

Immanuel Lutheran Church, Church Leadership Team (CLT) Meeting

Minutes...Monday, January 15, 2018, 6:30 pm

CLT Membership		Term Remaining	
Chairman:	Jim Viehland	1 yr	present
Vice-chairman:	Dan Twillman	1 yr	present
Secretary:	Gail Blackman	3 yr	present
Member:	Tony Bradley	2 yr	present
Member:	Erik Burgdorf	3 yr	present
Member:	Nate Droste	1 yr	present
Member:	Travis Lamb	2 yr	present
Member:	Paul Niewald	3 yr	present
Member:	Michelle Wiegmann	2 yr	present
Business Manager:	Craig Sanguinet		present
Senior Pastor:	Scott Schmieding		arrived at 7:45pm

Chairman Jim Viehland called the meeting to order at **6:30 pm**.

Devotion schedule...	Feb	Nate Droste
	Mar	Gail Blackman
	Apr	Craig Sanguinet
	May	Dan Twillmann
	June	Jim Viehland

Devotion by Paul Niewald: Do you need to see it before you believe it? Heb. 11:1 tells us... *Now faith is confidence in what we hope for and assurance about what we do not see.*

The Agenda was approved.

Vicar Alex Schrader attended tonight's meeting (on request from Pastor Schmieding) to share his experience as a Vicar at Immanuel.

Minutes: December minutes were approved. *The CLT secretary will email approved minutes to the church secretary for submission to the ILC website.*

Owner's Dialogue Session: Principal Diana Meers and Assistant Principal Scott Huster presented on our parochial school. The school ministry report was reviewed. PTL donated 4 drinking fountains and will be replacing the stage curtain. Campus security was reviewed and updated. National Lutheran Schools Week is January 21-26. Tuition is automatically withdrawn from the family's checking account. Starting in the 2018-2019 school year, everyone (except those that pay the full tuition in July) must complete an ACH form. Diana and Scott have requested that the CLT and School Administration set short and long term goals together. School Leadership Ministry Team is an advisory team that gives feedback to the Principal. They serve a 2 year term (4 congregational members, 1 faculty rep, Preschool Director, Principal and Asst. Principal). The new mentoring program for new teachers continues to grow.

Chairman's report:

For the 'Owners Dialogue Session' as stated in the Policy Manual 2.10.2.1.

Chairman Jim V. has invited Music Director Al Loesel to attend the February CLT meeting for the 'Owners Dialogue Session'. Pastor Millard and DCE Jolene Siebarth will be invited to attend the March meeting.

Jim V. has started editing the Policy Manual, including a calendar for tasks. Pastor Schmieding submitted a 'Succession Plan for Senior Pastor' for us to review. All CLT members should review these documents for the February CLT meeting.

Senior Pastor's Report:

Pastor's report from the Town Hall meeting was reviewed.

'Prayer' is the focus for 2018. There will be a day of prayer in the Sanctuary each month

Staff matters: Al and Pam Loesel will be retiring in June of 2018. The Pastoral staff will examine the music role description and form a call committee in February. Pastor will begin Church Staff evaluations early in 2018.

Membership changes were approved for November and December. The church administrative assistant is updating attendance records.

Discussion was held about donating the church bus to the shoe/water ministry.

Craig or Pastor Schmieding: An Angel Fund envelope will be added to the Yearly Contribution Envelope packet. The practice of tuition discounts for employees and Synod staff will be documented in the personnel manual.

Business Manager's Report:

Financial reports were reviewed. We finished November \$110,000 behind budget; tuition was over \$80,000 behind. Thankfully December offerings were the highest on record from the last 11 years. We will finish the month of December ahead of where we hoped to be even though we are still falling behind on tuition.

\$220,000 SHINE contributions were received in December.

Jim V. brought in a school tuition form from an area catholic school for us to review. It shows the Cost to Educate, the Tuition Required and the Parish Subsidy. This form was shared with the School Administration staff.

The heating system is being replaced in the sanctuary due to damage from a glitch in the system. It will take 5-6 weeks to receive the new units. The new air handler has more motors and fans, is 40% quieter and will run more efficiently. We have contacted our insurance company to investigate a claim due to the controller glitch.

SHINE Campaign budget was reviewed. Direction is needed as to further property improvements to the Sanctuary, Fellowship Hall basement and Fellowship Hall main floor. Not all of the projects can be fully funded. Craig will ask the staff to offer recommendations and alternatives for moving forward.

Properties report was reviewed.

Human Resources: The church bookkeeper will be retiring in a few months. Craig has a job description for the role. Craig will start looking for her replacement. There are a few people already interested in the position.

The Financial Review committee was formed with 3 volunteers from the congregation. An outside CPA firm, Botz and Deal, have presented an offer to prepare our financial statements for the year ending June 2017. A motion was made and approved to engage the offer from Botz and Deal.

Committee Reports:

Executive –

Finance- Finance/internal audit committee will review church finances and report in June. We have 3 volunteers to make up this committee: Don Hoenig, Brian Bredensteiner and Peggy Spink.

Nominating – The nominating committee needs to be formed in February, using Appendix A in the policy manual. Vice Chairman Dan Twillman will head this committee.

Old Business:

New Business: Craig will review the Nehemiah group and the work they are doing.

Calendar:

February 19, 2018 – CLT meeting. Devotion for February CLT meeting: Nate Droste

June 10, 2018 – Voters' Meeting (tentative)

The meeting adjourned at 9:50PM with a prayer led by Pastor Schmieding.

Respectfully submitted,

Gail Blackman