

**HOLY NATIVITY LUTHERAN CHURCH
MINISTRY COUNCIL MEETING
JULY 11, 2011**

Members Present: Shawn Noratel (President), Nick Mason (Vice President), Ken Mauer (Stewardship), Carl Lebo (Worship), Lorna Wingate (Financial Secretary), Lloyd Geigley (Property & Asst. Comptroller), Gary Heckathorn (Head Elder), Deborah Heckathorn (Special Funds), Debra Strong (Day School), Bob Bothe (Missions & Outreach), Kay Stirn (Treasurer), Ken Carman (Memorial Treasurer), Jessica Noratel (Comptroller), Shirley Heath (Recording Secretary)

Opening Prayer & Devotion: Gary Heckathorn

The opening prayer and devotions were held in the Sanctuary. The readings were 1 Corinthians 3:9 and Ecclesiastes 9:10.

Shawn welcomed the new members of the Council and thanked the returning members.

Bylaws: Shawn Noratel

A copy of the Bylaws was distributed to each Council member. Each Team Chair then read the responsibilities of their teams. The following corrections/changes/actions were decided:

Bylaw #9: Recording Secretary – Items 6 and 7 are not currently being done. Shirley was requested to appoint a committee to carry out Item 6.

Bylaw # 10.2: Comptroller – This position needs assistance which has been requested and received. We need to review and establish an Assistant Comptroller position or change the title to “Office of the Comptroller.”

Bylaw #10.3: Special Funds Treasurer – Item #13 – This information is now online and Debbie is up to date with this.

Bylaw #10.6: Memorial Secretary – Item #5 – Since we no longer have a monthly Newsletter, this information will be distributed with the quarterly statements and letters.

Bylaw #11: Christian Education – Correct spelling of Christian.

Bylaw #12: Mission and Outreach – Suggest the responsibilities be simplified. Correct spelling of Heaven on line four.

Bylaw #16: Fellowship – Delete Item #4.

Bylaw #17: Stewardship – Needs to work closely with Mission and Outreach and P.R. Team chairs.

Bylaw #18: Property – Under Responsibilities, Item #3 – Arrange for all repairs costing more than five hundred (\$500) dollars after approval of the Ministry Council **or as a line item in the budget.**

Bylaw #19: Youth – Correct spelling of Christ on second line.

Bylaw #20: Public Relations – Remove Items 9 and 11. Correct spelling of Edit in Item 12.

Team Chairs were requested to review the Bylaws with their team members.

June Minutes: Accepted as presented.

Old Business:

Banner Holder: Carl Lebo

The material has been purchased and cut to size. The permanent site needs to be verified with “Miss Utility” before it can be assembled and put into place. It is anticipated that this will be completed in the next week.

New Business:

Shawn has provided a calendar to record all team activities. Activities up to one year in advance should be recorded so as to not conflict with other team activities. This calendar will be coordinated with the calendar in the Secretary's office.

Team Reports:

Team reports should be distributed to the Team Chair mailboxes by Sunday A.M. prior to the Council meeting.

Stewardship: Ken Mauer

The Fall Stewardship Program begins on September 19th and ends on October 16th. We will follow the same format as last year.

There will be no Unity Sunday in July. The next one will be on Rally Day.

Finance: Jessica Noratel

Finances continue to be good, we are still in the black.

Addendum: Lloyd Geigley – Lloyd has prepared graphs of our attendance and giving. Our checkbook balance is \$49,700 compared to \$4,200 at this time last year. Attendance has been flat but giving is up. We feel that the Stewardship emphasis is working.

We need to put financial information in the Bulletin Notes.

Property: Lloyd Geigley

We are planning on spending Capital Improvement Funds to purchase a curtain for the Family Life Center stage. Lloyd has names of suppliers and will report on his decision at our next meeting. A complete list of their activities is attached for the file only.

Mission and Outreach: Bob Bothe

Jim Parks has joined the Mission and Outreach Team and will serve as Holy Nativity's lead for Habitat for Humanity of the Chesapeake. Mission and Outreach has presented him with a check for \$500 to help reach the Thrivent initiative.

The Orphan's Grain Train was presented with 12 cases of non-perishable food which will be shipped to Alabama to support those devastated by the tornados in that area.

The following are the dates for the next three community breakfasts – July 16th, August 20th and September 17th. All will be held in the Family Life Center from 9:00-11:00 a.m.

Currently, we have no information regarding the date of the next food drop since funding for this program has not yet been determined.

During the past year Mission and Outreach ministry has distributed over 44,000 pounds of food to the needy in our local communities via mobile emergency food drops from the Maryland Food Bank. This food served over 1,000 families in need for a total of over 5,000 family members.

Employee Performances: Shawn Noratel

Employee performance evaluations are in progress.

Carol has submitted a letter of resignation effective August 26th. The decision is in part due to her health issues.

Shawn and Nick have met with the Finance Team to review finances and salary for a replacement secretary. He recommended a part-time, salaried position with the hours of work being 9:00 a.m. to 2:00 p.m. with a two-week vacation. The position will be posted and advertised. Pastor, Shawn and Nick will interview the candidates.

Since the Budget is already set for this fiscal year, we may have to have a Voters' meeting to approve an increase in the salary position.

Recommendation: Shawn Noratel

It was suggested that for the Voters' Meeting only, the salary line items be listed as "Salaries and Benefits" and not listed by employee. The reasoning for this would be available to anyone requesting it. A **Motion** was made to condense the salary line items to "Salaries and Benefits" for presentation at the Voters' Meetings with an explanation of the reasons provided to anyone who questions this action. **The Motion was Seconded and Carried.**

Miscellaneous:

Shawn and Nick will be polling the Ministry Teams to get suggestions for new and exciting things to do or ways to strengthen their responsibilities. The Team Chairs were requested to speak with their members as well about anything different or new they would like to do.

The Team Chairs were also advised that if they were unable to attend a Council meeting, they should send a substitute in their place.

85th Anniversary Celebration: Kay Stirn

Planning will begin for this celebration when Vacation Bible School is over.

Some members are having trouble seeing the print on the overhead screen. It was requested that the print be made larger. Also, the yellow print is extremely hard to see. Can this be changed to black on white?

The question was raised as to whether or not visitors were being acknowledged and Pastor and/or an Elder are contacting all visitors personally by phone.

The meeting was closed with prayer.

Attachments: One (1) for file only.

Respectfully submitted,
Shirley Heath, Recording Secretary