

TLC Church Council Meeting – July 14, 2020
Transfiguration Lutheran Church

Attendees:

Staff: Pastor Arthur Murray

Council: Steve Jorschumb, Allison Lindman, Steve Mattson, Jerry Olson, Gretchen Schroeder, Sandy Stooke, Becky Woll

Regrets: Melinda Chau, Dan Ekholm

Devotions: Allison Lindman

Call to order: The meeting was called to order at 6:44 pm.

Approval of Agenda: Motion by Becky Woll with second by Gretchen Schroeder to approve the agenda with additions. Motion carried and approved.

Review and Approval of Minutes: Gretchen Schroeder

Motion by Sandy Stooke with second by Steve Mattson to approve the June Council meeting minutes. Motion carried and approved.

Financial Report: Jerry Olson

- General Fund receipts for June 2020 totaled \$39,209, which is a significant drop from previous months. Disbursements totaled \$56,631, resulting in a deficit of \$17,422 for the month. The YTD balance is a deficit of \$28,313. Chip Smith will be sending out a letter in August with a financial update.
- Capital campaign receipts totaled \$11,659 with expenditures of \$15,262. The June deficit is \$3,603, and the YTD surplus is \$5,834. There remains a surplus of \$16,086 for the entire campaign to date. A report on the capital campaign will be going out in July.
- PPP loan dollars will be used by the end of July. Loan money has been moved into the account.
- Motion by Sandy Stooke with second by Becky Woll to approve the June financial report. Motion carried and approved.
- TLC extended our line of credit with Thrivent for another 3 years.

Pastor's Reports: Pastor Arthur Murray

My Status

After quarantining again for the past week, we received news on Monday that my mother-in-law tested negative for the virus. Thanks be to God! Continued prayers requested for her as we don't know now what is the cause of her severe symptoms.

Re-Opening

- Pete Erickson, Interim Youth and Family Minister and Jeanine Brown, Strategic Planning Chair are co-leads of our Covid Response Team. They are presenting the project charter at this

meeting. I am very grateful for their leadership and for the good representation of staff and lay people on the team.

Staff Transitions

- Pete Erickson is leading the Transition Team for Youth and Family Ministry. Again, I feel we have a really good team in place and that this work is progressing well. Attached to my report is an outline of the plan to cover for Renee’s responsibilities in the short term, along with some guesses as to what the long term may look like. See attachment.

Renee’s Retirement

- We will celebrate Renee on July 26. She will preach and assist in on-line worship. Following will be a parking lot reception beginning at 11:30. Council representation at both will be appreciated. See TLC Weekly for ways to help celebrate (cards, messages etc.) A team is meeting to plan for the farewell.

Financial

- I have been working closely with the Financial Team along with the Capital Campaign Team and the Stewardship Team. Karen Bonertz has provided invaluable assistance in tracking past and upcoming staff transitions and assessing the financial impact of each. See below.

Staffing Changes		
Extend Renee	11,912	2 Months salary & benefits & 6 months Pension
Increase Pete to 20 hours (+8) on July 1st	12,300	Administration including COVID transition
Changes to Operating Budget	24,212	
Staffing Changes that are in budget		
Pete to 25 hours (+5) August 1st	5,000	Ministry (capital budget)
Grace increase to 30 (+10) hours June 1st	2,153	Visitation (capital budget)
Nancy - accountant starts Aug 1	4,500	In Operating budget

Financial Administrator

- Sue Brickley continues to work closely with Michelle Reber and Jerry Olson to keep our accounts on track. Nancy Waldack is scheduled to take over as Financial Administrator a/o August 1.

Phone Call Ministry

- Marilyn continues to manage our phone calling ministry and follows up with many of our vulnerable folks.

Worship

- We have now offered two drive-in services. Both were blessed with spectacular weather. Our next drive-in service will be August 9.

Youth and Family

- Pete Erickson along with Sandy Stooke and other parent leaders are continuing to offer ways to stay in touch for TLC Youth throughout the summer.
- Jake Pernsteiner and Solveig Orngard are leading our next BWCA trip Aug 4-8. Ages 7th grade and up.

Synod

- Many thanks to the Synod office for the two online worship offerings of May 24 and July 5. They provided staff (particularly Av/V and music) with a much needed break.

