

CHRIST THE KING LUTHERAN CHURCH
Council Meeting Minutes
May 14, 2019

Membership Roll:

Present: LeeAnn Quinlan, Kirk Carlson, Pastor Jim Holmberg, Carol White, Barb Hamann, Amy Bonesho, Mike Hase, Andy Justman, Bob Wierichs, Shari Showers, and Jan Guetzke.

Absent: Sue Ettmayer, Meredy Hase (sick)

President Carol White called the meeting to order in bells room at 6:34 p.m.

Opening Prayer/Refreshments: Mike Hase (for Meredy)

Acceptance of Meeting Agenda: Shari moved and Barb seconded to accept the agenda. Motion carried.

Motion to approve April, 2019 Council Minutes: Barb moved and Amy seconded. Motion carried.

President Report - Carol

Vice President Report – Andy

Barb asked Andy about changes to entranceway. There were previous conversations with Pastor Jordan about having a contribution station near the entrance. The vestibule area would have an area with large bins for donations. It would be nice to have this if already changing the door. It would look similar to what is at St. John's church. Barb will send a picture of this proposed idea to Andy.

Treasurer's Report – Mike

There is currently a deficit of over \$35,000 in April. There was a large donation in May. Coffee account shows there are \$200 in expenses year to date. Carol can look into it. There is a difference between coffee for stock and coffee for kitchen use. Mike asked about social hour donations. Change to Change giving is down by one half.

Pastor's Report – Jim Holmberg

Noted that he has continuing education scheduled for October.

Motion for approval of the May Executive Reports. Barb moved and Kirk seconded. Motion carried.

Committee Reports:

Property and Grounds – Kirk

We have a very active garden committee. Volunteers are creating a rain garden and clearing out the woods.

In regards to the Boy Scout trailer, he met with Mike Groh. There are still problems moving the trailer in and out of the parking spot. The plan is to talk with the neighbor and ask if they can encroach on his driveway and park on the other side of the dumpster.

Membership – Jan

The plan is to contact older members that haven't been in church in a while. There was a comment to ask Roland Broberg and Paul Neumiller for suggestions. They could also look through the church directories. There was a suggestion to use a "friendship pad" for keeping church attendance.

Education – Amy

The MET team asked her how many kids are currently in Sunday School.

Outreach – Barb

Redeem & Restore on Saturday is to build a sanctuary building.

Audit & Budget – Bob

Talked to Jill about AA meetings at the church. Hasn't attended a meeting yet. Barb received comments from the last Family Promise held at our church and AA. Are our charges clearly spelled out regarding other organizations using our facility (members or nonmembers)? We should review our contracts.

Motion for the acceptance of the Council Committee Reports. Amy moved and Kirk seconded. Motion carried.

OLD Business:

MET update

ITG (as part of Andy's report)

A Statement of Purpose for group was defined. A request was made for the group to have voting privileges on council. After a discussion, all agreed that they have a voice already with their representative Andy and are welcome to council meetings at any time.

NEW Business:

AGC Lease

It expires this July. Will bring it up at the next council meeting for discussion.

Synod Assembly – Mission Vision Core Values Statement

Mark G. looked ahead for issues being discussed at the next synod assembly. The values statement will be voted on. Meredy distributed this information and the draft was handed out at this meeting. Discussion on how we should gather resolution information on the topics that will be covered at future synod assemblies and forward the link to the representatives that will be attending.

Special Projects

Andy conducted a meeting on special projects. Restricted funds have been approved for:

- 1) Downspout and bench
- 2) Dumpster enclosure
- 3) Repainting – excess funds can apply to supplies

Shari suggested to recruit help for painting this summer. \$15,000 for new signs? Renderings will be shown before a group first. The ADA door has \$43,000 that can be used for other doors too. Barb asked that Andy look at air handling of doors too. There is a trip hazard on a sidewalk near AGC entrance. It could be mud jacked or grinded smooth. Kirk said it could be grinded.

Motion for Adjournment:

Mike moved and Shari seconded. The meeting was adjourned at 8:05 pm.

The Council closed with the Lord's Prayer.

Respectfully Submitted,

LeeAnn Quinlan
Council Secretary

Next Meeting: June 11, 2019

Refreshments and Devotions: Barb

REPORTS FOLLOW:

**CTK President Report
May 2019**

I have continued to keep in close communication with Pat Neudecker regarding the MET process, team, and their progress. Reminder that there will be a meeting on Sunday, May 19, after service in the great hall. This will be small group table discussions lead by MET to get feedback and thoughts from the congregation. Members of MET are holding individual interviews with staff and our committee chairs.

