

Trinity Lutheran Church Council Meeting 6-12-2018 Approved

The following members were in attendance at the meeting:

President Bill Rankin
Vice President Micah Reitan
Secretary-Irene Austvold
Secretary-Elect John Boone
Treasurer Ted Haase
Treasurer-Elect Kent Curtis
Member at Large Marcia Black
Member at Large Jens Johanson by speaker phone
Member at Large Liz Gimmestad
Member at Large Clint Buetow
Member at Large Sarah Crane
Staff Norma Aamodt -Nelson
Interim Pastor Red Burchfield
Interim Administrator Lynn Landers

Visitors: Laura Crawford, Karen Kirkmire-Wilson and Ken Black

The meeting was called to order at 6:52 PM. A quorum was present.

1. The RESPECT Communications guidelines, the Mission and Vision were affirmed by everyone.
2. A motion was made and seconded to approve the Council Meeting Minutes dated 5-08-18 as presented. The motion carried.
3. Finance Report - Ted Haase. For the month of May 2018, total contributions were 91.50% of amount budgeted. Year-to-date contributions at Trinity are \$423,104 (96% of the amount budgeted); Pointe of Grace \$62,736 (107% of the amount budgeted). While total combined year-to-date contributions are 2.66% less than amount budgeted, income has exceeded expenses by \$35,380. See attachments.
4. Nominating Committee Update – Pastor Burchfield. Per the Committee’s Report, a full slate of candidates for the 2018-2019 Church Council (all 11 positions: 4 officers, 7 members at large), the 2018-2019 Nominating Committee (6 positions) and 2018-2021 Endowment Committee (3 positions) will be presented for approval at the June 2018 Congregational meeting. See attachment.
5. Call Committee Update – Bill Rankin. Face to face interviews with the two final candidates are to be scheduled at an estimated travel cost to bring them to TLC of \$2,000, which has been previously authorized.

6. Personnel Committee Update - Bill Rankin. Lynn Lander's position as Interim Administrator expires August 1, 2018. Advertisement for the Administrator's position produced several possible candidates, but subsequent interviews failed to identify a suitable replacement. Lynn will consider our request that she continue in this position until the new called pastor arrives at TLC. In the meantime, future interviews will be suspended pending her decision after her return from her scheduled vacation. The completed Personnel Policies and Procedures manual was presented to the Council in May for review and comment prior to final vote of approval at this Council meeting on June 12, 2018. A motion was made to approve the Personnel Policies and Procedures manual as presented at the May 2018 Council meeting. The Motion carried.
7. Proposed Congregational Meeting Agenda – Bill Rankin. Reviewed as presented. See attachment.
8. Endowment Committee Bylaws – Lynn Landers. The Bylaws were presented with the edits made at the May 2018 Council meeting and will be offered to the Congregation for approval at the June 2018 meeting.
9. Cold Weather Shelter Update – Bill Rankin. CWS has found a new site for 2018-2019 as previously reported.
10. POG Update – Lynn Landers. Significant progress continues to be made toward POG's transition to become an official ELCA congregation, including the completion of the Memorandum of Understanding (MOU) between TLC and POG that outlines the relationship between TLC and POG through this transition. A motion was made to approve the MOU between TLC and POG regarding the transition of POG to a Recognized Congregation of the ELCA. The Motion carried. See attachment.
11. Administrator' Report – Lynn Landers. See attachment. In addition, it was reported that Pre-school enrollment is at full capacity.
12. Facilities Team Update – Lynn Landers. The TLC kitchen range hood extinguisher needs to be repaired and updated at an estimated cost of \$4-6,000 to be paid from money already in the 2018 budget. Bids are currently being collected. A motion was made to approve the expenditure from the Maintenance and Repair fund for Trinity to replace the Range Guard Control Bar and address other concerns identified by All American Fire Protection, Inc. during their annual inspection on May 17, 2018, after sufficient investigation to ensure a reasonable cost not more that \$6,000. The Motion carried.
13. Pastor's Report – Pastor Burchfield. See attachment. A significant number of deaths have occurred in the past two months that have keep Pastor Burchfield and the staff very busy.
14. LyNC Update – Lynn Landers. As requested at the May 2018 Council meeting, the Joint Oversight Committee met and provided the attachment that identifies the estimated construction costs and the Milestones for the project. As the Ground Lease for the project