Racial Justice Organizing in Bloomington

- TLC clergy joined with 20 other Bloomington clergy to sign a letter to City of Bloomington leadership requesting police reform in Bloomington.
- Plans are progressing led by the TLC Racial Justice, Mission and Outreach and Welcoming Diversity Teams to work with Pastor John Nelson, the Bloomington PD (Caitlin Gokey), the City (Racial Equity Coordinator (Faith Jackson) and the School District to bring the Hopkins Race and Equity Initiative model to Bloomington. Meeting this Thursday.

A request was made to include Pastor Ed in the Pastors Report. Steve Jorschumb to make that request to Pastor Ed.

Old Business:

- **PPP Loan Update:** Steve Jorschumb
 - Timeframe to use funds has been extended from 8 weeks to 24 weeks.
 - The bank is currently putting together the online application for loan forgiveness.

New Business:

- **Youth Room Proposal:** Youth Peer Ministers
 - Members of the peer ministry group presented standard, advanced, and grand improvement options to update the youth room.
 - Suggestions were made to look at the Foundation, Memorials, Thrivent matching, donation/Amazon wish list as sources of funding for the improvements.
 - Allison Lindman and Gretchen Schroeder offered to be liaisons for this effort.
 - Motion by Becky Woll with second by Allison Lindman to support the concept of revamping the youth room to make it more inviting, pending approval to work in the space safely. Motion carried and approved.
- **Covid-19 Response Team: Approve Charter:** Pete Erickson and Jeanine Brown
 - The charter for the Covid-19 Response Team was presented.
 - The team will establish the process for opening and keeping our community safe.
 - The charter contains more prescriptive guidelines and responsibilities. It also includes a communications piece. Worship will be used for the baseline process.
 - Team is responsible for 3 steps: preparing the church to reopen; train, implement and manage the re-opening plan; back to full operations or pause.

- Motion by Becky Woll with second by Sandy Stooke to approve the charter. Motion carried and approved.

Next Meeting Date: August 11, 2020

Devotions: Becky Woll

Adjourn: Motion to adjourn by Becky Woll with second by Allison Lindman. Motion carried and approved. Meeting adjourned at 8:22 pm.

Transition Plan for Renee's Areas of Ministry

- I. Short Term/Interim/Covid-time
- II. Long Term/ New Hires/Post-Covid

Short Term (Interim/Covid Time)

Primary Responsibilities - Staff

Pete Erickson – Interim Youth and Family Minister

- Sunday School
- Milestone Ministry
- ELC Chapel

Grace Pardun Alworth – Intern Pastor

- Adult Faith Formation (Wed Night Bible Study)
- At-home Worship Resources (Covid specific-not online)
- Liturgical Themes (Advent/Lent) (with Rob Reid)

Pastor Arthur

- ELC Board
- ELC Liaison
- ELC Chapel

Rob Reid – Director of Music

- ELC Chapel
- Scheduling of Baptisms
- Children's Choir Liaison

Marilyn Erickson – Care Coordinator

- Database maintenance
- Database access for lay leaders
- Library Team (with Karen Wenge)

Michelle Reber – Church Administrator

- Outdoor service usher notification
- Property Committee liaison

Brad Nolte – TLC Media

- Communications

All Staff

- Building clean up, Welcoming Presence, Communicator, Filling Gaps, Noticing areas of need, Pastoral Care

Lay Leadership

- Janice Milford – Small Group Coordinator (Staff Liaison – Marilyn/Arthur/Michelle)
- John Lindell – Leadership Team (Staff Liaison – Arthur)
- Karen Wenge – ELC
- Sharon Knuth – Environmental Team
- Steve Jorschumb/Dave Dickson - Drive-In Service Ushering
- Sandy Mullen – Fourth Sunday Forums/Welcoming Diversity

Long Term/ New Hires/Post-Covid

(As related to Renee's responsibilities only, not comprehensive job descriptions)

Half-time Office Support – New Hire

- Database maintenance
- Records maintenance
- Building Oversight
- Narthex displays (with Communications)
- Event coordination

Youth and Family Transition – New Hire(s)

- Sunday School
- Milestone Ministry
- Vacation Bible School
- Daily ELC connection
- Nursery Oversight
- ELC Chapel & Good Friday Service
- Maintain Records
- Maintain Database
- Childcare Coordinator
- Coordinate with Communications
- ELC Board (if full-time/pastor/deacon)

Meetings Needed to Coordinate Transition

- Renee-Grace
- Renee-Pete
- Pete-Karen W. (Confirmation relating to 4th-6th grade program)
- Renee-Janice