

NELC Church Council Regularly Scheduled Meeting | Minutes

June 18th, 2024 | 6:30 p.m. - 11:15 p.m. | Room 301, Nazareth Evangelical Lutheran Church

Meeting called by: President Wayne Jacobson

Secretary: Julie Creeden

Attendees: Cindy Wilson, Beth Harris, Kristie Lehman, Chris Hansen, Ron Martin, Nate Greiner, Julie Creeden, Wayne Jacobson, Tim Boettger, Mike Brost, Kaylene Hoskins

Guest: Marc Rath, NELC Director of Facilities

Absent: Kristina McBurney

AGENDA TOPICS:

Call to Order at 6:30 p.m. | *Wayne Jacobson*

Wayne welcomed everyone and thanked us for attending. He opened us in prayer.

Security and Blessed Beginnings Facilities/Equipment | *Marc Rath*

1. **Security:** Marc shared that the NELC Emergency Procedure Guidelines were adopted shortly after he started his employment at Nazareth. He fashioned them after the guidelines from a United Methodist church in Marion, Iowa he had visited at that time. He stated that there are two overall types of emergencies, which have very different responses.
 - a. Active threat emergency:
 - i. There are seven entrances at Nazareth and 30+ cameras throughout the facility including one camera at each door. Some cameras could now be moved out of empty Blessed Beginnings rooms and used elsewhere in the building as needed.
 - ii. Throughout the week, people must come in through Door 1. Door 7 is open for funerals, and occasionally door 3 is opened for larger events. All other doors remain locked.
 - iii. Marc has the capability to unlock and lock doors via the computer for outside groups to come into the building.
 - b. Tornado, Fire, Medical emergency:
 - i. We do not currently have tornado signage. Marc will make sure these signs are created and installed in the proper areas. He will also make sure that ushers, pastors, and worship leaders are trained with this information for tornado, fire, and medical emergencies. Marc shared three safe spaces within the building for weather events that will also need to be conveyed to the congregation:
 1. Tunnel under the worship center
 2. Older education hallway
 3. Underground areas, if time permits
 - c. Security options the Council can consider:
 - i. Establish a Volunteer Security Team – Marc will reach out to other area churches who have volunteer security teams in place and report his findings back to the Council.

- ii. Hire a professional security person to work at Nazareth. Marc believes that this option could possibly put less liability on the church.
 - iii. Council and/or Congregation view the active shooter video available through the Cedar Falls Police Department..
2. **Blessed Beginnings Facility Tour** – Marc took the Council on a tour to show us the facilities left empty by Blessed Beginnings. Upon completion of the tour, the Council brainstormed next steps for facilities, supplies, equipment, and vehicles that were formerly used by Blessed Beginnings. Some rooms could possibly be converted to storage rooms. Three options will be considered to move forward: store items, sell items, donate items. No final decisions will be made by the Council prior to the following actionable items:
- a. Wayne will get bids on the Blessed Beginnings vans.
 - b. Kaylene will consult with Kim and Meg to see if they desire to keep any of the smaller daycare equipment or supplies for their programs. Anything they don't want will be included in a flyer that Kaylene will create to send out to other area Christian Daycares for donation.
 - c. Kaylene will research the possibility of selling the larger items such as strollers, cribs, etc. The Council feels it is best to store all of the child-sized tables and chairs at this time.
 - d. Kaylene will get staff input for room usage of empty Blessed Beginnings rooms prior to any Council decisions. This includes the School-age Building. Options that will be considered for this building are using it for another ministry within Nazareth, leasing it to another outside ministry, razing it, or using it for storage.
 - e. Kaylene will research the possibility of moving at least a portion of the current school-age playground equipment closer to the main church building so that it could be used by children on Sunday mornings. Other area church programs have already reached out to see if we are interested in selling some of the smaller equipment that is currently stored in an outside storage shed. Kaylene will contact them.

