



**Our Savior's Lutheran Church  
Leadership Council Monthly Meeting  
Minutes**

**Wednesday, May 10, 2023 – 6:15pm PM (In person)**

**Present:** Bob Westland, Emily Blain, Tammy Olson, Jennie Loven, Kidron Flynn, Katie Holger, Pastor Ben, Emily Block (Invited)

**Absent:** Tim Valen, Pastor Nikki

**As a welcoming and inclusive congregation, we:**

- **Affirm and claim our families, however they are defined**
- **Embrace intergenerational faith formation and innovative ministries**
- **Nurture, equip and invite people to share their gifts and talents**
- **Profess our faith through serving those in need**

**Opening prayer** - Bob Westland

**Our Affirmation of Hope and Thanks for this week – What are we hopeful for? What are we Thankful for?**

**April 2023 meeting minutes were approved via email and sent out to congregation.**

**Continuing Business**

**1. Treasurer's Report (Emily Block)**

Income YTD (as of 04/30/23): \$127,113.36

Expenses YTD (as of 04/30/23): \$163,243.82

Budgeted Expenses: \$145,556.96

\$1000 Easter designated offering. Jennie motioned that the Easter designated offering go to the general fund. Bob seconded. Passed by unanimous vote.

**2. Facility Use Fee.** This was tabled from March and last leadership meeting for additional details before leadership can vote on it.

Some suggestions for additions. Suggested updates will be reviewed next month.

**3. Custodian and vacuuming** - Plan is to have Dave Eberhart help out with this.

**4. Ministry team directors and the teams they are responsible for.**

See "List of ministry teams, directors, and the teams they are responsible for" below.  
Plan to vote on changes next month.

**New Business Agenda Items – Pastors Ben and Nikki and Leadership Team:**

**1. Update on the church membership roster**

a. A letter was written to be sent to individuals that haven't given or attended our church for a while. It described Voting Member and Associate Member .

**2. OSLC 75<sup>th</sup> Anniversary celebration on May 21<sup>st</sup> after church**

- a. Letters sent to previous pastor's and interns
- b. Warren Harmon and Katie Zahasky are videoing testimonials from various members
- c. Program agenda  
Discussed logistics
- d. WELCA group wants a table for pictures and memorabilia. Others?

**3. Synod assembly reports**

Kidron & Emily - Good assembly. Content was good. Brevity was nice. Theme was flourish and grow.

Pastor Ben - Focus on being community, not doing ministry.

**4. Secretary coverage – Coverage and TODOs when Joanne is on vacation**

See "The minimum items a sub for administration assistant needs to handle." list below.

Paid position

Can some tasks be remote?

Tuesday - Thursday 9-3 In office days

Put something in the bulletin looking for interested people.

**5. HVAC update – Overview of system program. New issue, hot water radiator problem.**

**~ \$2000.00**

Radiator flush needs to be done now or pipes will get worse and may need to be replaced.

Emily Blain motioned to spend the money and get the task done. Jennie seconded.

Passed by unanimous vote.

**6. List of things the council can help out the pastors with. 7. Staff Compensation**

Bob motioned to go into executive session. Emily Blain seconded. Passed with unanimous vote.

Discussed community building.

**8. Shared Ministry Report (Katie Holger)**

End of August - review Pastor Nikki's time - stay at 1/2 or go up to 3/4?

Survey in the fall for congregations

Maybe combine announcements between congregations

**Leadership Reports**

**Business Admin Teams (Tim Valen)** Not present

**Congregational Ministries (Katie Holger)**

Lay Ministry Team:

-Katie Zahasky and Warren Harmon are preparing a video about our home communion visits. The plan is that it will be used this fall and to encourage others including families to get involved.

-Pastor Nikki plans to take the summer to get to know members at Good Shepherd and in the fall join with our committee to learn about their "grief support group" and for Good Shepherd members to learn about our home communion visits.

**Outreach Ministries (Kidron Flynn)**

WELCA is having their joint circles Bible study August 14 @ 1 pm. All women are invited.

Women of Good Shepherd have also been invited.

**Youth and Education (Jennie Loven)** Nothing to report

**Vice president (Emily Blain)** Nothing to report

**Reports from Pastor Ben and Pastor Nikki**

Pastor Nikki met with Amy Mohr of Good Shepherd and discussed the musical Greg is working on.

Possible joint service with Good Shepherd on July 9.

Pastor Nikki attended Good Shepherd's council meeting this month instead of OSLC's council meeting.

**Next Leadership Meeting:** Tuesday, June 14 at 6:15pm

**Close with the Lord's prayer**

**List of ministry teams, directors, and the teams they are responsible for.**

Director of Congregational Ministries - Katie Holger

- Lay Ministry - Doreen Markus
- Worship & Music Team - Alicia Meline
- Altar Guild Team - Joanne Heathman

Director of Business Administration Ministries - Tim Valen

- Business and Finance Team - currently vacant
- Property Team - Al Pickett and Megan Valen
- Stewardship Committee

Director of Youth & Education Ministries - Jennie Loven

- Family Ministry Consultant - Carole Joyce
- Middle/High School Team - Cassie Forhman
- Worshipping Arts Team - build a team for this

Director of Outreach Ministries - Kidron Flynn

- Family Fellowship Team - Ruby Florine
- Women of Our Savior's Leadership - Mary Ann Smith
- Fair Trade Market Team - Megan Valen and Bill Nicklay

**The minimum items a sub for administration assistant needs to handle.**

1. Constant Contact – online email program
2. Use of Microsoft Publisher – Edit “Weekly and Sunday Bulletins”.
3. Mailings
4. Respond to incoming Emails using Outlook.
5. Funeral tasks
6. Someone in the office during the office hours

Respectfully submitted,

Tammy Olson  
OSLC Secretary