needs to be reviewed, and possibly updated, a motion was made to approve the Terms of Engagement for Services with Eisenhower Carlson dated June 1, 2018, to assist with the review of the legal issues surrounding the Ground Lease with Volunteers of America regarding the LyNC project. Funds shall be taken from the Bequest Holding account not to exceed \$10,000. The Motion carried. An amended Ground Lease will need to be approved by the Council/Congregation at a special meeting to be called later this summer.

15. The meeting was closed by singing the Doxology. The council meeting was adjourned at 8:40 PM.

16. The next Council meeting will be held on Tuesday July 10th at 6:45pm.

Secretary, Irene Austvold
Secretary-Elect, John Boone

III. Public Comment Time

Total time allotted for this segment is 15 minutes - Sign in - 3 minute limit per speaker

IV. Upcoming/Calendar/Announcements and Prayer Requests

Congregational Meeting

V. For Next Month's Agenda

VI. Executive Session if needed. *Full Council Discussion with Public released from meeting room*

VII. Reconvene/Action if needed.

VIII. Closing Song/Prayer Considerations/Adjournment/Doxology

Praise God from whom all blessings flow – circling through earth so all my grow
Vanquishing fear so all my give, widening grace so all may live.



Respectful Communication Guidelines

In order to practice the love of God and build up the body of Christ, we pledge to practice the following behaviors as the Trinity Lutheran Church Council:

R take **RESPONSIBILITY** for what I say and feel without blaming others

E practice **EMPATHETIC** listening

S be **SENSITIVE** to differences in communication styles

P PONDER what I hear and feel before I speak

E EXAMINE my own assumptions and perceptions

C keep **CONFIDENTIALITY** as needed or requested (which is different than secrets).

T TRUST the Spirit in the midst of ambiguity.

We are here to build up the common good (Rom. 12:7) not debate who is right or wrong.

Adapted from Eric H.F. Law, The Wolf Shall Dwell with the Lamb. St. Louis, MO: Chalice Press, 1993. Used with permission.

Administrative Report for Council

June 12, 2018

Facilities:

Multipurpose room painting and new flooring complete. Painting of the lines on the floor will occur the week of June 11th. There was extra flooring available so they covered the Cry room with the rubber material. Carpeting in the Sanctuary, Narthex, Chapel and classrooms is complete. Overall costs were less than budgeted. I plan to have a recap available at the meeting.

The lighting retrofit project is complete at both Trinity Lynnwood and Pointe of Grace. We met our goal to have the retrofit complete by June 1, 2018. We have reimbursement checks from PUD for \$2,376 for TLC and \$920 for POG. PUD estimates we will save \$1,530/year at TLC with the new lighting. PUD estimates we will save \$520/year at POG. The total cost of the retrofit was approximately \$6,193. With the credit of \$3,296, we came in well under the budget authorized of \$5,000. \$2,897

The new sound system is scheduled for installation in the sanctuary starting June 11th and will take approximately four days.

The Facilities team responded to a request for additional Sunday morning handicap spaces by agreeing to add 4 spaces as close to the front doors as possible.

A request will go out to the congregation asking for volunteers to sign up to maintain the landscaping for a portion of the Trinity property for a period of time; i.e. 6 months or 1 year.

Security

We continue to have people setting up camp in different locations around the property for overnight stays.

Personnel

Personnel Policies and Procedures handbook has been reviewed by the staff, directors and the Personnel Committee and is ready for review and approval by the council.

