



**Congregation Council Minutes**

**March 13, 2017**

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**Congregation Council of Saint Andrew's Lutheran Church**

Meeting Minutes

March 13, 2017

**Council Members in Attendance:** Emily Andresen, Joni Barrott, Marshall Erling, Karen Grams, Art Gurtel, Scott Lester, Pastor McEachran, Steve Serex, Ann Thorpe, Jon Thorpe, Misty Weber, Vanessa Wilkie

**Members Excused:** Stein Dolan, Ben Johnson

**Staff Members in Attendance:** Sherry Grindeland, Emily Harrow, Susan Hegedus, Will Simpson

**Staff Members Excused:** n/a

**Guests:** J

**Worship:** Pastor McEachran shared Romans 12:1-15. The Council spent ten minutes coloring in silence as part of the Lenten discipleship activity.

**Call to Order:**

The regular meeting of the Congregation Council of Saint Andrew's Lutheran Church was called to order at 7:25 pm by President Scott Lester.

Scott Lester welcomed Vanessa Wilkie to her first Council meeting, and welcomed J, who is observing the Council meeting to fulfill a requirement for Affirmation of Baptism/Confirmation.

**Review/Approval of Meeting Minutes:**

Minutes from February 11, 2017 were reviewed. It was **moved and seconded** to approve the minutes as submitted. A correction was made to the spelling of John Andresen's name. Minutes were unanimously **approved**.

**Pastoral Care:**

Pastor McEachran reported on people in the congregation who have received pastoral care.

**Prayer Partners:**

Everyone drew a name of another Council or staff member to pray for. We will draw different names in June.

**Council to Host Soup Supper on March 22:**

Scott Lester distributed a sign-up sheet so Council members could volunteer to provide and serve soup and bread for the Lenten Soup Supper on March 22.



## Congregation Council Minutes

March 13, 2017

---

### Finance/Treasurer Report:

- Treasurer Joni Barrott explained how to read and understand the Finance Report that is in the Council packet each month.
  - Saint Andrew's uses a "fund accounting" system, meaning that there are multiple funds, each with a designated purpose.
    - The Current Fund is fund #1. It is used for operating expenses. Each year's budget that is approved by the congregation is the budget for the Current Fund.
    - Other funds are used for specific purposes. The Finance Committee plans to document these funds: their intent, why and how they are funded, the future plans for expenditures, and who is responsible for each fund.
    - Income/Expenses and balances for all funds are reported in the Finance Report.
  - The Finance Report contains the following reports:
    - Income and expenses for the previous month and year-to-date, for the Current Fund and for the total of all funds.
    - Income and expenses and current balances for all funds
    - A graph of income, expenses, and Current Fund balance for the previous 13 months.
    - A graph showing budgeted income and expenses for the current year with the actual Current Fund balance overlaid on the graph.
    - More detailed report of income and expenses of the Current Fund, for the previous month and year-to-date.
  - Joni invited suggestions as to what information the Council would like to see in future Finance Reports.
- Joni reported that giving in January was better than expected, and so some bills were paid that were scheduled for payment in another month.
- It was noted that February 2017 income was less than February 2016. The reason is unknown.
- Almost \$3000 was collected to give to the Islamic Center of Bellevue following the fire that occurred there. Those funds will be presented to the Islamic Center soon.

### 2016 ELCA Parochial Report/Statistical Adjustment:

Pastor McEachran distributed the Saint Andrew's Congregational Report for 2016. This report is submitted to the ELCA each year. The 2016 report reflects a statistical adjustment of members. Membership numbers are important when determining a quorum at congregational meetings.

### Committee/Task Force Review:

- Mary Mills will send each committee chair the roster of members for their committee.
- Scott encouraged each committee to assess if new members are needed



## Congregation Council Minutes

March 13, 2017

---

**Building Use Review and Update:** Pastor McEachran reviewed the process of how outside user groups reserve space at Saint Andrew's.

- New groups meet with him to establish a relationship and to ensure they fit with Saint Andrew's core values.
- Pastor distributed copies of the Facilities Use Agreement and Reservation form that each group receives. Each group updates their contact information and proof of insurance annually.
- Building use fees are about 4% of the Saint Andrew's budget. The fee amounts are reviewed annually and are set to cover operating costs.
- Pastor noted that the "South Hall" sign is useful to these groups.

### Synod Assembly:

- One day: Saturday, May 20. It will be a new format this year.
- Retired Pastor Phil Maakestad will be recognized for 50 years of ordained ministry.
- Saint Andrew's can send six delegates plus rostered ministers. Scott Lester and Pastor McEachran will attend. Scott invited those interested in attending to contact him.

