

Amazing Grace Lutheran Church
Council Meeting Minutes
May 16, 2023
6:15 PM – Dinner
7:00 PM meeting starts

Vision: A welcoming place where grace happens.

Mission: To Experience and share God's love through worship, education, and community.

Values: Radical Hospitality; Passionate worship; Intentional faith development; Risk-taking mission and service; Extravagant Generosity.

Attendance: Pastor Val, Mark Smalley, Mike Barkstrom, Tara Main, Sarah Channel, Suzan Stegemoeller, Diane Hanson, Michelle Weiberg, Lynette Lile

- I. **Call to Order – Pastor Val's Home by Mark Smalley 7:00pm**
 - A. Appointment of time keeper and **start recording**
- II. **Prayer and Devotions**
 - A. Opening Prayer & Devotions – Suzan
 - B. Sign up for Devotions
- III. **Establish Quorum**
- IV. **Review and Approve Agenda M/S/P**
- V. **Approve minutes from meetings: April 18th M/S/P**
- VI. **Business items** (these are generally items that are beyond any one ministry or don't fit under any ministry, special requests from the community) (30 min)
 - A. Church Office Furniture– Sarah

Keyboard tray is coming. All the new office furniture is in. The council discussed relocating the bench pew (in the church office and not being used for anything) and the two file drawers that were brought in by Tara.

B. Realm Software report –Sarah

Sarah has transferred all material from Powerchurch and into Realm and is making small corrections that are needed. Members will have the opportunity to have their own accounts to access Realm and update personal information. Sarah is working on the financial material.

Council needs to restart doing Annual membership rolls and will begin in June.

- i. Review of membership roster (Possibly delay the actual review until next month)

C. CTC

- i. Review report- Discussed what was talked about at the meeting and areas that need to be worked on.

ii. Next steps

The next two steps are: (1) The CTC report from Laurin Vance will be sent out and made available to the congregation (announced in church, grace notes, printed copies, and newsletter).

(2) Mark Smalley will contact Laurin Vance about scheduling a congregational wide meeting.

D. Council member terms – Mark

Discussed corrected terms (incorrect in annual report) and corrections for Council and Endowment.

E. Council communication spotlight for June – need a volunteer

Mike did property in April. Michelle Weiberg on Youth and Family this Sunday for month of May.

Lynette will share in June

- i. Purpose to educate the congregation and facilitate communication
- ii. What does the constitution say about the ministry
- iii. How can the congregation help and become involved in the ministry

F. Synod Assembly Report – Diane & Suzan

Diane did a show and tell for the council about Synod Assembly material. It was a well-run conference. The information from the Synod Assembly is on their website. Suzan will type up an article about assembly for the Spirit.

VII. Ministry team reports: (30 min)

A. Worship – Sarah

A worship meeting is scheduled.

- i. Piano fundraiser- Discussed other ways to raise money. Filling out endowment form. Passing of the plate for donations after Sunday worship.

B. Outreach – Suzan

Suzan and Debby went to the Grays Harbor Housing luncheon. Will speak to the ad-hoc committee on homelessness about doing an announcement.

Sisters in Recovery (AA) is thrilled with the potluck schedule. Donations are up to 75% a quarter rather than 50%.

The payment for the Grays Harbor Housing luncheon and the collection baskets will come out of the Outreach budget.

Suzan and Debby will be attending another meeting about substance use disorders in Grays Harbor County and how they interface with homelessness and mental health issues.

- i. Moore Wright Group donations
- ii. Collecting food for the Salvation Army Food Bank

New baskets purchased by Suzan for donations are up in the fellowship hall including one for cold weather shelter. It was suggested (by Mike Barkstrom) that the Food Bank and Salvation Army baskets be put on a rotation schedule.

- iii. Friends in Need

When Pastor is unavailable Suzan would like someone else in the congregation to oversee it.

Discussed what the job entails.

Pastor does not see this as a regular occurrence. Option to hold off on donations until Pastor is available is a viable option.

