



Congregation Council Minutes

May 8, 2017

Amended June 12, 2017

Congregation Council of Saint Andrew's Lutheran Church

Meeting Minutes

May 8, 2017

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

Members Excused: n/a

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

Staff Members Excused: Sherry Grindeland

Guests: Lucy Sannes, Dick Swaisgood

Worship: Pastor McEachran led worship with devotional words on Acts 2:43-47.

Study Session, began at 7:25 pm:

Design Advisory Group (DAG) Chair Lucy Sannes and member Dick Swaisgood presented conceptual drawings prepared by VIA Architecture and construction cost estimates prepared by Edifice Construction for a potential building remodel. Lucy and Dick explained the history of the project and construction and cost alternatives. The construction estimate is approximately \$5,000,000, which will be adjusted based on alternatives chosen. The time estimate on construction is 10 months. DAG envisions this project as accomplishing: adding space to the building, upgrading facilities, and improving wayfinding. DAG's next step is to develop a plan to communicate information to the congregation. It is anticipated that an initial report will be given at the Semi-Annual Congregation Meeting on June 25, 2017.

Call to Order:

The regular meeting of the Congregation Council of Saint Andrew's Lutheran Church was called to order at 8:05 pm by President Scott Lester.

Pastoral Care:

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



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Senior Pastor's Report: Pastor McEachran reported

- Pastor shared questions he had received from the students preparing for Affirmation of Baptism. He met with them to discuss answers to their questions.
- Music as outreach:
 - Performing Arts Festival/Eastside engaged 28 volunteers from Saint Andrew's.
 - The Rong Rong Chinese Folk Choir is giving a concert at Saint Andrew's on June 3. The Rong Rong Choir rehearses at Saint Andrew's on Saturday mornings.
- Pastor McEachran challenged Council members to examine the points of entry into our congregation; i.e., ways that newcomers can begin to engage in the life of Saint Andrew's.
- Pastor McEachran and Pastor Wes Telyea of Our Savior Lutheran in Issaquah "exchanged pulpits" on April 30. Pastor McEachran was at Our Savior; Pastor Telyea was at Saint Andrew's. Both Pastors thought it was a positive experience.

President Scott Lester reported on his experience at the LifeWire Gala on May 6. Saint Andrew's received the Norm Maleng Award from LifeWire. Scott noted how powerful the evening was.

Staff Reports:

- Susan Hegedus shared information about timelines and reminders for *the VOICE* newsletter.
- Dr. Will Simpson reported
 - He invited the Council to attend and spread the word about the final concert in the 2016-2017 Concert Series on May 21, featuring Christina Siemens, Lynn Bartlett Johnson, and Brian Wharton.
 - He will attend the American Guild of Organists (AGO) regional convention in June in Salt Lake City, Utah.
 - On June 5, Dr. Simpson becomes Dean of the Seattle Chapter of the AGO. He will oversee operations and programming for the Chapter, and manage the endowment fund. June 5 will feature a handbell and organ concert prior to the installation of officers and board members. The concert and installation is at Saint Andrew's.
- Emily Harrow reported
 - She encouraged prayers for students and families.
 - She explained that beginning in Fall 2017, committee and planning meetings will no longer be scheduled during the 9:45 am Discipleship Hour. She explained that the focus for Sunday mornings is worship and discipleship.
 - Emily reported that 27 Sunday Church School, Affirmation of Baptism/Confirmation, and CrossWalk (high school) teachers and volunteers will be thanked during worship on May 14.
 - The final fundraiser for the Chicago Mission Trip is underway – it is the "Push the Envelope" fundraiser. In Chicago, the Team will be running a Vacation Bible School at a homeless shelter, which incurs extra costs not initially in the trip budget.



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Review/Approval of Meeting Minutes:

Minutes from the April 17, 2017 meeting were reviewed. Art Gurtel **moved to approve the minutes as submitted**. Karen Grams seconded the motion. Minutes were unanimously **approved** with corrections.

Council Initiatives:

