

## Lutheran Church of the Good Shepherd Church Council

January 29, 2023 | 11:30 am

**Members Present:** Andrea Brandt, Joe Hagen, Susan Kratz, Elise Pokel, Kevin Roellinger, Dave Senness, Dave Shay, Amanda Sykora

**Special Guests for Portion of Meeting:** Deb Bergstrand, Beth Helgen, Walt Polley

**Members Absent:** Karl Jacobson

**Action Items are noted in bold.** [Motions in blue](#)

### Call to Order and Opening Prayer

### Approval of the Minutes

[Motion passed to approve the minutes of the December council meeting.](#)

### Open Items

Action	Responsible	Comments
Ministry board overhaul	Council	On hold
Policy updates	Council	On hold
Nominating committee	Joe	Closed-Joe reviewed the positions that were filled. This will also be shared during Annual Meeting
Committee descriptions	Joe / Committee leads	Closed-most definitions are included in the constitution
Unemployment insurance	Dave Senness	Still ongoing

### Strategic Planning Task Force

- Walt Polley presented findings from work done by SPTF.
- We landed on the mission and the values.
- We won't vote on this today. Just looking to review at high level.
- Walt reviewed the steps the task force took over the last year, including deciding on the mission and values as key goals
- [Motion passed to present the work of the planning committee, including the proposed mission statement and core values to the congregation at the annual meeting.](#)
- Council to determine next steps, after congregation meeting

### President's Report

- Annual Congregation Meeting
  - Annual meeting date has shifted from Jan 29 to Feb 5
  - Andrea will speak, along with Foundation President, Nominating Committee chair, others
- Executive Committee Meeting Update & transition team
  - Beth Helgen presented on work done so far by Transition Team
  - Executive Committee met recently, and made a plan to nominate a transition team originally comprised of Beth, Pr Deb & Council President
  - Since Andrea's term is nearly over, Council appointed Dave Shay to replace Andrea, and also add Susan Kratz as incoming VP to work with Pr Deb & Beth on the Transition Team
  - Transition Team will handle supporting Pr Elise departure, finding Interim Pastor and presenting to Council to vote, and supporting Pr Karl's return in April
  - [Motion passed that the transition team, effective 1/29, consist of Pastor Deb, Beth Helgen, Dave Shay, Susan Kratz](#)
  - [Motion passed for Beth to lead on the transition team, responsible for coordinating within the team and with other parties, and to ensure regular reporting back to the council](#)
  - Duration: length of service will correspond with the transition period / interim pastor's term

- The transition team will also define the roles and responsibilities of the transition team. [Motion passed for transition team to outline roles and responsibilities, then present to council in the near future](#)
- Personnel Committee
  - Staff reviews on Jan 31
  - Personnel committee recommends change Mara Halvorson's title. [Motion passed to upgrade from intern to coordinator.](#)
  - [Motion passed to allow Mara to be paid up to 40 hours per week, on supervisor approval as needed.](#)
  - The council then went into executive session
- Pastor Deb's contract
  - [Motion passed to increase to 40 hours/week, and authorize her to take full responsibility as senior pastor until interim pastor is on boarded.](#)
- Andrea's final comments

### **Pastor's Report**

- Elise working on transition plans / documenting items she is working on, and recommended steps forward

### **Treasurer's report**

- Budget meeting went well
- [Motion passed to approve 2023 budget](#)
- Need to determine another check signer. [Motion passed to add Dave Senness and Joy Roellinger as additional signers, and remove Elise Pokel and Amanda Sykora.](#) (Amanda to help drive the steps needed to do this)

### **Adjournment and Closing Prayer**

*Minutes prepared by Joe Hagen, Secretary*

## Lutheran Church of the Good Shepherd Church Council

February 26, 2023 | 11:30 am

**Members Present:** Deb Bergstrand, Joe Hagen, Sasha Jensen, Susan Kratz, Walt Polley, Joy Roellinger, Dave Senness, Dave Shay

**Members Absent:** Karl Jacobson

**Action Items are noted in bold.** [Motions in blue](#)

### Call to Order and Opening Prayer

#### Approval of the Minutes

- [Motion passed to approve the minutes of the January council meeting.](#)
- There was also lengthy discussion about better ways to communicate council meetings and results to the congregation. Other steps will be considered:
- Put council meetings on online calendar
- Mention meetings in weekly email; include hyperlink
- Put a physical copy of minutes, and maybe even agenda in advance, outside the church office. Pastor Deb to explore this
- Also discussed unredacted minutes, which are recorded on rare occasions when very sensitive and confidential matters are discussed. **Dave Shay to obtain unredacted 2022 minutes from Andrea Brandt, to be kept in President files moving forward**

