

Peace Church Coordinating Council Minutes
October 18, 2022
6:30 p.m. In person and Zoom

Mission statement-

Our **vision** is to be an accessible, open and affirming community growing in Christian faith, committed to **peace** and **justice**, and reaching out in **healing love** to all of creation, including all people, respecting and valuing the **diversity** of people's sexual orientation, race, culture, gender, age, opinions, and physical and mental abilities.

Present: Joan Peterson, Moderator; Jessica Olson, Vice Moderator; Tom Hystead, Past Moderator; Dick Goese, Treasurer; Diane Swanoski, Secretary; Geof Witrack, Stewardship Chair; Susan Larson Kidd, Spiritual Life Chair; Penny Cragun, Education Chair, Monica Liddle, Acting for Justice Chair, Melissa Boyle, At Large Member; Stephen Dando, At Large Member, Susan Goltz, At Large Member; Nathan Langer, At Large Member, Rev. Jim Mitulski, Interim Minister; Charlotte Frantz, Interim Pastoral Associate, Nathan Holst, Faith Formation Minister

Call to Order 6:34 p.m.

Devotion - Penny Cragun shares the UCC Daily Devotional *Post-Covid Church Conflict Got You Down?*

Addition/Changes to Agenda -

- Add vote to sign the contract for reconstruction of the Dove sculpture on the exterior of the building. Cost now \$6,500 and does not include installation. Funding is to come from designated Building Repair Funds (Maske Estate). It is moved by Geof Witrak to approve signing the contract. Motion seconded. With one no vote the motion passes.

Consent Agenda vote - Consent Agenda includes:

- Minutes of September 20th Coordinating Council Meeting
- Minutes of October 12 Special Topic Council Meeting
- Committee reports (Spiritual Life, Christian Education, Social Justice Hub-No October report, Property/Stewardship)
- Standing Committee Reports- HR and Finance Reports
- Written Reports from Pastor Charlotte Frantz and Nathan Holst
- Transition Team Report

Highlights and/or questions about reports-

- Additions to HR report - Joan Peterson
 - HR Committee has been very busy. Brianna Dornbush is doing great, her maternity leave is Nov. 5 - Dec. 21st or until the end of the year. The HR Committee met with Spherion Temp Agency and they have a candidate for us to interview.
 - The HR Team hired Jerry Paquette for the Business Manager position. The position is for 30 hours a week and will begin Monday, October 24th. Pastor Jim

will be training/mentoring Jerry. The Business Manager position includes responsibilities currently handled by Tim Peters. Tim's position will continue through the end of the year.

- The Council recognizes and applauds the HR Committee for all of their hard work.
- Additions/Clarification to Finance Committee Report - Jessica Olson
 - Welcome to Nathan Langer who has joined the Finance Committee.
 - Budget reports as of September 31 indicate a roughly \$23,000 gap income vs expenses which does not include the daycare income loss of \$14,000.
 - There are errors in the accounting reports which Rose Fericanek, bookkeeper, is hoping to fix.
 - The Finance Committee recommends budget transparency to the congregation.
 - It may be necessary to have an end of the year appeal to the congregation to balance the budget.
 - The Finance Committee recommends that Teams and Committees limit spending for the rest of the year if possible.
 - The Fund Oversight Committee reviewed and updated the PK (Prioritizing Kids) Fund description and priorities. A new priority for Youth Leadership Development is added, which includes graduation gifts, confirmation, internships, conferences, and learning opportunities. A motion to adopt the updated wording and priorities for the PK Fund is made by Jessica Olson and seconded by Geof Witrak. Motion passes unanimously.
 - A subgroup for the Arthur Foy Scholarship is working on updating the description and priorities for that fund.
- Transition Team update -
 - The goal of 200 responses to the Holy Cow survey was met. Great job Transition Team!
 - Survey results will be presented and discussed by Pastor Jim, staff, Council, Transition Team, and selected others on Saturday, November 5th from 9 a.m. to noon by ZOOM.
- A motion made by Nathan Langer to accept the Consent Agenda with additional updates and seconded by Stephen Dando. Motion passes unanimously.

