

**First English Lutheran Church  
Congregation Council Meeting  
Downtown Site – May 26, 2009**

**Present:** Mike Lokensgard, Ellen Evensen, Steve Uslabar, Amy Henderson, Dan Baumbach, Jeff Diehl, Dean Haas, Gordy Jeppson, Kathy Larson, Dana Olson, Dong Pham, Jeff Picken, John Zweig, Pastor Bauer, Pastor Dismer

**Excused:** Mark DesRochers

**Guest:** Bishop Jim Justman and Diane Putzer

**I. Devotions:** Dan Baumbach

**Discussion with Bishop Justman regarding Interim Options**

Bishop Justman addressed the Council, and distributed copies of a document entitled The Call Process of the East Central Synod of Wisconsin, which highlights the most commonly asked questions regarding interim periods. Bishop Justman suggested the congregation be given this information to better understand the protocol for hiring a full time interim pastor. There are at least three possible interim candidates potentially available; two are local East Central Synod candidates. Job descriptions and expectations should be established before interviewing. Bishop Justman suggests that the process begin as quickly as possible if the Council hopes to have someone in place by mid August.

**II. Approval of Minutes.** A motion was made and seconded to approve the minutes of the April 28 regular and the May 19, 2009 special Congregation Council meetings. No discussion. Motion passed unanimously.

**III. Ministry Team Reports.**

A. Support.

1. Diane Putzer reviewed the Support Ministry Team recommendation to the Council regarding an anonymous bequest given to FELC.

2. The following motion was made and seconded: That FELC use a recent anonymous bequest to reimburse the Trust for expenses incurred to support and pay the FELC mortgage, to pay off the operating line of credit, and deposit the balance of the bequest in the Capital Appeal Fund.. Extensive discussion followed. A roll call vote was taken. Motion passed unanimously.

B. Outreach and Social Ministry.

1. The following documents were submitted to the Council: Mission Trip Sponsorship Request, written by Mike Lokensgard, FELC Gift Policy (as revised

by the Support Ministry Team May 2009), and a letter submitted by Chelsy Luck explaining her mission trip with a list of budgeted items and their cost.

2. A motion was made and seconded to approve Chelsy's request using spend-down funds established to support mission and outreach activities of FELC members. Discussion followed. Motion passed unanimously. Donations received to support Chelsy's mission trip will be deposited to the Adella Schultz World Mission Fund.

3. The Gift Acceptance Policy was recently amended to address requests of this nature going forward, in order to assure that particular missions have been reviewed and approved by the ministry team to which the mission most closely relates.

#### C. Congregational Life.

1. The request for to annually review wedding policies and procedures was referred back to Congregational Life.

**IV. Treasurer's Report.** Steve Usbar submitted Treasurer's Report to the Council for May 26, 2009, 2009 Weekly Offering and FELC 2009 Budget Summary. Steve noted that of "our 1330 FELC families, 461 have committed to the FELC mission. 60% of the congregation commits at a level below \$5 per week. Expenses continue to be below budget, but well beyond income...(The) actual shortfall is \$89,716, which includes a carry over of \$39,000 from 2008.

**V. Executive Committee Report.** No meeting was held.

**VI. Pastor's Reports.** Pastors Bauer and Dismer submitted written reports. Pastor Dismer noted that Pastor Bob Herder will preach at the Downtown Site on July 26 and Pastor Dick Schroeder will preach on August 9, 2009.

#### **VII Old Business.**

A. Interim Task Force recommendation. A motion was made and seconded to ask Bishop Justman to proceed with contacting candidates who would be available to serve as interim pastor for FELC. Discussion followed. Motion passed unanimously. John Zweig will send a copy of the Lead Pastor job description to Council members in order to establish guidelines for interviewing candidates. The Council is asked to establish questions to ask the candidates and send those questions to Amy Henderson to compile.

B. Report/Update on ongoing issues.

1. Personnel Matters. John Zweig has been meeting with the program leaders to begin the process of developing new staff job descriptions, based upon

those tasks which are most central to FELC's operations. A reconstituted personnel committee will begin meeting to develop job descriptions and consider various staffing options.

2. Communications Coverage. Jan Sommerfeld resigned her position as communications director. Brenda Smongeski submitted a memorandum to the Council indicating a complete list of tasks and functions of that position and indicating how each task and function will be covered in the short term. For now, the communications director position will not be refilled. The document FELC communications...and how it relates to ministry teams was submitted to the Council.

C. Task Force Updates. Jeff Picken stated the North Site task force has team has reviewed historical documents regarding the mission and goals of the North Site. Ten cottage meetings will be held at both sites and a survey will be taken. Responses can be provided on line or through suggestion boxes located and both sites. The Task Force will also research other congregations that have two worship sites.

