

HOLY TRINITY LUTHERAN CHURCH
COUNCIL PACKET
September 21, 2021

1755 Delhi Street, Dubuque, IA 52001
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Holy Trinity Lutheran Church Council
Meeting Minutes
September 21, 2021

Present

Adam Eikamp (President), Amanda Matson (Vice President), Barb Rank (Secretary), Ed Borchert (Financial Secretary), Jonathan Brown (Treasurer), Josh Martyn (Pastor), Derek Rosenstiel (Associate Pastor), Tami Ernster (Family Ministry/Parish Ed), Gretchen Kueter (Outreach), Jason Duba (Noah's Ark)

Standard council items

Meeting opened at 6:33. Amanda led devotions with prayer and meditation on brain health. Minutes were approved. Agenda was approved. Motion by Matson, 2nd by Kueter to add John Chestermann to the mutual ministry team. Motion carried.

Council continues to seek Committee Liaisons for Building and Grounds, Fellowship, Worship and Stewardship Committees. Written reports were recognized. Please read those reports (found elsewhere in this council packet) for what everyone has been doing). The staff will be working on getting parking passes for church and Noah's Ark employees.

Council agreed on five items to share with the congregation and committees. Meeting adjourned at 8:00.

Finance

The year-to-date income continues to lag compared to year-to-date expenses. Motion by Kueter, 2nd by Matson to extend line of credit through March 31st to align with the officer transition. Motion carried

Five items for sharing

1. Finance will be meeting at All Committee Night.
2. Nominating committee has been activated.
3. Donations are needed for the food pantry.
4. Sunday School (Trinity Kids) has started.
5. Adult Ed will begin October 3rd.

Respectfully submitted, Barb Rank (Secretary)

Holy Trinity Lutheran Church Council
Meeting In LFC
September 21, 2021

- | | | |
|------|---|-------------------------|
| 6:30 | Opening Devotions | Amanda Matson |
| 6:35 | Approve previous month's minutes | |
| 6:38 | Review and approve the meeting's agenda | Adam Eikamp |
| 6:40 | Pastor's report | Pastor Josh Martyn |
| 6:50 | Associate Pastor's report | Pastor Derek Rosenstiel |
| 6:56 | Treasurer's report | Jonathan Brown |
| 7:05 | Financial Secretary report | Ed Borchert |
| 7:10 | BUSINESS | |
| | Old business | |
| | Roof Update | |
| | Covid 19 update: Masks are highly encouraged | |
| | Part Time Maintenance Person | |
| | Part Time Youth Minister Postion | |
| | Ministry Fair- Congregational Stepping up | |
| |
New business | |
| | Extend Line of Credit through March 31 st to align with the officer transition | |
| | Activate Nominating Committee- Gather List of positions-Maybe as Greeters | |
| 7:25 | COMMITTEE REPORTS AND ACTION ITEMS | |
| | Personnel | Amanda Matson |
| | Building and Grounds | Vacant |
| | Fellowship | Vacant |
| | Stewardship | Vacant |
| | Outreach | Gretchen Kueter |
| | Worship | Terry Hoefflin |
| | Family Ministry / Parish Ed. | Tami Ernster |
| | Noah's Ark | Jason Duba |
| | Youth Liaison | Lilly Hoefflin |
| |
STAFF REPORTS (written) | |
| | Office Manager | Lorice Amlin |
| |
ANNOUNCEMENTS / CORRESPONDENCE | |
| | Communications to Committees: list four items | |
| 8:00 | ADJOURNMENT AND THE LORD'S PRAYER | |

Holy Trinity Lutheran Church Council
Meeting Minutes
August 17, 2021

Present

Adam Eikamp (President), Amanda Matson (Vice President), Ed Borchert (Financial Secretary), Jonathan Brown (Treasurer), Karla Wildberger (Pastor), Derek Rosenstiel (Associate Pastor), Barbara Rank (Secretary) Tami Ernster (Family Ministry/Parish Ed), Gretchen Kueter (Outreach), Jason Duba (Noah's Ark)

