

Board Name: Church Council	<b>Board Members Present:</b> Anne Thomas, Nate Anderson, Arwen Twitchett, Jer Carpenter, Barb Evert, Dennis Garvin, Tim Drinkwater, Pr. Michael Mueller, Elisa Ried, Steve Shulta, Randy Ziebell
Meeting in Room 301	
Meeting date: 11/19/2024 (Monthly Meeting 6:30 pm)	

### Church Council Meeting

- Pr. Michael Mueller said the opening prayer and President Evert called the meeting to order.

### Agenda Adoption

- **CC11.19MMS01** Adopt Agenda with the addition to new business of: c. tap and pay. **JC/NA. All approve.**

### Approval of Minutes CC

- **CC11.19MMS02** Approve Minutes with a note that Nate Anderson was in attendance. **SS/AT. All approve.**

### Consent Agenda/Board Reports

- **CC11.19MMS03** Approve Minutes NA/AT. **All approve.**

### Financial Report (Tim Drinkwater)

- Balance Sheet
  - Giving was below budget by -\$24,987.57 and is below last fiscal year (including the matching campaign amounts) by -\$27,427.53.
  - Total income for July through October is below budget by -\$17,049.85. Because of the matching campaign last year income was lower than what was brought in for the 23-24 fiscal year by -\$21,510.
- Profit and Loss/Operating
  - Rostered leaders is above budget for benefits with the additional spousal coverage and additional hours for Pr. Jim.
  - Administration is under budget with less spent on advertising, postage and general office supplies.
  - Buildings and grounds is below budget due to a warmer fall and less gas usage. There are several upcoming invoices for HVAC which will put buildings and grounds over budget on that line in the coming months. The cost of the scaffolding has already been budgeted but has not yet been purchased (will be approximately \$5,000).
  - Worship is below budget because of fewer support staff hours and timing of supplies (candles and communion supplies).
  - Youth is over budget on staff salaries due to overtime hours, but under budget on 4H fair and First Fest expenses.
- Memorial and Gifts
  - Administration – Communications and advertising.
  - Buildings and grounds – Apex masonry work and Pioneer Roofing repairs to Chapel roof, carpet scrubber and new mower.
  - Witness –Second Harvest and Open Table expenses and outreach expenses.
  - Youth and family – Church van repairs, half of the cost for the new fridge/freezer, High School trips, and mission trip expenses. Masterpiece expenses and continuing education for employees.
  - Life Together – cards project.
  - Misc – FLCW expenses
- **CC11.19MMS04** Approve April Financial Report NA/SS. **All Approve**
  - Action Item – make sure a letter about Giving Tuesday goes out by Monday, November 27, 2024

### Ministry Report/Update Items- Pr. Michael

- Updates given to five strategic priorities:
  - Leadership, Governance, and Organizational Development
  - Generosity
  - Deferred Maintenance

- o Expanding Staff
- o Discipleship Development
- New members
  - o 8 newer members participated in new member luncheon
  - o 6 families interested in joining
- 1 baptism
- Youth update
- Worship - 7 week Advent season this year
- Outreach events
  - o Sip N Chill
  - o The Dessert Cabaret
  - o The Isthmus Brass Ensemble
  - o Treat Street
  - o Open Table
- Telling our story
- Continuing Education - completed Boundaries Education
- Vacation - December 25-January 1
- 2 deaths
- 1 wedding being planned for June 2025

### Synod and Church wide Updates

- Synod Assembly May 16-17
- Synod Pilgrimage June 22-28, 2025

### New Business

- a. Sabbatical Policy Update and Review with Council
  - draft from executive committee was presented
  - seemed reasonable and included accountability
  - **CC11.19MMS05** Motion to adopt sabbatical policy (attached to minutes) as written and presented. **SS/RZ. All approve**
- b. New Nominations for Church Council
  - There were 4 people presented as showing interest in joining the church council.
  - **CC11.19MMS06** Motion to offer an appointment to 4 people that were presented to the council of interested participants for church council. **JC/NA. All approve**
    - Action Item - Barb will make contact with all 4 members and invite to December council meeting.
- c. Tap and Pay (tiptap)
  - tiptap is a way to collect donations (at predetermined denominations)
  - it does not collect data but could have a QR code so that people could have it included in their giving statement
  - a \$20 donation earns \$19.10 and a \$10 donation earns \$9.47
  - would need seventy-six \$20 donations to break even.
  - will cost \$1,170.33 for 1 year
  - **CC11.19MMS07** Motion to move forward with purchase of a tiptap system with 3 collection devices in the denominations of \$10, \$20, and \$20 using money from the interest earned memorial fund. **SS/RZ. All approved.**

### Unfinished Business

- Masonry Matching Campaign/Report Out
  - o 200% of target - great success - thankful for all support
- Program Board Org Structure Update
  - o continuing to move forward
  - o We have had a productive series of meetings, reflecting on the FLC vision and connections to our organizational structure. Strengths and growth opportunities have been identified. When these meetings resume in early 2025, we will use what we have learned to re-design our structure to serve the current needs of our mission and vision.

