

Trinity Lutheran Church
Roselle, IL
Meeting of Church Council
Minutes for Tuesday, August 27th, 2024
6:30 P.M. Activity Room

MEETING CALLED TO ORDER at 6:34 P.M.

PRAYER/DEVOTIONS (2 min.)

Swaw – Reflections from Lay Leadership Summit: we are all children of God

ROLL CALL (2 min.)

Jeremy Swaw*

Kim Schilf*

Julie Baratta

Matt Wissert*

Brian Boos*

Aaron Steen*

Jeff Deeke

John Berka*

Hayley Vargas*

Eric Huffman*

Chris Darzins*

Special Guests:

- Kim Epting, School Principal*
- Kevin Borchers, DCE and Discipleship Coordinator*
- Carole Arco, Director of Operations*
- Greg Geisler, Chair of Elders*
- Tim Johnson, Communications Specialist and ZOOM with Amy Chaney from Ken Meyer Group*

NEW BUSINESS (30 min.)

Constitution and Policy-Based Governance Annual Review

There were no major concerns or comments, although Aaron pointed out that the ministry goals are still from 2023, and that we need to make sure that the investment policy is the correct one. We have made 2 updates to the Constitution in the last 2-3 years. Greg asked about responsibilities and the number of elders that may need to be revised in the Constitution soon. Carole and Kevin suggest that we wait until we have a senior pastor before making changes.

Acting Leadership Team update – Pastor Keith Speaks as Intentional Interim Pastor

Pastor Keith Speaks and Circuit Visitor Pastor Jerry Hays served as distinguished guests at an event focused on the concept of intentional interim pastors at Trinity. The session, hosted by Jeremy Swaw, was recorded live and drew a substantial audience, receiving positive feedback from attendees.

Next Meeting: Tuesday, September 24, 2024

Communications Project Presentation by Amy Chaney

Mindset: Shift from getting information out to attracting, engaging, and delighting people

- Brand Cue Card (resume for the church)
- Communication Charter (job description for Tim and communications team)
- Key elements of any communication piece from Trinity: story, momentum, future, family

Toolset: Deliverables

- Tim worked to create a digital archive of communication products.
- Visual ID kit: consistency to build brand trust
- Trinity Communications Request
- Audit of church and school communications channels with tiered promotion plan
- Weekly, monthly, and quarterly calendar templates for church and school

Skillset: Application of tools and mindset

- Recommendations for Trinity's website (making it easier for people to love us, more smiling faces and fewer words)
- Recommendations for volunteer job descriptions (maximize manpower)
- Email strategy (heavier on the church side as school communications have much more complicated constituencies)
- Tim's job is not to create content, but to point to where it already is.
- Kick-starting a social media strategy
- Roadmap 2024-2025

John asked about the discovery process that culminated in the creation of the Brand Cue Card. He had a question about needing to prioritize recommendations on the Roadmap and Amy responded that it has been listed in order of priority. John also asked if the consultation work involved speaking with and planning for communications to various generations/stages of life within the church.

CC Party at Pollyanna

CONSENT AGENDA (5 min.)

Motion to approve Council Meeting minutes for July 23rd, 2024 passed by majority vote (Berka/Wissert: Yes (7) - Wissert, Darzins, Schilf, Boos, Vargas, Huffman, Berka; Abstain (1) - Steen).

Motion for Pastor Keith Speaks to be Called and contracted for a period of 12 months to serve as the Intentional Interim Sr. Pastor of Trinity Lutheran Church and School in Roselle with the option of extending the length of said contract for up to but not exceeding an additional 12 months based upon mutual agreement of the congregation, Pastor Speaks, and the Northern Illinois District of the LCMS passed by

Next Meeting: Tuesday, September 24, 2024

majority vote (via e-vote on July 26th and July 27th, 2024 = Swaw/Schilf: Yes (8) - Schilf, Vargas, Deeke, Baratta, Berka, Boos, Darzins, Huffman).

OLD COUNCIL BUSINESS (20 min.)

Policy Committee update

Please see the above notes about Constitution and PBG annual review.

Call Committee update/125th celebration

Currently, all positions are filled! There may be changes in members of the Call Committee. John Berka, Kim Epting, Julie Baratta, Chrissy Swaw, and Kim Schilf are working on a robust plan for the 125th School celebration!

Communication Committee update

In the future, we will need to fill out the Trinity Communications Request (link on SharePoint homepage) and then make sure we communicate with Tim and Carole to make sure it aligns with Trinity's Communication Strategy.

DCFS compliance

Reminder to complete this if you have not yet!

SR. PASTOR'S REPORT (10 min.)

Kevin reported that everything starts September 8th (confirmation, Kid's Church, 3rd Grade Bible milestone, etc.)!

FINANCIAL UPDATE – Brian Boos (10 min.)

Brian reviewed highlights of the past year's finances:

- Preschool is maxed out
- TLS currently has 109 enrolled students
- Extended Care is doing very well
- Carole is gathering a team to plan how to communicate information about the reserve study to the congregation at the October congregational meeting
- We are currently paying the total of school staff \$43,000 below the lowest-paying teachers around us. We need to right this ship and maintain it for the future.

ACTION ITEMS

Next Meeting: Tuesday, September 24, 2024

- + Brian will check on the investment policy to make sure it is the current one before reporting back next month
- + Policy Committee will check whether officers can count congregational votes or not
- + We will need volunteers (Chris and elders) to count votes for the intentional interim pastor vote
- + John will revisit the communications calendar and send out reminders about videos
- + Hayley will complete the Trinity Communications Request for next month's email CC communication
- + Jeremy will add information under the highlighted section of these minutes

EXECUTIVE SESSION & MEETING ASSESSMENT (10 min.)

ADJOURNMENT/CLOSING PRAYER (2 min.) at 8:10 P.M.

2024-2025 CC Monthly Calendar

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| July | Fiscal Year Begins Election of Council Officers (Chair, Vice-Chair, Treasurer, Secretary) |
| August | Constitution and PBG Annual Review Employee Handbook Review |
| September | Council Continuing Education |
| October | Guest Speaker – Principal Fall Congregation Meeting (Early October) – <i>November 5, 2023</i> |
| November | Prospective Council Member Recruitment |
| December | No Meeting in December |
| January | Guest Speaker - Director of Operations Mid-Year Financial Review |
| February | Discuss Annual Ministry Goals |
| March | Finalize Annual Ministry Goals Spring Congregation Meeting (Possibly April based on Easter) – <i>April 14, 2024</i> |
| April | Guest Speaker – DCE and/or Reach Ministries Review Preliminary Budget Recommend Council Member Nominees |
| May | Approve Final Budget Election of Council Members by Congregation Begin Senior Pastor Evaluation Begin Council Self-Evaluation |
| June | New Council Member Orientation Deliver Senior Pastor Evaluation Review Council Self-Evaluation |

Devotion Schedule

- August - Swaw
- September - Schilf
- October - Boos
- November - Vargas
- December – NO MEETING
- January - Wissert
- February - Steen
- March - Deeke
- April - Berka
- May - Baratta
- June - Darzins

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July - Huffman

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