

# Ascension Lutheran Church – Council Meeting Minutes

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*January 8, 2019*

## **In attendance:**

**Council Members:** Linda Achziger, Allen Brookshire, Connie Fringer, Norm Fringer, Isaac Hein, Kathy Johnson, Pastor John Larson, Don Loptien, Dennis Lord, Tim McClaren, Arvin Michel, Chuck Mielke, Carol Stamp, Brian Wilson, Marion Wilson

**Guest:** Ed Geisler

**Call to Order:** Arvin Michel, President, called the meeting to order at 6:28 PM.

**Opening Prayer:** Pastor John Larson

**Opening Devotion:** Carol Stamp, Ladies Guild

## **Approval of Meeting Agenda**

- Chuck Mielke requested a New Business Item inclusion to discuss the West Wing Addition Project. The revision was authorized and the amended Council January agenda was approved.

## **Approval of November 2018 Council Meeting Minutes**

- Arvin Michel requested revision to the November 13, 2018 Council meeting minutes as follows (from page 5):

### **Youth- Craig & Sharon Groeling**

...Our group was voted the most ~~Ethnastic~~ Enthusiastic and Loving.

- The revised November 13, 2018 Council meeting minutes were approved.

## **Ongoing Business/Discussion**

- *Annual Reports:* Arvin Michel issued a final reminder for boards to submit their 2018 Annual Reports to Terry Utecht.
- *Chair for January Voter's Meeting:* As Arvin Michel will be absent for the Voter's meeting scheduled for January 27, 2019, Dennis Lord, Vice President, has agreed to chair the meeting.
- *Housekeeping Items:* A new list of contact information for officers and board members was assembled by Arvin Michel. He sent the list around the room for everyone present to review and make revisions. Arvin will make requested corrections and email the contact list to all officers and board members.

## **New Business/Discussion**

- *Continuing Resolution for 2019:* The resolution for enabling disbursements for the year 2019 (handout) was discussed. Details of the resolution are shown on page 2, below, with requested revisions in ***bold italics***. After some clarification and discussion by the council, the resolution with the ***noted revisions*** were ***approved, seconded, and passed unanimously.***

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## Enabling Resolution For Year 2019 Disbursements

Be it resolved: That the Treasurer is hereby authorized to pay recurring bills from the following budget line items without further approval from Council. Board Chairs may approve budget disbursements up to \$1,000.00.

### **Stewardship**

All Mission Partner payments  
As specified by the Elders Board  
109 Offering Envelopes

### **Elders**

201 Pastor's Salary  
202 Pastor's Housing  
204 Pastor's Retirement Fund  
205 Pastor's Disability Plan  
207 Pastor's Accident Plan  
208 Pastor's Mileage Reimbursement  
209 Educational Consultant's Salary  
210 Ed. Consultant FICA  
211 Ed. Consultant Health Insurance  
212 Ed. Consultant Retirement Plan  
213 Ed. Consultant Disability & Acc. Inc.  
215 Admin Assistant (AA) Salary  
216 AA FICA  
217 AA Retirement Fund  
218 AA Health Insurance  
219 AA Disability & Acc. Ins.  
222 Minister of Music (MM) Salary  
223 MM FICA  
224 MM Health Insurance  
225 MM Retirement Plan  
226 MM Disability & Acc. Ins.  
228 Custodian's Salary  
229 Custodian's FICA  
230 Custodian's Health Insurance  
231 Custodian's Retirement Plan  
232 Custodian's Disability & Acc. Ins.  
233 Coordinator of Young Adults Salary  
234 Coordinator of Young Adults FICA

**247 Office Clerical Aide**

**248 Office Clerical Aide FICA**

### **Trustees**

305 & 306 Copier Lease & Maintenance\*  
307 Utilities (Xcel)\*  
308 Water\*  
311 Insurance\*  
312 Elevator Maintenance  
321 Organ Refurbishment Fund  
325 Future Capital Needs

\*Line items may be over \$500, but require  
a Check Request from the Trustee's Board Chair

### **EDP (With Director's Approval)**

901 Teachers' Salaries  
902 Director's Salary  
903 Teacher's Aid Salaries  
908 Social Security Taxes

### **Dedicated**

17-302 Wed Night Live Meal Expenses  
17-304 Flower Fund

### **Taxes**

12-101 Federal Income Tax Withheld  
12-102 FICA – Employee Contribution  
12-103 FICA – Church Contribution  
12-104 State Income Tax Withheld

... plus, All Pass-Through funds for their  
designated purposes

Be it further resolved that: Margo Pasha **and Durwin Schmitt**, be approved to act as Assistant Treasurers with full authority to sign checks that fulfill the above condition in the Treasurer's absence.

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- *West Wing Addition Project:* Building Committee Member Ed Geisler discussed his handout titled: *Ascension West Wing- Information and Proposal*. He explained how the committee met with Ascension staff to discuss their wants and needs in the building project. Some areas identified by the Building Committee includes drafty windows, improved climate control, increased security, upper level rest rooms, increased storage, increased office space, and updating of the building exterior appearance. Ed Geisler and Chuck Mielke further explained how the congregation has financially supported past major building improvements since 2013 totaling \$702,000. Chuck Mielke made the point that Ascension should look at the project in terms of God's guidance and blessing.

