

**Peace United Church of Christ
Coordinating Council Meeting Minutes
April 19, 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, and Interim Minister, Rev. Jim Mitulski; Faith Formation Minister, Nathan Holst; Interim Pastoral Associate, Charlotte Frantz

Absent: Matt Ryan, Member at large

Guest: Marsha Hystead, Chair of 150 Anniversary Celebration Committee

Call to Order at 6:35 p.m. by Tom Hystead

Opening Meditation: Prayer by Pastor Jim ([Sign up for future devotion](#))

Agenda Additions and Approval - Tom Hystead requests to move the report by Marsha Hystead for the 150th Anniversary Committee up first on the agenda. There is a motion by Jessica Olson to table a couple of agenda items and discuss them at another meeting in a couple of weeks - the SCC report and Interim Objectives. The motion is seconded and unanimously approved. The Coordinating Council will meet again on May 10th.

150th Anniversary Committee Update - Marsha Hystead

- Gail Blum has designed a commemorative pendant for the 150th anniversary. There will be 50 pendants available for a \$35 donation each.
- Member interviews are being scheduled. They will be both in person and by Zoom. The interviews will be compiled into a video and archived.
- Former pastors are being contacted. Pastor Greg Flint sent a beautiful memory piece. Pastor Kathy will be interviewed and is compiling short stories of those whose funerals she has officiated.
- The church cornerstone time capsule will be opened. What should we add to it now?
- Bud Trnka and Dave Courtright are working on new lighting for the Bell Tower. A Bell Tower Lighting Event is being planned for August 20th 6-9 p.m.
- An anniversary Dinner Celebration is being planned around an Oktoberfest theme.
- *Celebrating Peace*, an original drama production by Tom Isbell to celebrate the 125th anniversary, will be brought up to date. The committee is looking for someone to add the last 25 years to the script..
- A *Rally for Peace* community event featuring David Hogg is being planned. The event will require raising \$15,000-\$20,000. The committee is talking to other churches, foundations, League of Women Voters, and other groups for sponsorships.
- There will be informational/historical Peace Bell Articles each month from the committee.
- A communications subcommittee is developing a publicity plan.
- It is suggested to inquire into grants and possible Peace and Witness Team involvement from the Conference.

Approval of Consent Agenda with discussion if needed (including written committee representative reports, Faith Formation Minister and Interim Pastoral Associate reports, and COVID Safety Task Force report). It is moved by Joan Peterson and seconded by Dave Courtright to approve the Consent Agenda as emailed. The motion passes unanimously.

Reports of Standing Committees

Finance Committee: March 31, 2022 Financial Reports emailed.

Additional notes by Dick Goese:

- According to Peace bylaws, finance reports are recorded as being received, but do not need to be approved.
- As of March 31st, income exceeds expenses, however there were additional expenses that were not paid (recorded) by that time.
- The Gabriel Fund received \$3,065.85 and gave out \$290.
- A Council sub-committee has created purpose and vision statements for the designated funds - PK Fund, Sanctuary Fund, Building Repair Fund, Scholarship Funds, and the Jubilee Fund (Attachment #1), as well as requirements for and application for the Jubilee Fund (Attachments #2 and #3). Fund purpose and vision statements were emailed to Council members.
- A Fund Oversight Committee (FOC) will be formed to review Jubilee Fund applications as they are received, and to make recommendations for approval to the Coordinating Council (Attachment #4). The review committee will have five members, two current or past Coordinating Council members, two Acting for Justice Hub members, and a staff member involved with youth. A motion to approve the formation of a Jubilee Fund Review Committee as discussed is made by Dick Goese and seconded by Dave Courtright. The motion passes unanimously. Committee members will be discussed during the nominating process.

