

SAMMAMISH HILLS LUTHERAN CHURCH

Council Meeting – December 12th, 2011

1. Call to Order at 6:37pm and Devotions
2. Approve / Modify Agenda
 - a. MSP
3. Approve Minutes from November Meeting
 - a. MSP
4. Lead Pastor's Report & Related New Business
 - a. Pastoral Acts: none in November
 - b. Staffing
 - i. Working with Staff members on Annual Review, to be completed by January 31, 2012. The executive committee will need to complete a review of John.
 - ii. Due to financial and staffing uncertainties, have yet to draft position description for 10:30 Worship Coordinator. Should Council decide to move forward with this position, we do have a template on file.
 - iii. Ken continues to be "in process" in Boise.
 - iv. Tom and I are beginning discussion/planning transition as our Administrative Assistant moves in 2012.
 - c. Theological Education
 - i. Theological and Higher Education Fund
 1. Current balance is \$19,930
 2. "Our" seminarian, Gina Herman is interning at Phinney Ridge Lutheran Church in Seattle. We don't normally provide support during the internship year.
 3. The Northwest Washington Synod Candidacy Committee has forwarded three students to be considered for scholarship support. There is an additional request for support from Ethan Hulme, sent directly to me, which is attached to this email.
 4. Motion: Carla moves to grant a \$5,000 scholarship, for a total of \$15,000, to each. Ethan Hulme, Joshua Samuelson, and Michelle De Beauchamp. Seconded by Andy T.
 - a. Q: How long has this money taken to accumulate? A: \$12,000 has come in this year, so some is a carryover from last year.
 - b. Q: where does the money come from? A: A portion of the 11.11% benevolence giving, 1.87%, goes into the educational restricted fund.
 - c. Q: Have any received money from us before? A: No.
 - d. Q: How else can this money be spent? A: We have given money to kids from the congregation that is attending Lutheran colleges.
 - e. Motion passes.
 - ii. Bound Conscience Theological and Higher Education Fund

1. Current balance is \$3695.81 (total accumulation from Nov. 2009)
 2. Carrie Carroll, VP of Enrollment Management and Student Affairs, Luther Seminary, has met with President Richard Bliese and they came up with a list of three LCMC (Lutheran Churches in Mission for Christ <http://www.lcmc.net/>). They are now asking if we want the names and bios to determine the final recipient(s), or, want them to make that decision.
 3. Motion: Move that we give two \$1,800 gifts to two separate 2nd or 3rd year LCMC candidates of Luther Seminary's choosing.
 4. Seconded by Nancy M.
 5. Motion passed unanimously.
- d. Global Missions
- i. Recommend the Council establish at least enough of a Global Missions Team early in 2012 to be able to distribute funds for Tanzania school project and Guatemala Mission Trip.
- e. Worship:
- i. Worship Leadership Summits (all worship leaders from all services)
 1. January 7 Lent-Easter-Pentecost Sunday Cycle (2012 Ash Wednesday-2/22; Palm Sunday-4/1; Easter Sunday-4/8; Pentecost Sunday-5/27)
 2. April 21 The Sundays after Pentecost, Part 1, 6/3-9/9
 - ii. Tom has arranged for training of key personnel on use of sound board for December 19th. Several new techs have stepped forward for training.
 - iii. 10:30 worship teams
 1. John Roth has been doing the majority of coordinating the worship teams, including youth band, and wants to step away from all but twice a month worship leadership to spend more time with Luther's Table. I'm putting together two teams which will offer some relief from the teams that are currently playing as much as twice a month. The first team will have a "blues-rock" sound made up primarily of former members of Will's blues band. Kristie and George Helmer will be back mid-January from a three year stint in Switzerland and will serve as the nucleus of a bluegrass/country western sound. The former team will begin January 29th and the latter February 19th.
- f. Nominating Committee will begin meeting shortly
- i. Four open Council positions (including Treasurer)
- g. Synod Assembly (3 representatives, May 18-19, 2012, Everett Events Center)
- h. Congregational/Intergenerational Events
- i. In thanks for our gifts to Luther Seminary through scholarship support in the 2010-11 academic year, Dr. David Lose will be our guest preacher Sunday, January 22nd. The seminary will cover his stipend, he will stay at my home, the congregation simply has to

come up with airfare. I'm already contacting individuals to raise frequent flier miles and avoid any cash outlays. He will also be leading a session on his latest book, Big Questions About the Book of Faith, in my home, Saturday evening, January 21st.

