

Ascension Lutheran Church – Council Meeting Minutes

Littleton, Colorado

Tuesday, January 14, 2020

In attendance:

Council Members: Linda Achziger, Collin Brinkman, Allen Brookshire, Sherry Hitztaler, Kathy Johnson, Roger Koester, Pastor John Larson, Dennis Lord, Joyce Lord, Tim McClaren, Arvin Michel, Carol Stamp, Brian Wilson, Marion Wilson, Rev. Michael Zehnder

Call to Order: President Arvin Michel called the meeting to order at 6:31 pm.

Opening Prayer: Pastor John Larson offered an opening prayer.

Opening Devotion: Roger Koester presented a devotion titled *Repent and Believe in the Gospel* which is based on John 1. Martin Luther wrote about repentance being about contrition and sorrow. The question is "How much sorrow is enough to merit God's forgiveness?" The great message of the gospel is that it is not dependent on us and how much contrition and sorrow we show, but God alone. We confess that grace comes through Christ in order to cleanse us from all unrighteousness.

Approval of Meeting Agenda

- The current meeting agenda of January 14, 2020 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 December 10, 2019 Council meeting minutes.
- The Council members *approved* the meeting minutes without correction.

Miscellaneous

Board of the Month Schedule

- Arvin Michel referenced the board of the month schedule that was previously emailed to all Council members. As there were no requests for revisions to the proposed schedule, it was accepted as presented.

Lenten Season Dinners

- As the Lent season begins on Ash Wednesday, February 26, 2020, we will be offering Wednesday evening worship services and a meal. There is a need for Wednesday meal preparation volunteers each week during Lent. The sponsor will be responsible to set up, serve, and clean up after a meal that will feed 60 to 70 people (except for Ash Wednesday where there are usually 100-120 people). There is a freewill offering collected at each meal and it will likely cover the meal expenses. Ladies Guild agrees to sponsor the Ash Wednesday meal. A volunteer signup sheet was passed around for Council members to sign up for the balance of the meals.

Council Contact List

- Arvin Michel passed around a list containing Council membership contact information (i.e. email, phone numbers). Council members were asked to verify and make corrections to the list. Arvin agreed to send the updated membership list to all Council members via email.

Ongoing Business

Annual Reports – Arvin Michel

- Arvin Michel reminded the Council that the end of the year reports are due right away. To date, he has received 10 of the expected 19 reports. Please email the reports to Arvin in a MS Word document format, as soon as possible.

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Hospital Ministry Update – Pastor John Larson

- Pastor John Larson reminded Council that following approval by the Voter's Assembly, Cliff Michaelsen has helped develop a volunteer Chaplain program. He has created a partnership between Ascension Lutheran Church (ALC) and Swedish Medical Center (SMC). SMC is in need of volunteer Chaplains and Pastor Larson could use some help making calls on shut-ins and hospitalized members of ALC. So, the training is scheduled one day per month for the next 12 months. The first session was January 9, 2020 at SMC and it was led by Head Chaplain Rev. Gina Graves. ALC volunteers include Cindy Fowler, Linda Marqued, Tricia McCulley and Tim McClaren. After the first training, Tricia McCulley has decided not to continue. Also, news was received that Cliff Michealsen will be moving to Florida in April to start a full time job in the Chaplain ministry. Funds that were received from the Diakonos Foundation to start the Hospital Ministry at ALC will likely be released to Cliff.
- As a board will need to be assigned to oversee the hospital ministry, it was decided that the Social Ministry will be assigned the responsibility.

Council Minutes on ALC Website – Arvin Michel

- Arvin Michel questioned the status of posting the Council Meeting Minutes on the ALC webpage.
- Dennis Lord reminded everyone that there was much discussion earlier in 2019 on what could and could not be included in the postings. One item of concern was to exclude financial information. In addition, Ian Kirschner was consulted on maybe setting up password protection on the site in order to access the minutes. But, Ian believed this approach would require a full time person to administer and he did not want that responsibility.
- After some discussion, it was decided that Dennis would contact Ian to begin posting the Church Council meeting minutes. Tim McClaren would forward the minutes to Ian in a PDF format and redact any reference to financial information.

Constitution and By Laws Committee Update – Arvin Michel

- Arvin Michel reported that after several weeks of posting a request for volunteers to help with revision to the constitution and by-laws there has been no response.
- Arvin reminded the Council that he is also a member of the Rocky Mountain District Constitutional Committee. The committee reviews all new and revised constitutions in the District. Once any necessary revisions are worked out with the congregation in question, the new constitution is submitted to the Board of Directors for final approval.
- After reviewing the ALC Constitution and By-Laws, Arvin has noticed a number of issues that need updated and changes. For example:
 - There needs to be wording that requires ALC to be a member of the Lutheran Church – Missouri Synod (LCMS).
 - Currently there is no requirement that the Pastor be a member of LCMS.
 - Transfers to and from ALC must be from and to LCMS or sister congregations.
 - Amendments to the constitution should go through LCMS, but ALC constitution does not stipulate such.
 - There has been discussion on the possibility of creating Associate membership for those that are only in the area part of the year.
 - These are only a few of the reasons to revise the constitution.
- It was suggested to make a presentation to the Voters on the needs for constitutional revision and maybe volunteers will come forth.
- Further, it was suggested for each board to review and submit changes to their portion of the constitution and by-laws. But, Arvin said that the sections that address each board are in pretty good shape. It seems to be other areas of these documents that are in need for review, as mentioned earlier.
- Another suggestion was to have Elders work on the section of the constitution that addresses the addition of Associate membership.

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New Business

Enabling Resolution for 2020 – 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.
 - Under Trustees section there is a note that reads “*Line items may be over \$500 but require a Check Request from the Trustee’s Board Chair.” The amount should be \$1,000 instead of \$500.
 - Durwin Schmitt requested to be removed as Assistant Treasurer.
- After making these corrections, the Council unanimously **approved** the Enabling Resolution for 2020 via voice vote.
- Arvin will send a corrected Enabling Resolution to all Council members.

Proposed Amendment to Lutheran Church – Missouri Synod (LCMS) Constitution – Arvin Michel

- During the LCMS national convention this past summer, there were a number of proposed changes to the LCMS constitution.
- In order for the changes to take effect, a vote by all LCMS congregations must total 2/3 in favor of the changes.
- Arvin notified Council that at the Voters’ meeting on January 26, 2020, we will be voting on a Synod Constitution change. Amendments to the Constitution of the Synod are submitted directly to each voting congregation of the Synod for their affirmative or negative vote. This change addresses accumulated unclear language and contradictions resulting from piecemeal amendment of the Constitution over many years, while maintaining the essential substance of the Constitution. The amendment is primarily a clean-up operation to take care of problems created over previous years. A summary of the Constitutional change will be provided for the voters.
- There is a deadline to respond to LCMS by March 16, 2020.

Council Member Reports

Pastor John Larson

- Pastor Larson passed around the February church calendar of events to solicit corrections or revisions. Using figures provided by Kathy Harvey, there has been a decline in average attendance during the past year. The comparison is shown here:

<i>Year</i>	<i># of People</i>	<i>Description</i>
2018	298	Average Per Sunday
2019	290	Average Per Sunday
2018	606	Total Baptized Members
2019	601	Total Baptized Members
2018	532	Total Communicant Members
2019	525	Total Communicant Members

- Question/Comment: “Is the decline a function of our society or an issue of ALC?”
Pastor Larson stated, “The number of people living within a 20 minutes radius of ALC who are unchurched is astronomical.” He added that ALC has so much in its ministry that reaches out so many people that it seems puzzling that our attendance should be down.
- Question: Is there an update on the previously discussed use of a congregational survey?
Answer: Due to a very busy schedule the past month, no additional work has been put into the survey.

Treasurer – Allen Brookshire

- Allen provided a handout detailing the financial situation of the congregation. It was also noted that the figures on the report are provisional, because the 2019 year end financials have not officially been closed. He verbally read the following highlights from his printed report:

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- The Treasurer's report was accepted as presented.

Director of Music Ministry- Rev Michael Zehnder

- Although Rev Michael Zehnder provided a handout and read through it (see below):

SPECIAL SERVICES IN DECEMBER

All our musical groups worked hard to provide special music for our Festival of Lessons and Carols and the Christmas Eve services. This included work by the Ascension Chorale, Gloria Dei Handbell Ringers, WNL Children's Choir, Sunday School choir and our two praise bands as well as special percussionists Eli Faulk, Ann Westra, Bob Shiflet, saxophone by Derek Zehnder and oboe by Kristen Zehnder.

NEW DIGITAL MIXER

Special funds were donated to enable us to purchase a new digital mixer for the front of house for use by the praise bands. This will enable each group/choir/or soloists to have its own settings with just a push of a button, greatly enhancing ease of use. Larry Boeding and I are talking about possibly swapping the upstairs mixer with the current one downstairs. The upstairs mixer, even though we had it recently cleaned, has dust and connection issues.



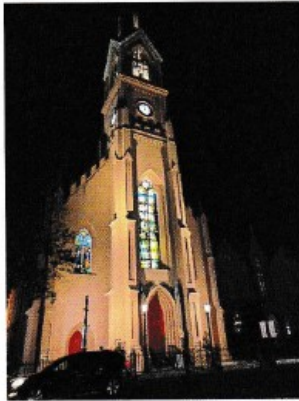
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RECORDING IN BALCONY

SoundTown completed its installation of 4 microphones in the balcony and a recording system to record our special music. We began using it on December 15, 2019.



NATIONAL CONFERENCE ON SACRED MUSIC

I recently returned from a conference at St. Matthew's Lutheran Church in Charleston, SC. One of the main presenters was David Cherwien (right), who is the successor to Paul Manz at Mt Olive Lutheran in Minneapolis, MN and composer in residence. It was a good conference and I got a lot of ideas for adult and children's choirs, handbells, instruments and organ music. Thank you for allowing me to attend this event.



HIS LITTLE FEET (REPEAT)

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.

Vice President – Dennis Lord

- Dennis Lord had nothing to report.

Community Outreach – Joyce Lord

- Joyce Lord reported that she has met with Pastor Larson about her new position. She will plan a rebuilding of the board with need for some board members.

Parish Education – Sherry Hitztaler

- Sherry Hitztaler reported that next meeting of the board of Parish Education is January 22, 2020.

Stewardship – Linda Achziger

- Linda Achziger stated there was nothing specific to report other than ALC ended the year very well financially.

Ladies Guild – Carol Stamp

- Carol Stamp provided and read through a handout as shown below:
-

From the Executive Board Meeting:

Distribution of funds from the Craft/Bake Sale in November, 2019- -

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Lutheran High, Denver	\$500
University Lutheran Assembly, Boulder	\$500
Mesa University, Lutheran Assembly, Grand Junction	\$500
Orphan Grain Train	\$500
Am. Bible Society	\$200
LCMS Chaplains	\$200
Lutheran Braille Workers	\$300
Unity Lutheran School, East St. Louis	\$300
Ysleta, El Paso, TX	\$200
Creation Research, Denver	\$200

Total: \$3400.

Motion, made, seconded and passed to change the Guild calendar from January to January.
The Treasurer's books will be closed and ready for audit. Elections will take place in January.

Motion made, seconded and passed to not allow individuals to sell items at the Craft Sale for their own profit.

Upcoming Events:

General Meeting: Brown bag lunch and Bible Study with Pastor John. Jan. 16. Circle 4.

Voters' Meeting, Circle 5 will serve lunch. Jan. 26

Ash Wednesday Supper, Feb. 26. Circle 3 organizes this.

Director of Education – Kathy Johnson

- Kathy Johnson reported the youth will be selling Breakfast Burritos for \$4.00 each on Super Bowl Sunday, February 2, 2020.
- The youth met Sunday, January 12, 2020 to discuss a possible mission trip. A trip to Wyoming was one option, but nothing was finalized.
- A girls night only (grades 6 -12) is scheduled for Friday, January 24th at 6:00PM.

Youth – Collin Brinkman

- Collin Brinkman provided a handout and read through the report as shown below:

Romans 8:28 And we know that for all those who love God all things work together for good, for all those who are called according to his purpose.

Thanks to all of you for your support as we proceed in the ministry of our youth. I look forward to working with all of you in the future.

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Board member update:

I have established the following positions to support the needs of our ministry. I have other positions under consideration; and as needs develop, other positions may be added.

Youth Parent Consultant: Jacy Erling.

Youth Student Consultant: Erik Schwerin

Youth Volunteer Coordinator: Open

Youth Communications Assistant: Open

Youth Social Media Consultant: Camryn Goff.

If any of you; or if any of you know someone, that is interested in supporting the ministry of our youth, please contact me.

Information line update:

An endeavor has been started between Kathy Johnson, Christa Kirschner and myself, to provide information, support, fellowship and mentoring to our church. We currently have 17 volunteers ready and willing to receive calls and texts in this effort. I hope to have a more comprehensive report in next month.

Feel free to contact me if you have any questions, comments or suggestions. Prayers are always welcome.

We are the body of Christ.

Life Enrichment Series – Brian and Marion Wilson

- Marion Wilson indicated they had nothing to report from their board.

Trustees – Roger Koester

- Roger Koester provide a handout and read through it as shown below:
-

Exit Signs: Existing Exit Signs have been replaced with new LED signs. The bulbs in some of the existing signs had burned out.

EDP – WIFI: The conduit and cables are in place to connect EDP to the Ascension modem. Some additional programing is required to get it fully operational.

Copier: The new copier has been installed.

Bell Tower: On December 27th we had a drone fly over the Bell Tower to get pictures of the top of the roof slab. About half of the exist roofing on the Bell Tower slab has peeled off and the exposed concrete is severely pitted. At a minimum the roof slab will need to be repaired and waterproofed and all exposed wood will need to be painted. The interior of the tower has not been inspected yet. John Rolling will be contacting contractors to get bids

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EDP Security: Bob Hea has been working with suppliers and contractors to assemble a total cost for the security improvements. For security purposes we want to use key pad lock system. There are two basic types: battery powered lock which engages the side door jamb when locked and an AC powered lock which engages the threshold and the header. The cost of the AC systems is about twice that of the battery system because AC and control wiring needs to be extended back to the office area. The battery-operated system will require steel framing for additional strength instead of aluminum which will require getting additional bids. The next West Wing meeting is this Thursday.

Elders – Arvin Michel

- As Don Loptien was unable to attend the meeting, Arvin Michel reported that the board of Elders is accepting suggestions for mission funding projects. They would like your ideas before their next meeting on January 28, 2020.

Announcements

- The next Regular Voter's meeting is January 26, 2020.
- The next Council meeting is February 11, 2020.
- Board of the Month
 - Stewardship is the board of the month for February 2020.
 - Council is board of the month for March 2020.
 - Life Enrichment is board of the month for April 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 7:37PM.

In closing, everyone said the Lord's Prayer.

---Respectfully Submitted by Tim McClaren, Secretary

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In attendance:

Arvin Michel Pastor Larson, Linda Achziger, Collin Brinkman, Allen Brookshire, Connie & Norm Fringer, Sherry Hitztaler, Kathy Johnson, Roger Koester, Dennis Lord, Joyce Lord, and Don Loptien

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: Linda Achziger presented a devotion titled Comfort from the Psalms "Strength to Endure".

Approval of Meeting Agenda

- The current meeting agenda of February 11, 2020 was presented.
- The Council members **Approved** the agenda with one correction.

Approval of Previous Council Meeting Minutes

- Arvin Michel asked for corrections or additions to the January 14, 2020 Council meeting minutes.
- The Council members **Approved** the meeting minutes with one correction.

Ongoing Business/Discussion

Constitution and Bylaws Committee Update – Arvin Michel

- We do have a committee now: Tim McClaren, Ed Geisler, myself, and Pastor Larson. No meeting as of yet, but I have provided them some papers to study.

Council Minutes on ALC Website Status – Dennis Lord

- Have reach back out to Ian Kirschner, thought things had been dropped by me since I forgot to provide Ian the source of minutes to post, now I am removing myself. I have connected Tim and Ian; they are now in-sync going forward Tim will provide Ian the source minutes and Ian will post them. Ian has been very gracious and will post the back minutes for 2019. If we are not caught-up by now we will be shortly. Minutes will be posted as draft then once the minutes are approved by the Council the approved minutes will be swapped for the draft minutes.

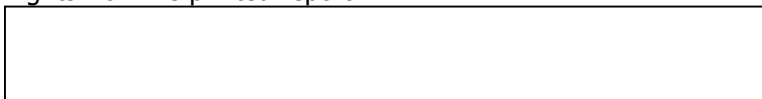
Council Member Reports

Pastor Larson

- Ash Wednesday is two weeks from tomorrow.
- Pastor Larson passed around the March church calendar of events to solicit corrections or revisions.
- Sign-Up for the Wednesday Evening Suppers for Lent:
 - Wednesday February 26, 2020 Ladies Guild
 - Wednesday March 4, 2020 Parish Education and Community Outreach
 - Wednesday March 11, 2020 Trustees
 - Wednesday March 18, 2020 Open
 - Wednesday April 1, 2020 Open
- We are Sheltering tonight – sort of – Spirit of Hope has yet to be approved by the Fire Marshall to host in their building as of yet, so whenever their week comes up either Faith Community Church or Ascension provides the building. Spirit of Hope provides the food, and volunteers. We hosted Sunday night with 29, Monday night with 24 and two different vans are transporting tonight's guests. Wednesday night and Thursday night we will be open. Friday and Saturday nights will be at Faith Community Church.

