

**St. Paul Lutheran Church
Voters' Assembly Minutes**

October 14, 2018

Opening prayer by Pastor Bruner.

Meeting called to order by President Ed Sergent at 1:30PM.

Moved and supported to accept the Voters' Minutes of August 12, 2018.

Motion carried.

Old Business:

- Diane Mills read the second reading of the Constitution Change (Preamble).

Moved and supported to accept the second reading. To be voted at December meeting.

Motion carried. Refer to attachment A.

- Diane Mills read through each By-Law change.

Moved and supported to accept changes to the By-Laws with the exception of By-Law Para V.K.

Motion carried. Refer to attachment B.

New Business:

Board Reports

Principal/Board of Ed - Paul Schoenknecht

School's Mission Statement: *St. Paul Lutheran School is committed to engaging students with a comprehensive education grounded in God's Word to prepare them for a life in Christ. As we strive to carry out this mission and the Great Commission of our Lord (Matt. 28:19-20), the students and staff of St. Paul are involved in the following:*

- Conduct daily Jesus Time/Religion classes
- Classroom prayer and devotions
- Weekly Chapel
- Heavenly Homework
- Faculty Bible Study and Prayer Partners

During the month of October, special activities have or will occur in carrying out this mission:

- Oct 5th - 1st, 4th, 7th, and 8th grades wrote Bible verses on the Rail Trail in Millington.
- Oct 12th - 7th & 8th grade participated in *Feed My Starving Children*.
- Oct. 23rd - Empty Bowls
- Oct. 28th - 1st Grade Bible Presentation

School Happenings:

- Super Sprint Sept. 28th. To date, raised over \$3,200.
- NWEA testing will be conducted this month.
- Dads and Donuts for PS-2nd grades on Oct. 12th.
- MANS Conference for all teaching staff, Oct. 18th & 19th in Grand Rapids.
- Professional Development for teaching staff, ½ day on Oct. 26th. Our topic *Applied Behavior Analysis* led by Dr. Claudia Leandres.
- Grandparents Day Nov. 2nd.
- Veteran's Day Celebration Nov. 12th.
- Parent/teacher Conferences Nov. 19th & 20th.

- 147 Students PS-8th grade.
- Had a meal and met with teachers at board meeting. All is well.
- Soccer and volleyball seasons finished. Basketball is soon.
- PTL is creating a community garden. Will incorporate with the curriculum and share the bounty. Classes will each do a bed.

Board of Elders - Glenn Brown

- 2019 service schedule set. Single Sunday services will begin June 16th and go through Sept. 8th so everyone can attend the teacher rededication on the 8th.
- Saturday evening services being changed to 7PM beginning Nov. 1st.
- Still working on inactives and will assess the results the end of the month. Inaccurate phone numbers and addresses in the roster. If your numbers change or someone you know, let the church office know.
- October is Pastor Appreciation Month.

Board of Evangelism - Jan Snyder

- Would like to set up a table in the narthex for gifts and info on St. Paul for visitors.
- Setting dates for Christmas Caroling.
- New ways to interact with the community during the festival.
- St. Paul will have an advertisement in the Timbers golf brochure. Will be seen by 20,000 golfers annually. This will include our QR code that will go to our website. Cost is \$349.00.

Board of Fellowship - No Report

Board of Finance - Diane Mills

- September Income: \$ 69,343.35; Expense: \$ 96,956.13
- Fiscal Year 18-19 Surplus to date: \$ 51,907.39
- Starting **Deficit** 06/30/18: (\$ 17,413.64); current surplus: \$34,493.75
- Mortgage Balance: \$ 636,873.14
- 110 school families.
- Collections: \$74,855.00 - 57 paid; 39 making monthly payments; 14 pay on own; 8 not meeting obligation.
- Memorials: \$16,145.91

Board of Social Concerns - No Report

Board of Stewardship - No Report

Board of Trustees - No Report

Salary & Personnel - Tim Keinath

- Will be attending a LEAP meeting Oct. 25th. Insurance topic - hoping to find ways to cut costs.

