

Ascension Lutheran Church – Council Meeting Minutes

Tuesday, October 8, 2019

In attendance:

Council Members: Linda Achziger, Allen Brookshire, Sherry Hitztaler, Pastor John Larson, Don Loptien, Dennis Lord, Tim McClaren, Charles Mielke, Carol Stamp

Ex Officio Non-Voting Council Members: Kathy Johnson, Michael Zehnder

Guests: Collin Brinkman (Potential Future Youth Chairman)

Call to Order: Don Loptien called the meeting to order at 6:33 pm. (Both the President and Vice President were not present, so Chair of the Board of Elders was asked to lead the meeting.)

Opening Prayer: Pastor John Larson offered an opening prayer.

Opening Devotion: Sherry Hitztaler shared a devotion about Father Damien who was a Roman Catholic Priest from Belgium. He cared for people in a Hawaiian leprosy colony for 11 years. Then, he contracted the disease which eventually consumed him. Father Damien spoke of the empathy of love. Scripture talks about faith, hope and love, but the greatest of these is love.

Approval of Meeting Agenda

- The current meeting agenda of October 8, 2019 was presented.
- The Council members **approved** the agenda without amendment.

Approval of Previous Council Meeting Minutes

- Don Loptien asked for corrections or additions to the September 10, 2019 Council meeting minutes.
- The Council members **approved** the meeting minutes without correction.

Miscellaneous

- A special welcome was extended to guest Collin Brinkman. He is contemplating serving as the chairperson of the Youth Board. Currently the board position is vacant.

New Business (At the start of the *New Business* section, Dennis Lord, Vice President arrived and assumed the chair position for the balance of the Council meeting.)

Revised Child and Youth Abuse Prevention Policy and Procedures – Kathy Johnson

- Kathy Johnson explained that the *Child and Youth Abuse Prevention Policy and Procedure* was in need of review. Kathy and Pastor John Larson reviewed the policy while comparing it to the Church Mutual liability insurance policy requirements. After making some changes, the Board of Education reviewed the new policy and two addendums. Copies of the revised *Child and Youth Abuse Prevention Policy and Procedure* were distributed to the Council members present. A **motion** was made and a second was received to accept the revised *Child and Youth Abuse Prevention Policy and Procedure*. A question was posed as to whether the revised policy will impact the church's insurance premium? It was answered that the insurance premium will not change. Kathy noted that all volunteers and paid staff will have background checks. It is still important for staff and volunteers to go through formal training, covering the topic, on a regular basis. It was decided to postpone a vote on the motion in order to give time for everyone to review the changes to the *Child and Youth Abuse Prevention Policy and Procedure*.

Survey of the Congregation – Thoughts, Suggestions, and Discussion – Pastor John Larson

- Pastor John Larson explained that there was the normal drop in Worship service attendance during the summer months. But, now there is no rebound in attendance and the finances are down. So, Kathy Johnson and Pastor have assembled a proposed survey description and parameters. A copy of the survey description and parameters was distributed to the Council members and a copy will be presented to the Board of Elders at their next meeting. Pastor read through the parameters and asked for feedback from the group.

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- The comment was made that surveys can be good and helpful.
- In the discussion on who should receive the survey? The document should go to members. But, it was suggested to include visitors. Pastor noted that there are a fair number of visitors who attend on a regular basis but don't want to join. Visitors should probably be included.
- The question was raised as to whether the number of shut-in individuals has increased recently. Pastor did not feel the number of shut-in's have increased. Pastor calls on some 30 individuals each month to include shut-ins, and homebound (temporary or permanent). Also Pastor Langness helps with the visits.
- To make it easier, it was suggested to put the survey on the internet using something like the Survey Monkey portal.
- Discussion was proposed to not only allow people to respond as individuals but offer the option to respond to the survey as a household. So, the survey might ask how many people are reflected in the response.
- How can we get the survey to people who don't attend regularly?

Ongoing Business

2020 Board Budgets – First Draft – Allen Brookshire & Dennis Lord

- Allen Brookshire discussed the proposed budgets that he has received to date. It would seem that the only board that still needs to submit a budget is the Community Outreach board.
- Allen will assemble the preliminary 2020 budget to help identify missing components and then meet with appropriate leadership.
- Dennis Lord plans to call a meeting of the Finance Committee to assemble the budget and discuss possible changes.

2020 Nominating Committee Report Update – Don Loptien

- Don Loptien reported that good people have agreed to serve. The positions that have candidates include President (Arvin Michel), Vice President (Dennis Lord), Treasurer (Allen Brookshire), Secretary (Tim McClaren), Trustees (co-chairs: Chuck Mielke and Roger Koester), Stewardship (Linda Achziger), Parish Education (Sherry Hitztaler), Social Ministry (Pastor Larson will work with two interns), and Youth (Colin Brinkman is considering). A leader is still needed for the Community Outreach board.
- It was also stated how important it would be to assemble complete job descriptions for all boards and officers.

Council Member Reports

Pastor John Larson

- Pastor John Larson passed around the November 2019 master church calendar for review and update suggestions.
- Ascension Lutheran Church (ALC) member Cliff Michaelsen has been studying to serve in chaplain ministry. The Board of Elders, with approval of the Voter's Assembly, are considering setting up a ministry to assist people to learn how to make hospital visitations. ALC would ask Cliff Michaelsen to lead the training and oversee the program. The Diakonos Foundation would contribute funds to ALC to assist in running the program and compensating Cliff for his leadership and service. Also, the name of the man who runs the Diakonos Foundation is Bill Haller.

(Michael Zehnder joined the meeting.)

Treasurer – Allen Brookshire

- Allen provided a handout detailing the financial situation of the congregation. He verbally read the following highlights from his written report:



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- The Treasurer's report was accepted as presented.

Parish Education – Sherry Hitztaler

- Sherry Hitztaler distributed a written report to the Council members and she read through the report as follows:

Board of Education met Wednesday, September 25, 2019

Present: Pastor Larson, Kathy Johnson, Chandra Cornell, Jenna Lawrenz, Mike Zehnder. Kathy chaired the meeting in my absence.

