

Faith Church Administrative Council Meeting Minutes
January 28, 2021 Meeting began at 6:30pm; ended at 8:42pm

Minutes submitted by Donette Firnstahl, Administrative Secretary

In Attendance: Pastor Karen Evenson, Scott Evenson (Kitchen Lead), Donette Firnstahl (Admin/Ad Council Secretary), Dee Parker (WOF Chair), Lois Voigt (Stewardship/Finance), Emily Svendsen (SPRC, Co-Lay Leader), Mary Fiscus (Care Team, Covid Planning team, Communications team) Bill Turner (SPRC At-Large Ad Council), Cathy Hemish (Faith for Kids and Youth Lead), Cory Gressman (Lead Tech), Ashley Folven (Trustee Vice Chair), Barb Truitt-Petersen (SPRC and member-at large) Ginger Stemme (SPRC Chair), Norm Muzzy (TrusteeChair), Kim Lomas (Lay Leader), Tom Hemish (Ad Council Chair), Tyler Uilk (Connect Church Trustee/Secretary)

Not in Attendance: Beckie Duff (Finance Secretary), Kathy Gunderson (Music Coordinator), Steve Duff (Trustee), Sandi Gressman (Treasurer), Bob Heinle (trustee/Head Usher), (Historian).

Devotions: From Cathy Hemish, Choose Joy Philippians 4:4 Always be full of joy in the Lord, I say it again Rejoice! Focus on God's word not circumstances, look for good in others, take time to praise others, be grateful, see the bigger picture.

***Please let Tom if you're interested in doing the devotional at our next Ad Council Meeting.**

Opening Prayer: Tom Hemish

After giving the prayer Tom thanked all past members of the church's committees and teams for their hard work in the past year. He thanked incoming new members for their willingness to help and looks forward to working with everyone.

Approval of Meeting Minutes from Ad Council November 19, 2020 meeting. Scott Evenson made a motion to approve, second by Mary Fiscus. Motion passed.

Old Business:

Nominations for 2021 Leadership - Pastor Karen, Kim Lomas and Barb Truitt-Petersen.

Still need someone to be trained by Sandi as Treasurer and a potential Chair for the Finance Team is needed. We also need a new member of SPRC that can join anytime in 2021.

2021 Chair of SPRC is Ginger Stemme; 2021 Chair of Trustees is Norm Muzzy, Ashley Folven is 2021 Vice Chair; Tyler Uilk is 2021 Trustees Secretary (Connect Church); New Co-Lay Leader is Emily Svendsen (joining Kim Lomas); 2021 Ad Council Chair is Tom Hemish.

Motion: Tom entertained a motion to have Bill Turner join as At-Large member to Ad Council. **Motion by Emily, seconded by Dee. Motion carried.**

Review the church's 2020 Ministry Plan; update this to create the Church's 2021 plan and plan to put together a 5 year plan.

New Business:

Action Items:

Tom would like to set-up a retreat for this committee to participate in. Different dates and times were discussed that would be best for everyone? It was agreed to have a **2021 Ad Council Planning retreat on 2/21 at 1:00pm** (Minnesota time). Pastor Karen will send out the zoom meeting appointment.

Tom requested that all committees meet the week prior, or sooner, of AdCouncil meetings so they can submit to Donette their report by the Friday prior to our Ad Council Meeting. This would give everyone sufficient time to review the reports and be ready for our meeting. He realizes that this may mean a change to the time some committees have been meeting but feels this is needed so members can come prepared and maximize our meeting time.

Individual Reports:

Pastors Report -- Report is attached to the agenda.

Communications Team includes; Pastor, Church Amin (Donette), Lay Leaders (Kim Loman and Emily Severson), Ad Council Chair (TomHemish), Care Team (Mary Fiscus), Ministry/Missions (Dee Parker). They will find time to meet and talk in early February. Primary purpose is to make sure everyone has access to information to know when things are happening at the church, activities and worship. Weekly emails/Pastors Report are sent out to those who do not have internet access. Newsletters sent quarterly; planned by Communications Team. A new church directory needs to be developed in cooperation with the Care Team, Office Admin, etc.

Trustees -- Report is attached to the agenda.

Norm said the trustees have decided to take the bid from Jake The Heating Dude. This project will be done in 2 phases: **Phase 1** will be all equipment and installation of the HVAC mini splits in the sanctuary and all electrical work needed for phase 2 as well. **Phase 2** will be installing the HVAC mini splits in the fellowship hall at a later date when we have the money to cover the project. Pastor Karen was in the meeting and was very impressed with all the research and time that went into this decision. Tom thanked the committee for all their work and decision making in this very important project. **Action:** Ad Council needs to give approval of expenditures \$37,950 for **Phase 1**. **Motion:** Tom entertained a motion to give the Trustees authorization to go ahead and award the contract with the Heating Dude for **Phase 1** of this project in the sum of \$37,950. Motion by Bill, seconded by Mary. Motion passed. Finance report has \$31,990 in for HVAC and Pastor Karen said more is coming in. Norm said the time frame anticipated to complete **Phase 1** of the project to be before Palm Sunday. The project timeline will be communicated to the congregation, Home School, Connect Church, L&F and others that use the building.

