

Immanuel Lutheran Church CLT Meeting Minutes

January 19, 2026

6:30 PM

Attendance

Present	Jason Becker, Scott Kohrs, Amber Medrano, Kelle O'Neill, Matt Ruengert, Bernie Tonjes, Nick Weber, Debbie Wiegmann
Pastors	Pastor Schmieding, Pastor Bohlmann
Business Mgtr	Erik Burgdorf
Ex-Officio	Scott Huster

Opening of Meeting – Scott Kohrs

- Meeting Called to Order at 6:31 p.m.
- Approval of agenda
 - Motioned/Seconded/Approved

Devotions – Jason Becker

Review and Approval of Minutes – Scott Kohrs

- Review and Approval December 15, 2025, CLT Minutes
 - Motioned/Seconded/Approved

Steward Conversation – Youth Ministry-Maggie Tritten/Naomi Vang

- Youth and Kids Ministry Overview (Maggie):
 - Naomi introduced herself to CLT. She has been taking time to get to know our campus and people daily.
 - It was an interesting year with the DCE vacancy, call committee, and Naomi coming on board in the Fall. Things came together by the end of the year.
 - Naomi has taken over the new Confirmation process.
 - The Youth Room has been opened for designated after school activities and hang out.
 - LCMS Youth Gathering in July was a highlight taking 40 kids and 10 adults.
 - There is a high school retreat this summer in July in Minnesota.

It is called Lutheran Island Camp.

- Kids Faith Milestones programs continue. Maggie's focus is on building up the 5th graders as they transition into middle school.
- Maggie is taking on the religion curriculum with the 3rd/4th studio classroom while Beth Vincent gets her feet under her in that classroom role. Beth is not LCMS trained.
- Naomi is taking on 8th grade religion in Mrs. Schmieding's classroom.
- VBS is planned for the 2nd full week of June. Curriculum is not set yet. VBS is typically at capacity each summer.
- Maggie and Naomi have been meeting to find ways to collaborate with the kid's ministry and youth.

Ministry Expansion—Scott Huster

○ Campus Expansion Update:

- The Steering Committee met today for the first time. The goal of the steering committee is to ensure communication between the fundraising arm and the construction arm. Today's meeting reviewed where we have been and where we are going.
- \$13-\$15 million estimate for the entire project.
- Fundraising update: Mr. Huster is planning to meet with St. Paul Des Peres and St. John Arnold to get their insight. Laura Myer is reaching out to the capital campaign companies to start the vetting process.
- Construction Update: Erik, Mission Architects, Bax Engineering, Mr. Huster, Nate Droste, City of St. Charles, St. Charles Fire Department all met with the city to begin to discuss our plans and gather their initial feedback. We received positive feedback and engagement. They advised on process and timing. The city wants us to put together a presentation for the March Landmarks meeting and City Council meeting in March. Jim Droste is taking this on. The documentation/approval /permitting process needs to begin now for a building in 2028. Summer demolition, site prep, grading estimated at \$500K. We have \$200K already designated for demolition.
- Project will be done in multiple and intentional phases.
- Nate Droste would like to begin demolition this summer.
- Communication Planning: We will plan early spring town hall meetings to keep communication open, frequent and transparent. These meetings will lead up to the Voter's Meeting in June.
- This Sunday's Town Hall Meeting will give the campaign a name and face. It will be the first formal communication of cost and compare it

to other projects in the Lutheran School community in our area.

- The Town Hall meeting will get a one-page flyer, “planting seeds of faith”. Kim Babbit is part of the Steering Committee to help with PR and Communications.

Executive Committee- Scott Kohrs

- No Report

Policy Review, Constitution, Bylaws Committee-Dennis Rohlfing, Bernie Tonjes, Debbie Wiegmann

- no report-Dennis on vacation. Meeting being planned with Pastor Schmieding in February.

Hospitality Committee/Team Report-Kelle O’Neill/Pastor Bohlmann

- Next CLT participation dates: 2/7/26 at 5 pm in Fellowship Hall and 4/26/26 @10:45 am. We will need at least 2 greeters and 3 café workers. Mark your calendars.
- No additional report.

