

**St. Michael Lutheran Church  
Council Retreat Minutes  
January 15-17, 2010**

**Friday, January 15, 2010**

**Present:** Peter Strub, Angela Bostick, Tonjia Groblewski, Bill Henry, Donna Weathers, Ralph Mellom, Billy Koch, Sally Sizemore, Sandy Daughtry, Linda Harriz, Nancy Adair, Pastor Elise

**Absent:** Steve Baker, Scott Lesiak, Pastor Robert

Pastor Elise began the meeting, noting Pastor Robert's absence due to the death of Debbie's mother on Thursday. She assured that group that Pastor Robert was comfortable with this meeting going on as planned, moving forward in his absence.

She then opened the meeting with prayer and a reading from Romans 12. The group walked through an offering basket, symbolizing our living sacrifice to God.

**Becoming Renewable**

The working and learning portion of this Council retreat was done using The Renewable Organization Workbook for Faith-Based Groups.

The evening's discussion surrounded these "Bucket List" questions and the vision for the weekend, which is to learn to make a critical shift: changing from being a consumable church to a renewable church; to stop consuming people and start renewing people.

What's on your bucket list – what do you want to do before you have no more tomorrows?

What personal dreams do you want to see fulfilled? God's people have always been dreamers.

What's on God's Bucket List – for you and for us together as the body of Christ?

What does God want to see happen in the church for the sake of the world?

- ◇ Stop doing church work and do work of the church.
- ◇ Take down walls and restrictions
- ◇ Stop being exclusive
- ◇ Being more open-minded opens your heart
- ◇ More representative of the world
- ◇ Spread the Good News – period

What does God want to see happen in the world through the Church?

- ◇ To care for our neighbor
- ◇ Not focus on Butts (in the pews) and Bucks (in the plate)

What do you spend too much time doing (instead of doing what God is calling you to do?)

- ◇ Grieving
- ◇ Computer
- ◇ Worrying
- ◇ Calendaring
- ◇ Listing

Fill in the blanks - If we only had ...

More money	New lighting	New HVAC	More time
Gym	More young couples	Swimming pool (heated)	
More SCS participation	More staff	More classroom space	
Van	New office	Valet parking	
More faith			

We could ...

Input = fill in the blanks

It's about looking at it differently – that it is OK for people to come to St. Michael because we love each other, and not because we have a gym, or a pool, or valet parking, etc.

Who are the 6 people who live across the street? It's about knowing our neighbor and caring for them. It's a critical shift in thinking.

We received word during the evening of the death of Dot McBrayer.

The evening was recessed for free time at 9:35 pm.

**Saturday, January 16, 2010**

**Present:** Peter Strub, Angela Bostick, Tonjia Groblewski, Bill Henry, Donna Weathers, Ralph Mellom, Billy Koch, Sally Sizemore, Sandy Daughtry, Scott Lesiak, Linda Harriz, Nancy Adair

**Absent:** Steve Baker, Pastor Robert, Pastor Elise

**Guest:** Howard Leonard

Following a brief devotion led by Nancy, and breakfast, the meeting was reconvened. Pastor Elise had returned to Greenville to meet with the family of Dorothy McBrayer, in preparation for Dot's memorial service.

Howard Leonard joined us from Greenville to make a presentation on behalf of the Columbarium Committee. Materials from the Columbarium Committee are included in each Council member's notebook.

Howard reviewed the recent history of the effort, the 2 years of sales of niches and memorial wall space. They had hoped for a large number of gifts and memorials during that time, which did not occur. Howard handed out an accounting of columbarium spaces spoken for. The columbarium is meant to be a self-supporting venture. There is currently about \$50K in the treasury for this purpose. The committee's stated intentions were that "Once revenue from donations and the sale of Niches and Memorial Wall engravings reaches the estimated cost of construction or when we reach twenty-four months of promotion of the Columbarium we will begin construction, or re-design based on funds received."