Our MET was formally introduced to the congregation immediately following service this past Sunday May 12. Members again are:

Pat Neudecker – Team lead

Pastor Jim Stein – Community Representative

Kathie Ferree

Toni Schnor

Donna Finch

Brooke Muenta

Bill Meyer

Jerry Spencer

Brian Udovich

Pastor Jim Holmberg

Andy Justman (Council representative)

A big thank you to our choirs and special guests, under the direction of Mark Gould, for an amazing Easter concert. We had a great turn out and the concert was well received.

Congratulations to our youth in their Affirmation of Baptism. Thank you to everyone that has participated in the past year in the DT program, with a special thank you again to Terri Bergendahl for stepping up to assist us when Pastor Jordan resigned.

I have been in communication with Mike Groh, along with staff, regarding the Bike Safety Rodeo.

I have discussed with Mike Hase and Jon Kilmer a letter to the congregations regarding our deficit position.

As I was out of town for a work commitment, I missed the May exec meeting. In follow up to that meeting I had a lengthy conversation with Andy Justman to get up to speed on all that occurred at that meeting.

Submitted: Carol White

Christ The King Lutheran Church Vice President's Report May 2019

- **Pastoral Change:** The MET Team (Mission Exploration Team) conducted its first meeting Tuesday April 2, 2019. Duties of the MET team are task based. The Executive Committee continues working on gathering participants for the Call Committee group. Please be patient with the process. Again, let us all work together to move forward. MET Team will be gathering feedback from the CTK congregation and CTK family (this includes AGC) through numerous formats and opportunities. Scheduling of these feedback opportunities are now scheduled
- **AGC:** The May 2019 AGC Board meeting was conducted Friday May 3, 2019 (I was unable to attend due to work requirements). The next AGC Board meeting is scheduled for Friday May 24, 2019. Please let me know if there are any topics you would like discussed with AGC.
- **CTK - ITG (Christ The King - Information Technology Group):** The CTK-ITG (ITG for group reference) was formally established at the January 2019 CTK Council Meeting. The ITG conducted its first meeting on Tuesday January 22, 2019. The goal of the first meeting was to tabulate/identify technology related projects and prioritize the projects. Formulation of guidelines for technologies usage within the facility are in process of being developed. Please let me know if there are any topics you would like discussed with ITG.

- **Life Safety:** CTK attended another Life Safety training session hosted by the City of Delafield Police Department on Wednesday January 16, 2019. Additional information was obtained during the session. This additional information will help us to continue to review, build on and incorporate new procedures into our future on-going life safety training, procedures and policies.
- **Building Access and Exterior Signage Project:** I attended a planning session on July 26, 2018 and a planning session on September 15, 2018. The project entails modifying an additional existing entrance door and framing system at current exterior doors and vestibule double doors location. This entrance location specifically is adjacent current CTK mailboxes and coat rack area. The project also entails adding an ADA Automatic Door Opener System similar to the systems installed last year at the other key entrances to our buildings.

The second portion of the project includes adding exterior directional and reference signage in numerous locations identifying entrance locations to the building. Execution of final bid documents, conceptual drawings and shop drawings are in progress.

Coordination meetings for these projects continued on April 23, 2019.

- **Property & Grounds Projects List:** I am continuing to work with the Property & Grounds team to complete walk-throughs of the CTK property. This includes the AGC areas. The continuation of the walk-throughs will build on and refine the CTK Projects List begun in 2018. The CTK Projects List will continue to be a reference, impact and prioritization tool for projects at CTK facilities.

Submitted by Andy Justman

Treasurer's Summary of Financial Activity, April 2019

General and Administrative Income and Expense

The loss for April grew from -\$10381 in March to -\$35,931 in April. Contributing to the loss were a payment to the Greater Milwaukee Synod of \$5000, payment to Church Mutual of \$5800, and payments for snowplowing of \$6800. There was a YTD decrease in giving of \$14,000 from 2018. This was a significant factor in our increasing deficit. May is shaping up to be a very strong month.

