

**Peace Church Coordinating Council Minutes**  
**Tuesday, December 20, 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; Kirby Wood, Temporary Treasurer; Diane Swanoski, Secretary; Penny Cragun, Education Chair; Susan Larson Kidd, Spiritual Life Chair; Melissa Boyle, At Large Member; Stephen Dando, At Large Member; Nathan Langer, At Large Member; Susan Goltz, At Large Member; Rev. Jim Mitulski, Interim Minister; Charlotte Frantz, Interim Pastoral Associate; Nathan Holst, Faith Formation Minister

Absent: Monica Liddle, Acting for Justice Chair; Geof Wittrack, Stewardship Chair

Call to Order at 6:39 p.m.

Devotion - Diane Swanoski shares the opening worship meditation from the first Sunday of Advent.

**Addition/Changes to Agenda -**

- Constant Contact as a communication option under new Business.

**Consent Agenda vote -** Consent Agenda includes:

- Minutes of November Coordinating Council Meeting
- Minutes of December 7th Special Topic Council Meeting
- Committee reports (Spiritual Life, Christian Education, Social Justice Hub-No report, Property/Stewardship-No report)
- Standing Committee Reports- HR Report and Finance Reports
- Written Reports from Pastor Charlotte Frantz and Nathan Holst

Highlights and/or questions about reports-

- The Property Committee has been on hiatus but will reconvene in January.
- Highlights by Finance Committee
  - The Finance Committee is working with the bookkeeper on the accuracy of the November Budget Analysis. The Expense Report will be cleaned up by year end.
  - Staff credit card process was discussed by the Finance Committee.
  - The bookkeeper makes some recommendations for line items in the 2023 budget.
  - The Finance Committee discussed a year-end donation request.
  - Rental, Non-pledge, and Miscellaneous Income all fall short of budget (\$60,000)

- Some expenses were not realized, especially in payroll.
- Net projected budget shortage at year end is approximately \$20,000
- Insurance renewal premiums have increased. The Finance Committee updated the deductibles in order to minimize the premium increase.
- There is discussion about how we communicate the budget shortfall to the congregation. Effective communication can be discussed at the annual meeting in January.
- It is suggested to include pledge cards in the Sunday bulletins.
- Joan Peterson created a QR code which directs users to the donate section of the Peace Church website. It is suggested to put the code in the bulletins, pew cards, emails, and in the Peace Bell to make it easier for members and non-members to donate to Peace Church.
- It is suggested to address Sunday announcements through a slide show.
- Kirby Wood moves to accept the consent agenda and Tom Hystead seconds the motion. The Consent Agenda is unanimously approved.

#### **Pastors report – Rev. Jim Mitulski, Interim Pastor**

- Pastor Jim shares information from ADP for payroll and other human relations services.
- Sunday Worship services are planned through the end of January.
- Pastor Jim will lead two final adult forums on January 8th & 15th about ending his term and drawing down. It will include discussion about *A Sure Foundation* Conference document.
- Pastor Jim's next sermons will address drawing down along with the themes of the day.
- Pastor Jim will set up personal appointments with anyone who would like to discuss any unfinished business or other topics.
- The Gospel music concert with St. Mark's AME was remarkable, a genuinely interracial and a true collaborative event. St. Mark's AME made a \$500 gift to us towards our partnership. We need to appreciate our relationship with them and continue to nurture this partnership. These collaborative events also pull in people from the community.
- Pastor Jim wishes he could have done a workshop around diversity training for our church. An amount of \$10,000 will be added to the budget for diversity training (DEI) for the congregation, teams and Council.
- Pastor Jim's departure date is January 17th. His furnished apartment is leased through January 20th. The lease can be extended. Jessica Olson will speak with the landlord about options to extend the lease for another month to have housing options for the bridge minister.

#### **Stewardship report-**

- 88 pledges have been received for \$253,000. Kirby Wood will meet with Rose Feriancek, bookkeeper, tomorrow to see if there are any updates.
- A Stewardship letter will go out to Peace Church members and friends the first week in January that will address pledge/budget shortfalls for the proposed 2023 budget. A pledge card and electronic giving application will be included in the mailing.
- An email blast was sent out this week about the year end shortfall and encouraging end of the year contributions.
- Can pledge cards be sent/received electronically?
- Susan Richards, temporary office staff, is going to be instrumental in helping organize and utilize data for Stewardship and the budget.
- An event for donors is discussed.
- We must understand that members communicate to us through their finances and if we don't pay attention, it appears that we don't care.

- We will need to consider segmented and targeted pleas.

#### **Old Business-**

- **Council retreat -**
  - A Council retreat will take place Saturday, January 7th from 9 a.m. to noon by room and ZOOM to discuss Holy Cow survey results and their meaning for Peace Church's future.
- **Daycare space update-**
  - Two showings of the daycare space and education wing were scheduled, but did not take place. They will be rescheduled. If the space is not rented by early January, we will consider working with a realtor. Currently, the space is being shown as is, however, it may require some attention from us and possible negotiation regarding plumbing. A subgroup of Susan Goltz, Monica Liddle, Susan Larson Kidd and Jessica Olson will be working on some of the details
- **Mission Statement update -**
  - An updated Mission Statement was presented to the Council by a subgroup of Melissa Boyle, Jessica Olson
    - Our vision is to be an accessible, open and affirming community, living the way of Jesus, committed to peace and justice and building the beloved community. We strive to respect and value the diversity of people's sexual orientation, gender expression and identity, class, race, culture, age, and physical and mental abilities.
  - A motion is made by Diane Swanoski and seconded by Nathan Langer to present and recommend for adoption the updated Mission statement at the congregational meeting on Sunday, January 29th. The Council approves unanimously.
- **Organizational chart-**
  - Joan Peterson created an updated informational map about organizational structure/reporting for the church profile.

#### **New Business-**

- **Bridge Minister committee update-**
  - The executive committee is interviewing a Bridge Minister candidate tomorrow night.
- **Search Committee update-**
  - The Peace Church Profile is complete, and being forwarded to Pastor Jim, Joan Peterson, and Jessica Olson for comment before being forwarded to Cindy Muller, Conference Minister to include with our job posting.
  - The Pastor job description is being updated by Mike Swanoski, Joan Peterson, Jessica Olson, and Cindy Muller. It will be sent out to the Council to approve.
- **Constant contact -**
  - Jessica Olson presents Constant Contact as a platform for the church to use for formatting emails, social media, and newsletters. The \$83 p/year cost includes a thirty minute introduction and 24 hour support. The user-friendly tool will help create communication that is more likely to be read and uses pictures. Nathan Langer and Melissa Boyle will assist in researching and comparing with Mail Chimp. We will look at this in more in-depth when staff is more stable, hopefully in February.

**2023 Budget planning-**

- We do not have all of the information we need to put a budget together for 2023. Susan Richards will help us clarify and organize data.
- Expense line items are reviewed and updated.
- Boards and committees are asked to submit their budgets
- Nathan Holst will submit a budget for Christian Education.
- HR has submitted a budget for staff.

**Next meetings-**

Saturday, January 7 Donor dinner from 5-7 p.m.

Tuesday, January 10 Special Council Budget Meeting @ 6:30 p.m. by Room & ZOOM

Tuesday, January 17 Regular Council Meeting @ 6:30 p.m. by Room & ZOOM

Adjourn @ 9:40 p.m.

Respectfully submitted, Diane Swanoski, Secretary