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- *Proposed Resolution:* Chuck explained that the Trustees are asking for a resolution to be placed before the Voter's Assembly in January 2019. The resolution has 2 parts: 1.) The Architect needs about \$25,000 to make schematic (sketch) plans for the addition and to arrive at estimated costs. 2.) The committee will then bring final construction and implementation plans back to the congregation for approval. The \$25,000 request is in addition to the previously approved \$7,600 paid for a study by the same architect: High Performance Design Co-op, Inc. (HPD), Timothy C. Geisler, Architect-In-Charge, 5885 S. Carr St, Lakewood, Colorado 80226. Concern was raised that this next step will obligate the congregation to using this architect (HPD) for going forward without shopping around for another architect. Chuck Mielke confirmed the commitment to HPD and he will state the same to the Voter's Assembly. Chuck further explained that the \$25,000 will cover one set of schematic plans, so we have to get it right the first time. Pastor Larson voiced concern over how will we know all the building needs will be met? Ed said they will work closely through the committee and with the architect to meet the needs voiced by the staff. The funds to pay for the \$25,000 will come from Facilities Reserve Fund and/or Future Capital Needs Budget funds. Allen Brookshire, Treasurer, mentioned that Future Capital Needs Fund (account 325) has a balance of \$12,000. Ed pointed out that Tim Geisler, Architect-In-Charge, has already checked with the city for zoning variances. Also the HPD has history of working for the city of Denver, the country of China and Disney Corporation. Dennis Lord made the point that we would like to have the opportunity to see the details of the final plans so as to consider crossing off any undesirable items in order to save money, if necessary. Chuck indicated that we will have the opportunity to make line item adjustments to the plans. The Resolution, as shown below, was **approved, seconded, and passed unanimously**. (Pastor will insert the resolution in the Happenings Newsletter.)
- *Proposed Resolution:* **The Council recommends to the Voters Assembly that they authorize the Committee to proceed with developing plans to accommodate these requests for the west wing of the church building. To accomplish this goal, the voters must approve, not to exceed \$25,000.00, to permit the Committee to develop plans and compose and present a resolution to the congregation for final approval to proceed with the project that includes detailed construction plans, funding options and implementation strategies.**

## Reports/Discussion

### Pastor John Larson

- The Pastor expressed gratitude for the Christmas gifts presented to him and his staff as received from the congregation.
- A copy of the future church calendar was passed around the room to request review and suggested corrections.
- The signup sheet for providing Lenten meals was passed around to request volunteers.
- Pastor shared some membership statistics:
  - 12/31/2017 - 651 Baptized and 577 Communicants
  - 12/31/2018 - 606 Baptized and 532 Communicants
  - 48 individuals were removed from membership in 2018 by action of the Elders (due to various reasons).
  - Sunday Worship attendance averaged 298 in 2018 (same as 2017).
  - Sunday Worship attendance average 168 in the early service and 130 in the late service.
  - There were 10 member funerals in 2018.
  - There were 20 new baptized members in 2018.

### Community Outreach – Isaac Hein

- Isaac had nothing to report.

### Treasurer – Allen Brookshire

- Treasurer's Report for December 2018 was distributed (see below). Allen explained some of the items on the report to include the fact that income exceeded expenses for 2018.
- A question was raised about account 17-00-03-14 *EDP Carryover* \$16,580.92 and account 17-00-03-67 *2018 EDP Surplus* (\$6,980.46). Allen explained that an adjusting entry will be made to net these two accounts and will be reflected in the January 2019 report.

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## Elders – Don Loptien

- Don mentioned the Christmas gifts presented to the Pastor and office staff.
- As part of the Elders responsibility, Don explained that 10% of the total congregational income is sent to mission partners (i.e. Lutheran Family Services, Lutheran High School, and Rocky Mountain District). At the next meeting of the Elders, they will be working on the mission partner list for 2019.
- Additionally, Don explained that the Elders work with moral and spiritual concerns of the congregation.

## Ladies' Guild – Carol Stamp

- Carol Stamp reported that the next general meeting of Ladies' Guild is January 17, 2019. It will be a brown bag lunch, followed by a Bible study by Pastor.
- Mike Zehnder and the Library Circle will organize all the Bible study books by creating a list making the finding of the books more user-friendly.
- The Altar Circle reports 14,000 cups of wine were served for 109 worship services in 2018.

## Stewardship – Linda Achziger

- Linda indicated that the pledge cards are still trickling in from members.

## Trustees – Chuck Mielke (Handout)

- Chuck provided a written report of Trustee activities and the following explanation:
- Due to a defect in materials, the Armstrong Flooring Company representative authorized funding to completely remove and replace existing flooring in the fellowship hall and the hallway leading to the parking lot exit. The project will begin on Monday, February 4, 2019 and hopefully be completed before Sunday, February 10<sup>th</sup>. If the project is not completed by Sunday, the Trustees are prepared to help facilitate any inconveniences the project might create. Completion of the project and payment from Armstrong will allow us to release the current lien against the congregation.
- The current security camera does not record activity. Instead the Trustees will be preparing a bid for one or two security cameras that will record, store, and cover the parking lot entrance. A bid for new cameras will plan to be presented at the February Council meeting.
- The boiler vent pipe (approximately 20 feet) was torn loose from the roof and damaged during the violent wind storm on December 15, 2018. The vent has been replaced and the roof damage repaired. Insurance will not cover the cost as there is a \$5,000 deductible. Chuck requested approval for \$3,500 to cover the costs to repair the roof and boiler vent pipe. ***A motion for approval of the \$3,500 expenditure was made, seconded, and passed unanimously.***
- Issues from the recent building security audit, included the new cameras. But the audit also identified a need for future training issues, which have been difficult to implement (i.e. first aid training). The board will not disregard the training issue, but will work toward future implementation.

## Director of Education – Kathy Johnson

- Kathy reported that college students attended the LCMS-U event at the Seminary in Ft. Wayne, Indiana. It was a great event.
- The youth are planning a fund raiser to sell breakfast burritos on Super Bowl Sunday.
- Also, Vacation Bible School is planned for June 10<sup>th</sup> to 14<sup>th</sup>, 2019.
- The Board of Education is scheduled to meet on January 16, 2019.

