

Minutes of Congregational Council Meeting of Peace Lutheran Church

Wednesday, December 16, 2015

Present: Pastor Dalene Fuller Rogers, Frankie Sweetnam, Susan Long, Jenn Graham, Cindy Murray, Barbara Stegmiller, Chris Vanderlinden and as Guests - Toni Sue Duckett and Jim Graham. Absent: Lourdes Davis (Excused).

Meeting called to order by Frankie Sweetnam at 6:30 pm.

Devotions by Frankie was a reading of the Quaker Calendar for December, 2016 which was a gift from the Kapenga's.

Minutes of November 18 Council meeting approved as corrected. Susan Long moved motion to accept, Jenn Graham seconded motion.

A video on preventing child sexual abuse in the church from Church Mutual Insurance was shown to council. Pastor Dalene will plan on showing Part 1 - for Parents and Congregations of the "Safeguarding God's Children" curriculum during Adult Education time on Sunday January 17. Safeguarding God's Children is mandated by Peace Lutheran's Safe Haven Policy, and the Rocky Mt. Synod. An attendance record will be recorded and maintained on file. Our policy requires annual training be provided and attendance recorded and kept on file. Need to establish a yearly date for this training, possibly May or June.

REPORTS (Written reports attached to minutes)

PASTOR: See attached report.

PRESCHOOL: Board met December 9. The preschool collected 11,000 pounds of food for the Kelly Memorial Food Pantry. They also collected hygiene products. There will be a parents day out Saturday Dec 19 to give parents time to shop for Christmas or just rest without the children. The Preschool Christmas program will be December 17 and 18 at 6PM here at the church. Budget is on track except for supplies. Looking at creating Lunch tickets and possibly raising tuition next year. Parent Handbook needs to be revised and should be ready for approval in February. No Trustees report for preschool. Also in February, the Directors job description will be reviewed and need approval. Per Jim Graham, bylaws need review and need two new board members as Shirley Moe's term is up and Fred Lenhart has resigned.

Director's report is attached.

WORSHIP: See attached report. Poinsettias were picked up today from Albertson's and taken to our florists to keep until ready for Christmas at church.

YOUTH AND FAMILY MINISTRY: Las Cruces is very active, will have an "Amazing Race" in El Paso Jan 2. Our Savior in Alamogordo is hosting an mission trip to Cortez, CO in July. The Chrismons were a success - Thank You! Movie night will show either Polar Express or Prancer during the Christmas break.

There will be "Make your own pizza" for food. Date TBD. Peace Las Cruces is planning a Confirmation Retreat and looking for sponsors. No date given at this time.

FINANCIAL: Susan reported that Offerings for November were above budget by 102% but that budgeted YTD giving is only at 82%. Preschool had a net income of \$4,000. Their income is based on the way they bill. One issue involved advance billing in August for a family who didn't come. The procedure should be to remove early billing when family is a no show.

For the month of November, the actual income (contributions and other) totaled \$15,890 which was \$331 above the budgeted amount of \$15,558. Actual expenses totaled \$12,687 which was \$4,833 below the budgeted amount of \$17,520. This resulted in net income of \$3,203 which was \$5,164 above the budgeted net loss of (\$1,962). Fiscal YTD actual income totaled \$66,822, which was \$14,127 below the budgeted amount of \$80,949; and fiscal YTD actual expenses totaled \$81,075 which was \$27,940 below the budgeted amount of \$109,015. This resulted in a YTD net loss of (\$14,253) which was \$13,812 below the budgeted net loss of (\$28,065). The council was reminded that the budget reflects the expenses related to the projected costs of hiring an ELCA full-time pastor based on Synod guidelines for compensation, and a Youth and Family Ministry Coordinator part-time for which the position is currently vacant. At November 30th, the general fund cash balance totaled \$31,083. (Report attached)

CALL COMMITTEE: Three names have been submitted by the Synod and Call Committee is expecting 2 more. Because of the holiday season, unable to have all members and potential candidates available for initial interviews until after January 3, 2016. The committee has the RLP's to review and then will schedule interviews.

