

# Grace Lutheran Church Council Meeting Minutes

Tuesday, January 22, 2013

6:00 pm



Elders Present: Carole Ryan, Christine McGraw, Joyce Eggleston, Jill Nugent, Rachel Zippwald, Ken Beaulieu, Jon Finch, Jon Timmons, Linda Woodbury, Pastor Chris Tweitmann

Elders Absent:

Staff Present: Janie Andrich, Jennifer Petry, Betty Wardle

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## I. Dinner/Devotions/Prayer Requests/Affirmations

- a. Pastor Chris led the council in a Devotion
- b. Prayer Requests and Affirmations were shared.

## II. Call to Order

- a. The meeting was called to order at 6:45 by Carole Ryan.
- b. Jon Timmons led the opening prayer.

## III. Council Consent Agenda

- a. Minutes of the Adult Spiritual Formation and Reaching Out teams were presented.
- b. Report of baptisms, weddings, memorial services and Pastoral care for December/January were presented. (attached)
- c. Jack Woodbury sent a request for Grace to continue to accept funds in the account created for his 2012 Nigeria mission trip. Jack will be returning to Nigeria on another mission trip in 2013.
- d. Karl Kerner requested that Grace accept funds for his daughter Jane's mission trip to Australia. The Missions Team interviewed Jane and recommended that Grace create an account to accept these funds.
- e. A proposal was presented from Signe Howes to begin a "mommy and me" class at Grace. The class would be Wednesday mornings beginning Feb. 20. It would be promoted to the congregation, MOPS and the community. Cost would be minimal and there would be no licensing requirement because the parent would stay with the child. Signe had discussed the proposal with Jon Timmons and Beth Tweitmann.

**Motion Presented to approve the Consent Agenda in its entirety.**

**Motion was Approved**

## IV. Financial Report and Acceptance

- a. Rachel Zippwald presented the November Treasurer's report. (attached)
- b. Rachel stated that the general fund was \$56,870 at the end of November and expressed concern about the low amount. Because it is now below the restricted fund balance.
- c. The church is currently under budget in spending.
- d. The school's cash balance is down from last year.
- e. Janie Andrich is working on revising the school's budget to bring expenses in line with revenue.
- f. December budget will follow.

**Treasurer's Report was accepted.**

## V. Superintendent's Report

- a. Janie Andrich presented the Superintendent's Report (attached)
- b. The preschool is continuing to add students.
- c. Jr. K — 8 enrollment is up 2 students.
- d. The school is in the process of accreditation. This process occurs every three years. The process is being headed up by a team of teachers and staff.
- e. The school has put its telecommunications grant out for bid with the objective of, among other things, improving the school's wireless internet connection to keep pace with upgrades in technology available to the students.
- f. Janie is beginning to work on next year's budget, which will include some tuition increases.
- g. Preschool teachers' hours are currently being reviewed.

**Superintendent's Report was accepted.**

## VI. Pastor's Report

- a. The "Esther" sermon series will continue for 3 more weeks.
- b. The theme for Lent is "Jesus: Son of God, Son of Man. Experiencing Covenant and Kingdom in the Flesh".
- c. The Sermon series after Easter will be Ephesians 4.
- d. Wednesday night series is currently "Just Walk Across The Room"
- e. Lenten Wednesday series will be "The Greatest Story Ever Told: How to engage the Bible. (Bible 101)
- f. Pastor Chris and the Worship Ministry team are exploring the possibility of going to one service for the entire summer with Adult Sunday School following the service.
- g. Nominating team will be meeting with Pastor Chris to discuss the timeline for nominations and other issues faces by the team in hopes of making for a smoother process this year.
- h. Pastor Chris, Ken Beaulieu and the facilities team are discussing ways in which the church campus can be reworked to better accommodate the needs of the groups that use it.
- i. Elizabeth San Filippo will be interning at Hope Lutheran beginning in February.