#### Presidents Report

- Introductions
  - Council members welcomed new members
- Schedule of 2023 Council Meetings
  - We'll stay with 4th Sunday of each month
- Continuing Review of the Strategic Task Force Mission Statement and Values Statement
  - We'll continue assessing this work
  - Susan suggests that a printed copy of the STF handout be added to each council member's binder
  - Council members will make sure to bring physical binders to March meetings
- Capital fund campaign (scope, potential additions)
  - Discussed the recent listening campaign
  - **Walt to send listening session notes to council**
  - Also discussed the need to identify additional causes that our congregation would support. This effort would potentially be led by Kairos
  - In general, there was agreement that communication can be improved, but also that our process should be clarified
- Ministry Board
  - We may ask for a member of this body to speak to council about their ongoing work and their needs

#### Acting Senior Pastor's report

- The Ash Wednesday service was conducted remotely – thank you to the staff for flexibility and hard work
- Partnering with St John's during Lent, so guest pastor will help
- Preparing for Easter
- Staff taking on additional duties as needed

#### Treasurer's report

- Dave Senness reviewed the process for working with All in One and ADP payroll service accounting to prepare and review the monthly financial statements

- Dave also provided a preliminary version of the January 2023 financials (the review session with All in One Accounting will happen in early March, during which the statement will be finalized)

### **Old Business**

- **Executive Session**

### **New Business**

- Transition committee would like to add Rich Sykora
  - Susan provided an overview of the committee, and the justification for adding Rich
  - [Motion passed to add Rich to the transition committee](#)

### **Adjournment and Closing Prayer**

*Minutes prepared by Joe Hagen, Secretary*

## **Lutheran Church of the Good Shepherd Church Council**

March 26, 2023 | 11:30 am

**Members Present:** Jeff Barrow, Deb Bergstrand, Joe Hagen, Sasha Jensen, Susan Kratz, Walt Polley, Joy Roellinger, Dave Senness, Dave Shay

**Members Absent:** Karl Jacobson

**Action Items are noted in bold.** [Motions in blue](#)

### **Call to Order and Opening Prayer**

#### **Approval of the Minutes**

[Motion passed to approve the minutes of the February council meeting.](#)

#### **Next Council Meeting**

Confirmed April 23

#### **President's Report (D Shay)**

- Continuing Review of Strategic Task Force Mission Statement and Values Statement: This will be reviewed with Pastor Karl as soon as he returns. Walt to confirm hard copies are available in lobby
- Discussion of next steps to determine feasibility of capital campaign, staffing requirements: this will be a continuing topic for future meetings

#### **Transition Committee (S Kratz)**

- Team currently consists of Deb Bergstrand, Beth Helgen, Susan Kratz, Rich Sykora
- Committee has been meeting with respect to Pastor Karl, who is excited to return for Palm Sunday, preach on Easter Sunday, then commence a transition schedule as he works slowly back to full time
- Committee will continue to assess roles among Pastors Deb, Jeff and Karl, and report back to Council as needed, particularly during Pastor Karl's transition
- Seth Hartwell has joined as interim Director of Music. Seth's contract is scheduled through August 31. As this date approaches, we can further consider whether a permanent position may be considered
- [Motion passed to add Laura Stein to this committee.](#)

#### **Treasurer's report (D Senness)**

- Dave explained where, on the financial statements, the mortgage statements hit

#### **Pastor's report (D Bergstrand, J Barrow)**

- Pastor Deb spoke about the transition process to the new music director
- Pastor Jeff spoke about how much he has enjoyed his first two weeks, and his hopes and vision for the future

#### **Old Business**

- Dave Shay looking to connect LCGS with Board of Mission
- Unemployment insurance merits further discussion
- Need to find one more person for Synod Assembly

### **Adjournment and Closing Prayer**

*Minutes prepared by Joe Hagen, Secretary*

## **Lutheran Church of the Good Shepherd Church Council**

April 23, 2023 | 11:30 am

**Members Present:** Deb Bergstrand, Joe Hagen, Karl Jacobson, Sasha Jensen, Susan Kratz, Joy Roellinger, Dave Senness, Dave Shay

**Members Absent:** Jeff Barrow, Walt Polley

**Guest Presenters:** Beth Helgen, Linda Shay, Rich Sykora

**Action Items are noted in bold.** [Motions are in blue.](#)

### **Call to Order and Opening Prayer**

### **Approval of the Minutes**

[Motion passed to approve the minutes of the March council meeting.](#)

### **Next Council Meeting**

May 21 date confirmed. Diverting from normal 4<sup>th</sup> Sunday cadence, in order to avoid holiday weekend.