### **VIII. New Business.**

A. Trust Committee documents and recent minutes were distributed to the Council for information.

B. Capital Campaign follow-up. In light of the level of current Capital Campaign receipts (see III.A., above), a discussion was held regarding revisiting the Capital Campaign. Jeff Diehl, Gordy Jeppson and John Zweig volunteered to meet with some of the Capital Campaign committee members to discuss ways to reenergize the effort.

C. Acceptance of Resignation. The Council accepted Peter Peregrine's resignation. The Nominating Committee that was elected at the annual meeting will be asked to suggest candidates to fill the vacancy until the next annual meeting.

D. Official Acts. A motion was made and seconded to approve the April 2009 Official Acts. Motion passed unanimously.

**IX. Adjourn:** A motion was made and seconded to adjourn the meeting. Motion passed unanimously.

**Closing Prayer:** The Lord's Prayer

May 26, 2009

## Treasurers Report for April, First English Lutheran Church

The first third of 2009 is behind us, and we can rejoice in knowing that God has given us the knowledge and ability to be good stewards of his gifts. Our glass is not ½ full, or ½ empty, indeed our glass is running over.

I've taken quite a bit of time in the past few weeks to analyze the giving data we have collected on families who are committed givers. As everyone should know, of our 1330 families, only 461 have committed to the FELC mission. The current budget shortfall would be eliminated if every family in our congregation would give FELC \$20 per week. Almost 60% of the congregation commits at a level below \$5 per week. As chair of the Stewardship committee, I believe the key to our financial success is to have commitments from the 869 families who do not pledge. Once a family commits to giving first fruits, we can begin improving on their commitments and build toward a tithe.

In the past month, Dr. Zweig and I did a series of temple talks based on the church's needs, and as a preface of the serious staff reductions necessary if giving is not increased. Tri-annually, members who contribute traceable gifts to FELC receive giving statements, along with the current statement will be a letter addressing the current needs of the congregation. We have yet to experience any additional giving based on these recent efforts.

Expenses continue to be below budget, but well beyond income, although for there are no irregularities to report. Staffing is 62% of income. Actual shortfall is \$89,716, which is a bit deceiving due to our carry over of \$39,000 from 2008. With the loss of the communications position, we should see a net savings of \$30,000. I would recommend that we leave this position unfilled and have current staff covered the position until a time when we can afford the position.

Regards,

Steve Uslabar

#### Focus for April/May

- Outreach & Social Ministry: General information in Outreach ministry team notes
  - A) Habitat: \$754 raised at 2X4 sale on May 17. Cathy Leinum will take over for recruiting people to work days
  - B) Calendar: Updated by Echoes, approved a "Fill the Trailer" campaign for Echoes for the weekend of the church picnic
  - C) Rebuilding Together Fox Valley: Participated with five members on the work day for this organization on May 2<sup>nd</sup>.
  - D) Rental of Parsonage: Started to establish basic protocols for rental.
  - E) Beginning steps in an synod-wide event that will be hosted at the North Site on August 12<sup>th</sup> associated with the Tour de Revs. This is an event by three ELCA pastors from the east coast who are biking to all the synods in order to raise funds and awareness for World Hunger
- Officiated at two funerals.
- Discipleship: Helped established timeframe for "Couple's Prayer" study (after Fourth of July). Continue to meet with New Members ie. discipleship. Helped establish a book study on "The Shack" for Wednesdays in June. Led a few of the Wednesday noon Bible Studies.
- Participated in confirmation retreat, banquet, practice, and services.
- Worked with North Site Task Force to finish step one and begin step two of the mandate from the council.
- Led a baptism class
- Began Wednesday night campfire/communion services.

#### Focus looking forward to May/June

- Continue campfire services.
- Continue with "Couple's Prayer". Explore possibility of Walt Wangerin prayer series for the fall. Lead discussion/study with interns
- Update the visitation list to ensure pastors, lay communion people, and special friends are working together well.
- Accomplish June visitation
- Continue North Site Task Force: begin to solicit input from the congregation on their perception of the ongoing ministry of the North Site, begin exploring other two site ministries.
- Outreach & Social Ministry:

June is our month to look back and establish how well the present format is working to reach the goals of the OSM ministry team.

## **Pastor Mike Dismer - Council Report for May, 2009**

May –

- +Attended lay theological school graduation – among the graduates were three FELC members: Renee Huettl, Yvette Woerishofer, and Betty Smith.
- +Officiated in our building at a funeral for Doris Gabathuler with Valley Mortuary, whose building burned and asked us to help.
- +Officiated at the burial of our member, Mary Koopikka
- +Led worship, preached, visited hospitals and shut ins
- +Helped at meetings of the Communications Task Force

June –

- +Will attend the Synod Assembly in Green Bay
- +For two days, will help at our confirmation camp at Pine Lake
- +Continue to help nine couples plan for their weddings between now and the end of August
- +Lead worship, preach, and visit
- +Will continue to help the communications task force

Pastor Dick Schroeder will preach downtown on July 26, and Pastor Bob Herder will preach downtown on August 9 while I am gone those two Sundays.