**Pastor's Report was accepted.**

## VII. Council Action

- a. Christine McGraw proposed that serving of alcohol be offered for wedding receptions in Hope Hall. The council is philosophically in agreement with allowing alcohol at receptions. Christine was asked to create a specific policy for the serving of alcohol. Rachel will contact our insurance agent and see what kind of liability coverage we have for this.
- b. Rachel Zippwald received clarification from our HR attorney regarding payments to sound technician for funerals and weddings. The attorney stated that it is ok for the family to contract directly for those services and so does not have to be part of our regular payroll. (attached)
- c. NALC will hold an open forum at Grace on Tuesday, Feb. 5. Anyone from churches in the area are invited to attend, and more specifically church leadership and interns.
- d. Council entered into a discussion regarding the handling of personnel issues. The "chain of command" was explained so that if an individual is approached by an employee, they will direct that employee to the correct person to handle the complaint.

- e. Monthly feature in Hearts Up featuring an Elder and highlighting their area of ministry.
  - 1. Reminder that this will be a new feature in Hearts Up.
  - 2. Christine McGraw will be first up, followed by Jill Nugent.
- f. Closed Session. The council entered into closed session to discuss HR related issues.

**VIII. Show and Tell (Who are some of the new faces at Grace?)**

- a. Council members shared information that they have learned about individuals, couples and families in our church and school community and discussed ways to connect new people in our community.

**IX. Closing Prayer**

- a. Christine McGraw closed the meeting in prayer.

**X. Adjournment**

- a. Meeting was adjourned at 8:45 pm

Respectfully Submitted,  
Christine McGraw  
Council Secretary

**Upcoming Events/Reminders:**

- |                                |                                                             |
|--------------------------------|-------------------------------------------------------------|
| <b>Ongoing:</b>                | - Disciple Bible Study: Monday evening 7 p.m. (Cornerstone) |
| <b>Jan. 23, 30 &amp; Feb 6</b> | -Just Walk Across the Room                                  |
| <b>Feb. 5 &amp; 6</b>          | -NALC Executive Committee Meeting at Grace                  |
| <b>Feb. 5</b>                  | -NALC Open Forum at Grace                                   |
| <b>Feb. 13</b>                 | -Ash Wednesday                                              |
| <b>Feb. 22-24</b>              | -Winter Camp — Jr & Sr High                                 |

## November

### Baptisms:

Canale, Michael (11/18)

Canale, Nolan (11/18)

### Weddings:

Lee Humerian/Katie Gilliland (11/10)

### Funerals:

Anderson, JoIlene (11/03) Non member

Raines, Francis (11/09) Non member

Dempsey, Bill (11/13) Member

Smith, Ruth (11/30) Member

## **December**

### Baptisms:

Spratt, James Ryciel (12/02)

### Weddings:

### Funerals:

Christine Marie Bertels (12/04) Non member

Scheibe, Margot M. (12/22) Non member

## **2013**

## **January**

### Baptisms:

### Weddings:

### Funerals:

Moulton, Suzanne P. (1/12) Non member

## **February**

### Baptisms:

### Weddings:

### Funerals:

Van Houten, Karen (2/2) Member

## **March**

### Baptisms:

### Weddings:

### Funerals:

## **April**

### Baptisms:

### Weddings:

### Funerals:

## ADULT SPIRITUAL FORMATION MINISTRY TEAM MINUTES

**Date/Time/Place:** January 8, 2013 at Grace in Pastor Chris' office

Devotions by Pastor Chris

**Present:** Pastor Chris, June Welton, Vicki Braddock and Linda Woodbury **Absent:** Gayla Totaro

### Old Business:

1. **Increase Number of Adult Learners (ongoing goal)**

- a. Numbers currently = **220\***
- b. Increase by 5% for 2012-2013 = **11 additional learners**  
Increase by 10% for 2013-2104 = **22 additional learners**