Director of Extended Day School - Chandra Cornell

- * Staff: Director - Chandra Cornell; Teachers - Rebecca Zimmerman, Maria Golden;
- * Aide - Kristen Vanaelow.
- * Current Enrollment: 21 (18 Full Time, 3 Part-time). Distributed chart showing total revenue and expenses.
- * Presented updated staff salary schedule, approved by the Board at the August Board Meeting. Updated salary schedule reflects wage increases for two teachers, one assistant, and Director.
- * Distributed Parent Opinion Survey Summary (Spring, 2019) re: the possibility of additional Preschool hours and days. Most parents were interested in the additional days and hours as long as the accompanying tuition increases were reasonable. The Board decided to postpone extension investigation. Another survey will occur in the second half of the 2019-20 school year.

Education Director - Kathy Johnson

- * ABUSE AWARENESS POLICY - Revision by Pastor and Kathy. The Board approved the revisions and will request approval by Council at the 10/8 meeting.

Director of Music Ministries/HomeWord Groups - Mike Zehnder

- * Directory of HomeWord Groups completed and distributed. (Directory looks very good, Mike! Thank you!) Budget increase granted.

Budget Items submitted - One additional correction: Mike Zehnder requested \$350 for HomeWord materials instead of the \$250 that was submitted.

Trustees – Chuck Mielke

- Chuck Mielke distributed a handout (as shown below) and read through the topics:

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1.0 Summary and Comments concerning the three-year update of the Church Mutual Policy with Ascension: The coverage is in effect for three year.

- a. Terrorism: The Council agreed on September 10, 2019 to drop the Terrorism coverage for our policy.
- b. The deductible (for wind/ hail damage) was increased to \$10,000 – no \$5000 option. Most other claims/ but not all are subject to a \$5000 deductible. Some have a lower deductible. Example: Cash and Securities - \$500 and windows \$2500.

c. Overall coverage:

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- The Policy has many variable limits depending on the claim.

d. Premium:

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- Notre: The premium for the Multi-Peril Will rise slightly when we add the additional coverage for Cyber Liability and Miscellaneous Legal Defense – about \$80. The Workers Compensation will also very a little depending on the discounts they provide for proper posting and notification.

e. Recommendation/ comment:

- That the Bylaws be changed to charge the Finance Committee with the task of determining the insurance coverage for Ascension Lutheran Church.
- The Health Insurance Coverage varies depending on employee status and their person wishes.

2.0 Safety Doors: The Committee is currently obtaining bids for the two Safety doors.

3.0 Lower west entry doors: One door was jammed because of blocking. A wedge at the bottom of the door twisted the hinges. We were able to get the door repaired – but it could be permanently damaged if this practice continues.

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- Concern was raised regarding the fact that LCEF handles the online donation collection and deposit into the ALC bank account. The question was posed as to whether we are covered under the Church Mutual Insurance policy if the money does not get deposited by LCEF? The point was made that we have never had a problem with the funds being deposited.
 - Chuck explained that the cyber liability issue was discussed in detail by the Board of Trustees.
 - Also, Chuck mentioned that the Education Wing Remodel Committee was meeting tonight.

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- With regards to item 3.0 in Chuck's report, he will alert the Preschool staff not to put a wedge in the door to prop it open. It will cause damage to the door hinges.
- The question was raised on how to make by-law changes as mentioned in Chuck's report? The answer was that Arvin Michel is putting together a committee to review and make necessary changes to the ALC Constitution and By-Laws.
- A question was raised as to why we need the safety doors? It was explained that the doors will be designed to limit access to the Preschool area when the children are present.

Elders – Don Loptien

- Don Loptien explained that the Elders continue to meet regularly and address items like assigning people to assist with the Lord's Supper.
- Also, the Elders are alarmed by the ALC financial issues. Plus, there has been a rise in health insurance costs for staff. The major part of the budget is staffing expenses.
- Don asked about the budget procedure if the Elders want to purchase an item that costs \$2,000 to \$3,000. It would become a permanent part of the building. Chuck Mielke explained that Trustees budget deals with building fixtures and a purchase like that should go through their board.
- Dennis Lord mentioned that a representative of the board of Elders will be invited to the next Finance Committee meeting.

Stewardship – Linda Achziger

- Linda Achziger indicated that everyone should have received an envelope in their church mailbox. Some individuals have already returned the completed "Time and Talent" form and pledge cards.

Ladies' Guild – Carol Stamp

- Carol Stamp offered the following handout:

General meeting held September 19. About 30 ladies present for the program from Bethesda Lutheran Communities. Sue Hart told us about what Bethesda and Jesus are doing in the Littleton community. The ingathering included 3 large boxes of cleaning supplies, and 3 boxes of personal hygiene items. Over \$200 collected for Mites.

LWML Sunday October 6. Ladies will usher, and distribute LWML bookmarks and brochures. A reception will be held between services.

Looking ahead: Gearing up for the annual Craft and Bake Sale on November 24, between services.

Director of Education – Kathy Johnson

- Kathy Johnson reported that they were trying to finalize the Youth Board chairperson.
- The recent 7th and 8th grade confirmation retreat was successful. It was held at a cabin in Southpark. There are a total of 10 in confirmation. Pastor and Kathy also attended the retreat.
- Work is being done to finalize plans for the Trunk or Treat event.
- As a fund raising event, the youth will be taking orders for year 2020 calendars.

Director of Music Ministry- Rev Michael Zehnder

- Rev Michael Zehnder read through a handout which was provided to Council as shown below:

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NEW MEMBERS

There are three new members in the Ascension Chorale and two new members in the Handbell group. Three people have dropped out of choir citing age related reasons.

INSTRUMENTAL REPAIRS – ORGAN

Morel and Associates has completed their work on the Gedeckt and the electronics. The total bill just came in and was \$5450.

INSTRUMENTAL REPAIRS – HANDBELLS

While the bells were in the shop, Schulmerich recommended additional repairs: 3 octaves of clappers which were cracking, six new hand disks and all new 5 octaves of handles at an additional expense of about \$2700. These repairs were completed and the bells were returned this Monday and **will be used for the first time again in worship this Sunday.**

UPCOMING SPECIALS

Special upcoming music includes 2 trumpeters on Reformation and oboe and saxophone at Christmas and the use of our timpani.

