

- SAMMAMISH HILLS LUTHERAN CHURCH  
Council Meeting – September 13<sup>th</sup>, 2011

- Call to Order and Devotions at 6:30
- Approve / Modify Agenda
  - Agenda modified and approved
- Approve Minutes from August Meeting: MSP
- Lead Pastor's Report
  - Thank you for sabbatical time; it was an enriching, enlivening, and renewing time, despite a few hiccups along the way. I look forward to sharing stories and pictures at a later date.
  - Parish Transitions
    - September 2: George Dietsch (deceased) Sanctuary Memorial Service 9/10/2011
    - September 8: Baby Gavin Parthemer (deceased-Children's Hospital) Grandson of Daryl and Donna Brewer, Eric and Deby Parthemer
  - Process for new associate pastor: Not discussed
  - Proposal to hire Ken as Pastoral Assistant while he's awaiting call in Montana Synod (see email dated 9/5): Specifically 40 hours a week as a pastoral assistant (he is not ordained yet). This is only open for discussion as an assistant and no time limit can be placed on the letter. (This is discussed further in New Business).
  - IF above is approved, discuss breakdown of duties.
    - Initial proposal:
      - Work with Kaitlin on Confirmation (John will maintain oversight and will still teach occasionally and work with Ken on how to help support Kaitlin)
      - Work with Formation team overseeing preschool, Sunday school, and Confirmation (John will still need to be involved due to code issues). Ken would do chapel, music, etc.
      - Regular Visitation with a care team.
      - Preaching on a 1 to 3 ratio with John
      - And a host of other duties
      - Emergencies...shared, however, most weekend emergencies would be Lead Pastor (Ken would be onsite Sunday to Thursday).
      - Pastoral Acts...on a case-by-case basis, but, most weddings and funerals will be done by Lead Pastor
      - Baptism and new member classes will stay with John.
    - Working to solidify entire worship team across services, re-enliven liturgical arts team, move both services leadership teams to work together on special/seasonal services (Christmas, Easter, etc.). Also changing the name to "Art and Architecture" so that more people may want to get involved.
      - Need volunteers to learn how to run the AV (not just the sound, but also the tri-caster).
      - Each band does their own scheduling of AV people, slides (including prayers).
  - Midweek evening prayer during Advent? Would do the same thing as done during Lent. This would take place at 7 pm on Wednesday so that Confirmation students could take part prior to their 7:30 class. Doug made a comment that this should be a multi-year deal, because it will probably not take off this year, but next year it will grow. John will commit 3 years to this type of service.
  - Council poll on introducing new liturgies from new worship book...how much in bulletin (so that people don't have to switch back and forth between the bulletin and the worship book)? Projection at 9:00a service for some things (ex: announcement before and after service)? Also, begin to use the projector to project an artful image on the wall during the entire service. David Miles noted that this might be disruptive to people to have the announcement only listed after the service so that those that want a quiet reflective time have that.
  - Leadership Retreat: 1. What is your compass (ex: what is it that guides your life)? 2. What your map (what areas are really big? ex: care of your children, or your job)? 3. What would you like to see as the map for Sammamish Hill (what are the big areas, what are the small areas)?

- Start Friday (target start at 7pm) evening with worship and prayer. John will then gather expectations from the group.
    - Those invited are council, ministry staff (Tom, Kaitlin, Karen, Don Clauson, liturgical musicians, 10:30 musicians, Sherry)
    - Meals: Saturday morning through Sunday brunch.
    - Bring your own: Drinks for Friday and Saturday. Bring a snack to share with the team.
    - Linens are not provided: bring sleeping bag and towels.
- Treasurer's Report
  - **Revenue:**
    - We had another poor month relative to the offerings that were received. Total offering for the month was \$41K which was (\$14K) or (25%) below our \$55K guide and it was (\$10K) or (19%) below prior year's amount. We would have to go back to August of 2006 for a month that was lower than what we received this month. For YTD, we are (\$54K) or (11%) behind guide and we are \$4K or 0.88% above prior years amount. As a reminder, our annual YTD guide of \$800K for offerings is 3.3% above prior years. Thus based on prior year, our projected offering for the year is at \$781K.
  - **Expenses:**
    - **August:** August expenses were about (\$6K) below guide as explained by the following: (\$2K) under in Benevolence due to offering being below guide; (\$1K) under in staff costs due mainly to pastor medical supplemental and publication expenses being below guide. This is primary catch up from higher spending earlier in the year. Note: Pastor Will elected to have his accrued vacation paid out according to our payperiods vs one lump sum. As such, we were on guide for salary expense for August and will see one pay period for Will in September; \$1K over in Office Expenses as we had budgeted for the server work to occur in May and June. Actual came in July and August and this represents the second month of the project; \$2K over in Building maintenance expense due to carpet cleaning and work relating to the catch basin and detention pond; (\$8K) under in Confirmation camp fees as we had budgeted majority of fees to hit this month. Timing of expenses as expect around \$7K to hit next month; Miscellaneous other areas made up for the difference.
    - **YTD:** We are (\$26K) under expenses YTD in the following areas: (\$6K) under in Benevolence expense due to offerings being below guide total; (\$2K) under in Staff Costs primarily due to costs for Sexton being under budget; (\$4K) under in office expenses primarily under in technology primarily from savings in the server conversion; (\$3K) under in buildings and grounds due to the timing of the maintenance costs; (\$1K) under in Children's Ministry primarily from timing of expenses for Sunday School curriculum; (\$10K) under in Middle School, Confirmation and High School Ministry mainly due to timing of confirmation camp fees with \$7K of this amount expected to hit next month; \$4K over in Worship Ministries due to the equipment costs relating to cost of new projector and costs for bulbs on the projectors.
  - Our general fund balance is a negative (\$33K). A year ago, this balance was a negative (\$43K).
  - In order to avoid having to draw on our line of credit, I am estimating that we need roughly \$765K of offerings. That is \$319K (maybe \$315 with savings between Will and interim Pastoral assistant) needed for the remaining 4 months. Prior year for these 4 months was \$332K. Pastor Will's savings from guide is roughly \$26K to compare with interim pastor cost.
  - **Need to get in front of the congregation:** Andy willing to do both services on the 25th of September. Andy will include in his report about a possible need for a special meeting later in the year regarding the line of credit.
- Business Administrator's Report
  - Roof Replacement: The roof and sanctuary work is now complete. The total cost for the work was just under \$52,000. Thank you for approving work up to \$53,000 as the painting of the sanctuary and narthex has, I believe, turned out very well. The building fund currently has a \$21,000 balance.
  - Tree Removal
    - If you recall, I submitted the following in June 2011:  
*Dead or nearly Dead Trees on the Property*



- Discuss establishment of policy on fundraising in Narthex (and location of these types of actives - possibly out by the door to the basement).
- Will's final stuff: Received final accounting information regarding Will's departure.
- Pr. John's proposal re: hiring of pastoral assistant
  - **Motion:** Dean moves to approve the hiring of Kenneth Carrothers as a pastoral assistant in the terms as discussed during the meeting.
  - **Discussion:** this does not negate our ability to proceed with the potential call of an associate pastor. The terms of the agreement are at will (on both sides). John put forth a distribution of duties that were discussed earlier in the meeting.
  - MSP
- Staff and Pastor Review (tabled for next meeting)
- Continued discussion centered around two questions (*discussion will be limited based on time*) - no discussion was had.
  - What are the foundational values that we want to have as a congregation?
  - How do we see those values being expressed/not expressed in the congregation today?
- Adjourn – Lord's Prayer (9:40 pm)