

# Immanuel Lutheran Church CLT Meeting Minutes

June 17, 2024  
6:30 PM

**Immanuel Lutheran Church is a family of believers equipped to enrich our communities for Jesus Christ.**

## Attendance

Present                      Debbie Boyer, Kathy Cushman, Scott Kohrs, Kelle O'Neill, Dennis Rohlfing, Anne Stewart, Dana Thomas, Josh Ward, Nick Weber  
Pastors                        Pastor Bohlmann, Pastor Schmieding, Pastor Taylor  
Business Manager        Erik Burgdorf

## Opening of Meeting – Dennis

- Meeting Called to Order at 6:30 p.m.
- Approval of agenda
  - o Motioned/Seconded/Approved

## Devotions – Pastor Taylor

## Steward Conversation – Dennis

- Vicar Program – Vicar Wescoatt
  - o Shared about his well-rounded Vicarage experience
    - Many responsibilities and activities
    - A few challenges
    - Helpful information for Immanuel/Vicarage Program
  - o Pastor Schmieding shared the joys and blessings of having Vicar and his family with our Immanuel family

## Review and Approval of Minutes - Dennis

- Review and Approval of May 20, 2024 Minutes
  - o Motioned/Seconded/Approved

## Ministry Expansion – Pastor Taylor

- Possible Approval of Revision of DCE Job Descriptions
  - o Call team met
    - Reached out to four potential candidates
    - National Youth Gathering may slow the process
    - Consider DCE Intern for one year
- Report on Supporting Our Cities Event and Next Date
  - o Great turnout
  - o Next date is September 28, 2024 in conjunction with bunk building
- Comments, Questions, Reactions
  - o Received a Divine Call to serve as Senior Pastor to Immanuel Lutheran Church and School in Lakefield, MN

### **Executive Committee – Dennis**

- Report of the CLT Nomination Committee - Dana
  - o 5 people currently nominated
    - Joe Bekebrede
    - Scott Kohrs
    - Amber Medrano
    - David Pollard
    - Debbie Wiegmann
  - o Officer nominations
    - Scott Kohrs – Chairman (Probable list, if Scott is re-elected. If he is not re-elected to the CLT, then Nick Weber has agreed to be nominated)
    - Dennis Rohlfing – Vice Chairman
    - Kelle O’Neill - Secretary
- Constitution, By-Laws and Policy Manual Complete Review in 2024-2025
- Annual Meeting with Pastor Schmieding and Erik Burgdorf
- Annual Voters Meeting scheduled for June 30, 2024
  - o Agenda shared and discussed
- Comments/Questions to/from the Executive Committee

### **Policy Review – Dennis**

- All have been reviewed according to policy for 2023-2024
- All will be reviewed according to policy for 2024-2025

### **Business Manager Report – Erik**

- Financial Report(s)
  - o May 31, 2024 Reports
    - Contributions and expenses are both below budget
    - Line of Credit - \$0.00 balance
  - o 2024-2025 Budget Preparation
    - Draft budget options
      - Recommendation to propose 2% increase for salaried workers
      - Multi-year approach to raise hourly base
        - o This year: halfway to minimum wage
          - Current: \$9.44
          - Minimum wage: \$12.30
          - Suggested: \$10.87
        - o Additional increases in 2025 and 2026
    - Two budget forums scheduled – Atrium
      - Wednesday, June 19<sup>th</sup>, 6:30 p.m.
      - Wednesday, June 26<sup>th</sup>, 6:30 p.m.
- Legal
  - o Non-member fall – February – 7<sup>th</sup> & Madison
    - No action since May CLT meeting
    - Claim update requested from GuideOne
- Facilities and Properties
  - o Ministry Expansion
    - Plan review with Mission Architects the week of 6/17

- Cemetery
  - City of St. Charles – Flood abatement project – waiting on contact from the City
- Fellowship Hall
  - Fogged/cracked window replacements ordered
- School Building
  - Summer projects
    - Projects in progress
- Sanctuary
  - Exterior – additional landscaping scheduled
- Handicap entrances
  - Continue to wait on repair/replacement estimates
- Staffing
  - Office Administrator
    - Retirement transition continuing (Felicia Winters in the new Office Administrator)
    - Beth Keiser’s last day is June 30
  - Custodial Services
    - Scott Schneider hired as full-time replacement for Roger Hluzek
- Employee Benefits Committee
  - Surveying like-sized church/schools
  - Requests for non-CPS health care quotes
  - Review full range of available CPS health care plans
- Voters Meeting
  - Sunday, June 30<sup>th</sup> following the 10:45 service
- Motion for CLT to endorse the 2% Salaried – Base ½ to Minimum Wage line
  - Motioned/Seconded/Approved

### **Pastor Schmieding**

- Stewardship/Fellowship Conversation
  - How do we communicate the blessings and the challenges?
- Giving Thanks for God’s Blessings
  - Many miracles of baptism continue
  - Immanuel is incredibly blessed
  - Thank God for Beth Keiser for her years of service
- Membership Changes – May
  - Motioned/Seconded/Approved

### **Additional Staff Reports**

- These reports provide a great deal of Information for CLT and are very much appreciated
  - Pastor Taylor
  - Pastor Bohlmann
  - Vicar Wescoatt
  - DCE - Maggie Tritten
  - Music Directors – Andrew Schempf/Dr. Rachel Hahn
  - ILS – Principal Scott Huster

### **SLMT Coordination**

- CLT-SLMT Coordination Report – Debbie/Nick
  - Nothing new to report

**Old Business - Dennis**

- None

**New Business – Dennis**

- Recognition for Beth Keiser

**CLT Education - Dennis**

- Formula of Concord written in 1577

**Closing Prayer – Pastor Taylor**

**Adjournment – Dennis**

- Meeting adjourned at 8:50 p.m.