Secretary's Report | *Julie Creeden*

Action item	Moved	Seconded	Vote
Approve Council minutes from 5/21/24	Chris	Kristie	Pass

Pastors' Reports | *Mike Brost and Tim Boettger*

Mike encouraged the Council and thanked us for our work. He believes that the Council is doing faithful work, holding fast to God's Word, and shared that he has also heard this sentiment from other families at Nazareth. Tim shared that he and Mike have met with a few candidates for youth ministry. They will share more information as they continue with other scheduled meetings within the next few weeks. He reported that Meg is still paying attention to the Nazareth/Orchard Hill partnership and will keep the Council informed. Both Mike and Tim commented that VBS was very well done and joined the Council in giving a special thanks to Kim, Meg, and all of the many other staff members and volunteers who helped make this week so meaningful and powerful for children.

Treasurer's Report | *Cindy Wilson*

Cindy shared the most recent minutes from the Finance Committee. She was very encouraged with the state of Nazareth's finances and complemented both Susan and Anne for their work in this area.

Action items	Moved	Seconded	Vote
**Action Item via email 5/29/24			

Approve May Financials.	Chris	Julie	Pass
Approve recommendation from the Finance Committee to invest up to \$300,000 from Banklowa low interest-bearing account into CDs.	Cindy	Beth	Pass
**Let it be noted here that after having received copies from Susan Dean, the Council approved the April Financials via email on May 29, 2024.	Cindy	Julie	Pass

Committee Reports | Council Reps

Blessed Beginnings follow-up – Kaylene reported that there is essentially a neutral balance in the Blessed Beginnings account after all final expenses of Blessed Beginnings are paid. Copiers have been picked up, phones have been shut off, and Andy has been able to utilize one of the BB laptops for his Route 66 Bible study.

Building & Grounds – Nate

The parking lot improvements are waiting for a span of time with no rain. The roof on the coffee shop is complete, and the gym roof has new tin.

Endowment – Chris

Arlan Parrish spoke with Community Bank and Trust and realized that in order for the Blessed Beginnings endowment funds to be moved to the General Fund as was approved by the Council, the bank needs a formal written request. Kaylene wrote this and included the Council executive session minutes from 4/15/24 that included this approval. Chris also mentioned that the committee is working to update the Endowment brochure. They also are looking into having some sort of endowment content put on naz.org.

Personnel – Chris

No report – The Committee did not meet.

Local Missions – Ron

Ron reported that the committee has been working on their portion of the Time/Talents sheet as requested by the Stewardship Committee. The committee had one recommendation for the Council: See action items below.

US World Missions – Kristie

Shannon Sandquist with the Navigators spoke with the committee about a mission trip opportunity that is coming up. So far two Nazareth members have expressed interest. They need at least four people to go. If no one else at Nazareth expresses interest, the opportunity will be open to members of Ascension Lutheran. Ron mentioned that a new organization is now under the umbrella of the Navigators that is involved in this mission trip called “Oaks International.” The committee had one recommendation for the Council: See action items below.

Stewardship – Julie

The committee had two recommendations for the Council: see in Action Items below.

Worship & Music – Wayne

The makeup of this committee is out of compliance with the bylaws. There are too many people (bylaws state 6 members + 2 ex-officio) and there are staff members in place where congregation members should be. The core team has already discussed this and will be moving forward with solutions to get the committee back into compliance as soon as possible. All members will ultimately require Council approval.

Julie reported that Jordan had helped immensely with organizing the membership of our current committees so that the Council can get them back into compliance with the bylaws. Every June one-third of the membership is supposed to go off and one-third new members come on. It may take some staggering terms in the meantime, but the Council is committed to bylaw compliance for all committees. Volunteers with a mature faith and an education background will be sought for serving on the Education Committee with Beth as the Council Rep. Jordan will continue to track

the terms of each member to the best of her ability and add the term dates to our organizational chart, and then the Council will begin staggering terms until member rotations are compliant and systematic.

Action items from Committee Reports	Moved	Seconded	Vote
Approve Dan Schofield as new member of Local Missions Committee as per their recommendation	Ron	Beth	Pass
Approve Kathy Oakland, Shelley Lauritsen, and Maureen Hanson as new members of the US/World Missions Committee as per their recommendation	Ron	Nate	Pass
Approve recommendation from Stewardship Committee to replace giving 50% of the Thanksgiving offering from ELCA World Hunger to Lutheran World Relief	Julie	Kristie	Pass
<p>Approve recommendation from the Stewardship Committee to update the current NELC Stewardship Policy in the Church Handbook, Section c. Participation, to read as follows:</p> <p>Stewardship calls for action. On the first Sunday of November members of Nazareth are asked to bring their pledge cards and time/talents sheets to the worship service. These are left at the altar. If members are not at the worship service on those Sundays, there will be an opportunity for them to leave their cards and time/talents sheets in the offering plate on the second Sunday in November. During the second week in November, the Church Administrator and Stewardship Committee shall prepare a report for the Church Council stating the anticipated income from the congregation for the coming year. The Council will then prepare a budget during the month of December for the next year.</p>	Julie	Wayne	Pass

