

NELC Church Council Regularly Scheduled Meeting | Minutes

January 14th, 2025 | 6:30 p.m. - 9:31 p.m. | Room 301, Nazareth Evangelical Lutheran Church

Meeting called by: President Wayne Jacobson

Secretary: Julie Creeden

Attendees: Kristina McBurney, Ron Martin, Nate Greiner, Kristie Lehman, Cindy Wilson, Julie Creeden, Wayne Jacobson, Mike Brost, Kristin Swenson

Via conference call: Beth Harris, Tim Boettger

AGENDA TOPICS:

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

Prayer & Devotion

Wayne welcomed everyone and thanked us for attending. Pastor Brost shared Psalm 119:43 and the Council reflected on our great hope for the future and goals for 2025. Kristina opened the meeting with prayer.

Secretary's Report | *Julie Creeden*

Action item	Moved	Seconded	Vote
Approve Council minutes as amended from 12/17/24.	Kristina	Nate	Pass

President's Report | *Wayne Jacobson*

Wayne began his report by asking the treasurer, Cindy Wilson, to please begin with her December finance report and then lead into the 2025 budget report; both for Council approval.

Treasurer's Report: Cindy reported that the offering during the month of December was very generous, with members giving \$255,571, which ended our fiscal year \$88,486 ahead of our actual 2024 budget. The Council is very grateful to God for his generosity and faithfulness, and also to the congregation for their faithful practice of Biblical stewardship. We ended with a YTD Net Operating Surplus of \$278,143.

Action item	Moved	Seconded	Vote
Approve December Financials.	Cindy	Ron	Pass

Cindy and Kristen continued by going over the proposed budget for 2025 after having received pledges from the congregation and expenditure requests from the various departments and committees at Nazareth. This draft includes two gifts to the NALC Churchwide Ministries: Disaster Response Fund and Great Commission

Fund. This final draft of the 2025 budget will be presented to the congregation in the Annual Report for their approval during the Annual Meeting on January 26th, 2025 at 12:30 in the Worship Center. The Council will recommend passage of the budget as proposed.

Action item	Moved	Seconded	Vote
Approve 2025 Budget Final Draft and recommend passing by the congregation during the Annual Meeting.	Nate	Julie	Pass

Wayne then asked Kristina and Nate for their report from the 2025 Nominating Committee. This committee consisted of Kristina and Nate as the two Council representatives, as well as congregation members Jan Reisetter, Jon Peterson, and Laurie Larsen. The Council thanks the Nominating Committee for their faithful and diligent work. Both of the Council reps were so impressed with the gifts, discernment, and work ethic of these members, they will be recommending to the congregation that these same three serve on next year's nominating committee as well.

Nominating Committee Report: The Nominating Committee unanimously brings forth three highly qualified candidates for congregational approval for the three open Church Council seats: Erik Blanchard, Russ Curtis, and Doug Witham. After meeting with all three candidates, the committee is confident that Erik, Russ, and Doug are theologically aligned with the beliefs of Nazareth, spiritually mature, and committed followers of Christ. They all feel called to serve and have the gifts of leadership, wisdom, and humility. Some of the things that were mentioned when talking about their hopes and dreams for Nazareth were:

- continuing to build a foundation of powerful, Bible-centered preaching;
- promoting dynamic Christian education and discipleship;
- facilitating vibrant and growing worship services;
- praying and working for Nazareth to be a beacon of truth and light in the community;
- striving to build up our college and student programs;
- providing spiritual leadership to a pastoral call process and strategic planning; and
- resting on the foundation of who Nazareth is and how we do ministry.

Bylaws Report: Wayne reported that the Bylaws Committee has made it completely through the Bylaws with a first draft, and they are now going through it again with eyes for small details to ensure clarity and completeness. They are confident that by the end of this month or early February, they will be done with a final draft. Once this final draft is complete, the bylaws committee will report to the council at the Council retreat. Once the final draft is approved by the Council, it will be presented to the congregation for their ultimate approval at a specially called meeting during the month of April, 2025.