Human Resources Committee: Written Report. Comments by Joan Peterson:

- Action item - The HR Committee proposes the following change in the Employee Manual:
 - Current language: If the complaint involves the Moderator, the individual should immediately report it to the Vice Moderator of the Coordinating Council.
 - Proposed change: If the complaint involves a member of the Coordinating Council, the individual should immediately report it to the Moderator of the Council. If the complaint involves the Moderator, the individual should immediately report it to the Vice Moderator of the Coordinating Council. If the Vice Moderator cannot or does not act on the complaint, the complaint should go to the Executive Council.
 - Motion to accept the Employee Manual change brought by the HR Committee passes unanimously.
 - Further questions about the Employee Manual wording will be discussed by a subgroup of the Council and will be brought forward to ask the HR Committee to look into.
- The HR committee discussed several security issues, including outstanding keys for the church (as well as the possibility of keyless entry), a locking cabinet for Pastor Jim's office, and a safebox for checks or cash when Rose Feriancek, bookkeeper, is not in the office.

Nominating Committee – Tom Hystead

- The Nominating Committee is made up of Tom Hystead, Joan Peterson, Jessica Olson, Matt Ryan, and Pastor Jim.
- Committee members have received some name suggestions and are in the process of contacting those folks. Forward any additional name suggestions to a committee member. They hope to present a slate of officers at the next Council meeting.
- There is an additional vacancy for an at-large position (Bud Trnka asked to come off).
- Pastor Jim shares how other churches have a Council nomination process that includes congregation members expressing interest and applying. This process provides more transparency and involvement of the congregation. There is agreement about this process and an announcement will be made in worship on Sunday, as well as an announcement in the Peace Bell to contact a Nominating Committee member if interested.
- There is discussion about the vetting process and making Council members known to the congregation, including publishing a short bio of current and proposed Council members in the Peace Bell.

Written Committee Representative Reports

Christian Education: Written Report. Comments by Penny Cragun:

- Combining Adult Education and Faith Formation committees is good.
- Having monthly themes provides more framework to work from.
- The Parent Connect sessions are helpful.
- The first Children's Church (once a month) was successful.

Christian Spiritual Life: Written Report.

Acting for Justice Hub: Written Report. Monica Liddle adds:

- Monday, April 24, Peace Church will host "Peace Church: Stepping Up for the Homeless". Joe Kilgore, Loaves and Fishes volunteer and director of the warming center, will tell us about CHUM and local collaborators' efforts to address the homelessness situation in Duluth. Church Council members are encouraged to attend the 6:30 p.m. meeting.
- Peace Church does not have a team working specifically on homelessness in Duluth. Monica Liddle makes a motion to form a new team under the Acting for Justice Hub to address homelessness and work on continued housing issues in the city. The motion is seconded by Joan Peterson and passes unanimously.

Christian Stewardship: Written Report. Dave Courtright reports:

- A new tent for spring/summer/fall outdoor activities and meetings needs to get ordered. Dave Courtright researched tents and found one that would be appropriate. There is a motion from the Property Committee to purchase the tent with Building Funds money, in addition to funds already raised specifically for the new tent. The motion passes unanimously.

Minister's Reports

Reverend Jim Mitulski, Interim Minister ,

- Holy week consisted of nine services, involving three churches and two other locations. Nathan Holst and Charlotte Frantz stepped up and provided innovative contributions. Thank you to Susan Larson Kidd for technology assistance. Thank you also to Elise Courtright and Dan Shepard for their contributions during this busy time.

- April had an incredible *National Poetry Month* theme.
- There will be an Earth Day event on Sunday, April 24th being planned by Bud Trnka.
- May will be theme based *Asian American Month*.
- Additional upcoming events include confirmation, and women's and men's retreats.
- The theme for June worship will be *Pride Month*, along with *Gun Violence Prevention* and *Juneteenth*, with St. Mark's AME.
- Three spiritual healing events are also being planned for May/June. The events will be on Saturday mornings from 9-11 a.m. in the Talk, Listen, and Pray format. The first will be for anyone who was on the church Council in 2020, 2021, and 2022. The next is for all Human Resources Committee members from 2020 and 2021. The final one for anyone affected by COVID.