DRUMMER

I have been working with Eli Faulk, age 10 on becoming a percussionist and he is doing a fine job. A couple weeks ago he played drum set for the Agape and will do so again in a couple weeks on two more pieces.

RECORDING IN BALCONY

I have been working with SoundTown of Denver to install microphones and a recording system to record our special musical renditions. Money for this was gifted by a member. The recordings will be available to anyone who wants to hear them and we can upload special recordings to our website if desired or put on Facebook.

HOMEWORD STUDIES

The HomeWord Studies bulletin board by the main downstairs door has been redone and updated. I am currently leading a study of Galatians for the Gaide and Price HomeWord Bible Studies on Tuesday and Thursday evenings.

Columbarium Memorial Garden – Pastor John Larson

- As Norm and Connie Fringer were unable to attend the meeting, Pastor John Larson read a report from the Board.
 - A Columbarium niche sale has been finalized to Matt and Lisa Parsons Wagner. The faceplate has been installed on the niche and the sales record is filed.

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- There have been no problems with the Columbarium upkeep.

Announcements

- Pastor noted that there is a LCMS Foundation Resurrection Workshop on October 20, 2019. Jason Jones will be leading the workshop on that date from noon to 3:00pm. A meal will be provided.
- The next Regular Voter's meeting is November 24, 2019.
- The next Council meeting is November 12, 2019.

Board of the Month

- Parish Education is the board of the month for October 2019.
- Community Outreach is board of the month for November 2019.
- Elders are board of the month for December 2019.
- Board of the Month duties include the following: devotion for Council meeting, coffee clean up on Sunday and *Ascension Happenings* newsletter insert each week.

Adjournment

- The meeting adjourned at 7:55PM.
- In closing, everyone said the Lord's Prayer.

----Respectfully Submitted by Tim McClaren, Secretary

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In attendance:

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

Ex Officio Non-Voting Council Members: Kathy Johnson, Rev. Michael Zehnder

Guests: Norm Hermsmeyer (Finance Committee)

Call to Order: President Arvin Michel called the meeting to order at 6:30 pm.

Opening Prayer: Pastor John Larson offered an opening prayer.

Opening Devotion: Isaac Hein, Board of Community Outreach, offered a devotion titled, "Creepy, But in a Good Way". The text for the devotion was Malachi 4:1-3. The section of Malachi is kind of creepy in saying that the calves were leaping, but they were likely being fattened for slaughter. God warns us about our sin, but human evil keeps returning. There are warning signs of wars and natural calamities. Yet God promises an end to the evil through His Son. The ultimate end to evil will come when Jesus returns. We have the hope of Heaven where death and evil will be no more.

Approval of Meeting Agenda

- The current meeting agenda of November 12, 2019 was presented.
- The Council members **approved** the agenda without amendment.

Approval of Previous Council Meeting Minutes

- A request was made to correct to the Council meeting minutes of October 8, 2019.
- In a previously submitted email, Kathy Johnson requested the following revision:
 - From page 1 of the minutes (Additions are in **Bold**):

...

Survey of the Congregation – Thoughts, Suggestions, and Discussion – Pastor John Larson

...

So, Kathy Johnson and Pastor have assembled a proposed survey **description and parameters**. A copy of the survey **description and parameters** was distributed to the Council members and a copy will be presented to the Board of Elders at their next meeting. Pastor read through the **parameters** and asked for feedback from the group.

- Arvin Michel noted a correction on page 2:

...

2020 Nominating Committee Report Update – Don Loptien

- Don Loptien reported that good people have agreed to serve. The positions that have candidates include President (Arvin Michel), Vice President (Dennis Lord), Treasurer (~~Dennis Lord~~ **Allen Brookshire**)...

- Without further discussion, the Council members **approved** the meeting minutes as corrected.

Miscellaneous

- Isaac Hein announced that this will be his last Council meeting. Due to family issues he will be moving to North Carolina. Subsequently, he is forced to resign his position as chairperson of the Board of Community Outreach. Kathy Johnson also mentioned that Isaac teaches the 5th and 6th grade class on Wednesday Night Live. Isaac will be greatly missed.

Ongoing Business

2020 Board Budgets - Allen Brookshire & Dennis Lord

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- Norm Hermsmeyer distributed a handout to Council members titled *2020 Ascension Estimates*. Based on Actual pledges received from 106 giving units and forcing estimates on "No Pledge Units" plus loose plate offerings, Ascension should expect income of about [redacted]
- Allen Brookshire passed around a *Budget Worksheet for 2020*. He explained that the 2020 estimated income of [redacted] The worksheet also illustrated the expenses by board and their percentage of change from years 2019 to 2020. Overall the 2020 budget has only a small increase of 0.28% or \$1,887.
- Allen gave credit to the people in various leadership positions who held to small or no budget increases for the coming year.
- A ***motion*** for approval was sought to present the budget to the Voter's Assembly. After the motion was moved and seconded, the following discussion resulted.
- It was noted that the budgeted expenses exceeded the budgeted income by [redacted] Allen explained that the prior year's giving surplus over expenses is [redacted]. So, we will have to rely on these surpluses to help us through 2020. But, at this rate of use, the surplus will be exhausted in a couple more years. So far in 2019, we have had to move [redacted] from the surplus to pay for expenses.
- With no further discussion, the ***Motion passed*** with 100% voice vote approval.

Note: Isaac Hein and Dennis Lord excused themselves from the balance of the meeting.

2020 Nominating Committee Report Update – Don Loptien

- Don Loptien offered a handout report from the Nominating Committee (As shown below):
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Committee Members: Anita Baresel, Jerry Gerdes, Pastor Larson and

Don Loptien.

The Nominating Committee offers the following persons who have indicated their willingness to be considered for the following Officers and Board Chairpersons positions.

President – Arvin Michel

Vice President – Dennis Lord

Secretary – Tim McClaren

Treasurer – Allen Brookshire

Trustee – Co-Chair Chuck Mielke and Roger Koester

Community Outreach – Issac Hein

Stewardship – Linda Achziger

Parish Education – Sherry Hitztaler

Youth – Collin Brinkman

Social Ministry – Pastor Larson

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- With the resignation of Isaac Hein, the Nominating Committee will be looking for a replacement candidate for chairperson of the Community Outreach Board.
 - Don Loptien sent letters to all nominees to thank them for agreeing to serve.
 - Council members offered suggestions of individuals who might serve on the Community Outreach Board. Don plans to follow-up on the suggestions.

