



## **Congregation Council Meeting Minutes**

**August 4, 2018**

*Present:* Nicole Lipka, Mike Lipka, Rick Ballreich, Diana Lozon, Mike Ziraldo, Becky Martin, Pastor Nathan Allen, Tammy Hingtgen, Julie Hargrove  
*Not Present:* Bill Reaves, Sarah Wilson, Patti Kooy

*Next meeting:* Tuesday, September 18, 2018, 6:30 P.M., at Church

---

### **I. Announcements**

No announcements.

### **II. Discussion**

The meeting was called to order at 11:35a, following a planning session with Rev. Dr. Mark R, Fisher, of Transfiguration Lutheran Church in Fenton. Pastor Allen provided the book *Giving to God*, authored by Mark Allan Powell. This book will be the source of council meeting devotions going forward.

A motion was made to approve the June meeting minutes. Additional printed copies of agendas, minutes and Pastor's Reports will be provided for future meetings. The goal is to get reports from committees several days before meeting, to enable council time to review and prepare for discussion.

Pastor Nathan Allen reviewed his report. Holy Land Families, another carving sales group, is interested in displaying and selling their art. Council agreed to have them before Christmas; Pastor Allen to coordinate. Due to difficulty in recruiting nursery attendant volunteers, the option of creating a paid position vs. volunteers was discussed. Council agreed to continue seeking volunteers at this time. To ensure we stay compliant with our insurance policy, background checks will be conducted on those working with our youth; serving as nursery attendants, Vacation Bible School volunteers, and Sunday School teachers. Pastor Allen also made a motion, and Council agreed, where \$17,000 of the \$20,000 budgeted salary for Pastor Cassie Todd be set aside as housing allowance for tax purposes. See detailed report for more information.

Mike Ziraldo, Director of Finance, provided direction and a worksheet for preparing a zero-based budget for 2019. Committees should begin their planning and be prepared to discuss at next meeting.



Becky Martin, Director of Social Missions, stated boxes/care packages for military not delivered yet; however, her and Pastor are working on getting additional addresses needed to complete. Feeding the Flint homeless will continue on Sunday afternoons; food donations can be made to the blue box. Family Promise begins tomorrow; we will host two families for a total of seven people. Monthly food distribution is scheduled Saturday, August 18, 2018. Last, Sally Neil is still working on school backpacks; notebooks are still needed. Moving towards the soap project over the next few months.

Nicole Lipka, Director of Youth Ministries, reported the senior high youth will be attending the Backyard Mission August 12-14<sup>th</sup>, and will be helping with VBS in the evenings.

Diana Lozon, Director of Outreach, stated she is creating an Outreach team; two people have stepped forward already.

Julie Hargrove, Director of Christian Education, expressed thanks and appreciation to Pastor Cassie Todd for becoming so involved with Christian Education. VBS theme this year is Shipwrecked. She indicated the Fall Sunday School curriculum may stay the same, but wants to see children separated by ages. She mentioned upcoming changes to include a *Smoke Signals* newsletter and changes in classroom set-up and looks..

The next council meeting will be held September, 18<sup>th</sup>, at Holy Spirit Lutheran Church at 6:30 P.M.

A motion was made to adjourn at 12:40 P.M. and it was seconded.

### **III. Roundtable**

No roundtable.