Howard handed out two proposed designs based on the funds available. One design is in the stage end of the Green Room; the other design is in the courtyard. Howard stated that he has received a lot of flak regarding the placement of the columbarium in the Green Room. Each plan currently has space for 128 niches.

Discussion points:

- ◇ Concerns of the committee include accessibility for elderly and handicapped. Other space considerations may be made, however, all are asked to remember accessibility issues.
- ◇ The cost of 64 niches is about \$20K.
- ◇ Percentage – Cremation is chosen 32% of the time today as compared to 5-10% ten years ago.
- ◇ Is there space behind the proposed spot in the courtyard to put an identical unit? Possibly.
- ◇ Water runoff: it is mostly dry; there will be a 4-inch concrete platform below the wood structure.
- ◇ Is water feature included in proposed funding? Yes.
- ◇ Memorial wall will not be constructed at this time, as no one who has purchased name on wall has died.
- ◇ Could unit in courtyard be turned around to face the gathering area? This is an accessibility consideration here, as it would be more accessible from the fellowship hall or back driveway.

- ◇ Peter notes that this is not governed by ADA – no requirement for handicapped accessibility. Howard again stresses that we must consider who will be visiting loved ones – elderly and/or infirm.
- ◇ How to make back attractive view from gathering area.
- ◇ Question about location and addition of bench – cost adds up.

The Columbarium Committee now asks Council to approve the building of the columbarium in one of these two proposed locations, or another location as they see fit.

Other discussion and review:

- ◇ 64-niche unit = \$20K
- ◇ How long to construct? 3-4 months
- ◇ When start?
- ◇ Do we need a permit from the city to build a cemetery on our property? Have not asked.
- ◇ Outside space would be expandable, inside space is not.
- ◇ Security issue – columbarium inside gives everyone access to our whole building.
- ◇ Why a gate? Security for vandalism, visitor alone. Secures holy sacred space.
- ◇ Need to add funds for lighting.
- ◇ Do we want to remove steps from old sanctuary – structural element, so no.
- ◇ Specific written indication of how water runoff will be handled.

The Council is agreed that we are leaning toward an outside location, however, no decision was made nor permission to build granted. **We need more information, which Howard is asked to provide:**

- ◇ Building permit required
- ◇ Cost of security lighting
- ◇ Handling of water runoff
- ◇ Landscaping

Following Howard's departure and a short recess, the meeting was reconvened and the agenda adjusted to accommodate Pastor Elise's absence until after lunch. The following business was conducted:

### **Officer Elections**

It is the task of Council at Retreat to elect officers: Chair, Vice Chair (if desired), Secretary, Treasurer

Peter led this business and reviewed the history of the Treasurer's position at St. Michael. MV Moss held the position for many years. Following his death, Ann Huffman served several years, then Keith Frazier, Ed Winkler, Dave Cook, each serving two years. Ed Winkler obtained guidelines for this position from the SC Synod and the ELCA, and noted that ELCA policy indicates that the Treasurer should serve no more than 2 consecutive years. This is to ensure fiduciary responsibility and efficacy.

Sarah Williams has expressed interest in serving St. Michael as its Treasurer.

The position of Chair is currently held by Peter Strub, who is willing to continue. The floor is opened for nominations. Billy Koch nominates Peter, Scott seconds this nomination. Sally Sizemore nominates Nancy Adair; Nancy withdraws her name from the ballot.

Bill Henry moves that the nominations be closed; Billy Koch second. This motion is approved by acclamation. **Peter Strub was elected to the position of Chair by acclamation.**

The position of Vice Chair came into being last year, in part due to Peter's extensive travel responsibilities. Tonjia Groblewski nominated Nancy Adair as Vice Chair, Bill Henry seconds the nomination. Nancy expresses some concern because of the time commitment, but accepts the nomination. Nominations are closed on a motion by Ralph Mellom, seconded by Scott Lesiak. **With no further discussion, Nancy Adair was elected Vice Chair by acclamation.**