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Revised Child and Youth Abuse Prevention Policy and Procedures – Kathy Johnson

- Following the postponement of action at the October 8, 2019 Council Meeting, Kathy Johnson offered a review the policy issue. The former Child and Youth Abuse Prevention Policy and Procedures (CYAPPP) was out of date, but only required a few changes. The Board of Education has reviewed and updated the CYAPPP. Don Loptien noted that there is also a background reference check form in use. But, Kathy indicated that the background check form is not part of the revised CYAPPP.
- A **motion** was made and seconded to approve the CYAPPP. With no further discussion, the Motion **passed** with 100% voice vote approval.

Note: Chuck Mielke joined the meeting at this point.

Survey of the Congregation – Thoughts, Suggestions, and Discussion – Pastor John Larson

- Pastor John Larson indicated that the Elders have requested a list of those individuals who have become inactive. Also, the Elders will receive a list of newer members in order to ask "What brought you to Ascension Lutheran Church?"
- Rev. Michael Zehnder pointed out that there are surveys which dictate it is easier to pursue new members versus inactive folks. Yet, exit interviews are important also. Rev. Zehnder emphasized that evangelism is the best tool to bring people to church.
- The question was raised as to an estimated target for presenting the survey? Pastor Larson indicated that with Advent and Christmas being a very busy time, the survey will not be available until early in 2020.

New Business

Advent Dinners – Pastor John Larson

- Pastor Larson indicated that there is a need for Advent dinner coordinators for December 11th and 18th. Chuck Mielke volunteered the Board of Trustees to coordinate the dinner for December 18th.

Annual Reports Reminder – Arvin Michel

- Arvin reminded Council members to begin working on a 2019 annual report. Arvin would like to have the reports sent to him by December 31st. But, if more time is needed, please contact Arvin. An electronic version of the individual reports, sent via email, is preferred.

Enabling Budget Spending Resolution – Arvin Michel

- Arvin Michel reminded the Council that a budget spending enabling resolution will be needed for 2020. Arvin will send to all Council members the current 2019 enabling resolution for review and feedback.

Council Member Reports

Pastor John Larson

- Pastor John Larson passed around the December 2019 master church calendar for review and update suggestions.
- A few new members will be joining Ascension Lutheran Church (ALC) this Sunday, November 17, 2019. There are three members joining as new confirmands and two members by transfer from another LCMS congregation.
- As was discussed at the October 8, 2019 Council meeting, Cliff Michaelsen has been studying to serve in chaplain ministry. The Board of Elders, with approval of the Voter's Assembly, are considering setting up a ministry to assist people to learn how to make hospital visitations. ALC would ask Cliff Michaelsen to lead the training and oversee the program. The Diakonos Foundation would contribute funds to ALC to assist in running the program and compensating Cliff for his leadership and service. There will need to be an action on the item at the Voter's Meeting.

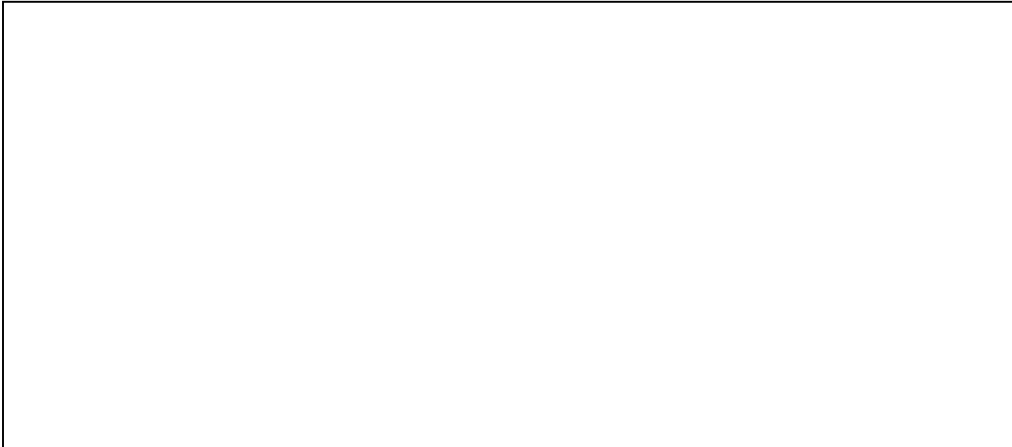
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- Also, Larry Boeding is planning a Voter's Meeting presentation to address the possibility of installing screens in the sanctuary. Before Larry spends a lot of time researching the issue, he wants Voter's support.

Treasurer – Allen Brookshire

- Allen provided a handout detailing the financial situation of the congregation. He verbally read the following highlights from his printed report:



- The Treasurer's report was accepted as presented.

Director of Education – Kathy Johnson

- Kathy Johnson reported the Early Development Program (EDP) has hired an individual to serve as an aid. Kathy was not sure of the start date for the new person. As Chandra was serving in two capacities, the new person will fill a much needed void. As Rebecca is moving away, she will be resigning her EDP position at the end of December 2019. Rebecca has been in the position for 1½ years.
- The Education leaders have been working on the Christmas program.
- There will be a bake sale provided by the youth program on December 15th.
- A big thank you to those people who purchased 2020 calendars from the youth group.

Director of Music Ministry- Rev Michael Zehnder

- Rev Michael Zehnder emphasized that he is trying to connect the lesson readings in the service to the lyrics in the hymns. Michael read through the handout which was provided to Council as shown below:

ALL SYSTEMS GO

All our musical groups are hard at work each week producing appropriate music for the services. Extra focus currently includes preparation for Thanksgiving, Festival of Lessons and Carols and Christmas-tide music.

CHRISTMAS CHOIR

Members are been invited and are welcome to join the Ascension Chorale seasonally and sing at Christmas tide. Besides regular rehearsals there is a special Saturday (November 30, 10:30-Noon) and Thursday (December 5, 7:00 pm – 8:30 pm) rehearsal for this. If you are interested as well, please let Mike know.



