



**Congregation Council Minutes**

**July 10, 2017**

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Approved

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

Meeting Minutes

July 10, 2017

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

**Members Excused:** N/A

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

**Staff Members Excused:** N/A

**Guests:** Kurt Lutterman

**Worship:** Pastor McEachran led worship with devotional words on Matthew 6:5-14.

**Study Session – Emergency Operations Plan:**

Facilities Manager Kurt Lutterman presented and reviewed an Executive Summary (attached to the original copy of these minutes) of the Emergency Operations Plan (EOP). Kurt presented the draft notebook of the EOP, and reviewed sections that apply to specific scenarios, common actions that apply to multiple scenarios, and procedures that are specific to each room of the building. The budget for purchasing equipment and supplies to implement the plan is \$14,000. A new volunteer Sunday server position of "Ambassador" will be created. The ambassador will be a watchful security presence in the Narthex, and also serve as a welcoming guide and resource to those who come into the building. Kurt plans to provide training to staff, Sunday morning teachers, and ambassadors, as well as a congregation-wide EOP training. Kurt plans to conduct an emergency drill on September 24, 2017.

**Call to Order:**

The regular meeting of the Congregation Council of Saint Andrew's Lutheran Church was called to order at 7:29 pm by President Scott Lester.

Scott thanked the Council for support provided for the Semi-Annual Congregation meeting.



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### Review/Approval of Meeting Minutes:

Minutes from the June 12, 2017 meeting were reviewed. Karen Grams **moved to approve the minutes as submitted**. Art Gurtel seconded. Minutes were unanimously **approved as submitted**.

### New Members:

Art Gurtel **moved to accept Trudi Gertis, Joe and Elaine Huley, and Camille Vaska as new members of the congregation**. Karen Grams seconded. These members were received during worship on June 25. The motion was **approved** unanimously.

### Pastoral Care:

Pastor McEachran reported on people in the congregation who have received pastoral care. He commended the Parish Nurses and Health and Wholeness Ministry for the deep level of support they provide.

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

- Pastor McEachran shared that Vacation Bible School (VBS) "Maker Fun Factory" is underway. He noted that it is a collaborative effort between Saint Andrew's, Our Savior Lutheran Church in Issaquah, and Shepherd of the Hills Lutheran Church in Issaquah. The number of students attending is lower than in recent years. Pastor encouraged the Discipleship Ministries committee to explore a full-day VBS option (which may better accommodate families where both parents work) and/or other VBS models.
- Pastor noted the excitement on Sunday, July 9, with the blessing of the Chicago Mission Trip Team (high school) and the energy around VBS set-up and preparation.

### Staff Reports:

- Emily Harrow reported
  - She explained there are new procedures for releasing students from Vacation Bible School (VBS); these are to ensure students are only released to authorized adults. Emily commended the work of the fantastic VBS leaders.
  - Emily reviewed the plans for the high school mission trip, leaving for Chicago on July 16. The team has created and will lead a Vacation Bible School program at a shelter that allows families and also older boys - this is rare for shelters. The Team will also have other experiences to immerse them in the city's culture.
  - Emily explained the "Little Disciples in the Pews" worship tools: prayer/offering cards, cards in the pews that have tips for worshiping with children, worship summaries for children and adults, and an area in the Sanctuary for children. Emily welcomes feedback and suggestions.
  - Emily is working on plans to ensure continuation of ministry during her maternity leave.



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- Sherry Grindeland reported
  - New members will next be received in Fall 2017.
  - Sherry is making plans for the All-Church Retreat in August.
  - Sherry explained plans for small fellowship groups that will meet weekly beginning in October.
  - She is planning the Older Wiser Lutheran Saints (O.W.L.S.) programs.
  - Sherry invited everyone to the Wednesday evening suppers and worship services on July 26 and August 16.
  - Sherry thanked committees for hosting summer fellowship on Sundays.
- Susan Hegedus reported
  - Susan invited Council members to work with their committees on any information or materials they would like included in a Fall Mailing Packet. The mailing will include *the VOICE* newsletter, an updated congregation directory, a calendar card, and other materials as requested. The deadline to submit items for the newsletter and/or the packet is August 14.

### Council Initiatives:

- **Semi-Annual Congregation Meeting De-brief:** Discussion. Scott has sent the Powerpoint presentation slides to all Council members to share with others as desired.
  - **Design Advisory Group (DAG):** Scott Lester reported that DAG's next meeting will finalize the communication plan for the potential building remodel. There was a discussion of communication options including possible presentations and written communications.
  - **Joshua/Kairos Proposal for Consulting:**
    - Scott Lester reviewed the two parts of a proposal for consulting from Kairos and Associates. Part 1 is for "Preparation for Transition" (also called "The Joshua Process"), with a cost of \$20,000 plus per diem costs. Part 2 is for "Planning and Implementing a Capital Appeal" (also called "The Kairos Process"); with a cost estimate of \$47,000.
    - Andy Hogle **moved to fund Part 1 of the proposal from Kairos.** Karen Grams seconded the motion. Discussion.
      - Vanessa Wilkie **moved to amend the motion to identify Part 1 as the Joshua Process Transition Package and to fund it in the amount of \$20,000 plus a per diem not to exceed \$5,000.** Art Gurtel seconded the motion. Discussion. The **amendment was approved** unanimously.
- Discussion and questions. The **amended motion was approved** unanimously.



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- **Emergency Operations Plan:**

- Pastor McEachran **moved to approve the Emergency Operations Plan as presented.** Andy Hogle seconded the motion. Discussion. The **motion was approved** with one abstention.
- Art Gurtel **moved to approve \$14,000 from the Building Fund to fund support of the Emergency Operations Plan.** Karen Grams seconded the motion. Discussion. The **motion was approved** with two nays and one abstention.

- **Drop Box/Cloud Storage:** Scott Lester will discuss this with the Communications Committee.

- **Constitutional Updates:** Art Gurtel thanked the committees for their input.

**Finance/Treasurer Report:** Treasurer Joni Barrott reported that the Council will receive the next financial report at its August meeting.

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

- **Communications:** Stein Dolan and Ben Johnson reported that the committee had a good discussion of new ideas.
- **Stewardship:** Scott Lester reported that a chair for the Stewardship Committee is still needed.

**Other/New Business:** None.

**Work Plan Commitments of Council:** No report.

### **Adjournment and Benediction:**

Meeting was adjourned by President Scott Lester at 9:42 pm.

Pastor McEachran closed with the Benediction.

The next regularly scheduled Council meeting is August 14, 2017 at 7:00 pm. The Executive Committee will meet on August 14 at 5:30 pm.

Respectfully submitted,  
Susan Hegedus, Council Recording Secretary