Treasurer – Allen Brookshire

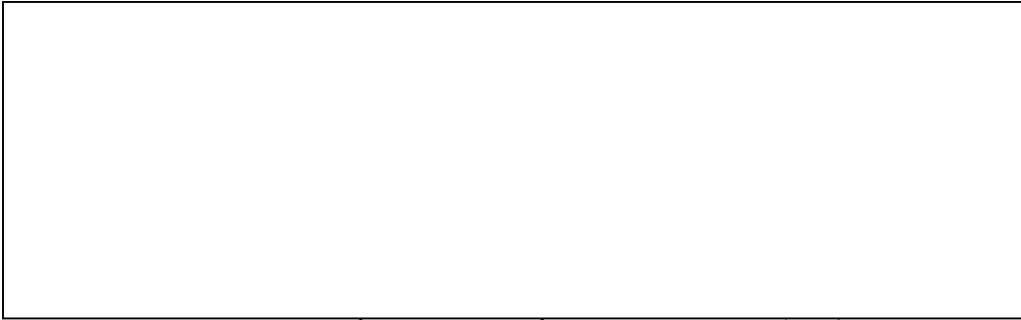
- Allen provided a handout detailing the financial situation of the congregation. Allen verbally read the following highlights from his printed report:



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- The Treasurer's report was accepted as presented.

Vice President – Dennis Lord

- Dennis Lord had nothing to report.

Director of Education – Kathy Johnson

- Thank you to everyone that purchased Breakfast Burritos fund raiser for the Youth. The Youth have another fund raiser coming up – selling Butter Braids again this year on Sunday March 8th and March 15th.
- High School retreat is coming up this weekend.
- In the process of looking at various VBS curriculum options – will settle on this in the next week or two
- Saturday, March 14, 2020 – Servant Saturday for anybody and everybody from 9:00 am to 12:00 pm donuts and pizza will be served. We are going to have jobs for everybody. Jim Mullane will have a wish list of things that need to be taken care of as well as EDP (touch up painting as well as some deep Spring cleaning). Will even have some jobs for children if they are here. Polishing and cleaning pews in the Sanctuary, this was done by Jim and Jackie Adams for many years.
- Thrivent Request for Choice dollars – Jenna has submitted this on behalf of the committee that is working on the Women's Retreat. This is the first ever Women's Retreat on Saturday May 2, 2020 from 9:00 am to 5:00 pm. Would like to have the Council consider donating between \$250 to \$500 this would help with cost for the Guest Speaker and food for the Ladies. Motion was made that we allocate up to \$500 from Thrivent Choice dollars for this event. **Motion was seconded and Approved.**

Columbarium Memorial Garden – Norm & Connie Fringer

- Norm and Connie Fringer no activity.

Community Outreach – Joyce Lord

- At the last Voter's meeting Lawrence Brown approached me and said the he was going to volunteer his time for computer training for the community. I am going to piggy back off of that and get more flyers made and be her to do some more Community Outreach work. If anyone would like to come and help it would be appreciated. Lawrence will be here on Saturday February 29th from 10:00 am to 12:00 pm. to help you learn how to back-up your information on computers and phones at no cost.

Elders – Don Loptien

- Presented a board report that showed all of the Partners that we support.
- Ascension is a tithing church – we have a 10% tithing that we do on the money that we have in our budget, in addition to any extra funds that we receive. This year we had a good amount of money to give away. Folks call it Mission funds but it not necessary Mission funds – some of it does go to Missions. However, the biggest amount of money we have goes to Rocky Mountain District (40%). We have a set group of Partners that we work with each year.

Parish Education – Sherry Hitztaler

- Sherry Hitztaler provided a handout and read through it as shown below:

Board of Education met – Wednesday, January 21, 2020

- **EDP – Chandra Cornell**
Teachers are now fully certified; Assistant Teacher needed; Enrollment – 19 FT, 2 PT;

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Construction reminders that ALC plan (Security Doors) must be approved by the State, and Fire Department
Blinds that were not working have been fixed – thanks to Chuck Mielke.
Teacher Biographical info submitted to “Ascension’s Happenings” – great addition!

- **Education Director – Kathy Johnson**

WLN needs a new teacher for 5/6 grade – per Kathy this has been taken care of
Amy Mays, founder and coordinator of “Happy Crews”, a group created to helping Teens discuss mental health issues by finding community, acceptance, hope and strength – scheduled to speak to ALC Youth Group on Wednesday, February 12th.

- **Coordinator Young Adult Ministry – Jenna Lawrenz**

Bible Studies – Every other Thursday nights at Jenna’s; Sunday morning
Game Night with childcare – Saturday February 29th
MOPS – second Tuesday of the month; 9:30 am – 11:30 am (with childcare)
Suggested we reduce the cost of VBS registration. Board voted to change the cost from \$25 to \$20 per child/\$30 for families with 2 or more children.

- **Director of Music Ministries – Mike Zehnder**

Directory of Bible Study groups complete! Thank you Mike, for completing this great resource

- **FUTURE EVENTS:** Parish Education with ~~Social Ministry~~ Community Outreach will sponsor the March 4th Lenten Dinner. Soup and Salad

- **Next Board Meeting:** Tentatively, Tuesday April 14th at 1:00 pm

Stewardship – Linda Achziger

- Linda Achziger put Board of the Month write up in the Happenings for the month.

Trustees – Roger Koester

- Roger Koester provided a handout and read through it as shown below:

West Wing:

The West Wing committee met with Corrie Kowalinski, Lewis Hines, to discuss the next phase of work. Lewis Hines was directed to send out the Pricing Plans to four contractors for bids on the work. Contractors will submit bids along with descriptions with materials, methods and means for requested work items. Bob Hea is Ascension’s point of contract for any contractors. A contractor will be selected on a best value basis considering of the bid price, the description of work submitted with bid and ability to perform work to meet Ascension’s schedule. Once a contractor is selected, Lewis Hines will prepare Construction Plans to be submitted to the city. To date 2 prime contractors have made on-site visits to review the work and we anticipate a third. After the plan have been approved by the City, it may be necessary to renegotiate some prices.

Bob Hea continues to work on the security doors, but is having difficulty finding a contractor willing and able to do the work. This work is also being included in the main bid as well. Issue is special security locks – it would be an easy fix. We want a key pad lock so that each of the parents could access the facility then once the family leaves we can delete the number so they could not get back in again. This problem goes away when we do the remodel. Because it is such a specialty thing we have vendors come in we cannot get them to do the work do to various reasons. Dennis Lord will check with the folks that do the doors at Lockheed Martin.

Jim Riebling has been serving on the West Wing remodeling committee. He has been asked by a contractor, Allmack General Contracting, to work as their electrical subcontractor. Allmack has previously done work for Ascension on the Fellowship hall.

West Wing committee was to continue using Jim’s input for the on-going work because he provides valuable insight and experience to the project. The committee and the trustees propose that Jim continue working on the committee in a more limited role. He would provide assistance for preselection contract issues, review of construction plans and evaluation of the contractor’s statement of work. He would not be involved with any competitive pricing aspects of the project. There is also the possibility the Bill Redden, who has just joined the committee, he works for a Mechanical

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contractor and that contractor might be involved as well. We would do the same thing with Bill that we are doing with Jim. Keep things at an Arms-Length transaction.

Authorization to pay invoices:

Emergency and Exit Signs replacement – required by Fire Marshall's Inspection Report

Change Electric.....\$3,270.00 (Future Capital Needs #017-03-44) **Approved for payment**

Future Invoices:

Panel A replacement - Frequent malfunctioned due to bus bar loose connections. Work is complete, but we have not received an invoice yet. Will ask for approval at the March Council meeting

Change Electric.....About \$2,000 to \$2,500

Original building electrical panel – Panel will need to be replaced to facilitate work for the remodeling of the West Wing and is scheduled for Feb 17th. All electrical service to the West Wing is through this panel. Will ask for approval at the March Council Meeting

Change Electric.....About \$2,000+

Waste Management:

Our current contract with Waste Management has expired. In order to contain cost we need to sign a new three year contract which will give us better terms. Proposed rates are: 1st year - \$154.21 Per Month.

Safety Warden:

Roger Koester attended a South Metro class for Safety Wardens. We have most of the components but no Operations plan. Will report on this later

Youth – Collin Brinkman

- Collin Brinkman provided a handout and read through it as shown below:

Palms 147:16, 18 He spreads the snow like wool and scatters the frost like ashes. He sends his work and melts them; he stirs up his breezes, and the waters flow.

Board Member Update:

I have expanded my board since my last report. This is my board currently.

Youth Parent Consultant:	Jacy Erling
Youth Student Consultant:	Erik Schwerin
Youth Volunteer Coordinator:	Bill Redden
Youth Social Media Consultant:	Camryn Goff
"Get Youth Involved" Coordinator:	Lillian Brinkman
Information Line Coordinator:	Me
Information Line Resource and Database Coordinator:	Tricia McCulley
Information Line Support Personnel Coordinator:	Tricia, Bill, Me (for now)

I am currently creating position descriptions and task lists for each. Feel free to contact me if anyone is interested in that information.

Information Line Update:

As reported Last Month: An endeavor has been started between Kathy Johnson, Christa Kirschner, and me, to provide information, support, fellowship and mentoring to our church. We currently have 17 volunteers ready and willing to receive call and texts in this effort.

On January 22nd I met with Kathy and Christa to discuss the logistics of the Information Line. This was our conclusions.

The Information Line, being a volunteer effort, will be coordinated under the Youth Board with supported from the staff. The appropriate positions will be added to the Youth Board.

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The general purpose of the Information Line is to; Support, Listen, Discuss, Refer, Offer Advice, Teach, Mentor, and Provide Fellowship.

We can offer advice; we cannot advise. We are not counselors. We can only refer them to appropriate counseling.

Youth Activities Update:

The Senior Winter Retreat at the Kennedy Cabin is this Sunday and Monday.

For the 2020 Youth Mission Trip, we will be on a reservation at Wind River, WY. June 14 – 19, 2020

Feel free to contact me if you have any questions, comments or suggestions.

We are the body of Christ.

Announcements

- The next Regular Voter's meeting is Sunday April 26, 2020
- The next Council meeting is Tuesday March 10, 2020
- Board of the Month:
 - Stewardship is the board of the month for February 2020
 - Council is board of the month for March 2020
 - Life Enrichment is board of the month for April 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 7:40 pm.

In closing, everyone said the Lord's Prayer.

Respectfully Submitted by Linda Achziger, acting Secretary

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Tuesday, March 10, 2020

In attendance:

Council Members: Linda Achziger, Allen Brookshire, Connie Fringer, Norm Fringer, Sherry Hitztaler, Kathy Johnson, Roger Koester, Pastor John Larson, Don Loptien, Dennis Lord, Joyce Lord, Tim McClaren, Carol Stamp, Marion Wilson, Rev. Michael Zehnder

Guest: Bob Hea (Board of Trustees)

Call to Order: In the absence of President Arvin Michel, the Vice President, Dennis Lord, called the meeting to order at 6:30 PM.

Opening Prayer: Pastor John Larson offered an opening prayer.

Opening Devotion: Pastor John Larson focused the devotion on Matthew 17 which describes the transfiguration of the Lord Jesus Christ. The transfiguration account seems so strange as Jesus' "face shone like the sun, and his clothes become white as light." There were dead men walking around when "there appeared to them Moses and Elijah..." Then, God also speaks from a cloud. Naturally the apostles would be afraid. As humans we don't understand everything. Today, the Governor of Colorado declared a State of Emergency due to the Coronavirus. This can all be terrifying and we are filled with much uncertainty and unknowns. Jesus words to us can be very precious when he says, "Do not be afraid." He tells the apostles this at the transfiguration account; we hear it at the tomb of Jesus; and to the Shepherds in the field at the announcement of Jesus birth. We ask God to fill us with confidence in our lives, as he reminds us, "Do not be afraid."

Approval of Meeting Agenda

- The current meeting agenda of March 10, 2020 was presented.
- The Council members *approved* the agenda without revision.

Approval of Previous Council Meeting Minutes

- Dennis Lord asked for corrections or additions to the February 11, 2020 Council meeting minutes.
- The Council members *approved* the meeting minutes without correction.

Miscellaneous

Announcement

- Pastor John Larson reported the March 9th birth of Maple Josetta Shakely to Max and Sheena Shakely.

Ongoing Business

Constitution & Bylaws Committee Update – Pastor John Larson and Tim McClaren

- Pastor and Tim indicated that the Ascension Lutheran Church (ALC) Constitution and Bylaws have not been reviewed for 30 years. The committee has found there are a number of omissions and changes required to the constitution and bylaws. So far, the committee has focused their attention on the constitution, and revisions are nearly completed. Next, the bylaws will be addressed. Council raised questions on what steps will need to be taken after the revisions are finished. It was explained that the Council will be given opportunity to review the documents, and then the Voter's assembly will be asked to approve the changes. But before the final ratification, the Rocky Mountain District will need to approve the new constitution and bylaws. So, the revision process is lengthy.

Education Wing Update – Roger Koester and Bob Hea

- Bob Hea provided a handout and read through the items as shown below:
-

Ascension Lutheran Church – Council Meeting Minutes

Littleton, Colorado

Tuesday, March 10, 2020

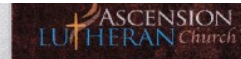
Accomplished To Date:



1. Plan drawings for all 3 project phases (Upstairs, Downstairs, Exterior) sent to 6 contractors for bids.
2. Three contractors visited site and submitted bids. Three declined to bid.
3. Two contractors were selected to proceed to the next bidding round.
4. Lewis Himes (Architect) is currently preparing detailed construction quality drawings for permitting and final firm contractor bidding.

- The bids from the contractors ranged from \$800,000 to \$1.3 million. Of course the bids were based on preliminary drawings.
- Due to the cost of the project, ALC will need to secure a loan. Kevin Grein, Lutheran Church Extension Fund (LCEF) was contacted about a possible loan. Mr. Grein is very willing to meet with us to discuss the options. We will compare what LCEF has to offer versus a bank loan. There was some discussion by Council in support of a meeting with LCEF.
 - Question: As you reported there were three bids but one was removed. Why did we remove the one bid?
 - Answer: The one contractor's bid was grossly higher than the other two which seem to say "they don't really need the work, but if you want to pay the high price we will do the work." So, we decided to focus on the two other contractor bids which were similar in price.
- Next, the timeline for the construction project was presented as shown below:

Forward Schedule:



Date	Description
March 10	Council Meeting update (today!)
By March 16	<ul style="list-style-type: none">• Finish construction quality drawings for permitting and final bidding.• Provide detailed instructions to bidders (want firm costs by phase plus a work timeline).• Contact LCEF regarding current rates and loan application procedures.
March 27	Final bids due for all three phases.
March 29	Possible "Special Voter's Meeting" to update Congregation and lay out costs and timelines. Will request approval to start Phase I permitting process.
April 14	Council Meeting update
April 26	Regular scheduled Voter's Meeting. Will request approval of all or a portion of the three phases and propose funding plans.
May	<ul style="list-style-type: none">• Start fundraising effort, if required.• Apply for loan from LCEF, if required.• Possibly start construction of Phase I, if approved

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- Question: The Council raised concerns over the construction plan, in that; it might conflict with the Vacation Bible School (VBS) schedule. The VBS program that is scheduled for June 8-12th will use all the rooms in the education wing area.
- Answer: The Trustees will keep that in mind as they proceed with the project.
- Question: What is the timeframe for all the steps in the project?
- Answer: It will likely take 6 months to complete, but with any construction project there is a certain level of unknowns and uncertainty which can affect the timeline.
- Question: So, the Trustees want to call a Special Voter's meeting on Sunday, March 29, 2020?
- Answer: Yes, the Special Voter's meeting on Sunday, March 29, 2020 will be important to the project timeline. It will likely be an informational meeting with the possibility of asking for funding for permitting.
- In order to hold a Special Voter's meeting on Sunday, March 29, 2020, the congregation must be notified two weeks in advance of the meeting. So, an announcement must be made on Sunday, March 15 2020. Pastor Larson and Bob Hea will work together to get the announcement in the Happenings newsletter.
 - Question: How quickly does the City of Littleton usually take to approve construction permitting and plans?
 - Answer: The building work we are proposing is not as dramatic as our parking lot project. Plus, we are not doing an exterior build, but simply remodeling our existing structure. So, the time frame should be quicker than the previous parking lot project.
 - Question: Does LCEF represent our best and/or only option for financing?
 - Answer: LCEF is not our only option, as ALC can still apply at a bank. But, LCEF is likely our best option as they work with churches; understand a church's financial situation; and they likely offer the easiest application process versus a bank.

