

Immanuel Lutheran Church, Church Leadership Team (CLT) Meeting

Minutes...Monday, March 19, 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		present

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

Devotion schedule...	Apr	Craig Sanguinet
	May	Dan Twillmann
	June	Jim Viehland

Devotion was led by Gail Blackman and was based on Judges 6. Since God is with us, we have been blessed with wisdom and power beyond our own potential.

The Agenda was approved.

Minutes: February minutes were approved. *The CLT secretary will email revised minutes to the church technology person for submission to the ILC website. And email both the original and revised minutes to the church secretary.*

Owner's Dialogue Session: Ron Millard, Associate Pastor and Jolene Siebarth, DCE, Director of Youth Ministry attended the meeting to report on their roles at ILC. The new Confirmation program that includes all the families (members families that have children attend ILS and member families that have children attend other schools) gathering once a quarter has been a success. Overall participation in youth ministry was grown. Items to consider: A Child Protection policy has not been addressed as yet; and space for activities continues to be a challenge.

The Comfort Dog ministry team is starting strong and will be a good connection and inroad to the St. Charles community and public schools. Pastor Ron is working with Future Christian Athletes, which allows building relationships in the public high schools. Sunday school has been changed and renamed F.U.E.L.; attendance has increased.

Chairman's report:

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

Chairman Jim V. will invite Athletic Director, Dave Schoedel, to attend the April CLT 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 April meeting.

Senior Pastor's Report:

Pastor's report was reviewed.

'Prayer' is the focus for 2018. There will be a day of prayer in the Sanctuary each month. '7:7 Day of Prayer' is based on Matthew 7:7. Doors will now open at 6 or 6:30am.

The Grand Marshals for the May 5 church/school parade are Al and Pam Loesel.

Staff matters: Director of Worship and Music & Associate Music Director interviews will start this week. A Special Voters' Meeting is being requested for mid-April. Pastor Millard and Vice Principal Scott Huster are both considering calls to other ministries.

The 'Angel Fund' offering envelope was added to the bi-monthly envelope packets and donations have already been received.

Pastor will begin Church Staff evaluations early in 2018.

A new vicar will be assigned on April 25.

We have staff vacancies for church bookkeeper and office receptionist/assistant.

Membership changes were approved for February. The church administrative assistant is updating attendance records.

The Principal's report was reviewed. Enrollment numbers are a bit down at this time. Tuition will be increased 4% for community families and 5% for Immanuel families. Pastor will talk to the faculty administration about early drop off (6:30am) to appeal to more families.

Business Manager's Report:

Financial reports from February were reviewed. Tuition continues to fall behind. We received more stock donations.

The new heating system is installed and operational. We have submitted all invoices to Guide One Insurance and await their response. Total expenses exceed \$118,000.

Lighting in the sanctuary is being reviewed and researched. Darren Stross from Orne LePique is coming March 20 to discuss options.

Sound system companies are being researched for the sanctuary. Craig S. and Al Loesel met with Film Otter, Inc. (Phil Mahder) to get ideas to improve the sound system design.

Human Resources: Craig is talking to Corvus about augmenting our custodial staff with contract labor; working about 5 hours a day (after school hours). This would be a cost saving change.

Technology: We have entered a new 3 year agreement with Spectrum to provide internet access.

Paycor has not distributed all of the 2017 W2s for the teachers. This should be resolved next week.

Campus Security: Scott Huster and Craig S. met with a security specialist to improve our security. Additional

improvements will be continuing.

Committee Reports:

Executive –No report.

Finance- Don H. and Craig S. are getting data and information to Botz and Deal.

Nominating – The nominating committee is being formed, using Appendix A in the policy manual. Vice Chairman, Dan Twillman, submitted an approved list of nominees for consideration. Dan, Erik Burgdorf and Gail Blackman will be contacting the suggested nominees to request their participation.

Old Business:

New Business: Michelle Wiegmann reviewed some of the Accreditation Requirements that pertain to the CLT.

- CLT meeting minutes need to be posted on the church website for congregation members to view. The CLT will edit and approve appropriate minutes for the website. The CLT Secretary will then forward the minutes to the church technology staff to be added to the website.
- There should be documented annual reviews for the staff, including the head administrator. Pastor Schmieding will begin those annual reviews and report back to the CLT.
- The school needs to have its own Strategic Plan. Craig will get the needed information to Michelle for now, but improvement of this item needs to be addressed. Jim V. will add this to the CLT calendar for future action.
- The CLT members are required to participate in development regarding roles and responsibilities. The CLT should be properly trained in Policy Governance. Jim V. continues to include this process monthly on the agenda.

The NLSA Visiting Team is coming April 23-25. The CLT is invited and encouraged to attend a dinner on April 24 in the cafeteria.

Jim V. asked for volunteers to review the Appendix B and Pastor Schmieding's Succession Plan (Tony Bradley and Travis Lamb); volunteers for cash handling policy/investment policy (Paul Niewald and Craig Sanguinet); and Planned Giving guidelines (Erik Burgdorf and Jim Viehland).

Calendar:

April 16, 2018 – CLT meeting. Devotion for April CLT meeting: Craig Sanguinet

April 24, 2018 – Accreditation Dinner with the NLSA and committee, school cafeteria

June 18, 2018, 6:30pm – Voters' Meeting

The meeting adjourned at 9:55PM with a prayer led by Pastor Schmieding.

Respectfully submitted,

Gail Blackman, CLT Secretary