## Columbarium Memorial Garden – Norm & Connie Fringer

- Norm explained they are thankful for the service of Jim Adams.
- Norm indicated that he and Connie are still learning the duties of their new positions.
- In 2018, there was one inurnment held in June for Spencer Fowler.
- One single niche and three double niches were sold.
- They are thankful that Rick Eastridge continues to support the Columbarium area in planting and caring for the flowers in the garden.

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## **Life Enrichment Series – Brian & Marion Wilson**

- Brian reported that in December the Lutheran Chorale performed at Ascension.
- On December 23<sup>rd</sup>, the Lamont School of Music participated in the Worship service.
- Brian and Marion welcome any suggestions of groups to audition from the community.

## **Board of the Month Duties**

- Arvin will email the 2019 Board of the Month schedule to all the members. Please let him know if there are conflicts in the scheduling.
- Parish Education is the board of the month for February.
- Duties include: devotions for Council meeting, coffee cleanup on Sunday, and "Happenings..." each week.

## **Announcements**

- Next Voter's meeting is January 27, 2019
- Next Council meeting is February 12, 2019

## **Adjournment**

- The meeting adjourned at 7:56 PM
- Arvin closed with a prayer.

---Respectfully Submitted by Tim McClaren, Secretary

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*February 12, 2019*

## **In attendance:**

**Council Members:** Linda Achziger, Allen Brookshire, Connie Fringer, Norm Fringer, Isaac Hein, Sherry Hitztaler, Kathy Johnson, Pastor John Larson, Don Loptien, Dennis Lord, Tim McClaren, Arvin Michel, Charles Mielke, Brian Wilson, Marion Wilson

**Call to Order:** Arvin Michel, President, called the meeting to order at 6:30 PM.

**Opening Prayer:** Pastor John Larson

**Opening Devotion:** Sherry Hitztaler, Parish Education, read a devotion based on a “quiet understanding”, with emphasis on how we gather in God’s name and He is a participant in the gathering (based on Matthew 8.)

## **Approval of Meeting Agenda**

- The meeting agenda was presented by Arvin Michel and approved by the Council members.

## **Approval of January 2019 Council Meeting Minutes**

- The January 9, 2019 Council meeting minutes were approved by the Council members.

## **New Business/Discussion**

- *Facility Usage Policy*
  - A copy of the revised Facility Usage Policy was provided by Arvin Michel to Council members via email on February 9, 2019. (See Policy Below)

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## **FACILITY USAGE POLICY** **ASCENSION LUTHERAN CHURCH**

### **Section 1. Statement of Purpose**

Our church’s property and buildings are gifts from God in accordance with the Fourth Petition of The Lord’s Prayer (“Give us this day our daily bread”) as outlined in Luther’s Small Catechism. As stewards of His gifts, we shall insist that the use of our facilities and the activities held therein shall not run contrary to the doctrine and practice of the Lutheran Church - Missouri Synod. Although the facilities are not generally open to the public, we make our facilities available to approved non-member persons and groups as a witness to our faith, in a spirit of Christian charity, as a means of demonstrating the Gospel of Jesus Christ in practice, and as a contributing member of our local community.

Facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs, or advancing, advocating, or engaging in practices that conflict with the church’s faith or moral teachings, which are summarized in, among other places, the church’s Constitution and Bylaws. Nor may facilities be used for activities that contradict, or are deemed by the pastor as inconsistent with, or contrary to the church’s faith or moral teachings.

Facility use will not be permitted to persons or groups endorsing or campaigning for candidates for elective office, fundraising for candidates for elective office, distributing materials which endorse a particular candidate or political party, or similar associated partisan political activities. Any political activities as described must have all candidates for an office or representatives for an issue present such that no particular candidate or issue is being endorsed or promoted by Ascension Lutheran Church. Precinct caucus meetings for

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any or all political part(y)(ies) are permitted since these are civic events and are required to be held per legislative action. The facility can also be used as an election polling location.

The pastor, or his official designee, is the final decision-maker on whether a person or group is allowed to use church facilities.

This restricted facility use policy is necessary for three important reasons. First, the church may not in good conscience materially cooperate in activities or beliefs that are contrary to its faith. Second, it is very important that the church presents a consistent message to the community as part of its witness to the Gospel of Jesus Christ. Third, it is important that the church to the best of its ability adheres to the laws of the governing authorities and jurisdictions.

Disclaimer: Ascension's programs have first priority for building usage. All programs are subject to cancellation due to funerals and/or other unforeseen events. Only permitted areas are allowed for use by outside groups. All non-permitted areas are off limits. No outside doors are to be blocked open. All non-Ascension groups are responsible for set-ups and breakdowns of areas used. The building must be left the way it was found. Sound and projection equipment and kitchen facilities can be used only if set up and operated by a designated representative of Ascension.

## Section 2. Application for Use of Church Facilities.

The "Ascension Lutheran Church Building & Activity Use Form" first must be acquired, completed and submitted to the church office. It must be signed by the pastor or his designated representative and the responsible person for the group submitting the request. The original will be filed with the church office and a copy will be given to the group wishing to use the facility. Circumstances, requirements and restrictions are listed in the request and/or in this policy.

Each non-Ascension group must have a member of Ascension in the group. An alternative is to have an Ascension sponsor, who is not a member of the group, but who is willing to represent and vouch for the group. This person's name and signature is to be on the request form. Preferably, this person is someone other than the pastor.

Fees for facility usage will not be assessed at this time. Donations for the local food bank or similar charity may be requested as noted on the Use Form and will be collected on the date of the event.

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- Also a copy of the current *Building & Activity Use Form* was passed around for Council members to review and make comment. The following points were raised by Council:
    - Question: Does the policy require continued use of the *Building & Activity Use Form*? Answer: Yes, the form will continue to be used, with some additions and/or revisions.
    - The new *Facility Usage Policy* will be passed out along with the *Building & Activity Use Form*.
    - Although many portions of the policy have been in force previously, the document attempts to combine all the restrictions.
    - It is designed to prevent building usage that might conflict with "the doctrine and practice of the Lutheran Church-Missouri Synod."
    - It cannot be used by candidates for campaigning purposes or other political party activities.
    - An additional disclaimer includes the ability for Ascension to have first priority of usage (i.e. funerals).
    - The policy outlines that the parties can only use the agreed upon areas of the building and all other areas are off limits.



