

ST. PAUL UNITED CHURCH OF CHRIST
COUNCIL MINUTES FROM MEETING OF
Tuesday, October 8, 2024

Council Members Present: Pam Lange, Jane Dykowski, Tim Ruffner, Sue Mrowka, Teri Staffeld, Michael Isaacs, Louise Stanek, Jeannette Wackro, Mark Ennis, and Dan Case.

Excused: Fred Miller; Absent: Toni Hill

Guests: Financial Ministry: Bookkeeper; Financial Secretary; Treasurer; Stewardship Chair

Meeting was called to order by 1st Vice President, Tim Ruffner, (Sue Mrowka deferred to Tim Ruffner) at 6:35 p.m. followed by opening prayer led by Mark Ennis.

Lori Kuhn, bookkeeper, was introduced by Dan Case who noted that she had been our prior church treasurer. She shared with the council how an auditor's perspective would be. Although our records would probably give the same result, an auditor would be looking for more detail in the reporting of a gain or loss in an event for instance. She is reporting more details. She and Dan Case are working on human resources information. All employees should have I-9's on record and be sent 1099's when paid \$600 in the year. She emphasized the need for receipts for everything. There are numerous electronic files that are duplicated and she is trying to clean those up. (Michael Isaacs related that there is a system available to do that.) Also, with new digital software, files can be saved without printing. There are rules for deleting files of employees leaving after a certain period of time. Lori was graciously thanked for her dedication and service before being excused. Sue Mrowka reported for the Stewardship Chair. She has work with Barb Schultz and Rev. Anderson is preparing a letter to go to the congregation. She related that letters are sent bulk mail. Also, envelopes for the Stewardship offering are included in the Tidings and some are in the narthex. These supplies are free from the UCC. Acknowledgment is received from the UCC for our offering. Annette Thie, Financial Secretary, was excused and Treasurer, Dan Case, reported in the agenda order.

Approval of the Minutes: Motion by Dan Case, seconded by Jeannette Wackro, to approve the minutes of the September 10, 2024 Council Meeting with one correction. (The correction was that Sue Mrowka rather than Tim Ruffner made the Eileen Drutchas contact regarding a music director search.) Motion carried.

Agenda Additions/Deletions: There was a deletion from Old Business of Director of Christian Education (on hold) and an addition to New Business of Christmas Eve Awareness.

REPORTS AND UPDATES

Treasurer's Report: Written report. Dan Case expanded on his report that income for September was \$15,000 plus and expenses were \$13,000. For the year's current income and expenses, we are approximately \$575 to the good. Our general fund stands at c. \$26,000. When we have positions filled, we need approximately \$21,000 - \$22,000 monthly income. There followed some discussion about passing the plate. The consensus seemed to be not every Sunday. But, perhaps it would be done on special occasions—Totenfest (Nov. 3), Christmas, Easter, and others. Motion by Michael Isaacs, seconded by Sue Mrowka, to approve the Treasurer's report. Motion carried

Ministry Department: Rev. Anderson questioned when we held new member classes. Michael Isaacs and Rev. Drutchas some time ago had prepared a video. This would probably be outdated. Dan Case suggested we have a special executive committee meeting to plan for a class. There are some non-members who have been attending regularly. Rev. Anderson also related that things were going well and once again emphasized that her office door is always open. .

Trustees/Building and Grounds: Dan Case reported that a check is being made in the parsonage that may have caused the rise in the electric bill. The city has required the owners of the building behind the church to paint it. That has been done. The kitchen suppression system has not yet been completed. The west drive drain and parking lot repairs have been completed. The church furnace inspection is up to date with the city. A delinquent street light assessment has been paid. Also, Andrew Staten is training to become an audio technician.

Deacons: Teri Staffeld reported that attendance is holding steady. September was 385 in five Sundays.

Elders: Pam Lange reported that communion participants are about 50. Sunday prior to this meeting 58 participated in World Wide Communion using tincture and various breads.

Dan Case moved we go into executive session, seconded by Michael Isaacs. Motion carried. The meeting moved to executive session at 7:26 p.m.

Motion by Dan Case, seconded by Michael Isaacs, to return to regular session. Motion carried. The council resumed regular session at 8:14 p.m.

Search Team Update: Mark Ennis reported that the team continues discussion with a candidate.

OLD BUSINESS

1. Status of Council Positions: No Council candidates have been identified for the open positions. Tim Ruffner will be making a plea for candidates and coffee hour personnel. Face-to-face conversations and requests are more effective. Dan Case related that some churches are filling leadership (council positions) with worship participants rather than just church members. Tim Ruffner vowed he would have two candidates by the November council meeting.

2. Organist Search Update: and 3. Music Director Search Update: These items were addressed together: Tim Ruffner has received information from 5 candidates since his on-line search and refined job description. He has asked Mark Ennis to help in meeting with the prospects by the November council meeting. He was advised to first search for the director as that person may fill the organist position or have someone with whom they already work.

4. First Presentation of 2025 Budget: Dan Case related that he had reduced some items and deleted some items to more realistic amounts. He is waiting for the DTE budget amount. Unfortunately more costs are rising.

5. Staff Annual Reviews: Dan Case has completed the reviews for Lori Kuhn and Annette Thie. Harold Fick, sexton and groundskeeper, is yet to be done.

6. January – Christnet Week Determination: The tentative week is January 19 – 25, 2025. The first van leaves at 5:45 p.m. and the second at 6:15 p.m. Therefore, all guests should be here at 6:30. Sue Mrowka will call for clarification on the intake personnel requested in the instructions. Meals are covered easily, but chaperones from 5 p.m. – midnight and midnight to 7 a.m. are more difficult positions to fill. One male and one female (unrelated) are required for each shift.

NEW BUSINESS

1. Christmas Eve Awareness: Council members have special responsibilities during the Christmas Eve worship service. There needs to be planning and practice for pew communion and passing the plate if this is what is planned. There will be refining of this in the future.

ROUNDTABLE

Dan Case reported that the Memorial Fund is purchasing a new cutting board. He also reported that there were not enough people to tear down after the rummage sale. Please call Dan Case if you can help at any time. Jane Dykowski shared information about the Christmas Gift and Basket Sale for which Peggy Staten is so enthusiastically preparing. This will be open to the public on December 6, 7, and 8 and after Advent by Candlelight and the Children’s Christmas Program.

Motion by Teri Staffeld, seconded by Sue Mrowka, to adjourn. Motion carried.

The meeting adjourned at 8:54 p.m. followed by the Lord’s Prayer in unison.

Respectfully submitted,

Jane L. Dykowski
Recording Secretary.