New Business

Lenten Dinner – Linda Achziger (At this point, Dennis Lord allowed this agenda item to be added)

- As Council is responsible for the meals on Wednesday, April 1, 2020, Linda Achziger passed around a signup sheet to solicit food donations and help for serving/cleanup. The meal is planned to include italian soup and tomato soup.

Council Member Reports

Pastor John Larson

- Pastor Larson passed around the April 2020 church calendar of events to solicit corrections or revisions.
- An ALC Coronavirus committee has been formed to address how the virus concerns might affect ALC. Committee members include Arvin Michel, Pastor John Larson, Bob Hea, and Roger Gaide. As part of the preparedness, there were sanitizing wipes placed in the vestibule and soon there will be hand sanitizer available. The meaning of today's Colorado Governor's State of Emergency declaration is yet to be understood. It would seem the declaration will give the Governor a platform to control supply distribution, funding options, and use of the National Guard as needed. We want to keep people safe. Also we want to figure out how we can connect if we cannot meet, like using the internet.
 - Question: Do we need to have an official IT person to help rectify future computer problems and to do things like putting a video sermon on the website?
 - Answer: We already have a group of experts that can be used for IT issues.
 - Question: Do we need to consider cancelling events like the Easter egg hunt and Easter breakfast?
 - Answer: The situation continues to evolve, so we can just watch for things to develop before making decisions. The Council offered full support to Kathy Johnson to make such decisions as she deems appropriate.

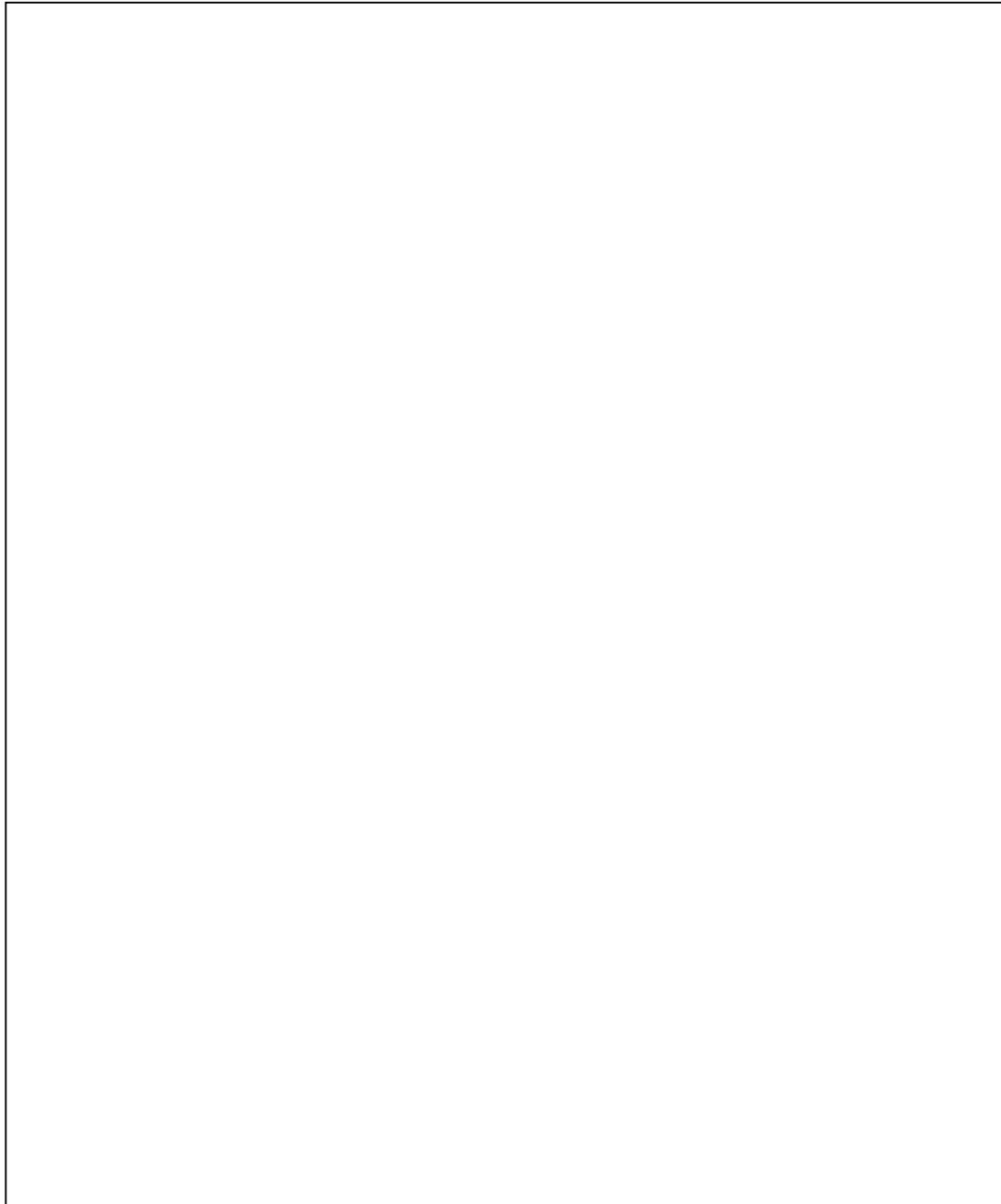
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Treasurer – Allen Brookshire

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



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- Question: Is the \$25,000 deficit from the insurance payment something we could better plan for in the future?
 - Answer: Maybe we could do an insurance accrual, but Allen will get with Margo to discuss the situation and determine the best solution.

Ascension Lutheran Church – Council Meeting Minutes

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- The Treasurer's report was accepted as presented.

Director of Education – Kathy Johnson

- Kathy Johnson reported there will be a work day at the church on Saturday, March 14, 2020. There are a wide variety of duties for everyone to participate. It runs from 9:00am to Noon. There will be donuts and a lunch served.
- Sunday, March 15th will be the last day to order the Butter braids and coffee for the youth fund raiser.
- The Easter egg hunt will be April 5th and 11th.
- The Easter breakfast will be served on Easter Sunday.
- There are 11 youth and 4 adults signed up to attend the summer mission trip. It is scheduled right after Vacation Bible School (VBS).
- VBS will be held June 8-12, 2020.

Director of Music Ministry- Rev Michael Zehnder

- Rev Michael Zehnder provided a handout and read through it (see below):
-

HOLY WEEK AND EASTER

Choir has FIVE new people singing with us for Easter.

We have contracted brass and timpani for Easter. Rehearsal is after Good Friday service.

LITTLETON INDEPENDENT

I was interviewed by David Gilbert of the Littleton Independent newspaper about our pipe organ and worship traditions at Ascension. Article and pictures will appear later in March. There will also be a link to an audio file of me playing the organ.

BULLETIN FLURRY

Kathie Harvey and I have completed all Midweek Lenten bulletins and we are starting work on Maundy Thursday, Good Friday and Easter.

HIS LITTLE FEET (REPEAT)

—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. Cost is \$1,000 upfront plus a free-will offering.

- Also, the Sunday school kids will be singing Sunday, March 15th during the worship service.

Columbarium Memorial Garden – Norm and Connie Fringer

- Norm Fringer indicated that they had nothing to report.

Community Outreach – Joyce Lord

- Joyce Lord is trying to make additional copies of the ALC informational flyer using a color copier. A sample of the flyer was shared with Council members. The results were very good and it should be cheaper to produce using the color copier instead of going to a printer.

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- Question: Is there a copyright issue with producing the flyers using a copier?
- Answer: No, we paid for the flyers from the printer originally.

Elders – Don Loptien

- Don Loptien spoke further about the Coronavirus committee and how they will be used to make recommendations and help with making important decisions. They have been in touch with the City of Littleton and Arapahoe County health departments. We want to let the congregation know that something is being done and we are trying to be proactive to the ever developing situation. We continue to urge people to use common sense and stay home if they are sick, wash hands, and use good health practices. Don asked people to contact an Elder if they have questions or concerns. There was some Council discussion on the usage of hand sanitizer in various areas of the church building.

Ladies' Guild – Carol Stamp

- Carol Stamp read through a handout as shown below:

Altar Circle reports they are down to 11 dedicated members. They would welcome and train anyone who wanted to join this group.

Christian Service Circle is considering not doing Lenten lunches next year. They need more (and younger) help.

Hospitality Circle has one new member: Linda Nedry.

Library Circle will have Easter greeting cards for sale.

Upcoming calendar:

March meeting, Saturday, March 21, 1:00-3:00. Bingo for Mites.

Voters' meeting, April 2. Circle 1 (altar) buys and serves the lunch.

General meeting: May 14. Salad supper

Coffee Under the Trees: May 31. Guild will host this.

Rocky Mountain District LWML Convention: June 5-7, Keystone Lodge.

Life Enrichment Series – Marion Wilson

- Marion Wilson indicated there was nothing to report from their board.

Parish Education – Sherry Hitzler

- Sherry Hitzler provided and read through a handout as shown below:

EDP MEETING:

- * A small group (Kathy Johnson, Chandra Cornell, Jenna Lawrenz, Sherry Hitzler) met on Tuesday, February 18 to discuss possible changes for Extended Day Preschool.
- * It was decided that EDP would continue with the Monday-Wednesday-Friday schedule;
- * Emphasize additional enrollment of 2 1/2 year olds (to enable that group to have their own teacher, aide, and classroom). That classroom would be the one currently used for Sunday school and women guests during SWSN nights. Other arrangements would be made for SWSN needs because preschool classroom and SWSN are not compatible.

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LENTEN DINNER: (Served 55 people)

- * The Board of Education teamed up with Social Ministry (Joyce and Dennis Lord) to host dinner prior to the Lenten service on Wednesday, March 4, 2020.
- * Dinner was Soup; Salad and Veggies; Bread; Cookies and Brownies.
- * Money raised will be used for the Education Dinner in May.
- * Big Thanks to Linda Achziger, Kathy Johnson, Jenna Lawrenz, Joyce and Dennis Lord!

YOUTH GROUP was visited by Amy Mays, Director and Founder of Happy Crew on Feb.12. Happy Crew is part of a non-profit organization devoted to helping teens learn to be proactive regarding mental health issues and challenges. Amy introduced the teens to discussion practices, active listening, and ways to gage personal stress as well as positive ways to influence friends experiencing depression and anxiety. Amy invited the teens to meet at her home on Monday nights. Her organization is in the process of setting up a Coffee House just for teens.

NEXT BOARD OF EDUCATION MEETING: Tuesday, April 15, 2020 at 1:00PM

Social Ministry – Pastor John Larson

- Pastor Larson reported that the Littleton Family Services ministry has reached a one year anniversary. They have served over 1,000 people by distributing food and clothing. Missy and Megan are the two ladies who organized the project and they are very active in serving and getting the word out to the public. Joyce Lord and Sherry Hitztaler voiced interest in helping organize a joint effort between Littleton Family Services and ALC.
- There was a blood drive at ALC on Sunday, March 8th where 12 people donated.

Stewardship – Linda Achziger

- Linda Achziger stated there was nothing to report.

Trustees – Roger Koester

- Roger Koester provide a handout and read through it as shown below:
-

Motions for the meeting:

- Approve the contract for Greenleaf Lawns for Fertilization (5 applications and 2 Revive Treatments) and one Core Aeration. The cost is \$1165.50 and \$195.00 for a total of \$1360.50.
 - Approve the Tree Trimming contract for Milt Fisher Tree Trimming to trim three of the ash trees in the front yard. The immediate need is to trim the tree closest to the Bell tower so work on the tower can be done. The motion should be to not exceed \$1200.00.
-
- A **motion** was made to approve the fertilizing services contract from Greenleaf Lawns at a cost of \$1,360.50 for the 2020 growing season. The motion **passed** with a unanimously voice vote.
 - A **motion** was made to approve the contract for Milt Fisher Tree Trimming at a cost of \$1,200 to trim the trees around the bell tower. The motion **passed** with a unanimously voice vote.
 - The report continued as follows:
-

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Information:

- Anti-siphon devices: Denver water is requiring annual testing for the anti-siphon devices on both our water inlets and the sprinkler system. We will need to install a device on the inlet in the old boiler room (should not need approval) and test the one in the new boiler room. In addition, Denver Water is requiring that we replace the device on our sprinkler system. This will be costly (over \$3000). Bids will be completed in about another week or so. We will require approval at some time.
- Microphone: We have ordered a new microphone for Pastor and should have it ready soon. No approval needed.

More jobs:

- Trustees have received several comments that the paneling in the Sanctuary is separating near the pulpit and in the balcony. Chuck will call John Oldefest and ask him to have a look.
- Chuck will have the rags and Murphy's Oil + small vacuum for Saturday.

-
- There was some Council discussion on the anti-siphon issue. More information will be provided at a future date.

Announcements

- A Special Voter's Meeting is Sunday, March 29, 2020
- The next Regular Voter's meeting is Sunday, April 26, 2020.
- The next Council meeting is Tuesday, April 14, 2020.
- Board of the Month
 - Life Enrichment is the board of the month for April 2020.
 - Columbarium Garden is board of the month for May 2020.
 - Ladies Guild is board of the month for June 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 7:59PM.

In closing, everyone said the Lord's Prayer.

---Respectfully Submitted by Tim McClaren, Secretary

Ascension Lutheran Church – Council Meeting Minutes

Littleton, Colorado

Thursday, March 19, 2020

Virtual Meeting via Email

In attendance:

Council Members: Linda Achziger, Allen Brookshire, Connie Fringer, Norm Fringer, Sherry Hitztaler, Kathy Johnson, Roger Koester, Pastor John Larson, Don Loptien, Joyce Lord, Tim McClaren, Carol Stamp, Rev. Michael Zehnder

Call to Order: In light of the unprecedented circumstances with the Coronavirus (COVID-19) pandemic and the governmental requirement for social distancing to prevent the spread of the virus, a special virtual Council meeting was called in the following manner. At 11:37 a.m., President Arvin Michel sent the following e-mail to members of Ascension Council:

"Dear Council,

First, I hope and pray that all of you all doing well and staying healthy and we ask for the Lord's mercy that our well-being continues.

We have a couple of items that require Council action. Rather than calling a special sit-down meeting of Council, I am asking you for your support to handle these items by e-mail communication. I see nothing in the Bylaws allowing for such a thing nor prohibiting it. With your concurrence, we can call a special remote meeting, then get informed on the issue, answer any questions, and then vote. When we have a quorum voting, we can then adjourn that remote meeting.

Please respond immediately if you concur with this action or if you do not. We may have to spend some special time at the computer until we complete each item, but we can do this safely. Recording of any transactions can be done in upcoming Minutes after we again meet regularly.

Your support is greatly appreciated.

Arvin Michel"

A "Yes" response was received from Carol Stamp, Pastor John Larson, Michael Zehnder, Norm & Connie Fringer, Sherry Hitztaler, Allen Brookshire, Tim McClaren, Roger Koester, Kathy Johnson, Collin Brinkman, and Don Loptien. Joyce Lord and Linda Achziger were contacted by phone and provided "Yes" responses. Joyce subsequently verified her response by e-mail. Brian & Marion Wilson were unavailable to be contacted by phone.

Since a quorum of 10 Council members was reached, President Michel called the virtual meeting to order at 2:27 p.m. by e-mail.

New Business

Virus Fund – Pastor John Larson

- Pastor John Larson presented the following motion:

*"I make a **motion** to establish a "Virus Fund" in the amount of \$25,000.00 to assist both members of Ascension Lutheran Church and our community with their physical and financial needs. \$5,000.00 would come from the Thrivent Choice Dollars Account (03-29) and \$20,000.00 would be taken from the account of the Prior Years' Surplus (03-22)." Tim McClaren seconded the motion.*

Discussion:

Question: "Who would be the administrator(s) of the fund (i.e. Pastor, and/or a Board)?"

Answer: Pastor responded, "I have asked Kathy Johnson to chair this Virus Fund Committee. She has accepted this assignment. I have asked the Social Ministry Committee to serve with her to oversee the distribution of funds."

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As there was no further discussion, President Arvin Michel requested “Yes” or “No” votes to the motion. “Yes” votes were received from Linda Achziger, Collin Brinkman, Allen Brookshire, Connie Fringer, Roger Koester, Pastor John Larson, Don Loptien, Tim McClaren, and Arvin Michel. There were no votes against the motion. With the meeting concluded at 8:45 PM and having received more than a majority affirmative vote, the **motion was approved**.

Adjournment

- Having completed the business at hand, President Arvin Michel declared the virtual meeting adjourned by e-mail at 8:45 p.m.