Christian Crusaders Request: Wayne asked Julie to explain the two-fold request from Christian Crusaders (CC). 1) She reminded everyone that since the Council had requested that CC move their office from their first floor location to a second floor location which is much less visible, the Church Council had intended to help them with some first-floor signage indicating their continued presence and support here at Nazareth. CC presented a proposal for sign size and location preferences. 2) CC is requesting the use of the audio recording of Tim Boettger's sermons to be edited for use on the CC radio program with the understanding that CC will give credit to Nazareth Lutheran Church during this live broadcast. By using the live recording rather than a pre-recorded one in Pastor Boettger's office, the dynamics are more authentic and the sermon flows with more ease, making the radio program as good as it can possibly be for CC listeners. The Council saw this as a win/win for both CC and Nazareth. Julie abstained from both votes because she also sits on the CC Board of Directors.

Action items	Moved	Seconded	Vote	Abstain
Approve CC request to place 2 display signs on the first floor at Nazareth: the North-end signage will be located somewhere near the wall to the right of the stairwell going up to the 2nd floor, and the South-end signage will be located somewhere near the brick wall just past the Family Life Center. CC will work with the Nazareth Facilities Director for the final placement of both signs, and Nazareth will contribute up to \$1,000 toward the total cost of both signs.	Nate	Ron	Pass	Julie
Approve CC request for them to utilize the audio file of Nazareth's sermon for their radio broadcast when Pastor Boettger is preaching. Nazareth will be given credit for the recording during the CC program.	Julie	Kristina	Pass	Julie

Interim Pastors' Reports | *Mike Brost & Tim Boettger*

Mike: Staff will soon be setting goals for 2025 – Staffing goals are filling open positions for a youth director, permanent administrator, and food outreach ministry coordinator. Attendance goals will also be included and strived for. Mike continues to greet new people who are attending Nazareth every Sunday. Our Bible overview study will continue through Easter, and then we will be moving into either a study on discipleship or the book of Acts.

Tim: He is looking forward to going to the pastors' conference with Mike in a few weeks. He feels greatly encouraged by the number of visitors attending on Sunday mornings and is also encouraged by the general feel around Nazareth.

Interim Administrator's Report | *Kristin Swenson*

Kristin updated the Council that she is filing Nazareth's Biennial Business Report for the state of Iowa. She reported that Jordan is working with Facilities to prepare for the Annual Meeting. This includes table set-up as well as prepping the ballots and sign-in sheets ahead of time. Tellers will be needed to count the votes – Kristie will organize this group and reserve a room for them to work. She encouraged the Council officers and Nominating Committee Reps to look over the script and update as needed. All Council members have access to this script digitally.

Other Business

Council thought it best to give the new blended service concept a bit more time prior to review and evaluation as items in the service continue to be tweaked and improved. Because of this decision, the review and evaluation of the service has been tabled at this time.

The choosing of the date and time of the Council retreat will also be tabled for now to be determined in the near future.

Meeting adjourned at 9:31 p.m. | Next meeting: Tuesday, February 18th at 6:30 p.m. in Room 301. This will be the last Council meeting for Julie and Ron, and the three new Council members will also attend this meeting.

NELC Church Council Regularly Scheduled Meeting | Minutes

February 18th, 2025 | 6:30 p.m. - 9:40 p.m. | Room 301, Nazareth Evangelical Lutheran Church

Meeting called by: President Wayne Jacobson

Secretary: Julie Creeden

Attendees: Kristina McBurney, Ron Martin, Nate Greiner, Kristie Lehman, Cindy Wilson, Julie Creeden, Wayne Jacobson, Beth Harris, Erik Blanchard, Doug Witham, Russ Curtis, Mike Brost, Tim Boettger, Kristin Swenson

AGENDA TOPICS:

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

Prayer & Devotion

Wayne welcomed everyone and thanked us for attending. Pastor Mike shared Luke 22:32 with the Council. He encouraged the Council to strengthen each other like the Apostles did as we continue to move forward in service of the Kingdom. Wayne then facilitated introductions of all Council members. Pastor Mike opened the meeting with prayer.

