



Congregation Council Minutes

June 12, 2017

APPROVED

Congregation Council of Saint Andrew's Lutheran Church

Meeting Minutes

June 12, 2017

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

Members Excused: Art Gurtel

Staff Members in Attendance: Sherry Grindeland, Susan Hegedus

Staff Members Excused: Emily Harrow, Will Simpson

Guests: none

Worship: Pastor McEachran led worship with devotional words on the theme of "Encourage" with readings from Romans 12:8, 2 Corinthians 13:11, 1 Thessalonians 5:11-14, and 2 Timothy 4:2.

Call to Order:

The regular meeting of the Congregation Council of Saint Andrew's Lutheran Church was called to order at 7:23 pm by President Scott Lester.

Review/Approval of Meeting Minutes:

Minutes from the May 8, 2017 meeting were reviewed. Karen Grams **moved to approve the minutes as submitted**. Vanessa Wilkie seconded the motion. Scott Lester amended the Study Session report to include the construction cost estimate. Minutes were unanimously **approved as amended**.

Council Membership:

Scott Lester reported that Misty Weber has resigned from the Congregation Council. Andy Hogle has agreed to serve. Joni Barrott **moved to appoint Andy Hogle to the Congregation Council to replace the vacancy left by Misty Weber**. Ann Thorpe seconded the motion. The motion was unanimously **approved**.



Congregation Council Minutes

June 12, 2017

New Members – Affirmation of Baptism Class of 2017:

Joni Barrott moved to accept **Kasten James Donahoe, Vishal Baskey Erling, Parker James Nolan, Cade Alexander Stenzel, and Samantha Marie Wilcox as confirmed members of the congregation.** Marshall Erling seconded the motion. Pastor McEachran noted that the congregation is blessed to receive them as confirmed members. The motion was unanimously **approved.**

Pastoral Care:

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

Staff Reports:

- Susan Hegedus reported
 - The upcoming issue of *the VOICE* newsletter is a 2-month (July/August) issue. The deadline to submit items is June 19.
 - Saint Andrew's member Roger Koskela wrote an article about worship gatherings at Timber Ridge, a retirement community in Issaquah where several Saint Andrew's members live. The article was published in the April 2017 issue of *the VOICE*. It has been submitted through the Northwest Washington Synod office to *Living Lutheran* magazine. It will either be published in an issue of the magazine or as part of the Synod insert to *Living Lutheran* in October.
 - Saint Andrew's now has a page on Nextdoor.com, a neighborhood sharing application. Susan encouraged those who have a Nextdoor account to "recommend" Saint Andrew's.
- Sherry Grindeland reported
 - Sherry thanked Joni Barrott for organizing the Congregation Council when they hosted fellowship on June 11. Sherry distributed a sign-up sheet for committees to host fellowship for the remaining summer Sundays.
 - She is excited to have new people, especially youth, volunteering to be Sunday servers. She will organize both a Sunday Server thank-you gathering (probably in Fall 2017) and training opportunities for servers.
 - Pastor McEachran is teaching a "Lutheran Refresher" class following worship on June 18.
 - New members will be received during worship on June 25. Sponsors are needed for two families.
 - At their May 16 luncheon, the Older Wiser Lutheran Saints program was by a detective from the Bellevue Police Department, who spoke about scams and how to avoid becoming a victim of them. Sherry reported that the information given was excellent and very well received by the group.
 - New shelves have been purchased for the Dorcas Circle closet. Sherry thanked Kurt Lutterman for installing them.



Congregation Council Minutes

June 12, 2017

- Sherry encouraged participation in planned Summer events:
 - Mid-week congregation suppers and worship on July 26 and August 16.
 - Congregation hikes on July 25 and August 8.
 - The All-Church Retreat on August 18-20. Twenty-four people are signed up so far.
- On October 21, two events are planned:
 - Dr. Samuel Torvend, Professor of Religion at Pacific Lutheran University, will speak about the Reformation.
 - A performance of *Katie Luther, the Musical*
- Scott Lester commended Sherry for her work and development of the Fellowship Coordinator position.

Senior Pastor's Report: Pastor McEachran reported

- Pastor McEachran shared two "narratives of ministry" – stories of encouragement and connection that have occurred in recent weeks. He encouraged the Council and staff members to share narratives in the Saint Andrew's media.
- On June 5, Dr. Will Simpson was installed as Dean of the Seattle Chapter of the American Guild of Organists.
- The Rong Rong Chinese Folk Choir (who rehearses at Saint Andrew's) gave a concert at Saint Andrew's on June 3. This is an example of music as outreach:
- The Walk to Wittenberg program has 200 people engaged in it and having fun sharing stories about their involvement.
- Congregation Collaborations: Pastor McEachran shared that he, Pastor Wes Telyea of Our Savior Lutheran Church in Issaquah, and Pastor Mark Griffith of Saint Luke's Lutheran Church in Bellevue met and discussed past and potential collaborations between the congregations. Pastor distributed a draft of possible collaborations. Vanessa Wilkie reported that because of the American Guild of Organists concert on June 5, a Handbell Choir collaboration with Saint Andrew's and Cross of Christ Lutheran in Bellevue may develop.