---Respectfully Submitted by Tim McClaren, Secretary

Ascension Lutheran Church – Council Meeting Minutes

Littleton, Colorado

Tuesday, March 24, 2020

Virtual Meeting via Email

In attendance:

Council Members: Linda Achziger, Collin Brinkman, Allen Brookshire, Connie Fringer, Norm Fringer, Sherry Hitztaler, Roger Koester, Pastor John Larson, Don Loptien, Joyce Lord, Tim McClaren, Carol Stamp, Brian Wilson, and Marion Wilson.

Call to Order: In light of the continued unprecedented circumstances with the Coronavirus (COVID-19) pandemic and the governmental requirement for social distancing to prevent the spread of the virus, a special virtual Council meeting was called in the following manner. At 9:34 a.m., President Arvin Michel sent the following e-mail to members of Ascension Council:

"Dear Council,

The Board of Trustees has an action item that needs to be passed for some necessary water system work to be done. The details from Roger Koester are presented below. Please respond to me that you are in favor of having such a meeting, and when I receive a quorum response, I'll call the meeting to order and present the specific motion. Hopefully that can happen by this afternoon. Call me or e-mail me if you have any questions."

The message from Trustee Roger Koester is as follows:

"Per Denver Water, Ascension Lutheran is required to install anti-backflow valves on the line into the old boiler room and one on our sprinkler system. We currently have this valve on the sprinkler system but it is underground which is unacceptable to Denver Water.

We need an authorization to spend \$1,125 for the anti-backflow valve in the old boiler room and \$3,200 to place an above ground anti-backflow valve for the sprinkler system. We have a bid for each of these items of work from Tim's Sprinklers. We have solicited a bid from America Backflow who inspected the site but has not submitted a bid and has not responded to phone calls and emails. Larry Boeding has used America Backflow for a similar sprinkler system at a cost of \$5,000. We propose to charge this work against the capital expenditures account.

We propose to proceed with the work using Tim's Sprinklers. Tim Frohm is available to do this work in the first week of April. For the boiler room installation he will need about a day and will need to shut off the water to the Boys and Girls Restrooms and the boiler for the base board heat in the West Wing. If EDP restarts by then he will need to do it on a Tuesday or Thursday. The outdoor work would also be finished before the normal sprinkler season starts."

Council members in favor of holding the virtual meeting are listed above under the title "*In attendance*". Since a quorum of 10 Council members was reached, President Arvin Michel called the virtual meeting to order at 11:41 a.m. by e-mail.

New Business

Installation of Anti-backflow Valves – Roger Koester

- Trustee Roger Koester presented the following motion:

*"I make a **motion** to authorize the Trustees to spend an amount not to exceed \$5,000 for the installation of anti-backflow valves for the water line into the old boiler room and for sprinkler system. This work has been required by our service provider, Denver Water. The cost is to be assigned to Capital Expenditures."*

Allen Brookshire seconded the motion.

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As there was no further discussion, President Arvin Michel requested "Yes" or "No" votes to the motion. A "Yes" vote was received from Linda Achziger, Collin Brinkman, Allen Brookshire, Connie Fringer, Norm Fringer, Sherry Hitzaler, Roger Koester, Pastor John Larson, Joyce Lord, Tim McClaren, Arvin Michel, and Carol Stamp. There were no votes against the motion. With the meeting concluded at 4:50 p.m. and having received more than a majority affirmative vote, the **motion was approved**.

Adjournment

- Having completed the business at hand, President Arvin Michel declared the virtual meeting adjourned by e-mail at 4:50 p.m.

---Respectfully Submitted by Tim McClaren, Secretary

Ascension Lutheran Church – Council Meeting Minutes

Littleton, Colorado

Tuesday, April 14, 2020

Virtual Meeting via Email

In attendance:

Council Members: Linda Achziger, Collin Brinkman, Allen Brookshire, Connie Fringer, Norm Fringer, Sherry Hitztaler, Roger Koester, Pastor John Larson, Don Loptien, Joyce Lord, Tim McClaren, Arvin Michel, Carol Stamp, Brian Wilson, Marion Wilson

Call to Order: In light of the continued unprecedented circumstances with the Coronavirus (COVID-19) pandemic and the governmental requirement for social distancing and “stay at home” orders to prevent the spread of the virus, a special virtual Council meeting was called in the following manner. At 8:53 a.m. on Tuesday, April 14, 2020 Arvin Michel sent an email opening the meeting.

New Business

Teacher Salary for Early Development Preschool (EDP)- Sherry Hitztaler, Board of Education

The information supplied by Sherry Hitztaler (via Arvin Michel email) to all Council members is as follows:

*' Hello Arvin,
The following information is in regards to the recent (virtual) meeting by the Board of Education to initiate EDP salary and staff adjustments relating to the current pandemic situation which has curtailed our current school year. We are submitting this information for approval by the Church Council.*

The Board of Education passed the following motion, (from Kathy Johnson, Seconded by Pastor Larson):

*That ALC continue to pay two staff members (Chandra Cornell and Marla Golden) 75% of their salary through August. Staff members will be expected to spend a substantial amount of time on EDP business, (communicating with parents and students, creating lessons for students, etc.).
MOTION PASSED.*

Background information:

- * These funds will come from the EDP Carryover Account, #314. Current balance: \$9600.*
 - * The other two EDP staff members are currently "inactive" for the remainder of the school year. If that changes prior to August, the Board will revisit those financial arrangements.*
 - * Should the congregation apply for and receive a PPP loan from the Federal Government, the EDP salary amount can be reimbursed to the EDP Carryover dedicated account at that time.'*
-

So, Sherry Hitztaler presented the following motion for consideration by the Council:

"That ALC continue to pay two staff members (Chandra Cornell and Marla Golden) 75% of their salary through August. Staff members will be expected to spend a substantial amount of time on EDP business, (communicating with parents and students, creating lessons for students, etc.)"

Linda Achziger seconded the motion. There were a significant number of comments and suggestions from various Council members about the motion and how it might be amended. During the time of sharing comments on the motion, there were only three "Yes" votes received and these votes were insufficient for the motion to pass. So, at 4:31 p.m. President Arvin Michel pulled the motion from further consideration.

An alternate motion was proposed by Collin Brinkman with Pastor John Larson providing a second. Also, Sherry Hitztaler gave her consent to the replacement motion.

Ascension Lutheran Church – Council Meeting Minutes

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Tuesday, April 14, 2020

The motion was as follows: *That ALC continue to pay two staff members (Chandra Cornell and Marla Golden) 100% of their salary through August with 75% covered by the existing EDP fund and the remaining 25% covered by ALC's prior year surplus. Staff members will be expected to spend a substantial amount of time on EDP business, (communicating with parents and students, creating lessons for students, etc).*

With no further discussion, the following Council members voted in favor of the motion: Linda Achziger, Allen Brookshire, The Fringer's, Sherry Hitztaler, Roger Koester, Don Loptien, Joyce Lord, Tim McClaren, and Carol Stamp. There was one abstention vote and no votes against the motion. The eleven (11) favorable votes exceeded the number of votes required for a quorum (10), so the **motion passed**.

Adjournment

At 8:56 p.m. on Tuesday, April 14th, President Arvin Michel declared by e-mail, that having transacted all the business at hand, the virtual meeting was adjourned.

---Respectfully Submitted by Tim McClaren, Secretary

Ascension Lutheran Church – Council Meeting Minutes

Littleton, Colorado

Tuesday, May 12, 2020

Virtual Meeting via Email

In attendance:

Council Members: Linda Achziger, Collin Brinkman, Allen Brookshire, Connie Fringer, Norm Fringer, Sherry Hitztaler, Roger Koester, Pastor John Larson, Don Loptien, Dennis Lord, Joyce Lord, Tim McClaren, Arvin Michel, Carol Stamp, Brian Wilson, Marion Wilson.

Call to Order: In light of the continued unprecedented circumstances with the Coronavirus (COVID-19) pandemic, the governmental requirement for social distancing, and "stay at home" orders to prevent the spread of the virus, a special virtual Council meeting was called in the following manner. At 11:15 a.m. on Tuesday, May 12, 2020 President Arvin Michel sent an email to Council members opening the meeting.

New Business

Nursery Room Repairs – Roger Koester, Board of Trustees.

The information supplied by Roger Koester (via Arvin Michel) to all Council members is as follows:

- *On April 3, 2020 the water coil in the Nursery Room Univent radiator sprung a leak which was the result of a hard freeze the night before. Church Mutual Insurance was contacted and their claims adjuster came on April 8, 2020 to inspect the site. Church Mutual has appraised the damages at \$5,565.90, exclusive of the work to repair or replace the Univent radiator which sprung the leak and did all the damage. We have requested consideration for the Univent because the coil froze during a cold snap when the boiler had to be shut down to repair the controls on the main air handlers. To date, Church Mutual has issued a check for \$3,065.90 which is the appraised damages minus the policy deductible of \$2,500. After reviewing the cost to repair or replace the Univent radiator, the Trustees propose discarding the Univent and replacing the existing Mitsubishi AC unit with a Mitsubishi AC/Heat Pump Unit as being more cost effective. The estimated costs for the exterior work is \$4,200 and the interior work is \$6,200 for \$10,400 based on bids we have received for all of the major items. Including a 10% allowance this amount comes to \$11,400.*
- Motion is made by Roger Koester to authorize the Board of Trustees to proceed with the work to repair the Nursery Room damages due to water leakage and replace the heating unit in the Nursery Room for an amount not to exceed \$11,400. Linda Achziger seconded the motion.
- Question was raised as to where would the funds come from to pay for the expenses? Roger Koester answered, "I would recommend charging it to Dedicated Funds 3-44 Future Capital Needs. Another option would be to charge it to trustees 3-22 Capital Expenditures, but it only has an annual budget of \$8,000 and most of that has been spent already."
- With no further discussion, the vote revealed that the motion **passed unanimously**.

Youth Room Air Conditioning (AC) Unit Installation– Roger Koester, Board of Trustees.

The information supplied by Roger Koester (via Arvin Michel) to all Council members is as follows:

- *Since Ascension has chosen to remove the existing Mitsubishi AC unit in the Nursery Room and replace it with an AC/Heat Pump unit, Ascension now has a relatively new AC unit that could be put to good use in another location. The Trustees propose installing this unit at the west end of the building in the Youth Room. The work would include installing electrical service and new tubing. An AC unit is part of*

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the West Wing remodel plans and is in the contractor's bid. The work item would be removed from the contractor's proposed work for the West Wing.

- Motion is made by Roger Koester to authorize the Board of Trustees to install the existing Mitsubishi AC unit in the Youth Room for an amount not to exceed \$3,000. Linda Achziger seconded the motion.
- As with the Nursery Room repair discussed previously, the same question was raised with the same response on how to pay for this installation (i.e. Dedicated Funds 3-44 Future Capital Needs and/or Fund 3-22 Capital Expenditures.
- With no further discussion, the vote revealed that the motion **passed unanimously**.

Virtual Voter's Assembly Meeting Ballots – President Arvin Michel.

Arvin Michel has retained the mail-in ballots from the recent virtual Voters' Meeting which ended on Monday, April 20, 2020 at 5:00 p.m. The ballots were counted on Tuesday, April 21, 2020. As these ballots have voting members' signatures on them, they should be handled and disposed of accordingly. The Voter's Assembly motion requiring these ballots nearly passed unanimously. As more than one person has reviewed and confirmed the ballots, there is no need to retain them for verification of voting results.

- Arvin asks for Council's concurrence to shred these ballots.
- With no further discussion, the Council **unanimously granted approval** to destroy the ballots.

Adjournment

At 9:38 AM on Wednesday, May 13th, President Arvin Michel declared by e-mail, that having transacted all the business at hand, the virtual meeting was adjourned.

---Respectfully Submitted by Tim McClaren, Secretary

Virtual Voter's Assembly Meeting Ballots - the Virtual Voter's Meeting ended on Monday, April 20, at 5:00 p.m. They were counted on Tuesday, April 21, 2020.

Ascension Lutheran Church – Special Virtual Council Meeting Minutes

Littleton, Colorado

Wednesday, May 20, 2020

Virtual Meeting via ZOOM.com

In attendance:

Council Members: Linda Achziger, Collin Brinkman, Allen Brookshire, Connie Fringer, Norm Fringer, Sherry Hitztaler, Kathy Johnson, Roger Koester, Pastor John Larson, Don Loptien, Dennis Lord, Joyce Lord, Tim McClaren, Arvin Michel, Brian Wilson, Marion Wilson, Rev. Michael Zehnder.

Guest: Bob Hea, West Wing Remodel Committee

Call to Order: In light of the continued unprecedented circumstances with the Coronavirus (COVID-19) pandemic, the governmental requirement for social distancing, and "safer at home" orders to prevent the spread of the virus, a special Council meeting was called using the virtual Web software format *ZOOM*. At 6:35 PM on Wednesday, May 20, 2020 President Arvin Michel called the Zoom meeting to order.

Opening Prayer: Pastor John Larson offered an opening prayer.

Approval of Meeting Agenda

- Arvin indicated there is only one agenda item. The West Wing Remodeling Committee has a project update.

Ongoing Business

West Wing Remodeling Project Update– Bob Hea and Roger Koester.

Bob Hea presented the following slides to the Council along with added explanation of each.

SLIDE 1

Review of Bid Process:



1. Plan drawings for all 3 project phases (Upstairs, Downstairs, Exterior) sent to 6 contractors for bids.
2. Three contractors visited site and submitted bids. Three contractors declined to bid.
3. Two contractors were selected to proceed to the final round of bidding and were provided more detailed Architectural drawings.
4. Final bids received and evaluated.
5. Committee recommends undertaking all 3 phases of work as soon as possible at an estimated total project cost of \$911,500.

- Bob Hea explained that 2 of the 3 contractors were reasonably close in their bids for the project. The 3rd contractor was "way out in left field" and was eliminated from contention.
-

Ascension Lutheran Church – Special Virtual Council Meeting Minutes

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Wednesday, May 20, 2020

SLIDE 2

Project Bid

Phase I, II, & III (Contractor 2):



Phase	Area	Bid Cost
Phase I	Upper Level Remodel	\$262,300
Phase II	Lower Level Remodel	\$246,300
Phase III	Exterior/Windows	<u>\$284,000</u>
	Sub-total	\$792,600
Contingency *	15%	\$118,900
Total Project Cost		\$911,500

** The contingency amount covers unexpected problems encountered, costs not covered by the Contractor such as performance bonding, builders risk insurance, taxes, etc., and change orders.*

Confidential

- Bob Hea believes both of the contractors being considered are good and reputable. One of the two is a much larger company who has worked on bigger projects and they have been in business for a while.
 - Question: The bids are on a "cost-plus" basis?
 - Answer: Yes.
- The 15% contingency amount is reflected in the total project cost and required by Lutheran Church Extension Fund (LCEF), if we decide to finance through them.

SLIDE 3

Project Funding:

#	Sources of Funds	Amount	Comment
1	Cash on hand	±\$200,000	Equals cash reserves plus sum of dedicated building related funds.
2	Congregational Fundraising	TBD	Typically ask for 3-year commitments from members. Could be combined with a loan.
3	Borrow from Lutheran Church Extension Fund (LCEF)	TBD	LCEF recommended loan: 4.375% ARM, Term: Up to 20 years, No penalty for early pay-off

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- Treasurer Allen Brookshire commented that the \$200,000 mentioned in the slide is a rough estimated figure.
- Bob Hea made the point that we would certainly do a fund raising effort, but it is a long process. The bids are only good for 30 days. He would not envision us waiting for the money from a fund raiser before starting the project. So, we would likely have to secure a loan and then raise funds to pay down the loan.
- LCEF offers a loan with a variable interest rate, but the loan payments would stay the same throughout the life of the loan. These terms allow for easier annual budgeting for the congregation.

SLIDE 4

Congregation Options:

#	Description	Cost (Including Contingency)	Most Likely Funding Method
1	Do no improvements	\$0	N/A
2	Remodel upstairs only (Phase I)	\$273,400	Use cash on hand plus small fundraiser
3	Remodel upstairs and downstairs (Phase I & II)	\$585,000	LCEF loan paid off early by cash on hand plus fundraising (\$3662/month payment)
4	Remodel upstairs, downstairs, and exterior (Phase I, II, & III)	\$911,500	Larger LCEF loan paid off early by cash on hand plus fundraising (\$5705/month payment)

- Question: What are the committee's thoughts on fund raising?
- Answer: Bob Hea indicated that there would certainly have to be a fund raising effort. He has had some past negative experience with hiring someone from the outside to do fund raising. So, he feels we could handle the fund raising in-house.
- When it comes to making loan payments, we would begin by using the \$200,000 cash reserves for the \$5,705 monthly payments. It will then give us time to get cash from fund raising efforts.
 - Question: Does the congregation currently have debt?
 - Answer: Allen Brookshire indicated that we just secured a Payroll Protection Plan forgivable loan from the Federal Government totally \$89,242.50. Otherwise, we do not have debt.
- Bob Hea indicated that the contractor bids were good for 30 days, but he felt strongly that we could get a time extension, if needed.
- Comments:
 - It is not a good idea to complete only certain phases in the plan and not the entire project.
 - God has blessed this congregation beyond measure.
 - New windows in the project on the upper level of the building will save energy costs.
- Questions (Q) and Answers (A)
 - Q: Is the option to "do nothing at this time" really a good plan?
 - A: No, it is not a good plan because before very long we will have to do something.