### **Mission Board (Linda Shay)**

- Anti Racist group has been formed, and within this is a People of Faith group
- Linda discussed the idea that this might be expanded to other diversity, equity, and inclusion related topics around biases. Goal would be to change the way white people/majority think and approach minority
- There is a series of 5 readings that the group is reading and discussing
- Just letting the council know that this is happening as part of the Ministry Board

### **Transition Team (B Helgen and R Sykora)**

- Please see separate document-“Transition Team-Report to Council 4.23.2023”-for full report. If you’re printing these minutes for review, please also print and review that document.
- Proposed Transition Team charge:
  - Focused on ensuring that day to day operations and mission are in order
  - End goal is to provide solid foundation for calling a new pastor
  - Three phases: Pastor Pokel’s departure, identify interim pastor, and next steps after that
  - There may be a need to communicate the full timeline with the congregation
  - [Motion passed to adopt the charge of the Transition Team.](#) Please see separate document-“Transition Team-Report to Council 4.23.2023”-for details
- Proposed Budget Committee:
  - Understanding financial standing is vital. For this reason, Transition Team requests a budget committee (within the Transition Team). This body would effectively report to the Treasurer, Treasurer Elect and Council. By end of May, this will be further defined and could be ready to be presented to Council if appropriate.
  - Dave Senness encouraged this subcommittee to first identify the key assumptions
  - [Motion passed to appoint a Budget Committee to prepare a three-year financial projection.](#)
  - [As part of the Budget Committee’s work,](#) Rich Sykora will prepare a three-year financial projection with various scenarios. This will allow the Council and Transition Team to have financial information to inform priorities for stewardship, benevolences, personnel, a capital appeal, and pastoral staffing levels, and to appoint the Treasurer, Assistant Treasurer, Rich Sykora, and Laura Stein as members of the committee
  - Transition Team Budget Committee will consist of Treasurer Dave Senness, Treasurer-Elect Joy Roellinger, Rich Sykora and Laura Stein, and the full Transition Team.

### **Council Roles, Responsibilities, Structure, Governance, Goals (D Shay)**

- Karl to review

### **Strategic Planning: Mission Statement and Value Statement (D Shay)**

- Discussion on engaging the congregation in the strategic planning process and adoption of the Mission Statement and Values Statement

- There is consensus that leadership has made a good effort at communications and transparency, and now we are looking for ways to engage the congregation in adoption and implementation

#### **Treasurer's Report (D Senness)**

- No report given this month

#### **Pastors' Report (K Jacobson, D Bergstrand)**

- Pastor Karl to meet with staff members individually to get a better understanding of job responsibilities, and perceptions of how work is flowing
- Pastor Deb shared that the women's retreat will begin tonight (April 23). 25 are registered.
- Pastor Deb also announced that a new member class has been scheduled – invitations were sent to 10 families interested in membership

#### **Old Business**

- [Motion had passed via email, in mid April, to confirm the extension of Pastor Deb's contract through December 31, 2023, with the ability to review in August](#)
- Details are as follows:
  - Contract will be extended through December 31, 2023
  - Pastor Deb will provide services for 20 hours/week
  - Specific responsibilities will be determined in consultation with pastoral team and Transition Team. (Note, it is expected that her time will be devoted primarily to acting as head of staff until transitioned to Pastor Jeff, and working on needed projects such as Church operations infrastructure needs, system for member care, clarifying staff roles and responsibilities, assisting with next steps with Interim Director of Worship and Music, and providing support where needed to pastoral staff.)
  - Contract will be reviewed by August 31, 2023 to assess continued need for services
  - Contract can be terminated at any time by either party.

#### **New Business**

- A short discussion about the Good Shepherd bus and future use. Staff to study the matter and make recommendation to council

#### **Adjournment and Closing Prayer**

#### **Addendum:**

##### **In early May, Council discussed the church's credit card usage, via email**

- Staff had recommended that U.S. Bank credit cards be discontinued, and that the LCGS open credit cards from Tradition Bank. Rationale is that LCGS already has two accounts and more assets at Tradition, and may receive more favorable service there
- [Motion passed to approve LCGS opening new Tradition Bank credit cards with a maximum limit of \\$50k, to terminate the current U.S. Bank credit cards and checking account, and move U.S. Bank funds to Tradition Bank](#)
- Mark Halvorson and Amanda Sykora were informed of early May of this approval, and will perform or have performed these steps

*Notes prepared by Joe Hagen, Secretary*

## **Lutheran Church of the Good Shepherd Church Council**

May 21, 2023 | 11:30 am

**Members Present:** Jeff Barrow, Deb Bergstrand, Joe Hagen, Sasha Jensen, Susan Kratz, Walt Polley, Joy Roellinger, Dave Senness, Dave Shay

**Members Absent:** Karl Jacobson

**Action Items are noted in bold.** [Motions are in blue.](#)

### **Call to Order and Opening Prayer**

#### **Approval of the Minutes**

[Motion passed to approve the minutes of the April council meeting.](#)

#### **Next Council Meeting**

June 25 date confirmed.

