

Peace United Church of Christ
Coordinating Council Meeting Minutes
May 17, 2022 — 6:30 pm via Room and Zoom

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

Call to order at 6:35 p.m.

Opening Meditation: Nathan Holst, Faith Formation Minister, shares Steven Charleston's prayer of gratitude asking "How can I not offer thanks to the spirit". What are we grateful for at Peace Church? ([Sign up for future devotion](#))

Approval of April 19th and May 10th Coordinating Council Meeting Minutes. It is moved and seconded to accept the April 19th and May 10th Coordinating Council Meeting Minutes as emailed. Unanimously passed.

Approval of Consent Agenda with discussion, including written committee representative reports, Faith Formation Minister, and Interim Pastoral Associate reports. It is moved by Dick Goese and seconded by Jessica Olson to accept the Consent Agenda minutes. Unanimously approved.

Reports of Standing Committees

Finance Committee: March 31, 2022 Financial Reports were emailed. Additional comments:

- Tom Hystead, Moderator, acknowledges that the financial reports emailed are not all accurate. The Gabriel Fund, Clearing Accounts, and Balance sheet are accurate. The Budget Analysis is a first draft. Amended reports will be emailed.
- Dick Goese, Treasurer, notes that we needed to use \$25,000 of the significant gift pledge to meet the budget last month.
- The financial reports are unanimously received.

Human Resources Committee: Attachment #1.

- There is further discussion about church security, including rekeying locks and purchasing a slotted cash box. There will be continued discussion with the Property Committee about overall security, including data security (including HR records).

Nominating Committee – Jessica Olson reports:

- The Nominating Committee will be meeting tomorrow night.

- There are five or six people interested in Council positions. Conversations between them and Nominating Committee members are taking place.
- It has been brought up that the nominating process has not been equitable and transparent in the past. The process will receive further consideration
- Peace UCC Bylaws give the Nominating Committee the authority to nominate new Council members for the Council to consider.

Written Committee Representative Reports –

Christian Education: No report submitted. Penny Cragun reports:

- Adult Education is finishing up.
- There will be a breakfast for confirmands on Sunday, May 20th at 9:30 a.m. Everyone is invited and encouraged to participate.
- High School graduates will be recognized on Sunday, June 5th.
- Pastor Jim will have a service based on local singer/songwriter Bob Dylan at 8:30 a.m. on Sunday, May 29th.
- Peace Village will take the place of Vacation Bible School in June. It is in conjunction with the Unitarian Universalist church.
- Both the Adult and Children's Education Committees are doing planning in June and taking some time off in August.

Christian Spiritual Life: Attachment #2. Susan Larson Kidd adds:

- Approximately thirty shared ministry forms have been returned.
- We are looking for Tech help/staff during the summer. Classified ads have been placed. Please let Susan know if you are interested in learning/helping with technology or know of anyone who may be interested.

Acting for Justice Hub: No written report is submitted. Monica Liddle reports:

- The Acting for Justice Hub met Sunday, May 15th.
- Monica Liddle and Rev. Charlotte Frantz are moving forward in the development of the Homeless Response Team. They have put together a small team, which will meet tomorrow night with Joel Kilgore, from Loaves and Fishes, about the Stepping On Up plan for Duluth. They also plan to meet with the St. Louis County Commissioner and other community leaders concerning the homelessness crisis.
- Good Crocodile Foundation will be featured during the May 29th 10:30 a.m. worship service. There will be speakers and an offering taken.

Christian Stewardship: Attachment #3. Dave Courtright adds:

- The new tent will be delivered this week. Dave will need some help unloading it.
- Dave reiterates the importance of monitoring Property budget spending, as the current and planned projects will use all of the budgeted funds.
- Dave is beginning to research a new furnace for the church. Tom Hystead and Dick Goese have offered to help.

