

**ZION LUTHERAN CHURCH  
1000 WASHINGTON AVENUE  
CLOQUET, MN 55720**

**Minutes of the ZLC Church Council Meeting, Sunday March 21, 2021**

Council Members Present: Russ Schmidt, Peggy Limmer, Phil Johnson, Naomi Palmquist, Becky Bills, Al Alm and Pastor C.J. Boettcher, and Director of Faith Formation Katie Anderson

Absent: Robin Johnson, Jeromy Graham & Mike Berthiaume

The meeting was called to order by at 1:05 PM.

Pastor read Psalms 8 – Camp Theme devotions

The meeting opened in prayer.

Motion made to approve the Minutes from the February 21, 2021 meeting made by Al and supported by Russ with correction that a Motion made to approve the agenda made by Robin and supported by Phil, not Al.

Motion made to approve the March 21, 2021 Agenda made by Al and supported by Russ. Motion Passed.

**Treasurer/Financial Report**

Russ made a motion to approve the treasurer/financial report and was supported by Peggy. Motion passed.

**Pastor & Director of Faith Reports:**

**Pastor CJ** Gave highlights to his report, which was given to the council.

**Katie** Gave highlights to her report which was given to the council.

**Committee Reports:**

Property Committee: Outlet and water pipe have been installed for the coffee maker. The Coffee server has not arrived at Upper Lakes Foods to date.

**Consider Council meeting dates:**

The executive committee recommends the following:

Sundays at 1:00 PM.

March 21, April 18; May 16; June 20; July 18; August 15; September 19; October 17; November 21; December 19; January 16, 2022 includes Christmas Party; Annual meeting after church on February 6, 2022. We may decide to exclude meetings in July and December.

Motion made by Russ and supported by Naomi to approve the above meeting date proposal. Motion passed.

**Process for setting agenda:**

The president will develop an agenda about 10 days prior to the meeting. The rough agenda is reviewed by the Pastor for additions and deletions. 7 days prior to the meeting it will be sent to the Council for which they will have 2 days to suggest changes.

Al moved to approve as indicated and motion supported by Russ. Motion passed

**Process for communication to the congregation:**

After each meeting, within 2 days the secretary will email council members the minutes from the last meeting. The secretary will give us 2 days to make corrections. The minutes will be considered a “DRAFT”. The secretary emails this to the administrative assistant. They will then be posted on the website and in the hallway at Zion. The minutes are adopted at the next meeting. The council secretary makes potential corrections, removes the “DRAFT” and forwards to the administrative assistant for re-posting both on the hallway board and on the website. The administrative assistant prints a couple of copies for those that have special needs. A council officer goes to the pulpit within a week after the meeting and hits the highlights for the congregation. Motion made to approve by

**Consider Pastor CJ’s request to flex a PTO day to 5 Sundays:**

It is recommended that Pastor CJ be allowed to use one additional PTO day on a Sunday. Instead of using PTO for 4 Sundays, he would be able to use PTO for 5 Sundays.

Motion made by Naomi to allow Pastor CJ to use his PTO for 5 Sundays and supported by Peggy. Motion passed. Pastor CJ abstained.

**Consider financial remuneration for 2021 for Pastor CJ:**

It is recommended Pastor CJ’s salary be increased to \$39,070 with the housing allowance remaining at \$18,000 and FICA and Pension adjusted accordingly.

A motion was made by Russ and supported by Naomi to increase Pastor CJ’s salary retroactive to January 1, 2021. Motion passed. Pastor CJ abstained.

**Consider Katie’s request for 5 additional vacation days:**

It is recommended that Katie receive 5 additional vacation days. Currently her position allows for 12 sick days, 7 holidays and 10 vacation days for a total of 2 days.

Naomi made a motion to allow Katie 35 PTO days to use as she chooses, Russ supported the motion. The motion passed.

**Consider financial remuneration for 2021 for Katie:**

It is recommended Katie’s salary be increased to \$35,489.92 for 2021 with FICA and Pension adjusted accordingly.

A motion was made by Russ and supported by Peggy to increase Katie’s salary retroactive to January 1, 2021. Motion passed.

**Consider Pastor CJ’s request on Supervision:**

Pastor was asked to be given direction on what our expectation for supervision for fulfilling that portion of his agreement. It is recommended that the evaluation process is devolved for each employee, with each employee being evaluated each year. He is also responsible for direct supervision and evaluation of the Director of Faith Formation. While the personnel committee may assist in the development of job descriptions and evaluation paperwork, it is not their job to be involved in evaluations. He is also responsible “catch people in the act of doing a good job”. He should also ensure an efficient system is in place to verify hours worked and recording sick leave and vacation etc. A motion was made by Al for approval and supported by Russ. Motion passed.

**Revised re-opening plan:**

Per the re-opening plan/policy outlined.

A motion was made by Peggy and supported by Russ. Motion passed.

**Bearaboo Coffee Land sale:**

The Executive Committee decided on an offer to sell 20' @ \$7,500.00. Pastor CJ passed this on to the Swansons who came back with \$10,000 for 40'. The majority is opposed to selling 40'.

**Old business:**

A mailing was sent out for the stewardship "Sale of an Acre" - puzzle pieces.  
This appears to be a fun and successful stewardship drive.

Digital Bazar – Nothing new

**Next Meeting April 18, 2021 at 1:00 PM.**

Motion made by Al and Supported by Becky to adjourn, meeting Adjourned at 2:55 PM:

The Lord's Prayer was shared.

Respectfully submitted by Council Secretary Peggy Limmer