#### **Synod Assembly (D Shay and J Barrow)**

- This meeting occurred April 28-29 at St Andrew Lutheran in Eden Prairie. LCGS was represented by Dave Shay, Jeff Barrow, Colleen Onstad and Annika Onstad
- Dave Shay reported on the motions passed, updates on strategic ministries, speaker from Tapestry (Hispanic ministry in Richfield – a mission start)
- Next year the a new bishop will be up for election
- Pastor Jeff shared that the speaker recommended that every church have a partner congregation, to share best practices and ideas etc.

#### **Transition Team (S Kratz)**

- The Team met recently. Focus is on pastoral support. Pastor Karl is continuing with 10 hours/week for now
- D Bergstrand expressed gratitude for her role, and flexibility going forward
- Budget Committee, within Transition Team, will
- Transition Team update email will be sent shortly

#### **Treasurer's Report (D Senness)**

- Balance sheet remains strong
- P&L indicates that the summer weather is impacting envelope offerings revenue
- Mortgage rate resets in May 2024
- Dave discussed other details of the P&L
- LCGS qualifies for COVID credit, since operations were shut down for a period of time. This may be captured as a miscellaneous income

#### **Pastor's Report (J Barrow, D Bergstrand)**

- Stewardship Committee and Anti-Racism Team are making progress
- Pastor Jeff and Pastor Deb are registered for a Learning to Lead training
- Several new households, recently added to the congregation, were announced
- Women of Good Shepherd attended a retreat, and will continue meeting monthly during summer
- Choir is going well
- New ideas for summer worship are being discussed
- Continued discussions with Pastor Karl about roles, sharing duties, etc

#### **Old Business**

- Council training was discussed – council members were encouraged to re-review these materials within the council binder
- President Shay also encouraged the council to review the constitution and procedures
- Strategic planning: Walt Polley meeting with Pastor Karl on May 23 to discuss further

#### **New Business**

- [Motion passed to shift the Head of Staff responsibilities from Pastor Deb to Pastor Jeff, effective immediately](#)



- Council has received Senior Pastor's recommendation to move Seth Hartwell from interim to permanent Director of Worship and Music. [Motion passed to support this recommendation.](#)

**Adjournment and Closing Prayer**

*Minutes prepared by Joe Hagen, Secretary*

## Lutheran Church of the Good Shepherd Church Council

June 25, 2023 | 11:30 am

**Members Present:** Jeff Barrow, Joe Hagen (remote), Karl Jacobson, Sasha Jensen (remote), Susan Kratz, Walt Polley, Joy Roellinger, Dave Senness, Dave Shay

**Members Absent:** Deb Bergstrand

**Action Items are noted in bold.** [Motions are in blue.](#)

### Call to Order and Opening Prayer

#### Approval of the Minutes

[Motion passed to approve the minutes of the May council meeting.](#) The minutes will not be published until the congregation has been notified that Council has approved Senior Pastor's recommendation to move Seth Hartwell from interim to permanent Director of Worship and Music.

#### Next Council Meeting

(No July meeting)

August 27 date confirmed

#### Treasurer's Report (D Senness)

- Checking account details were provided
- Balance sheet remains strong
- Mortgage discussion: Dave explained current funding, and reiterated appreciation for those who have contributed
- Third party bookkeeper personnel change / handoff is complete

#### Transition Team Report (D Shay, S Kratz)

- Team continues to meet. May present a formal report, including 3-year budget projection being prepared by R Sykora, at August Council meeting
- L Stein and Pastor Jeff working on identifying members of ministry teams, with current focus on hospitality team
- Transition Team continues to assess division of work among pastors

#### Strategic Planning (W Polley)

- Recently discussed four pillars with Pastor Karl
- Also assessing a potential fifth item: potentially called "stewardship" – name still tbd
- Pastor Karl requested that strategy, mission and vision are ready in time for annual report
- Question was raised about whether this effort will lead to capital appeal, or ministry appeal. More to come

#### Pastors' Reports

- Pastor Karl
  - Requested continuing education funds: [motion passed for Pastor Karl to use funds for society of Biblical literature conference](#)
- Pastor Deb
  - Positive feedback from recent Women's Event
  - Music program going well under Seth Hartwell's leadership
  - Two memorial celebrations
- Pastor Jeff
  - List of homebound members is expanding – need to ensure we continue providing ways for them to stay involved with church
  - Antiracism team will launch in Q4
  - Stewardship: goal is monthly communications. Also considering an offering, as part of worship
  - Will be meeting with leaders of Redeemer Church, who are dealing with building/roof issues
  - Working with staff on time off requests
  - Hospitality team is focused on recruiting members, and determining focus areas