C. Youth & Family – Michelle

- i. VBS- changed to vacation bible camp.
- ii. Grace Lightning-Working on additional names.
- iii. High School Holden Trip is on for Memorial Weekend.
- iv. Larger Family Friendly Sanctuary Space-Michelle will speak with Mike

D. Fellowship – Lynette

- i. Celebration of windows and anniversary of the joining of 2 churches to become Amazing Grace on September 23rd. Next meeting is this Thursday, May 18th.

Bishop Jaech will bless the windows. Invitations are being prepared. Lynette spoke with Ken Mitchell about making a color book.

- ii. Kitchen supplies- Donated by congregation members and Thrivent (left over from events).
- iii. Fellowship hosts list- new list up on cork board in kitchen.
- iv. Pentecost- possible pinata for children during fellowship
- v. Communion for shut-ins

A meeting needs to be scheduled to organize the group and to come up with a different name.

E. Property – Mike

i. Family Promise Use agreement

Darci and Mike are still working on it. Mike is unclear about who oversees the financial part of the F.P. agreement, Mike is willing to take on the responsibility of the financial part if the council has no objections.

ii. No Trespassing signs

The signs are called “Conditions of Entry Signs”. The purpose of these signs is that if we have trespassers on the church property and we don’t have the signs up the police department will not respond. The location will depend on where Family Promise wants them. Mike suggested the breezeway (crossway entrance between F.P. doorway and door to church basement), F.P. front door, entrance to fellowship door (alley entrance) and the church office.

Several members of council asked for more information about the signs. The concern is ensuring church appears to be a welcoming space while deterring unwelcome guests.

iii. Fireside/Sunday School Room Use. Will relocate the bin for recycled materials. Reposition furniture in Sunday school room.

iv. Child Locks on fellowship hall windows – how to open more on hot days

Discussed how windows can be opened in a safe way.

VIII. Financial Reports: (30 min)

A. Treasurer's Report –Tara

Amend ELCA, Namibia in AGLC Monthly Benevolence Worksheet.

i. Approve April bills paid **M/S/P**

ii. Financial Secretary's Report – Tara

IX. Pastor's Report (IX – XI 15 min)

A. Upcoming Vacation

1. June 20th – 27th, Look at schedule for June Council Meeting. June 29 will be council meeting.

X. Task Assignments

A. For next council meeting:

1. Discuss public use of the piano. How to give permission and schedule? We already have request.
2. What are we doing with the old piano? We already have a request.
3. Discuss request to film a movie in our Sanctuary.

XI. Adjournment and closing prayer - Suzan. **8:55**

PASTOR'S REPORT -OTHER ACTIVITIES in May 2023

Activities specific to this month

OFFICIAL ACTS: None

PASTORAL CARE: Visit, calls, texts, as needed

ADMINISTRATIVE: Synod Assembly

Meetings to coordinate filming; pianos; fellowship hall use

OUTREACH: Attended Substance Use/Abuse Disorder Workshop

WORSHIP: Planning for summer worship

PROFESSIONAL GROWTH: Preparing for retirement for me and for the congregation: reading: Graceful Exit by Mary C. Lindberg; Leaving Well from the St. Paul area Synod of the ELCA (shared with council.)

VACATION: None

UPCOMING: Vacation June 20-27

Last day leading worship - July 30th

Amazing Grace Lutheran Church
Council Meeting Minutes
June 29th, 2023
6:15 PM

Vision: A welcoming place where grace happens.

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Attendance: Pastor Val, Mark Smalley, Suzan Stegemoeller, Sarah Channel, Michelle Weiberg, Lynette Lile, Tara Main, and Diane Hanson

- I. **Call to Order – Mark Smalley 6:15**
 - A. Appointment of time keeper and **start recording**
- II. **Prayer and Devotions**
 - A. Opening Prayer & Devotions – Lynette
 - B. Sign up for Devotions
- III. **Establish Quorum**
- IV. **Review and Approve Agenda M/S/P**
- V. **Approve minutes from meetings: May 16th M/S/P**
- VI. **Business items** (these are generally items that are beyond any one ministry or don't fit under any ministry, special requests from the community) (30 min)
 - A. Pastoral Transition – Rebecca Shjerven, Bishop's Associate

-Rebecca met with council members since church's Pastor is departing.

