

Galilee Evangelical Lutheran Church
Minutes of Congregational Council Meeting
November 10, 2011

Attendance:

Council members present: Pastor Ralph Baumgartner, Karen Groebner, Steve Groebner, Lorrie Hayne, Joan Jarombek, Mary Lanoux, Ron Peterson, Dan Simundson and Abe Watson. Council members absent: Paula Brown, Elaine Mundt and Carl Nelson.

President Ron Peterson called the meeting to order at 7:00 p.m.

Minutes of the October 13th, 2011 Council Meeting:

The Minutes of the October 13th council meeting were reviewed. Upon a motion by Karen and a second by Dan, the council approved the October minutes.

Pastor's Report:

Ralph distributed a report of his activities in October; a copy of his report is attached as Exhibit A. Tom DeHaven has talked to Ralph about purchasing a tree to be planted on the Church grounds in memory of Tony, Jace and Jersey DeHaven. Ralph will refer Tom DeHaven to the property committee for completing this request in the Spring of 2012.

Financial Secretary's Report:

Mary presented the Financial Secretary's Report for the month of October 2011. The regular (pledged and loose) offering was \$101.00 below the budget for the month of October and \$3,852.47 below budget for the year-to-date period. Total offering for the ten months ended October 31, 2011 was right on the budgeted levels.

Treasurer's Report:

Steve presented the Treasurer's Reports for October 2011. For the month, the general fund offering was \$14,395.00 \$308 over the budgeted amounts. Total general fund expenses were approximately \$14,184 or \$1,338 over the budget. After the impact of transfers to other funds, total general fund income exceeded expenses by \$545. For the year-to-date period, expenses exceeded income by \$1,729. The Council also reviewed the designated fund balances.

After discussion and upon motion by Joan and a second by Karen, the council approved the Financial Secretary's Report, the Treasurer's Reports.

Lorrie asked what the total pledges received to date for the Capital Fund Drive? The pledges for the Capital Fund Drive are \$14,400. This fund drive was for 15 months beginning October 2011 and ending on December 31, 2012. The congregation will be notified on a monthly basis on receipts for the Capital Fund Drive.

Team Updates:

Community and Fellowship: Karen reported that a coffee station will be set up in the library. A new cabinet has been purchased with storage for coffee supplies and it will make it easier to pour the water into the "airpot" coffee maker.

Worship and Music Team: Lorrie reported that the group "Age to Age" will be coming to Galilee on February 18, 2012 for a concert. A "save the date" notice will be included in the December issue of the Voice. The BP11: Hear the Heavens Ring concert will be held on December 11th, 2011 at 4:00 p.m. A dinner will be served immediately following the concert. Invite family and friends to attend this event.

Property: Abe reported that the Property Committee has looked at the lights on the steeple and currently there is one light working. Steve and Abe thought it was burnt out light bulbs that needed replacing but once they checked, they determined the problem stemmed from poor seals on the light fixture boxes allowing them to fill with water causing the fixture to not work properly. George Johnson has been contacted and asked to contact the contractor who installed the lights and have them come and make the needed changes so all the lights will work. Abe also reported that the light fixture in JoAnn's office has been replaced. It ended up being cheaper to replace the fixture rather than replacing the two ballasts.

Old Business:

Relook at changes for Galilee use at funerals: After discussion regarding fees for the use of the Church facilities for wedding and funerals, Exhibit B attached; Joan made a motion that the Non-members fee for the use of the sanctuary for wedding or funerals be changed from \$300.00 to \$150, Karen seconded the motion and the Council approved this change.

Memorial Policy: The Council reviewed the Memorials Policy; Exhibit C attached and after discussion Ron made a motion to approve the Memorial Policy document with one change on the Memorial Gift Designation for Galilee Lutheran Church. The changes are to (a) remove the Memorial Garden from the list until a more formal plan of location on the church property and a design of a memorial garden has been developed and (b) to add planting of native species trees. Abe seconded and the motion passed.

Parking Lot Use by Neighbors: At the October 13th Council Meeting the council discussed the fact that there are several cars that have been parked in the west parking lot on Sunday mornings. Ron Peterson will talk with the management of the apartment and Ralph will talk to the Commander at the National Guard regarding using the Church parking lot and will report back to the Council at the December Meeting.

Safeguarding Children: The DVD from the seminar that Ron, Christena Watson and Jim Zrust attended has been received. An adult forum will be scheduled in early 2012 to present the information from this seminar. Ron also requested that a separate session will be scheduled with Sunday School Teachers and adults that work with the GLOW program.