i. Adult Formation

- i. Update on Huddles and Lifegroups
- ii. *Bread of Life* For three Saturdays in Lent I will be offering a series combining bread baking and a study of Jesus' *I am the Bread of Life...* sayings.
- iii. Provided we have a second pastor in place by then, Fall-Winter-Spring 2012-13 I will offer an introduction to the New Testament course Wednesday nights (same time period as Confirmation) using Mark Allan Powell's *Introducing the New Testament: A Historical, Literary, and Theological Survey*. We will meet in the Sanctuary Basement classroom set up for older youth and adults.

j. Calendar

- i. Tuesday January 3 Quarterly Leadership Gathering...all Council, staff, ministry team leaders
- ii. Saturday January 7 Quarterly Worship Leader's Summit
- iii. Sunday January 22 Rev. Dr. Davis Lose, guest speaker
- iv. Sunday January 29 Congregational Meeting
- v. Saturday, April 21 Quarterly Worship Summit
- vi. Saturday, April 21 Global Missions Auction at Mary, Queen of Peace
- vii. Saturday, May 12 Day of Service Progress
- viii. Tuesday, August 21 Quarterly Leadership Gathering
- ix. Saturday, Congregational Advent Craft/Alternative Gift Fair Saturday, November 3, 2012

5. Treasurer's Report & Related New Business

- a. **Revenue:** Total offering for the month was \$52K which was (\$18K) or (26%) below our \$70K guide and it was (\$30K) or (37%) below prior year's amount. We have been below prior year's giving totals on a monthly basis since July. For YTD, we are (\$90K) or (13%) behind guide and we are (7%) or (\$49K) below the prior year. See comment below regarding amount estimated to avoid the need to draw on line of credit.
- b. **Expenses:**
 - i. **November:** November expenses were about (\$9K) below guide as explained by fluctuations as follows: (\$2K) under in Benevolence due to offering being below guide; (\$6K) under in staff costs as we are starting to see some of the impact of Pastor Will's departure as well as \$2K under in health insurance costs as billed delayed and will pay out in December; (\$1K) in office supplies due to lower use of computer specialist; (\$1K) under in Building maintenance expense as watching expenses due to revenue shortfall; miscellaneous other areas made up for the difference.

- ii. **YTD:** We are (\$43K) under expenses YTD in the following areas: (\$10K) under in Benevolence expense due to offerings being below guide total; (\$17K) under in Staff Costs primarily due to costs for Sexton being under budget and impact of Pastor Will's departure. \$2K of amount relates to medical costs getting billed later and thus will show up in December; (\$6K) under in office expenses primarily under in technology primarily from savings in the server conversion and general savings in lower use of consultant; (\$6K) under in buildings and grounds due to trying to minimize spending in maintenance and repairs given our revenue situation; (\$1K) under in Children's Ministry primarily from timing of expenses for Sunday School curriculum; (\$3K) under in Middle School and High School Ministry mainly due to lower costs of retreats/missions; \$4K over in Worship Ministries due to the equipment costs relating to cost of new projector and costs for bulbs on the projectors; the remaining differences are in smaller amounts in other various areas.
- iii. **Outlook:** Our general fund balance is a negative (\$41K).
 - 1. The amount in the guide for December expenses is \$81K. There are 3 pay periods in this month and that is main reason why expenses for this month are higher than what we typically have in a month.
 - 2. I believe that we will be probably \$3K under expenses for the month but this difference will be made up by higher benevolence expenses if we receive the offering that is necessary to balance the general fund.
 - 3. Adding the negative fund balance and the expected expenses of \$81K, that would require us to have \$122K of offerings in December in order to not draw on the line of credit. December offerings for the last 3 years have been \$117K, \$122K, and \$116K.
 - 4. As a side note, if we get the \$122K needed, that will put us at \$732K of offering for the year. This would be (\$42K) or (5%) below last year's amount.
- c. Motion by Andy T.: Moves that John M., Tom and David E are authorized by council to draw on the line of credit to make the general fund of a minimal positive balance.
 - i. Seconded by Elliot
 - ii. Discussion: a decision will be made on Thursday as to the amount of funds that will need to be drawn. Andy will speak on the second Sunday of January (the 8th).
 - iii. Motion passed unanimously
- d. Temple Talks: Andy will talk on December 18th which will be the final temple talk of 2011.
- e. Discussion regarding the spending guide was had. No guide was presented but we discussed various scenarios regarding what our guide levels would be set at in 2012. Also talked more about the pledge drive and having a better understanding of what offerings will be in the next year. We talked about having a slip of paper in the pews that says "I give electronically", so that those that

