

**Immanuel Lutheran Church**  
**CLT Meeting**  
August 20, 2018 (School Library)

**Attendees**

<b>Name</b>	<b>Role</b>	<b>Term Remaining</b>	<b>Attendance</b>
Paul Niewald	Chairman	2	Present
Erik Burgdorf	Vice-chairman	2	Present
Travis Lamb	Secretary	1	Present
Brian Becker	Member	3	Present
Gail Blackman	Member	2	Present
Tony Bradley	Member	1	Present
John Breite	Member	3	Present
David McCollister	Member	3	Present
Michelle Wiegmann	Member	1	Present
Craig Sanguinet	Business Manager		Present
Scott Schmieding	Senior Pastor		Present

**Minutes**

- Devotion and Prayer – Erik Burgdorf
  - We bear witness through our infirmity.
  - Christ will see us through in our weakness.
- Devotion Schedule
  - September - Pastor Tormoehlen
    - Brian Becker will be ready in case Pastor Tormoehlen can't make it.
- Meet and greet with Andrew Schempf, new Director of Music Education and Worship.
  - We explained CLT function.
  - Discussed why he accepted the call.
- Approval of Agenda
  - No owner's dialog this meeting
  - Approved
- Review and Approval of July 2018 CLT Minutes
  - Approved

- Reviewed Actions:
  - Craig confirmed Policy manual is on common drive. Need to verify that it is also posted on the website. Also need to confirm that the posted version is version 3.4.
    - Also need to update with changes approved from voter's meeting. Travis will draft.
  - Craig sent official budget to CLT.
  - Paul to schedule Business Manager and Senior Pastor annual reviews with executive committee.
  - Erik followed up with Al Loesel on owner's dialog session.
  - Michelle followed up with Dave Schoedel on owner's dialog session.
  - Brian discussed strategic planning with Pastor Kunze.
  - Travis to draft summary of July meeting and submit to Chris Shikore for inclusion in connections.
- Chairperson's Report
  - 2.3.3.4 of Policy Manual
    - Proposed schedule for annual Policy Manual reviews.
      - Section 8: August
      - Section 9 October
      - Section 2 December
      - Section 3 February
      - Section 4 April
      - Sections 5 & 6: June
    - Annual CLT self-review
      - Will schedule in January
- Owners Dialogue Session
  - Plan to hold these every other meeting.
  - Paul will try to reschedule Pastor Tormoehlen for September or October
  - Proposed scheduling Pastor Schade for October or November depending on when Pastor Tormoehlen can meet .
  - Need to schedule ILS and LHS soon.
  - Music ministry sometime after Christmas.
  - Other areas:
    - Youth, Men's club, etc.
    - Associate Pastor and DCE
    - Propose meeting with preschool separate from school.
- Business Manager Report
  - June
    - Slight surplus in net income over expenses
    - Giving/tuition down but an increase in stocks/estate gifts
    - Under budget due to some unfilled positions

- July
  - Tuition is strong
  - Weekly offering down compared to budget
  - Seeing a drop in attendance possibly due to loss of sanctuary. Eliminated 9:30 service during summer. Summer months in general are lower, but this is more noticeable. Short staff doesn't help.
  - More stock receipts. Possibly because market is good right now.
    - We immediately send to Ed Jones to liquidate. We do not hold stocks.
    - Prompted discussion on CLT responsibility. Policy Manual currently says CLT should approve sell of stock. Possibly need to review and update.
    - Erik to review/revise for next meeting.
  - Almost 70k revenue over budget partially due to estate gifts. Surplus over budget goes into designated funds for discussion on use.
  - Under budget for salaries due to unfilled positions but we did have 2 bookkeepers during transition period.
  - Large expense on repairs/maintenance. Paid outstanding HVAC bill. Looking for reimbursement from insurance (frozen pipes in sanctuary).
    - Should we use money from Sanctuary restoration donations to cover costs of basement issues that happened prior to ceiling collapse?
      - Should check with donors as they specifically donated for ceiling restoration.
  - Received \$2800 rebate from Toshiba.
- Shine
  - ~2.4 million in contributions to date against pledge of 3.1 mil.
  - Recommend sending a reminder soon to those who haven't met their pledge yet. Possibly in January.
  - April 2019 is the end of 3 year campaign.
  - Reviewing scope of original plans of FH basement work.
    - MAT has not met in a while.
- Dedicated funds
  - ~1 million in dedicated funds.
    - Discussed options for best utilizing.
    - Should review after we know full cost of sanctuary restoration.
- Sanctuary Restoration
  - Craig talked to adjuster. Rough estimates are 250k for cleanup. 500k for rebuild. 200-250k for organ. Planned for 1.1 mil total.
  - May have room to restore and enhance the sanctuary between insurance and contributions.

