



Congregation Council Minutes

April 9, 2018

APPROVED

Congregation Council of Saint Andrew's Lutheran Church

Meeting Minutes

April 9, 2018

Council Members in Attendance: Marshall Erling, Karen Grams, Art Gurtel, Pastor James McEachran, Jill Nichols-Hicks, Dick Swaisgood, Dick Szabo, Ann Thorpe, Jean Wahlstrom, Vanessa Wilkie, Treasurer Joni Barrott

Members Excused: Stein Dolan, Rebeka Gordon, Ben Johnson, Scott Lester

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

Staff Members Excused: Sherry Grindeland

Guests: none

Devotion:

Pastor McEachran led worship with devotional words on Mark 6:45-52.

Call to Order/Introductory Words:

The regular meeting of the Congregation Council of Saint Andrew's Lutheran Church was called to order at 7:21 pm by Vice President Art Gurtel.

Review/Approval of Meeting Minutes:

- Minutes from the March 12, 2018 meeting were reviewed. Karen Grams **moved to approve the minutes as submitted.** Dick Swaisgood seconded. Minutes were unanimously **approved as submitted.**
- Vice President Art Gurtel reported that the minutes from the January 28, 2018 meeting to elect Congregation Council officers were **approved at the February 10, 2018 Congregation Council meeting.** That approval was not recorded in those minutes.

Senior Pastor's Report: Pastor James McEachran

- Pastor McEachran commended the staff for Holy Week and Easter worship and activities. He commended Emily Harrow and her volunteers for Easter breakfast.
- Pastor reported on those in our congregation receiving pastoral care.
- City of Bellevue:
 - Pastor was privileged to be a part of the interview team for the City of Bellevue Fire Chief position.



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- His work with the Wilburton Gateway Citizens Advisory Committee is complete. Pastor noted that 250 units of affordable housing are included in the final plans for the Wilburton neighborhood.
- Pastor is grateful for the Council's leadership of this congregation.
- Prayer Partners for Lent reveal on April 8 was rich with sharing of prayer experiences and building of relationships.
- Performing Arts Festival/Eastside was held at Saint Andrew's the week of April 2-7. Approximately 40 congregation members volunteered.

New Member Approval:

Pastor McEachran **moved to accept ***** as members of Saint Andrew's**. Dick Szabo seconded. The motion was unanimously **approved**.

Finance Report: Treasurer Joni Barrott

- There was a positive cash flow for March of \$713. Year-to-date cash flow is **-\$9,649**, which is better than the **-\$15,447** budgeted.
- The Finance Committee discussed the approval by the Council for landscaping enhancements along 148th Avenue SE.
- The Finance Committee discussed its ongoing goals for 2018.
- First Quarter contribution statements have been mailed.
- Easter offering is \$10,650. Additional offerings may come in.
- The Finance Committee continues to work on its duties/responsibilities description, and the duties / responsibilities description of the Audit Committee, for the Saint Andrew's Constitution.

Saint Andrew's Constitution Work Update: Vice President Art Gurtel

- Art Gurtel distributed a "Constitution Council Member Election Proposal" (attached to the original of these minutes.) This proposal outlines a proposed new Constitution bylaw, C12.02.01, to modify the election procedures for Congregation Council members, and proposes a wording change to section C13.02.01. Art reviewed the discussions that led to these proposed changes, and noted that the goal of the changes is to eliminate lengthy multiple ballot elections for Council members, but still be fair to candidates and be compliant with the Saint Andrew's Constitution and Robert's Rules of Order. The current requirements of two candidates for each vacant adult Council position, election by majority vote, and use of written ballots are maintained. Art thanked Linda Powell for working with him on this proposal. Art noted that the Northwest Washington Synod of the ELCA has been contacted about concerns related to Saint Andrew's Council member elections and the timing for review of Congregation Bylaw changes by the Synod.



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- Recommended New Bylaw C12.02.01: *"If fewer than the required number of candidates are elected on the first ballot, the candidates not elected shall remain as candidates on a second ballot. If fewer than the required number of candidates are elected on the second ballot, additional ballots shall be conducted until candidates for all open positions on the Congregation Council are elected; but, beginning with the third ballot, the candidate receiving the least number of votes on the preceding ballot shall be eliminated as a potential candidate and removed from the ballot."* Karen Grams **moved to approve the recommended new Bylaw as proposed and that the Council recommend this Bylaw to the congregation for a vote at the Semi-Annual Congregation Meeting on June 10, 2018; and that the Council communicate this recommendation to the congregation at least 30 days in advance of the June 10 meeting.** Dick Swaisgood seconded. Discussion. The motion was unanimously **approved**.
- Dick Szabo **moved to amend Saint Andrew's Constitution section C13.02.01 "Nominating Committee Responsibility" to substitute the words "Discipleship Ministries Committee" for "Youth Ministry Committee" and that the Council recommend this wording change to the congregation for a vote at the Semi-Annual Congregation Meeting on June 10, 2018; and that the Council communicate this recommendation to the congregation at least 30 days in advance of the June 10 meeting.** Vanessa Wilkie seconded. The motion was unanimously **approved**.
- Art Gurtel noted that work to examine and document Nominating Committee guidelines for the election process and procedures for vote counters is in progress.
- Committee Descriptions Update: Art Gurtel reported that almost all committees have reviewed their duties / responsibilities descriptions in the Constitution and submitted revisions to him. The Finance Committee is reviewing its duties/responsibilities description and those of the Audit Committee to ensure that they align with existing wording in the Constitution and with Saint Andrew's financial policies. When complete, all committee revisions will be proposed to the Council for consideration. These revisions require a 2/3 vote majority of all members of the Congregation Council to approve.

