**Advent Lutheran Church – Church Council Meeting – November 15, 2023 Minutes**

**Present – Voting (n=10)**: Dorothy Clementson, Pastor Danielle Miller, Mary Jordan Samuel, Carolyn Riehl, Kathleen Matson, Bree Vandenberg, Laura O’Keefe, Dorothy Trigg, Amanda Garcia-Harris, Hans Kriefall

**Present – Not Voting** **(n=1):** Vicar Hayley Moe

**Not Present – Excused** **(n=1):** Damaris Maclean

**Opening Reflection & Prayer**

Dorothy C opened us in prayer.

1. **Consent Agenda**

* Pastor’s Report
  + Pastor Danielle met with Hadar, an organization who is renting space from the synagogue moving across the street, who are looking for ways to plug in to the community. The conversation started around food ministry, but also discussed 20s/30s ministry, music, and interfaith worship.
* October Minutes
* October Financial Reports
  + Hans asked to confirm that we will pledge 10% to the synod rather than the full amount currently in the budget. Dorothy T confirmed this was what was discussed in the 2023 annual meeting.
  + One of the areas we are behind in income is grants, and Dorothy T shared that the food ministry administrative grant came in late November/early December last year based on the December 2022 meeting minutes.

**Action** ***(Motioned, Seconded, Approved)*:** The Council voted to approve the consent agenda.

1. **Constitution Update**

Mary Jordan shared a memo detailing some language decisions that needed to be made as part of the constitutional update process. We discussed adding a timeframe to the section about “periodically” reviewing a mission statement and decided to leave exact timing out of the constitution to leave room to review as needed rather than a set timeframe.

Pastor Danielle clarified the new language being used – “Minister of Word and Service” which is what we know as an ELCA Deacon and “Minister of Word and Sacrament” which is what we know as an ELCA Pastor. We are going to add that clarification in parentheses at the first mention in the constitution.

We decided to continue having Council officers elected by the Council instead of the Congregation, and that Council members would be referred to as the board of directors rather than the board of trustees.

We determined that call committees should have 5 members instead of 6, and nominating committees should have 3 members. This way these voting committees cannot have tied votes.

We also discussed the section of the ELCA template constitution that states “applications for confirmed membership shall be submitted to and shall require the approval of the Congregation Council.” While the Council does want to have more deliberate information about new members joining, beyond sharing in the Pastor’s Report which is our current system, we don’t believe the Council needs to or should be in the role of approving (or potentially denying) membership to the congregation. We will change this language to keep the spirit of the section but makes it more welcoming and in line with how Advent functions: “The Congregation Council shall receive and acknowledge all applications for confirmed membership, with the intention of welcoming new members to the congregation.”

Any final comments from Council should be shared with Mary Jordan by Friday, December 1. She will share an updated & finalized version for Council approval in the December meeting, ahead of sharing it with the congregation for approval at the annual meeting in January.

Thank you Mary Jordan for your work here!

1. **Budget Team Update**

The budget process is informative, and currently includes Hans, Linda Kelly, and Pastor Danielle. We’d like to include another member of Council to be part of this team. It would involve 2 in-person (ideally) meetings between now and mid-December ahead of the next Council meeting. Carolyn Riehl volunteered. Thank you Carolyn and the whole budget team!

1. **Music Mondays Grant Request**

Julie Bruskin has been invited to sit on the Board of the recently established Andromeda Foundation. This is a family foundation set up by a member of Julie's family. Julie has offered to submit a request to the Andromeda Foundation for a grant in support of Music Mondays. One of the main purposes of the Andromeda Foundation is to support the performance of live, quality music in communities. This purpose aligns with Advent's commitment to serve the community by providing free, inspirational concerts. Julie's request to Andromeda may result in a grant, or in an invitation to submit a full proposal.

Music Mondays requests approval to submit an application to Andromeda, if we are invited to do so. It is possible that Andromeda will award funds to Music Mondays without our needing to apply.

**Action** ***(Motioned, Seconded, Approved)*:** The Council voted to approve & support Music Mondays’ request to apply for a grant from the Andromeda Foundation.

1. **Giving Team assistance**

The Giving Team has asked for Council members’ help in following up with calls or emails to encourage members who haven’t pledged yet to do so. If everybody volunteers it should be 2-3 calls per person. If anyone is not willing or able to assist with this, please send Dorothy C an email. Otherwise, the giving team will divvy up names to call folks in early December.

1. **Property Update**

The property team is planning for the need for winter snow removal, which was also mentioned in the pastor’s report. There is a proposed internal procedure that the property team wants to run by personnel. We will either adopt that procedure for Advent staff/volunteers to handle snow shoveling, or we’ll pay a company ad hoc to shovel. It was asked if we have a snowblower, and noted that we do but it’s currently broken. We said that if we keep this process internal, we’ll want to invest in a snowblower.

The property team got a proposal from a roofer for repairs for the south side, and they hope to have the rest of the roof fixed soon to fix the remaining leaks. This would be paid from the deferred building maintenance fund, and hoping to have the work started in Q1.

The property team is also reviewing HVAC proposals. They have 2 proposals they are reviewing and are leaning towards the less expensive one from the team that did the HVAC for our elevator room.

They do not have proposals to review currently, but hope to bring them to Council soon.

Pastor Danielle just learned about a new program that could help us get a cash rebate for HVAC work.

Thank you to the property team for shepherding our building!

1. **Nominating Committee update**

The committee have 2 confirmed people who would like to join Council. There is another maybe and another request currently out.

There was discussion around other potential names. The nominating committee is still in process, but they are looking to put a Council together and how we create networks of leaders both inside and outside of the Council. It was also noted that we need strong leadership within Council, and are currently low on leaders who have dedicated time and energy.

What is the official process? Do we have the nominating committee submit a non-competitive slate and the congregation basically ratifies? We haven’t had a competitive slate in most years because it can be hard enough to find people willing to serve.

The nominating committee will continue their discussion and bring a final report to Council in December ahead of the congregational meeting.

Thank you to the nominating committee for their work up to this point!

1. **Associate Pastor Call Update**

Dorothy T shared that she is going to start recruiting a call committee in the next few weeks, looking especially for a 20s/30s member, a parent, and 2 other members. We are going to hold an informational meeting on December 17 with the congregation to share the goal of calling an associate pastor, including initial thoughts around funding and what we’re looking for in an associate. We will be clear that we are planning to call an associate pastor overall, but there is a hope that it could be Hayley pending the completion of her candidacy process and other procedural steps. It would initially be a 3-year call with the possibility of extension, in the hopes that at that point it could be a self-funding position.

1. **Upcoming Meetings**
   1. December 13 at 7pm – hybrid NOTE: One week early
   2. Please complete the Hospitality Audit ([Digital](https://drive.google.com/file/d/1N6SHnrB0a-sex-fUqcwWIZh0xE6A1oqK/view?usp=drive_link) / [Print](https://drive.google.com/file/d/1l5QdcWgA0rik3b887jB3OsACdy-Nqo4d/view?usp=drive_link))

**Adjournment — Closing Prayer**

Pastor Danielle closed the meeting in prayer.