There is some discussion concerning the Treasurer position, specifically the loss of continuity when the treasurer is changed every two years. It is asserted that this position is overseen by the Finance Committee, and fully supported by our bookkeeper, Stacy Monteith. Sally Sizemore nominates Sarah Williams; Scott Lesiak seconds. **There being no further discussion or nominations, Sarah Williams was elected Treasurer by acclamation.**

Linda Harriz currently holds the position of Secretary. Scott Lesiak nominates Linda Harriz to this position, Donna Weathers seconds. Linda notes to the Council that this elected position is unrelated to her job as Parish Administrator, that in the past this position was held by a Council member. Linda has served in this position so that the Council members can devote their time to their ministry areas, and is willing to continue to do so, but admonishes the Council that they must do their jobs so that she can do her job.

**There being no further discussion or nominations, Linda Harriz was elected Secretary by acclamation.**

### **Review of 2009 Financial Status**

The Finance Committee sent a memorandum to the Council. It is included as an addendum to these minutes.

Discussion of the Finance Committee's comments and recommendations includes paying Synod apportionment on a quarterly basis, pledges vs. income, disposition of undesignated memorial funds, and the need to educate, celebrate, monitor, and communicate the financial needs and status of St. Michael.

Recess for Lunch.

The meeting was reconvened at 1:40 pm.

**Present:** Peter Strub, Angela Bostick, Tonjia Groblewski, Bill Henry, Donna Weathers, Ralph Mellom, Billy Koch, Sally Sizemore, Sandy Daughtry, Scott Lesiak, Linda Harriz, Nancy Adair, Pastor Elise

**Absent:** Steve Baker, Pastor Robert

The rest of the afternoon was spent on the next portions of the Critical Shift process:

### **Be Who You Are**

What is at the core of your identity?

#### **Seven Renewable Practices:**

- ◇ Asking purposeful questions
- ◇ Using participative processes
- ◇ Working playfully
- ◇ Taking place seriously
- ◇ Being reproductive
- ◇ Seeing possibilities
- ◇ Igniting passion

### **See What You Have**

#### **Seeing things in a new way – the PAWN Process:**

- ◇ **Purpose:** your reason for being – it is connected to God's mission in the world
- ◇ **Assets:** the resources, passions, and talents God has given to you and to the people in your context
- ◇ **Wows:** the miraculous thing God is already doing in you and in your context
- ◇ **Needs:** the things in your own life, and in your context, that are breaking God's heart and that God wants to see changed

### **Do What Matters**

#### **The 4-D Cycle:**

- ◇ Discover
- ◇ Decide
- ◇ Do
- ◇ Debrief

## **Design for Ministry – What are you passionate about?**

Angela Bostick: Learning  
Tonjia Groblewski: Evangelism  
Bill Henry: Social Ministry  
Donna Weathers: Finance  
Ralph Mellom: Property  
Billy Koch: Youth and Athletics  
Sally Sizemore: Worship & Music  
Sandy Daughtry: Worship & Music  
Scott Lesiak: Stewardship  
Nancy Adair: Youth & Athletics  
Steve Baker: Learning  
Peter Strub: Chair

The meeting was recessed for dinner and free time.

## **Sunday, January 17, 2010**

**Present:** Peter Strub, Angela Bostick, Tonjia Groblewski, Bill Henry, Ralph Mellom, Billy Koch, Sally Sizemore, Sandy Daughtry, Scott Lesiak, Linda Harriz, Nancy Adair, Pastor Elise

**Absent:** Steve Baker, Pastor Robert, Donna Weathers

Following breakfast, the meeting was reconvened with Morning Prayer.

Parish Administrator, Linda Harriz reviewed with the group her notes regarding various resources available to them, the website (thanks to Scott for his support during this demonstration), pointed out items in the notebooks – schedules for youth activities, calendar, constitution, etc. A revised Getting Around page is included here as an addendum to these minutes.

## **Do What Matters**

The rest of the morning was spent reviewing the Design for Ministry, discussing responsibilities and activities and building teams.

