
Saint Stephens United Church of Christ

Meeting: Council		Place: Saint Stephens UCC	Date: 2/8/2021	Time: 6:00 PM
Attendance: Rev. Mike Southcombe <input checked="" type="checkbox"/> Cheryl Buck <input checked="" type="checkbox"/> Corey Dornbrack <input checked="" type="checkbox"/> Judy Heath <input checked="" type="checkbox"/> Alex Goetsch <input checked="" type="checkbox"/> Bonnie Koelsch <input type="checkbox"/> Paula McIntyre <input checked="" type="checkbox"/> Mike Moellendorf <input checked="" type="checkbox"/> Janet Schaefer <input checked="" type="checkbox"/> Lexi Slagoski <input type="checkbox"/> Kristine Smith <input checked="" type="checkbox"/> Chris Stevenson <input checked="" type="checkbox"/> Melissa Stevenson <input checked="" type="checkbox"/> Frank Van Alstine <input checked="" type="checkbox"/> Bill Wengeler <input checked="" type="checkbox"/> Guest: Bill McIntyre				
Purpose: Handouts: Agenda, Secretary's, Treasurer's report, Copies of recommended By-law and Constitution updates, Prep Work: Review agenda and minutes from previous meeting				
Agenda Item, Time, Assigned To	Discussion Points/Meeting Minutes	Decisions Made or Action Required	Person(s) Responsible for follow-up	Date Required
1. Invocation	Pastor Mike led the council in an invocation.			
2. Call to Order	President Corey Dornbrack called the regular council meeting to order on 2/8/2021 at 6:00 PM.			
3. Roll call	See Attendance above; roll call taken by Paula McIntyre, Council Secretary			
4. By-Laws Discussion	Bill McIntyre reviews subcommittee, including Bonnie Koelsch and Chris Stamm, recommended updates to By-Laws. Bill highlighted the biggest changes which include 70% or higher vote from congregation to elect senior and associate pastors (see page 3 of Constitution draft-green text) and Staats Scholarship overview of committee is recommended (see page 6 By-Laws draft-red text). The subcommittee requests Council to determine/define Essential Functions of the Church and describe purpose and mission statement for each committee. Bill stressed that the subcommittee is providing recommendations for change. Cheryl suggested an adjustment to who can hold an officer position to include someone who has previously been on council even if it is their first year of the current 2-year commitment (page 3, paragraph 5 By-Laws). Guidelines for meetings held virtually or by phone need to be added to By-laws. Pastor Mike shared suggested guidelines for council's review.	Council will schedule additional meeting/workshop(s) to complete By-laws and Constitution. Tentatively planning for April, after Easter.	All	Annual Meeting, fall 2021

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<p>5a. Secretary's Report 5b. Treasurer's Report</p>	<p>Corrections made to Committee News section on page 3.</p> <p>In Bonnie's absence, Corey reviews January 2021 financials. The checking account ledger and bank balance match. Mike Moellendorf asks how the Fixed Asset, Land, Church Buildings, Contents, 150.100 was determined to be \$7,802,000.00. Accuracy of this number is questioned. Bill Wengeler states reassessment of property value will occur Spring 2021. Second question on financials from Bill Wengeler: Is the \$2881.08 total expenses deficit in December 2020 included in the January 2021 total expenses deficit of \$4852.21.</p>	<p>After corrections made, Chris Stevenson moves to approve 1/7/21 minutes and Kris Smith seconds. Minutes are approved</p> <p>Pastor Mike to ask Terra about January 2021 versus December 2020 total expenses. Chris Stevenson motions to approve/file January 2021 financial report pending audit. Cheryl Buck seconds; motion passes.</p>	<p>Paula to make changes and submit to Terra Holdridge.</p> <p>Pastor Mike, Terra</p>	<p>February 15, 2021</p> <p>February 28, 2021</p>