Action: Norm will set up a meeting with Jake-The Heating Dude, one of the Pastors, and Tyler to sign the contract and establish the logistics for access to the church to perform the work along with timelines and expectations. Details will be communicated with Donette and Trustees, along with CC Homeschool and Kitchen Team (Loaves and Fishes).

Question by Bill: How will the congregation be informed so they know what is going on with regard to HVAC? Pastor Karen stated that after the contract is signed and we have the timeline the Communication Team will do that and decide what needs to be said. Timeline, scope of project, order of what will be worked on, total cost and what is still needed and anticipated completion date. It's expected we *will* be able to raise additional funds through donations to complete Phases 2 & 3--"gathering rooms" (reception room/kitchen/fellowship hall).

Action: Connect Church has already helped with the HVAC project by donating \$4,000; They are now offering \$6,000.00 toward January 2021-June 2021 "building use." **Motion:** After some discussion a **motion was made by Dee to accept the \$6,000 to be used in the building use (general) fund of the church, seconded Emily Svendsen. Motion passed.**

SPRC Report -- Report is attached to the agenda.

Bill and Barb will work with Cathy and the FFKY team in the hire of the part time 10 hour week Youth Director position. Ginger is working on the Faith Church Profile document; details are in SPRC report. The document is valuable for many reasons as it includes statistics, average income of neighborhoods. Includes community worship, needs you have and what kind of needs in the future. It is a long process that you will hear a lot about. 20 questions were pulled and sent to the SPRC team giving them a 2 week time frame to return their responses. Ginger will get a consensus and send that to Tom and work on how to get different people to do different parts of this document. Hope to have a draft for the February Ad Council meeting.

Faith for Kids and Youth -- Received \$15,000 Investing in Congregations grant. Cathy is working with Pastor Karen and the Faith for Youth and Kids Team on next steps for hiring a part time (¼) Youth Director, hopefully starting March 1. Focusing on building connections with the middle/high school, college and young adults. Connect Church has an active kids ministry and Faith Kids will be invited to participate in 2021 as we establish our mission and goals for FFKY. The grant will be split between FFKY and Worship/Tec. Tom thanked Cathy and Pastor Karen for their work in submitting and being successful in being awarded the grant, great job! These funds will greatly enhance our mission here at Faith. Cathy is the FFKY Team Lead.

Care Team -- Will be getting lists of birthdays, anniversaries or other special events out to the callers so they can send cards and continue with our personal message from the church even though we are not together. Callers will be confirming birthdays, etc and contact information. Mary and Donette will work on this. Mary is the Care Team Lead.

Women of Faith/Missions -- Meeting date: The next meeting will be Tuesday, February 9, 2021 at 1 p.m. in the Reception Room at Faith Church. Face masks and social distancing required. Ladies can also attend by zoom. Please let Dee or Pastor Karen know if you are interested in the zoom option.

Thank you card project: Over 100 thank you cards have been written and delivered to the Farmington Elementary Schools and Classical Conservations.

Prayer Partners: If you would be interested in becoming/having a prayer partner, please contact Ruth Phillips.

HVAC: The women voted to transfer \$1,750 from the Women of Faith dedicated account to help pay for the HVAC improvements.

Challenge: The Women of Faith would like to challenge other groups i.e. Taco Tuesday, SPRC, Ad Council, *[the creation of a]* Men's group, Youth group, Classical Conservations, Connect Church, etc. to spearhead fundraising campaigns to meet the goal for the HVAC improvements. Dee is the WoF Team Lead.

Music/ Worship/ IT -- Report is attached to the agenda.

Cory Gressman Tech, Pastor Karen worship, Kathy Gunderson and Josiah Beretta Music. New sound board will be purchased in early 2021, with a portion of the Investing in Congregations grant money (in budget) especially because the old sound board is not compatible any longer with 2021 editing software updates. These necessary updates and new equipment will help with clarity of communication/audio/video in online and in person worship. 4 mics and stands along with a higher end computer. Update attached.

Motion: Authorizing the purchase of the Tec expenses with the understanding that the cost of the computer may be \$500.00 for a new computer instead of a refurbished computer. The funds to do this will come from the grant funds received from the Church Conference. **Motion by Scott, seconded by Cathy. Motion passed.**

Kitchen Team -- Report is attached to the agenda.

Scott stated that he is in need of a couple more electrical outlets in the dry food storage room by the classrooms. Emily suggested that we try working with the electrician doing the HVAC project to see what they would charge to do this. **Action:** Norm will ask Jake-Heating Dude about having his electrician take a look at it. Scott is the Kitchen Team Lead.

Finance -- Report is attached to the agenda. Adjustment was made to the budget that was submitted to the Church Conference to accommodate the Investing in Congregations grant received (\$15k instead of \$30K).

Motion by Lois Voigt, seconded by Kim Lomas to accept all reports as presented.
Motion passed.

Next Administrative Council Mtg: Thursday, February 25th, 2021 at 6:30 PM via Zoom

NOTE: 2021 Ad Council Planning retreat on 2/21 at 1:00pm (Minnesota time).

Pastor Karen will send out the zoom meeting appointment.

Pastor Karen closed in prayer.

*Motion to adjourn made by Emily, second by Dee. Motion passed.