Meeting minutes submitted by Tammy Hingtgen



**Agenda: Holy Spirit Lutheran Church Council Meeting Saturday, August 4th, 2018**

<b>Attendees:</b> Pr. Nathan Allen, Rick Ballreich, Lindsey Cochran, Julie Hargrove, Tammy Hingtgen, Patti Kooy, Mike Lipka, Nicole Lipka, Diana Lozon, Becky Martin, Bill Reeves, Mike Ziraldo; Thank you to departing members: Kristine Kuerbitz, Karen Michelson, Sarah Wilson, Emma Ziraldo, Mark Ziraldo		<b>Absent:</b> Patti Kooy, Lindsay Cochran	
<b>Mission Statement:</b> Worship God, Follow Jesus, Share the Word		<b>Core Values:</b> Youth and Family Ministry, Community Service, Fellowship, Worship & Praise (adopted 9/17)	
#	Description of Agenda Item	Reporting	Notes
1	Call to Order	Mike Lipka	
2	Opening Devotion & Discussion		<b>Next month:</b>
	Retreat - Strategic Planning		9:15 am - Session 1 - Pr. Mark Fisher 10:15-10:30 break 10:30-11:30 - Session 2 - Pr. Mark Fisher
3	Approval of Previous Minutes	Tammy Hingtgen	See June minutes
4	Pastor's Report	Pr. Nathan Allen	See attached report
5	Finance Director Report	Mike Ziraldo	See June sapshot
<b>Committee Reports</b>		<b>Cmte Liaisons</b>	<b>Notes</b>
6	Social Missions	Becky Martin	Boxes to 4 servicemen will go out soon.
7	Worship	Bill Reaves	New microphone will be installed soon; working on a T-Coil system quote.
8	Youth Ministries	Nicole Lipka	Sr. High Backyard Mission Aug. 12-15.
9	Church Properties	Patti Kooy	Moving ahead with Jetstream to repair sprinklers.
10	Outreach	Diana Lozon	Nothing new to report.
11	Christian Education	Julie Hargrove	VBS is Aug. 13-17. We still need more group leaders, but have some great decorations from other area churches. Plans for the fall curriculums are under way--not everything is final, but a "Smoke Signals newsletter will be ready by the end of VBS for parents.
12	Youth Representative	Lindsay Cochran	Youth Gathering a great success! Youth still meeting weekly for Bible Study at Starbucks
<b>Old Business</b>			
13	Assistant Pastor Update	Pastor Nathan	Pr. Cassie is making great strides in planning for fall. We are dividing up classrooms differently and will need to have some classes moved into new rooms.
14			
15			
16			

New Business			
17	Pr. Cassie Housing Allowance	All	See Pastor's report
18	Budget Planning for 2019	All	It is something to start on now so that we have it ready by the September or (at the latest) October meeting.
19			
20			
21			
22	Next Council Meeting		September 18, 6:30 pm
23	Adjourn with The Lord's Prayer	All	

Pastor's Report for June & July 2018

Membership (as of 7/31):
Baptized: 525
Confirmed: 438
June avg. attendance: 45/93
July avg. attendance: 40/89

**Congregational Statistics:**

**Births:** None

**Baptisms:** Rowen Luke Johnson, (nephew of Mark and Marci Johnson), on July 8, 2018, and Oscar Samuel Cronkright on July 22, 2018.

**Marriages:** Aaron Houle and Kelsey Oldham on June 2

**Possible New Members & First Time Visitors Goal:** Ingrid Pearson 6060 Fountain Pt. Apt. 9, Grand Blanc, phone: 517-862-0166; John & Mary Kraut regularly worship with us from Christ the Shepherd. They may also join. According to my notes, we have had at least 14 first time visitor households this year. Greg Dietrich, his fiancé Nicole Thompson, and Lynn Swain, daughter of Barb Noble, plan to join next time we receive new members. Ingrid Pearson, Linda Moskal, Donna Garton (garton535@gmail.com), and the Kirkoff family as well.

**New Members:** Working on Later August or sometime in September—or both. I am having a problem finding a good date for folks.

**Transfers in:** None;

**Transfers out:** Mike and Trudy Bemis—moved up north.

**Deaths/Funerals:** Helen Erickson small memorial on 6/14 at Young at Heart gathering; Douglas Byrd died on June 28, memorial July 5, and committal July 23

**Business Mileage:** 588 miles in June and 361 miles in July

**Sick Days:** None

**Remaining Vacation Days for 2018:** 16 days including 2 Sundays remain. I was on vacation in July 13-20. I may also be gone Sunday, September 16 for my brother's installation as pastor of Messiah Lutheran in Brownsburg, IN. I am also planning on going to Germany for a few days with Laura around Thanksgiving while she is there for Kettering University.