Peter shared with the group St. Michael's Lutheran Men in Mission's plan to hold their regular meetings on Saturday mornings in March, April and May, with an emphasis on inviting the younger men to participate and doing some needed property maintenance and upkeep following breakfast on those mornings. More information will follow.

Meeting recessed for a short break before worship at noon.

Following worship with Holy Communion, the meeting was adjourned.

Respectfully submitted,  
Linda Harriz  
Congregation Council Secretary

To: 2010 Church Council

From: Finance Committee

1. Saint Michael did an outstanding job with both contributions and expenditures in 2009.

- Pledges from December 2008 and May 2009 totaled \$371,722.
- Income against pledges totaled \$373,145! Plate, Non Member checks, SS, Rent and interest was \$17K.
- 2009 income for C & B expenses was the best ever \$389,400
- That compares to '08, \$386; '07, \$362; and '06, \$370.
- Spending, including \$20,000 to the synod was \$373,136, which left our end of the year undesignated cash balance at \$57,000. This is a cash reduction of \$7,300.

2. 2010 may be a bigger challenge with 106 pledges totaling \$314,232 and a budget of \$396,000.

- Our history shows we give what we pledge.
- Our history shows we should anticipate \$20,000 in undesignated income against C & B.
- That leaves us a good bit short, but should we not anticipate income around \$390,000?

3. The committee recommends:

- The staff and committee chairs monitor spending of each line item. We cannot exceed our budgets. The finance committee commends the staff and council for monitoring expenditures in 2009.
- As we have done in past years, all income from plate cash, Non member checks, SS, rent, interest income, Initial offering, Lenten, Thanksgiving, Christmas Eve offerings, and pledges will be applied against C & B expenses.
- Committee recommends no special fund drives in 2010 (i.e. youth gatherings, 60 year anniversary, columbarium) as we should anticipate a special drive for additional C & B contributions. The Stewardship committee is reviewing this.
- The congregation needs to hear the importance of pledging and giving from Pastors Robert and Elise in the Newsletter and from the pulpit as well as lay persons throughout the year.
- The committee reminds that undesignated Memorials should be spent within one year of its establishment. There are numerous balances on hand now. The church directory states our Memorial policy.

**Getting Around**  
**The How Tos, Whos, Wheres of St. Michael**  
**January 15, 2010**

**COMMUNICATION IS ALL-IMPORTANT!**  
**So, how do we do it?**

**Mailboxes** – Each Council member has a mailbox in the stairwell outside the nursery. Other key leaders, the church office and Charlie Jones have mailboxes as well. Generally, Carol Cooke delivers the mail and checks the office mailbox on Mondays and Thursdays. **Please be faithful about checking your mail.** There may be junk. (There's a trashcan under the table.) There may be bills which need signature for payment. There may be information that you need to publicize or otherwise act on. If you have missed a Council meeting, your handouts will be in your box. In the drawers below the mailboxes are supplies: tape, stapler, pens, etc.

**Newsletter** – Newsletter deadline is generally the Monday immediately following Council meeting. Each ministry area is responsible for submitting information ready to print. I will edit as necessary for flow, space, etc. Please do not assume that I will extrapolate an article for the newsletter or bulletin from your Council report or meeting minutes.

**Website** – As a general rule, the announcements from the bulletin are put on the website on the Friday prior to the Sunday of publication. The newsletter is posted to the website as soon as possible following its completion. The website is a good opportunity to have expanded information, email links, photos, etc. Please visit the website at [www.stmichaelelca.org](http://www.stmichaelelca.org) and view the information there pertaining to your ministry area. I invite your comments, changes, etc. It would be great to have email links for each ministry area's leaders so that members and visitors can ask questions, get more information, volunteer to help, sign up to participate.

**Bulletin Announcements** – The bulletin is printed on Thursdays, announcements due in church office by Wednesday, 5:00 pm – a short paragraph (2-4 complete sentences) is appropriate. Sometimes a separate ½ sheet insert is appropriate; complete information would be needed in the church office no later than Tuesday, 5:00 pm.

