

**Peace United Church of Christ**  
**Coordinating Council Meeting Minutes**  
**November 16, 2021**  
**5:00 p.m. meeting with HR and Pastor Jim**  
**6:30 pm monthly meeting in person and Zoom**

Present: Moderator, Tom Hystead; Vice-Moderator, Joan Peterson; Past Moderator, Doug Bowen-Bailey, Treasurer, Dick Goese; Secretary, Diane Swanoski, Spiritual Life Representative, Susan Larson Kidd, Education Representative, Penny Cragun; Acting for Justice Representative, Monica Liddle; Stewardship Representative: Dave Courtright, At Large members; Jessica Olson, Bud Trnka, Mary Adams, and Matt Ryan, Rev. Jim Mitulski, Faith Formation Minister, Nathan Holst, Bridge Interim Minister, Charlotte Frantz

Call to Order and Introductions: Call to order at 6:54 p.m.

Opening Meditation: Susan Larson Kidd reads Desiderata (1927) by Max Ehrmann.

Agenda Additions and Approval: There are no additions or changes to agenda as emailed. Tom Hystead asks Council members to adopt a consent agenda, which includes minutes from the previous Council meeting, financial statements, and all committee, board, and task force reports submitted prior to the meeting by email, to be approved in one vote. A motion is made by Doug Bowen Bailey with a second by Bud Trnka to approve the consent agenda as presented. It passes unanimously.

Approval of Minutes of September 19th Council Meeting minutes - The date on the minutes is corrected to read 10-19-21. It is moved and seconded to approve minutes as corrected. Unanimously approved.

### **Reports of Standing Committees**

**Finance Committee:** Financial reports by Dick Goese, Treasurer.

Comments by Dick Goese:

- October 30, 2021 Financial Statements
  - Monthly income has dropped below \$34,000 but overall, income is still on budget.
  - Expenses are still approximately \$27,000 below budget.
- 2022 Budget Update
  - The proposed budget for 2022 is still incomplete. It will be distributed to Council members prior to the 12/7 budget meeting.
  - 84 pledges have been made for approximately \$208,500.
  - The Stewardship Team will meet on Thursday, December 2, to review campaign results. They follow-up with pledgers who have not responded, including those giving electronically. Pastor Jim will make a pledge announcement in worship.
  - A Stewardship campaign update will be included in weekly announcements.
- Designated Funds update
  - A document about management of Gabriel Fund was distributed. Please read it. It will be discussed at a later time.

**Human Resources Committee:** Written report by Leanne Ventrella (Attachment #1)

**Nominating Committee – N/A**

### **Written Committee Representative Reports**

**Christian Education:** Written report by Penny Cragun (Attachment #2)

**Christian Spiritual Life:** Written report by Susan Larson Kidd (Attachment #3)

**Acting for Justice Hub:** Written report by Monica Liddle (Attachment #4)

**Christian Stewardship:** No report submitted

### **Minister's Reports**

**Rev. Mitulski - Interim Minister -** No written report. Pastor Jim shares:

- Pastor Jim has been here for one month and has attended approximately 80% of the committee and task force meetings, as well as having one-on-one meetings with each staff member.
- He will have weekly meetings with both office staff and worship staff, and is considering establishing a weekly administrative team meeting as well. He is impressed with the staff and each of their gifts. He recommends offering staff a living wage, and a stipend for Gudrun Witrak, Pastoral Care Chaplain. Pastor Jim also suggests looking at the staffing structure going forward (we are understaffed for a church of our size) including adding a half-time Interim Transition Pastor position and looking at what Nathan Holst's position will look like in 2022 (yet to be resolved).
- Pastor Jim also suggests looking at committee structure in 2022.
- The 11/7 and 11/21 Interim Basics and Time Expectation forums highlighted what happens during the interim period and what to expect during the next 18-24 months. It is suggested that if not attended, they be viewed online (youtube link available at [peaceucc.org](https://www.youtube.com/watch?v=peaceucc.org) archive of livestreams).
- Pastor Jim has been meeting with the Worship and Arts team to review and plan weekly worship services and determine how to make them the length desired. A few changes in worship include a clock installed in the sanctuary and that the pastor and liturgist now sit up front.
- Pastor Jim is working with staff and the Worship and Arts team to plan Advent and Christmas worship and activities. They will incorporate traditional as well as new elements.
- Regarding Stewardship, Pastor Jim offers that we consider a year-end financial appeal for fundraising beyond annual budget funding, such as utilizing tax benefits of giving from required IRA minimum distributions, and establishing an endowment. In addition, consider an appeal for givers to increase their pledge to not only meet the proposed budget, but to fund the vision of what we want Peace to be in 2022.
- COVID language has been strengthened, including an "expectation" of vaccinations for in-person worship, but also understand the need to expand (invest in) technology to offer an online worship alternative every week.
- Pastor Jim asks the Council to consider extending Charlotte Frantz's Bridge Interim Minister position to a half-time position for the remainder of the year and into next year.