**New Business**

- Personnel Committee confirmed Kevin Roellinger to a one-year term
- Property Team: in process of reviewing nominations, elections and role descriptions. May ask C Brandt provide an update to Council in near future
- Audit Committee: Walt to work with other committee members to ensure compliance, confirm next steps. Will determine whether “audit” or “review” nomenclature is more appropriate. May also assess potential need to review internal controls – Walt to discuss with D Senness. Walt to report back to Council in August, with updates on these items

**Old Business**

- Bus mechanical issues are being addressed

**Adjournment and Closing Prayer**

*Minutes prepared by Joe Hagen, Secretary*

## **Lutheran Church of the Good Shepherd Church Council**

August 27, 2023 | 11:30 am

**Members Present:** Jeff Barrow, Deb Bergstrand, Joe Hagen, Karl Jacobson, Susan Kratz, Walt Polley, Joy Roellinger, Dave Senness, Dave Shay

**Members Absent:** Sasha Jensen

**Guest Speaker:** Rich Sykora

**Action Items are noted in bold.** [Motions are in blue.](#)

### **Call to Order and Devotions**

#### **Next Council Meeting**

Sept 24 date confirmed

#### **Transition Team Update (R Sykora)**

- Rich shared financial projections, based on data YTD to April
- The group discussed future planning to ensure strong reserves by 2025
- Stewardship and finance teams to discuss next steps
- Then initial pre-communications should commence around Sept 17. Pastors to recommend approach and messaging

#### **Treasurer's Report (D Senness)**

- Dave provided overview, including current health of assets and liabilities
- The group discussed timing for applying for government funds for lost time during COVID
- Property Committee discussing redoing the pavers near the front entrance. There is also a need to restripe and parking lot of fix the blacktop cracks. Property Committee member to be invited to the Sept Council meeting, to discuss further and present recommendation

#### **Budget Carryover Funds (D Shay)**

- The group discussed the funds that the Antiracism group received from the foundation, and the funds that the Art committee raised at the fundraiser. It was noted that these funds were outside of the budget, therefore they will carry over to next year

#### **Pastors' Reports**

- Pastor Karl
  - Plans are in place for worship themes and preaching schedule
  - Discussing the future of anti-racism efforts
  - Tentative education plans are in place; potential events on one Wednesday per month
- Pastor Deb
  - Women of Good Shepherd has held three pizza/podcasts. Retreat in November
  - Working with Seth on music programming
- Pastor Jeff
  - Planning for upcoming Wednesday events, such as "The Mother of All Hot Dishes" as one example
  - People seem to be longing to get together
  - Considering an in-house music celebration
  - Stewardship needs to continue being discussed and communicated regularly and appropriately

#### **Transition Team Report (S Kratz)**

- Focused on six items within the current scope of work
- Pastor Jeff working on Ministry Board
- Staff meetings have illustrated more about what individual team members do
- Recommend that Transition Team provide fuller report to Council in September

#### **LCGS Mission Statement (W Polley)**

- Walt and Pastor Karl reviewed the work recently completed, around mission statement, core values et al
- Next steps are to determine the action steps that should come from these statements

**New Business**

- Nominating Committee to address the need for another Audit Committee member, when Nominating meets in fall
- Pastor Karl encouraged the Council to endorse an approach of focusing more specifically on one or a small number of ministries (example: Camden Promise)

**Old Business**

- Council confirmed continuing Pastor Deb's contract through December, as was discussed previously

**Adjournment and Closing Prayer**

*Minutes prepared by Joe Hagen, Secretary*

## **Lutheran Church of the Good Shepherd Church Council**

September 24, 2023 | 11:30 am

**Members Present:** Joe Hagen, Sasha Jensen, Karl Jacobson, Susan Kratz, Walt Polley, Joy Roellinger, Dave Shay

**Members Absent:** Jeff Barrow, Deb Bergstrand, Dave Senness

**Guest Speaker:** Craig Brandt

**Action Items are noted in bold.** [Motions are in blue.](#)

### **Call to Order and Devotions**

#### **Approval of the Minutes**

[Motion passed to approve the minutes of the August council meeting](#)

#### **Property Committee information on paving project (C Brandt)**

- Bricks on west side of lot, in the driving area (not the walking area) must be replaced
- Recommendation is to pull bricks out and replace them. Estimate \$17,000
- [Motion passed to allocate this money into the 2024 budget](#)