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- Q: Some of the remodeling will benefit the Preschool and some benefit the entire congregation?
- A: A small amount is truly for the preschool, but it does bring the building up to expectations of the preschool staff, students and parents.
- Q: Could the Preschool extend their schedule to 5 days a week to increase use of the building and benefit the parents, also increasing tuition?
- A: The idea adding days to the schedule has been explored. It puts the Preschool into another "ballpark" on governmental rules and regulations. It did not seem feasible at the time. But, we could open another classroom instead. Right now we are going through some staffing adjustments. So, we will certainly continue to explore these options and survey the parents.

SLIDE 5

Pros & Cons of Each Option:

#	Option	Pros	Cons
1	Do no improvements	No cost, no disruptions	Interior needs carpet, paint, lighting, AC. Exterior looks dated.
2	Remodel upstairs only (Phase I)	Low cost. Will not require debt. Minimal disruptions if started soon.	Does not address problems in School area or exterior dated look.
3	Remodel upstairs and downstairs (Phase I & II)	Addresses primary concerns in heavy use areas. Minimal disruptions if started soon.	Requires taking on debt.
4	Remodel upstairs, downstairs, and exterior (Phase I, II, & III)	All issues addressed. Minimal disruptions if started soon.	Requires taking on debt.

SLIDE 6

Final Thoughts:

- The Church complex is relatively vacant which creates a unique opportunity to remodel.
- Contractors are starting up again but still hungry for work.
- Interest rates are at historic lows.

Committee recommends undertaking all 3 phases as soon as possible.

- Q: How quick can we do the permitting?
- A: It should be pretty quick, especially since the activity at the City of Littleton is slower with the COVID-19 shutdown situation.
- Q: How long do you expect the entire project to last?

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Wednesday, May 20, 2020

- A: For all three phases, it should take three months. Demolition could start as soon as early June with construction to begin in early July.
- Q: How can we factor in the start of Preschool in the construction plans?
- A: We are confident the contractor will be accommodating in working around the needs of the Preschool.
- ***It was moved to proceed with all three phases of the proposed project and to secure a loan for the total estimated project cost of \$911,500 from LCEF. A second to the motion was received.***
- With no further discussion offered, the voice vote on the motion **passed unanimously**.
- If we cannot physically meet, the next concern is how to communicate the project proposal to the Voter's Assembly in order to get a decision?
 - Q: Can we just do a mail-in ballot?
 - A: There would be too many questions and things to address about the project.
 - Q: Could Bob do a video presentation and put it on the website?
 - A: As the video would be available to the world, there would be too many financial issues exposed.
 - Comment: As leaders, we should lead by sending a letter to the congregation explaining the plan and emphasizing that the West Wing Remodel Committee and the Council is very supportive of the entire project.
 - There was much more discussion on how to proceed, but the final decision was to do as follows:
- 1. Bob Hea and the committee will make sure the presentation is posted on the ALC website by the start of the coming weekend. Pastor will make an announcement at the end of the worship service set for May 24, 2020.
- 2. A letter will be sent to each ALC member household explaining that the plan is on the website. Any question should be sent via email or a phone call to a Committee member.
- 3. Another file will be posted on the website with a list of the questions and answers received from the congregation.
- 4. Next, a ballot will be sent by June 8, 2020 to ALC members asking it to be returned to the church office by June 22, 2020 at 5:00 p.m.

Adjournment

The meeting adjourned at 7:49 PM.

In closing, everyone said the Lord's Prayer.

----Respectfully Submitted by Tim McClaren, Secretary

Ascension Lutheran Church – Council Meeting Minutes

Littleton, Colorado

Thursday, July 16, 2020

Virtual Meeting via Email

In attendance:

Council Members: Linda Achziger, Collin Brinkman, Allen Brookshire, Connie Fringer, Norm Fringer, Sherry Hitztaler, Roger Koester, Don Loptien, Joyce Lord, Tim McClaren, Arvin Michel, Carol Stamp, Brian Wilson, Marion Wilson.

Call to Order: In light of the continued circumstances with the Coronavirus (COVID-19) pandemic, and the governmental requirement to prevent the spread of the virus, a special virtual Council meeting was called in the following manner. President Arvin Michel sent an email to Council members opening the meeting at 9:00 a.m. on Thursday, July 16, 2020. The items were time sensitive and they were addressed as described below:

New Business

West Wing Roof Repairs – Roger Koester, Board of Trustees

During some recent work, it was discovered that a penetration of the roof EDPM membrane along with other issues with the existing lap joints in the membrane. Also, the west building roof fascia (visible from the parking lot), on the 2001 construction work, has needed repair for some time. Contractor, DLMRF Inc., is willing to patch any holes, seal joints, and install a new metal fascia.

Roger Koester made a motion for **the Council to authorize the Trustees to contract with DLMRF Inc. to make the necessary repairs on the west wing roof for an amount not to exceed \$3,200.** Motion was seconded by Don Loptien. There was only one discussion point:

- Question: What account will be used to pay for the repairs?
- Answer: The roof repairs are being charged to Dedicated Ascension Funds 017-00-03-44 Future Capital Needs.

The **Motion PASSED** with eleven (11) "Yes" votes and zero (0) "No" votes received.

Purchase of laptop for use in video recording of Pastor's weekly sermons - Don Loptien, Board of Elders

Authorization is needed to pay for of a Mac Book Pro laptop computer. The computer will be used to edit and publish on the internet, the videos of Pastor John Larson's weekly sermon. Don Loptien made a motion that **the Church Council approves the purchase of a Mac Book Pro computer, not to exceed \$2,000, to be used to produce video recordings of Pastor's weekly sermons.** Motion was seconded by Roger Koester. There was only one discussion point:

- Question: What account will be used to pay for the laptop computer?
- Answer: Don Loptien replied, "I believe we decided to charge it to Special Worship under Elders 02-46."

The **Motion PASSED** with eleven (11) "Yes" votes and zero (0) "No" votes.

Adjournment

At 10:45 a.m. on Saturday, July 18, 2020, President Arvin Michel declared by e-mail, that having transacted all the business at hand, the virtual meeting was adjourned.

----Respectfully Submitted by Tim McClaren, Secretary

Ascension Lutheran Church – Special Virtual Council Meeting Minutes

Littleton, Colorado

Tuesday, July 21, 2020

Virtual Meeting via ZOOM.com

In attendance:

Council Members: Linda Achziger, Collin Brinkman, Allen Brookshire, Connie Fringer, Norm Fringer, Sherry Hitztaler, Kathy Johnson, Roger Koester, Pastor John Larson, Don Loptien, Dennis Lord, Joyce Lord, Tim McClaren, Arvin Michel, Brian Wilson, Marion Wilson, Rev. Michael Zehnder.

Guest: Bob Hea, West Wing Remodel Committee, Esther Langness, Larry Nisbet

Call to Order: In light of the continued unprecedented circumstances with the Coronavirus (COVID-19) pandemic, the governmental requirement for social distancing, and "safer at home" orders to prevent the spread of the virus, a Council meeting was called using the virtual Web software format *ZOOM.com*. At 6:30 PM on Tuesday, July 21, 2020, President Arvin Michel called the Zoom meeting to order.

Opening Prayer: Pastor John Larson offered an opening prayer.

Opening Devotion: Arvin Michel shared a devotion based on Isaiah 44: 6-8. "This is what the Lord says—
... I am the first and I am the last; apart from me there is no God. Who then is like me? Let him proclaim it.
Let him declare and lay out before me what has happened since I established my ancient people,
and what is yet to come, yes, let them foretell what will come. Do not tremble, do not be afraid."

We don't have to be afraid, God is our refuge. Also we find in Psalm 46: 1-2, "God is our refuge and strength, an ever-present help in trouble. Therefore we will not fear, though the earth give way and the mountains fall into the heart of the sea". We pray that God continues to be our refuge and strength.

Approval of Meeting Agenda

- An agenda was distributed to the Council members prior to the meeting. A minor change was made to the agenda, with the Presentation of the Education Wing Update was put before the Sheltering Network for the 2020-2021 Season. The balance of the agenda was approved.

Approval of Previous Meeting Minutes

- Meeting Minutes were addressed later in the meeting.

Ongoing Business

Presentation on Education Wing – Loan & Capital Campaign– Bob Hea and Roger Koester.

Bob Hea presented the following slides to the Council along with an explanation of each.

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SLIDE 1

Congregation Approvals:



In late June, Voters granted approval to:

1. Obtain a Construction Loan from the Lutheran Church Extension Fund (LCEF) in the amount of \$911,500
2. Contract with a reputable construction firm to perform the renovation
3. File for all necessary permits
4. Perform the renovation

SLIDE 2

Project Status:



1. **LCEF Loan** – Applied for loan. *(Will cover on next slide.)*
2. **Contractor Selection** - Himmelman Construction, Inc.
 - a) Construction contract received. Waiting on Loan approval before signing.
 - b) Himmelman bid will expire late July. Will ask for renewal.
 - c) Roger Koester will cover pre-construction items needing funding later in the meeting.
3. **Permitting**
 - a) Fire Department permits approved.
 - b) City of Littleton permitting ongoing. Website carries 8/10/20 approval date but we've been told they are ahead of schedule.

SLIDE 3

LCEF Loan Status:



1. Initial loan application declined rather quickly due to our conservative forward-looking cash flow projection.
2. Submitted new projection with these assumptions:
 - a) PPP loan fully forgiven
 - b) Use of \$200,000 of building related dedicated funds post-construction
 - c) Inclusion of \$600,000 of fundraising donated over 3 years
 - d) Refinance the loan in December 2021 and December 2022
3. Loan application moved forward but currently is unapproved pending results of our fundraising efforts *(unless we want to hire LCEF to run the fundraising).*
4. Larry Nisbet will cover our ongoing Capital Campaign effort (fundraising).

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- It was noted that that we always have dedicated funds in the bank, but these types of funds are not considered as giving in the LCEF application process.
Question: How much would LCEF charge to run the fund raising effort?
Answer: We would have to pay them \$38,000 to run the fund raiser.

SLIDE 4



Ascension Capital Campaign:

1. Listened to LCEF pitch to run our capital campaign. Decided to run an internal fundraising campaign.
2. Building out the Capital Campaign Committee. Currently 7 members including Jim Adams, Art Gordon, Bob Hea, Kim McCormick, Chuck Mielke, Kathleen Wucherpfennig and Larry Nisbet, chairman.
3. Campaign theme will be "For Such A Time As This" from Esther 4:14 as recommended by Pastor Larson.
4. Contributed funds will be placed in the Project Peter dedicated fund. \$51,700 already contributed this year, \$68,000 balance.
5. After information sharing meetings , will distribute 3-year pledge cards. Asking for members to contribute the equivalent of current annual giving spread out over 3 years. This is over and above regular giving.
6. Could also ask non-building related dedicated fund donors if they would agree to reassign their past contributions to this project.

- Larry Nisbet explained the planned building fund raising efforts. With a career as a school superintendent, he has done a lot of fund raising programs. Also, he explained that he has been a member of Ascension Lutheran Church since 1970.
- Pastor John Larson spoke on why the campaign theme was chosen: "For such a time as this. (Esther 4:14)" Our times are uncertain today, it is similar to challenges Esther face in the Old Testament. Esther also lived in very challenging times, but God was able to do great things. There will be much work in the next few months. The plan is to announce the congregational financial commitments by Labor Day weekend. We are living in exciting times.
- Marion Wilson made a motion that **the Council will support efforts and stand by the Capital Campaign Committee.** A second was received by Roger Koester. There was no additional discussion.
- The voice vote resulted in 16 in favor and 1 abstention on the motion. **The motion passed.**
- Bob Hea suggested that the project might use some dedicated funds which are being held in various church accounts without specific designations. Pastor Larson indicated that he know of some of these funds. But there are some dedicated funds that cannot be used, (i.e. Columbarium, Music & Organ Repairs).
- If Council should meet in August, it can review and discuss these funds in more detail. Allen could possibly supply more info on what specific funds we might consider for use in the remodel project.

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SLIDE 5

Construction Timing: 



- Construction is waiting on LCEF loan approval which is waiting on results from our Capital Campaign.
- Best guess schedule:
 - 09/07/20 - Complete Capital Campaign
 - 09/30/20 – Obtain LCEF Construction Loan approval
 - 10/01/20 – 01/31/21 – Construction period

- There will be 3 months of hard work and 3 months of contingency work through the end of January 2021.
- Questions (Q) and Answers (A)
 - Q: What are our chances of getting the loan?
 - A: If we can raise \$500,000 in pledges, we will get the loan.
 - Q: Are we ahead for year in giving paying the expenses?
 - A: We show a net gain of \$10,818 through June 30, 2020. Bob Hea will send our June 2020 Financial Report to LCEF.
 - Q: Do we need funds to conduct the fund raising efforts?
 - A: Larry Nisbet plans to find the funds he needs on his own. He plans to talk to some outside agencies on what options might be available.
 - Comment: Project Peter has received various donations this year to put toward the renovations.
 - Q: What is Project Peter?
 - A: It is a designated fund to be used for building projects. It was created to build the original church building a number of years ago.
- Roger Koester explained that there is work that needs to be approved to minimize the time the West Wing is out of service to include permitting and contract review as follows:
 - \$10,500 for permitting the entire project
 - 1,000 for additional Lewis & Hines work (permitting work).
 - 10,000 for early subcontractor work (shop drawings).
 - 1,500 for legal work (contract review).
 - **\$23,000 Total**
- Roger Koester made a motion to **Provide for funds from the Project Peter account not to exceed \$23,000 for West Wing remodel project to cover permitting, shop drawings, and legal work (as shown above)**. A second to the motion was received and the following discussion:
 - Q: What is the balance in the Project Peter account?
 - A: Project Peter account has a balance of \$68,123.
- The **motion passed** with a unanimous voice vote.
- Bob Hea asked to be excused from the balance of the meeting.

Severe Weather Shelter Network (SWSN) for 2020-2021 Season – Arvin Michel

Arvin Michel provided a handout as shown below:

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SWSN 2020-2021

Safety is the ABSOLUTELY #1 priority for volunteers, buildings and guests.

25 Guests max this year

- **Guest COVID-19 Protocols**

- *Guests will be tested every night (with a new rapid test via Stride Health) that is declared a shelter night, if they refuse the test they cannot shelter with us that night*
 - *Volunteers on that shelter night can go at 5:30pm to also be tested (voluntary)*
 - *Test results turnaround ~30 min*
- *Negative tested Guests will be required to wear a mask the entire time they shelter with us except for sleeping and smoking.*
- *Guests personal belongings will be bagged up when at Giving Heart (host sites will not bag guests' belongings)*

- **New Dinner Protocols**

- *Max guests at a table is 3 guests; 6ft between backs of each other*
- *Kitchen servers*
- *2 volunteers will serve our guests; kitchen staff will fill their plates and it will be delivered to the table*
- *Drinks*
 - *Bottled water or coffee (cup w/lid), snack sized zip-lock with sugar/creamer/stirrer*
- *Dinner Supplies – paper plates/bowls and plastic dinnerware*
- *Mask can be removed only for dinner (while guest is at the table)*

- **New Morning/Breakfast Protocols**

- *Take away breakfast/brown bags*
- *Suggested no coffee, only bottled water/milk/juice*
 - *Will consider pre-poured coffee with zip-lock bag with sugar/creamer/stirrer*
- *WILL NOT be eating breakfast in shelter this year*
- *Guests still need to help with chores, bag up bed roll*
- *Personal belonging bags (black bags) will be taken with the guests CANNOT be opened at the church*

- **Additional Notes**

- *Volunteers can wear their own masks, SWSN will provide for those who do not have*
- *Spirit of Hope will NOT be using our building this year*
- *SWSN Program will outfit all host sites with PPE, cleaning supplies and cleaning tools, First Aid kits*
 - *Includes Disinfecting atomizer (pump action)*
 - *Volunteers will need to sanitize everything on their way out of the building*
- *All host sites will be given a lockable cabinet to keep PPE, First Aid Kits and cleaning supplies, along with Team Lead supplies*

Due to SWSN supplying cleaning supplies, black personal belonging bags, we and redirect our bag expense towards more paper/plastic dinnerware. I expect we will spend a bit more than normal, however I believe it can be done with our existing budget and do not feel the overall budget needs to increase.