Business Manager Report – Erik Burgdorf—

- Review of Financial Statements ending December 31, 2025
 - Christmas offerings were good and put us above budget. January offerings have not been stellar but that is expected. We have healthy funds in the bank.
- Facilities:
 - Cemetery is in very good financial standing. Review of financial statement.
 - Roof Repairs: Atrium Skylight repair set for mid-February, weather permitting.
 - Rooftop HVAC Damage: replacement units have been ordered and covered by insurance funds.
 - Fellowship Hall: Engagement/Hospitality Closet created using volunteers.
- Other Discussion:
 - Two names are needed for Investment Committee.
- Ministry Expansion:
 - Capital Campaign Steering Committee met today, 1/19/26.
 - Design and Engineering: awaiting Bax Engineering site plan report; Next stage design proposal requested from Mission Architects

- Initial meetings with City of St. Charles Planning and Engineering, Landmarks and Fire Departments was held. Bax Engineering and Mission Architects in attendance. Positive reception by City representatives.
- Expansion Phase 1 preliminary timeline: Feb/March Permit Application and Hearing. Summer 2026 demolition and SITE preparation.

Senior Pastor Report-Pastor Schmieding

- Thank God for our beautiful and plentiful December services.
- Fall 2026 Senior Group Trip planned for Door County Wisconsin
- A new annual special recognition and remembrance of Baptism began last weekend. We had 59 in 2024 and 47 in 2025.
- A new Immanuel Picture Directory is being planned.
- We continue to keep our membership information updated.
- Membership Changes for December 2025; motioned, seconded, approved.
- We are grateful for God's blessings at Immanuel:
 - We have 18 registered for the new Starting Point class.
 - Pray to God for our upcoming Capital Campaign, Planting Seeds of Faith.
 - We thank God for Emma Nagy, our new Church Membership Coordinator
 - Thank God for our dedicated, energetic and hardworking Vicar.
 - Please pray for the search for a new business manager and pray God continues to bless Erik as he and Lynn transition to new joyful chapters in North Carolina.

Additional Staff Reports

- These reports provide a great deal of Information for CLT and are very much appreciated:
 - Vicar Steingraber
 - Pastor Bohlmann
 - DCE Maggie Tritten
 - Music Directors-Andrew Schempf/Dr. Rachel Hahn
 - Head of School-Scott Huster

SLMT Coordination

- CLT-SLMT Coordination Report –Nick Weber, Amber Medrano, Scott Huster
 - School calendars went out; Re-enrollment was set up differently this year. More education was shared on the cost of educating the child. Grants were introduced to explain tuition cost. (1) Congregational Grant & (2) Community Grant.
 - We are very staff-focused this year.
 - We are working on finalizing the master schedule and Jill Oetting is leading this effort.
 - No additional report apart from Head of School Campus Expansion Update.

Pastoral Support Committee-Jason Becker

- Jason had two separate conversations with Pastor Matt and a Pastor friend about sabbaticals. What policies could we put in place for Immanuel Sabbaticals as we work on the policy manual?
- Future considerations: How can we support our full-time church workers with this? What other ways can we show love and support to our school staff? How can we help our teachers use their time well?

Youth Ministry Committee-Matt Ruengert

- Matt has continued outreach to Naomi/Maggie to offer help and assistance where needed.

Old Business – Scott Kohrs

- Acoustic Panels for the Fellowship Hall will be here in February. Pastor Taylor is working with Kirk Thaemert on installation.
- Ben Huster is helping to get livestream up in the fellowship hall, along with Andrew.

New Business – Scott Kohrs

- Executive Committee has taken the lead on a search committee for a new Business Manager. The search committee consists of Scott Kohrs, Pastor Schmieding and Jason Becker.
- Discussion to make the Business Manager a full-time position.
- Motion: With the hiring of a new Business Manager, the position will become full-time. Presenting a 20% increase in the current salary with full benefits package; the vacation policy will adjust to match the Policy Manual.
--Motioned, seconded, approved.

- Erik's retirement announcement is to be made at the Town Hall Meeting. Position will be formally posted.
- Dennis will be leading the committee for the new slate of CLT members.
- Scott and Pastor S will be meeting to discuss goals as part of the semi-annual review process.
- Investment Committee- Scott Kohrs and Erik have loosely been working on this. The current committee meets regularly. Two members need to be replaced. They should rotate every 3 years or so. The committee functions as an oversight committee. Scott will follow up with an email after the meeting to get names for nominations.
- Voter's Assembly Meeting (Town Hall) is set for January 25, 2026, at Noon.

CLT Education– Dennis Rohlfing

- No report-Dennis on vacation

Closing Prayer- Jason Becker

Adjournment – Scott Kohrs

- Meeting adjourned—8:49 pm