

**Advent Lutheran Church
Council Meeting
February 21, 2017**

Attendees:

		Role	Term*
X	Judy Brossard	Council	2015 - 2017
A	Tom Brusegaard	Council	2015 - 2017
A	Troy Cardinal	Council	2017 - 2019
X	Linda Greene	Council	2017 - 2018
X	Paul Hamel	Secretary	2017 - 2019
X	Anna Karlson	Youth Representative	2017
X	Derick Larson	Council	2017 - 2018
X	Vern Menk	Council	2015 - 2017
X	Alice Olson	President	2017
X	Stacey Saetveit	President-Elect	2017
X	Sue Skarolid	Treasurer	2017 - 2019
X	Pastor Elizabeth Felt	Senior Pastor	
X	Pastor Tim Tengblad	Associate Pastor	

*term ends at the conclusion of the January meeting of the following year

X = Present

A = Absent

Council President, Alice Olson called the meeting to order at 6:30 p.m.

A. Devotion, Prayer, & Treats

- Provided by Alice
- Alice read 1 Thessalonians, 5: 16-18

Takeaway – pray continuously

Alice mentioned the book Mornings With Jesus by Grace Fox, a book on daily devotions/encouragement for your soul.

B. Welcome

Introduction of council members

Alice led a roundtable discussion. Each member gave a brief background of his/her life, their involvement at Advent, and their faith formation.

Alice distributed an updated contact sheet to replace the contact sheet that was e-mailed to everyone on Feb 5th.

Alice distributed a folder of key information to the members. Included in the folder were the following documents:

- Constitution of Advent Lutheran Church (2017)
- Updated council contact sheet
- Council Meeting Minutes from January 10, 2017 meeting
- Annual Meeting Minutes from January 29, 2017 meeting
- Congregational Council responsibilities document
- Synod Assembly – Parliamentary Procedure (Examples)
- Other documents specific to the roles of Secretary, Treasurer, President-Elect, and President

Members need to review the documents in the folder.

Meeting Overview

- a. List of council meeting dates for year
- b. Congregational council and officers' responsibilities
- c. Robert's Rules of Order Parliamentary Procedure
- d. CPOD duties and sign up

Stacey addressed the key responsibilities of Council Person on Duty (CPOD)
Stacey distributed the CPOD Guidelines.

Vern commented that the atrium display screen was not operating during a recent service. We need to research this and make sure it is displaying useful information for church attendees.

Stacey briefly mentioned how to address new visitors to Advent. The goal is to be informative, but not aggressively recruiting the new visitors. Try to help them feel comfortable and welcome at Advent. Answer the visitor's questions and offer to take contact information. Pastor Elizabeth noted that new visitors can be very intimidated when they enter a new church, and often they decide within the first 5 minutes if they want to return.

Also noted is the effort to redesign Advent's website which will help in informing new visitors to Advent.

Stacey will ensure the CPOD sign-up sheet is circulated and volunteers assigned for at least 2 months in advance.

CPOD schedule:

3/5/17 Anna Karlson
3/12/17 Judy Brossard (Pastor Elizabeth's installation – One service at 10:00)

3/19/17	Linda Greene
3/26/17	Sue Skarolid
4/2/17	Paul Hamel
4/9/17	Tom Brusegaard (Palm Sunday)
4/16/17	(Easter)
	8:00 Alice Olson
	9:30 Troy Cardinal
	11:00 Troy Cardinal
4/23/17	Derick Larson
4/30/17	Stacey Saetveit

e. Devotion/treat schedule

Alice distributed a Devotion/ Treats/ Water sign-up sheet
Here's the list so far:

February 21, 2017	Alice Olson
March 14, 2017	Stacey Saetveit
April 4, 2017	Paul Hamel (Treats & Water) Alice Olson (Devotion)
May 9, 2017	Sue Skarolid
June 13, 2017	Derick Larson
July	(usually no Church Council meeting – summer vacations)
August 8, 2017	Linda Greene
September 12, 2017	_____
October 10, 2017	Anna Karlson
November 14, 2017	_____
December 12, 2017	_____
January 9, 2018	Judy Brossard

C. Business

- Approval of January 10, 2017 council meeting minutes
Being no corrections, the minutes stand approved as circulated.
- Review Annual meeting minutes/to be approved at the 2018 annual meeting
Being no corrections, the minutes stand approved as circulated.
- Council Election of Secretary (Paul) and Treasurer (Sue)
Motions to elect – Derick Larson, Vern Menk 2nd. Motion carries.
- Date for commissioning council members—February 26 at the 8:45 and beginning of 11:00 service

If you are planning to attend the FMSC Mega Pack event, feel free to wear your FMSC Advent t-shirt to service.