- Pastor Jim reminds us that we are working towards becoming a multi-staff, program driven church.

**Nathan Holst - Faith Formation Minister (Attachment #5)**

Additional comments:

- Nathan would love to do more visioning with parents about what children and youth programming they would like to see at Peace Church.

**Charlotte Frantz - Bridge Minister (Attachment # 6)**

Additional comments:

- Charlotte has missed using her general pastoral leadership skills and really enjoys the opportunity of using them here.

**Old Business**

**Pastoral Relations Committee – Nothing to report.**

**Transition Team Recruitment -**

- We are looking for additional people to be on the Transition Team. Current team members are Mike Shrage, Cathy Ameel, Veronica Langer, and Ezra Shomberg.

**New Business:**

**COVID Task Force Update- (Attachment #7)**

**2022 Staffing -**

- Staffing discussion included in Pastor Jim's report and the HR report. The 2022 HR proposed budget will reflect some staffing changes.

**Future meeting Agenda Items -**

- The date for the Annual Meeting is set for Sunday, January 30, 2022.
- A retreat for church leaders on the Council, boards, committees, and task forces is set for Saturday, January, 22, 2022. There will be all together time, breakout sessions, and prayer. It will be a time to reconnect and vision together what we want Peace Church to be. More information to come.

Adjourn at 8:12 p.m.

Next Meetings: 2022 Budget Sessions - Tuesday, December 14 - pizza @ 5:30 p.m. meeting @ 6:00 p.m. (room and Zoom)  
- January TBD (room and Zoom)  
Coordinating Council - Monday, December 20, 2021 @ 5:30 (room and Zoom)  
Devotion - Jessica Olson

Motion to move to Executive Session seconded and unanimously approved.

Respectfully submitted,  
Diane Swanoski, Secretary

## **Attachment #1**

### HR Committee Report to Coordinating Council November 2021

The HR Committee met on October 28 and November 10:

#### October 28 meeting

- First HR meeting with Pastor Jim.
  - Discussed his thoughts about staff and office needs
    - § Staffing the office for an hour or so every Sunday morning
  - IT support for office and why staff is not using Downtown Computer for their needs
  - Reviewed first draft of 2022 HR Proposed Budget

#### November 11 meeting

- 2022 Budget work
  - Developed third draft of HR Proposed Budget
  - New Worship Tech Support position
- Staff related
  - Pastor Jim shared about his 1-on-1's with all staff members
  - Discussed potential office space changes

Request for Council Discussion/Action: None

Respectfully submitted,  
Leanne Ventrella  
HR Committee Chair

## **Attachment #2**

### Christian Education Report to Coordinating Council October 2021

Adult Education:

Adult forums resumed in November with a series on Transition and Interim Ministry. The first adult education forum was held on November 7th after the 10:30 worship service with Pastor Jim discussing what Intentional Interim Ministry means.

The Adult Ed team met with representation of the Spiritual/Faith Formation team, since there is overlap between the two teams. We explored a number of topics: structure-book groups, Bible studies, men's studies-where does everything fit?; what does spiritual formation look like in 2022?; what does a reset look like for 2023? Pastor Jim plans to help lead people through the advent devotionals, and we explored the possibility of educational material on Sunday mornings that could highlight the advent materials. In the devotional there are four topics: hope, peace, joy and love. The adult forums in Advent could focus on our ancestors and storytelling related to Advent or Christmas, with Pastor Jim leading sessions on Mary and Our Lady of Guadalupe.

Plans are underway for offering the viewing of a documentary on Desmond Tutu and the Dalai Lama on "Mission: Joy-Finding Happiness in Troubled Times", both individually and as a group. Discussion would follow on Sunday, December 5th at 9:30 in the Fellowship Hall.