Standard council items

Meeting opened at 6:33. Devotions led by Ed Borchert. 2 Corinthians 9:6 Sow honestly and reap honestly. Do random acts of kindness. The prior minutes were approved as corrected to show the Ministry Fair to be held September 26. Council continues to seek Committee Liasons for Building and Grounds, Fellowship, and Stewardship Committees. Written reports were recognized. Please read those reports (found elsewhere in this council packet) for what everyone has been doing. Council agreed on four items to share with the congregation and committees. Meeting adjourned at 7:40.

Finance

The YTD income and balance are lagging behind YTD expenses and budget.

Building and Grounds

Motion by Duba 2nd by Matson to open a digital sign fundraising project. Motion failed.

Motion by Matson. 2nd by Duba. The alcove in the hallway will be walled off with a door to make a closet for maintenance equipment and supplies. Motion carried.

Noah's Ark

Motion by Duba. 2nd by Kueter. Council approval of continuing resolutions for Noah's Ark. Motion carried.

Outreach

Motion by Kueter. 2nd by Matson. Purchase a beverage refrigerator for the food pantry. Motion carried.

Four Items for Sharing

1. Pastor Karla's last day will be August 22nd and Pastor Josh will return on August 23rd.
2. Council requests realistic expectations of office staff, respect for their job descriptions and recognition of their permission to say no.
3. The food pantry is getting a beverage refrigerator.
4. An email vote was taken and wearing masks in the building is now highly recommended.
5. The maintenance position is now open for applications.

Respectfully submitted, Barb Rank (Secretary)

Pastor's Report 9/21

"You are the light of the world. A city built on a hill cannot be hidden. ¹⁵No one after lighting a lamp puts it under the bushel basket, but on the lampstand, and it gives light to all in the house. ¹⁶In the same way, let your light shine before others, so that they may see your good works and give glory to your Father in heaven." (Matthew 5:14-16)

Looking Back

First, I cannot thank you enough for the gift of a sabbatical. This truly was an amazing gift that allowed me the time to spend with family, work on my physical and mental health, and spend some time in prayer discerning God's call and direction in my life. Thank you.

Since returning back to the office and after getting caught up with mostly everything going on, Pastor Derek and I had our yearly meeting where we review our Letter of Call from the congregation and discern where God is calling us to serve at HTLC this coming year. This is a yearly session we have together where we decide which committee's we will serve on and ministries we will lead this coming year. Attached to this report is the division of responsibilities for each of us. This outlines days off, visitation schedules, which committee's we will be working with, and which ministries we will continue to work with and serve. If you have any questions, please let us know.

Looking Forward:

I am so excited that all the ministries have started up again. Trinity Kids, Bible Explorers, Confirmation, Adult Ed, Youth Group, and Choir have all started and we are excited to see so many individuals coming back. We will soon be starting our new Wednesday night Dinner Church and cannot wait to see this ministry grow and expand.

While working with Adult Ed, Confirmation, and Bible Explorers this coming year, I will also be leading the High School Youth Group. I am deeply thankful that Daniel and Sally Haug, Lisa Borchert, and Erin VanLaningham will help lead the youth program with me. Currently we held a Bible Study on Sunday Sept. 19 and will have another bible study on October 3rd. We also have an informational meeting on Sunday September 26th on the National Youth Gathering which is taking place in July 2022.

I am also excited for the conversations we will have during our adult forum between worship services next month. Although the pandemic is not completely over yet, the needs of the community have changed over the year and a half and it is important to discern if God's mission for HTLC is the same or needs to change. The conversations the Adult Ed team have planned for the congregation will help us determine if God is still calling us to the same mission and vision of HTLC or if we need to change our focus.

I am sure I am missing more information to report to you, and as I continue to get caught up on ministries and personnel information I will pass it along immediately. I am so happy to be back in the action of things once again and if you need anything or have any questions, please let me know. My door is always open.