#### **Upcoming Council Meetings**

Confirmed Oct 22, Nov 19, Dec 17

#### **Treasurer's Report (D Senness)**

- Discussed balance sheet strengths, as well as challenges
- Congregation members are receiving regular statements from All in One Accounting

#### **Other Meeting Dates**

TENTATIVE Proposal to be discussed with Mara Halvorson: January 21 budget meeting, January 28 council meeting, February 4 annual meeting

#### **Pastors' Reports**

- Pastor Karl
  - Stewardship push is October
  - Confirmation, reception of new members, and pledge Sunday for new members coming soon
  - Oct 11 potluck will dovetail as stewardship event and will feature a speaker
  - Oct 25: ELCA Ken Wheeler will speak
  - Planning adult education for post October
  - Good energy and attendance, even over the summer. New member commented on this also
  - Stewardship team, hospitality and anti-racism team
- Pastor Deb
  - Wonderful installation for Seth Hartwell on Sept 17
  - Planning new member classes in October on Sunday mornings. Several families have shown interest, three positive RSVPs to date. Would love a few council members to come on October 1 or October 15 at 9 am in the parlor to greet them.
  - Women's retreat planned for November 4. All day at Good Shepherd with speaker Jacqueline Bussie.
  - Worship committee meeting in October for Advent planning. Seth currently planning special music for Reformation and All Saints.
  - I observe, in general, there is good, positive energy with the start of Fall
  - I am currently on a weekend retreat with some pastoral colleagues

#### **Transition Team Update (S Kratz)**

- Pastor Karl has been meeting with the team regularly, to discuss what his position and the pastoral structure should look like
- Beth and Rich also working to confirm job roles, address gaps, etc
- Recommendation may be ready by November

**Mission Statement**

- A new effort will start at the annual meeting, including storytelling, Feed My Starving Children work, et al

**New Business**

- NA

**Old Business**

- NA

**Adjournment and Closing Prayer**

*Minutes prepared by Joe Hagen, Secretary*

## **Lutheran Church of the Good Shepherd Church Council**

October 22, 2023 | 11:30 am

**Members Present:** Jeff Barrow, Deb Bergstrand, Joe Hagen, Karl Jacobson, Sasha Jensen, Susan Kratz, Joy Roellinger, Dave Senness, Dave Shay

**Members Absent:** Walt Polley

**Action Items are noted in bold.** [Motions are in blue.](#)

### **Call to Order and Devotions**

#### **Approval of the Minutes**

[Motion passed to approve the minutes of the September council meeting](#)

#### **Upcoming Council Meetings**

Confirmed Nov 19, Dec 17

#### **Benevolences for Budget**

- Benevolences for 2023 were reviewed, and Council began discussion and consideration for potential Benevolences budget for 2024
- The council discussed benevolence
- Agreed to add \$5000 to hunger-related benevolence
- Pastor Karl to make recommendations to council about specific dollar amounts for benevolences
- Discussion also occurred about \$12,000 appeal to the congregation

#### **Treasurer's Report (D Senness)**

- Reviewed balance sheet, including mortgage funds account and other specific line items

#### **Pastors' Reports**

- Pastor Jeff
  - Focused on stewardship
  - Excited about guest speaker Ken Wheeler on Oct 25
- Pastor Karl
  - Working with D Senness on budget
  - Worship planning in place for remainder of the fall
  - St Johns church reached out about doing lent jointly between the two churches. Also may be opportunity for the churches to work together in other ways – Pastor Karl to discuss with St Johns lead pastor
  - Working closely with Transition Team
- Pastor Deb
  - Four new families joining next week, four confirmands, and four first communion takers on Nov 5
  - Women's retreat Nov 4

#### **Transition Team Update (S Kratz)**

- Updates on transition and personnel activities
- Team continues to meet with Pastor Karl, and discuss options for returning to full time work

#### **Mission Statement**

- Aiming to present an update by annual meeting

#### **New Business**

- Property committee is assembling schedule for roofing
- Sasha mentioned that LCGS could/should encourage giving on Give to the Max Day (Nov 16). Pastor Karl mentioned that congregation members could also be asked to share their stories about where they give.