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- It is spelled out that, “No outside doors are to be blocked open.”
- The building is to be left in the same clean and orderly condition in which it was found originally.
- The policy stipulates that “Sound and projection equipment and kitchen facilities can be used only if set up and operated by a designated representative of Ascension.”
- A “non-Ascension group must have a member of Ascension in the group”...or “have an Ascension sponsor, who is not a member of the group.” In doing so, it gives a better connection to those who want to use the facilities.
- Question: Is this policy primarily geared toward non-members of Ascension? What about Bible study groups or funerals for members? Answer: Although it is geared toward non-members, it would be nice to have church members fill in the *Building & Activity Use Form*, so the office can match up activities on the master church calendar. But, as no real issues with church members have occurred in the past, the office will not require members to complete the *Building & Activity Use Form*.
- Question: Do we need to present the policy to the Voter’s Assembly for approval? Answer: No.
- Linda Achziger voiced concern that Carol Stamp, Ladies Guild, was not present at this meeting. As Ladies Guild might have concerns about the kitchen usage portion of the *Facility Usage Policy*, Linda moved to postpone action on the policy until the March Council meeting.
- The motion to **postpone** action on the *Facility Usage Policy* was **seconded, and passed unanimously**.
- A final comment was made to indicate the *Building & Activity Use Form* will be updated to include a blank for a sponsor’s name.

### Reports/Discussion

#### Pastor John Larson

- A copy of the future church calendar was passed around the room to request review and suggested corrections.
- The sign-up sheet for providing Lenten meals was passed around to request volunteers. There is need for a meal coordinator on April 10<sup>th</sup>.
- Pastor attended a meeting recently to learn about a new opportunity for social ministry. **Care Portal** is an organization that works in 13 states to help families in need. The entity offers help above and beyond what the government entities can offer. The help might come in the way of providing a bus pass or transportation to a family member to a court appointment. The local **Care Portal** branch is called **Beautiful Redemption**. They have been successful in Colorado Springs and Canon City with work starting in Arapahoe County. Unlike Ascension’s connection with Love, Inc., the **Beautiful Redemption** opportunity allows a connection with a government entity in a positive way. To become involved, a minimum of \$100 a month commitment is required. A central contact person from Ascension will be needed to commit to 2 hours per week. Chris Lindgren was the gentleman making the presentation and he said Ascension could work within a small radius of the church neighborhood. Dawn Munson has a connection and will try to find out more about the new ministry opportunity. The Social Ministry committee is looking into partnering with **Beautiful Redemption**. The Council decided to wait for feedback from the committee.

#### Treasurer – Allen Brookshire

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- A question was raised as to whether the \$18,248 surplus for January 2019 should be moved to account 17-00-03-662019 *Surplus To Date*. Allen indicated that the adjustment was warranted and he will make the update.
    - The motion to **approve** the Treasurer’s Report was **seconded, and passed unanimously**.



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### Columbarium Memorial Garden – Norm & Connie Fringer

- Norm explained two niches and one double niche were sold during the period.
- Additional niche sales are expected later this month.

### Trustees – Chuck Mielke (Handout)

- Chuck provided a written report of Trustee activities with the following explanation:
  - The Education Building Committee met on Thursday, January 31<sup>st</sup> and evaluated the Voter's Meeting feedback. Roger Koester has completed a facilities use report. The committee will meet again on February 21<sup>st</sup> to consider the various planning options.
  - The fellowship area's new floor has been completely installed while being closely supervised by the Armstrong Company. Soon, the original installation lien will be released by Riebling (Change Electric) once payment is received.
  - An estimate for installation of a new security camera is \$1,700. It will allow Kathie Harvey to monitor the main entrance off the parking lot. Also, a separate monitor will be provided for Kathie to exclusively use for the security camera.
  - Chuck made a motion: **That the Council approves the spending of not more than \$2,000 for the installation of one camera at the main parking lot entrance.** After a second, there was some discussion.
    - It will be possible to add more monitors and cameras as needed.

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- The camera will be mounted inside the building with a view of the door right off the parking lot.
- We will receive software update for the camera system for 3 years. But, there is no ongoing maintenance contract involved.
- The motion to **approve** funds to install the security camera system was **passed unanimously**.

## Director of Music Ministries – Michael Zehnder

- Michael Zehnder provided a handout and reported Ascension Chorale continues to grow in numbers, repertoire and musicality. They are beginning a cycle of Lent and Easter music and will be inviting seasonal members to join.
- Lutheran Chorale performed a concert at Ascension in December.
- Lamont Brass Quintet graced our services in December.
- Wednesday Night Live has begun a unit on hand chimes, even as it continues to employ singing.
- Gloria Dei Ringers are growing in techniques having recently used a new method called “singing bells”. A dowel is placed around the bell to make it “sing,” much like a finger encircling a wine glass. Michael Zehnder offered a demonstration of the technique. The Ringers have also used chime trees, martellatos, martellato lifts, malleting and rolls. They are adding percussion to the lineup for the second half of the year.
- The Praise Teams continue their fine work for the second service leadership in Music Ministry. Youth play on Sundays 1 & 3 and Agape play on Sundays 2 & 4.
- The Men and Women Choirs of Lutheran High School graced our services on February 3<sup>rd</sup>. There are now 55 participating in these choirs.
- Michael Zehnder has now visited all but one of the Homeward Bible study groups. He will visit the last one on Friday. He will be putting together a booklet of all Ascension’s Bible study opportunities.