New Business:

Council minutes process: Guidelines for Council Minutes, Exhibit D attached; was drafted by Ron. The guidelines were reviewed by the Council.

Regional educational initiative, December 15: Ralph made a motion to host a meeting at Galilee on December 15, 2011 with the Isaiah organization regarding the Education initiatives. Dr. John Thein from Roseville Area Schools and other school and political officials will be invited to this meeting. Lorrie seconded the motion and the council approval.

Emergency Call List: The Council was reminded to call all members when they are notified of a funeral by the Council President. The call list will be reviewed, updated and sent to the Council members.

2012 Budget: The Council reviewed the Proposed 2012 budget. Estimated total offering is \$157,290, total expenditures are \$158,852 which means a deficit of \$1,562. The finance committee will continue to review the budget and present and changes at the December Council Meeting

Office Secretary Transition: Maureen has completed her second week at Galilee. The Church Office hours are: Tuesday, Wednesday and Thursday 9:30 a.m. – 2:30 p.m. Maureen and her family will be attending service on November 13th and will be introduced to members at the fellowship time after the service.

Next Council Meeting: The next council meeting will be December 13th 2011 at Pastor Ralph's home starting with the pot luck supper at 6:00 p.m. Ron will lead devotions on Luke 20.

Coming Schedule:

Communion assistants are as follows:

November 13	Mary, Karen and Paula
November 20	Abe
November 27	Elaine
December 4	Ron and Steve
December 11	Joan and Karen

Upon motion by Dan, which was seconded by Abe, the council approved adjournment at approximately 9:10 p.m.

Respectfully Submitted,

Lorrie Hayne
Acting Secretary

Pastor's Report
November 10, 2011

Congregational updates:

1. **Funerals.** As many of you know, we had two funerals in the last week: for Tony, Jace and Jersey DeHaven on Nov. 2nd, and Jan Seefert on Nov. 7th. I am impressed at how the congregation stepped up for the many tasks to make these events go smoothly. As Annette Haukebo said of the DeHaven funeral, we needed "all hands on deck", and indeed the response was fantastic. For both of these funerals we functioned as one team in vital ministry. What a witness to the bereaved and to the community as a whole!
2. **Stewardship.** We had a fine stewardship effort that ended Oct. 23rd, although some pledges are still to come in. Special thanks go to Steve Groebner, Annette Haukebo, Lorrie Hayne, Mary Lanoux, Carl Nelson, Sue Nelson and Miriam Peterson for their leadership this year.
3. **GLOW.** This outreach activity has been going well with good attendance. The last gathering of GLOW will be on Nov. 16th, and then there will be a break until Jan. 11th.
4. **Lefse.** A large number of people participated in the making of lefse on Oct. 30th and Nov. 1st. There was a lot of good spirit shared in this project.
5. **Book discussion.** Seven people discussed the book Heaven Is For Real over breakfast at The Good Earth restaurant in three meetings. We had a good discussion.
6. **Young at Heart.** This is a twice-monthly gathering of seniors in our congregation for recreation and fellowship. The initial response was strong and enthusiastic. Thanks, Karen, for this idea.
7. **Christmas program planning.** The vocal and bell choirs will perform in a Christmas program on Sunday, Dec. 11th at 4 pm under the theme "Hear the Heavens Ring!" A meal will follow the program. All of this is free. Put this on your calendar, and invite your family and friends.
8. **Victory Church food shelf.** Last month we as a council discussed three requests by Victory Church for access to Galilee's parking lot and building. I have communicated that decision with them. They will likely use some of our parking lot primarily for their volunteers on Wednesdays before 5 pm.
9. **Seminarians.** We have two students from Luther Sem. relating to Galilee this academic year. John Ansell is a first year student in the M.Div. program. He has led one adult forum and will lead another. He is also volunteering for the GLOW program. Doug Johnson already has his M.Div. degree and is now in the graduate program focusing on systematic theology. His candidacy committee in a California synod has asked him to get some experience in a congregation. I have invited Doug to preach on Dec. 18th.
10. **Office Administrator.** Maureen Connelly started working at Galilee on Nov. 1st. She comes to this job with experience in church office management. She appreciates Galilee's mission and likes the people of Galilee who she has had an opportunity to meet thus far. We will publically welcome her after the Sunday service on Nov. 13th.