The Administrator position is being advertised. The interview team consists of Liz Gimmestad (Council,) Dean Hall (Facilities,) Norma Aamodt-Nelson or David Greenlee (Staff,) and Lynn Landers. We received approximately 20 applications and decided to interview 3. One was already employed by the time we contacted him, one we dismissed outright and the other we have put on hold for the time being. It may be important to coordinate with the desires of the incoming pastor.

Pointe of Grace

The Memorandum of Understanding was vetted by the staff, the oversight team, and the Pastors. It was distributed to the council on May 30 and a financial plan for POG was also distributed as supporting documentation. The plan is to have the council approve the MOU and summarize it for the Congregation at the Annual Meeting.

Civil Suit

A trial has been scheduled for January 28, 2019. We received a copy of the Lynnwood Police Department investigation and are awaiting the Department of Social and Health Service report.

Ministry Booklet

A draft is being reviewed by staff and the final will be delivered with the Annual Report at the Congregational Meeting.

Audit

2017 audit will begin within the next month.

Lynn will be out of the country from June 13-24 on a scheduled trip.

TLC Mission for Ministry

*Together in Jesus Christ, we are freed by grace,
to live faithfully, love boldly, and serve joyfully,*

I commit to the following pastoral goals for the **next 1-2 mos.** to align my work with our mission.

- Goal 1 To be an open, engaging, relational, collaborative, prayerful, Christ centered pastoral presence in TLC's ministry during this transition time.
- Goal 2 To partner with the Council and Congregation to maintain TLC's ongoing ministry.
- Goal 3 To help Council/Congregation engage/own its purpose (its' mission/vision).
- Goal 4 To help the congregation identify its' major challenges/issues/concerns.
- Goal 5 To work on mutually agreed upon interim pastoral ministry goals.

Priorities or Ministry Action Plan for the start of the transition time (6-8 weeks)

Bold = new or increased activity

1. **Continue engaging** in regular ongoing congregational ministry. (goals 1 – 5)
Help plan/review **Pentecost** worship with Minister of Music/Worship Team.
Follow up on Worship related group conversations.
2. Support and encourage the Council in its' leadership (goals 2-4)
 - a. work with Personnel Committee to establish 2018 employee agreements
 - b. celebrate the successful conclusion to our Sound, Space Spirit Fundraiser
 - c. **continue** working on Constitution bylaws
 - d. finalize work on Personnel Policy/Procedures Handbook – for Staff/Council
 - e. **continue** sharing governance relationship diagram
 - f. **work with nominating committee to finalize open position nominees**
3. Work with Congregation to identify and address deep challenges (goals 4)
 - a. Review and encourage the practice of prayer and respectful communication
 - b. Work with newly identified members – to address deep congregational pain
 - i. **lift up** *Compassionate Listening opportunities*
 - ii. **continue reconciliation conversations**
4. Support and maintain the ongoing congregational transition
 - a. **support** Call Committee prepare for their interview process
 - c. **keep working to identify a 56 Month staff planning calendar - carryover.**
 - d. Keep inviting individuals to share their perspectives on our cong. history
 - e. **Work with PoG to complete a MOU and submit a MSP to call a new pastor**

Pastoral Acts 1 private confession

Personal giving prayer-filled thanks for the faithful life of my mother in law well lived

Trinity Lutheran Church
Statement of Income and Expense by Major Group
 May of Fiscal Year 2018
 Responsibility: All
Fund: 01 - TRINITY LUTHERAN CHURCH