Trust & Investment - Dick Glady

Read the following statement:

Our committee is recommending that Voters' turn down the by-law changes for T & I that were read at the last Voters' meeting and tabled until this meeting. The reason being, is that T & I Committee has added additional changes along with today's proposed changes to our current by-laws.

We feel that it would be a waste of time to do this twice. If you choose to pass, or turn down the current proposed changes today, we will be bringing revised by-law changes to the December Voters' meeting for a first reading.

We have received a copy of St. Michael's Endowment Fund policy and procedures, and have found that we have many areas that needed to be addressed.

Thank you, T & I Committee

Nominating Committee

- Board elections will be Nov. 10th & 11th before and after services. Need to be a voting member and have attended a voters' meeting in the last year. 65 and older can all vote.

Associate Pastor

- Team teaching 7th/8th grade Confirmation Class with Pastor Bruner.
- Adult Instruction Class - 6; Public School Confirmation - 2.
- How to build up the next generation and train up. The average age attending are not the young people. What do we do? Where are they? Give other skills besides religion. Need to try new things. Get families of all ages involved. This can not just fall on the pastors. We all need to help.
- Thank you for welcoming Patti and I.

Administrative Pastor - Printed Report

- Introducing Pastor Martinal to our shut-ins and took him on a tour to the Saginaw hospitals.
- 30 shut-ins. Two with the Lord. Five have been worshipping. Three are unreachable. Remaining 20 have been visited at least once (and 13 have been visited twice this last quarter.)
- Have referred several people to Crossroads Counseling in Frankenmuth. We provide some financial assistance and have used up our budget line item. Additional funding was found through Memorials. Members would benefit in knowing this is one of the ways we provide ministry to others.
- Began promoting our SPL ministries and needs they might have through the Messenger and bulletin. Also started sharing information about ministries in the MI District that members could support and volunteer. The goal is to help members see where they are working together as the body of Christ to provide emotional, physical and spiritual care, so they will continue to be engaged in the ministry of SPL.
- Sunday morning Bible class on Book of James. 30 or more in attendance each week.
- Began Jr. and Adult Confirmation Classes.
- Working on a focal point that will help members recognize Jesus at work in their past and present lives. It is our hope that members will share examples of what God is doing in and through them now and look forward with confidence and excitement for more of the same. Ex: What is your Confirmation verse and how has God used it in your life?
- LEAP is discussing with Concordia Plan forming a potential group for health insurance purposes that could result in savings. LEAP shops - what has LEAP accomplished. Celebrating teaching staffs.
- Steve Kern will be the lay delegate for the Synodical Convention. We need to designate a lay voter to cast the vote for President and Vice President.

Closed with the common doxology.

Moved and supported to adjourn at 2:45PM.

Motion carried.

Respectfully Submitted,

Stacey Force
Congregational Secretary

Attachment A

Submitted by Church Council (Constitution – page 1)

As Written:

**THE CONSTITUTION AND BY LAWS
St. Paul Evangelical Lutheran Church
Millington, Michigan**

THE PREAMBLE

We Christians of like mind and faith, in order to provide for the preaching and teaching of the Word of God in its truth and purity, secure unto ourselves the blessings of the Sacraments, provide for the spiritual and secular education of our youth, encourage Christian fellowship and service, join in the expansion of Christ's kingdom with our fellow Christians, do hereby establish this Christian congregation.

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Change to:

**THE CONSTITUTION AND BY LAWS
St. Paul Evangelical Lutheran Church
Millington, Michigan**



*“We are God’s servants, saved by grace, through faith,
commissioned to share the Word of Christ to all.”*

THE PREAMBLE

We Christians of like mind and faith, in order to provide for the preaching and teaching of the Word of God in its truth and purity, secure unto ourselves the blessings of the Sacraments, provide for the spiritual and secular education of our youth, encourage Christian fellowship and service, join in the expansion of Christ's kingdom with our fellow Christians, do hereby establish this Christian congregation.

Reason: Adding the mission statement as recommended by the Accreditation Team.