**Continuing Education:** 10 days including 2 Sundays remain. I will be out Oct 15-17 for the Autumn Leadership Event;

**Updates:**

- **Memorial Funds** – I have not ordered any new furniture yet as we are still researching T-Coil systems—I have an appointment with “Loop America” on August 8 to get a quote.
- **Family Promise** – host week starts tomorrow! I think we have a near full slate of volunteers.
- **Photo Directory** – Still working on collecting photos. They slowly trickle in, but we will make one more push in the Fall.
- **Marriage Small Group** – I will lead a retreat on August 24-5 at the Colombiere Center in Clarkston.
- **Men's Bible Study** – depending on the interest for a Women's Study on Wednesday nights, I may either move the Men's Study to Wednesday nights, or keep it once a month on Mondays and offer the Lectionary Study on Wednesday nights.
- **Council Book for this year** – *Giving to God* by Mark Alan Powell—some of you still have not picked up your book; read chapter 1 for our September meeting.
- **Summer Sermon Series** – We are almost done with the Children of The Bible and What they Can Teach Us series. I have not heard a lot of feedback on it—maybe “no news is good news”?
- **Stewardship Plans** – While in Philadelphia I came up with a theme that I plan to flesh out this fall “Revolutionary Spirit/Serving/Giving/Freedom” (A different theme for each of the four weeks. At this point, I anticipate the celebration luncheon would be after second service on November 11.
- **Holy Land Families** – another carving sales group (different from the one we had before) would like to come in sometime in the future. Do you want me to schedule them or not? They could come in advance of Christmas or in advance of Easter.
- **Nursery attendant** – We continue to have difficulty scheduling regular nursery volunteers. What are the council's thoughts on allowing a \$30/Sunday (\$10 hour) expense for a paid nursery attendant (for those Sundays when we cannot find volunteers). If we cannot find a volunteer, Shianne Simpson (fiancée to Shane Willoughby) has expressed an interest in the position. She comes with Early Childhood Education certification and works at a daycare.
- **Samaritas** – I have tentatively scheduled a guest speaker from Samaritas for a brief “Temple Talk” on Oct. 14 to share an update on their ministries with the congregation.

- **Background Checks** – We have not done updated background checks on anyone in years. Pr. Cassie has approached the Lake Huron Presbytery, and they are willing to do them for us at the reduced rate of \$6.25, so we will be getting background checks on VBS and Sunday School Volunteers in order to stay in compliance with the Brotherhood Mutual Insurance policy.
- **Housing Allowance Designation for Pr. Cassie** – Per the guidelines allowed, Pr. Cassie Todd is requesting \$17,000 of her annual salary of \$20,000 be set aside as housing allowance. Therefore, **I move the following:** *In order to permit Pastor Cassie Todd to benefit from the provisions of Section 107 of the Internal Revenue Code of 1954, the Council specifies that the total compensation paid to her during the calendar year ending 2018 includes a housing allowance. Pr. Cassie Todd estimates that she will spend \$8145.84 during the year for housing expenses. Since such approval by the Council would permit her/him to deduct that amount from her/his taxable income and has no further effect upon our congregation or budget, it was RESOLVED, that the total compensation of \$9583.34 paid to Pr. Cassie Todd include a housing allowance of \$8145.84.*

Respectfully submitted,  
-Pr. Nathan



August 4, 2018

To: Church Council and Directors, Jean Ott, Bree Lehinsky, Pr. Cassie Todd, Frank Pitts, George McIntyre, Lonnie Moore, Joyce Rice,

Re: 2019 Budget Process

As long as anyone can remember, HSLC has prepared a budget in the traditional manner. We have taken the existing budget as a base to prepare a new budget (what has been already spent is automatically allowed). The base will alter for the changes forecast to happen in the next period, plus changes for inflation.

This year we would like to build a zero-based budget to better understand where and on what our money is spent. Zero-based budgeting begins with zero bases in every period as if the activities were beginning like the first time. This method requires all accounts be documented in complete detail. For example, VBS expense would be documented as:

- VBS kit \$200
- VBS supplies \$200
- VBS volunteer appreciation \$100
- VBS shirts \$100

Then the council, based on pledged income for 2019, ought to prioritize all budget bases on the importance of the needs and missions of HSLC to develop the 2019 expense budget.

The final step will be to identify, where possible, where expenses are incurred rather than a straight lined budget. For example, VBS expenses would not be straight-lined over 12 months but would be budgeted in the summer months when the expense actually occurs.

In order to help in this endeavor, we have tried to identify a person most familiar with each account as the person most able to supply expenses likely to occur in 2019.

We are also providing a worksheet to be completed for all accounts that will document expenses anticipated by account. If you would like this information in an excel file, please contact us at [finance@holyspiritlc.net](mailto:finance@holyspiritlc.net).

We are looking for detailed, documented information so that we are more able to fully answer questions as to what is budgeted and where 2019 expenses are charged.

If you do not think that you are the person most familiar with the account(s) on your report, please email us at the address above, or call the church office. Otherwise, please fill out the provided worksheet and return to the church office in the basket in the office or email to the [finance@holyspiritlc.net](mailto:finance@holyspiritlc.net) address.

Thank you so much for your help in this project.