<p>6. New Business</p>	<p>a. Payroll Protection Program (PPP) The church meets criteria to apply for this loan during pandemic.</p> <p>b. More Workshops: Do we want more workshops? If yes, on what topics? Council would benefit from workshops to promote team work and bonding. Recommendation for next workshop to include discussion on by-laws, constitution. Goal is to provide a binder to newly elected council members with by-laws, constitution, committee profiles, personnel handbook.</p> <p>c. Video broadcast of worship services(tablet or camera): Estimates include 2 options: (1) Audio to iPad for livestream total of \$810.00 which includes wireless transmitter, wireless receiver, adapter, patch cable, audio patch cable, labor; and, (2)Audio with WIFI capable laptop(can use church-owned laptop) and camera with 10x optical zoom, USB and LAN connectivity, motorized which can be controlled by supplied remote, optional joystick, camera shelf, cables and supplies, labor for \$1610.00 plus \$810.00 for audio. Total cost for 2nd option is approximately \$2400.00. Worship committed is in favor of sound system improvement for virtual worship.</p>	<p>Kris Smith motions to approve pursuing PPP loan, giving Terra Holdridge authorization to apply for loan on behalf of Saint Stephens UCC. Bill Wengeler seconds and motion passes.</p> <p>Council to think of ideas for workshops to discuss in March at meeting. For April meeting, what kind of atmosphere and leadership style does our by-laws and constitution lend itself to?</p> <p>Kris Smith moves to approve spending maximum \$2400.00 of Anniversary fund for option 2 and requests we determine warranty. Chris Stevenson seconds. Motion passes.</p>	<p>Pastor Mike inform Terra.</p> <p>All council members</p> <p>Corey to check with company about warranty.</p>	<p>February</p> <p>March 8, 2021 council meeting</p> <p>Ongoing</p>

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<p>6. New Business</p>	<p>d. Church and Ministry committee requests that approved meeting minutes be emailed to them.</p>	<p>Paula will submit approved minutes to Terra; Terra will send to Church and Ministry committee and post on church website.</p>	<p>Paula, Terra</p>	<p>Ongoing</p>
	<p>e. Suggestion to change quorum number. Current by-laws state quorum is 50 members. Over the years, it has been challenging to meet quorum. If quorum is not met, meeting needs to be rescheduled to following Sunday. All in attendance on that day is quorum. By-laws need to be updated to reflect this.</p>	<p>Table. Council will schedule workshop/meeting to revise by-laws after Easter.</p>	<p>All</p>	<p>Annual Meeting, fall 2021</p>
	<p>f. Church and Ministry recommends a \$.50 raise increase after 60 days at job rather than 90. Terra is working hard and doing a great job. She should be rewarded.</p>	<p>Chris Stevenson motions to approve \$.50 raise for Terra at 60 days in position; Melissa Stevenson seconds. Motion passes.</p>	<p>Pastor Mike will inform Terra.</p>	<p>Annual Meeting, fall 2021</p>
	<p>g. Spending policy: How much can Tim, maintenance or committees spend without approval from Council? These guidelines need to be determined and included in By-laws.</p>	<p>Table. Council will schedule workshop/meeting to revise by-laws after Easter.</p>	<p>All</p>	<p>Annual Meeting, fall 2021</p>
	<p>h. Bequests: Request received from family of Lyle Kanitz to spend remaining monies to digitize church records. Funds were designated and used for NOW! projects from this bequest. There are 3 types of funds that church has/can receive: Endowment-principle cannot be used; Self-restricted which council determines how to use, and Unrestricted funds-reported to the congregation as NOW!</p>	<p>Terra will report bequests differently to minimize confusion. Pastor Mike will respond to Lyle Kanitz' family. They will be made aware that all funds were designated for priorities; currently, the boiler.</p>	<p>Pastor Mike, Terra</p>	<p>Annual Meeting, fall 2021</p>
<p>i. Search: Church and Ministry would like the new search team to include 4 members from that committee, 1 from council and 2 members from the congregation. The pool of seminary graduates seeking associate position is small. There may be other seminary students that need experience while they are attending school virtually. Pastor has contacted the UCC Association. Plan is to have Structured Dialogue meetings with congregation to discern what we need in an Associate and to write church profile.</p>	<p>Structured dialogue meetings are scheduled on 2/27/20. Team including Cheryl Buck, Pastor Mike, Bill McIntyre and Jennifer Porath will meet to determine talking points/questions to ask.</p>	<p>Pastor Mike, Bill McIntyre, Jennifer Porath, Cheryl Buck, congregation</p>	<p>Ongoing</p>	