2. **Mentoring Future Team Members (ongoing challenge)**

Bob & Patty Eggink — Adult Sunday School

Kim & Karl Kerner — Women's and Men's Ministries

Judy Rinker — Prayer Ministries

Bob & Pam Vouga — Sunday morning or Midweek Offerings

3. **Fall Alpha Wrap Up — Pastor Chris & Vicki**

De-briefing meeting was held in November to discuss both the recent Alpha as well as future courses. Discussion focused on format (ie. traditional vs. campus, day away vs. weekend, small group structure, etc.) as well as the resources required to run Alpha (monetarily, time-wise and number of team members). The possibility of hosting home Alpha's was also discussed though that idea did not seem to resonate with those present. While no definitive decisions were made at that time, the earliest that another course would be considered would be Spring 2013.

At our ministry team meeting, Vicki talked about the need for ongoing prayer coverage and training of the team, especially the need to work backwards and be ready for the next Alpha should we decide to host a Spring course. Linda discussed her concern in terms of the resources needed to run Alpha and whether or not we were bearing sufficient fruit. She also posed the question that Alpha may be giving answers to questions that today's seekers are not asking and that as individuals we need to be trained to walk alongside others rather than always relying upon an organized program at a church (ie. why we're offering the "Just Walk Across the Room"). Linda is planning on talking with Debbie Graves and Pastor Chris prior to the next ASF meeting in an attempt to discern the Lord's leading.

4. **Disciple — June**

June's Monday night group is a dynamic one, with learners coming from various perspectives and engaging with not only the Disciple curriculum but also the Sunday morning sermons related to Covenant and Kingdom. Other Disciple groups continue to meet for ongoing spiritual growth and deepening of Christian Community. Linda thanked June for her ongoing leadership and commitment to Disciple ©

### New Business:

1. **Winter Term**

- a. **Adult Sunday School "Invitation & Challenge, A Deeper Look Into Discipleship"- Linda**  
Based upon the evaluations from recent Adult SS courses and the interest in many of those students to delve deeper into the Sunday morning sermon series, we'll be hosting an in-depth study on the various OT figures from Mike Breen's book of the same name.  
<See Attached Syllabus>

- b. **Midweek "Just Walk Across the Room" — Pastor Chris**  
 Pastor Chris will be presenting an adaption to the book by the same name written by Bill Hybels. Linda has been encouraging small groups to attend this 5 week course, either in addition to or instead of their regular meeting time and/or study. Format will be lecture/discussion with practical take-away's each week.
- 2. **Prayer Ministry**
  - o **Annual Prayer Retreat** — Saturday, January 12<sup>th</sup> from 8:30 am to 4:30 pm led by Georgie Rodinger & Shirley Cox in Altadena.
  - o Pastor Chris will be conducting meeting with all the current team members with regards to vision, training of additional members, etc. Meeting TBD
- 3. **Women's Ministries**  
**"The Trellis"** — sponsored by Thrivent, providing network for area women whose churches have left the ELCA; first event is Saturday, January 12<sup>th</sup>. Connie is contact person. Heidi and Rory are leading the music.
- 4. **Vicki - Cursillo**
  - a. Next Ultreya January 20<sup>th</sup> at St. John's in Hemet
  - b. **Upcoming Weekends**  
**CLE #3** (Spanish Cursillo) —January 31 — February 3, 2013  
**Team members from Grace:** Dave Boyer, Jan Stolzenburg  
**Men's** February 21-24, 2013  
**Team members from Grace:** Jan Stolzenburg  
**Women's** February 28-March 3, 2013  
**Team members from Grace:** Debbie Graves, Cynthia Galli, Rory Woodbury, Vicki Braddock, Dori Hauptmann, Jen Dalton, Jamison Flojo, Kathy Stolzenburg, Amanda Sams
  - c. **Comeback Dinner** — Thursday, March 10<sup>th</sup> at 6:30 PM in **HH**, Italian theme
- 5. Gayla has stepped down from our team. We thank her for her many years of service to our team specifically and to the wider church as a whole. May she be blessed as she blesses others especially in her service to Alpha So Cal