Peace in Christ,
Pastor Josh

Pastor Derek's Areas of Responsibility

Day's Off

- Monday's

Hospital Visitations

- Tuesday, Thursday, Friday, Sunday

Shut-In Visitation

- Every other month

Committee Representative

- Outreach
- Worship
- Stephen Ministry
- N.A. Board

Specialized Areas of Responsibility

- Outreach: Helping the congregation reach beyond its doors.
- Small group ministry Coordinator
- Shut-In List Coordinator
- Confirmation Coordinator
- Reconciled in Christ Team
- Adult Education

Shared Ministry

Alternate

- Advent/Christmas and **Lent/Easter**
- Newsletter Article
- Weddings and funerals will be assigned based on schedule and preaching schedule
- Preschool Chapel

Pastor Josh's Areas of Responsibility

Hospital Visitation

- Monday, Wednesday, Saturday, Sunday

Shut-In Visitation

- Every other month

Committee Representative

- Buildings and Grounds
- Parish Ed/Family Ministry
- Stewardship
- Fellowship
- Personnel

Specialized Areas of Responsibility

- Lead High School Youth Ministry
- Assist Confirmation Coordinator
- Assist Leading Adult Education Classes
- New Member Class
- Office Administrator
- Oversee Pastors Emergency Fund
- Point of Contact for Weddings and Funerals
- Preaching Schedule Coordinator

Shared Ministry

Alternate

- **Advent/Christmas** and Lent/Easter
- Newsletter Article
- Weddings and funerals will be assigned based on schedule and preaching schedule
- Preschool Chapel

I thank my God every time I remember you, constantly praying with joy in every one of my prayers for all of you, because of your sharing in the gospel from the first day until now. I am confident of this, that the one who began a good work among you will bring it to completion by the day of Jesus Christ.

Philippians 1: 3-6 (NRSV)

I have heard a few appreciative comments of the way I have done my council report these past few months. Ha-ha, I am assuming because it is less of a devotion/mediation and more of a bullet-point highlight of the past month and upcoming one! I hear you loud and clear dear friends, if any of you want it to return to the old format, just let me know! I am learning as I go in this whole pastor gig, and I thank you for your patience and guidance in this! It is truly a joy to serve alongside each of you on council!

Here's the highlights of what ministries I have been focusing on this past month -

- We have geared up and prepared for Fall programming of our faith formation ministries, and thanks be to God for all the people who aided in that preparatory work, for it has proven to be a blessing! Confirmation has begun & Trinity Kids (Sunday School) & Bible Explorers is coming soon as well. What a joy and gift it is to grow in faith alongside all these wonderful kids!
- Pastor Josh is back, thanks be to God, & we have had a few meetings for ministry planning & delegation of ministry responsibilities for this upcoming year. I am deeply grateful for his return and for the time he had away to rest, rejuvenate, and take some time prepare for many more blessed years of ministry!
- The Adult Faith Formation Team has planned out three exciting and engaging Community Forums to be held in October. They all center around the deep yearning and sense that many of us have been having about discerning where God is calling Holy Trinity Lutheran Church for their ministry into the future. Much has changed in our world, our lives, and our communities of faith so the big questions we will be engaging together in conversation around next month will serve us well as we look to uncover where the Spirit may be leading us as a congregation next. Please look for those dates and topics in the eNews and Tidings soon! Here's a sneak peak of the three weeks' conversations questions - "Who are we as Church here at Holy Trinity Lutheran?"/ "Where are we as a Church? (neighborhood, context, etc.)"/ "How are we as Church? (welcoming, inviting, including, excluding, etc.)"
- For awhile now, I have had the honor of serving alongside Chaplain & Pastor Kristen Wipperman as well as Jill Klinebriel for a service at Luther Manor on Sundays. This is a great honor and joy to do; and as the Fall comes, we will be holding these services more often whereas during the summer it was every other week. I look forward to this as our siblings in Christ in nursing homes and extended care facilities have suffered greatly during the pandemic. Might you think of a way of reaching out to these folks as well? Just ask me if you want any ideas of how to do this or if you are interested in starting up a ministry around this.
- We held a service of remembrance for a member of our community of faith who could not have a full funeral due to the pandemic & I am planning with another family for one to be held at the beginning of October as well. Although these members died a while ago, grief & closure does not happen all at once and we continue to love and support our siblings in Christ as we celebrate their loved ones lives and commend them to God's everlasting embrace.

