St. Luke's Lutheran Church
Monthly Council Meeting December 18, 2025 5:30pm
Location - St. Lukes Lutheran Church Room N3

Call to Order

The meeting was Called to Order at 5:33pm by Randy Brandt, President.

Opening Prayer - Randy Brandt.

Attendance

Council Members Present:

Randy Brandt, President
Steve Tate, President Elect (via Zoom)
Patty Cappa, Secretary
Stephanie McCollum, Treasurer
Kim Brandt, Worship
Josh Hall, Head Elder
Chuck Alvey, Stewardship
Pam Alvey, Mercy Ministry
Nate Schober, Education
Sean O'Brien, Property (via Zoom)

Quorum established.

Council Members/Members Absent:

None

1. **Discussion of Agenda Items:**
   Congregational Input: No members present/no input.

2. Official Acts

Presented as reported by Randy Brandt, (President).

Motion: Stephanie McCollum, Treasurer, moved to approve the Official Acts.

Second: Patty Cappa, (Secretary).

Discussion: Josh Hall (Head Elder) and Sharise Chatfield (Administrative Director) created a membership transfer form. The form is initiated by the member and signed by the member's elder or pastor and then submitted to the Church office to update the membership roster. The official act is for a member to transfer to another LCMS church.

If the member is not transferring to another LCMS church, a written request for release from the member is required.

Vote: Majority vote was in favor; Motion carried.

3. Approval of Minutes

Minutes were presented as reported by Patty Cappa for the November 20th regular Council meeting.

Motion: Stephanie McCullom, (Treasurer) moved to waive reading and approve the November meeting minutes.

Second: Chuck Alvey (Stewardship)

Discussion: The Congregational Meeting Minutes from June and September 2025 could not be approved due to the lack of a quorum. Randy Brandt (President) suggested considering whether the Council could approve the minutes on behalf of the congregation. It was determined that approval will be deferred until the June 2026 Congregational Meeting.

Action Item: Randy Brandt (President) will seek input from the congregation.

Vote: Majority vote was in favor; Motion carried.

4. Administration Reports

a. Presented by Stephanie McCollum, see reports and discussion items below.

i. Policies- Benevolence Policy: The Head Elder will remain involved in the benevolence process but will not approve the allocation of funds. Instead, two unrelated Council members must approve the allocation of benevolence funds. The Head Elder will manage the process and communicate the approval decision to the member.

Motion: Stephanie McCullom (Treasurer) moved to adopt the designated and amended Benevolence Policy, which will replace any previously approved benevolence practices or policies.

Second: Steve Tate (President Elect).

Discussion: No discussion.

Action Item: Council to provide Stephanie feedback on the Memorial Gift Policy and approve this policy during the next monthly council meeting in January 2026.

Vote: Majority vote was in favor; Motion carried.

ii. LCEF Investment

Motion: Stephanie McCullom (Treasurer) moved to allow LCEF two-year term note #9910650594, which matured on 12/10/25, to roll over into another two-year term, with a new maturity date of 12/10/27, for an investment amount of $82,000.

Second: Patty Cappa (Secretary).

Discussion: The terms remain the same as the previous investment, with no changes to the terms other than a better interest rate.

Vote: Majority vote was in favor; Motion carried.

iii. Recommending Year End Transfer to Designated Funds-
Children and Youth/Mercy Ministries

Motion: Stephanie McCollum (Treasurer) moved to transfer funds from existing 2025 budget line items as follows: up to $1,500 from Children and Youth to the Youth Trips and Events designated fund, and up to $2,200 from Mercy Ministry to the Benevolence Fund.

Second: Chuck Alvey (Stewardship).

Discussion: 2026 budget will not be affected for Mercy Ministry.

Vote: Majority vote was in favor; Motion carried.

b. Administrative Report- See report.
c. Engagement and Communications Director Report- See report.
d. Property Report- See report.
e. Stewardship Report- See report.

5. Quarterly Ministry Reports (Verbal Presentation)

a. Worship Arts- Kim Brandt, presented as written.
b. Education- Nate Schober, presented as written.
c. Mercy Ministry- Pam Alvey, presented as written.
d. Care Ministry- Josh Hall, presented as written.

Randy Brandt (President) thanked everyone for their written reports and provided feedback on the recent Congregational Meeting. The primary challenge identified was establishing a quorum in order to conduct votes and finding ways to increase member attendance.

Suggestions for future Congregational Meetings included scheduling the meeting after a Unity Service, recognizing that this would impact Confirmation class time. Additional options discussed were having youth provide food in the Fellowship Hall and offering childcare during the meeting. Another suggestion was to hold the meeting between the Modern and Traditional services.

It was suggested that these options be considered for the June 2026 Congregational Meeting.

6. Old Business

a. Financial Review and Audit Committee Report

Steve Tate (President Elect), The Council was updated that there are six action items currently in progress. Two of the six are expected to be completed in January 2026. He will follow up with Randy and Stephanie regarding the remaining items.

b. Policy and Procedures Update

Thirty-nine policies and procedures have been compiled and organized into three sections: Business/Financial, Human Resources, and Ministry/Committee. This document is intended to be a living document, with updates made as needed. A hard copy of the policies and procedures will be available in a binder in the church office. Electronic copies are saved on the server in the appropriate Google Docs folder.

7. New Business

a. Policy for CNH District Giving/Pledge-Joint discussion with Council and BMD

During the budget meeting, it was noted that the CNH contribution has remained the same amount for the past three budgets. Discussion focused on establishing a policy or goal to guide the Budget Committee, with a preference for defining both a goal and a purpose. It was emphasized that every church is expected to support the CNH District. Stephanie McCollum (Treasurer) will develop a framework and propose a goal.

b. Nomination of members for Financial Review Committee

The President is responsible for establishing a Financial Review Committee by January 2026. The committee will consist of the same three members: **Steve Tate, Brian McCollum, and Joe Kreilick**. This committee role is defined in the By Laws. Randy Brandt (President) will ask Alexa Guy (Communication Director) to send a notice to the congregation in case anyone else is interested in joining the committee.

c. Review approved amended Constitution and By Laws

The new Constitution and By Laws were approved at the December 14, 2025 Congregation meeting. The new Constitution provides for changes to the Administrative Council membership and the official formation of the Board of Ministry Directors. Randy Brandt (President) will make sure the updated documents are submitted to the CNH District, for approval before the end of 2025.

8. Council Calendar Reminders

It was suggested to extend the Council Calendar Reminders on the monthly agenda to provide more future meeting dates.

Council meetings will shift from a monthly schedule to a quarterly schedule, as required in the new By Laws, unless there is a need to meet more frequently.

9. Congregational Input

No members present and no input was provided.

10. Motion to Adjourn

Motion: Steve Tate (President Elect) moved to adjourn the meeting.

Second: Chuck Alvey (Stewardship).

Discussion: There was no discussion on the motion.

Vote: Majority vote was in favor; Motion carried.

The meeting adjourned at 7:30 pm ending with the Lord's Prayer.

Minutes submitted by: Patty Cappa, Secretary

Minutes reviewed by: Randy Brandt, President