## Ladies’ Guild – Linda Achziger

- Linda Achziger was reporting in the absence of Carol Stamp. A handout was provided and Linda offered comment as follows. Ascension will be hosting the Zone meeting on May 11, 2019 from 9 am to 3 pm. Carol has been waiting to get meeting confirmation from the Zone chairperson.
- The following funds from Craft and Bake Sale proceeds were distributed:

|                                     |                |
|-------------------------------------|----------------|
| Lutheran High School                | \$500          |
| Orphan Grain Train                  | 250            |
| University Lutheran Chapel, Boulder | 300            |
| Lutheran Charities, K-9 Dogs        | 250            |
| Ysleta Lutheran Mission, El Paso    | 300            |
| LCMS Armed Forces Ministry          | 300            |
| Total                               | <u>\$1,900</u> |
- The next board meeting is March 2<sup>nd</sup>, Ash Wednesday Supper is March 6<sup>th</sup>, General Meeting is March 21<sup>st</sup>, and Voter’s Meeting lunch is April 28<sup>th</sup>.

## Stewardship – Linda Achziger

- Linda Achziger indicated that there has been no additional pledge cards submitted.

## Parish Education – Sherry Hitzler

- Sherry thanked Kathy Johnson for chairing the Board of Education meeting in January.
- Patience is requested for EDP, as enrollment is steady and they expect 2 new students starting soon. The Tri-county Health visited and they passed inspection. The new i-Pad tablets are working well. Sherry encourages the Council to tell their neighbors about the Early Development Program.
- In the area of Adult education, Pastor is conducting a Bible study on the book of Amos on Wednesday. Sunday Bible class is studying a 6-week series titled: “Who Am I and Why Am I Here?”
- Lots of new donations are being sorted through for the Library. Thanks to Mary for leading the project. They are working with Mike Zehnder on small group materials and resources.
- Rachel Becker and Esther Langness are each covering one of the Sunday Worship services for Nursery duties. Thanks to Linda Achziger for her efforts in covering and coordinating the Nursery Attendant duties.

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## Director of Education – Kathy Johnson

- Kathy thanked everyone for making the Super Bowl breakfast burrito sale a huge success. The total income from the sale was over \$1,600.
- The High School Winter Retreat is Sunday through Monday.
- Next week (Wednesday to Saturday) Jenna and Kathy are attending a conference titled "Best Practices in Ministry" at Christ Lutheran Church in Phoenix, Arizona.
- A combination of students who attended the District Youth Gathering and LCMS-U event at the Seminary in Ft. Wayne, Indiana will be presenting a report to the Adult Bible class on Sunday, February 24<sup>th</sup>.
- On Saturday, March 2<sup>nd</sup> there is going to be a family movie night. The movie is "I Can Only Imagine". There is also going to be a separate movie for the younger kids.
- The youth are having a lock-in on March 8<sup>th</sup>. They are planning a different type gathering, where youth will go to the mall with a "Where is Waldo" themed event.

## Elders – Don Loptien

- Don pointed out that Ascension is blessed to have the Ladies' Guild and the mission projects which help a lot of people. Whereas, some Rocky Mountain District congregations really struggle financially.
  - Elders approved \$200 a month to support the new mission church in the Denver area which is an outreach of St John's Lutheran Church: Renewal Church, 3120 Irving Street, Denver, Colorado (site of the former Emmaus Lutheran Church).
  - Don wanted to renew awareness about the Denver Society of Creation. They bring in some very good speakers on various topics. On March 7<sup>th</sup>, Ascension is hosting the group with speaker Dr. Titus Kennedy addressing the topic of the conquest of Jericho. Dr. Kennedy is a Christian archaeologist. Everyone is encouraged to attend.
  - Also, Denver Society of Creation will host a two day conference at Ascension on May 3-4, 2019. There will be speakers from all over the country. Everyone is encouraged to attend.
  - Elders were approached by the Boy Scouts to ask if Ascension would support them starting a girls scouting group under the same charter? Elders decided to say "No" to the request, but they ask for Council feedback.
    - Council discussion found the information from the Boy Scouts was vague.
    - Action on the Boy Scout request was tabled by the Council until further information was obtained by the Elders.
    - Pastor Larson said he would email Dave Roos for clarification.
    - The Boy Scout topic will be added to the Council's March meeting agenda.
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- Elders need additional candidates to complete their board. If there are suggestions, please contact any Elder.

## Community Outreach – Isaac Hein

- Isaac had nothing to report.

## Life Enrichment Series – Brian & Marion Wilson

- Brian and Marion indicated they had nothing to report.

## Vice President – Dennis Lord

- Dennis Lord indicated that questions came up during the last Voter's Meeting concerning the electronic storage of documents generated by the congregation. Dennis approached Ian Kirschner for ideas about such a project. Ian indicated that it should be fairly easy. The type of documents in question would include financial reports, meeting minutes, contracts, etc. It would be good to move toward not having as much paper and creating some document retention continuity through congregational officer changes. Also, it would further the element of transparency. There were a number of questions and ideas shared by Council members. Dennis was asked to approach Ian to lead a committee to analyze the scope of the project and come up with a plan. Chuck Mielke indicated that Roy Crosswait has helped Ascension in the past with these type issues.

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## Board of the Month

- Linda Achziger reminded the council that the Board of the Month is suppose to put something in the "Happenings..." newsletter as to what their board duties include. In doing so, the congregation's members and visitors stay informed.
- Community Outreach is the board of the month for March 2019.
- Duties include: devotions for Council meeting, coffee cleanup on Sunday, and "Happenings..." insert each week.

## Announcements

- Next Council meeting is March 12, 2019.
- Next Voter's meeting is April 28, 2019.

## Adjournment

- The meeting adjourned at 7:55 PM.
- Arvin Michel closed with a prayer.