Attachment B

Submitted by Board of Finance (By-Laws Para IV.H.1.a)

As Written:

(a) The *Director of Finance* shall be the overall supervising financial officer of the congregation and serve as chairman of the Board of Finance. He/she shall render regular financial reports as may be required by the Church Council and Assembly of Voters and supervise all aspects of the board's responsibilities as may be required. He/she shall receive a report from the Head Teller, indicating the totals of the various funds that have been deposited at the bank, both for church and synodical accounts. He/she shall pay all expenses approved by Staff and elected Laymen who have been given authority by the Voter's Assembly to make such expenditures. He/she shall supervise the payroll of the congregation, complete and check all reports required for the maintaining of accurate payroll records and payments (employee earnings records, payroll registers, tax reports, payroll checks, tax deposits, annuity payments, and others), and complete and check all reports required by governmental and synodical agencies. **He shall receive direction on payroll rates from the Salary and Personnel Committee and shall implement them.** He/she shall be directly responsible for the regular and timely supervision and work of those elected and hired by the congregation to assist him/her in completing his/her duties. He/she shall provide the At-Large Member of this Board with the necessary reports and information required for the At-Large Member to carry out his/her duties. He/she shall also work with the Director of Finance Elect to train for the duties of this position, as well as oversee the Director of Finance Elect as the main person responsible for the school finances.

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Change bolded sentence to:

IV.H.1.a. He/she shall receive direction on payroll rates from the Salary and Personnel Committee for implementation.

Reason: Neutral gender to correspond with rest of paragraph. Restructuring sentence for grammar.

Submitted by Board of Finance (By-Laws Para IV.H.1.c)

As Written:

(c) The *Budget Director* shall supervise and prepare the annual budgets for **all funds**. He/she shall supervise the **setting of housing allowance rates and similar matters within the operational activity area of finances**.

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Change to:

(c) The *Budget Director* shall supervise and prepare the annual budgets for the general fund. He/she shall supervise the incorporation of applicable housing allowances to the Salary Schedule as presented by the Salary and Personnel Committee.

Reason: Delete "all funds" and replace with "the general fund" for accuracy. Further define "housing allowance".

Submitted by Board of Finance (By-Laws Para IV.H.1.d)

As Written:

(d) The At Large Member shall be elected and assume such duties as may be assigned by the Director of Finance. These duties shall include the monthly reconciliation of bank statements for the checking and savings accounts, and the reconciliation of revenue records kept by the Director of Finance with reports received from the Committee of Bookkeepers. A report of these reconciliations shall be given to the Director of Finance, the Congregational Chairman, and the Administrative Pastor.

Change to:

(d) The At Large Member shall be elected and assume such duties as may be assigned by the Director of Finance. These duties shall include the monthly reconciliation of bank statements (checking, savings and credit card) and compared to deposits (including teller/bookkeeping reports) and expenditures in all accounts. Any discrepancies will be immediately reported to the Director of Finance for resolution. A report of these reconciliations shall be given to the Director of Finance, the Congregational Chairman, and the Administrative Pastor. Reports will be available to council members on request.

Reason: As we move further into the electronic/cloud-based applications, printing reports is obsolete. They will always, of course, be available in printed form to those members that may request.

Submitted by Board of Finance (By-Laws Para IV.H.3.b.)

As Written:

(b) The *Financial Secretary* shall be responsible for the posting of member offerings and reporting the same to members at the **ends of the months of March, June, September and December.**

Change to:

(b) The *Financial Secretary* shall be responsible for the posting of member offerings and reporting the same to members at any time of the calendar year. Paper copies will always be available upon request at any time of the year.

Reason: Current practice is to produce statements at the end of the year for tax purposes. We end up throwing many of them away as members do not pick them up from the narthex mailbox. To mail is costly. We envision moving to electronic accounts where members will be able to obtain their own statements on as-needed basis. Paper copies will always be available upon request.

Submitted by Board of Finance (By-laws Para V.F.)