EXHIBIT B

PROPOSAL FOR FEES INCURRED AT GALILEE EV. LUTHERAN CHURCH

Presented to the church council on 8/17/2010

Fees for use of the church facilities (to go into the general fund):

- Use of the sanctuary for weddings and funerals
 - Members – no charge
 - Non-members - \$300.00
- Use of the kitchen and fellowship hall for receptions, including for weddings and funerals
 - Members - \$100.00
 - Non-members - \$300.00
- Use of the kitchen and space for meetings not related to the mission of the congregation
 - Members - \$50.00
 - Non-members - \$100.00
- Use of space without the kitchen for meetings not related to the mission of the congregation
 - Members - \$20.00
 - Non-members - \$20.00
- Fee for hiring the custodian for extra clean-up
 - Members and non-members - \$75.00

Members are those who are listed on the official membership list of the congregation, which does not necessarily coincide with the church directory. Parents and children of members who are not members themselves are considered non-members. Any of these fees may be waived by the pastor in situations of hardship. Payment for one time use of the church will be due at the time of the event.

Honorariums for church staff:

- Pastor, e.g. for weddings and funerals
 - Members – no honorarium required
 - Non-members - \$200.00
- Organist
 - Members and non-members - \$150.00 (may be increased for extra rehearsals, etc.)
- Soloist
 - Members and non-members - \$75.00
- Volunteers to serve luncheons (to go into the kitchen fund)
 - Members and non-members - \$100.00

Galilee Lutheran Church

Memorials Policy (DRAFT for Council Approval)

A memorial fund provides the opportunity for individuals to honor loved ones in a manner that provides for Christian ministries. At Galilee, our Memorial Committee manages such contributions from members or non-members. This document describes both the duties of the Memorial Committee and the process used for memorial gifts to Galilee Lutheran Church.

The Memorial Committee The Memorial Committee of Galilee serves the purpose of receiving, holding, and disbursing memorial gifts for the congregation. The ministry is conducted prayerfully so that the gifts may be used for the glory of God and to support the Mission of Galilee:

***To gather people together to hear the story of God's love in Jesus Christ,
to be nurtured in faith and knowledge, and
to share the Good News through word and deed.***

The Memorial Committee consists of at least three church members in good standing, with the Pastor and council President as ex-officio members. Committee members serve rotating terms at the discretion of the church council. The committee will keep records of its meetings and decisions and report regularly to the council and annually to the congregation.

- A. **Memorial Gift List:** In consultation with other committees at Galilee, the Memorial Committee will develop a list of projects and ministries that are appropriate. The list will include:
- a. The option of contributing undesignated funds to Galilee's General Fund
 - b. A list of multi-year ministries of importance (e.g., Youth, GLOW, Worship & Music, Altar Guild, Property, . . .)
 - c. A list of specific projects or items that can be purchased or constructed and their approximate cost. (e.g. playground equipment, new chairs, a memorial garden, special candles, . . .). A variety of expensive and inexpensive items will be included on this list.

At least once per year the Church Council should approve the Gift List. All gifts, designated or undesignated, are the property of Galilee, and the Memorial committee is responsible for the final disposition of the gift.

- B. **Communications with the family:** Initial communication with the family will be through the pastor, who may discuss funeral arrangements and the existence and purpose of our Memorial Committee and Fund. An appropriate time after the funeral, or when memorial gift funds are received, the pastor may pass responsibility for communication to a member of the Memorial Committee who will contact the family to ensure the funds are used according to the wishes of the family and in the best interest of the church. The Memorial Gift Designation Form will be presented and discussed with the family and a decision made.

- C. **Recording of gifts.** The Memorial Gift Designation Form will include the following:
- Name of person honored
 - Name, address, telephone number and signature(s) of the family member(s) making the bequest or gift
 - A listing of the total amount contributed through the family or by other individuals directly to Galilee
 - Designation of the use(s) for the funds
 - Date the form was completed

Financial information for the Memorial Gift Designation Form will be gathered by the Counters and tabulated by Galilee's Financial Secretary. Duplicate copies will go to the family, the Memorial Committee, and a

permanent office file. The names and amounts from all contributors should be recorded. Memorial contributions will be entered into the accounting system under a new memorial giving fund named for the honoree. Any contributors who are not members at Galilee but who have made out checks to Galilee should be entered in our accounting system as individual members of a new single household.