Here's a few things my ministry will focus on this next month –

- Unfortunately, time did not allow me to hold any Faith in Motion ministry events during the month of September. I will plan on holding two during the month of October because you never know how soon the white stuff may start falling!! During the winter, I have an idea of continuing this ministry with other variations of how to be active in our faith – possibly guided meditation sessions, yoga, or even snowshoeing! We shall see!
- ***Dinner Church***, a new Wednesday nite worship opportunity, is about to start up and we hope you will try this out. **September 22nd from 5:00-6:00 PM** is our first opportunity & thanks be to God for Gretchen Kueter's willingness to help head up the meal for the first nite! We will need other volunteers and groups as well to help with this – might council want to take one nite possibly?
- I am looking towards November or so to restart ***The Well*** ministry gatherings, but it will all depend on the status of our community as far as the virus spread goes. I encourage us as a council to investigate and follow closely what is going on with Covid-19 in our community. Statistics do not look good right now...what are we going to do about this?
- The Stephen Ministry leadership team is planning a gathering for all Stephen ministers to celebrate the ministry they have carried out in Christ's name in the past and to reimagine what might our caring ministries look like going forward. We have several inactive Stephen ministers and much of our caring ministry has taken a hit over these past 5-7 years. We hope to see who might want to reengage possibly in a new way and look for new people who might want to step into some form of caring ministry. Look for that date to come during this Fall.

These are but a few highlights of course, but please as always feel free to reach out to me and ask me what I have been up to or how you can support any of the areas of ministry I am working on with others. I appreciate each of you and give thanks to God always for the witness to Christ's love that you share with others in this community of faith, including with my family, and beyond!

In Christ,
DGR (Pastor Derek)

Building and Grounds Meeting via Zoom
September 9, 2021 5:30 PM

attendees: Darrell Kalmes, Gary Sewell, John Chesterman, Pastor Josh, Ryan Borchert

On-going repairs:

Winter prep/repair of snow blower on-going John has supplies including synthetic 5w30 oil for servicing
Tool room has begun to move and be consolidated (planned for October)
New storage area in hall outside Library approved by Council (October project)
Towel dispensers lowered per DHS in one-year and two-year rooms. Soap dispenser, child locks and wall game installation completed in one-year room.

Budget corrections, modifications. Waiting to hear when there will be a finance committee meeting so Pastor Josh will follow up with Adam and Amanda

NE entrance to Noah's Ark project Gary is waiting to hear back from Jim Herrig with Weber Concrete to start the quote process on several areas needing replacement

LFC east window repairs

Approved by Council, waiting on Chris O'Rourke schedule

LFC sound improvements

LifeLine to install speakers on 29 July.
Phase 2 (new mixer) delayed past September.

Future of digital sign project

Known open projects:

1. Slow drain in sink off front of Sanctuary, also steel pipe plumbing
2. LFC window latches need cleaning and lube (Phil Larson will address)
3. Concrete needs replacing see "NE entrance to Noah's Ark project" above
Outside both lower level entrances
In front of main entrance, along with parts of sidewalk
4. Garage needs re-org and clear-out
5. Clear closets and dispose of unused items.