- There is a MAT on sanctuary enhancements.
      - Looked at Holy Cross which may be a good template.
      - Elite sound reviewed and will submit a proposal.
      - Modern sound also met with MAT.
    - Also getting decorating bids.
    - Deductible is ~5k.
    - Spring is realistic target for completion (without organ).
    - Official schedule
      - Jim Droste putting schedule together.
      - Will NOT publish this schedule but should review with CLT/Pastoral staff.
    - Reviewed report from SRM.
      - Some Bibles and hymnals are not salvageable. Will capture dedications before disposal.
    - Reviewed subrogation agreement from GuideOne.
      - Gives them authority to act on our behalf to reclaim costs.
      - Not mandatory to sign but probably would maintain good relationship with GuideOne. We would give up control on who we want to pursue.
      - GuideOne has not yet indicated if they have any intention to pursue anyone.
      - Recommended to seek legal counsel before signing.
      - Assumption is that CLT will authorize Business Manager to sign it if required.
  - Facilities
    - Upgrading children's center flooring.
  - HR
    - Judy Schiller has retired. Carolyn Cook has assumed duties.
    - Have agreement with Lutheran North on athletic assistant. James Mitchell will be their employee (benefits, etc). Will provide them with a monthly payment. Part budgeted salaries part missions.
  - Debt
    - Remaining debt is less than 500k
    - Recommend to stay on current schedule which would pay off debt by end of Shine campaign.
- Senior Pastor Report
  - Introduced the new vicar, Jared Townley.
  - Reminder that Pastor will need to cover Monday night worship occasionally since we are currently understaffed
  - School
    - Pastor Schmieding to email Principal's report to CLT.
    - Most open positions are posted.
      - Down to 3 vacancies left to fill. Had 11 in May.

- 1st grade teacher, Mrs. Kegley, was robbed in Forest Park.
      - Pastor would like to help her recover financially.
      - Possibly a special offering to cover costs of stolen children's books.
  - Participation in 7:7 days of prayer is down
    - Appeal for leadership to attend.
  - Approval sought for membership changes
    - Approved.
  - Pastor attended the confirmation retreat and had a great time..
  - Inspiration station coming soon to prayer garden.
  - Plan to send fall care packets to Immanuel college students.
  - Need items for new staff pantry shower.
  - Requested consideration of two new staffing needs
    - Ministry to families and young children.
      - Perhaps a 2nd DCE.
    - Part time director of admissions for ILS.
  - LHS Angel Fund.
    - Would like to start this new fund to help LHS students.
  - Stewardship emphasis in November.
    - Pastor Schmieding is considering partnering with a pastor from another church to provide a new voice.
  - Would like to consider a dedicated Bible class / Sunday school time.
    - Want to leave 9:30AM open for now and re-evaluate after sanctuary reconstruction.
    - Planning to introduce many new choices in Bible studies.
  - Table of Eight
    - Hoping to get more folks signed up.
  - Tuition
    - Should consider promoting member costs vs. actual costs to educate.
  - Upcoming music festival for Loesels.
- Old Business
  - Financial review/internal audit
    - Don Hoenig put together a financial review.
    - Planning to meet again to continue review.
    - Year that ended June 2017.
    - Establishes a template.
    - Will work with Botz & Deal for review of year just finished.
  - Policy Manual 7.0, Planned Giving Guidelines Draft
    - May need to distinguish between planned giving and significant giving.
    - Planned giving is when we know the donor's intent ahead of time.
    - Motion passed to adopt modified wording.
  - Policy Manual 8.0, Investment Policy Draft

- Deferred to September meeting.
    - Call Committee Updates
      - Associate Pastor
        - Need one more member to the call committee.
        - Will look to start meeting in next couple of weeks.
      - Associate Music Director
        - Call committee met (along with new Music Director).
        - Will reconvene at a later date.
  - New Business
    - Strategic Plan Update
      - Brian did a lot of research into what Pastor Kunze's church did at Overland Park.
        - Each ministry team lead drafted org chart and mission goals/vision.
        - Member of congregation facilitated discussion.
        - Looks like a really good short term start. Should also have a framework for 5 years.
        - Will discuss with Dave Leazer.
        - May need to identify all of our ministry teams.
      - Craig to email out previous 5 year plan.
      - Pastor Schmieding to discuss with Pastor Hagan.
  - Calendar:
    - Next Meeting – September 17, 2018
      - Plan to meet in the Atrium.
  - Adjournment and Prayer
    - Pastor Schmieding closed us in prayer at 9:37 PM