#### **Old Business**

- NA



**Adjournment and Closing Prayer**

*Minutes prepared by Joe Hagen, Secretary*

## **Lutheran Church of the Good Shepherd Church Council**

Meeting began November 19, then resumed and concluded December 10, 2023

**Members Present:** Jeff Barrow, Deb Bergstrand, Joe Hagen, Sasha Jensen, Susan Kratz, Walt Polley, Joy Roellinger, Dave Sennes, Dave Shay

**Members Absent:** Karl Jacobson absent on Nov 19; present on Dec 10

**Guests:** Transition Team members Beth Helgen, Laura Stein, Rich Sykora

**Action Items are noted in bold.** [Motions are in blue.](#)

### **Call to Order and Devotions**

#### **Approval of the Minutes**

[Motion passed to approve the minutes of the October council meeting](#)

#### **Upcoming Council Meeting**

Confirmed Dec 17

#### **Transition Team Report**

- Council received Transition Team's report. Since this received its charge from Council in January 2023, it has devoted significant time to carrying out its scope of work. The report covered the following: Ministry Board, Staffing, Financial Matters, and Pastor Karl's Return. An executive summary of the Transition Team report is attached
- The Council continued its November meeting on December 10 to allow for conversation with Pastor Karl on the Transition Team report.
- Council and Pastor Karl identified a date for Pastor Karl's full-time return to Senior Pastor duties. That date will be communicated to the congregation before or during the Feb 4 annual meeting.

#### **Adjournment and Closing Prayer**

*Minutes prepared by Joe Hagen, Secretary*

# **Executive Summary of Report of the Transition Team to the Church Council**

Lutheran Church of the Good Shepherd | December 2023

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## **BACKGROUND**

A Transition Team was appointed by the Council in January 2023 and given the charge set forth in the “Charge to the Transition Team” attached to this Executive Summary.

The Transition Team presented its report to the Council on November 19, 2023. The recommendations were based on more than 60 meetings, collecting data, seeking counsel from staff and others, and working toward consensus among the team—a lengthy process that required deep listening and validation of the hopes and ideas of others—about a path forward for Lutheran Church of the Good Shepherd.

## **EXECUTIVE SUMMARY OF REPORT RECOMMENDATIONS**

### **Relaunching the Ministry Board**

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The Transition Team report identified the work of the Transition Team to reestablish meetings of the Ministry Board and to reestablish Ministry Teams (Worship, Stewardship, Hospitality, Lifelong Learning, and Outreach). The report recommended that individuals be identified to serve on the Lifelong Learning and Outreach teams and that a staff member be identified to support each team as soon as possible.

### **Staffing**

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The Transition Team report provided an overview of its work, which included meetings with staff and review of job descriptions, and made recommendations on staffing issues, including clarifying decision-making authority among the pastoral team and communicating the reporting structure to the staff and the congregation, and establishing one-on-one meeting schedules with staff. Other recommendations included enhancements to job positions, with proposed job descriptions and job titles provided to the Council.

### **Financial Matters**

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The Transition Team had previously provided the Council with a 3-year forecast. The Transition Team report made recommendations to support financial transparency, including making financial statements available to the congregation on a regular basis; ensuring procedures are in place to change authorized individuals on banking and financial accounts following election of new officers; continued use independent outside accountant with regular—at least monthly—meetings of the Treasurer and Treasurer-Elect with the accountant as financial statements are prepared; releasing individual financial giving reports to each member of the congregation at least twice per year (beginning of fall as a reminder of giving vs. pledge status and then in January for tax purposes), with current year-to-date giving and pledge information; using an annual budgeting process led by Senior Pastor, current Vice President, and Treasurer-Elect; provision by Treasurer and Treasurer-Elect of mid-year forecast requested by the Council or Senior Pastor.

The Transition Team also made recommendations to support operational efficiency, including having pledges and contributions recorded by the outside accountant or an internal volunteer process preserving confidentiality; check signing, other than for payroll, limited to the Senior Pastor, Treasurer, or accountant, with dollar limits used for signature requirements; building use approved by Senior Pastor, with ability to designate contracting and maintenance to a staff member; annual review of leases, along with rent, approved by Senior Pastor; adopt consistent accounting methodology for counting teams; annual review of insurance policies by the Treasurer and the Senior Pastor designee.

### **Pastor Karl's Return**

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The Transition Team report identified the process used by the Transition Team to understand Pastor Karl's health status on his capacity to resume Senior Pastor duties, both as he prepared for and as he has returned to work, currently on a limited basis. The Transition Team report recommends that the congregation be given clarity in the Senior Pastor role by the annual meeting or sooner, with suggested options and timing for such clarity.

## **Attachment**

### **Charge to the Transition Team**

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#### **Role, Authority, and Term of Service**

The Transition Team was appointed by the Church Council on January 9, 2023 to identify interim pastoral leadership and to suggest in more detail—within several months—the roles and responsibilities of the team for Council approval. Team members include: David Shay (who serves as an advisor), Council President, Susan Kratz, Council Vice President, Rich Sykora, Laura Stein, and Beth Helgen, who serves as lead. In their interim capacity, Pastor Deb Bergstrand, Bridge Pastor, and Pastor Jeff Barrow, Transition Pastor, also serve on the team. The Council specified that the team would serve until the conclusion of the work of the Transition Pastor, no later than August 30, 2024\*, unless the length is extended by the Council.