- i. Pastoral transition process - questions or concerns.

Four Primary steps of Pastoral transition

1. Fulfilling farewell

2. Clarifying Mission-

-Transition team are good listeners. Suggested there be one member from council on the team.

-Interim pastor are appointed by synod with approval from council

3. Leader Search

-Call committee, one member from council. They represent the whole congregation not just their specific groups.

4. Welcome new Pastor

- ii. Interim pastoral coverage and what that might look like.

Rebecca asked council what they are looking for in an interim pastor/pastor.

Mark will send Rebecca a copy of the budget and a copy of the reports from Laurin.

A covenant between Pastor Val and the Congregation will be shared with the congregation, so healthy boundaries are maintained.

Rebecca will let council know when there's a candidate for an interim pastor.

B. Realm Software report –Sarah

- i. Review of membership roster – Michelle, Sarah and Pastor Val will review roster using Arlene and Amy's work on new directory.

C. CTC Update – Mark - No updates.

D. Council communication spotlight for July – Sarah

- i. Purpose to educate the congregation and facilitate communication
- ii. What does the constitution say about the ministry
- iii. How can the congregation help and become involved in the ministry

E. Mail Delivery – Church mail was stolen. Now delivered to Curtis's home.

- i. Clarification: packages have been stolen so they are being delivered to Steinhauer's. Regular mail has not been stolen.

VII. Ministry team reports: (30 min)

A. Worship – Sarah

- i. Piano fund raiser- Invoices were made available to council.

B. Outreach – Suzan

Any questions about Food Bank and Salvation Army baskets ask Suzan.

- i. Moore Wright Group donations
- ii. Ad-hoc Committee on Homelessness
- iii. Union Gospel Teams- Suzan will write a letter that will be announced in all regular places.
- iv. God's Work our Hands- Suzan looking for project suggestions and would like a volunteer to help.
- v. Snack basket- give out to people who may stop by the church looking for food. Discussed what types of food to have on hand.

vi. Fostering children - Teresa Snow would like to make a presentation to the congregation.

C. Youth & Family – Michelle

- i. VBCamp- Held at Saron Lutheran in Hoquiam from June 18-June 22. Thank you, Sarah Teveliet Channel, Kris Gienger and Carmon Shaw. 15-20 attended throughout the week. 8 youth from AG attended VBC.
- ii. Sunday School- Met on June 4 practiced a few steps of Faith5 and did some singing led by Laura Carle then went outside to color with sidewalk chalk. Next meeting will be Sunday, July 2.
- iii. High School Holden Trip- Madison Winter attended and was chaperoned by Joan Rabung and Carmon Shaw. Madison is looking forward to attending next year.
- iv. Larger Family Friendly Sanctuary Space- on hold until Mike Barkstrom is better.

D. Fellowship – Lynette

- i. Celebration of windows and anniversary of the joining of 2 churches to become Amazing Grace on September 23rd. - Moving along. Received money from the endowment fund.
- ii. Small Group Meetings- on Hold
- iii. Steinhauer baby shower- Sunday, July 23
- iv. Erin Burns graduated from Hoquiam high school. Kylie Weiberg graduated from Grays Harbor College.

E. Property – Mike

- i. Family Promise Use agreement
- ii. No Trespassing signs
- iii. Child Locks on fellowship hall windows – how to cool the fellowship hall on hot days

VIII. Financial Reports: (30 min)

A. Treasurer's Report –Tara

Tara will amend reports

- ii. Approve May bills paid **M/S/P**

ii. Financial Secretary's Report – Tara

IX. Pastor's Report (IX – XI 15 min)

A. Leaving Well – Pastoral Transition

1. Supervision of Church Secretary- Keep on track on what needs to be accomplished weekly, monthly, and yearly.
2. Outside Committees in the community to stay involved in? (Friend in Need fund)
3. Pastoral Care- congregation members that Pastor visits
4. Accounts in Pastor's name w/her email address- will move to church email.
 1. Zoom – can go to Amazing 111 – need administrator.
 2. Facebook – Administrator
 3. Website – Vicky can move videos each week?
5. PSALM group has August covered
6. Pastor going over annual expenses.