STEWARDSHIP: Did not meet.

PROPERTY: There will be a Church Clean-Up day Saturday, January 23. A sign-up sheet will be posted in the Fellowship Hall with a list of what needs to be done and a place for people to sign up to help. A list was made of Property and Building Maintenance Needs as of 12/10/2015. **Bold** items need to be addressed. Items 6 and 15 need a tall ladder, at least 12 foot. we also need to find an electrician, to check with John Moe for suggestions. Jim Graham also has a name of an electrician. Carpeting - Tom and Jim to coordinate the process!! Emilio has padding for the new carpeting. The copier people are to supervise the move of the printer. Susan thanks Jim and Tom for the book case relocated to her office from the front office. A German carving was found in the office during the reorganization. It belonged to Sandy Cunningham, and returned to her. #12 - No solar light on the Belvidere street sign for church. Jim reported it would cost about \$50 each and will need to purchase. Additional items: #17 Fire Marshall certified building for another year. Of three extinguishers in kitchen, one was leaking and removed by Fire Marshall. All extinguishers were in locked cabinets with only key in a locked box in the office. Pastor made decision to unlock all the extinguisher cabinets. See Attached Report

FINANCIAL SECRETARY: Nancy Casner was given a copy of the RMS Guidelines. She needs to be reminded that she needs to submit a monthly report. John Matyi is helping Nancy get oriented to the position. 2016 envelopes here, over ordered.

OLD BUSINESS

1. Carpeting covered under property above.
2. Lourdes to create a spread sheet for tracking repair process. Waiting for Church Mutual to give update on stucco repairs. Question as to requirement for three estimates. It was determined we had three - Raul, Gary Kroeplin and A-1.
3. Council agreed to post minutes of meetings on the church website. The secretary will sign the final copy of the minutes and give them to the Administrative Assistant for filing.
4. Google Drive - Chris will give a short overview at the next meeting on how to access the program with possibly using the program at the January meeting. This should reduce "paper" reports.
5. Forty-five days until Pastor Dalene leaves. Pastor is to have the February bulletins done, and has instructed Jennifer how to tweak the 2015 bulletins from Sundays and Seasons. Per pastor, Synod should help us find supply pastors. Pastor Rosemary is a resource for emergency pastoral care issues as is Matt Barnhouse from Mount Hope. We need to determine who is responsible to line up supply pastors. These pastors should also help select hymns for services.
6. UPS said they would pay the \$100 fee requested but needed an invoice. Jennifer did one to mail to them.

NEW BUSINESS

1. Pastor has qualifications of David Noe for review. He is interested in the Youth and Family Ministry Coordinator position.
2. See packet for guidelines.
3. Other: Nursery coverage for Christmas Eve. Last Sunday, there were unaccompanied children in the nursery in the dark. This is a problem. Nallely has been asked to stay until 1100 which is 1/4hour over 2 hours.
4. Building situations: Church is cleaned on Mondays, asked to clean fellowship hall and vacuum the carpet in Sanctuary to clean up food crumbs from Sunday. Pastor noted crumbs still on carpet on Tuesday. Romeo was here Sunday. Steve was here Sunday and Tuesday with a group of children. He has been here three times a week to rehearse with students. Steve has been reminded at least twice that he needs to schedule in advance for use of church. Need to determine expectations for use as Steve is not a member of Peace. Should there be a fee?, fill out a form? Building use has at least two parts: no drink, etc in sanctuary, request to use in writing for approval. Council decided, Pastor to talk to Steve so events placed on calendar, go over request form and review Safe Haven guidelines/training, church policy, and instruct Steve to submit a building use form for use of the church space, but not charge him for the use. He will be instructed to mention to his students that a donation to the Church would be appreciated.

Next meeting Wednesday, January 20, 2016 at 6:30PM

Meeting closed with Lord's Prayer

Meeting adjourned at 8:40PM

Respectfully submitted,

Cynthia L. Murray, Secretary