- *Arvin explained that SWSN will not be using the one classroom in our building for the women guests. But, instead the fellowship hall will be divided so women and men can be in different halves.*
- *Even though there are changes, the SWSN will not have an effect on ALC budget.*
- *A concern was raised over the use of ALC kitchen and its clean up afterward.*
 - *After much discussion and explanation of the procedures to be in place, the concern over the kitchen was resolved.*
- *Comment: The SWSN safety procedures appear to be very well thought out!*
- *Questions (Q) and Answers (A)*
 - *Q: Why the change on splitting the men and women?*

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- A: Especially during construction, they will be doing work where the women would be sleeping. When construction begins, the sheltering and the work on the building will be going on at the same time. Usually 85-90% of those sheltering are men with only 2-4 women.
- Q: Is it first come first serve on who get to come for the sheltering?
- A: There is a whole process that participants have to go through to include COVID testing.
- Q: Are we moving on based on current COVID health concern requirements?
- A: Yes, current restrictions apply, but if the government changes requirements, we will have to react accordingly.
- Q: How many host churches are involved with SWSN?
- A: There are three churches involved: Faith Community Church, Spirit of Hope Church and Ascension Lutheran Church.
- Q: Are we moving on based on the current requirements?
- A: Yes, current restrictions apply. If government changes their mind we will have to react.
- Q: Should we consider that the use of the fellowship hall for sheltering might overlap with education classes while construction is underway?
- A: Sheltering starts at 7:00PM and most days especially Wednesday night, we will make sure we are done by 7:00PM.
- Q: Where are we supposed to move the music, furniture and other stuff? Do we need to rent a storage unit?
- A: Yes, we might have to rent a storage unit. We should remember that the shelter ministry is important to the ministry of ALC. Music room storage will be minimal.
- Q: Do we need to designate the Fellowship Hall for ministry only? Do we sacrifice ministry for storage?
- A: We can discuss it again at the August Council meeting.
- Q: What are the plans for the preschool during construction?
- A: Pastor Larson offered to talk to Shepherd of the Hills Church to see what space might be available and cost to use the offsite storage spot. Kathy Johnson explained that the Preschool is currently planning to open in August at ALC and maybe move later to Shepherd of the Hills church once construction begins.
- A comment was made that the Fellowship Hall should be used for ministry and not for storage. The Council agreed with the statement.
- Q: Could the nursery area be used for office space during construction?
- A: Linda Achziger agreed that the nursery could be used, but she would need a 2-week notice so as to pack and clean stuff.
- Comment: We should move forward in participating in the sheltering based on the guidelines presented.
- Q: What if someone in the SWSN tests positive for COVID-19?
- A: The person with COVID-19 will be moved to a hotel for 2 weeks before they would enter ALC building. There would be no interaction with others at ALC.
- Q: When it comes to the Wednesday Night Live events and we have to use the Fellowship Hall, can we move back the arrival time of the SWSN participants?
- A: Yes, we could request a later arrival on Wednesday evenings.
- Q: Should Council or Elders make the decision on building use and programs?
- A: We don't know now what programs to continue. Also there are concerns of overlapping events.
- Q: Do we have enough Volunteers to help with the SWSN at ALC?
- A: SWSN has grant money to hire people to fill any needs. The grant will allow for the hiring of 6 people per night.

Ascension Lutheran Church – Special Virtual Council Meeting Minutes

Littleton, Colorado

Tuesday, July 21, 2020

- It was agreed to **table the issue** until we get more information from the building committee on storage and other points of concern. Council will postpone action on SWSN procedures and use of the Fellowship Hall.

Council Member Reports

Roger Koester – Trustees

Roger provided a handout summary of recent Trustee related events. Please see below:

Air Handlers: Original problem the air handler was running continuously raising the heat level in the sanctuary above acceptable levels. Additional issues were identified which needed to be fixed. Repairs by Pasterkamp are as follows:

- Operation control: Replaced 2 pneumatic thermostats, and an electrical relay.
- Fan Operation: Replaced the bearings and shaft in the middle air handler. This issue had been there for a number of years.
- Air Conditioning Operation: Replaced a pneumatic damper control for proper air flow.

Nursery Room Repairs:

- Work Completed: New AC/Heat Pump installed; existing AC unit installed in Youth Room; dry wall work below Nursery room completed; ventilation hole in wall that Univent patched, painting completed and carpeting and molding installed.
- Insurance Claim: In late April Ascension receive a payment of \$3,069.95 after the \$2,500 deductible. ALC request consideration for replacement of the Univent (frozen coil) which resulted from work on the air handlers. Church Mutual has approved payment for the Univent and will be issuing a check soon.

West Wing Roof Repairs: During some other recent work we found a penetration of the EDPM membrane and some other issues with existing lap joints in the membrane. Also, the west fascia (visible from the parking lot) on the 2001 construction work has needed repair for some time. DLMRF will patch any holes, seal joints and install a new metal fascia. Contractor has been given notice to proceed.

Fire Alarm: A duct smoke detector has been giving false alarms in the Admin area outside Pastors office. A replacement part has been ordered and should be installed in 2 weeks.

Trees: Tree trimming has been complete. Trees have been injected with a pesticide for protection against Emerald Ash Borer which is good for two years.

West Wing: See presentation by Bob Hea West Wing Committee.

South Metro has approved the Plans. They are awaiting the payment of \$617 to issue the permits.

Kathy Johnson –Director of Education

- Although things might change, tentatively the Wednesday Night Live events are planned to begin on September 19th, as much as is possible. It will also include an adult Bible study component.
- As for Sunday morning education hour for kids, tentatively it will begin Sunday, September 13th from 9:30AM to 10:30AM.

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-
- Chandra Cornell, EDP Director, is resigning effective August 14th. She had taken a job in another industry. She will be greatly missed and we will be looking for a replacement.
 - Preschool plans to start on August 24th.
 - We are not planning to offer Nursery at this time.

Allen Brookshire - Treasurer

- Allen Brookshire provided a financial report through the end of June 2020. It was accepted as presented. A summary is shown below:

Statement of Income & Expenses (Excluding EDP):

- This June, we had a monthly net gain of \$14,617
This compares with June 2019, when we had a monthly net gain of \$731
At the end of June this year, we had a YTD net gain of \$10,818
This compares with June 2019, when we had a YTD net gain of \$11,436
 - This June, our monthly income was \$65,768; above budget by \$14,458
This compares with June 2019, when our monthly income was \$50,445; above budget by \$441
At the end of June this year, our YTD income was \$331,227; above budget by \$23,368
This compares with June 2019, when our YTD income was \$341,540; above budget by \$41,516
 - This June, our monthly expenses were \$51,151; under budget by \$3,008
This compares with June 2019, when our monthly expenses were \$49,714; under budget by \$6,050
At the end of June this year, our YTD expenses were \$320,409; under budget by \$15,646
This compares with June 2019, when our YTD expenses were \$330,104; under budget by \$4,480
-

Approval of Previous Meeting Minutes (6)

- Arvin Michel asked for corrections or additions to the Council meeting minutes for the following dates: March 10th, March 19th, March 24th, April 14th, May 12th, and May 20, 2020.
- The Council members *approved* all the meeting minutes without correction.

Linda Achziger – Stewardship

- Linda Achziger reported that October 11th is planned to be Stewardship Sunday.

Announcements

- The next Regular Voter's meeting is September 27, 2020.
- The next Council meeting is August 11, 2020.
- Board of the Month is on hold.

Adjournment

The meeting adjourned at 8:20 PM.

In closing, everyone said the Lord's Prayer.

---Respectfully Submitted by Tim McClaren, Secretary

Ascension Lutheran Church – Council Meeting Minutes

Littleton, Colorado

Monday, July 27, 2020

Virtual Meeting via Email

In attendance:

Council Members: Linda Achziger, Collin Brinkman, Allen Brookshire, Connie Fringer, Norm Fringer, Sherry Hitzler, Roger Koester, Pastor John Larson, Don Loptien, Joyce Lord, Tim McClaren, Arvin Michel, Carol Stamp, Brian Wilson, Marion Wilson. (A quorum existed).

Ongoing Business

Fellowship Hall Usage – Arvin Michel

- Arvin Michel sent the follow information in an email:

“I am calling a special e-mail Council meeting to order for the purpose of acting on the two motions listed below. At our Zoom Council meeting held on July 21, a motion was made by Allen Brookshire covering the content of these motions. I did not acknowledge it because I felt we needed to resolve many of the details outside of that Council meeting before acting on these issues. I feel these details have substantially been resolved.

The Building Committee has agreed to lease pods or provide means to store office equipment, etc. during construction and they will have little or no impact on the Fellowship Hall. Kathy Johnson has been working on a plan for classrooms for Sunday and Wednesday nights using the Fellowship Hall and the Youth Room. She is also coordinating with Bri Fort on any conflicts between sheltering and Wednesday Nite Live. Sheltering will have no need for facility usage beyond use of the Fellowship Hall. Thus, it appears that Ascension’s ministries and the renovation/construction project will have few if any conflicts that cannot be easily resolved. I think we need to have these motions voted on and in the Council record.”

- Allen Brookshire made the following motion: **“I move that during Ascension’s renovation/construction project the Fellowship Hall will be used primarily for Ascension’s various ministries and will not be impacted by renovation/construction needs which will be taken care of by other means such as leasing of pods.”** The motion was seconded by Pastor Larson. There was no further discussion. Twelve “Yes” votes and zero “No” votes were cast. **Motion passed.**
- Allen Brookshire made the following motion: **“I move that Council approve the use of the Fellowship Hall for sheltering during the 2020 - 2021 season based on the SWSN 2020 - 2021 Guidelines provided to President Arvin Michel and Council by Bri Fort on 7/18/2020.”** The motion was seconded by Pastor Larson. There was no further discussion. Eleven “Yes” votes, zero “No” votes, and one abstention were cast. **Motion passed.**
- **Additional Note:** Bri Fort has noted the existing budget is adequate for the sheltering needs for the remainder of the year.

Adjournment

At 10:30 a.m. on Tuesday, July 28, 2020, President Arvin Michel declared by email that having transacted all the business at hand, the virtual email meeting was adjourned.

----Respectfully Submitted by Tim McClaren, Secretary

Ascension Lutheran Church – Council Meeting Minutes

Littleton, Colorado

Tuesday, September 8, 2020

In attendance:

Council Members: Linda Achziger, Connie Fringer, Norm Fringer, Roger Koester, Pastor John Larson, Don Loptien, Tim McClaren, Arvin Michel, Brian Wilson, Marion Wilson.

Other Attendees: Kathy Johnson, Michael Zehnder

Call to Order

Arvin Michel called the meeting to order at 6:39 p.m. in the Fellowship Hall of Ascension Lutheran Church (ALC).

Opening Prayer

Pastor John Larson offered an opening prayer.

Opening Devotion

Don Loptien shared an opening devotion. He reflected on his life and spoke about World War II and other wars that our world has faced. As it was then, we are today facing seemingly desperate times. Every generation has challenges they have to face. In the Gospel of Matthew chapter 5, Jesus spoke in the Sermon on the Mount about blessed are the poor in spirit. Concerning those whose state is such are to look to God for everything. Also referenced Luke 18:9, Jesus tells the parable about two men who went to the temple to pray. We are all sinners in this world today, but God is still merciful to us through Jesus.

Approval of September Agenda

Arvin the following changes:

Approval of Minutes: ADD **July 16, 2020**

New Business: ADD **Resignation of Collin Brinkman, Chair of Youth Board**

Board of the Month: CHANGE **October to be Trustees** (as Youth Board chair has resigned).

By voice vote, the Council **approved** the agenda to include the changes.

Approval of Previous Minutes

Linda Achziger requested a change to the July 21, 2020 minutes on page 7 as follows:

Kathy Johnson –Director of Education

Although things might change, tentatively the Wednesday Night Live events are planned to begin on September 19th **9th**, ...

With the one adjustment as shown above, the minutes for the following dates were unanimously **approved** with a voice vote: July 16, 21, 27, 2020.

New Business

- **2021 Budget**
 - As Dennis Lord, nor Allen Brookshire are present to offer direction on the 2021 budget issue, Arvin Michel directed the board chair to assemble their budgets for next year as if things were going to be “normal”. He suggested not trying to make adjustments because of the COVID-19 pandemic.
 - The 2021 Budget should be turned in to Council by the October 13, 2020 meeting. In doing so, the entire budget will need to be approved at the November 2020 Voter’s meeting.

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- Pastor suggested the boards take the present 2020 budget and see if it can be used for 2021. But, Trustees and Elders have a number of items to study which will take careful consideration. All boards should use normal budgeting guidelines.
- **2021 Nominating Committee Report**
 - The committee includes Arvin Michel, Don Loptien, Carol Stamp, and Pastor John Larson.
 - They have met one time.
 - Positions that will need filled due to term limitations include, President, Vice President, Treasurer, Secretary, Chairs for: Elders, Youth, Social Ministry, and Life Enrichment Series. The Chair for Columbarium Memorial Garden will be included in the election but the current chairpersons can be re-elected.
 - There are a number of people that the committee plans to contact.
- **November Craft and Bake Sale Grant Request**
 - Arvin Michel spoke on behalf of Carol Stamp in regards to the request for funding for the November Craft and Bake Sale. Carol would like \$1,000 from the Thrivent Funds for the Sale.
 - Without discussion, the Council unanimously **approved** the \$1,000 expenditure from Thrivent Funds for the November Craft and Bake Sale.
- **Severe Weather Network Sheltering (SWSN) Update**
 - Arvin Michel explained the last update from SWSN was they were not going to be sheltering this year due to the COVID-19 pandemic. But, more recently a change has been implemented.
 - Instead of sheltering at various churches, the participants will be put up in hotels. But, there is still a need to provide meals.
 - SWSN has asked if ALC would participate in a rotation for providing meals. Bri, the ALC liaison for SWSN, thought that it would be something we could coordinate.
 - Arvin explained that since the Council has previously agreed to shelter at ALC building, the providing of meals to an offsite location would be a lesser activity. There is no need for action by Council but simply a point of information. There were no additional questions or concerns voiced by Council.
 - The below handout information was provided to Council:

Good Morning -

I finally feel as though I have enough information to share this year's SWSN plan. As I have previously advised, guests will be sheltered in motels this year. The newest updates now are that we will be providing them food while in the motels. The ask is for host sites to open for food preparation and packaging and then a small team of volunteers will deliver that food (in pairs) to our guests in the motels. We are responsible for 10 weeks this season for food prep and delivery.

How it will work - 6-10 volunteers arrive at the church around 5:45pm to begin preparing/packaging food. Volunteers will be required to wear masks and gloves while preparing/packaging food. Ideally, we would like the existing Team Leads to be the "leaders" on those nights to ensure everyone has what they need. However, I do understand that

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may not be possible so we will work around that as needed. Food delivery will begin just before or right around 7pm. Volunteers will disinfect the kitchen on their way out.

My budget this year will primarily be spent on to-go food containers and disinfecting supplies. SWSN leaders are working to procure some bulk rates on these items to help keep costs down.

Pastor/Arvin - are there any issues/concerns regarding this updated news? I would like to get an email drafted and out to the team leaders and teams today or tomorrow and get an article into the bulletin for next week.

Ann - I will reach out to you separately to talk through this season and we can brainstorm some ideas on how to make this work efficiently and effectively.

Kathy - We would still have a clashing issue with WNL on Wednesday. Perhaps there is a way we could partner with WNL regarding food preparation and I have folks come in just to package it? We can talk through this more.

Please let me know if you have any questions or concerns.

Bri

- **EDP Director and Education Director Positions**

- Chandra Cornell, EDP Director has resigned.
 - Pastor and Kathy have been working diligently to find a replacement EDP Director.
 - Kathy explained that, Marla and Regan are the current EDP teachers. Since Marla is a Certified Director, our EDP can continue to operate. Although Marla does not want the leadership role yet she is currently serving in that capacity, a pay stipend has been approved for Marla until a new director can be installed.
 - Cindy Snyder is able to help out for a few more weeks.
 - A hiring database has been used in the search. Some people have been contacted, but no interest at this time. Additionally, 2 resumes were recently received. They will need to be reviewed and contacted.
 - Also, the LCMS has been contacted for potential leads.
 - Pastor Larson has sent letters of inquiry to area pastors.
 - So, they are trying to get the word out on the need. The problem is likely due to the position being part-time and the pay is low.
 - Anita Baresel has volunteered to serve in the office.
 - Question: When someone is found, what board do they contract with?
 - Answer: It is likely the Board of Education that would sign the contract for the new EDP Director.
 - Question: Has Shepherd of the Hills agreed to use their building for EDP, if needed?
 - Answer: Although Shepherd of the Hills has declined to allow us to use their building, we currently have 10 EDP kids. So, we can house them in

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our current building if construction remodeling demands force us to move around.