**Next Meeting:** Tuesday, February 12<sup>th</sup> at 6:30 PM, Pastor Chris' office

"Invitation & Challenge: A Deeper Look into Discipleship"  
Winter 2013

- January 13<sup>th</sup> : Introduction to Course/Themes and Characters — Linda Woodbury
- January 20<sup>th</sup> : Adam — June Welton
- January 27<sup>th</sup> : Abraham — Carole Ryan
- February 3<sup>rd</sup> : Monthly Q & A with Pastor Chris and/or Church Elders
- February 10<sup>th</sup> : Joseph — Linda Woodbury
- February 17<sup>th</sup> : Jacob — June Welton
- February 24<sup>th</sup> : Moses — Bob Eggink
- March 3<sup>rd</sup> : Monthly Q & A with Pastor Chris and/or Church Elders
- March 10<sup>th</sup> : Ruth — Carole Ryan
- March 17<sup>th</sup> : David, part 1 — Christine McGraw
- March 24<sup>th</sup> : David, part 2 — Christine McGraw
- March 31<sup>st</sup> – *No class* due to Easter Sunday

We're going to be delving more deeply into the themes of Covenant & Kingdom and Relationship & Responsibility as seen through various key OT figures featured in Pastor Chris' Fall 2012 Sermon Series and Mike Breen's Covenant and Kingdom. Each week while we'll be providing information about each of these characters in God's ancient narrative, the focus will be on these larger theological themes.

We'll examine how each lived out their relationship with God as their Heavenly Father and answered the call to responsibility in His Kingdom. Through icons called "life shapes" we'll be exploring core truths about discipleship, both for our own spiritual development as well as those we are called to disciple.

While we are serving in the role of your teachers, together we will be wrestling with "how the Bible is filled with characters with similar needs, stories and challenges." (Covenant & Kingdom by Mike Breen)

We look forward to what the Lord will teach us all through this time of learning, sharing and growing!

## Reaching Out Team

January 2013

Team did not meet in January due to holidays.

Good News Ministry- continues to serve 85 guests on Sunday. Feb 2 Super Bowl party is planned. Looking for food donations from volunteers. One of former guests has been volunteering in preparing meals, he led a team for first time in Jan. Warm clothing is still needed for guests during winter season, group has been receiving warm clothes, coats, blankets and occasional sleeping bags.

Kairos- in has rotated off Advisory Board. May 2-5, 2013 next Terminal Island visit, which people will be invited to attend closing on Sunday. Kairos is looking for prayer warriors for weekend visits.

Women's Ministry- 61 women attended Christmas Brunch with our own Connie Randall as speaker. Special music provided by Rory, Cindy and Marilyn.

Mercy Ministries- Christmas giving tree was once again a huge success. 20 families were adopted by Grace members- 6 from Project Self-Sufficiency and 14 from L.S.S.

OC Care Connection- The number of visits was increased during the last few months of 2012. Bus has been a huge help in transporting residents to Grace. Board will be meeting in in to plan activities for 2013.

Missions Team- Is recommending we support Jane Kerner on her training mission. Team is requesting that Missions Corner restart in Hearts Up. Joyce to follow up with Betty.

Next Meeting will be held first Tuesday in Feb.



