

Christiania Congregational Council Minutes

Date: 0808 2023		PARTICIPANTS: Bill Kanfield, Pastor Jon Rhodes, Greg Silus, George Silverness, Warren Peterson, Terry Laschinger, Tia Burnham, Linda Heine (Treasurer), Jane Ward, Lonna Selkirk	
		<ul style="list-style-type: none"> Devotions: Pastor Jon. In the Gospel this week, Jesus walks on water which scares the disciples. Last week, Jesus tried to be by himself after the beheading of John, but the crowds come. Following this, the disciples go fishing. Jesus walks to them on water and Peter questions if it is truly Jesus. He asks if it is you, let me walk out to you? While walking to Jesus, Peter hears the wind and starts to sink. Jesus reaches out his hand and takes him to safety. Storms come in. Fear is present. Peter is a great role model for us. What are you trying to teach us Lord? 	
Start Time: 06:16pm	End Time: 08:37pm	ABSENT: None	
Location: Rancho, Webster, MN			
Minute Taker: Lonna Selkirk			

ITEMS REQUIRING ACTION BY:

Special Guest	<ul style="list-style-type: none"> None
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Agenda Items	Minutes/Discussion	ACTION/ Who is responsible	Start time/ DEADLINE
1. Approve Agenda	<ul style="list-style-type: none"> <i>Motion made by Jane Ward and seconded by Warren Peterson to accept the meeting agenda.</i> <p>Motion passed by unanimous voice vote.</p>	NA	

<p>2. Approve past minutes</p>	<ul style="list-style-type: none"> • <i>Motion made by Greg Silus and seconded by Terry Laschinger to approve the meeting minutes from July 12, 2023, with no corrections. Discussion clarified the Planting Hope commitment is \$3500 per year divided by 12 months. Every month in 2023 has been paid. The total commitment is \$10,000 over 3 years.</i> <p>Motion passed by unanimous voice vote.</p> <ul style="list-style-type: none"> • <i>Motion made by George Silverness and seconded by Jane Ward to approve the meeting minutes from the August 6, 2023, Congregational Special meeting with no corrections.</i> <p>Motion passed by unanimous voice vote.</p>	<p>NA</p>	
<p>3. Review Council Annual Calendar (August topics)</p>	<ul style="list-style-type: none"> ▪ Teacher/Mentor training ▪ Q2 Audit Update 	<p>NA</p>	

<p>4. Treasurer Report (July Treasurer report)</p>	<ul style="list-style-type: none"> ▪ Follow-ups from last meeting-Treasurer Linda Heine <ul style="list-style-type: none"> ▪ There is still money to move to Refresh and Linda will check on the date \$11,925.24 was moved to Refresh for minutes. ▪ As above, Planting Hope payments are up to date for 2023. The commitment was for 2022-2024. Christiania made a 3-year commitment of \$10,000 to Planting Hope which was to be \$3500 yearly divided by 12 months. ▪ The Parsonage \$350 liability was a credit not an expense and is not zeroed out yet. Both are in the general fund so will cross each other out. ▪ Linda is still working on the process to move credit card credits amounts to zero out an account since it is complicated. ▪ Special offerings are typed in on the count sheet, so it is not an issue. Everything is being tracked. With holidays such as Christmas and Easter there is a letter going to members. Disasters may be different. ▪ Retirement pay is accruing for the CYF Director. The pay is zeroed out every month since used for paying Interserve. The remainder is used for Nick with Interserve and assigned to the appropriate category. ▪ Budget Issues <ul style="list-style-type: none"> ▪ It is unclear if SignUpGenius was approved last year, and it was not budgeted. It is on the contract sheet as \$269.89 annually and used by many groups. ▪ <i>Motion made by Greg Silus and seconded by Terry Laschinger to pay the annual amount for SignUpGenius of \$269.89.</i> <p style="text-align: center;">Motion passed by unanimous voice vote.</p> 	<ul style="list-style-type: none"> • Bill to speak to Scott Tempel regarding benevolence payouts. • Bill will research benevolence memorials and unrestricted memorials and report to the group per email. • Linda to determine if retirement paid to previous CYF Director and exact amounts previously paid to Bill. • Linda to report YTD variances per category to Bill. • Bill will evaluate how to budget CYF position going forward and communicate per email with Council. 	
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- The CYF salary, benefit, and retirement continue to cover the CYF interim position. If the cost of the interim position continues to the end of the year at \$3,900 per month, it is anticipated there will be \$13,012 remaining at the end of the year from budget.
- Communications was budgeted for 6 months from February to July 2023 at \$1950 per month which has been paid but approval is needed to continue. Should CYF overages cover this?
- ***Motion made by Warren Peterson and seconded by Tia Burnham to apply remaining CYF budget of \$13, 012 to pay Communications costs of \$1950/month costs from August through the December end of year contract.***