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TIMPANI AND CYMBALS

On Reformation, Eli Faulk, age 11 played Timpani and Bob Shiftlet played cymbals with the congregation and choir piece, "I Am Forever Who I Am" by Kurt von Kampen, the Director of Music at our Concordia in Seward, Nebraska.

RECORDING IN BALCONY

I have been working with SoundTown of Denver to install microphones and a recording system to record our special musical renditions. Money for this was gifted by a member. The recordings will be available to anyone who wants to hear them and we can upload special recordings to our website if desired or put on Facebook. They indicated the work will begin late November/Early December as the special recorder for this is not available until then (ZOOM L-8 MIXER/RECORDER). They will be using a 40-foot Genie Lift for this installation to reach the high ceiling.

REFORMATION MUSIC

The Ascension Chorale did a number of wonderful pieces together with two trumpeters from the University of Colorado, Boulder on Reformation Sunday.

CHILDREN'S CHOIRS

The WNL music students are currently preparing a special piece for the Festival of Lessons and Carols. Kathy and I have met to set up a rehearsal schedule for the SS choir and they are also working on their Christmas Eve pieces.

AMERICAN GUILD OF ORGANISTS

As Hospitality Director for the local chapter of the AGO, I recently hosted a reception for "The Mathematical Bach" an investigation of the math propensities in Bach's work, particularly evident in his trio sonatas and performed by Daniel Forger, Professor of Mathematics and the University of Michigan in Ann Arbor. This was held at Faith Lutheran Church in Boulder.

HOMEWORD STUDIES

I am currently leading a study of Galatians for the Roger Gaide and Michael Price HomeWord Bible Studies on Tuesday and Thursday evenings, respectively.

Ladies' Guild – Carol Stamp

- Carol Stamp offered the following handout:
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General meeting: November 14, 6:00. Special program- John Rinks from Lutheran High School. This is open to all of the congregation, especially young teens and confirmands and their parents. There is a sign-up sheet on the landing bulletin board. He will speak at 6:30 for approximately one hour. Lutheran High has been on the Guild donation list for the past several years.

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November 24- - Craft and Bake Sale. Set up on Saturday morning, the 23rd, 9:00 to noon.

Voters' meeting on the 24th, at noon. Circle 4 will serve a light lunch.

December 13- - Staff Appreciation Breakfast, 8:00 a.m.

Stewardship – Linda Achziger

- Linda Achziger stated that there has been a good return on the pledge cards from individuals. Also, a reminder will be in the Happenings Newsletter to remind people to return their pledge forms.

Life Enrichment Series – Brian and Marion Wilson

- Marion indicated that the board has nothing to report.

Parish Education – Sherry Hitztaler

- Other than what Kathy already reported, Sherry Hitztaler has no additional information to share.

Columbarium Memorial Garden – Norm and Connie Fringer

- A handout was provided which explained some current aspects of the Columbarium Memorial Garden (See handout content below).
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- One contact by phone happened on 10-30-19 with Kathleen Wucherpennig. Information on the Columbarium Memorial Garden (CMG) was discussed. All of her questions were answered and she said she would be discussing it with her husband. We hope to hear from her in the near future.
 - The inventory record sheets are up to date and available in the office for anyone to review.
 - Walk throughs are routinely done to make sure the CMG is clean and presentable.
 - There have been no other activities performed during this reporting period.
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- A question was asked, "Have you had anyone purchase a niche and then vacate?" Norm stated that to his knowledge, the situation has never happened.
 - Another question was, "What happens to the CMG if ALC closes their doors?" Norm indicated that the purchase agreement paperwork covers this situation.

Elders – Don Loptien

- Don Loptien reminded everyone that Advent is a very busy time for Pastor and the office staff. So, if anyone can offer help to them, it would be very much appreciated.

Trustees – Chuck Mielke

- Chuck Mielke distributed a handout and first dealt with the topic of the copier:
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1. Copier Contract:

Background: The old Toshiba copier contract specified 28,000B/W copies and 1000 Color copies per month. This machine has processed over 1,000,000 copies. The new contract will specify 25,000B/W copies and 3,000 Color copies per month. The lease on old machine is \$1,058 per month, but the overages in color copies has been averaging about \$228 per month for an average total monthly cost of about \$1286. We seldom have an overage in black/white copies. In addition, talking to the repair technicians one day, they indicated that when a copier reaches over 1,000,000 copies, it starts to have frequent repair issues. The lease takes care of the repair, but the inability to use the copier creates many problems for our staff.

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New Contract: The old contract with All Copy Products will be invalidated and the new contract will be a 60 month/5 year agreement starting this year. The approximate cost for the Toshiba 6500 series copier should be about \$1100+ per month. This will include service but not supplies. According to Aileen's, our ACP representative's analysis, this should save us about \$150-\$200 a month, depending on color copy use. Note: We are covering the insurance for the copier – so this will add about \$25 per year to our premium. This is less costly than having All Copy carry the insurance as they did on the old lease.

- Chuck proposed a **motion** to approve a new copier contract with All Copy Products at a cost of \$1,098 per month plus an additional \$8.00 fee to wipe data from the current copier hard drive. Plus, there will be a \$25 annual increase to ALC multiperil insurance policy. The new contract will include a onetime setup charge of \$175. After receiving a second to approve the following questions were presented.
 - Question: "What is the age of the current Copier?"
 - Answer: "The current copier is about 4 years old."
 - Question: "When someone prints an email document and there is only an email address in the heading that is blue, do we get charged for a color copy?"
 - Answer: "Yes, we are likely getting charged for a color copy." But, Chuck agreed to check with the copier company on this item. "It would be best if the individual would watch for this situation and set their printer settings to default to black and white instead of color."
 - Question: "Are we sure Kathie Harvey will want to switch copiers this close to a busy Advent and Christmas season?"
 - Answer: "Kathie Harvey will work with All Copy Products Company concerning the timing of the switch over to the new copier. The change will likely occur after the first of the year."
 - With no further discussion, the Motion **passed** with 100% voice vote approval.
 - Pastor Larson indicated that there are memorial funds available for this type of project.
 - The balance of Chuck's handout included the following:
-

2. Safety Doors/ Lewis/Himes:

The new Contract with Lewis/Himes has been signed and they will develop plans to guide our renovation of the Education Wing. They will also develop a plan that will provide suggested designs for both the north and south exteriors of the Education Wing

The Committee has decided to use the existing doors in the lower level as safety doors. This will require modifying those doors so that will act as a safety door.

