St. Lukes Lutheran Church

Regular Council Meeting Minutes

Meeting Date: June 26, 2025

Council Approval Date: 8/21/25

Location: St. Lukes Lutheran Church- Fellowship Hall

1. Call to Order

The meeting was called to order by Jim Friedrichs, President at 5:41 PM.

A quorum was not present at the start of the meeting. President Jim Friedrichs instructed that the meeting proceed but that no voting could occur unless a quorum was achieved.

Quorum was achieved upon the arrival of Josh Hall, Chairman of the Board of Elders, at 6:02 PM.

2. Attendance

Attendees: Josh Brown (Pastor), Stephanie McCollum (Treasurer), Patty Cappa (Secretary Elect), Sharise Chatfield (Administrative Director), Kim Brandt (Education), Jim Friedrichs (President), Randy Brandt (President Elect), Josh Hall (Elder Board)

3. Approval of Minutes

The May 2025 meeting minutes were not available for review and approval.

Both May and June 2025 meeting minutes will be reviewed and approved at the next regular council meeting in August 2025.

4. Treasurer’s Report

Presented by Stephanie McCollum, Treasurer.

a. **Investment Committee Recommendations:** Stephanie summarized findings and recommendations made by the Investment Committee in its May meeting. One of the recommendations was to consolidate all funds currently in the JP Morgan U.S. Government Money Market fund ($268,944.27) to the JP Morgan U.S. Treasury Money Market fund. This move was recommended to increase return on investment while not increasing the Congregation's investment risk exposure.

   - **Motion:** Randy Brandt motioned to consolidate both money market funds by transferring the JP Morgan U.S. Government Money Market fund ($268,944.27) to the JP Morgan U.S. Treasury Money Market fund.

   - **Second**: Motion seconded by Kim Brandt (Education); Discussion ensued.

   - **Approval:** Motion was approved by the council by majority vote.

   - **Action Item:** Stephanie was directed by the Council to make the approved change in investment allocation.

b. **Financial Report:** Stephanie presented the month end budget report, year-to-date financial report, and the updated Balance Sheet.

c. **Financial Review Committee Report**: Steve Tate, Financial Review Committee Chairperson, presented an updated Committee report and requested that the Council and Administrative Director establish a schedule for reviewing and addressing each finding of the report.

d. **Action Item**: The Council agreed to review the report and establish a schedule for addressing the findings in the August 2025 Council meeting.

e. **Approval of Treasurer's Report:**

   - **Motion**: Josh Hall (Elder Board) motioned to approve the Treasurer's Report as presented.

   - **Second**: Kim Brandt (Education); Discission followed.

   - **Approval**: Motion was approved by majority vote.

5. Pastor's Report – Josh Brown. (Pastor)

- Pastor Josh Brown shared that he will be taking over *Odyssey* and *Youth Ministry* starting in the Fall of 2025 and has initiated efforts to form a call committee to fill the Intergenerational Ministries Director Position.

- Josh Brown informed the Council that he has identified 25 congregation members that could serve on a Call Committee to fill the Intergenerational Ministries Director Position. He has scheduled a meeting for July 1, 2025, for interested parties to learn what it means to serve on a Call Committee and to solicit members that would commit to serving on the committee.

- Action Item: Josh will work with the Council President to schedule a Congregation meeting to vote to approve the Call Committee members, in accordance with the Constitution, at the end of July.

6. Line of Credit Agreement

- Stephanie McCollum, Treasurer, gave a presentation for a new Policy and Procedure for the Congregation to offer a short term loan to Staff Members to assist in times of financial hardship.

- **Motion:** Randy Brandt (President Elect) motioned to approve the Policy and Procedure presented by the Treasurer.

- **Second:** The Motion was seconded by Stephanie McCollum (Treasurer); Discussion followed.

- **Adoption**: Motion was approved by majority vote.

- **Action Items**: Stephanie McCollum (Treasurer) was directed by the Council to finalize the Policy with the Council approval date and Sharise Chatfield (Administrative Director) was directed by the Council to incorporate the new Policy into the Policy and Procedure Manual.

7. Official Acts

- The Offical Acts included accepting new confirmands as “Confirmed Members” as they have successfully completed the Confirmation Curriculum. No other Official Acts were presented.

- **Motion:** Josh Brown (Pastor) motioned to update membership status for each of the Confirmands from “Baptized Members” to “Confirmed Members”.

- **Second:** The motion was seconded by Josh Hall; No discussion occurred.

- **Adoption:** Motion was approved by majority vote.
- **Action Item:** Sharise Chatfield, Administrative Director, was directed by the Council to update the official Membership Directory to reflect the changes approved.

8. Position Description Update

Position Descriptions for the positions of Administrative Director, Worship Arts Director, Administrative Assistant, Intergenerational Ministry Director and Janitor were presented by Sharise Chatfield (Business Administrative Director) to the Council. All description descriptions had been reviewed and updated by the President, President Elect, and Administrative Director. Each employee had the opportunity to provide input to the updated descriptions.

- **Motion:** Jim Friedrichs (President) motioned to approve all Position Descriptions as presented.
- **Seconded:** Kim Brandt (Education); Discussion ensued.
- Discussion occurred and specific modifications discussed were as follows:
    - Administrative Assistant/Janitorial Position Descriptions: The work schedule was amended to read: "*Not to exceed 19 hours per week" for the Administrative Assistant and Janitorial job descriptions*. These are hourly positions and not intended to receive retirement or health insurance benefits.
    - All Descriptions: Position description "Review Date" changed to "Performance Review Date".
    - All Descriptions: "Next required review date for each employee was updated accordingly.
- **Motion**: Randy Brandt (President Elect) Motioned to approve all Position Descriptions as amended by discussion.
- **Second:** The motion was seconded by Jim Friedrichs (President); No discussion occurred.
- **Approval**: Motion was approved by majority vote.

- **Action Item**: Sharise Chatfield (Administrative Director) was directed to include the date of Council approval, place an updated Position Description into each employees personnel file, and provide an updated Position Description to each employee.

9. Motion to Adjourn

- Having completed all items on the Agenda, President Jim Friedrichs requested a motion to adjourn.
- **Motion**: Josh Brown (Pastor) motioned to adjourn the meeting.
- Seconded by Kim Brandt (Education)
- The meeting was concluded by all joining in the Lord's Prayer.
- Meeting adjourned at 7:40 PM.

Minutes submitted by: Patty Cappa, Secretary Elect

Minutes reviewed by: Randy Brandt, President Elect

To be reviewed and approved at the August 2025 Council Meeting.