Motion passed by unanimous voice vote.

- **Approvals needed.**
 - Altar Guild supplies. YTD actual \$684/2023 budget \$550 with \$134 over budget. Appears candles underbudgeted and more Baptisms this year. Palms also came out of this budget.
 - Worship Supplies. YTD actual \$228/2023 budget \$50 with \$178 over budget. Is Dr. Matt chair for Worship? Anticipated more expenses through the end of the year with worship out of the building.
 - Candles YTD actual \$111/2023 budget \$200 with \$89 over budget.
 - Custodial Supplies YTD actual \$1,184/2023 budget \$900 with \$284 over budget. Office Manager gets the pay request and pays not knowing entirely what it is for. Custodian needs to understand this budget. Some of these expenses occurred under office expenses.
 - Offering Envelopes YTD actual \$748/2023 budget \$750/\$2 left to spend. Postal costs went up about \$10 per month.

	<p>Would a note in the bulletin or newsletter help if someone wants their name off the mailing list due to electronic giving? Could people pick up their envelope boxes instead of mailing them out?</p> <ul style="list-style-type: none"> ▪ Going forward, approval will be needed to go over budget but currently when \$40 over. ▪ Invites have been sent to committee chairs. The intent is to build accounts for logical expenses. Is there an altar guild person on worship? Is it better for them to be separate or together? Reach out to Dr. Matt to help determine worship needs. ▪ Treasurer variance report will be repurposed for budget YTD information. It would be helpful to have an annual budget also. CCC needs a canned report with budget vs. actuals put in for the month it was spent. ▪ Kwik Trip car wash cards must be paid and then cash will come back with the sale of the card. ▪ Future building has \$2400 with no activity since 2018. Look at when go through the budgeting process. ▪ Brad from property has initiated another Terminex agreement. The cost is \$250 initial and \$55 per month for one year. They do not charge if they do not come out. Barb Bachman has offered to do landscaping. There is a concern moles and rodents could damage landscape. <p>▪ <i>Motion made by Terry Laschinger and seconded by Warren Peterson to approve Terminex contract.</i></p> <p style="text-align: center;">Motion passed by unanimous voice vote.</p> <ul style="list-style-type: none"> ▪ In the future, any budget overage must be approved before not after it is paid. 		
<p>5. Ministry Board attendees</p>	<p>July-Greg, August-Bill, Sept-Terry 9/14 @6:30pm, Oct-TBD</p>	<p>NA</p>	

