**Advent Lutheran Church – Church Council Meeting – December 19, 2018 Minutes**

**Present – Voting (n=11)**: Pastor Danielle Miller, Pastor Gary Mills, David Richards, Michael Hammett, Charles Miller, Miriam Sitz Grebey, Jon Dohlin, Norma Martin, Juan Minier, Bayardo Peralta, Bree Vandenburg

**Present – Not Voting** **(n=2):** Deanne Walters, Kevin Bowen

**Not Present – Excused** **(n=2)**: Blessing Tawengwa

1. **Call to Order**

Pastor Gary opened the meeting in prayer.

1. **Consent Agenda**

The Church Council accepted the consent agenda consisting of meeting minutes, staff reports, and financial statements.

* **Pastor’s Report** — Details pastoral concerns and provides updates about ministry, administrative, building, scheduling and other items.
* **Meeting Minutes** — Notes from the November Council meetings.
* **Latino Ministry Report** – Provides updates about the Latino ministry.
* **Communications and Youth Ministry Report** – Provides updates about communications and outreach efforts and youth activities.
* **Financial Report** — Statement of Activities.

**Action** ***(Motioned, Seconded, Approved)*:** The Church Council voted to accept all items of the consent agenda as indicated above.

1. **Strategic Discussions: Presentations, Feedback, and Actions**

**Draft Budget Review.**

Pastor Charles Miller led the Council through a discussion of the draft budget for 2019, noting that this budget as presented now is still a work in progress. The draft we are reviewing does not yet include the final results of 2018 and will be refined before it is recommended to the Congregation in January.

Also, Pastors Danielle Miller and Gary Mills reported to the Council some successful grant applications: $18K for hunger ministries, and $27K from the ELCA and the Metro New York Synod for our Latino ministries (with the potential for an additional $3K). Pastor Charles Miller noted that these two grants are not included in the draft budget.

Notes Incomes in the Draft Budget:

* General, non-designated income (weekly envelope and plate offerings): The Budget Committee recommends raising this budget line from $400K in 2018 to $410K in 2019—a reasonable yet challenging goal. This number will be refined in prior to the final version of the budget in January based on commitments received.
* Designated contributions: Music Mondays and Food Ministries are now included as budget lines, with incomes and expenses equal to one another.
* Draws from restricted funds:
  + The Budget Committee recommends the draw from the parsonage fund remain the same, at $50,000,which is a true amount based on costs and appropriate use of the fund.
  + As the Council indicated to the Congregation, the draw from the Mission Fund will be reduced by $5K each year, making the 2019 draw equal to $45K
* Space sharing: Based on Advent’s success in securing space sharers, the Budget Committee recommends increasing this budget line from $60K to $63K.
* The total budgeted revenue (not including the two new grants, which were not included in this draft budget) equals $666,300

Notes on Expenses in the Draft Budget:

* Mission Support giving remains over 10%
* Recurring donations to the Lutheran Counseling Center ($1000 annually), LMHE/LaMP ($2100 annually), El Salvador sister church program ($600), and the Emmaus Collective ($600) that were previously budgeted within Other Benevolence have been moved to a new budget section called Social Justice
* The Budget Committee recommends increasing Advent staff salaries by 2.8%, and also making available an additional $4,300 for additional staff compensation (bonuses) to be applied at the Pastors’ discretion
* The 2019 budget for salaries also must take into account approximately one month of overlap between Pastor Gary Mills and a new yet-to-be-called pastor.
* As mentioned in the Incomes discussion, the budget lines for Music Mondays and Food Programs (in the Adult Programs/Expenses section of this draft budget) will equal the income lines for those ministries. While these lines will be a wash, having them formally captured in Advent’s budget enables our financial documents to reflect our mission and ministry focus.

**Update from Vision Committee.**

David Richards expressed his gratitude to the Vision Committee for its dedicated and energetic work.

Jon Dohlin reported that the Committee, which he leads with Kevin Bowen and Dorothy Trigg, has met weekly and grown to include Adolfo Ramirez, Jenny Ingram, and Ellie Sudbrock, and expects to add several more members.

This group has identified four steps for the visioning process: Gathering, Listening, Distilling, and Empowering.

Their goal for the Congregational Meeting—the first major step in the visioning effort—is to gather 150 members (that is, 70% of worshipping and giving members), with 33% of those participants coming from Advent’s Spanish-speaking community.

Outreach about the meeting (such as speaking at services during Mission Moments; disseminating information in e-letters, bulletins, on the website, etc) is a major focus for this group right now, which is aiming to make everyone in the Congregation feel that they have received a personal invitation to be a part of the process. The Committee has also asked 25 leaders in the congregation to make 10 calls each, inviting people to attend the meeting. They have also provided a script to help facilitate those conversations.

Kevin Bowen discussed the four guiding principles, which will serve as the standard for the Committee, the process, and the resulting vision and mission:

1. Gospel Inspired
2. Collectively Owned
3. Actionable
4. Aspirational

**Approval of Scholarships**

Pastor Danielle Miller informed the Council of the Scholarship Committee’s recommendation to disburse the remaining $2,322 in the fund to 5 people: Ryan Kelly, Sojourner Travis, Alexandra Mann, Jessica Gugulski and Nicole Gugulski. After this final disbursement, the fund will be closed.

The Pastors, Council, and Scholarship are grateful for the generosity of the donor.

The Council agreed to disburse the remaining funds as recommended, then close the fund.

**Action** ***(Motioned, Seconded, Approved)*:** The Church Council voted to disburse the remaining funds as recommended, then close the fund.

**Approval of Ministry Site Profile**

The Council agreed to approve the Ministry Site Profile as presented.

**Action** ***(Motioned, Seconded, Approved)*:** The Church Council voted to approve the Ministry Site Profile as presented.

**Invitation to Stewardship**

The Pastors reminded the Council members to submit their pledges, since we lead by example, to encourage others to submit theirs.

**Authorized Signers for Checks**

According to Advent’s policies, up to five people may be authorized to sign checks, and two signatures are required on al checks. Pastor Charles Miller reported the recommendation that these five individuals be listed as authorized signers: Carla Soraide, Pastor Tom Taylor, Hans Kreifall, Charles Miller, Deanne Walters.

The Council agreed to approve the signatories as presented.

**Action** ***(Motioned, Seconded, Approved)*:** The Church Council voted to approve the signatories as recommended.

**Annual Meeting Check In/Review**

Pastor Danielle Miller informed the Council that Annual Meeting reports are due Monday, January 7. The Presentation meetings will 1/13 (Ministry) and 1/20 (Finance), then the Annual Meeting (1/27).

**Action** ***(Motioned, Seconded, Approved)*:** The Church Council voted to affirm the Pastors’ plan to lead the church into membership with the Emmaus Collective.

**Market Research Report**

Kevin Bowen informed the Council about a new report from the Communications internship program, which is focused on making Advent more inclusive. This program began in the fall with a market research project aimed at getting a sense of the community’s perception about Advent. This effort included actions such as conducting surveys and engaging in an exercise that asked the interns to think deeply about the experience of others upon entering Advent. The program will continue in the spring. The Pastors and Council commended this ministry for its good work.

1. **Next Meeting**

The next Council meeting will take place on **Wednesday, January 16, 2019 at 7 p.m.** Bayardo Peralta will lead the devotional.

* **Adjournment — Closing Prayer.**

David Richards closed the meeting in prayer.

***Respectfully submitted by M. Sitz Grebey, 12/20/18***