3. November Voters Meeting Agenda Item:

Larry Boeding has developed several ideas of how a multi-media presentation could be installed in the Sanctuary. However, he is reluctant to spend any more time unless the Congregation is interested in this project. He has suggested that he make a short presentation at the next Voters Meeting and entertain a vote indicating whether he should develop (several) proposals for later consideration.

- There is a nagging problem with the drainage of water into the parking lot and then it freezes to create a slipping hazard. The drainage problem on one end of the parking lot has been corrected, but there is a middle drainage issue. It will need some work and there is no easy solution, as of yet.

Ascension Lutheran Church – Council Meeting Minutes

Tuesday, November 12, 2019

Announcements

- The next Regular Voter's meeting is November 24, 2019.
- The next Council meeting is December 10, 2019.

Board of the Month

- Community Outreach is board of the month for November 2019.
- Elders are board of the month for December 2019.
- Trustees are board of the month for January 2020.
- Board of the Month duties include the following: devotion for Council meeting, coffee clean up on Sunday and *Ascension Happenings* newsletter insert each week.

Adjournment

- The meeting adjourned at 7:47PM.
- In closing, everyone said the Lord's Prayer.

----Respectfully Submitted by Tim McClaren, Secretary

Ascension Lutheran Church – Council Meeting Minutes

Littleton, Colorado

Tuesday, December 10, 2019

In attendance:

Council Members: Linda Achziger, Allen Brookshire, Connie Fringer, Norm Fringer, Pastor John Larson, Don Loptien, Dennis Lord, Tim McClaren, Arvin Michel, Charles Mielke, Brian Wilson, Marion Wilson

Guests: Bob Hea (Education Wing Remodel Committee), Joyce Lord (Community Outreach Board Appointee)

Call to Order: President Arvin Michel called the meeting to order at 6:30 pm.

Opening Prayer: Pastor John Larson offered an opening prayer.

Opening Devotion: Don Loptien presented a devotion titled *Being Like Jesus*. It is based on Romans 8:29. On the NBC *Today Show*, 33 year old twins were reunited after being separated at birth to different adoptive parents. It was amazing to witness how much alike they were in looks and mannerism. As Christians, we are to grow more like Christ, and reflect him to our culture. We should respond, react and be an example of who Jesus really is. On the outside we endeavor to be like him, but inside us it is the work of the Holy Spirit. We should be like Jesus similarly as the twins were like each other.

Approval of Meeting Agenda

- The current meeting agenda of December 10, 2019 was presented.
- The Council members *approved* the agenda without revision.

Approval of Previous Council Meeting Minutes

- Arvin Michel asked for corrections or additions to the November 12, 2019 Council meeting minutes.
- The Council members *approved* the meeting minutes without correction.

Ongoing Business

Advent Dinners

- Arvin Michel announced that the all the dinners scheduled prior to the Advent worship services have someone charged with preparing and serving the meals.

Hospital Ministry – Contracts / Board Assignment – Arvin Michel and Pastor John Larson

- On Thursday morning, Pastor Larson will be meeting with Cliff Michaelsen to discuss the next steps in establishing the Hospital Ministry of Ascension Lutheran Church (ALC). Pastor will be discussing what the next steps might be and the syllabus for the class designed to train others on how to make hospital visits. Also, Bill Haller who is associated with the Diakonos Foundation has already sent a \$3,000 check to ALC to fund the ministry. The money has been placed into the ALC dedicated hospital ministry fund.
- A board will need to be assigned to oversee the hospital ministry. Options would include the Social Ministry, Elders, or Community Outreach. A current example would be the Prison Ministry which is under the Social Ministry Board. Whereas, a ministry under Community Outreach would have an evangelism focus. Currently, there is not a chairperson for Social Ministry and the Pastor has been filling the void. But, Kathleen Wucherpfennig and Anita Baresel have agreed to co-chair the board beginning sometime in 2020. The Council decided to put the new hospital ministry board assignment on hold until a later date.
- As Cliff Michaelsen will be an independent contractor, a contract will need to be drafted between him and ALC. Arvin Michel has some sample contracts and will do some more research.

Question (Q): Should ALC provide devotions and gospel tracts for distribution to the hospitalized?

Answer (A): Those who have visited members in the past have taken a devotion to share, but this will be up to what Cliff directs on hospital visits.

Annual Reports – Arvin Michel

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Tuesday, December 10, 2019

- Arvin Michel reminded the Council that the end of the year reports is due to him soon. He would like to have a rough draft of the ALC Annual Report prepared by the next Council meeting on January 14, 2020. Please email the reports to Arvin in a MS Word document format.

New Business

2020 Board of the Month – Arvin Michel

- Arvin Michel provided a handout which assigns board of the month duties for 2020. As a reminder, board of the month duties includes the following: devotion for the Council meeting, coffee clean up each Sunday and an *Ascension Happenings* newsletter insert each week. It was noted that since there is a chairperson elected for 2020, the Youth Board was added to the rotation.
- The board of the month assignments are shown below:

<u>MONTH</u>	<u>BOARD OF THE MONTH</u>
JANUARY	TRUSTEES
FEBRUARY	STEWARDSHIP
MARCH	COUNCIL
APRIL	LIFE ENRICHMENT
MAY	COLUMBARIUM GARDENS
JUNE	LADIES GUILD
JULY	PARISH EDUCATION
AUGUST	COMMUNITY OUTREACH
SEPTEMBER	ELDERS
OCTOBER	YOUTH
NOVEMBER	TRUSTEES
DECEMBER	STEWARDSHIP

Enabling Budget Spending Resolution – Arvin Michel

- Prior to the Council meeting, Arvin Michel sent the proposed 2020 budget spending enabling resolution to all members. There was some discussion and a couple changes were requested.
- At the next Council meeting on January 14, 2020, Arvin will present the revised resolution for approval.