----Respectfully Submitted by Tim McClaren, Secretary

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March 12, 2019

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## In attendance:

**Council Members:** Linda Achziger, Allen Brookshire, Connie Fringer, Norm Fringer, Isaac Hein, Sherry Hitztaler, Kathy Johnson, Pastor John Larson, Don Loptien, Tim McClaren, Arvin Michel, Charles Mielke, Carol Stamp

**Guest(s):** David Roos (Boy Scout Troop 361 Representative)

**Call to Order:** Arvin Michel, President, called the meeting to order at 6:30 PM.

**Opening Prayer:** Pastor John Larson offered an opening prayer.

**Opening Devotion:** Isaac Hein, Community Outreach, read the devotion based on a Luke 9:35 titled "The Family of God". Some points the devotion focused on: What it would be like to be a son of God, Jesus came to repair our relationship with God, We are part of the family of God, and we are children of God. He closed the devotion with a prayer.

## Approval of Meeting Agenda

- The meeting agenda was presented by Arvin Michel and approved by the Council members.

## Approval of February 2019 Council Meeting Minutes

- The February 12, 2019 Council meeting minutes were **corrected** as follows:
  - Approval of the ~~November 2019~~ January 2019 Council Meeting Minutes**
  - Treasurer – Allen Brookshire**
    - ...Ascension's income exceeded expenses by \$18,248 for the month. Also, the EDP reflected a ~~\$952~~ **\$291** net loss, but there is a couple new students starting soon and finances should be better later in the year.
    - ...EDP had Net Loss of ~~\$952~~ **\$291** for the month
- The Council members **approved** the meeting minutes as amended.

## New Business/Discussion

### *Boy Scout Troop 361 Discussion on Starting a Girl's Group*

- David Roos, Representing Boy Scout Troop #361, spoke to the Council members on the possibility of organizing a Girl's group under the current Boy Scout Troop #361 charter. First, each Council member introduced themselves to Mr. Roos including their Council position. Mr. Roos began by saying Boy Scout Troop 361 has been at Ascension Lutheran Church (ALC) for decades. They meet each Monday night at ALC and include boys from the 5<sup>th</sup> grade to 18 years of age. They have a very strong parent leadership group. Even though the leadership tends to be transient in nature, the details of the ALC Boy Scout Charter #361 remain constant. He realizes that ALC is facing a big decision in considering the formation of a girls group under the same charter. In the recent past, the National Boy Scouts of America decided to allow the formation of girl troops under the Boy Scout charters, but it would be up to individual chartered troops as to the actual formation of a girl's troop. Also the National organization changed their name from **Boy Scouts of America** to be instead **BSA Scouts**.

Currently, there are girls in Cub Scout troops that want to join BSA Scouts. Even though these girls are excited about getting started in BSA Scouts, ALC charter organization has final say on allowing the girls to form a troop. Mr. Roos mentioned that there already is a current BSA charter girl's troop down the road from ALC. But some of the girls interested in the ALC BSA charter already have brothers involved in the troop. He also emphasized again that the National BSA Scout organization is not forcing any troop to allow a girls group.

Mr. Roos explained that the girl's troop would be separate from the boy's troop and it would have its own scout master. They would hold separate meetings, either on Monday or some other night. Even though they would be separate, the boys and girls would be allowed to attend the week long summer camp together (but they would likely be separated in some way). The boys and girls troops could have a joint ruling committee, or separate committees. Currently, the current troop has about 60 active boys.

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A question was raised on the facility requirements if a girls' troop was formed. Mr. Roos indicated that the equipment and shed space would support sharing by the boys and girls. The two groups could meet on the same Monday night but would need additional space at ALC. Another option would be for the girls to meet on a separate night.

It is believed that the initial girl's troop would be around 10 participants but it would likely grow. The boys and girls would not interact during their meetings. The Council suggested that the girls might be able to meet in the ALC community room, which accommodates about 24 people. The boys currently use the fellowship hall area for their meetings, where approximately 20 boys and 15 parents regularly participate. Like the boys, the girls would meet weekly.

The current troop of 60 boys is strong and supported by many parents being involved. Each year the troops are evaluated by a standard called "Journey of Excellence". Troop 361 has scored very high each year. There are usually about 6 Eagle Scout awards issued annually.

A question was posed as to there being a proposed timeframe to the forming of the girl's troop. Mr. Roos noted that there was no real time constraint, but the girls are excited about starting. It is probable that the girls would move to Scout Troop #114 and then move to ALC Troop #361 (if the council would approve the request). The Council thanked Mr. Roos for his input and he departed the meeting.

In reading from the ALC Scout Troop #361 charter document, Don Loptien shared some of the outlined responsibilities of the chartering organization (i.e. ALC). One item included the signing of certain documents to indicate that the Troop was following prescribed guidelines. Pastor Larson indicated that he indeed does sign documents that are presented to him by the Troop.

Arvin Michel asked the Council for recommended action on the formation of a girl's troop under the ALC Troop #361. Some Council members requested a month to think about the action and it was granted. The entire matter will be considered again at the April Council meeting.

## *Facility Usage Policy – Postponed Action Item*

As was brought forward from the February 12, 2019 Council meeting, the **Facility Usage Policy of Ascension Lutheran Church** was put on the floor for discussion. Carol Stamp proposed an addition to the document to specifically address the use of the kitchen area including kitchen equipment. After extensive discussion by the Council, the following ~~deletions~~ and **additions** were agreed upon at the bottom of document **Section 1**.

... Sound and projection equipment ~~and kitchen facilities~~ can be used only if set up and operated by a designated representative of Ascension. **Any non-member extensively using the kitchen and equipment must have one member of the kitchen circle/committee present to provide instruction and assistance during the time period requested. It is required that the kitchen be left clean and orderly.**

- The motion to **accept** the *Facility Usage Policy* as revised was **seconded**, and **passed unanimously**.