	Current Month				Year-to-date			
	Budget	Actual	%	Remaining	Budget	Actual	%	Remaining
Income								
CONTRIBUTIONS INCOME	84,551.59	77,361.68	91.50%	7,189.91	499,122.96	485,840.92	97.34%	13,282.04
REIMBURSEMENT INCOME	0.00	20.00	--	-20.00	306.23	92.00	30.04%	214.23
FACILITIES USE INCOME	6,362.18	6,930.91	108.94%	-568.73	32,735.58	37,906.55	115.80%	-5,170.97
MISCELLANEOUS INCOME	957.96	661.29	69.03%	296.67	4,618.12	3,322.94	71.95%	1,295.18
TEMP RESTRICTED RELEASED	0.00	42,803.22	--	-42,803.22	0.00	10,246.24	--	-10,246.24
Total Income	91,871.73	127,777.10	139.08%	-35,905.37	536,782.89	537,408.65	100.12%	-625.76
Expense								
BENEVOLENCE EXPENSE	6,625.00	5,067.54	76.49%	1,557.46	33,125.00	31,579.66	95.33%	1,545.34
PERSONNEL EXPENSE	79,244.33	80,683.85	101.82%	-1,439.52	327,151.98	331,122.21	101.21%	-3,970.23
MORTGAGE	11,496.78	11,503.00	100.05%	-6.22	57,122.42	57,515.00	100.69%	-392.58
FAITH FORMATION	118.45	0.00	0.00%	118.45	1,017.48	868.51	85.36%	148.97
EVANGELISM MINISTRY	263.43	350.08	132.89%	-86.65	1,156.25	893.53	77.28%	262.72
FACILITIES MINISTRY	17,874.51	23,997.19	134.25%	-6,122.68	104,295.14	73,689.31	70.65%	30,605.83
CONGREGATIONAL LIFE	63.47	81.80	128.88%	-18.33	2,456.89	917.70	37.35%	1,539.19
MANAGEMENT MINISTRY	11,534.17	5,655.61	49.03%	5,878.56	39,156.25	34,563.99	88.27%	4,592.26
SOCIAL CONCERNS MINISTRY	50.00	0.00	0.00%	50.00	250.00	0.00	0.00%	250.00
WORSHIP MINISTRY	971.40	438.03	45.09%	533.37	4,470.54	2,493.48	55.78%	1,977.06
WAY STUDENT MINISTRIES	106.63	0.00	0.00%	106.63	2,586.83	3,765.26	145.55%	-1,178.43
Total Expense	128,348.17	127,777.10	99.56%	571.07	572,788.78	537,408.65	93.82%	35,380.13
Income Less Expense	-36,476.44	0.00	0.00%	-36,476.44	-36,005.89	0.00	0.00%	-36,005.89

Trinity Lutheran Church Treasurer's Report - 06/09/18
Period Ending May 31, 2018

Actual totals:	May	Year-to-Date
Income	84,973	527,160
Expenses	127,777	537,408
Difference	-42,804	-10,248

May:

1. Income was less than budgeted by \$6,897
2. Expenses were less than budgeted by \$571
3. Combined totals: Expenses exceeded Income by \$42,804

	May				Year-to-Date			
	Budgeted	Actual	%	Difference	Budgeted	Actual	%	Difference
Income								
Contributions	84,551	77,361	91.50%	-7,190	499,123	485,840	97.34%	-13,283
Reimbursements	0	20	-	20	306	92	30.07%	-214
Facilities Use	6,362	6,931	108.94%	569	32,735	37,906	115.80%	5,171
Miscellaneous	957	661	69.07%	-296	4,618	3,322	71.94%	-1,296
Total	91,870	84,973	92.49%	-6,897	536,782	527,160	98.21%	-9,622
Expenses	128,348	127,777	99.56%	-571	572,788	537,408	93.82%	-35,380
Income Minus Expenses	-36,478	-42,804			-36,006	-10,248		

Year-to-Date

1. Total Contributions are less than the amount budgeted by \$13,283 (2.66%)
2. Contributions at Trinity are \$423,104, which is 96% of the amount budgeted
3. Contributions at Pointe of Grace are \$62,736, which is 107% of the amount budgeted
4. Total Expenses are less than the amount budgeted by approximately \$35,380
5. Largest differences in Expenses are in Personnel (\$3,970 over budget), Facilities (\$30,605 under budget), Management (\$4,592 under budget)
6. Combined totals: Expenses have exceeded Income by \$10,248