Nomination for Chairperson of Community Outreach Board

- Joyce Lord was nominated to fill the vacant chairperson position on the Community Outreach board. After a second, the Council unanimously approved the nomination in a voice vote.
- After the beginning of the year, Joyce will sit down with Pastor Larson to discuss specific duties of the position and the selection of board members.
- Joyce's final assignment to the position will be confirmed at the next regular Voter's meeting on January 26, 2020.

Council Member Reports

Director of Education - Pastor John Larson

- Pastor John Larson reported that Kathy Johnson was unable to attend the meeting tonight due to a family celebration (her son's birthday).
- There continues to be work on the Christmas Eve program.
- The youth are holding a bake and craft sale fund raiser on Sunday, December 15, 2019.

Ascension Lutheran Church – Council Meeting Minutes

Littleton, Colorado

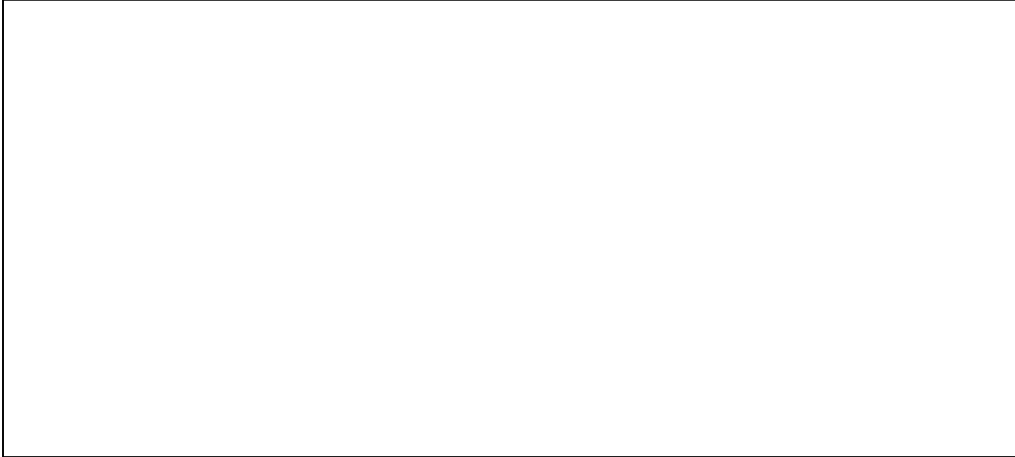
Tuesday, December 10, 2019

Pastor John Larson

- Pastor Larson reported that Linda Olsen, a newer member of ALC, who once was the Director of Christian Education at Our Father Lutheran Church. Linda approached the Pastor to propose helping in two different ways. She would like to plan a women's retreat and she will be involved in a new member assimilation process.

Treasurer – Allen Brookshire

- Allen provided a handout detailing the financial situation of the congregation. He verbally read the following highlights from his printed report:



- The Treasurer's report was accepted as presented.

Elders – Don Loptien

- Don Loptien indicated that Elders are providing the Advent meal before the worship service on December 18th. He is planning to serve chili
 - The Elder's handout report to Council is shown below:
-

Ascension Lutheran Church – Council Meeting Minutes

Littleton, Colorado

Tuesday, December 10, 2019

Ascension Lutheran Church continues to be blessed in 2019 and as our blessings increase, our need for prayers for Ascension, our staff and the countless volunteers that make our mission possible are needed every day. The Elders appreciate the gifts of talent and service of the members of Ascension.

In 2019, we have a dedicated staff of eight full and part time workers serving Ascension. They need your prayers and guidance as they move into 2020.

The major task of the Elders, is to assist, support and be in constant contact with Pastor Larson as he goes about shepherding his flock at Ascension. Acolytes are trained for their service in worship by Clyde Wiggins and the Elders have assisted Pastor(s) in over one hundred worship services this past year.

In January, the Board of Elders will select our Missionary Partners from Ascensions Missionary tithe of our 2019 budget. In addition, any 2019 excess funds will be distributed to our Projects. If you have questions or suggestions for the Elders consideration of Projects or Partners, contact one of the Elders.

As Ascension enters a new decade of service to its members we also will faces challenges new to our congregation. There will be challenges to meet our financial obligations to staff and building needs. New programs will be considered to meet the changes in membership demographics. With the Lords guidance and your prayers and assistance, Ascension will be able to meet these new challenges.

Elder Arvin Michel, continues in his leave from his Elder position in 2019 to serve as President of Ascension Lutheran Church for 2020. We ask for your continued prayers for him and his leadership as President.

Finally, if there is any way that the Elders may better serve the members of Ascension, please feel free to contact any of us. God's Blessing to everyone at Ascension in 2020.

Larry Buethe, Norm Finrock, Roger Gaide, Michael Lawrenz, Don Loptien, Scott Luethy, Arvin Michel and Bill Redden

-
- The Elders are working on background reference checks for everyone working with children and youth at ALC. As there are a number of people involved with young people, there is a lot of work to do before the end of 2019.
 - A second handout from the Elders Board was provided which addressed a proposed Tuition Assistance Program (TAP). Details of the program are shown in a handout (below):
-

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Tuesday, December 10, 2019

Tuition Assistance Program

Purpose: Because Ascension Lutheran Church (ALC) does not have a Lutheran Day School program for its members, the purpose of the Tuition Assistance Program (TAP) would be to financially assist parents wishing to enroll their child(ren) in a Lutheran Day School.

Procedures: To participate in TAP, parents are to enroll their child(ren) at the beginning of the school year in the Lutheran Day School of their choice. By December 15 of the school year parents are to apply to TAP with the Elders of ALC to be considered for tuition assistance. If approved, TAP payments will be made to the school where the child(ren) are enrolled.

Financing: Financing for the TAP will come from the Mission portion of the Elders budget. It is anticipated that the TAP portion per child will be from one third to one half of the tuition for the year the student is enrolled.

The following questions concerning the TAP were addressed:

Q: Where will the funds come from to cover the tuition assistance?

A: It will come from the mission portion of the Elder's budget.

Q: Where is the closest Lutheran day school to ALC?