Secretary's Report | *Julie Creeden*

Action item	Moved	Seconded	Vote
Approve Council minutes from 1/14/25.	Kristie	Kristina	Pass

Minutes from the 2025 Annual Meeting will be approved by the congregation at the 2026 Annual Meeting.

President's Report | *Wayne Jacobson*

Bylaws update:

Wayne reported that the Bylaws Committee has completed their work after making a few last edits. They have now shared a draft of their completely rewritten Bylaws and Articles of Incorporation with the Council. The Council will now review both of these drafts and make further edits, if necessary. At the upcoming Council retreat, the Bylaws committee will be present to answer any questions. It will be the Council's role to approve a final draft and then determine how to present the final draft to the congregation for their approval. At this point, the draft will also be shared with the staff. Congregational approval will require a $\frac{2}{3}$ majority of those members in attendance at the special meeting.

Since both Wayne and Russ were a part of the Bylaw Committee, they relayed to the Council the sentiments of the committee: The committee shares this draft as a celebration of the positive direction that Nazareth has taken, and the draft was carefully written so that people can find the Bible deeply embedded in our bylaws. The Council commended the committee on their efficient and thorough completion of these drafts, and specifically

praised the first few Bylaw Articles proclaiming our confession of faith which is extremely well done. The description of the sacraments is also very well written and could possibly be made into a pamphlet to share with new members and at the Baptism class.

Tax-Exempt status: Before we can begin the process of applying for independent tax-exempt status, our Bylaws and Articles of Incorporation must be approved and in place. Our current articles of incorporation mandate this to be done at two separate meetings. In order to expedite this process, both meetings will be held on the same day, one directly following the other.

Council Retreat: This will take place on March 6th from 5 pm - 10 pm. Agenda items will cover the bylaws, election of officers, and orientation for new members. The Council will still have a regular March meeting on March 25th at 6:30 due to Spring Break being the third Tuesday. Sunday following the retreat (March 9th) will be the commissioning of the new Council members during both services.

Treasurer's Report | *Cindy Wilson*

Cindy mentioned that giving was down in January. This was partially due to extremely high giving in December of 2024. We are doing very well in February, and the Finance Committee is not concerned about January giving. Cindy will be reaching out to Bill Kahler and John Lehman about conducting our Financial Year-End Review.

Action item	Moved	Seconded	Vote
Approve January Financials.	Cindy	Nate	Pass

Wayne passed the presidency to the current Council VP, Kristina, to finish presiding over this meeting as the new Council president. The Council expressed their deep gratitude to Wayne for his strong and faithful leadership throughout the past year, and they look forward to President McBurney's leadership in the coming year.

Interim Pastors' Reports | *Mike Brost & Tim Boettger*

Mike:

- The Lenten service schedule is currently being worked on. Mike will ask Dr. Amy Little from the NALC, if she would be interested and available to preach at Nazareth for the Maundy Thursday service this year. Tim, Andy, and Mike will each take two of the rest of the Lenten services.
- We will continue the current Bible overview series until Easter, and then we will study the book of Acts – probably through the end of the summer. Opportunities for small group studies in Acts will occur at the same time as this preaching series. In the fall, we will possibly align with the confirmation classes again and study Luther's Small Catechism and the Ten Commandments.
- VBS will take place June 8-12. Mike will be gone the first three days at a conference which the Council approved.
- Mike, Tim, Kristin, Kim, and Meg will be meeting next Tuesday to solidify the job description for the youth hire. They will also work to better define our youth partnership with Orchard Hill.