Nathan Holst, Faith Formation Minister: Written Report. Highlights by Nathan Holst:

- Nathan has received good feedback from the parent focus group meetings -
 - Parents Connect has had positive feedback.
 - Katey Fornear and Kelli Hallsten Erickson have started working with new Peace Puppets.
- Nathan has been planning Peace Village (in place of VBS), a week-long day camp that focuses on the four core areas of conflict resolution, media literacy, mindfulness movement, and connecting with creation. We're partnering with UUCD and I'm excited to start getting the word out. Dates will be June 13-17.
- The first Sunday of the month is high school youth hangout with pizza.

Charlotte Frantz, Interim Pastoral Associate: Written Report. Charlotte highlights:

- She has enjoyed working with small groups.
- Charlotte really enjoyed liturgical writing during Holy Week.
- She recognizes the amazing dedication of the Welcoming Circle for the Afghan women refugees - they have been creative, persistent, and compassionate while navigating challenges.
- This Thursday, Charlotte will speak at the spring gathering of Presbyterian Women, Presbytery of Northern Waters.
- In June, Rev. Jill Sanders from First Congregational church in Alexandria, Mn and Charlotte will co-present a workshop on Resettlement Circles at the Minnesota Conference Annual Meeting.
- The resettlement team is advising other groups and learning how to overcome obstacles.
- New Yorker magazine will feature Peace Church's involvement in the Afghan refugee resettlement process through Charlotte Frantz's interview.

Old Business

New Daycare Lease - Tom Hystead

- The daycare at Peace Church has changed owners. The new owners will rename the daycare to Aurora Borealis.
- Terms of the lease are being reviewed by a subcommittee of the Council, and attorney Tom Hutchinson. The subcommittee is made up of Tom Hystead, Dave Courtright, Joan Peterson, and Monica Liddle.
- Peace Church will still provide janitorial and utilities for the daycare.
- The new owners are asking for shared space for an additional classroom, which we are considering.

- The Council authorizes the subcommittee to proceed with negotiations. The final lease agreement will be emailed to Council members to review. The sooner the new lease is in place the better.
- It is suggested to meet with the new owners on a regular basis to maintain good communication and working relationship with them.

COVID Task Force Update - Written Report.

150th Anniversary Committee Update - Marsha Hystead. See beginning of meeting.

SSC Update - Review of Interim Objectives - Tabled until next meeting.

New Business

Annual Meeting/Election of new Council - Tabled until next meeting

Holly Pederson - 4 way Covenant Renewal - Charlotte Frantz

- Holly Pederson is a chaplain authorized in the United Church of Christ (UCC), and member of Peace UCC. Her previous 4 way Covenant was with a different employer. She is now working as a chaplain for Essentia Health, thus the need for the 4 way Covenant Renewal.
- It is moved and seconded that Tom Hysted sign as Moderator of the Council, on behalf of Peace Church, to partner in the four-way covenant between Holly Pederson, Peace Church, the UCC Conference, and Essentia Health. The motion is unanimously passed.
- It is hoped to have a recognition of all of the congregation chaplains that we are in covenant with in the near future.

Future meeting agenda items -

- Money Management strategies
- Troop 44 - Scouting USA request for Sponsorship

Adjourn @ 9:30 p.m.

Next meetings:

May 10, 2022 @ 6:30 p.m.- Council Meeting
 June 12th - Congregational Annual Meeting following 10:30 a.m. worship
 June 18th - 9-11 a.m. - Leadership Retreat
 June 21st - @ 6:30 p.m. Council Meeting

Respectfully submitted,
 Diane Swanoski, secretary

Attachment #1

PK Fund of Peace UCC

Purpose & Vision

Peace Church Mission Statement: Praising God; Living the Way of Jesus; and Building the Beloved Community of God.