A: Shepherd of the Hills Lutheran Church and School is probably the closest day school to ALC.

Q: Would tuition request for preschool qualify?

A: We don't want to encourage sending kids to ALC's competing preschools. But, if a day school program requires attendance at a preschool in order to qualify to attend the day school. We might consider tuition assistance to the preschool.

Q: Would we offer tuition assistance to our preschool?

A: No, but ALC already offers reduced tuition assistance to some families for various reasons. Don indicated that there would be further discussion with the Elders regarding tuition assistance to other preschools.

Q: Should we limit the TAP only to LCMS day schools?

A: Although it was not in the original discussion, the Elders will address the issue at their next meeting.

Trustees – Chuck Mielke & Bob Hea

- Chuck Mielke asked Bob Hea to speak to the status of the Education Wing Remodel Committee (EWRC).
- Bob Hea indicated:
 - The architect has supplied blue prints and the EWRC will be reviewing the plans on Thursday evening.
 - EWRC have renderings for the exterior of the building remodel. As was expected it looks real nice and will match the rest of the building's brick design.
 - Both the interior remodel plans and the exterior "face lift" plans will soon be ready for bids from contractors.

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- Security doors will be installed soon. They will be full glass doors like the ones to the entrance to the church from the parking lot. One contractor's bid was received and was surprisingly low in cost. The committee will wait on the second bid before assigning the security door installation contract.
- Chuck Mielke then distributed a Trustee's report handout and read through the details as shown below:

-
- 1.0 West Wing Committee: Bob Hea has reported that he has a bid in progress from one company for the Preschool Security Entrances. This includes a new "Store Front" entrance at the upper level west stairs and modification of the existing wooden doors in the lower level. These new entrances will require electronic codes to unlock.
 - 2.0 Severe Shelter Shed: Jim Riebling has installed a light in the Severe Shelter Shed. Thank you Jim.
 - 3.0 Bell Tower: We have contacted a photographer with a drone to take pictures of the top of the Bell Tower to survey damage. He will also take some pictures of the Sanctuary Roof to determine any damage to the shingles.
 - 4.0 Parking Lot: Handicapped parking: There have been several requests to increase the number of handicapped spaces. Roger Koester is looking into some solutions.
 - 5.0 Copier: The new copier is scheduled for installation the first week in January, 2020.
-

Life Enrichment Series – Brian and Marion Wilson

- Brian Wilson indicated that they have been working closely with Rev Michael Zehnder to host an international children's choir. They will perform at ALC on May 31, 2020, which is also Pentecost Sunday. There will be a need for some host homes for the kids to stay for a night or two. The choir is called *His Little Feet* and they are from Haiti, Rwanda and India.
- Also, there are plans to have a fellow, Andrew, from the Lutheran Choral to sing on May 31st.

Director of Music Ministry- Rev Michael Zehnder

- Although Rev Michael Zehnder was unable to attend the meeting tonight, he provided a report in the form of a handout (see below):
-

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Tuesday, December 10, 2019

ALL SYSTEMS GO

All our musical groups are hard at work each week producing appropriate music for the services. Choir and bells came in two special times for extra rehearsals: Saturday, November 30th and Thursday, December 5th.

CHRISTMAS CHOIR

Four extra people are singing with the choir for Christmas: Allen and Margaret Kent, Ken Price and Levi Pacheco.

PERCUSSION

Over the Christmas holidays several choral pieces have extra percussion. Eli Faulk is playing Claves and Glockenspiel, Ann Westra will be on maracas and Bob Shiflet will be playing the congas.

RECORDING IN BALCONY

SoundTown is installing microphones and a recording system for music in the balcony this Friday. They will be using a 40-foot Genie lift. Funds for this are provided by a special gift.

CHILDREN'S CHOIRS

Sunday School and Small Groups are hard at work for the children's program on December 24. The WNL music students are currently preparing a special piece for the Festival of Lessons and Carols, Dec. 15, and features, solos, descants, finger cymbals (Eli Faulk) and Violin (Carly Calhoun).

HIS LITTLE FEET

An International Children's Choir will be singing at Ascension at both services on Pentecost Sunday, May 31. There are 18 children in the group from Haiti, Rwanda and India. We will need 7 host homes for two Nights. LES will be sponsoring this event.



Stewardship – Linda Achziger

- Linda Achziger stated there are still some pledge cards and time & talent forms trickling in from individuals.

Ladies' Guild – Linda Achziger

- Carol Stamp was absent but provided a handout and Linda offered additional comments.

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- The craft and bake sale proceeds will be put toward various missions. Voting on distributing the funds will take place in January. There was \$2,400-2,500 received from the sale. Plus, there is going to be some matching funds from Thrivent Choice Dollars. Many thanks to all the shoppers who supported the sale.
- A staff appreciation breakfast will be held December 13th at 8:00am.
- Executive Board meets on January 3, 2020 at 9:30am.
- A general meeting will be January 16, 2020 at 11:30am. The meeting is a brown bag lunch and Bible study with Pastor John Larson. A final vote on the mission fund distribution will be held at this meeting.

Vice President – Dennis Lord

- Dennis Lord thanked Treasurer Allen Brookshire for his preparation and presentation of the 2020 budget to the Voter's Assembly meeting in November. Due to Allen's effort, the vote for next year's budget went smoothly.

Columbarium Memorial Garden – Norm and Connie Fringer

- The Fringer's had nothing new to report.

President - Arvin Michel

- Arvin Michel reminded the Council that there is going to be a new committee working on revisions to the Constitution. As of yet, there have been no volunteers, but some suggested changes have been proposed.

Announcements

- The next Regular Voter's meeting is January 26, 2020.
- The next Council meeting is January 14, 2020.
- Board of the Month
 - Elders are the board of the month for December 2019.
 - Trustees are board of the month for January 2020.
 - Stewardship is board of the month for February 2020.
- Board of the Month duties include the following: devotion for Council meeting, coffee clean up on Sunday and *Ascension Happenings* newsletter insert each week.

Adjournment

The meeting adjourned at 7:26PM.

In closing, everyone said the Lord's Prayer.

----Respectfully Submitted by Tim McClaren, Secretary