- Kathy Johnson plans to resign her position as Education Director.
 - As of yet, there have been no leads to fill the Education Director position.
 - The point was made that with so much transition happening at this time, maybe it is time to evaluate all the ALC staffing positions.
- **LCMS Foundation (Transfer the Blessings Program) – Jason Jones Contract Renewal**
 - Arvin Michel spoke to the fact that we annually have to renew the LCMS Foundation contract with Jason Jones. The fee is \$5,000 annually and we have split the cost in the past with ALC Foundation. The Foundation has approved the \$2,500. Council has used Thrivent Funds in the past to cover the other \$2,500. Without discussion, the Council unanimously approved the \$2,500 expenditure and renewal of the contract with LCMS Foundation.
 - Question: How much is in the Thrivent Funds?
 - Answer: Thrivent Choice Funds (017-00-03-29) balance is \$11,712 as of the end of August 2020. Pastor mentioned that we are nearly \$100,000 having been expended from Thrivent Choice Funds since its inception 14 years ago.
- **Rocky Mountain District 2021 Convention Delegates – Arvin Michel**
 - Arvin explained that ALC usually sends two delegates to the Rocky Mountain District Convention. The delegates would be Pastor Larson and one Lay person. For now, this is just a point of information and no action is required at this time. Also, the LCMS National Convention will be held in 2022.
- **2020 Annual Report**
 - Arvin wanted to remind Council to begin working on their 2020 Annual Report.
- **Collin Brinkman, Youth Board Chairperson, Resignation**
 - The Council members received an email from Collin explaining his resignation from the Youth Board.
 - Arvin asked for feedback regarding the wearing of masks at meetings (i.e. Council and Voter's Meetings). After some discussion, the consensus seemed to require everyone to wear masks and social distance.

Ongoing Business

- **Education Wing Update (Handout)**
 - South Metro Fire Department has approved the plans.
 - City of Littleton has approved exterior plans but not the interior, yet.
 - Information available to date shows that \$390,000 has been pledged, plus \$99,000 in the Project Peter fund. Of the 250 forms that were sent out, 62 giving units have pledged. So only 25% of the people have responded. So, we expect more responses and will very likely reach the necessary goal to apply for the loan, again.

Council Reports

- **Pastor John Larson**

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- Pastor met with Jason Jones, LCMS Foundation, and Mike Price, ALC Foundation concerning the ministry of gift giving. They reviewed an annual report of visits and time spent with ALC membership. So far in 2020, many visits have helped with estate planning. Some have decided to remember the Church in their plans. It is amazing that \$6.6 million were involved in the estate planning, and \$3.4 million are designed for ALC or ALC Foundation.
 - Pastor emphasized how beneficial it is to work through planning your estate with LCMS Foundation, Jason Jones. It is certainly a low pressure experience. The work that Jason has done is great for the ongoing ministry of ALC.
 - This Sunday, September 13th at the 10:30 a.m. service there are new members joining ALC. They are Kurt, Kati, and Rebecca Boyer; Barbara Rutter; Chrystal Sundet. A number of people have joined as a result of seeing our service on-line.
 - Adult Bible class will resume again this Sunday and Wednesday evening. Pastor is looking forward to the classes starting again.
 - **Treasurer Report**
 - Although not present, Allen Brookshire provided an August 2020 month end report:
-

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- Question: Why doesn't the PPP Loan Proceeds (Account 17-00-03-72) show expenditures to pay for salaries and utilities?
- Answer: The loan is through Lutheran Federal Credit Union. The US Federal Government has yet to provide guidance on the use of these funds.

- **Director of Education – Kathy Johnson**

- Kathy spoke to the starting of Sunday School again. She expects about 50% attendance compare to "normal".
- There is a need for a Secretary/Treasurer for Sunday School. The position is such that much of it can be done from home.
- Two teachers are needed for High School. They would each have to cover two Sunday's a month.
- Teacher(s) are needed for grades 3-5. Some or all these grades could be combined.
- Plan to distribute COVID related protocols to all teachers and families.
- Families will be asked to sign a release, as suggested by ALC insurance company.
- Planning to have a dinner at the Wednesday Night Live events with a "Grab & Go" meal. Youth and adults should have enough room to social distance.
- Kathy mentioned that she is hearing similar comments as was mentioned in Collin's resignation letter. There are families struggling financially and raising funds for the West Wing Remodeling project is not the best use of these funds.

- **Board of Parish Education – Sherry Hitztaler**

- Although Sherry was not able to attend the meeting, she provided a written report as shown below:
-

BOARD OF EDUCATION ZOOM MEETING – 8/19, 2020

ATTENDANCE: Pastor Larson, Kathy Johnson, Linda and Edna Achziger, Jenna Lawrenz, Christa Kirchner, Mary Hert, Sherry Hitztaler.

EDP – Extended Day Preschool

- * Chandra Cornell resigned as Director after 14 1/2 years at ALC; She will remain on the payroll as a consultant/semi-director until a new Director is found.
- * Started in-person classes on 8/24/20; *
- * 3 students, teacher, Marla Golden Pre-K class; *
- * 5 Preschool – Raegan Swanson.
- * School Week: M-W-F
- * Passed State Inspection with "Flying Colors."
- * Covid Precautions in place (Ex. Parents check students in and out electronically, masks, etc.).
- * Board approved the following salary scale for 20-21:
 - Marla – \$18 an hour, approximately 21 hours a week teaching plus On-site Director responsibilities until a full-time director has been hired.
 - Chandra – \$21 an hour, 5-8 hours a week, for assistance as Director until a full time director is hired.
 - Cynthia Snyder hired to assist with secretarial preschool business – \$12.50 an hour, 15 hours a week. This need for this position is considered temporary.

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EDP NEEDS:

- * Clear Masks for teachers that allow for better oral and facial communication with preschool students.
- * Additional tablet for EPD Office, (\$500), Board Approved.

DIRECTOR OF EDUCATION – KATHY JOHNSON

(Masks and Social Distancing for all activities).

- * Activities: Sunday School: 9:15–10:15, (9/13/20)

- * WNL (9/9/20).

- * Youth Group –

MOPS – Jenna Lawrenz – Begin 9/14/20

MUSIC – MIKE ZHENDER

- *Non-Vocal music; Bells 5–5:40.

NURSERY – LINDA ACHZIGER

All attendants coming back, will be wearing masks

All toys cleaned and sanitized

YOUNG ADULTS – Jenna Lawrenz

Summer Thursday night events in Park – good attendance;

Sunday mornings–less. Considering meeting at a coffee shop.

“Escape Room” activity planned.

Education Positions needed:

Director of EDP

Education Director

Youth Board Chair

Sunday school teachers, Treasure/Secretary

Lastly, we want to thank Kathy Johnson and Chandra Cornell for their outstanding work on behalf of Ascension Lutheran Church in the field of Education. Their decades plus work has benefitted us all! We appreciate their continued expertise between now and the end of their tenures. Thank you to Collin Brinkman for serving as Youth Board Chair.

Respectfully Submitted,
Sherry Hitzler

-
- **Director of Music – Rev. Michael Zehnder**
 - Michael provided a handout as shown below:
-

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WNL

Starting tomorrow, Wednesday Night Live students will begin to meet again. Initial plans call for a music session of students grades 3-7 at 5:00 p.m. Numbers are looking a little slim but I will see what I can do with whoever shows up. We "may" have to go in a new direction if there are not enough children to form a choir or handchime type of session.

Littleton Independent

I was interviewed by David Gilbert of the Littleton Independent newspaper about our pipe organ and worship traditions at Ascension. Article and pictures appeared in April. There also was a link to an audio file of me playing a rendition of "Now Thank We All Our God" on our Ascension organ.

Agape and Youth Praise Teams Re-Start

The Agape and Youth Praise Teams are starting up again this fall and will provide music for the 10:30 Contemporary worship service. For the first half of the year, rehearsals will be at 6:00 pm on Wednesdays. Youth will provide musical leadership on the 1st and 3rd Sundays of the month; Agape will cover the 2nd and 4th Sundays. First contemporary service since Covid will be this Sunday, September 13, Agape providing music.

Michael Burkhardt Hymn-Sing

Michael Burkhardt was scheduled to perform on our organ for an Epiphany hymn-sing involving congregation, our choir and Littleton United Methodist Choir and our handbells in January 2021. This is going to be a local AGO (American Guild of Organists) event. Because all choirs are on hold due to Covid, the concert is being postponed and renegotiated to January 2022, exact date to be announced.

His Little Feet

The International Children's Choir (18 children from Haiti, Rwanda and India) was scheduled to sing at both services on May 31. This event has been indefinitely postponed due to Covid.

Non-Musical Happenings

I am currently providing leadership for the Shepherd Program and the HomeWord Bible studies. Pastor Larson also had me preach and lead a 5:00 p.m. service in August.

• **Columbarium Memorial Garden – Norm and Connie Fringer**

- Norm reported that things have been slow. There was a double niche sale in June and a double niche sale in July.
 - Question: When does the engraving show up on a niche once it is sold?
 - Answer: At the time of purchase the engraving is created and put on the niche.

• **Board of Elders – Don Loptien**

- Don asked for recognition of thanks for Tim McClaren and Michael Zehnder for their work on the weekly online worship production. It is a great comfort for those who cannot attend and for new members.
- Worship services on Sunday are back to normal times (8 a.m. and 10:30 A.M) with the retention of the Saturday 5:00 p.m. worship service. It is anticipated that there will be more people per service with the elimination of one service on Sunday.
- Communion will be a little different. Over the past months the pulpit side would go first and the lectern side would go second. But we will be going back to the old way where both sides would go simultaneously to the altar area, but people will be asked to social distance returning back down the middle isle.
- Seating will be every other pew and ask people to social distance. Also the balcony will be available for seating. We are permitted 50% capacity, which converts to about 150 people.
- If anyone is interested or knows of someone interested in serving on the Board of Elders please contact Don or Pastor. Currently there are only 4 elders on the board.
 - Question: Will the Saturday evening service be a Traditional worship service?
 - Answer: Yes, Saturday will be a traditional service.

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- **Ladies Guild – Linda Achziger**

- The Craft and Bake Sale will take place again this year in November. It will be the same Sunday as the Voter's Meeting. They will be asking people to do some baking and craft making to sell at the event.
- On September 24, 2020 the Ladies Guild will be holding a Fall Kickoff event. About 20-25 ladies will likely attend. It is believed that they can hold this event while allowing for social distancing.
- The South Central Zone will hold a Zoom meeting on Saturday, September 12, 2020.

- **Life Enrichment Series – Brian and Marion Wilson**

- Brian explained that things have been on hold due to the COVID-19 virus.

- **Social Ministry – Pastor John Larson**

- We continue to offer assistance through the Virus Relief Fund. Kathy Johnson has been administrating this fund.
- On September 12, 2020, the Littleton Family Services are having a food bank at ALC. They limit how many they bring into the building at a time to maintain social distancing. There are so many in need. The last time, the food bank ran out of food.
 - Question: Is Interfaith Services collecting food?
 - Answer: Although ALC will still host the Tuna collections and the soup collection, Interfaith has removed their blue bins. We suspect it was a collection issue, but not sure.

- **Board of Stewardship – Linda Achziger**

- Linda passed out a draft version of the Time and Talent Sheet. The Council is encouraged to review and offer feedback to Linda on the form's content.
- October 11, 2020 will be designated Stewardship Sunday. In previous years, the Time and Talent sheet was placed in member's church mailboxes. But, this year we might have to mail out some of the forms to people who are still not worshipping in person.
 - Question: Are we going to host a Flu shot clinic?
 - Answer: Linda has not heard any information about a flu shot clinic.

- **Board of Trustees – Roger Koester**

- Office Theft – Pastor John Larson explained that on Sunday, August 30, 2020, there was a theft in the church office. Pastor received a call from the security company that an alarm was triggered about 1:00 p.m. Pastor went to the church and found the door going to the bell tower area was ajar. Although he looked around a little, nothing seemed out of place. On Monday, September 1, 2020, the staff determined a break-in and theft indeed had occurred. The person went through desks and stole gift cards totaling about \$800. Chuck Mielke called the police and filed a report.
- Roger provided a handout with the information shown below:

Nursery Room Repairs: Ascension has received an additional payment for the cost of replacing the Univent with an AC/Heat Pump.

West Wing Roof Repairs: Roof repairs have been completed.

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Office Theft: On Sunday August 30th someone took gift cards from the office area. The security alarm was triggered at about 1:00 PM. Pastor had just completed locking up the building and arming the alarm system at 12:45. It appears someone was waiting in the administrative office area for the building to empty.

Sales Tax: Ascension has been paying sales tax on the Xcel Energy (Electric) and Symmetry Energy (Gas) invoices. This issue has been corrected. We are currently in the process assembling the information to get a refund from the state. The companies have indicated they will not issue refunds. The State of Colorado has a specific form for doing so and will issue a refund for up to 36 months of payments. However, because the City of Littleton is a Home Rule City, payments go directly to them and they will not refund anything payment older than 10 days.

West Wing: The plans have been approved by South Metro Fire Department. City of Littleton has approved exterior plans. Those permits are available for Himmelman to pickup.

Announcements

- Next Regular Voter's Meeting - September 27, 2020
- Next council Meeting – October 13, 2020
- Board of the Month (October) – Trustees
 - Duties include Devotion for Council Meeting, and coffee cleanup on Sundays.

Adjournment

At 8:20 p.m. the meeting was adjourned. The Council said the Lord's Prayer together.

----Respectfully Submitted by Tim McClaren, Secretary

Ascension Lutheran Church – Council Meeting Minutes

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Tuesday, October 13, 2020

In attendance:

Council Members: Linda Achziger, Connie Fringer, Norm Fringer, Roger Koester, Pastor John Larson, Don Loptien, Tim McClaren, Arvin Michel, Carol Stamp, Brian Wilson, Marion Wilson.

Other Attendees: Kathy Johnson, Bob Stamp

Call to Order

Arvin Michel called the meeting to order at 6:30 p.m. in the Fellowship Hall of Ascension Lutheran Church (ALC).

Opening Prayer

Pastor John Larson offered an opening prayer.

Opening Devotion

Roger Koester shared an opening devotion. The topic was focused on being in church. We should feel “at-home” in church and we seem to lose something when we do not go to church. This year has been very challenging. The Holy Spirit calls us to do something bigger, outside ourselves. It is good for us to go to church and good for others to gather around Christ.

Approval of Agenda

Arvin Michel asked for approval of the October 13th meeting agenda as presented. Without any changes, the *Council **approved** the agenda.*

Approval of Previous Minutes

Arvin Michel asked corrections to the Council meeting minutes from September 8, 2020. Without correction, the *Council **approved** the meeting minutes.*

New Business

• **Ascension as a “Sheltering Facility” for Littleton Public School**

- Pastor John Larson was approached by Michael Newton, Director of Security for Littleton Public Schools. Mr. Newton would like permission to utilize Ascension’s building to temporarily shelter school children in case of emergency. Although the agreement would extend to any Littleton Public School, it would likely be Ralph Moody Elementary School, due to proximity to the church
- Question: What type of emergency are we talking about?
Answer: It could be a variety of emergencies where the children would need to evacuate the building and move to ALC. The parents would then likely arrive at the church to retrieve their child. Mr. Newton provided a Memorandum of Understanding (MOU) covering a two year period from the date of signature. We would need to sign it. The school children are usually in class from 7:00am to 3:00pm and ALC building is usually open during these hours.
- Question: Would they get a key to the building?
Answer: The school would not get a key, but they would have contact information (i.e. phone numbers and email for Pastor Larson and the church office).
- Question: Would the church get involved in escorting children to the school and notifying the parents to pickup children?
Answer: No, all logistics and contacting of parents is done by the school district.

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- Mr. Newton toured our facilities and felt we had good space for their use.
- Comment: We have ALC preschool students to consider. But, Kathy Johnson felt that if the situation arose, we could work around the preschool students
- A motion was made to sign the MOU with Littleton School District to utilize the ALC building for sheltering of students in case of emergency. The motion passed with a unanimously voice vote. Secretary Tim McClaren will be asked to sign the MOU. Pastor Larson will return the document to Mr. Newton.

- **Director of Education Search Committee**

- The committee consists of the following members: Arvin Michel, Pastor John Larson, Judy Finnessy, Sherry Hitzaler, Kathy Wucherpennig, and Kathy Johnson.
- One meeting has been held by the committee with discussion of the following topics:
 - Updating the job description,
 - Suggest making a mission statement,
 - Create some fictional situations to include in the interview process,
 - Maintain the position as part-time (about 26 hours a week)
- A number of contacts will be made in the search for a candidate (i.e. Synod, District, other congregations).

- **EDP Director Search Update**

- Kathy Johnson reported that one candidate was interviewed, but it was not a fit.
- One additional resume has been received recently.
- A number of contacts have been made in the search for a director.
- It is a concern that the fact that the job is Part-time might be a drawback to finding a person for the position.

- **2021 Board Budgets – First Draft**

- Allen Brookshire has sent out a 2021 Budget worksheet to all Council members.
- Trustees have submitted a proposed budget.
- Pastor is going to meet with Social Ministry Committee on Saturday to work on the board budget
- Don Loptien, Chair of Elders, is working on the largest section of the budget. He hopes to have it finalized soon.

- **2021 Nominating Committee Report**

- The committee includes Arvin Michel, Don Loptien, Carol Stamp, and Pastor John Larson.
- They have not had much success yet.
- Of the four officer positions, they have one yes and two others are considering serving.
- Norm and Connie Fringer agreed to chair the Columbarium Memorial Garden position.
- The committee has received quite a few “no” answers.

