

# Ministry Team Minutes

**Ministry Team:** Support Ministry Team

**Meeting Date:** June 14, 2010

**ATTENDEES:** John Zweig, Steve Uslabar, Dean Haas, Diane Putzer, Don Monson, Bob Damon, Brenda Smongeski.

**Excused:** Jeff Diehl, Rich Erickson

**Guests:** Paul Barth, Shannon Howard

**Item that requires Council action or to be informed:**

None

**Other agenda items:**

1. Minutes from May 2010 were reviewed and approved.
2. Congregational Growth Sign Proposal - Shannon Howard visited the meeting to discuss the proposal for signs at both sites providing worship times and at times seasonal special services. Reviewed and discussed their proposal for ornamental iron frame with signs hanging from the frame that could be changed out, as required. Downtown site, the sign would hang on building (Drew Street side) and for the North Site it would hang on the current stone sign at the front of the church property. Ministry team approved proposal with the stipulation that it be cleared through the North Site stone sign designer, Dayton Henderson.
3. Property Oversight -
  - a. North Site - New thermostats installed; mowing is proceeding as planned, still need some more volunteers; dirt/rock-plan to order 15-17 yards of dirt for leveling ground at North Site, two inch breaker rock (7 yards) to reduce erosion damage from water draining to south from front parking lot; front door (broken locking mechanism) to be replaced (approved previously), minor roof leak repaired.
  - b. Downtown Site - Handicap door opener - previously approved for replacement; organ maintenance to be performed during summer; roof leak over upstairs office area-approved bid from Architectural Roof Lines to repair; leak over boiler room- bid to repair to be updated; Front Door refinishing was reviewed-ministry team approved replacing the hardware and refinishing and repair of all the front doors (investigating replacing door closures), approved ordering bike racks.
  - c. Routine Maintenance - discussed responsibilities for maintenance staff related to routine maintenance versus contract/vendor maintenance.
4. Financial Review
  - a. Support financials- reviewed.
  - b. Offering/Revenues- As of May 31, 2010 the total offering was \$382,375. The budgeted goal is \$420,962 thus a shortfall of \$38,587.
  - c. Echoes Budget- not reviewed.

- d. Bank Account Statements - not reviewed; reconciliation pending
- e. Treasurer's Master Report to be available for Council meeting.
- f. Review Lines of Credit - balance zero.

Capital line-of-credit balance is at \$225,000 following a \$25,000 principal payment (endowment).

Operating line-of-credit - Balance zero.

- g. Approved payment of \$25,000 to Synod for benevolence.

5. Bank Accounts/Audit -

- a. Accounts/Reports - Pending completion of bank account reconciliation and audit and hiring bookkeeper.
- b. Audit - Schedule Audit - Audit progressing; anticipated end date June 30, 2010.

6. Personnel

- a. Senior Pastor Job Summary approved by the Council. John Zweig to develop new job description following new FELC job description model. To be referred to Personnel Sub-group.
- b. Staff Evaluation - A proposal by John Zweig to adopt the Church Staff Evaluations process from Christianity Today International with minor revisions from ministry team members, the Executive Committee and the pastors. To be discussed at next meeting.

7. Office/Support Staff Alignment

- a. Bookkeeper - interviews completed; offer to be made to one of the candidates. Potential start date, mid-July 2010.
- b. Personnel Sub-Group - reactivate sub-group after July.
- c. Admin Support Staff Review - John Zweig distributed draft of staff review. To be finalized in 2 weeks.

8. Stewardship

Stewardship Policy - Agreed to review and solicit comments for revisions. Council has been offered opportunity to make recommendations. Team members will be ready to discuss at July meeting.

9. Other items:

- a. Starving Children Outreach Program - need to determine support requirements.
- b. Property Acquisition Policy - review in July to propose changes.
- c. Planned Giving Workshop - Ministry team will offer Planned Giving Workshop in the Fall as a prelude to our annual stewardship campaign. Pending final plans.
- d. Staff Benefits - at July meeting, plan to review opportunities to address benefit costs.

Respectfully submitted, John Zweig, Chairperson.