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<p>6. New Business</p>	<p>j. Signing checks: Terra and Kim have authorization to sign checks. Corey, Kristine and Bonnie need authorization</p>	<p>Melissa Stevenson moves to authorize Corey Dornbrack, Kristine Smith, Bonnie Koelsch, Terra Holdridge and Kimberly McCaskill signatories on all accounts, Judy Heath seconds. Motion passes.</p>	<p>Corey, Kris, Bonnie, Terra, Kim</p>	<p>Ongoing</p>
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7. Old business	<p>a. Audit Committee Update: on HOLD</p> <p>b. Revisit reopening the church for Sundays: some members are anxious to have church open for worship. Council is concerned about safety of all. Darlene, Jim and Pastor Mike feel ok opening on Sunday mornings with restrictions to make it as safe as possible. All attending need to feel comfortable. Wisconsin Council of Churches recommends churches stay closed; if churches choose to open, good air circulation is imperative. This is based on Harvard research. There is little air circulation in the chancel/altar. Pastor has talked with Tim about putting fans at each side door of the chancel/altar to blow air out of that area. Doors and windows cannot be open now due to cold temperatures. There is also recommendation to limit time spent together to 30 minutes even when masked and distanced appropriately. Pastor would like to limit service to 30 minutes. 9:00 service on the radio will be challenging. Perhaps music can be played for 30 minutes to complete total radio air time. Need to determine plan. We do not want Easter to become a super-spreader event.</p> <p> a. Wednesday Services-Pastor will have weekly recorded devotions accessible on church website for Lenten Wednesdays.</p> <p> b. Sunday School- Teachers are working on a plan to have small groups of Sunday school students together when church reopens.</p> <p> c. Discussion regarding responsive call to worship and other pieces of the service: there will be no responsive readings or prayers, singing and no standing/sitting. If persons want to speak, sing they will need to attend virtually via Facebook.</p>	<p>Table until May.</p> <p>After lengthy discussion, Janet Schaefer motioned to re-open the church on Sunday April 11, 2021 with the following restrictions: There will be 2 services offered, at 9:00 and 11:00 AM. Masks will be mandatory. There will be no area for those not wearing masks. If members want to attend church in person, masks must be worn. For those present in church there will be no speaking, responsive call to worship, no singing. Those listening or watching live at home can speak and sing along. Attendance will be limited to 50 persons. Reservations can be made by calling the church office or on-line. Other restrictions or changes may occur or develop depending upon community and county COVID-19 incidence. Chris Stevenson seconds. Motion passes.</p>	<p>Bonnie, Jennifer Porath, Candy Hinner, Terra</p> <p>Pastor Mike, All, congregation</p>	<p>May 2021</p> <p>Ongoing</p>
8. Committee News/Church Concerns	<p>a. Property: met on 2/2 to discuss boilers. Current boilers provide heat via steam but are more costly. If we convert to hot water heat, the church would need to be torn apart. The current estimate of \$400,000-500,000 is not accurate. Committee will meet with Al Verkuylen out of ALV</p>	<p>Bill Wengeler will keep council updated on boiler progress, cost, etc.</p>	<p>Bill</p>	<p>Ongoing</p>