### Bihar / Lutheran World Relief:

Pastor McEachran reported that Jean Wahlstrom will be a part of the Saint Andrew's leadership team. Nicole Hark, LWR's Deputy Regional Director in Asia and the Middle East, and Jon Buuck of LWR will be at Saint Andrew's on April 23 to meet with anyone interested in learning more. Pastor encouraged Council members to visit [www.lwr.org/bihar](http://www.lwr.org/bihar).

### Stewardship Update

Scott Lester reported that Todd Carmichael is stepping down as chair of the Stewardship Committee. Scott and Pastor McEachran are seeking a new chair; contact Scott with suggestions.

### Council Initiatives

- **Constitutional Updates:** Art Gurtel reported on potential changes to the Saint Andrew's Constitution, including a description for the Discipleship Ministries Committee. He will discuss the next steps and timing with Executive Committee.
- **Design Advisory Group (DAG):** A construction estimate has been received. DAG and Executive Committee will meet to review final numbers. The Council will review the estimate in a study session in April. There will then be communication to the congregation.
- **Personnel Handbook for Non-Rostered Employees:** In final editing.
- **February Council Advance/Workshop – Discussion:**
  - Art Gurtel had shared a summary of the Advance with the Health and Wholeness Ministry Committee: that the Council got to know each other better; the SWOT process (Strengths,



## Congregation Council Minutes

March 13, 2017

---

- Weaknesses, Opportunities, Threats); and that comments from the Annual Meeting are being reviewed
- Executive Committee will take the SWOT analysis and begin to plan next steps
  - Scott Lester noted that the role of Council Liaison to each committee includes a flow of information to and from the committee
  - Questions that were asked and discussed at the retreat: "Why am I on the Council?"; "Why am I attending/a member of Saint Andrew's?"; "Why am I sharing a life in Christ?"; and "Why am I living in the Pacific Northwest?" could be a helpful exercise for committees also.

### Committee Reports, Actions, and Other Matters:

- **Human Resources:** Scott Lester reported on the progress of the Non-Rostered Personnel Handbook. Work will soon begin to review the Rostered Personnel Handbook.
- **Communications:** Had discussed a common format for committee minutes/notes.
- **Discipleship Ministries:** Emily Andresen reported
  - The committee has need for representatives for several groups with Discipleship Ministries.
  - The committee finalized a description for the Constitution.
  - Offering in Lent will go to Lutheran World Relief.
  - VBS is July 10-14. Directors and a Music Leader have been identified.
  - The committee discussed children in worship and how to make families feel more welcome in worship. They are planning to reach out to families with young children for input.
- **Health and Wholeness:**
  - Walk to Wittenberg has about 110 people signed up. Comment that there has been some confusion about sign-ups with a suggestion that updated information be shared.
  - Personal Care Kits: almost 100 kits have been assembled.
  - Discussed a question about insurance coverage for blood pressure screeners. Vanessa Wilkie will consult with John Nelson about this.
  - Dianne Chong created a booklet summarizing the work of the KnitWits in 2016.

### Senior Pastor's Report: Pastor McEachran reported:

- He continues to be actively engaged in City of Bellevue activities.
- He rejoices at the strength of staff relationships.
- Joy at the number of youth serving in worship leadership roles.
- Visitation is robust, and he encourages Council to wear name tags on Sundays and make introductions.

### Staff Reports/Inputs:

#### Sherry Grindeland reported:

- The cross-generational O.W.L.S. lunch in February was enjoyed by all participants



## Congregation Council Minutes

March 13, 2017

---

- New Saint Andrew's members were welcomed with a pasta lunch
- The Women's Getaway/Gathering is March 24-26 in Everett
- Shrove Tuesday Pancake Supper was a success and she thanked Ed Short for helping
- Sunday Servers are still needed
- She will set up a corner in the Narthex with toys for Easter Sunday, allowing parents with children to remain close to the Sanctuary during worship. This was well received on Christmas Eve.

### Emily Harrow reported:

- She attended the Youth Extravaganza, a national conference, and observed that cross-generational activities are an increasing focus
- She noted that the path to Affirmation of Baptism for students can be individualized, and she is working with families not in the traditional middle school timeline.
- She invited Council members to the Chili Cook-off on March 18.
- She explained changes to Easter Breakfast reservations. Timed reservations will be taken.
- She asked for prayers for the Chicago Mission Trip team as they prepare for their summer trip.

### Will Simpson reported:

- Lent and Easter music has been planned.
- Worship on March 19 will be contemporary.

### Susan Hegedus reported:

- She has been catching up on unfinished small projects.
- Work on a new website continues to be slow.

### Adjournment and Closing Prayer:

Pastor McEachran closed with the Benediction.

Meeting was adjourned by President Lester at 9:07 pm.

The next regularly scheduled Council meeting will be April 10, 2017 at 7:00 pm.

Respectfully submitted,

Susan Hegedus

Council Recording Secretary