

**GRACE LUTHERAN CHURCH COUNCIL MEETING MINUTES**  
**Tuesday, April 10, 2012**  
**6:30 pm**



Members Present: Carole Ryan, Christine McGraw, Vicki Braddock, Joyce Eggleston, Rachel Zippwald, Bob Eggink, Ken Beaulieu, Pastor Chris Tweitmann  
Members Absent: Jill Nugent, Jon Timmons  
Staff Present: John Heideman, Betty Wardle  
Staff Absent: Janie Andrich

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**I. Call to Order**

- a. Carole Ryan called the meeting to order at 6:40 pm

**Opening Prayer**

- a. Christine McGraw opened the meeting in prayer.

**III. Prayer Requests and Affirmations**

- a. Affirmation for the Praise team and their hard work throughout Holy Week
- b. Praise for Michele Beaulieu in Boot Camp and prayers for her athletic ability to pass her agility tests.
- c. Praise for the Adult Spiritual Formation team.
- d. Praise for John Heideman's son who is having a great H.S. baseball season.
- e. Prayers for Arlene Buss who will undergo lung cancer surgery on April 12<sup>th</sup>.
- f. Prayers for the people from Grace participating in the Israel trip April 25 — May 6
- g. Praise that John Fritsche is improving.
- h. Prayers for Kitty Fritsche, who will have heart surgery the beginning of May.
- i. Prayers for safe travel for Janie Andrich coming home from New York and Jill Nugent coming home from Minnesota.
- j. Prayers for the Timmons Family — Jon's Grandmother passed away last week.
- k. Praise for the contemplative prayer stations over Holy week.

**IV. Secretary's Report**

- a. Minutes of the March Council Meeting were approved.

**V. Acceptance of Ministry Team Minutes**

- a. Minutes were received from the Reaching Out team.
  - 1. See consent agenda item.

**VI. Treasurer's Report**

- a. March Treasurer's Report was not prepared due to the early date of the Council meeting. The report will be emailed.

**VII. School Report & Acceptance**

- a. No school report was received.

## **VIII. Approval of Consent Agenda**

- a. Reaching Out team presented a request to allow Karen Merkel to hold her 2013 World Mission Prayer League Dinner in Hope Hall. After speaking with the Good News Ministry team, who were OK with moving to the Cornerstone Room for this one Sunday, the Reaching Out team asked the Council for approval.

**Motion was presented to approve the consent agenda item. Motion was approved: 7 yes, 1 abstention.**

## **IX. Pastor's Report**

- a. Holy Week and the Lenten Season went extremely well.
- b. There were 7 people who were Baptized/Rededicated their Baptism at the Ocean Baptism on Sat. April 7<sup>th</sup>.
- c. On April 15 we will begin a sermon series on the Book of Ruth.
- d. Pastor Denise Hess and Pastor Joe will preach during the two Sundays that Pastor Chris is in Israel.
- e. "Pastor Chats" begin on April 22 and will be held in place of the Parable class once a month. They will eventually be scheduled regularly on the first Sunday of the month.
- f. Pastor Chris is preparing for Alpha, which we will do again in the fall.
- g. The Men's retreat is coming up April 20-22
- h. Beginning April 18, Pastor Joe will lead "The Good and Beautiful Community" and June Welton will lead "Invitation to the Old Testament"
- i. There was a good response to the Lenten Wednesday services. Pastor Chris will engage these topics again as a class in the future.
- j. Discussion of content presented at 3DM.

## **X. Business Administrator's Report**

- a. John Heideman presented a written report (attached)

## **XI. Old Business**

- a Budget for remaining months of this fiscal year.

Rachel Zippwald and John Heideman presented their forecast for the church budget through June 30, 2012. It was previously determined that cuts of \$20,000 needed to be made to end the fiscal year in the black. A number of cuts were presented to the council for discussion.

**A motion was made to make cuts in the current budget totaling \$22,602. The motion was approved.**

- b. Budget proposal for next fiscal year.

Rachel Zippwald presented a budget worksheet for next year. She outlined how income was estimated and discussed recommended cuts that were in the proposed budget. Each Council member was given a budget worksheet to prepare their budget recommendations and return them to Rachel. Final budget will be voted on at the May council meeting.

## **XII. New Business**

### **a. Dates/timeline for Annual Congregational Meeting**

Letter to members mailed prior to May 10 (Christine will write the letter)

May 20 — Release budget for 2012-2013

June 3 & June 5 — Cottage Meetings

June 10 — Annual Meeting 12:00pm

## **XIII. Closing Prayer**

### **a. Ken Beaulieu closed the meeting in prayer**

## **XIV. Adjournment**

### **a. Meeting was adjourned at 8:40 pm**

Next regular council meeting will be held Tuesday, May 15, 6:30 PM in Hope Hall

Respectfully Submitted,  
Christine McGraw  
Council Secretary

APPROVED

# Business Administrators Report

April 2012

John Heideman

Notes: Since it has only been 2 weeks since my last report, and I was on vacation one of those weeks, I have very little to add to what we discuss tonight.

Rachel and I have prepared a proposal for reducing the budget deficit for the remainder of this fiscal year.

**Financial:** (Treasurers report will be emailed within the next few days)

The church has ended March with an operating surplus of \$5,372.79, but after adding back in cash paid out towards the loan principle, and accrued salaries, the actual operating loss is **\$10,156**.

The school financial statement is looking favorable. As of the end of March, the operating surplus was \$ 131,403.50. While this is much better than last years' numbers at this time, it must be noted that we hope to break even the next two months, and then expect to lose \$130,000 in June. This is typical, due to drastically lower tuition revenue, while salaries and other expenses remain level.

## **Budget Schedule and Strategy:**

- *Early April:* Council approves recommended budget reductions  
*April Council Meeting / Electronic Correspondence:* First look at proposed budget
- *May:* Final Council approval on budget, and Cottage meetings.
- *June 10:* Congregational Meeting

## **Facilities:**

- Carried-over items include: sacristy painting / repairs, Cry Room, and deferred maintenance projects. The painting of the Sanctuary ceiling remains on the to-do list. I have recently spoken with Dave Nugent about the Sanctuary ceiling painting, and he feels he could get the job done inexpensively, with a large work group from the church. The group would assist with all prep taping, papering, trim work, and then an outside sprayer would come in to spray acoustic paint. We will be meeting with the painter this week.
- We (Admin team) are still gathering data for repairs and re-sealing of second floor decking.

## **Admin. / HR**

- Our Payroll Manager, Linda U. last day was March 30. She has offered to assist in training Elsa and myself in the basics of the position. I have found that there is a great amount of detail work involved in this Payroll position. I am still considering our options for filling the position (10 hours per week), or absorbing the work internally by adding Elsa back to FT.
- I continue working closely with school administration in all areas of human resources, facility planning and management, financial management, and legal compliance. The school is also making good strides in analyzing the quality of the program, and ways to convey the value being received

Projects in "the parking lot", or "on the back burner".

- Organization Charts and Job Descriptions
- Policy and Procedures (Employee and Office)

Respectively submitted,

John Heideman, Business Administrator