Year to Date Unrestricted Income and G&A Expenses	
Unrestricted Contributions	\$123,089

General and Administrative Expense	\$159,020
GAIN (LOSS)	(\$35,931)

Unrestricted Giving

Month	Year					% OF ANNUAL TOTAL
	2015	2016	2017	2018	2019	
Jan	\$33,174	\$32,183	\$34,456	\$33,100	\$31,387	7.8%
Feb	\$28,341	\$28,866	\$23,215	\$25,338	\$26,771	6.2%
Mar	\$32,207	\$39,553	\$48,160	\$32,661	\$30,975	8.9%
Apr	\$34,397	\$31,814	\$34,428	\$45,343	\$33,595	8.5%
May	\$30,715	\$47,740	\$29,499	\$25,008		7.8%
Jun	\$26,924	\$22,592	\$22,116	\$31,979		6.0%
Jul	\$27,956	\$31,109	\$27,185	\$45,428		7.7%
Aug	\$29,870	\$26,311	\$32,904	\$27,572		6.8%
Sep	\$33,927	\$33,787	\$23,079	\$26,728		6.9%
Oct	\$40,836	\$38,893	\$35,373	\$32,360		8.6%
Nov	\$46,205	\$27,474	\$37,231	\$25,869		8.0%
Dec	\$61,499	\$61,976	\$69,650	\$96,608		16.9%
Total	\$426,050	\$422,297	\$417,296	\$447,993		
YTD	\$128,120	\$132,416	\$140,260	\$136,442	\$122,728	

Attendance

Average YTD attendance continues to outpace 2018 but is below 2016 and 2017.

Average Sunday Attendance

Month	2016	2017	2018	2019
1	156	142	126	147
2	138	139	115	140
3	206	141	147	144
4	176	209	177	179
5	167	164	144	
6	131	159	129	
7	121	116	133	
8	119	145	124	
9	133	163	143	
10	149	168	160	
11	172	163	167	
12	161	157	168	
AVERAGE YTD	168	160	143	152

Mortgage

Our mortgage began in 2005 with a balance of \$1.1 million. We pay \$4110 each month and at this point approximately 65% of the payment goes toward principal.

Mortgage	
Jan 1, 2019 Balance	\$373,655
April 30, 2019 Balance	\$362,755

Coffee Hour

Each week I receive a Teller's report that provides the detail behind our weekly bank deposit. Included in the report is the amount collected at coffee hour. I am surprised that we have taken in \$3.00 and \$5.00 respectively for the past two weeks. For the year our coffee expenses have exceeded income by \$200. The bakery is donated. Starbucks charges \$6.00 for a coffee and donut – and they don't provide much in the way of Fellowship! Please dig a little deeper to at least cover our costs.

Submitted by Mike Hase, Treasurer

Pastor's Report

April 9 – May 13, 2019

Summary and Special Items

As we get into my fourth month as Interim here at CTK I have been asked a few times if I would consider becoming a candidate as the “settled pastor”. The contract that we established is clear that the Interim cannot be a candidate. There are many good reasons for this rule and long experience makes that good counsel to heed. I am gratified that some have urged me to consider this call but at this point in my life, Interim ministry or a specialized call is where I am likely headed.

I have appreciated Teri Bergendahl’s assistance and leadership in Discipleship Training these past months. Her knowledge and relationship with the students have been invaluable as I began in the middle of the program year. Teri’s employment is completed as of May 5th. Both Teri and I were not completely satisfied with the material and program parameters. I would like to review the course outline and requirements before the September program begins.

The early summer months will also be a good time to take a careful look at the opportunities to strengthen our children and youth ministry. I look forward to meeting with the education and youth committees to develop approaches that might effectively meet the needs of our young families and youth.

Meetings and Events

April	10	SOPHIA Meeting Waukesha
	10	Stewardship Meeting
	10	Lent Meal/Worship/Discipleship Training
	11	Meeting with Pat Neudecker
	14	Worship
	15	Staff Meeting/Visits to Three Pillars
	16	ICU Visit Tom Short/Follow-up call to prospective members
	17	ICU Visit Tom Short
	18	Interim Meeting
	18	Maundy Thursday Worship
	19	Good Friday 11 am Worship/6:30 pm Worship
	19	ICU Visit Tom Short
	21	Easter Worship 8:15 am/Breakfast/10:45 am Worship
	21	ICU Visit Tom Short
	22	Off/Vacation Day 23rd
	24	Discipleship Training
	25	Interim Meeting
	28	Worship
	28	Easter Concert
	29	Staff Meeting
May	1	Education Committee/Hospital visit
	1	DT Banquet
	2	Visit with family regarding baptism
	2	Lake Country Cluster meeting
	4	Men’s BBB
	4	Visitation and Funeral for Tom Short