Peace Church Vision 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 identity, age, opinions, and physical and mental abilities.

Background

The PK [Prioritizing Kids] Fund was established by Peace United Church of Christ in 2020. The PK Fund was created as part of celebration of the ministry of Rev. Kathryn Nelson in honor of her nearly 30 years of dedicated service to Peace Church. It is hoped that the initial donations and ongoing pledges will maintain the PK Fund for ten years.

Purpose

Recognizing that children and youth were and are a major focus of Peace Church life, the PK Fund will be available to support activities that will provide opportunities and experiences for children and youth to enhance their understanding of our church's mission and vision of the world.

PK Fund priorities

- Peace Church Vacation Bible School [VBS],
- Peace Church Youth mission trips,
- Arthur Foy Scholarship.

Rev. 4/7/22

Jubilee Fund of Peace UCC

Purpose & Vision

Peace Church Mission Statement: Praising God; Living the Way of Jesus; and Building the Beloved Community of God.

Peace Church Vision 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 identity, age, opinions, and physical and mental abilities.

Background

The Jubilee Fund was established in 2009 as a way to support efforts to build the beloved community. The information below describes the guiding principles of the Fund and procedures for applying. These procedures were first developed in 2009 and revised in 2015 and 2017

Mission of Jubilee Fund: The Jubilee Fund is a financial resource to enable members and friends of Peace United Church of Christ to be actively engaged in justice issues that affect the Duluth community and the broader region, nation, and world.

Priority Issues for the Jubilee Fund:

- Ending Poverty
- Economic Justice
- Dismantling Racism
- Eliminating Hunger

Sanctuary Fund

The Sanctuary Fund was established in 2017, originally to cover the cost of remodeling a portion of Peace to accommodate a person or two seeking sanctuary while their immigration status was resolved. In January of 2020, Peace voted to become an Immigrant Welcoming Congregation. As a part of this initiative, using funds remaining after remodeling, the Council voted on, July 20, 2021, to allow the Sanctuary Fund to be used by the Immigrant Welcoming Team for ministry related to non-citizens, whether that ministry is carried out directly by Peace Church or by networks through whom Peace carries out this ministry. Vouchers for expenditures may be signed by the lead pastor or the designated leader of the Immigrant Welcoming Team. Should there be questions about a specific request for funds, the pastor or team leaders shall consult with the Immigrant Welcoming Team and the Acting for Justice Hub.

Building Repair Fund

Using dollars remaining after capital fund drives and from individual donations, these funds are to be used at the discretion of the Property Committee for projects not included in the annual budget, subject to approval by the church council.

Scholarship Funds

Two ongoing scholarship funds have been established to allow Peace members and friends to participate in church activities regardless of their ability to pay. The Nugent Fund is to benefit youth, the Hennen Funds for adults. Funds are to be used at the discretion of the staff.

Attachment #2

Requirements for Projects Supported by the Jubilee Fund:

- Each project must have the initial support and engagement of at least 3 Peace Church members.
- Each project must be implemented in cooperation with a group or entity that is outside of Peace Church. (Examples are: CHUM, our sister congregations in the Philippines, Witness for Peace, the Clayton Jackson McGhie Memorial Committee). Priority partners are those that are organized as a nonprofit, with a 501(c) (3) status, or have a fiscal agent that is a 501 (c) (3). Exceptions may be made by the Jubilee Fund review committee for groups that are not formally organized as nonprofits, after a review of organizational governance and financial management capacity.

- Each project should seek to educate and engage members of the congregation through activities such as: Adult Forums, presentations during worship, volunteer opportunities, special events, newsletter and/or website articles.
- All projects will be required to report back on their progress and accomplishments as part of the church's annual program report in June
- All Jubilee fund grants need to be used within 12 months of award.
- In general, grants are anticipated to be in the range of \$500 – \$5,000 though special consideration can be given to requests outside of that range. Grants will be awarded throughout the year, as applications come in.
- All Jubilee fund expenditures will require documentation of actual expenses. Upon request by the Review Committee or Coordinating Council, applicants and partner organizations must agree to participate in a more thorough review of actual project expenses and disbursements.

