

## June 2020 Council Minutes

Tuesday, June 9<sup>th</sup>, 2020 7:30pm via Zoom

Present: Sam, Rayelle, David B, Marlo, Ann, Darcie, Dan, Jon, and Kelly. Deacon Amanda, Lindsay, and Pastor Dave were also present. Dave Z was absent/excused.

- 1) Call to Order - Sam called meeting to order at 7:30pm
  - a) *Approval of Agenda* – Darcie made a motion to approve the agenda. Rayelle seconded the motion. Motion carried.
  - b) *Review any thank you notes or correspondence sent to Council or St. John's* – Pastor Dave received a request from the Synod that he will forward on to Council following the meeting.
- 2) Devotions – Jon led devotions.
- 3) Reports –
  - a) *Discuss/Approve previous meeting minutes, staff and commission reports* – Council reviewed the submitted reports and minutes. Properties included mention of two broken window panes, likely from a BB gun pellets. The cost is roughly estimated at \$500, which is well below \$2500 insurance deductible. Rayelle will follow up with Properties to confirm that a police report was filed. Ann made a motion to replace the two broken window panes. David B seconded the motion. Properties is working to rekey the doors. A member has offered to pay for this project, as it falls beyond the 2020 budget. Sam will follow up with Properties to confirm that council still approves this project, since everything had been put on hold during shelter in place orders. Properties is also working to grade the landscaping away from the building. Rayelle will follow up with Properties about the landscaping project to ensure their commission had been notified about the project prior to it beginning. Marlo made a motion to approve the reports as submitted. Ann seconded the motion. Motion carried.
- 4) Financials
  - a) *Summary of the past month's financials* – David B noted that May giving was at \$43,000, slightly lower than budgeted, and that May expenses were at \$33,200, which was also slight lower than budgeted. He did note that the giving overall has been strong throughout the year, and that to-date, St. John's is at 92 percent of what was budgeted, and that expenses are at 82 percent of what was budgeted. The checking account is currently at \$43,030 (not including PPP funds). Lindsay also reminded counsel that expenses this summer would continue to be lower without the budgeted youth trips happening due to Covid-19.
  - b) *Approve previous month's financial report* – Jon made a motion to approve the financial report. Darcie seconded the motion. Motion carried.
  - c) *Payroll Protection Plan* – Marlo notified council of recent updates to the Payroll Protection Plan which should benefit St. John's. The payroll dollars can be used over 24 weeks rather than the previously noted 8 weeks. This extension will allow St. Johns to use all of the loan toward payroll, ensure it will all be forgivable. The unforgivable portion of the loan (if any) can now be paid back within 60 months rather than the previously stated 24 months. Now only 60 percent of the money is required to be used towards payroll costs, whereas it was previously at 75 percent. This allows for more flexibility to utilize the approved dollars to better manage cash flow.
- 5) Old Business
  - a) *Personnel Update* – Pastor Dave noted that Personnel would like to continue with the process of hiring an office administrator that was vacated earlier this year. The hiring process was put on hold due to COVID-19. As the office is likely to open soon, Personnel would like to have the position filled, and to allow some time for Sheryl to train the new hire before normal office

hours are resumed. Pastor Dave had noted that there had been two candidates, but one had withdrawn during the hiring freeze. Jon made a motion to continuing to fill the vacant office administrator position. Darcie seconded the motion. Motion carried.

- b) *Canoeing the Mountains Book Study* – Lindsay led the first portion of Part Three (Chapters 7-8), *Leading Off the Map: In Uncharted Territory Adaptation is Everything*, and Council and staff discussed the content and related questions.

6) New Business

- a) *Plan to Re-Engage Together* – The funeral for Patrick Quint (Saturday, June 13<sup>th</sup>) will be the first opportunity for the church to host members and guests inside the building. Pastor Dave noted that Council will need to determine a plan to reopen the office for staff (Step 1), to open the building for outside groups and ministries (Step 2), and to open the building for in-person worship (Step 3). The purpose of the discussion was to determine a date for opening the office, to create a summary of expectations for meeting on the property, and how to worship when we come together in person. Council referenced recommendations from MDH, CDC, and other safe measures taken from other organizations. St. John's will encourage masks (homemade cloth masks are acceptable), offer temperature screenings, have posters placed guiding people through self-screenings, and hand sanitizer will be available. The church has ordered disposable masks for anyone who may not have one or who has forgotten. A number of cleaning supplies have also been purchased. Pastor Dave shared a SJK Re-Engagement Plan Summary of ideas that Council reviewed (see attached) that details the various steps and precautions. Council determined that the first in-person services with communion will be Sunday, June 21<sup>st</sup> at 9:00am and 11:00am (outdoor, on the East lawn), and each service should be 25-30 minutes. An online live-streamed communion service will be available at 10:00am for those wishing to observe from home. Worshippers will also be able to worship from their vehicles if they prefer. After careful review and input, Council agreed they are ready to share this plan with Commission leadership on Monday, June 15<sup>th</sup>. Marlo made a motion to approve the Re-Engagement plan. Rayelle seconded the motion. Motion carried.
- b) *CKP Summer/Fall* – Pastor Dave met with Jessica. Fall registrations are at 52, and staffing levels should be the same. There is much to consider and much that will need to happen prior to opening in the fall. CKP is in need of a paid administrator, as has been discussed in the past. Little Lambs summer programming is unlikely to happen. It is unknown at this time if in-person or online programming will yet be available. There is one teacher position to fill if in-person programming will be offered. Council discussed proceeding with hiring process with contingent offer if programming will be in-person. Due to CDC and MDH guidelines, and the space available for Little Lambs, summer programming will likely be difficult to implement and sustain. Marlo made a motion to recommend to CKP that they do not re-engage with summer programming and focus on re-engaging in fall following the MDH and CDC guidelines. Dan seconded the motion. Motion carried. Dan will follow up with Jessica on the details. Marlo made a motion that CKP begin the process of hiring a second teacher for fall contingent on fall opening. Rayelle seconded the motion. Motion carried. Council noted that CKP should work to revise their budget to include and administrator and plan.
- c) *Roundtable Discussion* – Amanda shared that the Education Commission will be meeting the following night since the All-Commission meeting was scheduled in its time slot. She noted that Education will consider three formats for Vacation Bible School, including in-person, virtual, or a hybrid of both concepts. She noted that she has been reaching out to other faith leaders in the community and is not aware of any in-person VBS programming in the area this summer. Pastor Dave noted that staff is currently covering costs on various online subscriptions to allow for online meetings and worship to happen. He shared a list that he had compiled with associated

costs and the purpose of each subscription. Marlo made a motion to cover the costs of the additional subscriptions. Darcie seconded the motion. Motion carried.

- d) *Closed Session* – Closed session was not held due to time constraints.
- 7) Council tabled God Sightings due to time constraints.
- 8) Motion to Adjourn – Darcie made a motion to adjourn. Rayelle seconded the motion. Motion carried.
- 9) Council closed the meeting at 10:17pm by reciting the Lord’s Prayer.
- 10) Upcoming event/meetings
  - a) All Commission meeting – Monday, June 15<sup>th</sup> via Zoom.
  - b) Next council meeting – Tuesday, July 14<sup>th</sup> 7pm at TBD. Dan will lead devotions.

Respectfully Submitted,  
Kelly Utesch