



## Minutes from Christ Our Shepherd Lutheran Church Council Meeting Monday April 26, 2021

**Members Present:** Pastor Fritz, Pastor Miriam, Rick Burnett, Sue Byers, Molly Breckling, Eric Jakubowski, Robbi Martin, Mike Oliver, Lisa Manthey, Scott Bosecker, Carol Jensen-Linton, Mark Bunker

**Members not present:** Brad Harris

**Guests Present:** None

The meeting was called to order at 6:30 by Council President Rick Burnett.  
This meeting was conducted via Zoom video chat.

**Devotional:** Rick Burnett

Rick spoke about how, despite the blessings in his life and the fact that he should generally have been in a good mood, that he has lately been consumed by all the things and negativity going on around America. Then two things happened recently which brought back some perspective for him: 1) He listened to the COS intern Marty preach and 2) he received an email from the President of Iowa State University—his Alma Mater. Through both events, Rick realized that we must maintain a spirit of unity with one another through trying times and seek the betterment of our community.

**Pastor Reports:**

Pastor Fritz:

- Pastor spoke about several recent personnel moves. Further discussion later in the meeting.
- He referenced the “Gracism” sermon series that will be going on throughout the Easter season.
- He stated that COS would be hosting a web conference on May 4<sup>th</sup> for ELCA Senior Pastors of larger congregations.
- He spoke of some worship-life developments: a recommendation by staff to discontinue requiring advance registration to attend in-person services and stop the requirement of temperature checks, that the very successful drive-in worship service would end by Memorial Day, and that the attendance limits for both the sanctuary and fellowship halls would be increased as we’ve realized that we can safely host more people in each room while still abiding by CDC guidelines.
- “Hoops For Haiti” was a tremendous success, providing the Haitian Timon Foundation over \$70k!
- Although we are a quarter through 2021, we can continue to refine the action goals that we’ve set for the focus areas that each council member is aligned with.
- Finally, he thanked the financial team for their diligent work in crafting the upcoming 2021/22 FY budget, and also noted the great work being done out at Palmetto Road to beautify the property.

Pastor Miriam:

Pastor showed a photo album of activities at COS, including: preschool kids, Easter Vigil, the Easter Sunday music ensemble, several celebration-of-life and funeral ceremonies, Marty Ringer preaching, and the 8<sup>th</sup> grade Confirmation graduates from their ceremony on April 25<sup>th</sup>.

**Finance:** Mark

- Mark stated that March revenue was \$15k below budget, but that expenses were also \$8k below expectations. All told, we had a net loss of \$5.4k in March.
- Expect a large loss in June as several large expenditures will be made (big insurance bill, maintenance costs).
- Several bank signatories were updated to reflect our current personnel.
- The PPP loan was forgiven in full, so the \$109k would now appear on our income statement.

**FY '22 Budget:** Mark

- The FY22 budget continues to be refined by Mark, Steve and the finance team members.
- 91% of our annual budget goes toward personnel, facilities and benevolence.
- Mark has analyzed the last several years of budgets versus actual performance at COS; we have seen a cumulative loss of \$20k over that time.
- Current thinking of the FY22 budget is for about a \$75k deficit. The budget assumes a pullback in giving from the current budget.
- The PPP money is not reflected in the deficit budget. With the PPP money split equally between our current budget year and FY22, it will be able to serve as the shock absorber to get us through this uncertain time until we can hopefully stabilize post-pandemic.

**PPP:** Rick

- The council discussed how the forgiven PPP loan (\$109k) should be classified and accounted for on our balance sheet. A motion was made by Rick and seconded by Mike to address the funds. Further discussion resulted in the council voting to table Rick's motion. A second **motion was made by Carol, seconded by Mike that "Council will treat the PPP loan forgiveness by the government as a contra-expense." The motion passed unanimously, with one abstention.** By treating the funds as a contra-expense rather than as ordinary income, it allows COS to apply them toward the specific areas dictated by the government (salary, mortgage) instead of as ordinary income. In practicality, this will mean that COS will use all of the funds to address our own needs (as outlined in our original PPP loan application) and will not tithe a portion of the PPP to the synod. Of note, the synod also received its own PPP loan.

**Two Sparrows Village:** Pastor Fritz

- Pastor Fritz notified the council that COS would use \$3k from the Pastors' discretionary fund to give to TSV to pay for TVs at the new TSV build located within Christian City.
- Although TSV is no longer looking to undertake the initial project envisioned for Palmetto Road, we still want to partner with them in their mission and continue our support for them.

**FMT:** Lisa

- Lisa discussed the addition of bathrooms at Palmetto Road. Initially, COS had hoped that the property could be annexed into Tyrone, which would potentially allow water and sewer to be run to the property. Since that option appears to no longer be attainable, the FMT has looked at other solutions for making the property more usable for our congregation. It is widely agreed that the lack of bathrooms (beyond just a port-a-pot) limits the ability of many COS members to utilize the property.
- The FMT has researched some restroom options that would resemble a trailer from the outside, but look like a normal restroom with running water, sinks and lighting on the inside. The multi-restroom trailer would be on wheels, so it could be moved to the upper part of the property if COS were holding an event up there.



-The FMT would like to give a presentation to the congregation at the annual meeting in June and seek approval to spend CTA funds to purchase the restroom and make required improvements at the property.

**-A motion was made by Eric, seconded by Robbi, “to authorize the use of CTA funds to dig a new well at Palmetto Road at a cost not to exceed \$5.5k.” The motion passed unanimously.**

**Personnel:** Pastor Fritz

-With Bill Porter offering his resignation to accept a similar title at a Lutheran church in Charlotte, the Personnel Team met to discuss its implications.

-Realizing that getting volunteers to operate the soundboard each week during our services is that hardest position to fill, the team would like to create a new position for a paid soundboard operator. To realize the funding for this position, both the Director of Technology and Connecting Ministries Director positions would be reduced from 24 hours/week to 18 hours/week.

**-A motion was made by Fritz, seconded by Scott, that “Council affirms the Personnel Team’s recommendation that Brad Milburn be hired as the new Director of Worship Technologies at the current hourly rate.” The motion passed unanimously.**

**Administrative Items:**

**-A motion to approve the January council meeting minutes was made by Rick, seconded by Eric, and unanimously approved by the council.**

-Congregational Survey. Rick met with a core team to further discuss and understand all the comments made by members during last Fall’s Congregational Survey.

-Katherine Shriner has agreed to serve as the youth rep on the council. She was recommended by Melissa Jacobson.

-Council will further discuss during our May meeting about returning to in-person council meetings. Hope to implement in June if there aren’t any objections.

-May 23<sup>rd</sup> will be Senior Sunday. Seniors (both high school and college) will be recognized.

-New door codes have been created since the system went down last month. Pastor Miriam send the codes to each council member.

The meeting was adjourned at 8:35pm by Rick. We remotely closed with the Lord’s Prayer together.

The next regular monthly council meeting will be Monday May 24, 2021.