X. Task Assignments

Adjournment and closing prayer - Lynette 8:52

PASTOR'S REPORT- OTHER ACTIVITIES in June & July

Activities specific to this month

OFFICIAL ACTS: Baptism – Sasha and Maks Gienger 7/16

PASTORAL CARE: Baptism preparation with Kris, Maks and Sasha
Met w/ people as they asked for meetings
Visited those homebound and in assisted living
Visit, calls, texts, as needed

ADMINISTRATIVE: Submit to council lists of purchases made from the office: annually, monthly...
Change all online records from my email address & passwords to church's along
Prepare laptop for Council use
Reviewed membership rolls
Meet w/ director of Family Promise
Worked with Office Administrator to be prepared for the transition to an Interim
Pastor and then to a settled Pastor
Planned who would take over each of Pastoral responsibilities until an interim
is in place.
Worked w/ Psalmists to help prepare them for their leadership roles

YOUTH AND FAMILY: Purchased materials, made blanket w/ Maisy Jane and Sarah for Erin's
graduation gift.

OUTREACH: Submitted recommendations/questions to city council homelessness committee

WORSHIP: Planning for August worship until Interim Minister arrives

PROFESSIONAL GROWTH: Reading about leaving congregations in a way that is good and healthy for the
congregation and for me.

VACATION: June 20-27

UPCOMING: Last day leading worship - July 30th
Last day in the office – July 28th

AMAZING GRACE LUTHERAN CHURCH INCOME STATEMENT Month Ending May31,2023 General Fund		AMAZING GRACE LUTHERAN CHURCH INCOME STATEMENT Month Ending May 31, 2023 Maintenance Fund	
Revenue		Revenue	
General Fund	\$ 20,164.01	Maintenance Fund	\$ 17,934.24
Youth Fund	\$ -	Deposits	\$ -
Memorial Fund	\$ -	4F Dinner	\$ -
M Thompson Fund	\$ -	Thrivent	
		Family Promise Maint Fund	
Total Revenue	<u>\$ 20,164.01</u>	Total Revenue	<u>\$ 17,934.24</u>
		Total in FP Maint Fund	<u>\$500.00</u>
Expenses		Expenses	
Pastorial	\$ 9,700.22		
Payroll	\$ 3,293.59	Home Depot	\$ 92.59
Payroll Taxes	\$ 428.97	4Fdinner overpayment	\$ 25.00
Worship	\$ 935.00		
Supplies	\$ 108.70		
Utilities	\$ 2,057.07		
Software	\$ 117.46		
Misc	\$ 129.66		
Office Furniture	\$ 1,643.80		
PNW Printworks	\$ 1,452.95		
Insurance	\$ 775.58		
Total Expenses	<u>\$ 20,643.00</u>	Total Expenses	<u>\$ 117.59</u>
Net Income	<u>\$ (478.99)</u>	Net Income	<u>\$ 17,816.65</u>
AMAZING GRACE LUTHERAN CHURCH General Church Equity Month Ending May 31,2023		AMAZING GRACE LUTHERAN CHURCH Maintenance Equity Month Ending May 31,2023	
Beginning Equity	\$ 20,965.76	Beginning Equity	\$ 17,934.24
Net Loss	\$ (478.99)	Net Income	\$ -
Benevolences	\$ (1,823.88)		
		Less Withdrawals	\$ 117.59
Church Equity March 31, 2023	<u>\$ 18,662.89</u>	Maint. Equity March 31, 2023	<u>\$ 17,816.65</u>