Council Initiatives:

- **Design Advisory Group (DAG):** Scott Lester reported that DAG met on May 23 and discussed the communication plan for the potential building remodel. It is anticipated that a special congregation meeting will be held in November 2017 to vote on proceeding with the project. Scott noted that the Council would need to vote on its recommendation prior to the congregation meeting. Construction alternatives have been decided upon; therefore, the cost estimate presented at the Semi-Annual Congregation Meeting on June 25 will be a firmer estimate than what the Council received at its May 8 study session. The Council needs to be briefed on the DAG communication plan, timeline, and overall



Congregation Council Minutes

June 12, 2017

project scope; determine the future role of DAG following the special congregation meeting; and begin to structure a capital campaign if the project is approved. Dick Swaisgood has agreed to be the Saint Andrew's liaison to the construction company if the project proceeds.

- **Constitutional Updates:** Scott Lester reported that Art Gurtel has asked all committees to review their Constitution descriptions. Many have completed their reviews and were appreciative of the opportunity.
- **Personnel Handbook for Non-Rostered Employees:** Scott Lester reported the Executive Committee approved the Personnel Handbook for Non-Rostered Employees on June 5.
- **Emergency Operations Plan (EOP):** Scott Lester, Karen Grams, and Sherry Grindeland reported that the draft of the Emergency Operations Plan is complete and next steps for review have been determined. The EOP was modeled from Evangelical Lutheran Church in America and City of Bellevue guidelines. The EOP Planning Team was commended for its work on developing this comprehensive plan.
- **State of the Congregation/Mission Matrix:** Scott Lester asked Council members for feedback they have received from their committees and congregation members regarding reviews of Strengths, Weaknesses, Opportunities, and Threats.

Preparation for Semi-Annual Meeting – Agenda/Messaging:

- There was discussion about ways for Council members to listen and engage in dialogue with congregation members when questions arise. Scott Lester will develop "talking points" about frequently asked questions and topics.
- Strategic Planning: Scott has consulted with several area churches and is investigating the possibility of hiring a consulting firm to help develop a long-term strategic plan. Funds for this were approved in the 2017 Current Fund budget.
- Names of Quiet Servants to be recognized at the Semi-Annual Meeting should be forwarded to Sherry Grindeland.

President Scott Lester reported

- A new chair for the Stewardship Committee is being sought. He encouraged Council members to forward him names of potential chairs.
- Synod Assembly was a very positive experience. He invited Council members, if they visit other churches, to return with ideas and reflections on the other church's strengths, weaknesses, and opportunities.

Finance/Treasurer Report: Treasurer Joni Barrott reported

- May 2017 had a positive cash flow of \$6,710, with income exceeding expenses. There is also a positive cash flow year-to-date of \$13,493.



Congregation Council Minutes

June 12, 2017

- The Finance Committee is reviewing and updating the Financial Policies. They are also determining a schedule of when sections of the Financial Policies need to be updated.
- The Finance Committee has begun to examine skill and expertise needs for a potential capital campaign should the building remodel be approved.
- There was a discussion of reserve funds. The Reserve Fund is currently fully funded. The Financial Policies manual outlines approved uses of Reserve Funds.
- Pastor McEachran recommended that all Council members receive a report of income/expenses for 2013-2017, and a chart showing contribution levels.
- Pastor McEachran reported that giving designated to the Bihar, India project has been strong.
- Joni reported that the Council will receive the next financial report (containing June and July reporting) at its August meeting due to the vacation of Accounting Assistant Russ Stark.

Committee Reports, Actions, and Other Matters:

- **Discipleship Ministries:** Marshall Erling reported
 - The committee asked for clarification from the Council of the meaning of "Missing opportunity for youth programs" notation under weaknesses on the Council's February SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis. The Council clarified the intent.
 - Jessica Allen is a new member of the committee.
- **Worship and Liturgical Arts:** did not meet.
- **Outreach and Servant Ministries:** Karen Grams and Ann Thorpe reported
 - Lifelong/Chicken Soup Brigade is in need of drivers to deliver meals to home-bound Eastside residents on Thursday afternoons. Meals are picked up at Saint Andrew's. The Saint Andrew's contact person is Marlyn Thorpe.
 - The committee description for the Constitution was re-written.
- **Communications:** Stein Dolan and Ben Johnson reported
 - There was continued discussion about the new website development.
 - Revised the committee description for the Constitution.
 - Kendra Mills is the new chair of the committee.
- **Building and Property:** Steve Serex referred Council members to the committee's written report.
- **Human Resources:** Scott Lester referred Council members to the committee's written report.
- **Health and Wholeness:** Vanessa Wilkie reported
 - The committee discussed the Council's SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis.

New Business: Scott Lester noted that he had sent an informational leadership video to Council members. He will share others as opportunity arises.



Saint Andrew's Lutheran Church

2650 148th Avenue SE

Bellevue, WA 98006

www.SALChome.org

Congregation Council Minutes

June 12, 2017

Adjournment and Benediction:

Meeting was adjourned by President Scott Lester at 9:05 pm.

Pastor McEachran closed with the Benediction.

The next regularly scheduled Council meeting is July 10, 2017 at 7:00 pm.

Respectfully submitted,
Susan Hegedus
Council Recording Secretary