Tim:

Pastor Tim shared that what has taken place at Nazareth over the past 2 ½ years is nothing short of miraculous. The leadership of the Council has grown immensely. Now we're at an exciting but vulnerable time. He encouraged us to focus on evangelism and discipleship with intentionality in mission. The leadership of

calling people into the Great Commission should be a priority of the Council. This is no time to pull back on that intentionality. Pastor Tim encouraged the Council to allow the Lord to stir us along the lines of the mission of the scriptures.

Interim Administrator’s Report | *Kristin Swenson*

- Kristin shared that the newly created job description for the church administrator will be posted very soon. The position of Food Outreach Ministry Coordinator is also still open.
- She reported that only 2/3 of members have picked up their envelopes. Ordering envelopes will happen soon for next year, and they will not order as many due to more people preferring to give online.
- Susan and Anne don’t have job descriptions, and Kristin is currently working with them and writing those. She will also be meeting with Sam on Thursday to go over his job description. Her goal is to make sure all staff job descriptions are in alignment with each staff members’ gifts and that each one is consistent in formatting.
- Prior to this year, Christmas Eve has been an “if” holiday for staff. This year it was changed, so instead of Christmas Eve, staff was given President’s Day as a paid holiday. Kristin is currently consulting with the staff to see if they would like to keep the date on President’s Day or possibly move it to MLK Day for 2026.

Committee Reports | *Council Reps*

Local Missions: Ron

- Alternatives – The baby bottle drive will be coming up again soon, and Nazareth will take part. Kim will be the point person for this.
- New Aldaya – The committee would like to ensure that the funding to New Aldaya go specifically for mission purposes. Wayne suggested that the mission committee appoint someone to be a point person who will have open communication with New Aldaya to ensure this, as well as coordinate other ways that Nazareth members help the residents at New Aldaya.
- Ron also requested that the Local Missions Committee obtain its own email. Kristin will take care of having that set up and send the sign-in information to Ron.

Action item	Moved	Seconded	Vote
Approve \$2,500 funding to New Aldaya from the Mission Fund.	Cindy	Nate	Pass

World Missions: Ron and Kristie

- Somehow the request of \$1,000 for scholarship assistance for members who would like to take the Perspectives course was omitted. Ron brought this request to the Council. This funding will provide \$100 assistance for up to ten Nazareth members who would like to take the class, to offset some of their tuition.
- The mission work with the UNI international students is going well. The gathering and sharing of winter gear was very well received.
- The committee is discussing the possibility of another trip to India in the late fall.

Action item	Moved	Seconded	Vote
Approve \$1,000 funding from the Mission Fund to go toward Perspectives Course tuition offsets for up to ten Nazareth members.	Ron	Julie	Pass

Stewardship: Julie

Julie shared that the stewardship committee met recently to evaluate this past year’s stewardship emphasis. They made a list of things that went well and things they would like to change for next year. The stewardship committee plans on reconvening again in early August in order to begin planning for the 2025 stewardship emphasis.

Other Business |

Kristie would like to have a picture taken of the Council for members to be able to recognize who is currently serving on the Council. This photo can be placed somewhere in the church and can also be put on the naz.org website. Kristie will make the arrangements for the photo.

Beth brought up discussion about the possibility of inviting our local missions partners to come and make a short presentation to the congregation for information purposes. Ron felt the local missions committee would be open to that. These presentations could be either brief video submissions or live.

Discussion occurred on simplifying our stewardship model back to a simple “pie chart” type of giving. For example, instead of one envelope for the general fund, one for missions, and yet another for capital improvements, with members pledging separately to each area, there could be one envelope for all giving which was done at Nazareth several years ago. Using this “pie chart” method, for every dollar given to the church, 10 cents of every dollar goes to Missions, and a percentage to be determined goes to capital improvements, with the remainder going to the general fund. This will not only simplify and clarify the giving process, but it will save money on the ordering of envelopes. Certainly if any member still wants to designate a certain amount for general fund, missions, and/or capital improvements, this option will still be available. After discussion, the Council found consensus in moving Nazareth back to a simple pie chart model for 2026. Kristin will ask Anne to put a pie chart together that reflects 10% for missions and a determined amount based on past giving for capital improvements. This change will be shared with the congregation through the next stewardship emphasis in the fall of 2025. Julie will inform the Stewardship Committee of this change.