- **Design Advisory Group (DAG):** Discussion centered on communication to the congregation. Initial ideas are to introduce the information at the Semi-Annual meeting, and increase communications over the summer and fall of 2017. The Council's role and input into the process was discussed. Scott Lester and Steve Serex will be Council liaisons to DAG.
- **Constitutional Updates:** Art Gurtel reported that changes to the Constitution will focus on Continuing Resolutions, although he has documented changes to by-laws and provisions that may be addressed in the future. The Continuing Resolution changes that have been proposed include:
 - Creating a Kitchen Committee.
 - Disbanding the Memorial Garden Committee. Its function could be folded into the Building and Property Committee or a Task Force could be created that would be overseen by the Building and Property Committee. The Building and Property Committee has been asked to consider options and give feedback.
 - It was suggested that all committees review their Constitution descriptions. Art will contact all committee chairs with this request.
- **Personnel Handbook for Non-Rostered Employees:** Scott Lester has forwarded the latest version to Council members for review, and encouraged Council members to send feedback to Human Resources Committee chair Dianne Chong. It is anticipated that Human Resources will review and approve the document at its May 21 meeting, and then the Executive Committee will approve the document at its June 5 meeting, at which time it becomes official policy. There was nodding assent from Council members that this was an acceptable procedure.
- **State of the Congregation:**
 - SWOT (Strengths, Weaknesses, Opportunities, Threats) Review: Scott Lester reviewed the SWOT analysis done at the Council Advance in February. Discussion centered on questions: "What surprised you?" and "What was missed?" Council members should brief their committees on the Council's SWOT analysis. Scott also encouraged Council members to think of communication opportunities for the SWOT findings.
 - Work Plan: Scott Lester introduced a Council Work Plan. These are specific tasks for each Council member for the month of May.

Finance/Treasurer Report:

- Treasurer Joni Barrott reported
 - April 2017 had a positive cash flow, with income exceeding expenses. There is also a positive cash flow year-to-date.



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- Joni reported on the question about a recent repair to the heat pump for the Congregations for the Homeless (CFH) office, and whether the expense was paid from the Current Fund or the Building Fund. Rent from CFH goes into the Current Fund; the repair was also paid from the Current Fund.
- Sign on SE 28th Street: Joni reported on the questions about cost overruns for this project. She reported that the preliminary \$15,000 budget omitted design costs; additionally, site preparation and landscaping costs were noted as "to be determined." Preliminary budget numbers were not updated over time. When the project was given to Facilities Manager Kurt Lutterman to complete, it was not apparent that some costs were not included on the budget or not known. This project spanned several years and the Signage Working Group was disbanded before construction began. The naming of South Hall took several months and possibly some focus away from completing construction bids to capture the entire costs for the sign for budget purposes. There was a strong desire to complete the project and an assumption that the "to be determined" costs would be covered by the \$25,000 gift to the church that was designated to fund a portion this project. The Finance Committee will examine developing a policy to better manage the process of using funds gifted to the congregation.
- Joni reported that funds have been donated that are designated for the Saint Andrew's Concert Series and the Bihar, India project.

Committee Reports, Actions, and Other Matters:

- **Human Resources:** Scott Lester reported
 - He will review the SWOT analysis with the committee.
 - They will discuss and potentially approve the final version of Personnel Handbook for Non-Rostered Employees.
- **Discipleship Ministries:** Emily Andresen and Marshall Erling reported
 - The committee is planning for ministry coverage during Emily Harrow's maternity leave.
 - The committee is planning additional ways to prepare incoming 6th grade students for Affirmation of Baptism/Confirmation.
 - Information was shared about the Bihar, India outreach project and there was discussion about sharing the information with God Squad.
 - Kids In/Parents Out is on hold for a year.
 - Discussed the Mentor/Mentee ministry.
 - Fellowship Coordinator Sherry Grindeland and Emily Harrow are collaborating on summer activities.
- **Worship and Liturgical Arts:** Misty Weber reported that the committee did not meet. Pastor McEachran commended the spiritual quality of Lent/Easter worship.
- **Stewardship:** did not meet.
- **Outreach and Servant Ministries:** Karen Grams and Ann Thorpe reported
 - Imagine Housing raised \$510,000 from its auction; LifeWire raised \$538,000 from its gala/auction.



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- Saint Andrew's members Dan Johnson and Bill Brueggemann are now members of the Board of Imagine Housing.
- Bihar, India: The initial meeting on April 23 was well attended with much interest shown in the project. A meeting between groups from Trinity Lutheran (Freeland, WA), The Lutheran Church of the Good Shepherd (Olympia, WA) and Saint Andrew's is being planned.
- **Communications:** Stein Dolan and Ben Johnson reported
 - Continued discussion about sources of more community exposure for Saint Andrew's.
 - Continued discussion about the new website.
- **Health and Wholeness:** Vanessa Wilkie reported
 - 260 Personal Care Kits were packed and delivered to Lutheran World Relief.
 - Pastor McEachran and the Parish Nurses have held two worship services at Timber Ridge (a retirement community in Issaquah where several Saint Andrew's members live). This will be a bi-monthly occurrence.

New Business: None.

Adjournment and Benediction:

Meeting was adjourned by President Lester at 9:34 pm.

Pastor McEachran closed with the Benediction.

The next regularly scheduled Council meeting will be June 12, 2017 at 7:00 pm.

Respectfully submitted,
Susan Hegedus
Council Recording Secretary