## Reports/Discussion

### Pastor John Larson

- Pastor reported that two new adult confirmands were welcomed into membership of Ascension. The new members are Lawrence Brown and Joseph Nuanes.

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- A mother of a former preschool student contacted Pastor Larson about using the Community Room at ALC. The mother, who has a real heart for the community, wants to use the facilities on May 11<sup>th</sup> in the community room and June 22<sup>nd</sup> in the fellowship hall to distribute food to folks in need. She will be doing all the publicity, food collection, and food distribution. The ALC office staff approved her request to use the Community Room on the dates mentioned.
- Another request was received from a lady who has provided community meals for those affected by the Windermere Apartments fire. Operating through LOVE, Inc. the lady will sponsor a free luncheon on Tuesday at ALC.
- There is still a need for Lenten meal sponsor on April 10<sup>th</sup>. The Trustees currently are scheduled to provide the Lenten meal for March 13<sup>th</sup>. But, it is likely that all the Lenten activities will be cancelled on March 13<sup>th</sup> due to the pending extreme blizzard weather forecast. So, the Pastor asked if the Trustees might provide the meal for April 10<sup>th</sup> instead of March 13<sup>th</sup>. Chuck Mielke agreed to the schedule change.
- At the April 28<sup>th</sup> Voter's Meeting, an agenda item needs to be added to approve extending the Severe Weather Shelter Network contract. Arvin Michel confirmed that the agenda item will be included.
- On Sunday, October 20, 2019, Rev. Jim Carretto from Orphan Grain Train will be preaching and leading the Bible class at ALC.
- On Sunday, March 17, 2019, Chris Lindgren from the local **Care Portal** branch which is called **Beautiful Redemption** will be making a 15 minute presentation to the adult Bible class. He will be addressing specifics on the program. Dawn Munson is a member of our Social Ministry Committee and our contact with this organization and Mr. Lindgren. As was discussed during the February 12<sup>th</sup> Council meeting, Mr. Lindgren needs a central contact person from Ascension to commit to 2 hours per week to get the program moving.

## Treasurer – Allen Brookshire

- Treasurer's Report for February 2019 was distributed (see the summary below). There were a couple of oddities that occurred in February. The receipts for February were \$3,400 less than budgeted. Also, the expenses were higher than budgeted. But, the expense excess was due to the insurance being paid for the entire year, but the budget spreads the insurance expense total over 12 months.
- Allen is trying to use the financial reports as they are provided by the Shepherd's Staff accounting software. In the past he has been removing the Early Development Program (EDP) financials and reporting them separately. Since, the accounting software includes the EDP figures, Allen is going to start including EDP in the total ALC reporting instead of reporting it separately.
- By April 15, 2019, we are required to submit a religious property report to the State of Colorado. The report will certify that ALC uses the facilities for nonreligious activities in the pursuit of our religious mission. The Council approved Allen Brookshire to sign the State of Colorado religious property report document.





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- The Treasurer's Report was accepted as presented.

## **Parish Education – Sherry Hitzler**

- Sherry had nothing to report.

## **Director of Education – Kathy Johnson**

- Kathy reported the Teens group is selling butter braids and coffee. Distribution of the goods will be before Easter.
- Confirmation Sunday is May 19, 2019. There are 6 kids being confirmed at the 10:30am worship service.
- Kathie Harvey, Administrative Assistant, asks that any articles submitted for inclusion in the "*Ascension's Happenings*" should be kept simple so people will read the story. Also, it is best if anything for the newsletter should be to Kathie by Wednesday morning.
- Vacation Bible School (VBS) curriculum has been decided. Last year VBS brought in lots of kids. So we are deciding how to accommodate more students without having to turn them away.
- Kathy Johnson met with Chase Bank about setting up credit/debit cards. Chase is willing to issue a no fee and no minimum card. The cards would be locked up in the Administrative office area. Jenna Lawrenz and Christa Kirschner would be authorized to use the cards for youth gatherings and mission trips with the youth. It would be tightly controlled with a separate bank account. Funds could be transferred into the separate account from the General Fund.

## **Ladies' Guild – Carol Stamp**

- Carol provided a handout to report activity of the Ladies Guild
- The next general meeting is March 21, 2019 at 6:00pm. The meeting will include a salad potluck supper. A staff member from Love, Inc. will be the speaker. They will share all the work being done to organize and mobilize the area churches. It will be an interesting presentation.
- The Ladies Guild served 100 people at the Ash Wednesday supper.
- The small dishwasher in the kitchen has been repaired.

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## Stewardship – Linda Achziger

- Linda Achziger indicated there was nothing to report.

## Community Outreach – Isaac Hein

- Isaac had nothing to report.

## Elders – Don Loptien

- Don indicated that all Lord's Supper servers' duties have been covered for the month.
- Feedback was requested on the new procedure used at the Ash Wednesday service for imposition of ashes on the worshipers' forehead. Council members unanimously agreed the change was very positive. The idea originally came from Michael Zehnder. A couple elderly ladies had trouble navigating the steps up to the altar without assistance, but the Pastor and Elder noticed the struggle and took communion to them.
- At the last Elders meeting, the discussion focused on all the mission work at ALC. Additionally, the fact was shared that 5% of the United States population provides 75% of the mission work in the world. The Elders would like to find a way to illustrate the extent that ALC supports missions. Someone from the congregation will be sought to collect all the mission statistics from all the groups at ALC. In doing so, we can illustrate to the congregation the extent of the mission work and allow everyone to pray for the individual mission recipients. Various Council members shared thoughts on the mission projects at ALC.
- The Denver Creation Society is holding a workshop at Ascension on May 3<sup>rd</sup> and 4<sup>th</sup>. It is really a "big deal"! Don encouraged everyone to be involved in the event. There is a need for volunteers to help at the convention. Jobs might include shuttling people from the airport, registration of participants, moving tables and chairs, providing meals, etc. Registration forms are found in the ALC Welcome Center or on-line. Rev. Dr. David Maier, President of the Michigan District will be speaking along with many others. It is a one-of-a-kind conference in the country. Feel free to contact Don if more information is needed.