<p>6. Old Business</p>	<ul style="list-style-type: none"> ▪ August 6 Congregational vote outcome has initiated the call process. ▪ ISM 12-month contract implications for planning depending on how long the call process takes. ▪ Committee chair invitations have been sent to present updates/statement of purpose to Council. It is preferred they attend in September or October but may have to go into the November meeting as well. The next meeting date is moved to 9/19 due to building availability. ▪ Audit Exception Letter. The Constitution was ratified in 2022 so have until 2025 for an outside audit since they are to be done every 3 years. There appears to be no need at this point for documentation since this will be part of the budgeting process. The cost is anticipated to be approximately \$5000. The action item is for budgeting and cost averaging. ▪ Capital Project policy needs approval and no objections to the policy were identified. ▪ <i>Motion made by Terry Warren Peterson and seconded by Jane Ward to approve Capital Projects policy.</i> <p style="text-align: center;">Motion passed by unanimous voice vote.</p> <ul style="list-style-type: none"> ▪ Property Maintenance projects. The Council needs to see a proposal to include recommendations regarding office heating resolution, bathroom replacement or other projects being considered. What is the scope and intent of the property committee? The Council would need a proposal regarding the bathroom upgrade since it is not part of Refresh. Refresh is over 10% but we would want to comment if large ticket. ▪ ERC has moved to the next stage. It is still about 10 weeks until we will see the money coming to us. 	<p>Bill will inform committee chairs of CCC meeting date change to 9/19/23 due to building availability.</p> <p>Linda/Bill. Budget for outside audit of approximately \$5000.</p> <p>Bill to speak to Cheryl Mohn and Brad Smith regarding property committee recommendations and scope related to Refresh.</p>	
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<p>7. New Business</p>	<ul style="list-style-type: none"> ▪ Constitutional amendments. Changes are part of the model amendments coming from the Synod. The Constitutional Committee looked them over to see what to accept and not accept. Usually, Synod updates the constitution every 3 years. Some are up to the congregation to accept, and others are not. Some are minor changes such as references to he/she Pastors is now just Pastor. Justice for all people verbiage was expanded with more detail for marginalized communities. The committee is trying to address this yearly so less volume at the 3-year point. This does not need to follow the 2-year process of approval. There will be a need for a couple of listening sessions. Associate pastor verbiage was discussed and meant to be protective for the congregation in case a Senior Pastor leaves. ▪ <i>Motion made by Jane Ward and seconded by Greg Silus to accept recommendation from the Constitutional Committee.</i> <p style="text-align: center;">Motion passed by majority voice vote with one nay.</p> <ul style="list-style-type: none"> ▪ Budget Category Descriptions. Committee chairs will provide input into this discussion. We will need to identify specifics when they come to meet with the Council. No resolution but rolled into the budgeting process. ▪ Cemetery plot budgeting. Deferred until next month. ▪ Request from 7/13 Ministry Board Meeting for a hardcopy of monthly budget for each committee in the mail slot at the church entrance. The Council agreed to give them the annual budget without personnel information, no revenue just expenses, and whole budget for expenses. Linda will provide the report, but the current report only contains a budget YTD without how much is left to spend. Committees who have money to spend will receive this report beginning tomorrow. 	<p>Warren will send a note to the Constitutional Committee that the Council has approved moving forward with these recommendations.</p> <p>Linda to get report as described to committee chairs.</p>	
<p>8. Receive Reports</p>	<ul style="list-style-type: none"> ○ CYF 		

	<ul style="list-style-type: none"> ○ Financial Review Committee (FRC) (Attached) <ul style="list-style-type: none"> ○ Audit team's monthly findings (Attached) ○ Foundation ○ ISM Communications ○ ISM Staffing ○ Membership (Attached) ○ Ministry ○ Missions ○ Pastor Report <ul style="list-style-type: none"> ○ Refresh has added a layer to everything. Now dates for moving furniture, after worship moving details, and current call process. There is a lot going on after a full year last year with the property sale. Sue and Nick from Interserve were a great addition to the staff. ○ Counters and Financial people can stay in the library until 9/11. Computers will be migrated sooner. The counter is running a weekly report and waiting 3 hours for it to print. A standard desk top unit is needed, and it cannot be connected to the internet. ○ How will the safe be moved? Bruce Mohn will move it to the educational wing behind locked doors. ○ There are a lot from the congregation in hospice care right now which is weighty. ○ Treasurer (Attached) 		
9. Future Agenda Items	<ul style="list-style-type: none"> ● Cemetery plot budgeting. Currently it inflates assets the way it is currently reporting. 	<ul style="list-style-type: none"> ● 	

10. Adjourn meeting	<ul style="list-style-type: none"> Meeting adjourned by President, Bill Kanfield, at 10:08pm. 	•	
Communications with Congregation	<p>NOTE: Use Newsletter, Bulletins, Website for announcements. Use Info Desk for Sign Ups and Event information. Website requests: office@christianialutheranchurch.org</p>	•	
Next meeting date:	Tuesday, September 19 @6pm- church education wing pending building availability.		
Next Devotion:	Pastor		