New items discussed:

1. lawn overseeding and aeration needed motion passed for Ryan Borchert to proceed the week of September 25th unless the cost exceeds \$200
2. maintenance position in progress - one person has been interviewed
3. Alice Martin memorial designated funds in the amount of \$4000 for LFC tables/chairs Josh will be provided with product information from Gary for a table toter and from Darrell for 10 plastic round tables and appropriate number of plastic chairs
4. radon tests John will work with Kate to have rooms in addition to Noah's Ark tested
5. LFC and Fellowship Hall carpet cleaning John will work with Kate to get a quote
6. September 26th fair John will get Powerpoint ready for Gary

Parish Education and Family Ministry Committee Meeting Minutes 9/7/21

Present: Amanda Staade, Tami Ernster, Mary Mills, Amanda Matson, Pastor Derek, Pastor Josh

The meeting opened at 6:05 pm.

The minutes of August 3 were approved.

Budget Review – There was no budget document to review.

Rally Day – Service will be at 8:30 at Allison Henderson Park. After service, a snack will be served at the church. Activities will be in the upper parking lot and fenced area. Activities will include face painting, toys in the fenced area, corn hole, four square, a bounce house, pie the pastor and other activities. Fellowship will grill a meal at 11:00.

Family ministry events scheduled are:

August 28 – 11:00-? 4 families totaling 14 people met at Swiss Valley park for a meal, creek Stomping and fellowship.

Coming soon:

October 30 – 5:00-7:00 Trunk or Treat – maybe hot chocolate or cider afterward

November – Saints game – date to be determined

December – Parents Night Out/Fort Building – Either December 3rd or December 10th.

Work on Christmas Cards for special members of our community.

January 22 – Sledding depending on snowfall

Elementary Team update:

Rally Day – September 12th

Bible distribution and Teacher blessing – September 19th

Ministry Fair – September 26th

Recharge Rally day – January 9th.

The elementary team is nearly ready for Trinity Kids to begin on September 19th. The preschool group will meet in the new preschool room off of the fellowship hall. Based on the number of attendees, the other students may be together for the first few weeks, or they may be split into K-1 and 2-4.

Bible Explorers will meet during the Sunday morning education hour instead of a weeknight. Their first Sunday will be September 9th.

Confirmation will meet on Wednesdays beginning September 22nd. The timing would include the 5:00 meal followed by church and class. Confirmation orientation will be held on September 8th.

The meeting adjourned at 7:20 pm.

Submitted by: Tami Ernster

Noah's Ark Board Meeting
9.7.21
Minutes

Director's Report

- See attached report
- Have until end of next week to get storage issue resolved in Giraffe room.
- One spot open for 4-year-old preschool room.
- Staff raises will be effective this coming pay period.
- Staff members reacted favorably to raises.

Treasurer's Report

- Noah's Ark accounting is now separate from the church.
- Nothing for the month of August has been accounted for. Payroll and billing is still operating as usual.
- Looking at hiring an accounting firm, probably Honkamp. Quote from Honkamp was \$600 per month plus a startup fee. Seems steep but would be more if we hired a business manager.
- Kate will send out July treasurer report.
- Marina's husband would like to help out.

Old Business

- Need to appoint new people to handle staff appreciation committee business since Mandy and Ryan are no longer on the board.

New Business

- COVID update:
 - Jenifer stated we are following recommendations from DHS, which is following the CDC guidance.
 - Also have a rep from the VNA who helps with all disease issues, as well as COVID.
 - Dr. Marissa Michel, pediatrician and parent, is a helpful resource.
- Election of officers
 - Chair – Jason will continue as Chair
 - Vice Chair –
 - Treasurer –
 - Secretary – Katie will continue as Secretary
- Radon issue
 - Jenifer hired company to test radon, which determined that Noah's Ark has a radon issue that needs to be addressed. Although it is not harmful to humans.

Email Correspondence

- Religious content in classrooms
 - Jenifer is working with Pastor Derek on re-instating chapel time.

- Director and pastor determine the religious education curriculum.
- Jenifer suggested putting language in the Parent Handbook regarding religious education.