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	<p>Engineering later this week via Zoom. This engineer will help with the bidding process. Committee needs a consultant on heating the church and may need funds for engineering consultant to get information and data needed to make a decision on this. The current cost/fee is unknown. The committee set priorities. After the boilers, the stained-glass windows in sanctuary are next priority. There have been other projects identified; Tim needs an industrial rug cleaner for Fellowship Hall. Tim has been asked to get bids for this. The shed doors need repair. The west sidewalk and parking lot needs repair. There was a leak in the men’s bathroom in Kuck lounge. Nothing more can be done with this until spring/summer. There are pigeons in the bell tower that need to be eradicated.</p> <p>b. Worship: Jim is getting burned out. He has sung more than 116 hours of music. Jim will reach out to a couple of choir members to provide music at services. Darlene is doing ok. Once her bell choir at her church starts up again, we will need a substitute musician for her.</p> <p>c. Mission: met recently. Will focus on a different mission monthly. Theresa, director of MAC home was guest speaker at church this past Sunday. People have responded with donations.</p> <p>d. Ushers Club: need to meet to plan for church opening on 4/11/21.</p> <p>e. Church & Ministry: See new business section.</p> <p>f. Christian Education: Pastor Mike is thinking of holding a bible study via Zoom. See letter b. Old Business section.</p> <p>g. Greeters: haven’t met.</p> <p>h. Endowment: Scott Wallace is willing to be on Endowment as he had been a participant. Need to determine how and who will make up Endowment committee. By-laws need adjusting. Having a nominating committee would help to establish members.</p>	<p>Jim will reach out to a couple of choir members to provide music at services.</p> <p>Corey will contact usher teams.</p> <p>Corey will contact Kathy Hass re: church opening on 4/11/21.</p> <p>Table. Council will schedule workshop/meeting to revise by-laws after Easter.</p>	<p>Mike M and Judy are on Worship committee and will keep council updated.</p> <p>Bonnie is on Mission and will keep council updated.</p> <p>Corey</p> <p>Corey</p> <p>All</p>	<p>Ongoing</p> <p>Ongoing</p> <p>March 8, 2021</p> <p>March 8, 2021</p> <p>Annual Meeting, fall 2021</p>
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9. Pastor's Report	<ul style="list-style-type: none"> • Pastor Mike encourages the Stewardship Committee to review and update the Endowment Policy to present to the Council to adopt. He shared a handout on Planning Giving with Council for conversation purposes only. Council needs to establish minimum balance (restricted principle) and determine dollars available for immediate needs. • 5 new members, including Sue and Mike Southcombe were received on Sunday, 2/7/21. • 1 member is currently in hospice; Pastor has been with the individual and her family. 			
10. Round Table	Frank has shot video from our church balcony. It provides a great, clear view of the church. He's excited that we will have a camera and better sound system for worship.			
11. Adjournment and The Lord's Prayer	Chris Stevenson motions to adjourn the meeting; Kris Smith seconds, motion passes. The Lord's Prayer is recited and the meeting is adjourned at 8:40 PM.			
Next Meeting	Date: Monday, March 8, 2021	Time: 6:00 pm	Place: Saint Stephens UCC	
Respectfully submitted, Paula McIntyre, 2021 Council Secretary				
Meeting Effectiveness Review Did the meeting start on time? <input type="checkbox"/> Y – N Was everyone prepared and ready for discussion/decisions? <input type="checkbox"/> Y – N Did everyone have a chance to participate? <input type="checkbox"/> Y – N	Was responsibility and timing applied to each action item? <input type="checkbox"/> Y – N Did the meeting accomplish intended result? <input type="checkbox"/> Y- N Is there a plan for the next meeting? <input type="checkbox"/> Y – N			

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Next Meeting	Date: Monday, February 8, 2021	Time: 6:00 PM	Place: Saint Stephens UCC
Respectfully submitted, Paula McIntyre, 2021 Council Secretary			
<p>Meeting Effectiveness Review</p> <p>Did the meeting start on time? <input checked="" type="checkbox"/> Y – N</p> <p>Did everyone have a chance to participate? <input checked="" type="checkbox"/> Y – N</p> <p>Did the meeting accomplish intended result? <input checked="" type="checkbox"/> Y – N</p> <p>Was everyone prepared and ready for discussion/decisions? <input checked="" type="checkbox"/> Y – N</p> <p>Was responsibility and timing applied to each action item? <input checked="" type="checkbox"/> Y – N</p> <p>Is there a plan for the next meeting? <input checked="" type="checkbox"/> Y – N</p>			