

Faith Lutheran Executive Committee Meeting Minutes

28 September 2021

Approved 11/23/21

Attendance: Jennifer Prince, Jim Sheldon, Steven Sundvor, Amy Groce, Pastor Derek Harkins, Pastor Sylvia Bull and Matthew Nygard

Meeting called to Order – Jennifer Prince

Secretary's Report – Steven

Jim made a motion to approve the August Executive meeting minutes, Amy seconded. Motion unanimously carried.

Treasurer's Report – Matthew

Review of latest financial statement. Pastor Derek will verify with Lisa as to why the Human Resource line item is higher than forecasted. The "Other" income line item is primarily from the PPP grant, with a small portion coming from Confirmation fees and building usage.

Steven made a motion to approve the Treasurer's Report, Amy seconded. Motion unanimously carried.

Matthew to evaluate the final quarter performance from last year and prepare a recommendation to achieve our budget for this year.

Covid Guidelines

Jennifer heard from a member that was concerned by our guidelines. The person was very polite but just wanted things to be back to how they were. There has also been positive feedback from several individuals. At this time, it does not seem necessary to take any further action.

Constitution and By-Laws

We are still waiting to hear back from Murrey on his feedback of the draft copy. We will plan to have the final draft of the document by 3rd week of October, 30 days prior to a special meeting in mid-November. This would allow for completion of the process at the Winter Congregational meeting.

Matthew made a motion to hold a special meeting November 21 with the purpose of approval of changes made using the model constitution for congregation incorporation of by-laws into the constitution and the changing of some by-laws to continuing resolutions, Jim seconded. Motion unanimously carried.

Executive Committee will address motion via email to approve draft document.

75th Anniversary

We need to do something to celebrate. The Pastors are looking into possible "Faith 75th" swag, that could raise funds for one of our partners. Would be possible to celebrate at the special meeting in November. Will need to verify with Lisa what funds would be used for apparel or other goodies that we want to include. Matthew will start a Thrivent action team.

Closing Prayer – Amy

Next Executive and Compass meeting will be on October 26, 2021 @ 6pm.

Meeting Adjourned

Steven Sundvor, Secretary

Faith Lutheran Executive Committee Meeting Minutes

12 October 2021

Approved 11/23/21

Attendance: Jennifer Prince, Jim Sheldon, Steven Sundvor, Amy Groce, Pastor Derek Harkins, and Matthew Nygard

Meeting called to Order – Jennifer Prince

Covid Guidelines – Jennifer

A survey will be provided to Faith members to gather information regarding Covid guidelines.

Amy made a motion to do a congregation survey on Covid guidelines, Jim seconded. Motion unanimously carried.

Sample Survey Questions:

When we have substantial transmission rates, according to the CDC, in Burleigh County (Green level) are you willing to:

1. Wear a mask to protect others?
Yes Neutral No
2. Prohibit food and drink inside the church?
Yes Neutral No

Comments:

When we have high transmission rates, according to the CDC, in Burleigh County (Yellow level) are you willing to:

1. Wear a mask to protect others?
Yes Neutral No
2. Prohibit food and drink inside the church?
Yes Neutral No
3. Space out in the sanctuary and during communion?
Yes Neutral No

Comments:

When we have extremely high transmission rates, 10 day rolling average of 1000+ cases in Burleigh/Morton Counties (Orange level) are you willing to:

1. Wear a mask to protect others?
Yes Neutral No
2. Prohibit food and drink inside the church?
Yes Neutral No
3. Space out in the sanctuary and during communion?
Yes Neutral No
4. Refrain from communal singing to help reduce spread?
Yes Neutral No
5. Commune in the pew to maintain spacing with others?
Yes Neutral No

Comments:

Q - Would you avoid coming to worship if current guidelines were not place?

Yes Neutral No

Comments:

Q – Are you not attending worship or participating in other church activities due to current guidelines?

Yes Neutral No

Comments:

Q – Should the requirements be the same for youth activities?

Yes Neutral No

Comments:

Will ask yes, neutral, or no for all questions and include comments box under each grouping of questions.

Survey Introduction – Pastor Derek will craft and bounce off of the Executive Committee and include:

- How guidelines were crafted – out of love. John 13:31-35
 - Newsletter message is good example.

- Explain why we are asking questions.

Constitution and By-Laws – Matthew

Discussion on final edits to document prior to distribution.

Matthew made a motion to hold a special meeting November 21 with the purpose of celebrating Faith's 75th anniversary and the approval of changes made using the Model Constitution for Congregation, the incorporation of bylaws into the constitution document, and the changing of some bylaws to continuing resolutions, Steven seconded. Motion on edit on record from 16 November 2021 Executive Meeting. Motion unanimously carried.

Administrative

Future Executive Committee meeting minutes will be posted to the church website for access by the Congregation.

An email address will also be created to reach the Executive Committee members and will include member names.

Closing Prayer – Pastor Derek

Next Executive meeting will be on October 25, 2021 @ 6pm. Compass meeting for October will be cancelled.

Meeting Adjourned

Steven Sundvor, Secretary

Faith Lutheran Executive Committee Meeting Minutes

4 November 2021

Approved 11/23/21

Attendance: Jennifer Prince, Jim Sheldon, Steven Sundvor, Amy Groce, Pastor Derek Harkins, Pastor Sylvia Bull and Matthew Nygard

Meeting called to Order – Jennifer Prince

Devotional – Pastor Sylvia

New Member Approval

Steven made a motion to accept the new members as listed below, Amy seconded. Motion unanimously carried.

