This information can keep the congregation updated on what is happening in the various ministries and in leadership. The availability of the Member Portal should be mentioned in the Sunday worship announcements.

**Facility Usage:**

**Women's Bible Study:** Beth advised that a facility usage request was received from Marcia Monson on behalf of the women's bible study group on Sunday after the executive team met. The requested dates for use of the narthex are September 9 and 23, October 14 and 28, November 11 and December 2, 2020, from 9:30 am to 11:30 am. The patio will be used in good weather. Approximately 8 to 10 people are expected to attend. The request form indicated the attendees will bring their own materials; they will not bring food; they will set up chairs in the narthex; they will keep socially distant and wear masks.

**MOTION/VOTE:** Leigh Brazee moved to approve Marcia Monson's request for the women's bible study group to meet as stated above. Donita Harvey seconded the motion and it passed unanimously.

Beth will ask Lori to provide Marcia Monson with a copy of the policy approved earlier in the meeting regarding groups meeting in the church.

**Christian Education:** Laura advised that the Christian education team will continue to meet virtually.

**Finance Team:** Jean advised that the finance team will want to meet in the narthex on the second Tuesday of the month from 10:00 a.m. to 12:00 p.m.

**Preschool:** Leigh advised that the preschool board has been meeting at 5:00 p.m. on Tuesdays, so the board will need to discuss when they want to meet in order to be finished by 5:00 p.m., which is when the janitorial service starts to clean.

**HALO Girls Corps.:** Lori Rieger, on behalf of the HALO Girls Corps., requested use of the east parking lot, the area in front of the church, and the lawn on the north side of the church for two fundraiser performances on September 12, 2020, from 12:00 p.m. to 6:00 p.m. The request includes use of these areas on Tuesdays at 6:00 p.m. leading up to the event for practice. There are 15 performance and crew members expected and up to 12 cars per session will be allowed. Fifty percent (50%) of the proceeds from the free will donations will be donated to Holy Love. The executive team recommended approval of the request pending receipt of a copy of liability insurance for the group.

Council asked that they be provided with a copy of the proof of insurance prior to making a motion and voting. When proof of insurance is received, the document should be provided to all council members. An email vote can take place after it is received.

**Mike Sinclair:** Beth advised that Mike Sinclair would like access to the preschool side of the building around mid-day on Thursday, August 20, in order to assess internet problems the preschool has been experiencing. Mary and Terri made this request.

**MOTION/VOTE:** Alan Schmuck moved to approve the request for Mike Sinclair to access the building at the end of the day on Thursday, August 20, 2020, to assess the internet. Leigh Brazee seconded the motion and it passed unanimously.

**Action Items:**

Property – Janitorial Service: Brian advised that on Monday, August 10, 2020, the cleaning service started to clean the preschool area of the building and the narthex restrooms. They will clean these areas Monday through Friday beginning at 5:00 p.m. Brian said we had been paying \$1,900 per month for cleaning services prior to the building closure; the monthly expense from September forward will be \$1,455 since the sanctuary is not being cleaned.

Preschool Budget: A copy of the preschool’s budget for the 2020/2021 school year (August 2020 through July 2021) was provided to council.

**MOTION/VOTE:** Donita Harvey moved to approve the preschool’s 2020/2021 budget. Jean Roenfeldt seconded the motion and it passed unanimously.

**ADJOURNMENT**

Pastor Kari provided the closing blessing, and the meeting was adjourned at approximately 9:17 p.m.

Respectfully submitted,

*Mary Unrein*

Mary Unrein  
Council Secretary

September Council Meetings:

Executive Team: September 13, 2020  
Council Meeting: September 15, 2020 @ 7 p.m. via Zoom