Pastors report – Rev. Jim Mitulski, Interim Pastor

- It has been a busy month.
- Pastor Jim appreciates the concern and support he received while on sick leave, especially from the staff.
- Staff are moving forward amidst changes of staff and job duties. Much change has been accomplished in the last month. There is new and positive energy. Peace UCC has a strong administrative infrastructure in place and is well poised to move forward with a settled pastor. Thank you to the HR Committee for all of their hard work.
- The 150th Anniversary celebrations were wonderful! Look for an article in the Duluth News Tribune October 22nd featuring Marsha Hystead's excellent and hard work.
- The Holy Cow survey was well distributed and completed.
- November is the Stewardship Drive.
- A Thanksgiving interfaith service will be held at Spirit of God Lutheran Church on Sunday night, November 20th. There will also be a 9:30 a.m. service on Thanksgiving Day at Peace.
- Advent begins the last week of November and will include both traditional and new aspects.
- Christmas and New Year's Day both fall on Sunday this year.

Old Business -

- **Aurora Borealis Day Care Update** - Tom Hystead and Joan Peterson
 - Joan emailed the former daycare owners about the amount still owed Peace UCC and that we are setting aside the \$2500 security deposit to be put towards their debt. (There is still \$9,800 past rent still owing) The former owner replied that he will pay as he can.
 - There are no other daycare interests in the space at this time.
- **Pastor Jim`s contract extension** - Tom Hystead
 - Pastor Jim`s contract has been signed and is effective through January 17th. It will be renewed monthly thereafter as needed.
- **Holy Cow survey** -
 - Survey discussion in consent agenda updates.
- **Parking lot estimate** - Jessica Olson
 - Matt Ryan has received a new estimate of \$10,000 for repaving the upper and lower parking lot. The parking lot repaving is put on hold until spring 2023.

New Business-

- **Search Committee** - to be discussed in Executive Council.
- **Audacity proposal**-
 - A Proposal from Audacity HR for an assessment is \$3,000. The proposed cost for 20 hours per year service/support is also \$3,000. We will need clarification of specific costs if we decide to use Audacity HR and determine what services we need.
 - The Council will also consider Paychex for outsourced HR assistance.
 - The Council recommends considering outsourced HR assistance for the 2023 budget.
- **Daycare space consideration** - -
 - Pastor Jim, Joan Peterson, Monica Liddle, Susan Goltz, and Susan Larson Kidd met with commercial realtor Greg Follmer for an assessment of the vacated daycare space and some possible space use suggestions for it.
 - Peace Church goals for the space include revenue and mission.
 - At this time, Greg recommends only cleaning it and not making any structural changes. He is willing to show it (with a signed contract with Peace). He is open minded about what the space could be used for.
 - Monica Liddle will look into daycare incentives available from the City Development and Planning office.
 - The subgroup will actively search for tenants with Pastor Jim`s lead and initiative. He asks that we be open to new ideas for the space and also open to utilizing the adjoining classroom space as well.
 - A realtor may be hired to show property by next month.
- **Stewardship Campaign** - Geof Witrak, Stewardship chair
 - There will be themed Sundays through November 13th about all that Peace is and what financial pledges allow us to do.
 - Pledge Sunday, November 13th, will include a chili dinner following 10:30 a.m.worship.
 - Pledge packets will be distributed the last week in October.

Next special Council meeting- Monday November 7th at 6:30 p.m. by room and ZOOM. Topic - Finances and potential investing.

Next regular Council meeting- Tuesday, November 15th at 6:30 p.m. by room and ZOOM. Devotion by Jessica Olson.

Adjournment at 8:30 p.m.

Respectfully submitted, Diane Swanoski, secretary

Executive Session