Minister's Reports

Reverend Jim Mitulski, Interim Minister reports:

- Pastor Jim has spent time reviewing the SSC Report, Interim Objectives, Long Range Plan, and *A Sure Foundation* documents. These documents will be looked at in more depth at the June Council meeting.
- We will continue working on the Interim Objectives.
- Pastor Jim has represented Peace Church in civic participation with Grandmothers for Peace and the Pro Choice Group Rally and memorial service.
- We will continue all of our current church activities through June.
- During July and August there will be only one service on Sunday mornings. Communion will be served and the services will be more informal and energetic.
- It is encouraged that no committees meet during July.
- August meetings should be used to plan what they will be doing in the fall and hit the ground running in September.
- We will resume two Sunday worship services the second week in September.
- Pastoral staff will take time off during the summer months. One pastor will always be available.
- The Congregational Meeting is on June 12th following the 10:30 worship service.
- On June 19th, the 8:30 service will be at St. Mark's AME and the 10:30 service at the Giving Garden.
- A retreat/orientation for current and new Council members will be held on Tuesday, June 14th. There will be dinner at 5:00 p.m. and meeting from 5:30-8:30 p.m.
- The next Council meeting is Tuesday, June 21st at 6:30 p.m.

Nathan Holst, Faith Formation Minister, Attachment #4. Additional comments by Nathan Holst:

- There was a men's retreat in which seven men participated. It felt good.
- There is a suggestion for a Children's portal for younger children. We will try it in the summer and build on it if it is successful.

Charlotte Frantz, Interim Pastoral Associate, Attachment #5. Charlotte adds:

- The Celebration of Life for Jerry Cleveland will be on Saturday, May 21st at 11:00 a.m.
- Charlotte will be gone from the end of June and the beginning of July.

Old Business

Daycare Lease -

- A new lease has been written by an attorney and approved by Council members by email vote. Tom Hystead will meet with the new Daycare owners and present the lease for them to sign.

150 Anniversary Committee update –

- Anniversary Committee members have been conducting interviews with congregation members.

- Work is in progress with the Property Committee to install new lighting for the Peace bell tower. A special lighting celebration is being planned.
- An agreement (and deposit) has been made to bring David Hogg to Duluth as a keynote speaker for a public event.

Designated Fund Oversight Committee - Nominations/Appointments

- Fund oversight policy/procedure has been adopted for the Jubilee and PK funds.
- A Designated Fund Oversight Committee is being formed to oversee the Jubilee and PK funds. The Committee will consist of two Council members (current or past), one staff member, and two congregation members. Contact Tom Hystead if you are interested.

New Business:

Annual Meeting Planning – Sunday, June 12th following 10:30 worship.

- Annual Reports will be presented and received.
- A slate of Coordinating Council members will be presented and voted on.
- Pastor Jim will present a transition report.
- The meeting will be available in person and online.
- Joan Peterson will bring her computer to receive and tally votes by email.
- The Congregational meeting will be recorded.

Future meeting Agenda Items

- Pastor Jim Contract Extension – Begin to look at the interim timeline and a contract extension with Pastor Jim.
- Troop 44 - Scouting USA request for Sponsorship. More background information will be provided at the next meeting.

Additional comments –

Pastor Jim shares thoughts for us to consider:

- We need to be realistic about the size of our congregation.
- We need to be thinking about the pastoral staff we want.
- Do we want to staff for maintenance or growth?
- We are a shrinking/growing congregation.
- Much depends on how we come out of COVID.
- It will be very important who is on the Search Committee for our settled pastor.
- There are many churches searching for pastors at this time. Many UCC pastors have retired.
- We will think about a fall Council retreat (off site) to think big about our future together.

Adjourn at 8:45 p.m.

Next meetings:

- Sunday, June 12th Congregational Meeting after 10:30 worship service.
- Tuesday, June 14th Leadership Retreat (dinner at 5:00 p.m. meeting at 5:30 p.m.)
- Tuesday, June 21st Council meeting.

Respectfully submitted,
Diane Swanoski, secretary

Attachment #1

The HR committee met with all in attendance. Items discussed:

1. Some personnel issues
2. Forms for exit interviews and onboarding will be updated
3. Discussion of the building locks, keys, lock boxes and overall security
4. All staff will be meeting with someone from HR for their annual review- hopefully in June
5. Laurie Berner will present her program for staff development/boundaries, etc. for staff at a June meeting if the time works. Some staff will be on vacation in June.

