

*Saint Stephens United Church of Christ*

| <b>Meeting: Council</b>  |   | <b>Place: Saint Stephens UCC</b>  | <b>Date: 3/8/2021</b>                                     | <b>Time: 6:00 PM</b> |
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| <b>Attendance:</b> 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 <b>Guests: None</b> |   |   |   |                      |
| <b>Purpose:</b><br><b>Handouts: Agenda, Secretary's, Treasurer's report, other as indicated/needed</b><br><b>Prep Work:</b> Review agenda and minutes from previous meeting  |   |   |   |                      |
| <b>Agenda Item, Time, Assigned To</b>  | <b>Discussion Points/Meeting Minutes</b>  | <b>Decisions Made or Action Required</b>  | <b>Person(s) Responsible for follow-up</b>                | <b>Date Required</b> |
| <b>1. Call to Order</b>  | President Corey Dornbrack called the regular council meeting to order on 3/8/2021 at 6:02 PM.   |   |   |                      |
| <b>2. Invocation</b>   | Pastor Mike led the council in an invocation.   |   |   |                      |
| <b>3. Roll call</b>  | See Attendance above; roll call taken by Paula McIntyre, Council Secretary  |   |   |                      |
| <b>4a. Secretary's Report</b><br><b>4b. Treasurer's Report</b>   | February meeting minutes are reviewed.<br><br>In Bonnie's absence, Corey reviews February 2021 financials. Questions about 500.125, 500.126 and 500.127 in General Fund Expenses. Why is there no money budgeted for 500.195 Flexible Benefit Plan Exp but \$24.00 has been spent? Pastor Mike was offered this benefit so all employees needed to be offered this. Terra and Mike opted to receive this benefit, which will cost \$24.00 monthly. <b>Need to get clarification on 500.125, 500.126 and 500.127; why is there a separate expense line for Professional Expense?</b> 500.610 Office Supplies Expense: \$3200.00 budgeted | Kris Smith motions to approve February 8, 2021 minutes without adjustments; Chris Stevenson seconds. Motion passes.<br>Chris Stevenson motions to approve budget meeting minutes without adjustments; Bill Wengeler seconds. Motion passes<br><br>Pastor Mike will clarify budget line items 500.125, 500.126 and 500.127 with Terra. | Paula to send approved 2/8/21 minutes to Terra Holdridge. | March 31, 2021       |

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*Saint Stephens United Church of Christ*

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|                                 | <p>and expenses total over \$1000.00 so far this year. Why? The Folding Machine required major repair. 500.705 Repairs and Maintenance Expense: \$3800.00 budgeted and expenses are over \$3600.00 now. Why? There was a large bill for boiler repair; about \$2300.00. Follow-up on Bill Wengeler's question: Is the \$2881.08 total expenses deficit in December 202 included in the January 2021 total expenses deficit of \$4852.21? No. We closed the year with the deficit (we were over budget by \$2881.08) but all bills were paid. Lastly, 500.137 Continuing Ed/Training-Assoc Pastor; what was \$300 spent on? Pastor Lucas Williams spent this money on books and subscriptions before he left.</p>   | <p>Chris Stevenson motions to approve the financial report pending audit. Cheryl seconds. Motion passes.</p>  | <p>Pastor Mike and Terra.</p>      | <p>Next council meeting on 4/12/21.</p>  |
| <p><b>5. New Business</b></p>   | <p>a. Approve minutes from Budget meeting: January 31, 2021<br/>Budget meeting minutes are reviewed.</p> <p>b. Identify inactive members: "Inactive" needs to be defined. What criteria determines inactive member(s). We pay a per diem contribution to the Association based on membership. There is a good process for approaching inactive members in our By-Laws but no definition of what inactive means. Active membership is required on our church's profile when we are searching for pastor(s). There are discrepancies in our numbers currently. When one is an active member, they have the privilege of voting. The definition of membership has changed over the years. We need to consider every point of contact with members, not just Sunday morning worship, like messy church, fellowship activities, mission opportunities and bible studies.</p> <p>c. New members: An orientation for new members was held about a month ago. Two persons wanting to become members completed required paperwork which seems to have been misplaced. They have been asked to complete paperwork again.</p> | <p>Budget meeting minutes to be reviewed for final approval by members at next scheduled congregational meeting.</p> <p>Plan to address this at our retreat in April when we will focus on By-Laws and Constitution edits.</p> <p>Please advise persons wanting to become members to complete paperwork. They can contact Pastor Mike or office staff about this.</p> | <p>Paula</p> <p>All</p> <p>All</p> | <p>Next congregational meeting.</p> <p>April 10, 2021 council retreat</p> <p>Ongoing</p> |
| <p><b>6. Old/Unfinished</b></p> | <p>1. Revisit reopening the church for Sundays<br/>a. Wednesday Services</p>   | <p>1a. On Weds., there are weekly Lenten devotionals on church's YouTube channel.</p>   | <p>Pastor Mike</p>                 | <p>Through Lent</p>  |