#### **Scope of Work**

As the congregation enters a period of discernment to prepare to call a new pastor and to support Pastor Karl Jacobson as he gradually resumes his work, the Transition Team is charged with the following responsibilities, in order to define, create, or reinforce administrative infrastructure and to support our pastoral team:

- To accompany Pastor Karl Jacobson as he resumes ministry on a part-time basis and to support Pastor Deb Bergstrand and Pastor Jeff Barrow as they navigate shifting ministry needs and support the congregation and Pastor Jacobson during this period;
- To collaborate with staff, the pastoral team, Council, and other leadership to identify, assess, review, and/or recommend changes to administrative infrastructure and staff roles and responsibilities;
- To initiate immediate work with the Ministry Board to define priorities, determine structure, and identify members for each of the five standing ministry teams: Worship, Hospitality, Lifelong Learning, Outreach, and Stewardship;
- To provide informed support to the Council if areas of concern to the congregation's health and vitality are identified during the course of the Transition Team's work and to recommend, if appropriate, a course of action;
- To communicate regularly with the Council, staff, and congregation;
- To be present at meetings of the Council as requested.

*\*August 30, 2024 is the end date in Pastor Barrow's Letter of Agreement, unless the Council ends or extends the agreement.*

## **Lutheran Church of the Good Shepherd Church Council**

December 17, 2023, 11:30 AM

**Members Present:** Jeff Barrow, Deb Bergstrand, Joe Hagen, Karl Jacobson, Sasha Jensen, Susan Kratz, Walt Polley, Joy Roellinger, Dave Senness, Dave Shay

**Action Items are noted in bold.** [Motions are in blue.](#)

### **Call to Order and Devotions**

#### **Approval of the Minutes**

[Motion passed to approve the minutes of the November-December council meeting](#)

#### **Upcoming Council Meeting**

Confirmed Jan 28. Another meeting or phone call prior to the budget meeting may be needed

#### **Housing Allowance Discussion**

Pastor Karl and Council set this number at \$41,000 for 2024

#### **Transition Team**

- [Motion passed to accept the recommendations of the Transition Team in the areas of Ministry board, staffing and financial matters;](#) and to ask the pastors to finalize the recommended job offers for announcement to congregation.
- Council discussed a timeline for Pastor Karl's return. Announcement will be made an annual meeting, sharing the timing and plans of Pastor Karl's return.

#### **Budget (D Senness)**

- Council reviewed and discussed currently view of income statement

#### **Pastor Deb Contract**

- [Motion passed to extend Pastor Deb's contract through June 2024, with terms to be finalized.](#)

#### **New Business**

- Council discussed some needed maintenance steps; Pastor Karl will move forward with certain expenses as discussed
- Two boiler bladders must be replaced.
- Pastor Karl alerted Personnel committee about a law pertaining to sick and safe time leave. Changes were made to personnel manual in order to ensure compliance.

### **Adjournment and Closing Prayer**

*Minutes prepared by Joe Hagen, Secretary*

## **Lutheran Church of the Good Shepherd Church Council**

February 2, 2023 | 5:00 pm

**Members Present:** Andrea Brandt, Joe Hagen, Susan Kratz, Kevin Roellinger, Dave Senness, Dave Shay, Amanda Sykora

**Special Guests for Portion of Meeting:** Jeffrey Barrow, Deb Bergstrand, Beth Helgen

**Members Absent:** Karl Jacobson, Elise Pokel

**Action Items are noted in bold.** [Motions in blue](#)

### **Call to Order**

#### **Transition pastor discussion**

- Before Jeff Barrow entered the phone call, Beth Helgen, Transition Team chair, explained the process that group has undergone to select and recommend a transition pastor
- Jeff Barrow joined the call
- Introductions
- Jeff spoke about his background, skills, experience etc.
- Council asked questions of Jeff

Jeff and Beth exited the call

#### **Council Voting**

- [Motion passed to accept the recommendation of the Transition Team to employ the Rev. Jeffrey Barrow](#)
- [Motion passed to appoint Andrea Brandt as part the Personnel Committee, to be a liaison with the pastoral staff and to handle specific personnel matters as needed, for as long as needed \(end date TBD at a later time\)](#)

Non-executive committee council members exited the call

#### **Executive Committee voting**

[Motion passed to approve the salary for the transition/interim pastor](#)

### **Adjournment**

*Minutes prepared by Joe Hagen, Secretary*