**E-News** – I try to send, each Friday, a "News from St. Michael" email. It usually contains the upcoming Sunday's calendar, special events, reminders about ongoing projects (i.e. collecting items for United Ministries or Open Arms Hospice, Souper Bowl Sunday, etc.). If you want something shared in the e-news, let me know. I try to send it only once a week, unless there is some kind of emergency or special need. Not everyone has email.

**Personal Contact** – If you really want to get people involved in your meeting, team or events, ask them personally. Be sure you have a current church directory and make a few phone calls.

## OTHER IMPORTANT STUFF

**Scheduling your meeting or event** – St. Michael's has considerable meeting, classroom, and activity space. It is available to all groups and ministry areas, and we share it with a number of community organizations. Check the calendar on our website calendar page, then submit an event or request for meeting space using the link, or just call me. The calendar is interactive and constantly being updated, AND there may be items on the calendar that are "private," and therefore not shown online, so check before advertising.

**Year-at-a-Glance** – In your notebook is a single-page "Year-at-a-Glance." This is a resource of reminders of tasks. A rule of thumb is that "you should be planning now for your event which will occur in 3 months. Your Year-at-a-Glance will say things like "begin planning Rally Day," or it may simply note an important event, a wedding or Vacation Bible School, etc. If you are not sure if the responsibility is yours, please do not hesitate to call me and ask.

**Need something done at the church?** – We're glad to have our space effectively utilized all week long, and we're glad to support all ministry areas using that space. William Sims is our full-time sexton. He is responsible for cleaning, replenishing bathroom and kitchen supplies, minor repairs, etc. He keeps each Sunday's blue announcement page in his back pocket all week long, referring to it and preparing rooms for whatever is on the calendar. He likes to have a room set up, tidy and warm or cool for whoever is coming in. (This means that if I don't know you're doing it and it's not on the blue calendar, you may be surprised when you arrive!) If you have special needs or set up for your event, please communicate that to William through Howard Leonard (288-5312).

**Is something broken or not working properly?** – If you are aware of something in the church that needs attention, please contact SOMEONE as soon as possible. The Property chair is Andy Celinskis. He's a good place to start.

**Spending Money** – Yes, part of your job is to manage your ministry area's budget! The 2010 Spending Plan for Ministry is in your notebook, and our Treasurer provides up-to-date accounting each month, so you can always be aware of where you stand in that regard. If you or your team needs to acquire supplies, please do so at your discretion. Be aware that St. Michael's has accounts at Sam's Club, Staples, If It's Paper (Xpedx), Augsburg Fortress and a few other church supply companies. We also have a debit card. Reba Wilkins shops for kitchen/bathroom supplies at Sam's on a regular basis. Staples delivers to our office overnight when we place an order online by 5pm – and we get a discount on a number of items. If you need to be reimbursed for something, find a green Reimbursement Request form in the drawer of the mailbox table, fill it out, attach it to your receipts and place it in the Church Office mailbox. Stacy Monteith is our bookkeeper and writes checks on Wednesdays. We will place your reimbursement check in your mailbox.

**Time & Talent** – As noted at Council Retreat, we are in the process of moving to a new database application, and learning how to best utilize its features. This includes extracting time and talent information (which has all been entered). However, I have only Time and Talent surveys returned from 126 individuals, out of about 360+ active individuals. This means that there are perhaps some folks out there doing things that did not turn in a Time & Talent survey, but more importantly, it means that there are many untapped resources out there also. So, as we did on Sunday morning, think about folks who you know have skills and talents, but who aren't on the list and make a personal contact. If you don't know a lot of people, have a conversation with Pastor Robert, Pastor Elise and/or myself and we will be happy to help you brainstorm some folks. I will get current time and talent information to you in as timely a fashion as possible.

Linda  
232-8510  
Parish Administrator