*Saint Stephens United Church of Christ*

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| <p><b>Business</b></p>                   | <p>1b. Sunday School: Sunday school will be offered during 9:00 service starting on April 11, 2021. Students will go straight to classrooms at 9:00 rather than sit in church as in past.</p> <p>1c. Discussion regarding responsive call to worship and other pieces of the service: 2 services; at 9:00 and 11:00 AM. Masks will be mandatory. For those present in church there will be no speaking, responsive call to worship, etc., no singing. Persons listening or watching live at home can speak and sing along. Fans will circulate air in/out of church. Windows and doors to sanctuary will be open. 9:00 service will livestream on Facebook and will be on radio; 11:00 AM service will not. Participation will be limited to 70 persons. Persons wishing to attend need to sign up with office staff. Persons attending will seat themselves. After service, the ushers will release attendees from the back to the front. A sign will be put in the elevator to limit to 2 persons at a time. Burgundy cords will replace twine to block seats for safety. Fans need to be moved after service so they aren't a tripping hazard. Baskets will be out for offering. Would like pamphlet display to hold bulletins. Bulletin will include instruction for entering and leaving, along with reminder not to sing, speak. Attendees will need to leave quietly because service length will be abbreviated and music will be on radio.</p> <p>2. Audit Committee Update</p> | <p>Melissa Stevenson and Kathy Dornbrack are working with Pastor Mike on how to hold Sunday School safely.</p> <p>Corey and Pastor are in contact and working with ushers. Corey will ask ushers to wipe down seats after 9:00 AM service.</p> <p>2. Audit on hold.</p> | <p>Pastor Mike, Melissa, Kathy Dornbrack.</p> <p>All, Worship committee, Pastor Mike</p> <p>Bonnie, Jennifer Porath, Candy Hinner, Terra,</p> | <p>April 11, 2021</p> <p>April 11, 2021</p> <p>Ongoing</p>          |
| <p><b>6. Old/Unfinished Business</b></p> | <p>3. Have more workshops and what topics?</p> <p>a. Change quorum number?</p> <p>b. Spending policy (who is authorized to spend what and for why)</p>  | <p>3. Yes, council would find more workshops useful. Agree to schedule next workshop to review and complete By-Laws and Constitution revisions. Quorum will be addressed then, as will spending policy.</p>   | <p>All</p>  | <p>Meeting scheduled on Saturday April 10 at 9:00 AM at church.</p> |

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*Saint Stephens United Church of Christ*


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| <p><b>6.<br/>Old/Unfinished<br/>Business</b></p> | <p>4. Easter: Some council members have heard from persons who want church to be open for Easter. Council continues to follow CDC, Wisconsin Department of Health, and Wisconsin Council of Churches recommendations to determine when and how to open safely. Although more people are vaccinated in Lincoln County, disease activity remains high and COVID positivity rates are at medium level as of today. Concern is number of persons, about 400 in attendance at past Easter services, and how to ensure safety of all.</p> | <p>Easter Service at 9:00 AM will be available livestream on Facebook and on the radio. After service, in-person celebration in small groups will be offered in shifts at 10:00, 11:00, noon, and 1:00 PM. Persons wishing to attend should contact office staff to sign up. Persons can bring a flower (real or fake) to place on the cross. Crafts will be available for all, along with a snack if desired. Masks are required, as is social distancing. Pastor Mike needs help at the celebration(s).</p> | <p>All-please let Pastor Mike know if you can help with celebration on Easter Sunday.</p> | <p>April 4, 2021</p> |
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*Saint Stephens United Church of Christ*