## ***Treasurer's Report for Month ending November 2012***

<i>Church Balance Sheet</i>	2012	2011
Church General Fund balance	\$ 56,870.30	\$ 71,880.61
Church Payroll Fund balance	\$ 371.50	\$ 371.51
Petty Cash	\$ 400.00	\$ 400.00
Restricted Fund balance	\$ 63,386.58	\$ 80,356.96
<b>Total in all church accounts</b>	<b>\$ 123,028.38</b>	<b>\$ 153,009.08</b>

Real Estate loan balance	\$ 480,686.47	\$ 492,529.10
Foundation balance	\$ 64,136.85	\$ 58,756.87

<i>Church Income Statement</i>	YTD 2012	Budget 2012	YTD 2011	Budget 2011
Total Giving/Program Income	\$ 368,772.74	\$ 369,266.65	\$ 387,833.59	\$ 436,129.03
Total Expenses	\$ 385,121.43	\$ 405,144.79	\$ 430,616.72	\$ 472,530.62
Loan/Principal reduction*	\$ 4,592.97	\$ n/a	\$ 4,306.12	\$ n/a
<b>Total net gain/loss</b>	<b>\$ (20,941.66)</b>	<b>\$ (35,878.14)</b>	<b>\$ (47,089.25)</b>	<b>\$ (36,401.59)</b>

\*the principal reduction to the loan is included in the budget figures, but in order to follow generally accepted accounting principles, it cannot be expensed in the YTD Peachtree expense figures. Therefore, it will show up as a separate reduction to the Peachtree report. Monthly P&I payment is \$3,509.11.

The church balance sheet continues to show a need to increase cash. This is the first month that the restricted account exceeded the general fund account.

General offerings for YTD 2012 are below budget for the year (short by \$12,139.90 for the year). For the month of November, offerings were \$5,434.35 short (budgeted \$72,000 but received only \$66,565.65). The saving grace for the budget is that expenses are approximately \$15,000 less than expected. The major savings in the budget are payroll which is \$10,000 under budgeted expenses and facilities which is \$6,000 under budgeted expenses. While the projected loss is not as much as expected, the concern is the giving trend if it stays down. We have done a much better job this year in projecting income and keeping our less half of what it was at the same time last year. The church relies on December (for the "extra giving" at Christmas) and March or April (for the "extra giving" at Easter) to help the annual budget.

<i>School Balance Sheet</i>	2012	2011
School General Fund balance	\$ 82,354.01	\$154,365.68
Restricted Fund balance	0.00	\$ 351.65
PTF Fund balance	\$ 42,468.77	14,442.84
<b>Total cash in all school accounts</b>	<b>\$ 124,822.78</b>	<b>\$ 167,464.69</b>

<i>School Income Statement</i>	YTD 2012	Budget 2012	YTD 2011	Budget 2011
Total Revenue	\$ 989,691.59	\$1,015,529.95	\$1,044,791.27	\$1,236,701.92
Total Expenses	\$ 998,738.00	\$ 966,124.64	\$1,065,877.82	\$1,222,665.52
<b>Total net gain/loss</b>	<b>\$ (9,046.41)</b>	<b>\$ 49,405.31</b>	<b>\$ (21,086.55)</b>	<b>\$ 14,036.40</b>

The cash position of the school continues to drop. Deferred tuition (prepaid for the year) is \$133,046.69 against cash in the bank of \$82,354.01 — a \$50,000 negative sign which means the school is using cash for future operations to fund current operations. This is why the school needs to focus on building cash reserves — always a difficulty in a recession — but they must continue efforts to build cash. As an illustration of how much cash is enough, an adequate cash position would be \$150,000 after all deferrals and would mean cash in the bank of \$288,000 as of 11/30/12.

*Comments to School balance sheet and income statement:*

The school's loss is not as great as it was this time last year, but the swing against the budget YTD is greater this time than last year. This year the school is approximately \$40,000 less than budgeted income while last year the school was approximately \$35,000 less than budgeted income. Janie is working on a revised budget that will more accurately forecast income and expenses. The greatest expense this year was the approximately \$30,000 in employee costs to merge the two preschools into one.