Thank you for the partnership we have in leadership at First English Lutheran Church.

Pastor Mike

**TRANSFERS AND OFFICIAL ACTS  
APRIL 2009**

**TRANSFERS**

Kira and Kendra Wuellner transferred to Faith Lutheran Church in Appleton 4/14/2009  
(Missouri Synod)

Carol Sanders transferred to Immanuel Luther Church in Freemont, WI 4/14/2009 (ELCA)

Sandra Paulus transferred to Christus Lutheran Church in Greenville, WI 4/17/2009 (ELCA)

**OFFICIAL ACTS**

**Weddings for the month of April, 2009**

Laura Erickson and Michael Schabow

Ali Hughes and Michael Stark

Megan Streur and Kristian Ulness

**Baptisms for the month of April, 2009**

Cash Braun

Allie Jaloszynski

Belmar Owens

Lane Clifford

## MEMORANDUM

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**TO:** Congregation Council  
**FROM:** Michael J. Lokensgard  
**DATE:** May 21, 2009  
**RE:** Mission Trip Sponsorship Request

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Some time ago, Chelsy Luck (daughter of Wayne and Sheila Luck) approached First English regarding a mission trip that she planned to undertake during the summer of 2009. Chelsy sent a letter to various friends of the family and other would-be donors indicating that they should write checks to First English, and First English would then pay for her expenses.

The matter was inherited by Pr. Bauer and the Outreach and Social Ministry Team. Following some discussion, we decided that it would be a good idea to put in place a policy for future requests of this nature, in order to assure (i) that any such proposed missions were duly approved by First English, and (ii) that funds were raised for such missions in a manner which would allow the donors to take a tax deduction.

To that end, I prepared an addendum to the existing Gift Acceptance Policy (see the Support Ministry Team minutes for a copy) which lays out the procedure to be followed for requests to sponsor mission trips and similar issues. That policy was approved by the Support Ministry Team and is now in place to guide future requests.

Although Chelsy's plans were in place long before the existence of the policy, we asked her to submit a formal request (a copy of which is attached) to First English asking for funds to support her trip. The Schultz World Mission Fund (a spend-down fund within the Trust) was identified as a source of funds. Donations received on Chelsy's behalf will be deposited in that same fund. Donors will be informed that First English retains ultimate control over how donations will be spent. Because the Shultz fund is a spend-down fund, decision making rests with the Council or its designee, and not the Trust Committee.

The new Gift Acceptance Policy will ultimately make the Outreach and Social Ministry Team responsible for handling mission sponsorship requests. In this instance, however, given the timing and the fact that the policy was only developed after most of the planning for the trip was completed, I am asking that the Council approve the request.

Thank you.

**From:** [Luck Chelsy R](#)  
**To:** [bsmongeski@felc.com](mailto:bsmongeski@felc.com)  
**Cc:** [mbauer@felc.com](mailto:mbauer@felc.com)  
**Sent:** Sunday, May 10, 2009 8:53 PM  
**Subject:** Trust Fund

Brenda,

I apologize that this is so late and I'm hoping you get it before the meeting. I've been so busy with final projects and exams this week. I am including the letter for the trust fund. I can't send the support letter with this email because I am not on my computer, however I will send it in a different one. Thank you so much for your help with this.

I am writing to request funding for the trip that I will be making to Sarchi, Costa Rica from June first until August 20th.

Last year I visited a church in Sarchi called Getsemani that I had been traveling to for three years previous as part of a missionary partnership. While I was there, the pastor, Jose Garcia, asked me to return for the entire summer this year to run recreation programs and help the youth stay involved in the church.

The town and church are very poor. Jose stated that he would not be able to pay me anything for my work and that I would have to pay the families hosting me to help cover the cost of living. I know that this is something God is calling me to do. So many aspects and events of my life have led me to this opportunity and have trained me to do His work in Costa Rica.

I am in college and cannot afford to send myself to Costa Rica which is why I am asking for your support both monetarily and in prayers.

The church is very small and has minimal space for any form of recreation activity whether that be arts or sports or a movie. They also cannot afford to buy supplies for anything. One year we donated a soccer ball to the church so that the kids would have it to share and play with. Jose wants the church to be a place where anyone can go to for their needs but he cannot do that right now without help. He told me that if I can come and help around the church and get the kids involved He would be able to continue my work and I could train the youth leaders that are involved to continue the programs.