| <i>Agenda Item, Time, Assigned To</i>           | <i>Discussion Points/Meeting Minutes</i>   | <i>Decisions Made or Action Required</i>  | <i>Person(s) Responsible for follow-up</i>                            | <i>Date Required</i>                               |
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| <p><b>7. Committee News/Church Concerns</b></p> | <p>a. <b>Property:</b> Met on 3/4/21 and discussed terms of new boiler with ALV Engineering. Further discussion about the new boiler is on hold until a survey of current piping and steam traps is completed. Reason for the survey-steam can corrode pipes. There is a chemical that can be added to steam to stop corrosion. This chemical wasn't consistently added/used in our system. The survey may show traps in pipes need to be replaced. This may affect what type of heating system we need. Once survey is complete, then committee will determine next steps. Comfort Controls, the company that completes maintenance on our boilers, will complete the survey. Anticipated cost of survey is \$3000-4000. On behalf of property committee, Bill Wengeler asks for this dollar amount to complete survey. We can submit cost of survey to Focus on Energy to recoup some of the cost. Next, Tim Ruprecht and committee discussed options for a rug cleaner with attachments to clean furniture such as pews. Victory Janitorial in Rhinelander has best price-\$2893.50 for a 20-inch-wide rug cleaner with attachments. Mike M. states this company is good to work with. Bill W. asks for council to approve this purchase. Next, Pat Jensen from Associate Crafts will appraise stained glass windows at no cost. Appraisal is scheduled during week of 3/15/21. Lastly, concrete sidewalk improvement is needed. The city will either hire a contractor to complete the work; or, they will have city employees complete it. Church is responsible for 50% of cost of repairs. If the city hires a contractor to do the work, the church can hire that contractor to make other concrete improvements that are needed but city doesn't think are needed. This will be less costly to the church. We don't have control over who the city determines will do the work. The city will be tearing up Poplar Street for sewer work this year. At that time, the city will put a camera down to look at the lateral lines leading to the parsonage. If they need improvement, we probably want to do repairs then.</p> <p>b. <b>Worship:</b> committee reviewed soft opening on 3/7/21. See Old/Unfinished Business.</p> | <p>Chris Stevenson motions to accept survey cost up to \$5000.00 to complete survey of piping and steam traps. Cheryl Buck seconds. Motion passes.</p> <p>Kris Smith motions to spend \$2893.50 on rug cleaner and upholstery attachments. Funds to come from Capital Improvements. Chris Stevenson seconds. Motion passes.</p> | <p>Bill W., Property committee</p> <p>Bill W., Property committee</p> | <p>Survey scheduled on 3/16/21.</p> <p>Ongoing</p> |

*Saint Stephens United Church of Christ*

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|                                  | <p>c. <b>Mission:</b> Sally Woller presented a check for \$2045.00 to MAC Home. This was a larger donation than MAC Home usually receives. March mission focus is One Great Hour of Sharing.</p> <p>d. <b>Ushers Club:</b> Some were in attendance for soft opening. Next meeting is on 3/23/21. Some team members have retired and others are new.</p> <p>e. <b>Church &amp; Ministry:</b> Discussed search process. There is one committee member that agreed to be part of next search team. Janet Schaefer is council member that agreed to be on search. Committee encourages participation in Structured Dialogue meetings. Pastor Mike plans to have a meeting with youth on 3/28/21 to discuss plans for youth group and next associate candidate job description.</p> <p>f. <b>Christian Education:</b> See Old/Unfinished Business.</p> <p>g. <b>Greeters:</b> Corey contacted Kathy Hass who heads up the Greeters group to determine if greeters will be available when church opens on 4/11/21. Kathy thought greeters should wait until masks are no longer required. Council agrees that greeters are needed and appreciated by church attendees. They can remain safe while masked, can wear gloves if desired and will be outdoors.</p> <p>h. <b>Endowment:</b> This needs to be readdressed when council works on revision of By-Laws and Constitution.</p> | <p>Kris Smith asks Corey/Ushers to update the office with changes in persons on Usher teams so that Realm can be updated.</p> <p>Council recommends greeters resume their role when church reopens in April. Corey will talk with Kathy Hass. Pastor Mike suggests a meeting with greeters.</p> | <p>Corey, Ushers</p> <p>Corey, Kathy Hass, Pastor Mike</p> <p>All</p> | <p>Ongoing</p> <p>April 11, 2021</p> <p>April 10, 2021 meeting</p> |
| <p><b>8. Pastor's Report</b></p> | <p style="text-align: center;"><br/>March<br/>2021PastorReport.docx</p> <ol style="list-style-type: none"> <li>Northwest Association of WI Conference Annual meeting is scheduled on 4/17/21 from 9:30-Noon via Zoom. 3 delegates plus Pastor are needed to attend. Who should be a delegate? Chris Stevenson indicates he and his wife Heidi Stevenson can attend. Corey Dornbrack offers to attend.</li> <li>Merrill Foto News has contacted the church about advertising Easter Season services. Is there a charge for this? In the past, the ad was sponsored by Church Mutual, so may not be a charge.</li> </ol>   | <p>Paula motions to approve Chris and Heidi Stevenson and Corey Dornbrack as delegates to Northwest Association of WI Conference Annual meeting on 4/17/21. Mike Moellendorf seconds. Motion passes.</p> <p>Pastor Mike will check with Foto News on cost. He will do ad if free of charge.</p> | <p>Pastor Mike, Chris, Heidi and Corey.</p> <p>Pastor Mike</p>        | <p>April 17, 2021 meeting.</p> <p>3/25/21</p>                      |