## Trustees – Chuck Mielke

- Chuck provided a handout written report to the Council.
- The Fellowship hall floor is complete and seems satisfactory. The final payment will be made soon and the lien will be removed from public records.
- A security camera has been ordered and should be installed this month.
- As there were some issues with the Pastor's wireless microphone recently, Chuck suggested that replacement microphones should be purchased. Pastor Larson indicated that the issues were with the batteries and no additional microphone purchase was necessary.
- Every year we have contracted with Greenleaf Lawns for lawn service. In 2019, the contract has exceeded \$1,000. Therefore Chuck proposed a motion: **That Council approves \$1,165.50 for lawn service that includes core aeration, five applications of fertilizer and two applications of Revive.** (The figure includes a \$129.20 discount for early payment.) The motion to *approve* funds to contract with the lawn service was *passed unanimously*.
- Terry Utecht recently suffered damage to his car because of negligence by the Trustees. One of the reinforcement iron rods holding the parking lot stops in place became dislodged. It damaged the front undercarriage of Terry's new car. The replacement cost that was not covered by his insurance or ours amounted to \$1,109.62. So, Chuck proposed a motion: **That Council approves the payment to Terry Utecht of \$1,109.62.** The motion to *approve* funds to pay Terry Utecht was *passed unanimously*.
- Education wing committee met Thursday, March 7<sup>th</sup> and plan to meet with a space planner. They hope to have bids from the space planners by the end of April. They also obtained a facility survey from another church hoping it may be useful at Ascension to identify needs. The committee also discussed costs for various remodeling projects based on square footage estimates. The next committee meeting is April 4<sup>th</sup>. They will likely not be ready for a presentation at the April 28, 2019 Voter's meeting.
- The phone system was not working properly at the church recently. Both the fire protection service and the phone company were blaming each other. So, they both plan to meet at the church tomorrow, March 13<sup>th</sup> to work out the issue with the phones.

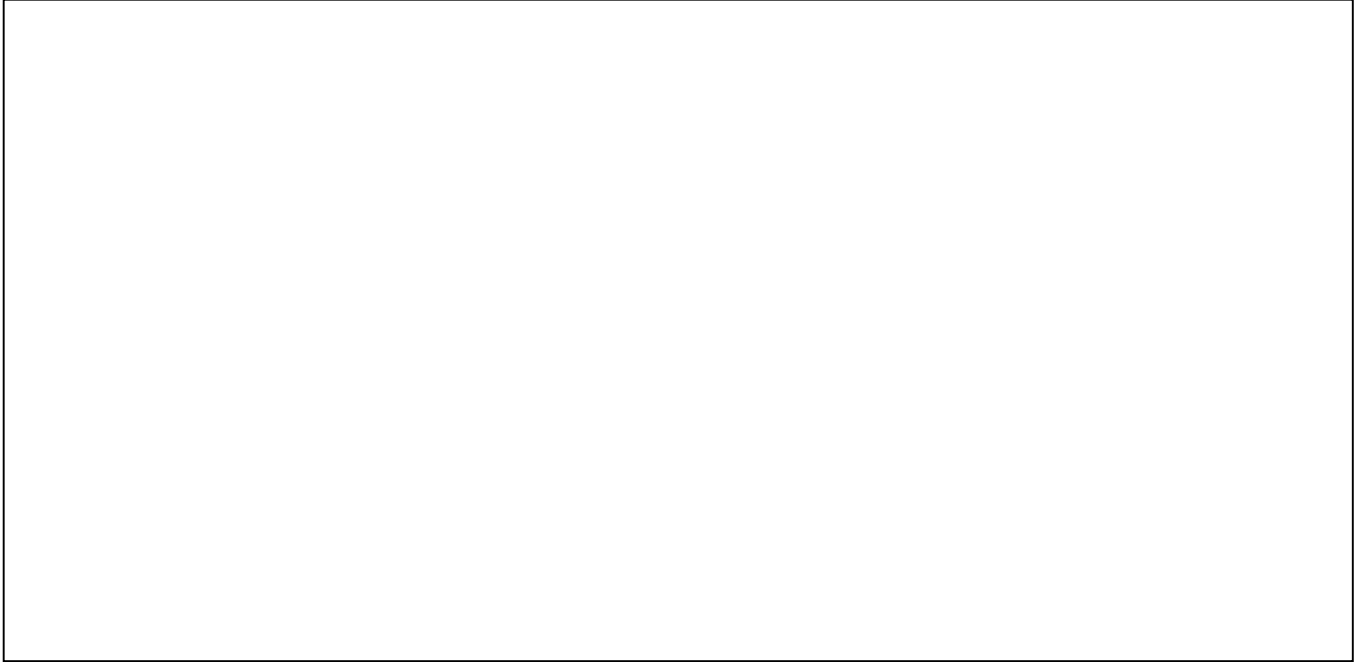
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## Columbarium Memorial Garden – Norm and Connie Fringer

- The Fringer's provided a handout detailing the activities involving the Columbarium Memorial Garden. (See the report below)



## Board of the Month

- Elders is the board of the month for April 2019.
- Duties include the following: devotion for Council meeting, coffee cleanup on Sunday, and *Ascension Happenings* newsletter insert each week.

## Announcements

- Next Council meeting is April 9, 2019.
- Next Voter's meeting is April 28, 2019.

## Adjournment

- The meeting adjourned at 8:20pm.
- Pastor Larson closed with a prayer.

----Respectfully Submitted by Tim McClaren, Secretary