As Written:

F. The *Salary and Personnel Committee* shall be established to develop an annual budget with regard to salaries, housing allowances, or rents. The committee shall operate under the supervision of the Church Council. It shall be chaired by the Vice President of the congregation and shall consist of the following additional members: The Director of Finance, the Budget Director, **the At Large Finance Board member**, a representative from each of the following boards: Elders, Christian Education, Trustees; and three members of the congregation who shall be elected **annually to serve in this capacity**. (Subparagraphs continue)

Change to:

F. The Salary and Personnel Committee shall be established to develop an annual budget with regard to salaries/benefits, housing allowances, or rents. The committee shall operate under the supervision of the Church Council. It shall be chaired by the Vice President of the congregation and shall consist of the following additional members: The Director of Finance, the Budget Director, the At-Large Finance Board Member, and a representative from each of the following boards: Elders, Christian Education, and Trustees. In addition, three at-large members of the congregation shall be elected for a three-year term, with no more than one being elected in any one year. (sub paragraphs continue)

Reason: The Finance Member-at-Large person is not necessary given there are two other Finance Board members on the committee. The at-large members would serve a three-year term for continuity.

Submitted by Memorials Committee (By-Laws Para V.I.)

As Written:

I. The *Memorials Committee* shall consist of five members appointed annually by the Church Council, with a chairman elected annually by the committee. The terms shall be for three years, with no more than two being appointed in any one year. It will publish a catalog of gifts and memorials annually and oversee the program, including all aspects of its promotion, implementation and administration. The committee is empowered to establish any controls or accounts that it may need to carry out this function. A quarterly summary of account balances and activity shall be provided to the Director of Finance, who will present it to the Church Council and Voters Assembly.

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Change to:

I. The *Memorials Committee* shall consist of four members appointed by the Church Council, with a chairman elected annually by the committee. The four appointed members will serve a three-year term with no more than two being appointed in any one year. A fifth member, the Memorials Treasurer, is elected by the Voters for a three-year term. The committee will prepare a report of gifts received for inclusion in the church's annual report and will include all aspects of promotion, implementation, and administration. The committee is empowered to establish any controls or accounts required to best steward the gifts received to meet the needs of the Congregation. A summary of accounts and balances shall be provided to the Director of Finance, who will present to the Church Council in January, April, July and September and to the Voter's Assembly in February and August.

Reason: Language specifies terms for each member and reflects current practices.

Submitted by Board of Finance (By-laws para V.J.)

As Written:

J. The *Audit Committee* shall consist of six members appointed annually by the Church Council. This committee shall on an annual basis verify the accuracy of all the financial records of the church and school and make recommendations to Church Council. On the advice of the council, an outside agency may be hired to audit records of the church and/or school.

Change to:

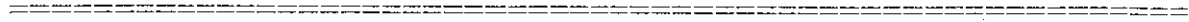
J. The *Internal Financial Examination Committee* shall consist of six members appointed annually by the Church Council. This committee shall, on an annual basis, verify the accuracy of all the financial records of the church and school and make recommendations to Church Council. On the advice of the council, an outside agency may be hired to examine records of the church and/or school.

Reason: The word "Audit" should not be used due to legal implications. This is a highly recommended change by the Michigan District LCMS Business/Finance Director.

Submitted by Church Council (By-Laws Section VI, Para 1)

As Written:

All officers and members of the Boards of Elders, Education, Trustees, Evangelism, Fellowship & Youth, Stewardship, Social Concerns, Finance, and At Large members of the Salary and Personnel Committee shall be elected by the voting members of the congregation on the second Sunday in November. Proper notification of such election shall be made to all voters in the congregation.



Change to:

All officers and members of the Board of Elders, Education, Trustees, Evangelism, Fellowship, Stewardship, Social Concerns, Finance, and At Large members of the Salary and Personnel Committee shall be elected by the voting members of the congregation on the second Sunday in November. Proper notification of such elections shall be made to all voters in the congregation.

Reason: Delete "& Youth" as the Board has been renamed to "Board of Fellowship"