Kristina reiterated Tim’s encouragement that everything the Council takes on as initiatives in the coming year must be run through the lens of evangelism and discipleship. The Council wholeheartedly agrees!

The discussion on the review of the blended worship service has been tabled in order to have more time for discussion. It will be brought up again at the next Council meeting.

Action item	Moved	Seconded	Vote
Adjourn meeting	Nate	Kristie	Pass

Meeting adjourned at 9:40 p.m. | Next meeting: Council Retreat on Thursday, March 6th at 5:00 p.m. in Room 301. There will be a light working-meal served at the beginning of the meeting. Due to spring break, the next regularly scheduled meeting will be moved to Tuesday, March 25th at 6:30 in room 301.

**NELC Church Council Regularly Scheduled Meeting |Minutes *March 25th, 2025* |
6:30 p.m. – 10:20 p.m. | Room 301, Nazareth Evangelical Lutheran Church**

Meeting called to order by: President Kristina McBurney

Council Attending:

- Kristina McBurney
- Beth Harris
- Cindy Wilson
- Doug Witham
- Kristie Lehman
- Erik Blanchard
- Wayne Jacobson
- Nathan Greiner

Staff Attending:

- Mike Brost
- Tim Boettger
- Kristin Swenson

Secretary: Nathan Greiner

AGENDA TOPICS:

Meeting Called to Order at 6:35 p.m. | Kristina McBurney

PRAYER AND DEVOTION

- Kristina opened the meeting with an update of Russ Curtis
- Mike Shared a Devotion and Challenge for discussion of “Who are you reaching a hand out to?”

COMMITTEE UPDATES:

Finance Committee:

Cindy Wilson shared the following highlights:

- February was a strong month making up ground from small January shortfall
- March is trending positively
- Expenses for February have come in under budget
- Overall Net Operating Surplus YTD
- Audit Review completed by Year End Finance Committee with positive results and no irregular discrepancies

Discussion of Finance Committee Report:

- Endowment funds account and purpose discussion
 - Action Items for Endowment Committee:
 - Review of Methodology and Criteria for how Funds are used and dispersed
 - Managing company seeking clarification on “How Naz wants funds managed in the market”
 - Need to appoint Council Rep to Endowment Committee
 - Kristina nominated Doug Witham who accepted the role on the Endowment Committee
- Motion to Approve Finance Report as presented made by Wayne and seconded by Erik
 - The Finance Committee Report was **Approved**

Local Missions Committee:

- Minutes reviewed as submitted
- Need to appoint council Rep to committee at future meeting

PASTORAL UPDATES:

Mike:

- Aug 6-8 NALC Convention seeking Clergy Rep and Congregational Rep to attend meeting in Pennsylvania
- Naz needs to evaluate how and or if to Financially support the larger church NALC Ministry.

- Discussion amongst council how to approach that and where a gift or tithe might come from
- Annual Tithe for future years would consider 1-3% of annual budget
- Future years will look to add this to the budget
- Mike sees good positive momentum in both staff and congregation and is excited about the fruits that are happening and excited about the positive forward planning steps
- Mike reminded the council that he promised an announcement would be coming soon from the council

Tim:

- Encouraged by staff culture
- Easter is coming up and encouraged by the services leading up to Easter
 - Amy Little will be coming from NALC to preach at the Maundy Thursday Service
- Tim enjoyed a relaxing vacation and time away and coming back excited about Naz and where Naz is heading

Discussion:

Wayne motioned for Naz to give a one time gift \$5000 to NALC, seconded by Cindy

- Discussion:
 - Where would this money come from?