Leadership Transition Team Update: Vice President Art Gurtel

- Art Gurtel reviewed the progress of the Leadership Transition Team.
- Art distributed a "Leadership Transition Team Request of Council Members (What Can You Do?)" document (attached to the original of these minutes) to Council members to indicate how they can support the transition process. An additional item was added to pray for the Team, Pastor McEachran, the congregation, and staff as this work proceeds.
- Communication to the congregation via a letter will be mailed soon.
- Transition plans and communication strategies are still being developed.
- Art Gurtel commended the Leadership Transition Team for its work. Pastor McEachran commended Art Gurtel and Dianne Chong for their leadership of the Team.



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Committee Liaison Appointments/Updates: Vice President Art Gurtel

- Current committee liaison assignments have been included on the Council roster, distributed via the Council packet.
- The formal Council Rotation Plan as discussed at the March 12 Council meeting has been cancelled. However, Council members are encouraged to visit committee meetings other than their assigned committee.

Committee Updates

- Jill Nichols-Hicks reported that the Stewardship Committee will meet on April 18.
- Ann Thorpe reported that Saint Andrew's is hosting a Bridge Disability Ministries Dinner on May 6, the first time we have hosted one of these dinners in about 5 years. A sign-up sheet to help is located in the Narthex.
- Dick Swaisgood reported for the Saint Andrew's Men's Group that Naishiye Eliakimu, a Tanzanian student that they began supporting while she was at MaaSAE Girls Lutheran Secondary School, will graduate from university in November 2018. The Saint Andrew's Men's group plans to continue her scholarship support as she pursues a master's degree following graduation.
- Other committee reports were distributed via the Council packet.

Council Initiatives

- Vision: Dick Szabo
The Vision Team is in the process of collecting ideas and resources. The Team will seek to work with the other initiatives in the information gathering phase.
- Discipleship: no report.
- Stewardship: no report.
- Building: Dick Swaisgood
This Team has had its initial meeting and determined its next steps to be:
 - Work with Finance Committee to assess if the congregation has the financial ability to support the building project as currently designed. This will include an assessment of the congregation's borrowing capacity.
 - Continued conversations with VIA Architecture about building design.
 - Clarification of the roles of building remodel working groups.

Staff Updates

- Director of Discipleship Ministries Emily Harrow
 - Logistics of Easter breakfast worked well. Emily is thankful for everyone's support of the High School Mission Team.



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- Preparations for Vacation Bible School (VBS) are underway. Saint Andrew's and Our Savior Lutheran in Issaquah are co-hosting. VBS will be held at Saint Andrew's. Registration is open and volunteers are always welcome.
- The Fire Force (grades 6-8) Retreat is scheduled for May 4-6, and the theme is "Prayer."
- The God Squad (grades 9-12) Retreat to Holden Village is scheduled for May 18-20.
- Week-O-Fun for Fire Force and God Squad has two events planned: one to pack emergency bags for Hopelink on April 11, and going to Family Fun Center on April 12.
- The Family Easter Celebration and Egg Hunt was fun. Instead of a craft, the group packed 50 emergency bags for Hopelink.
- Director of Music Ministries Dr. Will Simpson
 - Will commended the choirs and musicians for Holy Week and Easter worship music.
 - Will is preparing for the orchestra to play during worship on April 29.
- Communications Specialist Susan Hegedus
 - The new format of bulletin announcements was introduced on Easter Sunday, April 1. Susan encouraged the Council to have their committees review their bulletin and newsletter announcements. Any revisions/updates can be sent to Susan.
- Pastor McEachran commended Facilities Manager Kurt Lutterman for his work on the Emergency Operations Plan and for regularly training the staff in procedures.
- Art Gurtel thanked the staff for their work.

June 2 - Synod Gathering at Saint Andrew's: Pastor James McEachran

Approximately 250 people are expected to attend. The Saint Andrew's Reception Team is assisting the Synod's hospitality committee to provide hospitality support for the event. Anyone can attend this gathering, and several workshops are being offered.

Other/New Business:

Vice President Art Gurtel solicited items for the agenda of the May 14 Council meeting.

Adjournment and Prayer:

Pastor McEachran closed by leading the Council in the singing of the Doxology.

Meeting was adjourned by Vice President Art Gurtel at 8:50 pm.

The next regularly scheduled Council meeting is scheduled for May 14, 2018 at 7:00 pm.

Respectfully submitted,
Susan Hegedus
Council Recording Secretary