	5	Worship w/Affirmation of Baptism
	6	Member visit
	6	Staff Meeting
	6	Call to prospective member/Hospital visit
	6	Personnel Meeting
	7	Three Pillars visit
	7	Executive Committee
	8	SOPHIA Meeting
	8	Young at Heart Worship Service and Luncheon
	8	Visit at Shorehaven
	9	Member home visit
	12	Worship w/Fredrich John Berg Baptism
	13	Staff Meeting

May 2018 Youth Report

We had scheduled a trip to Country Springs on April 20th, however, only 2 kids signed up so we did not go.

The team will be meeting within the next month for summer ideas and events.

Shari Showers
Youth Committee Member

Community Outreach Meeting – April 11, 2019

3 summary bullets:

- We had good weather for our plant sale pickup this past Saturday, May 11th. Proceeds help Women’s Ministries and Reformation’s Angel Garden.
- **STTLC** (Stop Trafficking Together in Lake Country) **is on Twitter now**. People can find/follow us at STTLCWI. **We need more followers to look legitimate!** It’s a great way to stay in the loop of upcoming events.
- Redeem & Restore’s Ignite Hope brunch is 5/18 10am – 1pm at Embassy Suites Brookfield. Redeem and Restore that visited CTK in January. Redeem and Restore Center exists to love, restore, and support women escaping from domestic sexual exploitation or trafficking. Get tickets at RedeemAndRestore.org/Ignite-Hope or call 262-844-5882.

Attending: Barb, Shelly, Jenni, Pam, Ellen

Opening Reflection: Pam read a piece called “Stronger Together”. As an individual we experience “Compassion Fatigue”, but if we put all of our kind acts together, we seem to accomplish so much more.

March 28th Soul Shop Event: Suicide Prevention Training-Delafield Presbyterian- Several from CTK attended this training. Very worthwhile.

“Every Brilliant Thing” at the Milwaukee Repertory Theater-(It deals with the topic of suicide)- 4 members from CTK and Delafield Presbyterian are attending on April 30th. They will be sitting in Section MF5, seats A1-A4. **Update as of 4/23/19:** tickets are **now only \$15**. Call 414-224-9490 and use code **FINAL!** There are still seats available on 4-30-19, see:

<https://www.milwaukeerep.com/reserve/index.aspx?performanceNumber=43819>

Street Angels- Jenni signed up for lunch bag preparation on Sunday, Aug. 4th. More information later.

Lenten Supper-April 10th. Meatball subs were a big hit! We served approx. 40-45 people.

Reformation Luther Church

- April 7th- 12 members from CTK Joined Reformation for a service and meal
- Good Friday Walk at Reformation April 19th. Meet at CTK parking lot at 2:15. Pam and Toni are willing to drive. Others who are planning to go: Lynn, Vicky and maybe Barb.
- Pam has been delivering Pine-sol and detergent.
- The store is open –still in need are towels, sets of dishes and silverware.

Family Promise

- Shelly reported that our host week March 24-30th went well
- CTK 2019 remaining host weeks are May 12-19, Sept. 8-15, Nov. 3-10
- Family Promise was just named the best small non- profit business of the year from the Waukesha County Business Alliance and Waukesha Center for Growth.

Plant Sale- pick up will be on Sat. May 11th at CTK from 8:00-1:00. Jenni is still looking for volunteers to help sort plants that morning. Be there at 8am.

Human Trafficking

- “A Conversation About Sex Trafficking” on March 19th. Keynote speaker was Theresa Flores author of The Slave Across the Street. 800 attended!!
- Recent resource fairs (Lake Country Community Fest on 3/23) and the recent Your Choice-Live event at the Sharon Lynne Wilson Center for the Arts in Brookfield
- 4/11 FCAST meeting at St. John’s-Karen is attending
- Write your state representatives to support anti-sex trafficking bills
- **STTLC is on Twitter now.** People can find/follow us at STTLCWI. **We need more followers to look legitimate!** It’s a great way to stay in the loop of upcoming events. Rayyana is doing an awesome job tweeting those events for us!