Motion Amended by Wayne to give a one time gift \$5000 to NALC with the Money gifted from the Welcome home 10% Fund, seconded by Cindy

- Discussion:
 - Tim comments about positive visit with the NALC and good about supporting the newer Denomination as they continue to grow
 - Naz is one of the largest NALC congregations
 - Does the NALC require a donation: Answer NO
 - Does the NALC require us to adopt their bylaws? Answer NO
 - Should we increase the gift amount?

- Mike mentions the NALC is staying true to core values and scripture and a gift or tithe is money going to a good place and they are responsible with the funds they do receive
- Motion to give a onetime gift \$5000 to NALC with the Money gifted from the Welcome home 10% Fund : **Approved**

INTERIM ADMINISTRATOR REPORT: Kristin Swenson

- Review of Emergency Preparedness and Safety Strategy
 - Presented options to hire Cedar Falls Police for Sunday services

Motioned to hire plain clothes Police officers on Sunday Mornings as presented, seconded by Erik

- Discussion
- Motion to hire plain clothes Police officers on Sunday Mornings as presented: **Approved**

Recent Highlights and Accomplishments:

- 2025 Budget Completed
- Initiated reviewing process for Financial Software Database options
- Annual Review of Payroll and Health Benefits
- Staff Reviewed their positions and roles at Naz in 1:1 meetings
- Staff Job Descriptions have been reviewed and reworked in collaboration with the staff members to align with NELC Values and current Job Duties
- Staff Anniversary records updated, and system created to maintain going forward
- Roadmap/cheat sheet for future staff/Administrator to continue the institutional knowledge

Things to “Keep it going”:

- How to use the remaining Welcome Home funds

- Windows bids are coming in
- Software needs
 - Church Database system
 - Financial Database system

REVIEW AND DISCUSSION of Church Structure and Bylaws

The council invites John Larson and Paul Creeden from the Bylaws committee to join

- Pastoral Model and Call Process Discussion
- Council Role and Responsibilities
- Committee Structure

9:31pm Council Entered Executive Session to Discuss Church Administrator Candidate

9:54pm Council Exited Executive Session

Motion made by Erik to affirm the Candidate Presented by Interviewing Committee, motion Seconded by Beth

Motion to affirm the Candidate Presented by Interviewing Committee was **AFFIRMED**

Motion to Adjourn Meeting made by Erik seconded by Cindy

Meeting Adjourned at 10:20pm

Next Regularly Scheduled Council Meeting April 15th, 2025 at 6:30 pm

NELC Church Council Special Meeting |Minutes *April 8th, 2025 | 6:30 p.m. –9:30 p.m. | Room 301, Nazareth Evangelical Lutheran Church*

Meeting called to order by: Secretary Nathan Greiner

Council Attending:

- Kristina McBurney
- Beth Harris
- Cindy Wilson
- Doug Witham
- Kristie Lehman
- Erik Blanchard
- Wayne Jacobson
- Nathan Greiner
- Russ Curtis

Staff Attending:

- Mike Brost
- Tim Boettger

Secretary: Nathan Greiner

AGENDA TOPICS:

Meeting Called to Order at 6:35 p.m. | Nathan Greiner

PRAYER AND DEVOTION

Council Changes and Elections:

- Kristina Submitted her resignation from Church Council due to her new appointments as Church administrator which she will begin in May. This leaves the Council President vacant as well as council a member short.
- A motion was made by Wayne and seconded by Cindy to elect Nathan Greiner to be the new Council President. This motion Carried.

- The Council held a discussion about who would be appropriate to fill the vacant council position for the remainder of the year as well as election of a new council secretary. The conversation will be taken up at the next regularly scheduled meeting 4/15/25.
- The Council spent the remaining night discussing the church bylaws, making significant progress in the review and editing. Further discussion and work will be done at the next regularly scheduled church council meeting on 4/15/25.

Meeting Adjourned at 9:30pm

Next Regularly Scheduled Council Meeting April 15th, 2025 at 6:30 pm