Application Process

A brief application form will need to be completed. Questions will include:

- Peace Church Person/Group responsible for the application and project
- Partner organization(s)
- Project goals and specific activities
- Project timeframe
- Plans for engaging Peace Church members and friends in the project or issue
- Project budget

The Fund Oversight Committee will review applications as they are received and make recommendations for approval to the Coordinating Council. Applications will be reviewed as they are received based on the ability of the Committee to meet. The Fund Oversight Committee will make a recommendation to the Coordinating Council by the first of the month before the next Council meeting. The Coordinating Council will then vote on the proposal at their next meeting.

The Fund Oversight Committee shall be responsible for making sure progress reports are submitted by the appropriate deadline for inclusion in

the Church's annual program report in June and submitting updates so that recent projects are featured on the Peace Church web site.

Members of the Fund Oversight Committee can be part of a group that brings forward an application, but they must recuse themselves from reviewing and making a recommendation regarding the application. As needed, the Committee may request an in-person meeting with the applicant(s) to get further information on the proposed project.

Attachment #3

Application Form for Jubilee Fund

In order to provide more guidance for people applying for the Jubilee fund, we have developed these questions to address in the application process. For complete information, please view the web site: <http://www.peaceucc.org/acting-for-justice-hub/jubilee-fund/>

Vision of the Jubilee Fund: Peace Church members live out their Christian faith in ways that increase social and economic justice.

Mission of Jubilee Fund: The Jubilee Fund is a financial resource to enable members and friends of Peace United Church of Christ to be actively engaged in justice issues that affect the Duluth community and the broader region, nation, and world.

Priorities Issues for the Jubilee Fund:

- Ending Poverty
- Economic Justice
- Dismantling Racism
- Eliminating Hunger

Primary Contact for Questions (Email and Phone #):

Project Description: (Include your goals, timelines, and specific activities)

How does this project address the priorities of the Jubilee Fund?

What Peace Church members are supporting this project and in what capacity? (Please share contact information for these individuals.)

What organizations in the community does this project engage Peace Church in partnering with?

What is the budget for the project? How much are you asking for from the Jubilee Fund?

Who is the check written out to?

Plans for engaging Peace Church members and friends in the project or issue:

Attachment #4

Fund Oversight Committee Peace United Church of Christ, Duluth, MN

Description:

In order to manage certain discretionary funds received by Peace Church, a Fund Oversight Committee (FOC) is initiated to oversee the use of such funds with good accountability. This committee, appointed by the Coordinating Council, shall consist of a minimum of five members of Peace Church, and shall include two past or current Coordinating Council members, two active members of the Acting for Justice teams, and one staff or lay member involved with youth ministries. The Coordinating Council will annually review its membership.

The Fund Oversight Committee will oversee the use of the Jubilee Fund and PK Fund. They will meet as needed to address requests for such funds throughout the year. The Fund Oversight Committee will be responsible to receive and review applications for the funds. The FOC will follow the guidelines established for each separate fund when reviewing applications and for making recommendations for the disbursement of monies from said funds. Recommendations for the disbursement of monies will be presented to the Coordinating Council at a regular council meeting for approval. While the FOC reviews applications and recommends disbursement of funds, the Coordinating Council serves as the decision-making body for all disbursements. A member of the current FOC will request payment of grants using the Peace Church voucher system and deliver them to Peace Church Treasurer for authorization once funds are approved for disbursement.

The Fund Oversight Committee shall be responsible for making sure progress reports are submitted by the appropriate deadline for inclusion in the Church's annual program report in June. They shall also submit updates to the Church office so that recent Jubilee Fund projects are added to the website.