give this way have something to put into the offering plate each week. This will help teach stewardship to others and children.

- f. Discussion was had regarding a coffee with council meeting where people could voice concerns and questions prior to the congregational meeting.

6. Business Administrator's Report & Related New Business

- a. Tree Removal: Over 50 trees have been removed from the property under the agreement with the tree removal company and there are still approximately 20 trees remaining, plus a good number of smaller cottonwood trees. The arborist has recommended that all of the cottonwood trees be removed as when they grow to height, they tend to snap and fall. The cost to remove the remaining trees is \$3,300. The total cost for the initial work was \$7,380. I am asking for approval to have the remaining trees removed with funds in the Building Fund.
 - i. Carla moves to approve the \$3,300 cost for a tree company to remove the final 20 trees, mostly cottonwood trees, from our property.
 - ii. Seconded by David
 - iii. Motion passed unanimously.
- b. Sexton: Based on giving to date for 2011 and the preliminary Spending Guide totals, a different approach has been pursued for 2012. A month to month agreement has been signed with the janitorial company currently cleaning the church to clean all areas based on a schedule that has them at the church 6 nights per week. The monthly cost for this service is \$995. Also, Hoang Pham has agreed to work as an independent contractor on Saturdays or Sunday afternoons to mow the lawns, cut back the brush at the tree line and keep the grass and other growth down at the bio-swale and detention pond for a total of 24 hours every 4 weeks during the growing season—April 1 through October. The monthly cost for this would be under \$400. He and his wife will also work hourly for whatever else might be needed such as tile floor care at \$15.00 per hour. The cost for a Sexton, based on an hourly rate of \$14.00, would be \$3,800 per month. This would reduce the cost by \$2,400 per month over having a full time Sexton. This amount is based on the assumption that either Hoang or a handyman would be needed at \$400 per month for the entire year. There is the risk that this plan will require more use of outside contractors but the savings potential of \$28,000 per year is substantial enough that, unless Council objects, this plan will be implemented.
 - i. Nancy asked that Tom research having Hoang as a very part-time employee verses a contract employee for liability reasons. This may also change the spending guide amount as his pay would then have to include Medicare and Social Security.
- c. Spending Guide: A revised Spending Guide has been completed with the reduced charges as noted above. A study of giving and pledges shows an increase of \$16k (7.8%) in those pledging for both 2010 and 2012. There have been \$26k in pledges from those who did not pledge in 2010—some of these were giving in 2010. Of those who did pledge in 2010 but are not pledging in 2012, \$140k have given at around their 2010 pledge amount. It appears that \$23k of pledges/giving in 2010

have quite giving for all or the last half of 2011. The pledges to date total 58 and \$228k or an average of \$3,932 per pledge unit. Based on this information and how 2011 ends, the projected giving for 2012 will be adjusted after a discussion with David Edson.

7. Old Business (none currently scheduled)
8. Remaining New Business
 - a. Sound board training will be December 19th from 6:30 to 9 pm.
 - b. Offering: What is the protocol for handling money after the offering is taken. The idea is that there should be two people putting the money into the safe. This will be implemented in January 2012.
 - i. Alison will set a new combination that Tom doesn't know. Alison will provide the combination in sealed envelope that will be stored in a council member's home safe.
 - c. Office staff gift: Carla will buy a gift.
9. Continued discussion centered around two questions (*discussion will be limited based on time*) – None was had due to time.
 - a. What are the foundational values that we want to have as a congregation?
 - b. How do we see those values being expressed/not expressed in the congregation today?
10. Adjourn (at 9:30) – Lord's Prayer