The programs would include art programs and sports for the younger kids, sports and games for the older kids, and aerobics programs for the women at the church because they are all stay-at-home spouses. There will also be bible studies for each age group and movie nights. Jose told me he has other jobs and ideas that we will be discussing more once I arrive.

With this knowledge, I will need to purchase sports equipment, art supplies, bibles, books, bible studies and videos. I have included a list of budgeted items and their costs.

- Round Trip Transportation to Milwaukee Airport: 200 miles at \$.55/mile (times 2) = \$220

- Airport Parking (2 days): \$20 (estimated cost)
- Round trip airfare from Milwaukee to San Jose, Costa Rica: \$549.42 (actual cost)
- Checked Luggage costs each way: \$15 for the first bag and \$25 for the second (actual cost) (I would need two bags in order to bring all of the supplies as well as my things)
- Days of travel - 2 travel days with meals and incidentals at airports: \$40 (estimated cost)
- Spanish Bibles (24): \$92.27 (actual cost)
- Spanish Children's Books: \$44.98 (actual cost)
- Spanish Bible Study/Prayer/VBS Books: \$50.89 (actual cost)
- Three Soccer Balls: \$60 (estimated cost)
- 1 Football and Flag set: \$50 (estimated cost)
- Ball pump: \$25 (estimated cost)
- 2 Frisbees: \$25 (estimated cost)
- Estimated local programming expenses (\$30 per week at 10 weeks) = \$300
- Roundtrip Airport Transfers from San Jose to Sarchi: \$100
- Room and Board Stipend for the host family: 13 weeks at \$40/week = \$520
- Incidental expenses (bus fair, food/snacks, internet/email): 13 weeks at \$25 per week = \$325

Additionally I will have internet access about once a week so I can keep FELC updated in the work that I am doing and the ways that God is working in the church to reach out the community and the youth.

Please pray about my request and ask God if it is something that FELC should support at this time.

Chelsy Luck

# FIRST ENGLISH LUTHERAN CHURCH

## FELC GIFT POLICY

The FELC protocol for receiving gifts is as follows:

Gifts for the perpetual endowment fund:

1. All bequests go to the endowment fund unless specifically directed in the granting documents.
2. Our preference is for endowment gifts to be unrestricted.
3. When we receive a bequest we will consider it “unrestricted” unless the gift comes with specific instructions for its application.
4. Gifts that initiate a designated or named component of the endowment fund need to be at least \$25,000 so that an annual grant from the fund can be at least \$1,250. If a gift is solicited for a specific purpose it is assumed that it is restricted to that purpose unless otherwise clarified.
5. When we get a gift from a living donor that exceeds \$10,000 we will ask the donor if there is a special interest, but we will indicate that we prefer that the gift be unrestricted.

Gifts for the memorial and designated gift fund:

1. Our preference is for gifts to be unrestricted.
2. If gifts are designated for an operating area, they will be used first to support budgeted expenses for that area.
3. We will not suggest non-budgeted uses unless there is prior agreement with the support ministry team for solicitation for an off-budget activity or area of expense.
4. In our budgeting we will have a line for special gifts that will fund budgeted expenses.
5. Gifts not expended in the current year will be carried to the next year.
6. While we prefer unrestricted gifts, we will maintain a list of items appropriate for funding with memorial gifts.

Gifts for the capital fund:

1. Gifts normally result from solicitation for and unrestricted gift within an area of defined need (such as debt retirement).
2. Gifts solicited for a specific purpose are applied as directed (such as a repaired roof).
3. Gifts are normally spent as received. Gifts not expended in the current year will be carried to the next year.

Planned gifts reporting:

1. Planned gifts that are irrevocable will be reported in the totals on a discounted basis as planned gift expectancies.
2. Revocable planned gifts will not be recorded in campaign totals. They will be administratively tracked.

Limitations on Designated Gifts:

1. All designated gifts must be for approved programs of a Ministry Team as reported in its monthly report to Council. While designated gifts may be specified for the expenses of particular program or participants, First English retains full control over

## FIRST ENGLISH LUTHERAN CHURCH

- the timing and particular activities of any program, who participates in the program, and how the designated gift will be spent in furtherance of the program.
2. Designated gifts are irrevocable even if an individual for whom a gift is specified does not participate in the project or program, or the program for which the gift is designated does not move forward.
  3. A reasonable determination as to the portion of any designated gift that is for purposes not substantially related to approved programs of the church (e.g., sight-seeing or other recreational or pleasure activities undertaken in connection with a mission trip) will be reflected in the receipt provided for the designated gift. Direct payments or stipends to specified individuals are generally not deductible for donors and will not be reported as such.
  4. Designated gifts that do not meet the criteria set forth above will not be included in the report of giving provided for donors' use for tax reporting.

For gifts proposed outside these protocols the support ministry team must approve the gifts.

Revised and Approved May 12, 2009  
Support Ministry Team