- Operational income is down by \$10,000 and is centered in \$2,300 shortfall in field trips - summer preschool; \$600 in field trips school; \$1,100 in field trips preschool; \$2,000 in uniform deposits; \$3,000 in school events; and \$1,100 in Scrip.
- Registration fees are down by \$5,500 and the shortfall is centered primarily in a \$6,000 shortage in preschool registration and \$3,000 in school registration. Athletics registrations are above projected budget by \$4,600.
- Tuition is down \$15,500 and consists of the following: \$5,500 short in Rec Club and \$13,400 short in Summer Club; scholarships are \$13,000 more than budgeted but school tuition is \$20,000 over. Preschool tuition is over budget by nearly \$10,000 but Summer Preschool tuition was \$12,600 short.
- Administration expenses are under budget by almost \$8,000 while Facilities expenses are over budget by \$2,500 and Utilities expenses are over budget by \$600.
- Operational expenses are over budget by \$9,000 and are centered in a \$3,000 overage in curriculum, \$2,500 in PE, \$1,200 in Rec Club expenses, \$5,500 in Summer Club expenses, \$1,400 in field trips - summer preschool, and \$1,900 in school uniforms. Other lines have less than budgeted expenses so that's how the overall operational expenses are over budget by \$9,000.
- Employer paid benefits is under budget by approximately \$3,000. Salaries are over budget by \$30,000. The salary overage is centered in \$3,600 in Rec Club aides, \$20,000 Summer Club Aides and \$38,000 in summer preschool teachers and aides. It is partially offset by reductions in \$5,500 in preschool admin, \$6,000 in preschool teachers and aides, \$5,200 in school admin, and \$10,000 in school teachers and aides. Other salary expenses are over budget by \$2,000 which is centered in \$1,200 in worker's comp and \$1,700 in long term disability costs.

With net income being \$40,000 less than expected, steps need to be taken now to start reducing expenses as well as growing income. The first steps to be taken are cuts to staff, and those have already started. The school admin has already converted to 11 months per year rather than 12 months per year. Just recently the School Superintendent has cut her days of work from 5 to 3 days per week, and the Rec Club director has cut back her days of work from 5 to 4. Janie has re-worked the budget as of mid-December and those numbers need to be input into the new budget figures for the year. A thorough analysis of the remaining budget year is being worked on to determine just where the year will end. Additional cuts will need to be reviewed to make sure the school ends up breaking even by June 2013.



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GLS Superintendent's Report to *Council*  
January 2013

*GLS School Calendar*

- ✓ January 18 Priority Registration Begins
- ✓ January 28 Martin Luther King Observed- no school
- ✓ January 24 JK ca. Kindergarten Test Results
- ✓ January 25 PBIS Monthly Assembly
- ✓ January 28 Open Registration Begins
- ✓ January 27-Feb 1 National Lutheran Schools Week Observed
  - o Bring can goods and coats all week
  - o Spirit Days: Monday-Mustache, Tuesday- Sports Jersey, Wednesday- Nerd Day, Thursday- Western Day, Friday- Crazy Hair/Hat Day
- ✓ January 30-Feb 1 5th Grade Astro Camp
- ✓ February 4 Valentine Candy Grams for Sale
- ✓ February 8 Primary Disco 3:30-5:00/ Middle School Valentine Dance 6:30-9:30
- ✓ February 11 Lincoln's Birthday Observed- no school

*Preschool*

Classroom totals attendance is a total of 120 individual students

12/11/2012

	Monday	Tuesday	Wednesday	Thursday	Friday	Totals
Part Time	32	32	38	36	30	168
Full Time	44	50	53	47	49	243
Total Day	76	82	91	83	79	411

Licensed for 114 - Maximum capacity per day is 114 (White 18, Ruby 18, Navy 18, Violet 30, Lime 30)

Classroom totals registration is a total of 126 individual students

01/19/2013

	Monday	Tuesday	Wednesday	Thursday	Friday	Totals
Part Time	34	33	41	36	36	180
Full Time	47	53	55	53	47	255
Total Day	81	86	96	89	83	435

Licensed for 114 - Maximum capacity per day is 114 (White 18, Ruby 18, Navy 18, Violet 30, Lime 30)