President's Report | Wayne Jacobson

- Our current bylaws need to be updated – especially if the outcome of the second vote approves our disaffiliation with the ELCA. Wayne asked the Council for nominations for members to work on these updates to our current bylaws. Chris suggested asking the former bylaw committee who has already invested much time in this area to serve again, if they are willing. The Council agreed. Wayne will ask John Larsen, Paul Creeden, Maureen Hanson, and Russ Curtis. Wayne and Pastor Mike Brost will also sit on this committee. Kristie also mentioned that John Lehman would like to be considered. He will be asked as an alternate if one of the former members cannot serve.
- Wayne reviewed the prescribed governance of NELC as it is set forth in our current bylaws. The congregation elects 9 Council members to act as the governing body of the church. The Council maintains standing committees to carry out the business and operations of the congregation. These committees do their work and then make recommendations to the Council. The Council either denies or approves committee recommendations. Occasionally, there are items that require full congregational approval, in which case it is the duty of the Council to make recommendations to the congregation. The congregation may either deny or

approve those Council recommendations. Most of our current committees are working within compliance of our bylaws. However it is noted that the following committees need to be adjusted in order to be in compliance with the bylaws:

- The Worship & Music Committee is supposed to have 6 members plus 2 ex-officio members which are the Senior Pastor and Director of Music. There are currently too many members on this committee, and other than those two ex-officio positions, the intent of the bylaws is that the committee members should be from the congregation, and staff as either ex-officio or advisory basis as set forth in the bylaws for each committee.
- The Education Committee has no current members and needs to be re-established and functioning in order to be in compliance with the bylaws. Beth Harris is the current Council rep of that committee. The Council is currently looking for volunteers from the congregation who have a strong love for Jesus and a background in education to sit on this committee.
- The Endowment Fund is to include the Senior pastor and Finance Manager as advisory members.
- Wayne asked Kaylene to update the Council on the electronic signage bids that will be paid for by a generous donation from a member in memory of a loved one. She is gathering bids at this time. No action will be taken on this item prior to gathering more information from the city. Kaylene has reached out, and we are waiting to hear back.

Old Business | Chris Hansen

- Chris is still working to get written documentation to cover any liability by having Deery Toyota and New Aldaya use our parking lot. To avoid a conflict of interest, he will reach out to Attorney Pat Galles for help in this area.

New Business | Council

- A few members of the congregation have reached out to the Council as a whole, as well as individual Council members, asking why the blinds cannot be opened during Sunday morning worship services. Some of the blinds do not work very well, however an attempt has been made to keep as many open as possible during the Sunday morning time.
- NELC employment policy regarding severance – this item will be sent to the personnel committee to work on and bring recommendation(s) back to the Council at their earliest convenience.
- Review the approval process for use of Worship Center by outside groups. The policy is clearly written in the Church Handbook and must always be followed. The Senior Pastor will have the final approval for any event held in the Worship Center. Wayne will ask Marc what criteria are used for outside groups using other areas in the building. The current policy in the church handbook may need to be reviewed by the Council in the near future.
- Wayne will plan on giving a brief Council update to the congregation this Sunday, June 23rd. It will include updates on the upcoming affiliation vote on August 28th, the parking lot construction work, new roof work, strong congregational giving, and the upcoming Biblical Stewardship emphasis in the fall.
- Kaylene asked for clarification on membership and the NELC privacy policy.
- Staffing update: There are a couple of people who have shown interest in the Food Ministry position left open by Peg Merfeld. Kaylene and the pastors will follow through with these contacts.

Action item	Moved	Seconded	Vote
Adjourn	Kristie	Nate	Pass

Meeting adjourned at 11:15 p.m. | Next meeting: Tuesday, July 16th at 6:30 p.m. in Room 301