- FMSC Mega Pack Reminder
Event is from 1:00 – 3:00 pm on February 26th.
- Pastor Elizabeth's Installation
Many folks signed up to assist with installation event. We may need to check to make sure all the action items have appropriate coverage.
- Name Tag table hosts
People have signed up to help distribute name tags. Not sure if we have all the times covered. Alice circulated the list to review for additional volunteering. Paul inquired about possibly getting help from Advent youth group.
- Staff/Council Retreat

Pastor Elizabeth explained the key elements of the Staff/Council retreat.

- Pastor Elizabeth will lead the retreat.
- It's a half day event on June 3rd at Lord of Life Lutheran Church in Maple Grove.
- It's held off site to allow for staff/council to give full attention to the retreat proceedings.
- Only Advent staff/council will be present.
- Breakfast & lunch will be provided.
- The goal of the retreat is for staff/council to focus on the vision and to identify two or three things that Advent should intentionally be working on as a faith community. What is Advent's identity? When people think of Advent, they should be able to identify a few key things that make up Advent's identity.

Pastor Elizabeth advised that Advent will plan to have a Staff/Council retreat annually.

- Synod Assembly – May 5th and 6th
To be held at Lord of Life in Ramsey
Attendees:
Pastor Elizabeth
Alice Olson
Stacey Saetveit
Sue Skarolid

There are two more available spots if others are interested.

Sue Skarolid inquired about carpooling to the event. It appears that the attendees will coordinate a car pool.

D. Youth Report

Anna's update:

- The kindergartners are working on a prayer book milestone.
- The 5th graders are getting ready to learn about 1st communion starting on April 13th.
- The youth group traveling to Nashville were involved in selling FMSC t-shirts.
- Dinner Theatre preparation is underway. Dinner theatre shows are on April 20-22. Council members noted that dinner theatre is a big fundraiser for youth activities. There is a silent auction during the event.

Linda commented about the youth group selling pizza and bread. It appears that there is a lack of promotion of this type of event. We don't notice the tables, or get advance notice of the event. Advent should explore ways to promote this type of fundraising.

E. Pastors' Reports

Pastor Elizabeth

- Lenten Planning is underway
- Pastor Elizabeth put together a prayer devotional booklet, to be available on Sunday
- Pastor Elizabeth will lead a book study on Sunday mornings. The book will be Prayer, by Richard Foster.
- Pastor Elizabeth is working on a preaching series on prayer.
- She is working on Advent's visioning plan
- She is working with Pastor Tim on a preaching plan
- She is working with Advent staff, learning everyone's roles & responsibilities. She commented that some roles may have changed through the years and she will work with staff to better align roles with staff. She is working with staff to learn what aspects of their responsibilities that they enjoy, etc. She is also working on goal setting with staff. Pastor Elizabeth stated that she will focus on staff development for the next few years.

Pastor Tim

Pastor Tim mentioned that he is working on transitioning the Senior Pastor responsibilities to Pastor Elizabeth, contributing where he can to help make a smooth transition.

Pastor Tim noted that the April council meeting is currently scheduled for Holy Week, and that we should consider re-scheduling the April meeting. Council agreed to re-schedule the April meeting to April 4th. Same time/ same location.

Also noted is the Executive Committee Meeting is scheduled for March 28th at 5:00 pm. Paul asked about the Executive Committee. Others explained that the Executive Committee consists of the two pastors, the President, and the President-Elect. One of the functions of the Executive Committee is to set the agenda for the council meetings.

F. Financial Report

Sue Skarolid provided a handout to council, showing weekly cash flow charts. The charts show data as of 2/12/17. Sue noted that Advent is “in the black.”

Last weekend church attendance totaled 505 people for the three services (Saturday night & 2 Sunday morning services).

Sue commented that Joan Corneia (Office Manager) advised that Advent plans to make a \$5,000 mortgage reduction payment to Thrivent on Wednesday, February 22nd. This is in addition to Advent’s normal monthly mortgage payment. The funds are coming from Advent’s Capital Campaign. Advent’s normal mortgage payment is made with general funds.

G. Closing Lord’s Prayer

Alice led the Lord’s Prayer

H. Adjournment

Meeting adjourned at 8:04 pm