Children's Ministry Team:

Sunday School has continued to be via Zoom at 9:30 for all ages with Nathan teaching, with the exception of the third Sunday of the month when Nathan will lead a gathering in the Fellowship Hall that will include song, fun activities, and conversation. There was discussion about resuming in-person Sunday School, and Nathan will talk with Pastor Jim about this possibility.

Planning continues for the Children's Christmas Pageant. Children will be involved with readings, acolytes, ringing the bells, and singing. Plans are also underway for the AdventWorkshop that will include ornament and wreath making.

The team discussed engaging parents and getting feedback around the vision for children's ministry in the future, with possible times 9:30 on a Sunday or 8:00 PM on a week night for Zoom gathering.

No action needed.

Respectfully submitted, Penny Cragun

### **Attachment #3**

Acting for Justice Report: October 24, 2021 Meeting  
Submitted by Monica Liddle, Chair

1. Report—Events and Activities
  - A. O&A: To be aware of: Trans Day of Remembrance is Nov. 20.
  - B. Immigrant Welcoming : Charlotte is organizing Circles of Support for women Afghan refugees, who would be housed and supported in Duluth. 6-12 Peace members are in process of organizing support group.
  - C. We focused discussion on budget items for 2022. Recommendations have been made to Finance / emailed to Dick G.
2. Discussion needed by the Council: Questions, concerns, future plans, etc.  
Budget recs were emailed to finance/Dick, with details of any changes/additions noted.  
Bob Tavani House budget line item addition: \$1000/yr. (new item)
3. Action needed by the Council: Motion from the Committee  
As above, as necessary.

### **Attachment #4**

Council Report for Christian Spiritual Life  
November 2021

**Food and Fellowship**

Food and Fellowship did a great job with the Piece of the Pie celebration. They don't meet regularly, but email and discuss what activity they may support next.

### **Health and Wellness**

This team did not meet during the past month. Ellen Shelton is stepping down from the team and will let me know when a new chairperson steps up. No update from this committee this month.

### **Shared Ministry**

On 11/3/21, this committee met and Pastor Jim joined them. They discussed how to continue to move forward as a friendly, welcoming church. Emphasis was on the importance of re-establishing relationships after the isolation imposed by COVID. They are planning to meet again on 12/8/21.

### **Worship and Arts**

At this month's meeting, this committee learned that their role was changing. Charlotte shared how the planning for services will be held each week by the pastors. And that "Worship and Arts will still give guidance to the over-arching vision of worship at Peace". We will have a Thanksgiving Day service at 9:00 am streamed and a Blue Christmas held by Nathan on a Sunday afternoon.

### **Faith Formation**

This committee did not meet during the past month.

**Tech Team updates:** We did secure a conference microphone for room and zoom meetings. Additionally, working to investigate how to modify speaker system to accommodate lavalier microphone for Pastor Jim. Some equipment needs to be upgraded, so was put into the budget request. No schedule for streaming at this time.

Budgets for each committee were submitted.

Respectfully submitted,

*Susan Larson Kidd 11/14/21*

Susan Larson Kidd

## **Attachment #5**

Faith Formation Minister Report for November 2021  
Nathan Holst

### Events/small groups

-I am preparing for Advent for the pageant and will also hold a Blues Christmas gathering in December

-Jeff Mortimer (who had been a part of a small group I led last year) gathered a small group to reflect on life transitions recently. I've had a couple conversations to support him in his own leadership development and I am pleased that he took a step and helped facilitate a group

### Worship

-I continue to lead story for all ages on Sunday morning.

-I continue to provide music for the service as needed.

-This last week I helped lead the worship service (what we've been calling "liturgist"—giving the announcements, leading prayer time, providing pastoral prayer, etc.)

#### Youth

-We continue to have a great crew in our middle school youth group. We are coming to the end of our Peer Ministry curriculum, which has given us the space for a lot of good and deep conversations. Gaga ball at the beginning and end help us keep it fun and connected.

-We had 5 high school youth come this last Sunday to a justice focused, leadership development gathering. Serrano Robinson from Men as Peacemakers came and we had a meaningful conversation about the needs of marginalized youth in our community. We reflected on the skills needed to understand community needs—vulnerability, showing up, and non-judgmental listening.

-Confirmation continues in the fireside room on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of the month. Olson Dean and I rotate facilitation of a curriculum using the book Manna and Mercy. We are working on gathering adult mentors to join the youth once a month in the confirmation class.