- Upcoming events on Human Trafficking
 1. 4/14 “Social Media and Its Role in Human Trafficking at St. Mary’s Catholic Church Community Room, 225 South Hartwell Ave, Waukesha 12:30 Pm-2Pm. Guest speaker Dawn Heath. To register: email debbiereuland@gmail.com
 2. 4/25 STTLC meeting at CTK 5:30 Pm, Pizza party. Hopefully, Tara Rayyana (high school student from Brookfield) and Marcail (student from UW-Waukesha) will be joining us.
 3. 4/25 WCATA meeting in Hartford 6:30-*. Educating Educators about Sex Trafficking
 4. Thursday, April 25, 6:30-8:00 Pm or Friday, April 26, 10-11:30 A.m. Book discussion about The Slave Across the Street at Martha Merrell’s Books, 231 W. Main St., Waukesha. Sponsored by Plowshare Fair Trade.
 5. 5/14, 6-7:30 P.M. at St. John Vianney, “What Teens Need to Know about Trafficking.” Emmy Myers, from Lacy’s Hope Project, and someone from the Women’s Center will be speaking at this event.
 6. Ignite Hope brunch 5/18 10A.M.-1P.M. (Redeem & Restore) Get tickets at RedeemAndRestore.org/Ignite-Hope or call 262-844-5882.

Serenity Inn this month is 4/23 and 4/29

Spring Senior Luncheon- currently is scheduled for May 8th - Barb will contact Jill and Sylvia.

Calendar Review- We will discuss food and monetary donations for VBS at **our next meeting May 9th**.

Closing prayer - “Jesus Prayer”

Minutes prepared by Ellen Dowd

Respectfully submitted to Church Council, Barb Hamann, Team Leader of Community Outreach on 5/14/19

**Education Committee
May 1, 2019**

Key Points:

- Five students celebrated their Affirmation of Baptism on May 5th
- Volunteers are still needed for VBS. See Amy Bonesho or any committee member.
- Sunday School wraps up on 5/19.

In attendance: Mary Hollister, Toni Palmer, Pastor Holmberg, Amy Bonesho, Teri Bergendahl

VBS:

There are 30 children registered so far. This is on par with last year at this time. Mary has ordered the supplies and puppet.

Toni has sent out a sign-up genius for food and will also put sign-up sheets in the upper sanctuary.

June 2nd will be the kick-off day for VBS. We will have bomb pops and pretzel snacks as a special treat.

Wednesday, June 5th education will meet at 4pm, followed by a decorating party with pizza at 5pm.

Saturday, June 8th we will set up tables.

Volunteers are still needed in all areas.

Next VBS meeting is Wednesday, May 15th at noon.

Sunday School:

We continue to discuss options for Sunday school next year. We will visit this again once VBS is over.

We need to put menu together for teacher recognition on May 19th. Amy will send Jill/Michelle a note to put in the bulletin for both CTK and AGC teachers.

Someone has taken down the education bulletin board and put other items up. Amy will look into this.

Discipleship Training:

The students did a wonderful job on April 28th when they shadowed the worship leaders.

The banquet for the Discipleship students was very nice! The meal was enjoyed by all and was followed up by sharing some fun pictures of the students. Pastor Holmberg, Teri Bergendahl and Andy Justman all shared some thoughtful words with the students.

The following celebrated their Affirmation of Baptism on May 5th: Tara Chapman, Grace Palmer, Peytyn Kier, Emily Ketter, Caleb Hansen.

Teri shared some insightful thoughts about the DT program. We will also continue to discuss this after VBS is over.

Respectfully submitted,

Amy Bonesho

MEMBERSHIP COMMITTEE MEETING MINUTES APRIL 22, 2019 AT CHURCH

CHAIRPERSON: Jan Guetzke

ATTENDING WERE: Donna Finch, Pam Behrend, Kirk Carlson,

EXCUSED WERE: Jeri Bonadurer, John Guetzke, Bill Meyers, and Bev Waltz

PRAYER: Jan

VISITOR FOLLOW UP: Donna continues to send thank you cards to all visitors, when they fill out a yellow card with their information on it.

RECEIVING NEW MEMBERS AND RECEPTION: The location will be in the upper sanctuary and Pam Behrend will get a cake. Kirk will do name tags.

NEW MEMBER ORIENTATION: It was decided to have orientation for new members on two set dates a Year, probably in May and Sept. Pastor Jim will take the lead in the program. We will however accommodate new members with a different time if necessary.

WELCOME BEFORE SERVICE: Donna will ask Roland Broberg to say a few words about the anniversary of D-Day.