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AMAZING GRACE LUTHERAN CHURCH GENERAL BALANCE SHEET May31,2023		AMAZING GRACE LUTHERAN CHURCH MAINTENANCE BALANCE SHEET May 31, 2023	
ASSETS		ASSETS	
General Fund	\$ 9,467.13	Maintenance Fund	\$ 17,816.65
Youth Fund	-		
Memorial Fund	2,356.35		
M. Thompson Fund / <i>PIANO FUND</i>	8,443.39		
Prepaid Insurance	3,877.92		
Prepaid Website	144.00		
Refund due 6/12/2023	830.72		
Total Assets	<u>\$ 25,119.51</u>	Total Assets	<u>\$ 17,816.65</u>
LIABILITIES		LIABILITIES	
Accounts Payable	\$ 2,283.67	Accounts Payable	
Salaries Payable	\$ 2,691.50		
Federal Taxes Payable	\$ 1,872.82		
WA State Taxes Payable	\$ (391.37)		
Total Liabilities	\$ 6,456.62	Total Liabilities	\$ - \$ -
CHURCH EQUITY		CHURCH EQUITY	
Church Equity	\$ 18,662.89	Maintenance Equity	\$ 17,816.65
Total Liabilites and Equity	<u>\$ 25,119.51</u>	Total Liabilites and Equity	<u>\$ 17,816.65</u>

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AMAZING GRACE LUTHERAN CHURCH
INCOME STATEMENT
 Month Ending June 30, 2023
General Fund

Revenue	
General Fund	\$ 21,690.55
Youth Fund	\$ -
Memorial Fund	\$ -
M Thompson/Piano	\$ -
Total Revenue	<u>\$ 21,690.55</u>
Expenses	
Pastoral	\$ 9,700.22
Payroll	\$ 5,242.24
Payroll Taxes	\$ 2,011.45
Worship	\$ 337.81
Supplies	\$ 317.62
Utilities	\$ 1,501.76
Software	\$ 253.77
Misc	\$ 138.09
Insurance	\$ 804.75
Total Expenses	<u>\$ 20,307.71</u>
Net Income	<u>\$ 1,382.84</u>

AMAZING GRACE LUTHERAN CHURCH
GENERAL BALANCE SHEET
 June 30, 2023

ASSETS	
General Fund	\$ 13,113.40
Youth Fund	-
Memorial Fund	2,356.65
Thompson/Piano Fund	9,155.00
Prepaid Insurance	3,423.17
Prepaid Website	120.00
Visa Refund	830.72
Total Assets	<u>\$ 28,998.94</u>
LIABILITIES	
Accounts Payable	\$ -
Salaries Payable	\$ 2,550.74
Federal Taxes Payable	\$ 1,851.28
WA State Taxes Payable	\$ 391.37
Total Liabilities	\$ 4,793.39
CHURCH EQUITY	
Church Equity	\$ 24,205.55
Total Liabilities and Equity	<u>\$ 28,998.94</u>

AMAZING GRACE LUTHERAN CHURCH
General Church Equity
 Month Ending June 30, 2023

Beginning Equity	\$ 18,662.89
Net Income	\$ 1,382.84
Benevolences	\$ (1,780.34)
Church Equity March 31, 2023	<u>\$ 18,265.39</u>

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**AMAZING GRACE LUTHERAN CHURCH
INCOME STATEMENT**

Month Ending June 30, 2023

Maintenance Fund

Revenue

Maintenance Fund	\$ 17,816.65
Deposits	\$ -
4F Dinner	\$ -
Thrivent	
Family Promise Maint Fund	\$ 100.00
Total Revenue	<u>\$ 17,916.65</u>
Total in FP Maint Fund	<u>\$600.00</u>

Expenses

Home Depot	\$ 410.55
Safeway	\$ 62.13
Total Expenses	<u>\$ 472.68</u>
Net Income	<u>\$ 17,443.97</u>

AMAZING GRACE LUTHERAN CHURCH

Maintenance Equity

Month Ending June 30, 2023

Beginning Equity	\$ 17,816.65
Net Income	\$ 100.00
Less Withdrawals	\$ 472.68
Maint. Equity March 31, 2023	<u>\$ 17,443.97</u>

**AMAZING GRACE LUTHERAN
MAINTENANCE BALANCE SHEET**

June 30, 2023

ASSETS

Maintenance Fund	\$ 17,816.65
Total Assets	<u>\$ 17,816.65</u>

LIABILITIES

Accounts Payable	
Total Liabilities	\$ - \$ -

CHURCH EQUITY

Maintenance Equity	\$ 17,816.65
Total Liabilities and Equity	<u>\$ 17,816.65</u>

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