#### Children

-Sunday School continues in person and on zoom. Our numbers are pretty small with zoom (most kids are zoomed out), but there are still the faithful few who love it and show up every time. I have been posting to the story FB page, and that seems to get some views when I share the recorded stories. In person Sunday School continues to bring in about 10 kids.

-Kid's club continues on 2<sup>nd</sup> and 4<sup>th</sup> Thursdays with small, but consistent numbers. Thanks to Amanda Hunter for helping with art.

-We have been having some great conversations in Children's Ministry. We're all set with our pageant plans, which will be in person on Dec. 19<sup>th</sup>. Thanks to Susan Larson Kidd for working with our team in having the Kid's Choir sing some of the songs for the pageant. We are also working on plans to reach out to parents to get feedback on what they want with children's ministry for 2022.

#### OWL

-OWL continues to run well. I have been in touch with parents occasionally for any administrative needs or questions/concerns. I have also been in touch with the MN Conference about getting some more facilitators trained. I have a list of folks both from Peace and Pilgrim ready to get trained, so I'll be helping set that up in the next couple months.

#### Administrative/Other

-I have been in touch with the acting for justice hub and some members of finance about some new possibilities with our relationship with the Gabriel Fund. Plans are still in process, but we hope to have more info soon.

- I continue to write birthday cards for youth and children.

-Continuing to meet with staff on a weekly basis.

-I continue in my racial justice organizing role as a part of SURJ (Showing Up for Racial Justice) in building relationships with leaders of color and indigenous leaders here in Duluth, as well as education work within the white community.

-Nathan Holst

### **Attachment #6**

Bridge Interim Report

November 15, 2021

To: Peace Church Co-ordinating Council

Although my original agreement with the Human Resources Committee was to serve as an administrative pastoral consultant to staff until the intentional interim pastor arrived, I have accepted Pastor Jim Mitulski's invitation to continue until the end of this calendar year. My responsibilities have included worship planning (a team effort), providing assistance to Gudrun Witrak in providing pastoral care to members of the congregation, and giving staff support to teams which are part of the Social Action Hub. I also share with Nathan some responsibilities related to implementing adult education plans and provide other staff support as needed or requested.

I will be absent from worship two Sundays in November in order to fulfill responsibilities that I accepted some months ago: on November 21, celebrating with Pilgrim Congregational Church their 150<sup>th</sup> anniversary and on November 28, providing pulpit supply at United Presbyterian Church in Superior. I will still be available to the staff and working in the office during these weeks.

Thank you for this continuing opportunity to be a part of the staff at Peace.

Sincerely,

Rev. Charlotte Frantz

**Attachment #7**

Covid Safety Task Force  
November 3, 2021

Due to the risks from the delta variant, the Covid Safety task force, with input from the pastor and staff, has determined the following updated guidelines:

1. Masking is required at all times in the building in any public spaces. Staff who are vaccinated have discretion about masking when they are working in the office with other staff members. Staff are encouraged to mask if involved in an extended conversation with someone who comes into the office. Those visiting the office will be masked per policy.
2. Peace committee meetings can take place in person, by zoom or a combo. If a meeting takes place in-person at church, masking and social distancing are required. Members of the committee may bring in their own beverages to drink, as long as they retain masks except for drinking.
3. Wednesday evening meals are still on hold at this time. This will allow for more space for Wednesday night programming and reduced risk of transmission with indoor eating.
4. No food or drink service are allowed in the building. The exceptions are:

- All food and drink at Peace functions, including coffee hour, can be served inside “to go” and should be consumed outside the building or taken home. Food will be individually handed to people.
  - Staff may eat their lunch in the office
  - The daycare will continue to use their own guidelines for food and beverage inside their rented space
  - Self-identified vaccinated groups would be given some preference. If those groups meet for a limited time in a contained space, and do not put any church staff or member at risk they may be given permission to have food and beverage.
5. There can be socialization time inside after services fully masked.
  6. Extra sanitation practices (such as disinfecting surfaces after each use) is no longer needed.
  7. No overnight groups allowed in the building at this time.
  8. There are no occupancy limits in the Fellowship Hall or other meeting rooms as long as air filtration devices are used according to the space.
  9. There is no occupancy limit in the Sanctuary or narthex but masking and social distancing are required.
  10. Offering plates and pew pads can now be passed in worship.