- D. Reporting of Gifts. On behalf of Galilee, the Memorial Committee will send donors an “Acknowledgement” card soon after receiving the gift. Checks that were written to the family should not receive statements from Galilee but should be considered contributions by the family. The family should be informed of any contributions that come to Galilee that they might not be aware of. Galilee members will be credited for their contribution through our normal financial statement procedures.
- E. General Guidelines:
- Memorial contributions will be applied as designated by the family and a nice summary letter sent to the family on final disposition.
 - If the memorial funds are undesignated, they will be transferred from the memorial fund account to the general fund.
 - If the funds are designated to an existing Galilee fund, they will be transferred accordingly.
 - If the funds are designated to purchase or build a specific item, a decision is made about who will be responsible and funds will be disbursed as related invoices are received.
 - Funds received in excess of that needed for a designated item will be transferred to the general fund.
 - If the funds received fall short of the amount required, the Memorial Committee may cancel or develop a process to provide the additional funds.
 - These actions will be done with support of the Congregation Council or other Committees as necessary.
- F. Memorial Book and Communications to the Congregation. The Memorial Committee will maintain a Memorial Book, with at least the name of the honoree and family contributing, along with a description of the gift and how it will be used. The committee also provides information about the memorial gifts and their use to the church office secretary and those publishing the newsletter and web page. An announcement similar to the following could be used.
- A Time of Giving: In memory of John Doe, \$XXXX has been received.
This money will be used to XXXXXXXXX*
- G. Plaques. When a physical item is given (e.g. a piece of furniture, stained glass window, piece of art to be displayed, etc.), a small plaque identifying who the item is in memory of shall be attached. The memorial committee will ensure this is accomplished as appropriate.

Memorial Gift Designation Form for Galilee Lutheran Church



A memorial fund provides the opportunity for individuals to honor loved ones in a manner that provides for Christian ministries. At Galilee, our Memorial Committee manages such contributions. The ministry is conducted prayerfully so that the gifts may be used for the glory of God and to support the Mission of Galilee:

**To gather people together to hear the story of God's love in Jesus Christ,
to be nurtured in faith and knowledge, and
to share the Good News through word and deed.**

The Memorial Committee recommends that contributions to Galilee honoring a beloved individual be made to one of the following purposes:

1. As an undesignated contribution to Galilee's general fund, to be used in the best way possible toward the mission of the church.
2. As a temporary contribution to Galilee's Memorial Fund with its use to be decided later with the family.
3. As a contribution to one of Galilee's key missions as defined in our continuing major funds:

Worship & Music Fund	Kitchen Equipment Fund
Building and Property Fund	Education Fund
Bell Choir Fund	Globe Children's Fund
Altar Guild Fund	Computer Fund
Youth Fund	

4. For one of the items on our purchase or build list:

ITEM	APPROX. COST
Outdoor labyrinth	\$200+
Memorial garden	\$1000
One-year scholarships for students in Tanzania	\$360 each
Art items for our Fellowship Hall	Various
Advent wreath	\$1000
Library patio construction	\$9000
New sanctuary chairs	\$100 each

ITEM	APPROX. COST
Fellowship Hall chairs	\$25 each
Basketball hoop	\$100
Christmas lights and a star for outside	\$300
Gardens along Rice Street	\$400+
Library projection screen	\$400
Digital projector	\$1000
Pastor photos & plaques	\$500

Please contact a member of our Memorial Committee for more information or to discuss your selection. Any extra funds received will be applied to our general fund. Members of our Memorial Committee include the following:

Miriam Peterson

(651) 483-2394

miriam.peterson@comcast.net

(651) 642-1641

joafrench@comcast.net

(651) 483-4541

cs.nelson@comcast.net

Jo Ann French

Sue Nelson

Guidelines for Council Minutes

1. Whoever takes notes at the meeting will e-mail a copy to all council members (who have e-mail) and to the church office secretary within 4 days after the meeting asking for corrections or additions.
2. Council members will e-mail back all suggestions within 4 days to the Council Secretary.
3. The Council Secretary is responsible for ensuring that grammar and spelling are correct and that a common format is used throughout the year.
4. The Council Secretary will e-mail a copy of the corrected minutes to all council members and the church office secretary within 10 days of the original meeting.
5. The church office secretary will snail-mail copies of these corrected minutes within 4 additional days (two weeks from the original meeting) to those council members who do not use e-mail often (currently Mary, Paula, Abe, and Elaine).
6. Council members will then have about 2 weeks to read the minutes before the next meeting.
7. The minutes will not be read at the following meeting, but will be considered for approval with any final changes that are spotted.

Rationale: Many of the items at a council meeting are time sensitive and important in the weeks immediately following a meeting. For example, the office secretary needs the list of communion helpers right away. Others church groups may also need a written account of decisions that affect them. Members are encouraged to forward the notes or verbally notify others who need to know about a decision or plan of the council.