COFFEE HOUR: There was a discussion about the amount of money collected for Sunday's coffee hour. We collect between \$10-\$25 every Sunday morning, that more than covers the cost of the coffee we use. Coffee hour was set up to be a social experience not a money maker. The bakery is all donated.

NEW MEMBER PROGRAM: Mailers have been sent out to all homes sold in the area up until the end of April. When the new home listings come out in May, we will have a meeting of the Delafield group who actually visited homes, they were our experiment group. At the meeting we will discuss any suggestions to improve their visits. Then they will be sent out to deliver the packets and make personal visits. Another meeting for the rest of the Neighborhood leaders will be held. This will be an informative and educational meeting with a lot of ideas on how to proceed with their personal visits.

NEW BUSINESS:

GREETERS: Should our committee take over the project of getting the greeters on Sunday morning? Jill is doing it right now. We could ask Joan Scheid if she would do the calling. Jill has a list of previous greeters Joan could use for a reference.

Respectfully submitted,
Jan Guetzke

Property and Grounds report May 2019

Bullets

- Garden Committee activity.
- The Boy Scout trailer parking area may be moved to the east end of the property

The Garden Committee is now active. 6 volunteers with chain saws and Steve Huser's UTV began clearing out the wooded area on the north end of the property. This week, dirt will be delivered for planting specialized plants for the Rain Garden. Dan Valdez will use a skid steer to move the soil into place.

At the April meeting, the Council recommended that the Boy Scouts follow the agreement for parking their trailer that was made during the parking lot reconstruction. Unfortunately, they continue to have problems getting their trailer out of the location that they were assigned to park. Property and Grounds met with Mike Groh once again to come to a better resolution. It was decided to try to use the area east of the dumpster enclosure. To use this area, we need permission from our neighbor to the east, since the location is technically too close to his driveway. We plan to contact the neighbor to discuss the situation.,

Fluorescent light replacement to LEDs has been completed in Pastor's office. We are currently working in Terri's office.

Respectfully,

Kirk Carlson Property and Grounds

Report to Council of Personnel Committee, May 13, 2019

- 1) Opened May 6, 2019 committee meeting with prayer. In attendance were committee members Meredy Hase (chair), Pr Jim Holmberg, Sue Seegert. Toni Schnorr.
- 2) Meetings Review
 - a. April 14, 2019, Lynn and Mary Hansen resigned from the committee. Meredy and committee thanked Lynn and Mary Hansen for three years of commitment to the Personnel Committee and accepted their resignations.
 - b. April 29, 2019, Meredy met with a staff member regarding ongoing pressure from members take on additional projects. Meredy contacted both Carol White and Andy Justman on the matter.
 - c. May 6, 2019, Meredy authorized Michelle to draft an article that defines her role at CTK for publication in *CTK Connections*. Meredy will present the case to the Exec Committee for the immediate purchase of a laptop to give our office staff the necessary mobility for quiet space.
- 3) The committee reviewed and discussed the meetings above and approved the actions therein.
- 4) Old Business:
 - a. Discussed positions that have concluded.
 - b. Bridge Discipleship Training coordinator –Teri Bergendahl’s employment term as Bridge Discipleship Training coordinator ended Confirmation Day, May 5, 2019. We thanked her for her skill and generous dedication to the families of CTK.
 - c. Faith Formation Coordinator position –open
 - i. Job Description, Received input from Personnel Committee, Executive Committee, and Education Committee. Reviewed revised Job Description. Agreed we need input from Teri Bergendahl, Sunday School families, Education Team.
 - ii. Job Posting – Reviewed and revised. Discussed job posting strategy. Meredy will soon post on CTK website, synod list-serve and Indeed.com.
 - d. Custodial - 2018 Annual review final feedback meeting, Joel with Toni, Monday, April 15.
 - e. Media & Communications Coordinator
 - i. Discussed again the ongoing need for quiet space for office staff. Discussed PC or laptop and agreed laptop provides the most mobility. Discussed location of the copier. Meredy will take the topic to Staff meeting.
 - ii. *Understanding the Role of our Media & Communications Coordinator by Michelle Scherer* – pending with Michelle; see Meetings Review above.
 - f. Worship Assistants’ tasks and schedules – Pending: Meredy and Carol White follow-up: We ask that W&M coordinate all the Worship Assistants’ tasks and schedules, sending only final participants to the Office for publication in Sunday bulletins.
- 5) Closed with the Lord’s Prayer

Respectfully submitted, Meredy Hase, chair

END OF REPORTS