No action needed for the Council

Attachment #2

Council Report for Christian Spiritual Life
May 2022

Food and Fellowship

This committee completed Easter breakfast with success as they supported the youth. They are planning the confirmation breakfast at this time.

Health and Healing

The team completed a successful Earth day! A second session of healing offerings is coming to a close this week with the last of Tim Peter's session on Wednesday the 18th. The next offering (TBD) will be coming in June and not on Wednesday's at 5 as a different time slot has been requested.

Shared Ministry

The Shared Ministry event was held yesterday with Buzz Munns offering great music and the youth doing a wonderful bake sale. The picture directory is now available.

Worship and Arts

Worship and arts did not meet again this month. They are planning to meet this week!

Tech Team updates

The tech team lost two workers as they were college students. Volunteers (and Tyler) are sparse as there is a lot of travel going on. Susan continues to encourage participation and training of new volunteers. Also, we are advertising for a position at this time.

Respectfully submitted,

Susan Larson Kidd 5/16/22

Attachment #3

Christian Stewardship report for May 2022

Stewardship Committee

The team is currently working on a large project to update the member and friends list for the church. This includes removing inactive members that have moved away, as well as reaching out to inactive members to determine if they wish to maintain membership in the church. The team also has been increasing their knowledge of the various special funds at Peace and will work on some ideas to better educate the congregation about these funds. Early planning for the fall campaign is also underway, with brainstorming some new ideas for this years campaign.

Property Team

The Earth Day event was once again a success, with 100s of pounds of garbage removed from the old dump area behind Grant Rec, as well as some great spring prep on our gardens accomplished by a great group of volunteers.

Completed projects: the old spare sump-pump that was installed over the winter failed, Dave replaced with a new heavy-duty unit. Light fixtures continue to be replaced a few at a time.

In progress: The new tent should arrive soon. Replacement of the Dove sign and new lights for the bell tower are in planning stages. Garbage disposal in the kitchen needs repair or replacement.

Future projects: Kitchen floor to be replaced. Parking lots need sealing and patching. Cracked window in fellowship hall. Heating upgrades / roof repairs planning.

Budget: \$2000 of \$10,000 used for maintenance and projects. In progress and future projects above will use up remaining budget with Heating/roof coming from the special building fund. We will need to carefully assess any non-critical spending for the remainder of the year.

Submitted by Dave Courtright

Attachment #4

Faith Formation Minister Report for May 2022 Nathan Holst

Events/small groups

-We continued our Peace parent connect this last month, inviting parents of elementary kids to come and connect/vent/give support on the first Sunday of the month. We will likely take a break over the summer and get it started again in the fall

-I am continuing to promote our summer youth trips. We have a smaller number this year, but I think covid has impacted summer plans in a lot of ways, and I trust we will still have a meaningful experience on each of the trips.

-I've been continuing to work on planning Peace Village (in place of VBS), which is a week long day camp that focuses on the four core areas of conflict resolution, media literacy, mindfulness

movement, and connecting with creation. Lots of families are out of town this year, but are interested and hope to join next year. It may again be something that starts small and grows with time. Dates will be June 13-17.

-Based on youth feedback, I started a group for high school youth to come and connect with each other over pizza and fun. We plan to do some gatherings in the summer, but will start regular gatherings in the fall.

Worship

-I meet with Pastor Jim, music Jim, and Charlotte each week to plan the services

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

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

-Charlotte, Jim, and I have been rotating roles on Sunday mornings in leading the worship

-I preached this last Sunday

Youth

-Youth Group for our middle school youth was great this month. We brought in a speaker from the Olive Branch (Catholic Worker House) to talk to us next week about what the Catholic Worker is about. Then we followed through on our plan to bake a whole bunch and do a fund raiser for the Catholic Worker. We raised about \$250 together. We're planning a final youth group celebration at "the Edge" waterpark tomorrow and have a group of 10 youth. Looking ahead, we'll gather for our 3 day trip in August, this year staying at Camp Amnicon (instead of Fenske Lake) because they have better options (like camping hammocks) in case covid cases increase in that time.