*1K - 8<sup>th</sup> Grade Enrollment*

12/11/2012

Classroom totals Jk-8th

Grade Students

Jr. K	34
K	25
1st	26
2nd	24
3rd	21
4th	16
5th	24
6th	12
7th	25
8th	18
Totals	224

01/18/2012

Classroom totals Jk-8th

Grade Students

Jr. K	34
K	25
1st	26
2nd	24
3rd	21
4th	16
5th	25
6th	13
7th	25
8th	18
Totals	226

## This and That

- Preschool enrollment continues to increase, 6 additional students
- JK-8 enrollment has added 3 additional students, 1 in JK, 1 in 5<sup>th</sup> and 1 in 6<sup>th</sup> grade. We also lost a JK student when they moved out of the area.
- Our WASC accreditation 6-year complete self-study process has begun. Cathy Stoll and Jean Nosco are serving as self-study chairs; the leadership team also consists of Jennifer Petry, Lynn Angeles, and me. We are currently working on the first two chapters of the five chapters self study and will complete chapters 1-4 prior to the end of the school year. We will finalize chapter 5, the action plan in the fall and prepare for a spring 2014 visit.
- Steve is in the process of putting our telecommunications grant out for bid, we have to do this every three years. We are looking to reduce costs and at the same time increase our connection speed and upgrade Wi-Fi to accommodate student use of the Internet. Because of the cost we are looking to transition internet access with 5<sup>th</sup> - 8<sup>th</sup> grade next fall.
- Last week we had intermittent water quality issues at school related to slight discoloration (yellow tint) of the water. Working with the school district and the city, Steve quickly determined that the discoloration was not a concern to the health of our students and the issue was resolved.
- Re-registration began on Friday, January 18 with priority registration (current students). Open enrollment begins on Community Preview Day, Sunday, January 28<sup>th</sup>. Tuition rates for preschool - 5<sup>th</sup> grade reflect a 7% increase and 6<sup>th</sup>-8<sup>th</sup> represent a 5% increase. Last year we began the process of aligning 6<sup>th</sup>-8<sup>th</sup> tuition with the JK-5<sup>th</sup> tuition.
- The beginning steps of budgeting for the 2013-2014 school year are in process. We are planning on continuing the pay matrix increases for the JK-8 staff, eliminating the superintendent position, returning the school salaried administrative positions to 12 months and restructuring the preschool teacher positions to allow for lead teachers and assistant teachers to align with appropriate pay levels. We will be bringing a formal proposal to the council for approval by May of this year.
- My priorities for the remainder of the school year include mentoring the administrative team to ensure they are prepared for leadership when I am gone, accreditation, 2013-2014 budget, and preschool staffing adjustments (duties/matrix), and staffing for fall. Working only 3 days per week will make this task challenging, but I am confident the administrative team will be ready for the transition.

Exchange between Rachel Zippwald and our HR Attorney Re: funerals and weddings

We periodically hold a special service event (wedding or a funeral) at the church where we have a Grace employee (Lee) work the soundboard for the service. Lee does the sound for our regular Sunday worship services. In the past the family has paid Lee directly for his work. That fee is approximately \$75. My concern is that we have an employee doing their regular job for a not regularly scheduled service. When Lee is not available, we have two other employees who can step in. While it is not their primary job, they are paid in the same way (direct from the family). Is that an acceptable practice?

***believe so. I suggest you have a form (contract) spells out the costs for the soundboard and the minister which says optional—paid separately directly to minister; soundboard technician. Then the family is hiring that person and responsible for payment.***

The church has viewed it as a family paid honorarium, similar to how pastors are compensated when they do a wedding.

***Understanding that this is an employee, are you concerned about overtime? Does this person work that many hours--over 8 hours/day or over 40 hours/week? Otherwise, you can have different pay rate for different jobs and handle it as an employee and the family pays the church. I hope I have not confused you. Please call if you have questions.***