Bonnie Kubler
Rod & Deb Sargent
Larry & Ruth Graf
Helmuth Gries
Ron & Michelle Klose
Gordon T Solseth, Jr
Bruce Clyde
Holly & Doug Roehrich
Marvin Roemmich
Joseph and Karen Michalka

Special Congregational Meeting

Pastor Derek is continuing to look into Faith apparel to celebrate the 75th Anniversary and will also inquire if Women of Faith would like to sell rice pudding on this day. The Constitution is coming into the meeting motioned by the Executive Committee and will be opened for discussion and Congregational vote. Jennifer will provide background on the reason why an update was needed, and Matthew will highlight some of the main changes and will explain the process that is being followed.

Covid Guideline Survey

Committee reviewed 56 responses from members. The survey will remain open until November 11 and then the final data will be reviewed, and summary provided to Congregation. Executive Committee will meet on 16 November 2021.

Budget Review

Reviewed Lisa's initial draft based on submissions from sub-Committees. An adjustment to Youth Programming is needed for 2022 due to the National Youth Convention and need to verify Workers Compensation with Human Resources. The annual National Youth Gathering line will be reduced. Executive Committee budget adjustments and recommendations will be returned to the sub-Committees for review prior to final approval.

Closing Prayer – Pastor Derek

Meeting Adjourned

Steven Sundvor, Secretary

Faith Lutheran Executive Committee Meeting Minutes

16 November 2021

Approved 11/23/21

Attendance: Jennifer Prince, Jim Sheldon, Steven Sundvor, Amy Groce, Pastor Derek Harkins, Pastor Sylvia Bull and Matthew Nygard

Meeting called to Order – Jennifer Prince

Opening Prayer – Pastor Derek

Budget Finalization- Matthew

Budget recommendations from the Executive Committee were reviewed with Human Resources and Properties Committee chairs. Anita approved of our edits with a request for additional funding for extra wages. Larry provided rationale for slight increases of utility costs and insurance premium due to anticipated cost increases. Properties also stated that the snow removal line item on the budget includes lawn mowing and should be renamed.

Jim made a motion to approve the 2022 budget with a \$14,000 deficit. Amy seconded. Motion unanimously carried.

Special Meeting - Jennifer

The Endowment Committee communicated a change to the rules when handling the Endowment Fund that was overlooked in the drafting of new Constitution and By-Laws. These changes will be included as an approved edit and communicated to the Congregation for the final vote to ratify.

75th Anniversary Celebration

Program and messages of congratulation are in place. T-shirts have been designed and will be available to purchase. The proceeds collected from the t-shirts and rice pudding sales will be gifted to The Dream Center.

Amy made a motion to donate the proceeds from t-shirt and rice pudding sales be given to the Dream Center in Bismarck. Matthew seconded. Motion unanimously carried

Covid Policies


Review of survey results and open discussion on changes. The choir will be allowed to sing with or without masks with additional spacing. This will not be published to the general guidelines but will be communicated to the choir group.

Steven made a motion to change Faith's Covid guidelines as seen below. Amy seconded. Motion carried with support from Amy, Steven, Jennifer. Jim and Matthew were absent from vote.

COVID GUIDELINES FOR FAITH LUTHERAN

Adopted by the Faith Lutheran Executive Committee by consensus on 9/12/21, amended 11/16/21 by consensus

*Arrow denotes where we are on this scale as of November 16, 2021

Green	Yellow 	Orange	Red
<p>When does this happen? When we have a substantial transmission rate in Burleigh County, according to the CDC.</p> <p>What does it look like?</p> <ul style="list-style-type: none">• Masking for everyone is recommended.	<p>When does this happen? When we have a high transmission rate in Burleigh County, according to the CDC.</p> <p>What does it look like?</p> <ul style="list-style-type: none">• Masks are required in the sanctuary.• Measures to increase spacing during communion.	<p>When does this happen? A 10-day rolling average of 1000+ cases in Burleigh/Morton</p> <p>What does it look like?</p> <ul style="list-style-type: none">• Masks required throughout the church building.• Communion in the pew.• Limit of 75 people in sanctuary.	<p>When does this happen? Bismarck Public Schools move to online only and/or the health department urges staying at home.</p> <p>What does it look like?</p> <ul style="list-style-type: none">• All church activities are moved to online only.

Other Business

Amy made a motion to accept Pastor Derek and family as members of Faith, Steven seconded the motion. Motion carried with support from Amy, Steven, Jennifer. Jim and Matthew were absent from vote.

Matthew called for an amendment to the 12 October 2021 minutes to include the 75th Anniversary in his motion on record.

Steven made a motion to amend the motion listed below per Matthew's request and update the 12 October 2021 minutes to reflect the addition, Amy seconded. Motion carried with support from Amy, Steven, Jennifer. Jim and Matthew were absent from vote and previous minutes will be updated to reflect the addition.

Matthew made a motion to hold a special meeting November 21 with the purpose of celebrating Faith's 75th anniversary and the approval of changes made using the Model Constitution for Congregation, the incorporation of bylaws into the constitution document, and the changing of some bylaws to continuing resolutions.

Closing Prayer – Pastor Sylvia

Next Meeting is 23 November 2021 with Compass at 6 pm and Executive Committee to follow.

Meeting Adjourned

Steven Sundvor, Secretary