

Bethany Lutheran Church Council Meeting

Mission: We INVITE all/ We GROW in Faith; We GO to share God's love and grace

Minutes from Monday, August 13, 2023 (prepared by Tammy Lundquist per request of Wanda Bock)

COUNCIL MEMBERS; P=Present A=Absent Z=Zoom was attempted but failed

Jodi Babineau-P	Jack Berkseth-P	Wanda Bock-A	Pat McCann-Z
Bill Evans-A	Ted Hakala-P	Bun Hanson-Z	Tammy Lundquist-P
Audrey Kusilek-P	Dave Myre-P	Tammy Roberg-P	Ed Skaw-P
Mike Diercks-P			

STAFF MEMBER: Pastor Arthur

Personnel Committee Chair Tom Lundquist

PREPARATION:

Devotions: Tammy Roberg led devotions – "Patience". God's time is different from ours.

Sharing Joys and Concerns.

Pastor Arthur offered an opening prayer.

Approval of the Agenda: Informational Meeting dates in Old Business were corrected (August 12 & 13)
Motion to approve the August agenda. MD/JodiB. Motion passes.

Approval of Council Minutes: Motion to approve minutes from July 10 meeting. DM/JackB. Motion passes.

Financial Reports: The printed Budgeted Financial Statement was available for those that hadn't received it earlier in the day. It was also pointed out that the changes in staffing, as well as significant payouts for vacation, have affected the budget report. Giving vs Pledging was discussed. A Pledge Analysis of 2022 and 2023 was reported on by Pastor Arthur who remains confident. 2023 Pledges are higher than 2022 Pledges. It was also suggested that the line items in the budget could have a detailed breakdown of expenses, carpet cleaning being an example. Motion to accept the Financial Reports. DM/TR. Motion passes.

OLD BUSINESS

Employment Transition Committee ETC: The (potentially final) meeting of the Employment Transition Committee is scheduled for August 17.

Questions were also raised about the status of the search for a part-time custodian. The job description is posted on Bethany's website; Facebook might also be utilized for the search. Sharing a custodian is also being considered. Are we committed to taking care of our building?

Women of the Bible: Mike reports that Anita G will represent seven different characters between three different services (three on Friday, three on Saturday, one on Sunday). Jack & Monica have offered to provide lodging for Anita and her husband. Serving of refreshments is being considered.

Financial Services and Staffing: Administration is in the process of getting a meeting scheduled next week to discuss issues, communication and logistics for new office staff. Audrey will also be meeting with Manpower to discuss current details.

NEW BUSINESS

Employee Handbook: Tom Lundquist, Personnel Committee Chair presented a summary of the work of the Personnel Committee since February 2023. In addition to the chair, there are two other committee members (Bob Halverson and Gary Chilson). Participating in the committee meetings are Pastor Arthur and council representative Mike Dierks. The Personnel Committee responsibility was stated: support and protect church staff, as well as re-evaluate policies and procedures on an ongoing basis.

With the rapid change and turnover in staff, it became apparent to the Personnel Committee that the vacation policy needed to be re-evaluated. The Committee also acknowledges there has been a loss of institutional knowledge with the departure of the Director of Business.

It was discovered that, since 2018, the ongoing editing and updating of the Employee manual was never presented to the Council for approval. With one exception, the Employee Handbook presented to the Council is now up to date with changes from the past five years. The exception is the vacation policy. The June 7 Personnel Committee minutes made recommendations for vacation policy, detailing items that were undecided. The Council has requested that the Personnel Committee issue recommendations for those undecided items. Members of Council are charged with reading the Employee Manual before the September meeting when approval will be requested.

Thoughts and comments:

- The Personnel Committee has no authority over employees. They are not an HR or Complaint Department. They are tasked with continually evaluating the Employee Handbook and making recommendations to the Church Council.
- Consideration could be given to uncoupling insurance benefits from carried over vacation before end of employment
- There may naturally be conflicts between the increased activity of the Church Calendar in December and an employee not wanting to lose earned vacation days before end of year.
- The Guiding principle of the Personnel Committee is to be fair to the employees and fair to the giving members of the congregation.

Motion to extend the meeting 15 minutes. TR/TH. Motion Passes

NEW BUSINESS continued:

Carpet Cleaning: Two similar bids were received to clean all the carpet. The property committee recommends the cleaning of all carpet in the building to be done by Boones Cleaning Services. DM/MD.

Motion passes

INFORMATIONAL ITEMS

Audit: information will be shared at the September meeting

Informational Meeting August 12/13: thanks to Ted, Tammy R and Pastor Arthur. The informational meetings were well received at all the services.

Adult Bible School: it was a well-planned, enjoyable event. Those who attended had a great time.

Hail Damage: Council President reports that all asphalt roofs need replacement, garage roof & siding need replacement. Repairs needed for damage to the French Fry booth will be covered under "other structures". We have coverage of broadened valuation. Waiting for an adjuster report.

Communion Practice: Beginning in September, kneeling at the altar rail will once again be an option for receiving holy communion.

REPORTS: See staff and committee reports.

Reminder to committee council reps: please encourage timely submission of committee reports to Jennie for next month's council meeting.

Meeting adjourned with the Lord's Prayer.

NEXT MEETINGS:

September Exec Meeting:

September Council Meeting: September 11

ASSIGNMENTS:

September devotions: Jack

September offerings/Lock-up: 8:00 Pat

10:00 Ted