

**WINDSOR HEIGHTS LUTHERAN CHURCH**  
**Congregation Council Meeting Minutes**  
**Tuesday, January 24, 2017**  
**Room 127**

**Present:** Jamie Charlton, Liv Charlton, Pastor Robin Coughenower, Amanda Franklin, Jill Hyda, Phil McIlrath, Pastor Chris Olkiewicz, Ken Popken, Teresa Powers, Bob Prigge, Randy Ratekin, Paul Rogness, Ann Rowland, Linda Russell

**Absent:** Duane Danielson, Liz Nelson, Marilyn Warling

**Visitor:** None

I. Call to Order – Prigge called the meeting to order at 6:33 PM.

***We Gather in God's Name***

Prigge shared devotions with Psalm 41 and a message on seeking to understand before being understood.

II. Approval of December 2016 Minutes

Ratekin moved to approve the December minutes. Seconded by Powers. Motion carried.

III. 2017 Council Orientation & Internal Discussion

- Appointments
  - Treasurer – Duane Danielson
  - Secretary – Jill Hyda

Letters of appointment were presented for Duane Danielson as treasurer and Jill Hyda as secretary for one year (2017) to the Congregation Council as non-voting members.

Russell moved to accept the appointments for 2017. Seconded by McIlrath. Motion carried.

- Member Introductions & Contact Information

Members introduced and shared information about themselves. Contact information was reviewed and updated.

- Governing Documents & Procedures
  - Constitution
  - Bylaws
  - Continuing Resolutions
  - WHLC Vision Statement
  - Robert's Rules of Order

Documents were discussed. Documents will be provided to members upon completion of updates to the constitution approved at the annual meeting.

- Council Liaison Assignments
  - Buildings & Grounds - McIlrath
  - Care & Nurture - Rowland
  - Evangelism – Charlton, L.

- Family Life & Youth – Powers
- Fellowship – Charlton, J.
- Finance – Danielson
- Foundation – Warling
- Global & Community Action – Nelson
- Parish Education – Russell
- Stewardship – Ratekin
- Worship – Franklin

Assignments were reviewed, and the purpose of a liaison discussed.

- All Committee Night Responsibilities  
Responsibilities and standard agenda were discussed.

- Council Updates to Congregation  
Updates are provided to the congregation at the weekend services following a council meeting.

#### IV. Treasurer's Report

December's reports were provided. No January report was submitted, as no Finance Committee meeting was held in January.

#### V. Unfinished Business

- Annual meeting was reviewed and changes to mission support were discussed.
- Balance sheet is to be available in hard copy at the next annual meeting. This may be requested by a church member at any time during the year.
- A focus on communication of financial updates and mission support initiatives will be provided to the congregation throughout the year. Information will be included in the monthly council update. Update will be provided to the Global & Community Action committee.

Rogness moved that the last Sunday of the month be designated mission support Sunday to receive special offerings for ELCA mission support. Seconded by Ratekin. Motion carried.

#### VI. Pastors' Reports

- Pastor Robin shared information regarding permanent funds.
- Pastor Robin is appreciative of everyone's support for her upcoming sabbatical and looking forward to learning during this time.
- Pastor Robin brought forward the need for discussion on facility use fees for WHLC members. Council agreed that an assessment be conducted. Pastor Chris reminded that the church is willing to negotiate if asked. Pastor Robin is to bring a recommendation to the Council.
- Pastor Chris reviewed the purpose of their monthly reports to Council.
- Pastor Chris discussed recent staff changes. Molly Schunicht resigned as director of the Windsor Bells and Youth Music Ensembles. Amanda Lauritsen is on a term contract as director of the Youth Music Ensembles. She is an elementary music teacher in the Waukee school district. Marilyn Harvey, former and retired bells director, has signed a term contract to direct the Windsor Bells. Re-evaluation will occur for Fall 2017 plans. Caitlyn Reinders resigned this last month as Youth Ministry Coordinator. Reinders has taken a full-time youth & congregational life

position in Illinois. In addition, Tania Schramm will be leaving her post as Children's Ministry Coordinator in May for her internship as part of the seminary program. The needs for youth and family ministries were discussed, including a possible candidate that may be available as an interim leader or the use of volunteers. It was agreed that contact be made with a potential candidate to gather interest.

- Pastor Chris shared his responsibilities with a community taskforce to understand bigotry and racial issues in the community and how the faith community could participate and respond.

#### VII. New Business

- Yearly Calendar of Council & Committee Meetings

A yearly calendar was shared. December Council meeting will be moved to the 3<sup>rd</sup> week, Tuesday, December 19<sup>th</sup> due to the Christmas holiday. Prigge will provide communication for addition to the church calendar.

- Approval of Fundraisers
  - Flower Sales (Easter & Christmas) – Worship Committee
  - Bell Choir Fundraiser (Advent/Christmas season) – Worship Committee
  - Easter Breakfast (Youth Fundraiser) – Family Life & Youth Committee
  - Youth Auction – Family Life & Youth Committee

Powers moved to approve the proposed 2017 fundraisers. Seconded by McIlrath. Motion carried.

- Gift of Cemetery Plots

Pastor Chris was approached about the gift of cemetery plots. The estate of Bill Fardal deeded two burial plots in his will to Windsor Heights Lutheran Church. The deed will be kept in the church safety deposit box.

Russell moved to accept the gift of two burial plots at Resthaven Cemetery deeded to Windsor Heights Lutheran Church by the estate of Bill Fardal. Seconded by Charlton, L. Motion carried.

#### VIII. Announcements, Correspondence & Assignments

- All-Committee Night – February 14, 6:30 PM, Prigge will communicate facilitator, devotions, refreshment needs
- Executive Committee Meeting – February 14, 5:30 PM
- Council Meeting – February 28, 6:30 PM
- February Council Meeting Devotions & Refreshments – Prigge
- Council Updates to Congregation
  - Saturday 5:30 PM Service – Powers
  - Sunday 8:30 AM Service – McIlrath
  - Sunday 10:45 AM Service – Prigge
- Other
  - The Fellowship Committee is asking committees to volunteer & sign up to serve the weekly Wednesday meals during Lent. Liaisons are asked to coordinate sign-up with their committees at their February meetings. Council volunteered to serve Wednesday, March 15<sup>th</sup>.

***We Close in Prayer & Send in Mission***

Pastor Robin led us in a closing devotion and prayer.

- IX. Adjournment  
Ratekin moved to adjourn. Seconded by Rowland. Motion carried.

Meeting adjourned at 8:32 PM.

Respectfully submitted,  
Jill Hyda  
WHLC Council Secretary  
January 24, 2017