

**Calvary Lutheran Church  
Council Meeting Minutes  
June 18th, 2024**

**Meeting called to order 5:07PM**

Members present; Jessica Gromer, Martin Kerkenbush, Sara Odden, Gina Nelson, Julie Richter, and Dan Kuecker. Staff present: Interim Business Manager Kathy Miller.

1. **Devotion** – Provided by Julie Richter – “A prayer is God’s child”
2. **Quorum** – Six Council Members present.
3. **Approval of Agenda** – Approved by Consensus
4. **Approval of last meeting minutes** – Approved with one correction, term of service for Mr. Ed Toms should have been listed as 1 year instead of 3 years.
5. **Update** – Jess Gromer: Update on new staff hires which will be added to the HR report
6. **Reports** –
  - a. **Finance and Monthly Financials** – Finances were presented by Kathy Miller. Kathy provided a financial statement comparing month by month information for calendar year 2023 versus calendar year 2024. As interim Business Manager she has been organizing financial information and records and updating the auto-payables with credit card and bank information. Capital expenditures included \$30,000 out of the MIF to pay for security camera expansion and a \$46,000 payment (50% of total bid) for church roof repair. Kathy will start training the new full-time Business Manager on 1 July 2024 (see item below confirming that hiring). Kathy has also completed a listing of responsibilities for the Business Manager and a timeline of duties to be accomplished. Kathy provided a summary of the financials for the past couple of months stating that both income and expenses are decreasing, with the expenses decreasing at a faster rate. Following Kathy’s report there was a discussion of how to improve Stewardship / Generosity in the coming year. Gina Nelson recommended that we need an earlier and bigger “Kickoff” to the stewardship/generosity season in the congregation, starting in September of each year which coincides with the beginning of the church education season. There was also a general discussion among the Council members about how we might better inform the congregation of the financial health of the church, suggestions included possibly putting data on income and expenditures in the monthly newsletter and other information outlets. It was also suggested to produce a graphic or other method to present current church income/assets compared with what assets the church “should” have at that point in the year. More discussion on this topic is expected.

**b. Rostered Leader Report – Pastor Randy –**

Pastor Fett was not at the meeting because he is attending a continuing education event provided by LUTMA (Lutheran Transitional Interim Ministry Association). The training is in family systems in the church. Because of this conflict, Pastor Randy prepared a written report that is provided here:

**Council Report June 2024  
Intentional Interim Senior Pastor Randy**

It's been an arduous few weeks here at Calvary. It's good to get a few things off of my desk. Thank you for all of your input and help. My key value is to collaborate with you all, to try to achieve consensus on all matters and not be a one man show. I have sent you a number of items for feedback and votes. I am also trying as best as I can to be transparent and to be communicating with you, the elected leaders of the church.

I am not at this meeting because I am stepping away for a week of continuing education. I will share with you what I learned at this conference. I am attending a LUTMA (Lutheran Transitional Interim Ministry Association) training in family systems in the church this week. We are leaving later Sunday to get halfway to Kansas City where we will stay with my wife's sister and family. I head to St Louis very early Tuesday morning and will be in conference for a few days. At the end of the week, I will celebrate my birthday and take Sunday off which is included in the week of continuing education. I will be back onsite here at Calvary on Monday, June 23.

Please remember to attend the whole congregation – all ages, young and old, long time and newest members meeting with synod Bishops staff member Rev. Renee Splichal Larson. Pastor Renee s is doing two baptisms that weekend for me and she is preaching as well. Deacon Tom will lead the worship services.

**Check Points** (Things that are off of my desk)

- Vacation Bible School finished. I teamed up with Deb for openings and closings.
- Roof project has just started; should be done within three weeks.
- Hired; Part time confirmation coordinator, Part time Wednesday evening contemporary worship team Director, Part time Wednesday evening kitchen coordinator Director, and full time Business Fund Account Manager. This is a very exciting, young team with loads of energy. There is excitement building at Calvary.
- Lots of resume applications can in to start, (nearly 60), and some 16 on site interviews in all for the Business Fund Account Manager position
- Synod assembly for three days
- Deacon Tom and I had three funerals in one week, and this last weekend I had two really hard emotional funerals of untimely deaths. These are always hard. I

pray for strength for the families, for all of us to get through them and for our staff.

- Choosing Confirmation studies for the next two year rotation and Bible overview curriculum for 6th graders
- Hosting the video sermon-75th anniversary -Pastor Ben Sandin's sermon and worship that weekend.
- Call Committee paperwork done, call committee interview training
- Brand new committees and work teams going now: added "Stewardship (Will become "the "Generous" team), and now the Worship and Music Committee. Endowment has finally started meeting.
- Managed an "incident" on the playground - after camera investigation nothing had been done- nothing came of it.
- Hosting two traveling youth groups this last weekend who stayed at Calvary overnight.
- Managed the Sanctuary furnishing retrofit trial run for this summer.

Phew! Time for a breather.  
Thanks for Your Faithfulness

God Bless you in your serving, Pastor Randy

Sent from my iPhone

**c. Rostered Leader Report – Deacon Tom** – Deacon Tom was not present.

**d. Committee Reports**

- i. Personnel/HR** – Following a lengthy and detailed search and interview process, Tammy Singsass was selected as the best candidate to become the new full-time Business Manager. **Motion to approve hiring** her was made by Martin Kerkenbush, seconded by Gina Nelson and approved unanimously by the Council members present. An amendment to the motion to authorize access for Ms. Singsass as needed to all accounts required for her duties was proposed by Kerkenbush and seconded by Nelson and approved by all Council Members present.
- ii. Education** – Dan Kuecker provided a brief update and discussion on the need for instructors for 6<sup>th</sup> grade education for the coming season. Kathy relayed that staff have a plan in place and curriculum for 5<sup>th</sup> and 6<sup>th</sup> graders has been ordered.
- iii. Endowment** – Julie Richter provided an update reporting that for the Endowment Committee the Treasurer position has been filled with Peg Seljeskog being elected. The President and Vice President positions are expected to be filled at the next meeting. There was a discussion of how the endowment funds are to be distributed with \$25,000 being distributed in May. In accordance with the bylaws, 50% of the endowment distribution is dedicated to projects and programs within Calvary Lutheran Church.

- iv. **Nominating Committee** – Jess Gromer provided an update that the Nominating Committee is moving forward and is aware of potential candidates for Council, the Endowment Committee, and the Nominating Committee itself.

**7. Old Business** – None

**8. New Business** –

- a. Discussion concerning funding for the Worship and Music Committee. The Music Director has identified a need for funds for the music program and had considered possibly writing a grant for these funds. This generated a discussion among Council Members concerning broader guidance that would apply to all Church offices and organizations requiring grant requests be first reviewed and approved by the Council. Grant requests to outside agencies should come from the office of the Council President. Now formal action has been taken to establish this policy, expect further discussion and action in the future.

**9. President's Remarks** – Jess Gromer

- a. Provided an update on the Call Committee's preparations in anticipation of the actual call process. Mock interviews have been done to give the committee insights into how to approach and conduct the actual call interviews.
- b. Led a discussion concerning the impact of the ongoing road construction on Sheridan Lake Road and the loss of trees from Calvary Lutheran Church property. It is expected that we will lose five trees due to construction, but the question to be answered is whether we will receive financial compensation for those trees or if the City will provide replacement trees. More to follow on this issue at the next meeting.

**10. Adjourned at 6:23PM** – Motion by Sara Odden, seconded by Gina Nelson – approved by all Council members present.