-We had a great confirmation retreat and had a lovely baptism service before heading out to Camp Amnicon for the retreat. We'll have 6 youth who will be confirmed this Sunday.

-Graduation Sunday is coming up on June 5. I've been working on coordinating blankets and have been gathering pictures and info from the grads to share with the congregation. I've asked 3 youth to speak on that Sunday to reflect on their experiences as youth in the church.

Children

-We've got our nursery up and running again. We usually have between 2-5 kids there on Sunday and it seems to be working.

-We finished our last Sunday School class this last Sunday and recognized our teachers and children's ministry team members in church

-Children's church is really a hit with our kids and parents. We'll plant to continue that through the summer and may do it more regularly in the fall.

OWL

-The high school youth are wrapping up their program in May. I am grateful to our dedicated group of facilitators, many of who plan to help lead next year.

-I have also recruited 2 folks to go to a training with me this August to get trained in the adult curriculum, including young adult, adult, and older adult. I hope to get a 12 session course going and invite college students from UMD and St Scholastica as a way of reaching out to young adults, hopefully increasing our numbers connected to our church.

Adults

-All my work around leadership with adults is included in your other reports (Faith Formation Team, Adult Ed, Worship and Arts, etc.)

Administrative/Other

-I am finished up my CPE experience in the next couple weeks. I shared some of what I have been learning in my sermon this last Sunday. I plan to complete my final evaluation, which will then go to the committee on ministry at the Conference as a part of my ordination process. I seem to be on track for completing my process early fall.

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

-Continuing to meet with staff on a weekly basis.

-Nathan Holst

Attachment #5

Interim Pastoral Associate Report
Rev. Charlotte Frantz

May 17, 2022

As we move into this seemingly new phase of covid, there are still significant community transmission and health concerns. At the same time, there seems to be a determined attempt to build community and bring people together. Some of my work at Peace this past month has been in response to these concerns:

The weekend after Easter, I served as the staff person for the Women's Retreat, the first held since 2019. This past Sunday the traditional Shared Ministry Fair was recast as "Connect and Reconnect." In addition to looking for volunteers, "Connect and Reconnect" featured a variety of ways to be a part of Peace Church. The Shared Ministry team is planning a summer program called "Peace Does Duluth" which we hope will also help connect Peace members with each other.

The Shared Ministry team also works with Inquirers and potential new members. After several covid interruptions, we have a group of six inquirers who expect to join Peace this coming Sunday.

The Afghan Resettlement Circle continues supporting four Afghan women and is gradually turning over financial responsibilities to them. All of them have had medical concerns which the circle has helped them address, some of them the result of delayed treatments during their evacuation and resettlement. All of them are improving their English and one is studying for CNA certification. We helped them observe Ramadan and held an Eid party in their home. Peace Church's Support Circle and the women were featured in the New Yorker magazine article, "The Ordinary Americans Resettling Migrants Fleeing War", published April 25. On June 8, I will be facilitating a workshop for the Minnesota Conference on Support Circles and two weeks ago I keynoted the Northern Waters Presbyterian Women's spring meeting. That keynote featured Peace's work: "From Sanctuary to Resettlement."

The new Homelessness Response Team is learning more about the Stepping On Up proposals put forth by CHUM and partners concerned about the lack of affordable housing in Duluth.

Several members of the Dismantling Racism Team attended a White Privilege Symposium held this past weekend in Duluth. This was a regional gathering with nationally known speakers and workshop leaders. We are looking forward to discussing how to implement some of our learning here at Peace.

The Foy scholarship application deadline was this past Friday. We have five applications and the committee will meet soon to determine awards.

I was invited to participate in United Protestant Church's 100th anniversary service and will preach there on June 5, Pentecost Sunday. This is part of the covenantal relationship among churches of our denomination and one of the ways in which you share resources with a smaller congregation.

I had the privilege of being present with Marge Anderson and Jerry Cleveland's family during Jerry's final days. Jerry was on the Committee on Ministry when I first came to Minnesota. He welcomed me into this Conference when I was installed at Mayflower Congregational UCC in Minneapolis. The care of this congregation has deep roots and a wide reach!

Thank you again for the opportunity to minister with and among you.