- Campus Vision Update/ Status – from Nov 7 meeting
  - Angus-Young staff met November 7 with the Campus Vision team about next steps. A-Y will get back to us with a proposal for addressing the deteriorating west portico. Steps beyond that would involve clarifying the ordered phases of renovation, so that we can discuss these in detail with all stakeholder groups, adapt and revise as needed, and establish a timeline and fundraising plan.
  - Continuing conversation about the feasibility of school within FLC. Tabled until December when a survey of the congregation will be discussed.
- Ignatek Package Update
  - connected to the kitchen/office space discussion
  - Erik's current office is in turmoil while he waits to learn about space options
  - Erik would prefer to stay near youth and Sunday School spaces
  - The calming room has been identified as a space for Erik's office – would need WIFI and electrical updates
- Kitchen/Office Space Update
  - connected to Ignatek Package Update
  - daycare not interested in sharing kitchen space any longer – concerns about safety and security
  - daycare would be interested into moving from their current office space to the space that Erik is currently using for his office
- **CC11.19MMS07** Motion to allow Erik to move his office to the 2nd floor pending WIFI and electrical improvements not to exceed \$5,000 which would give Erik's current office space to the daycare for their office use. **RZ/SS. All approved**

#### **For the Good of the Church**

- Treat Street Organizers
- Staff for the Volunteer lunch – greatly appreciated
- Decorating committee and BG's for all the work that is going into decorating for holiday season

#### **Time for Reflection and Closing Prayer**

- Closing prayer

#### **Action Items**

- Make sure a letter about Giving Tuesday goes out by Monday, November 27, 2024
- Barb will make contact with all 4 members and invite to December council meeting.

#### **Adjourn Meeting**

- **CC6.20MMS0?** Adjourn Meeting AT/DG All Approve.

Next meeting: December 17, 2024, 6:30pm  
 Respectfully Submitted, Elisa Ried, Secretary  
 Sabbatical Policy attached below

## **Sabbatical Policy and Procedure for First Lutheran Church (updated 11/5/2024) First Lutheran Church**

- ELCA

Janesville, WI

### **A. Policy**

1. A sabbatical leave is understood to be a time of release from normal duties in order that a full-time rostered leader or youth minister (recipient) may devote time to renewal and study.
2. Renewal, development, and growth are the intended benefits of a sabbatical leave for the recipient while enhancing the mission of the congregation.
3. Full-time rostered leaders or youth ministers shall be eligible for a sabbatical leave of 1 month, council may approve additional time, after having continuously served the congregation full-time for 6 years. Thereafter, the recipient shall be eligible for further sabbaticals every seventh year.
4. Recipients of sabbatical leave opportunities will be expected to serve the congregation for at least one year following return from a sabbatical leave.
5. Sabbatical leaves are not granted automatically, but shall be evaluated, approved, and administered by the Congregational Council.

### **B. Procedure**

1. Since the congregation and entire church are ultimately enriched by the recipient's sabbatical leave, it is desirable that there be shared planning with the recipient's coworkers, interested congregational members, and the Congregational Council.
2. Full-time rostered leaders or youth ministers seeking sabbatical leave shall submit a written proposal to the Congregational Council providing adequate notice of the requested sabbaticals so as to allow for necessary coordination and budgeting for the proposed leave. Notice of 6 months is encouraged.
3. Proposals to the Congregational Council should include the following:
  - a. Proposed beginning date and end date
  - b. Proposal of how current job responsibilities will be handled during the leave
  - c. A description of any anticipated budgetary implications
  - d. Personal objectives
  - e. A description of major elements of the experience
4. A sabbatical leave is separate and distinct from continuing education and vacation, which shall be granted as in any other year.
5. Recipients shall continue to receive normal compensation and benefits during the approved period of the sabbatical leave.
6. Full-time rostered leaders or youth ministers on sabbatical leave shall be responsible for the costs of the sabbatical.
7. Upon return from sabbatical leave, the recipient shall submit a written report and evaluation of the leave to the Congregational Council.
8. Sabbatical leave procedures are to be considered flexible and at the discretion of the congregational council.
9. It is the responsibility of the congregational council to educate the congregation on the importance of sabbatical leave and why it is granted while providing a plan for the congregation while the leave is occurring.