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| <b>8. Pastor's Report</b>  | Deadline for information is 3/25/21.   |   |                                 |  |
|  | <p>3. Merrill Fire Department requests donation for fire safety education. Corey states Usher's club may be willing to pay for this. This could also be taken from the Anniversary Fund.</p> <p>4. Food for Kids: See attached Pastor Report. Scouts are packing food bags now. There may be need for volunteers from other churches. Food for Kids needs a Board of Directors and a fundraising coordinator</p> | <p>Corey motions to donate Merrill Fire Department \$100.00 for Fire Safety Education, either from Usher's Club or Anniversary Fund. Corey will talk with Usher's Club about making this donation. Chris Stevenson seconds. Motion passes.</p> <p>Pastor Mike will discuss with the Merrill Ministerium to encourage participation.</p> | <p>Corey</p> <p>Pastor Mike</p> | <p>Next Usher's Club meeting 3/23/21.</p> <p>Ongoing</p> |
| <b>9. Round Table</b>  | Corey indicates Rev. Eckhardt, for tax purposes, needs a letter stating his 403B is established through Saint Stephens UCC.  | Cheryl motions to consider Rev. Eckhardt's 403B established through Saint Stephens UCC. Paula seconds the motion. Motion passes.  | Pastor Mike, Terra.             | ?  |
| <b>10. Adjournment and The Lord's Prayer</b>   | Chris Stevenson motions to adjourn the meeting; Mike Moellendorf seconds, motion passes. The Lord's Prayer is recited and the meeting is adjourned at 8:25 PM.   |   |                                 |  |
| <b>Next Meetings</b>   |  | Date: Saturday, April 10 2021<br>Monday, April 12, 2021   | Time: 9:00 am<br>Time: 6:00 pm  | Place: Saint Stephens UCC                                |
| Respectfully submitted,<br>Paula McIntyre, 2021 Council Secretary  |  |   |                                 |  |
| <b>Meeting Effectiveness Review</b><br>Did the meeting start on time? <input checked="" type="checkbox"/> – N<br>Was everyone prepared and ready for discussion/decisions? <input checked="" type="checkbox"/> – N<br>Did everyone have a chance to participate? <input checked="" type="checkbox"/> – N |  | Was responsibility and timing applied to each action item? <input checked="" type="checkbox"/> – N<br>Did the meeting accomplish intended result? <input checked="" type="checkbox"/> – N<br>Is there a plan for the next meeting? <input checked="" type="checkbox"/> – N  |                                 |  |

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*Saint Stephens United Church of Christ*

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*Saint Stephens United Church of Christ*

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| <b>Next Meeting</b>   | Date: Monday, February 8, 2021 | Time: 6:00 PM | Place: Saint Stephens UCC |
| Respectfully submitted,<br>Paula McIntyre, 2021 Council Secretary   |                                |               |                           |
| <p><b>Meeting Effectiveness Review</b></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> |                                |               |                           |