Council Reports

- **Pastor John Larson**

- Pastor has nothing to report.

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- **Treasurer Report**

- Although not present, Allen Brookshire provided an September 2020 month end report:
-

- Allen provided information from the Lutheran Credit Union concerning the Federal PPP Loan Forgiveness (Account 17-00-03-72): (See Below)
-

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PPP Loan Forgiveness:

- Based upon advice from our lender (Lutheran Federal Credit Union), I have not applied for forgiveness of Ascension's PPP Loan. LutheranFCU's advice has been consistent over the months. Their most recent advice dated October 5, 2020 was,

Dear Friends,

As the calendar has turned to October, we want to provide you with another update on the PPP program.

Forgiveness Application

First and foremost, we continue to monitor the proposed legislation to streamline the PPP forgiveness process. In order to protect you from the potential need to reapply, complete new and different forms, and load new documentation, we highly recommend that you do not apply for forgiveness at this time. We will contact you once this advice changes.

Payments

Once LutheranFCU advises you to apply for forgiveness, please note the following:

- No payments of principal or interest on your PPP loan are due for at least 10 months after the end of your loan forgiveness covered period. If you submit your loan forgiveness application to LutheranFCU during this 10-month period, payments will continue to be deferred until the date the SBA remits the loan forgiveness amount to LutheranFCU. LutheranFCU will notify you of the amount of loan forgiveness (or notice that no forgiveness is allowed) and the first date that the payment is due on any amount that is not forgiven.
- If you do not submit the loan forgiveness application within 10 months after the end of the loan forgiveness covered period, you will be required to begin making payments of principal and interest.
- Once the amount of forgiveness is determined on your loan, the maturity on the unforgiven portion of your loan is two years. LutheranFCU will agree to extend the maturity of these loans to five years upon request.

Talk to Your Lawyer and Accountant

In our role as an agent of the SBA, we highly encourage you to consult with your accountant and/or attorney for specific advice regarding your application, documentation and expenses.

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Stay Informed: PPP Update Resources

As program guidance continues to change, we strongly encourage you to monitor the SBA and Treasury websites for the most current information. LutheranFCU regularly checks these trusted sources and recommends you do the same:

- [Small Business Administration Paycheck Protection Program web page](#)
- [Treasury Department Paycheck Protection Program web page](#)

Blessings as together we continue to navigate these interesting times.

Rev. Ken Krueger

• Director of Education – Kathy Johnson

- Kathy Johnson explained that Sunday School has restarted. Some classes have been combined due to the smaller number of students. Also it is hard to get a group of kids to do a live singing performance. Michael Zehnder will be working with the kids on bells.
- On October 30th, there is a “Trunk or Treat” event from 7:00-8:30 pm. There will be no activities inside the building.
- A baby shower is being planned for Michael and Jenna Lawrenz. They are expecting twin girls. The shower will be Sunday morning education hour on November 15, 2020. A large gift is going to be purchased from their registry (Target and Wal-Mart). Donations are being accepted to purchase the present.

• Board of Music Ministry – Michael Zehnder

- Although unable to attend, Michael Zehnder’s report was read by Arvin Michel.
 - *Wednesday Night Live has restarted and we have changed the children’s music class to a “Worship Arts” class. There are only 4-5 children regularly attending so it is no longer strictly a music performance class time, as there are not enough for that. So, on a rotating basis it is now featuring music, arts and crafts, music appreciation, and Bible Knowledge.*
 - *By the grace of God the youth praise team has been restructured and rejuvenated. We now have a permanent drummer named Nikki Saiz and I have recruited 4 eighth graders and 1 sixth grader to join the team. They are doing excellent!*

• Columbarium Memorial Garden – Norm and Connie Fringer

- Norm reported that one double niche sale was completed and the face plate was installed.
- Since its beginning in 2005, about 1/3 (approximately 61) of the 180 niche spots have been sold in the Columbarium Memorial Garden.

• Board of Elders – Don Loptien

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- Don Loptien reported that the Elders are nearly completed on their budget work. It is being reviewed and they feel the budget is good and reasonable.
- A reminder that there are still 3 service, bible classes and video taping of the services. So it is a very busy time for the staff.

- **Ladies Guild – Carol Stamp**

- Carol provided a handout with the following information:

First General meeting was held September 14. Michael Zehnder was the presenter of a special program on his church music. Lots of good information, with Q and A following. Mites were collected and dedicated.

Next meeting will be November 12, at 10:00 a.m. Coffee and rolls, followed by a program from Creation Research. Judy Finnessy will present a program on The Flood.

After much discussion, the Board has decided to postpone the Craft and Bake Sale scheduled for November 22, to sometime in the spring. This is a crowded and social day for shoppers and participants, which is not reasonable at this time.

Ladies Guild will serve lunch at the Voters' meeting on November 22.

- Appreciation was expressed to the Ladies Guild for serving a lunch to the Voter's Meeting in September 2020. There were 39 people in attendance.

- **Life Enrichment Series Board – Brian and Marion Wilson**

- "His Little Feet" the International Children's Choir is scheduled to sing at Ascension on November 21 and 22, 2020. They will be the major part of the worship services.

- **Social Ministry Board – Pastor John Larson**

- Pastor John Larson reported that on Saturday the Board held its first meeting this year.
- The Littleton Family Services Food Bank continues to have regular distributions of food to those in need.
- The church continues to receive 2 to 4 requests each week from people in need for financial assistance. We can often offer some sort of assistance.
- Dana Niederbrach met with the Pastor about helping families this year around Christmas time. In the past, we had people help shop for gifts and wrap them. But, this year we wonder if people will be able and/or willing to shop for the families and children.
- Prison ministries and Angel Tree have seen amazingly generous gift giving efforts. We continue to receive contributions, which will be open until the end of October. Plus there will be funds contributed by ALC Foundation.
- Bri Fort has administered the Severe Weather Network for ALC the past 4 years. But, Bri has asked to find a replacement as she would like to step away from the position. It is a big obligation for someone to take on. This year we are not housing the people but preparing and transporting meals (supper and breakfast) to the people as they are staying in hotels.

- **Stewardship Board – Linda Achziger**

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- Linda Achziger reported this past weekend was Stewardship Sunday (October 10 & 11). Some 25-30 pledge cards were received with more still trickling in from individuals. Of the time and talent sheets and pledge cards, about half were mailed out and the other half was put in church mailboxes.

- **Trustees Board – Roger Koester**

- Roger Koester provided a handout and read through it as follows:

Sales Tax: Documents have been submitted and were received by the Colorado Department of Revenue on September 30th. Estimated refund is \$2,600.

West Wing: Himmelman is checking with the City of Littleton on what is holding up the approval of the interior plans. Flatirons Surveying has been given authorization to proceed with the work.

The committee has met to plan for Kathie Harvey's temporary relocation to the Nursery. That includes the copier, paper supplies, critical files, internet service and redirected phone service.

We anticipate meeting soon with Himmelman to learn from him is construction approach and his proposed schedule. We have also requested from Himmelman a confirmation/update for his bid price on the project as well as cost adjustment for the reduction in the number of A/C units, changes to the Lower Level hallway ceiling and lighting, and a change in window shade manufacturer.

Lawn Maintenance: Lawn has been aerated.

- Question: Is there any new information on the construction loan?
Answer: We still need to do an improvement survey, but not sure what else is needed.
 - Question: In your report what are the changes to the lower level hallway ceiling and lighting changes?
Answer: Originally the plan was to drywall the ceiling in the hallway, but there is money savings to instead install a drop ceiling, like the existing ceiling in the fellowship hall.
-

Announcements

- Next Regular Voter's Meeting - November 22, 2020
- Next Council Meeting – November 10, 2020
- Volunteers needed for Christmas decorating lead by Bri Fort – November 28, 2020, 8:30 am
- Board of the Month (November 2020) – Stewardship
- Board of the Month (December 2020) – Council
 - Duties include Devotion for Council Meeting, and coffee cleanup on Sundays.

Adjournment

- At 7:21 p.m. the meeting was adjourned.
- The Council said the Lord's Prayer together.

———— Respectfully Submitted by Tim McClaren, Secretary

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In attendance:

Council Members: Linda Achziger, Norm Fringer, Roger Koester, Pastor John Larson, Don Loptien, Tim McClaren, Arvin Michel, Carol Stamp, Brian Wilson, Marion Wilson.

Other Attendees: Michael Zehnder, Bob Stamp

Call to Order

Arvin Michel called the meeting to order at 6:30 p.m. in the Fellowship Hall of Ascension Lutheran Church (ALC).

Opening Prayer

Pastor John Larson offered an opening prayer.

Opening Devotion

Linda Achziger shared an opening devotion. The discussion started by suggesting we look back at previous problems and how God provided for us. In the future, we need to acknowledge God as our provider, Jesus as our Savior and friend, and the Holy Spirit will lead us in this life.

Approval of Agenda

Arvin Michel asked for approval of the current November 10th meeting agenda as presented. There was a question about the due date for Board reports to be published in the Annual Report. Arvin requested that the reports be submitted to him by December 31st. Without any additional questions, the *Council* **approved** the agenda.

Approval of Previous Minutes

Arvin Michel asked for suggested adjustments to the Council meeting minutes of October 13, 2020. Without correction, the *Council* **approved** the meeting minutes.

New Business

- **Funds for SWSN for the 2020 - 2021 sheltering season - Pastor**
 - Pastor John Larson indicated that he has spoke to Bri Fort about funding issues for SWSN. She has asked that we wait and see what is needed. So, Pastor asked to table the item until the December 2020 Council meeting.
- **Nomination of representative for the January Circuit Forum and the District Convention (June 10-11, 2021)**
 - Ascension will be asked to send a representative to the LCMS local Circuit Forum in January 2021.
 - Also, a representative from Ascension will need to attend the LCMS Rocky Mountain District Convention in June 2021.
 - Arvin said his past experience to these conventions were very rewarding and enjoyable.
 - In addition, Arvin explained that the Denver Society of Creation plans to present two overtures for approval at these upcoming gatherings.
 - One item will address the young age of planet Earth.
 - Secondly, a request will be made to expand the education of children concerning Creation. (i.e. they will ask Concordia Publishing House to offer more material on Creation in opposition to the Evolution Theory.)

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Ongoing Business

- **2021 Board Budgets – Allen Brookshire and Dennis Lord**
 - As Allen Brookshire, Treasurer and Dennis Lord, VP were not in attendance, Arvin explained that a report from Allen had been emailed to Council members just today. More time will be needed to review the documents.
 - Question: On the presented Budget Worksheet for 2021, how can the 2020 budget income (\$615,718) be the same as 2021 budget income?
 - Answer: It appears that the 2021 income numbers were simply based on last years estimates. But it was also explained that Norm Hermsmeyer sent an email to say the income estimates from this year's pledge cards totaled \$609,000, so far.
 - Arvin plans to get questions answered before presenting the 2021 budget to the Voter's Meeting on November 22, 2020.
- **2021 Nominating Committee Report Update - Arvin Michel**
 - Arvin Michel reported that there are confirmed nominations for Vice President and Secretary, but no candidates for the President or Treasurer positions.
 - There are also vacancies for Life Enrichment and Youth boards.
 - The committee welcomes suggestions for filling these positions.
 - Arvin explained that prior to his serving as President, Terry Utecht was re-elected as president for more than two terms. But, with the loan pending with LCEF and they have copies of ALC By-Laws which explain officer term limits, we should not ask an officer to serve more than two terms.
 - It was decided to add an announcement in the *Happenings* Newsletter that we are in need of a President and Treasurer to serve in 2021.
 - Arvin further explained that he is on the District Constitution/By-Laws Review Committee. He reads many different governing models for congregations. So, Arvin would like feedback from Council on the possibility of hiring a Business Manager to do the Treasurer's job along with other administrative duties?
 - There was discussion on what the current Treasurer's duties include? It would be good to understand how much the Treasurer completes versus what Kathie Harvey is responsible for doing. Arvin will meet with Allen Brookshire, Margo Pasha, Durwin Schmitt, and Kathie Harvey to get a better understanding of the Treasurer's duties. He will report his findings to Council.
- **EDP Director Search Update – Pastor Larson**
 - Pastor Larson reported that an interview with an EDP Director candidate is scheduled for Friday. The candidate is Kelly Lafferty who is a Lutheran and she contacted us about the position. She lives in Highlands Ranch, CO and has a very good resume.
 - The position is 20 hours a week.
 - The EDP school continues to run well. Marla was going to move, but she has decided to stay in the area and has been a great help.
 - Question: Could we consider combining the positions of EDP Director with the Director of Education?
 - Answer: We have not discussed this option but, we might ask the candidate her thoughts on the idea.

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- **Director of Education Search Committee**

- The committee has a meeting coming up in the near future.
- There are currently no leads for the position.
- One person from the ALC congregation contacted Pastor to serve as an interim Sunday School Superintendent.
- Notice of our opening has been sent to Rocky Mountain District and other congregations.
- Also one person from Texas sent a resume for consideration.

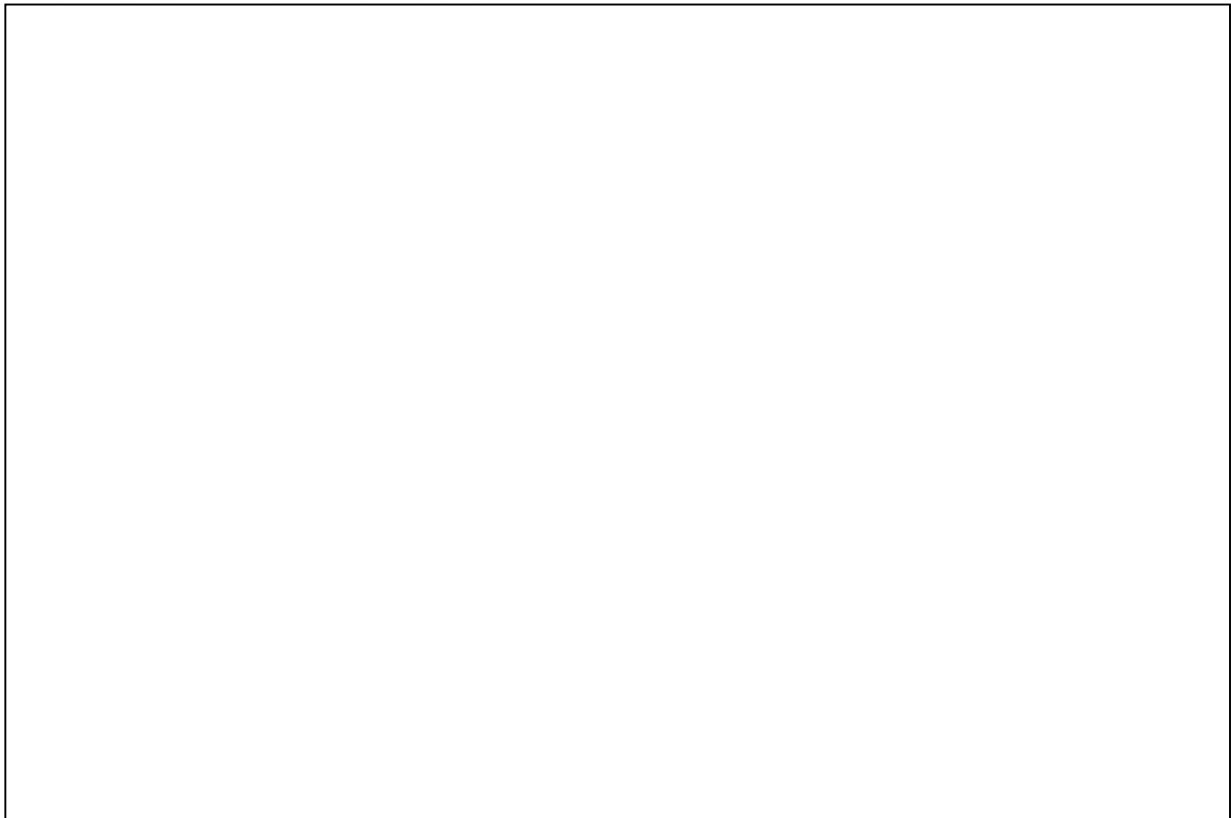
Council Reports

- **Pastor John Larson**

- Pastor received a letter from the Rocky Mountain District to inform us that we can submit nominations for District President, First Vice President, and Area Vice President. There is a form coming for us to submit nominations.
- Pastor Larson has been nominated for Circuit Visitor. Rev. Greg Zillinger is the current Circuit Visitor and he has served for 2 ½ terms. He would like a break.
- The Rocky Mountain District has sold their property in Aurora, Colorado. So, they are looking for a new property. Currently, the District employees are working from home.
- Question: What kind of space is the District looking for?
Answer: Now, they have 4 people who each need an office. Also, they would need a large meeting room.

- **Treasurer Report**

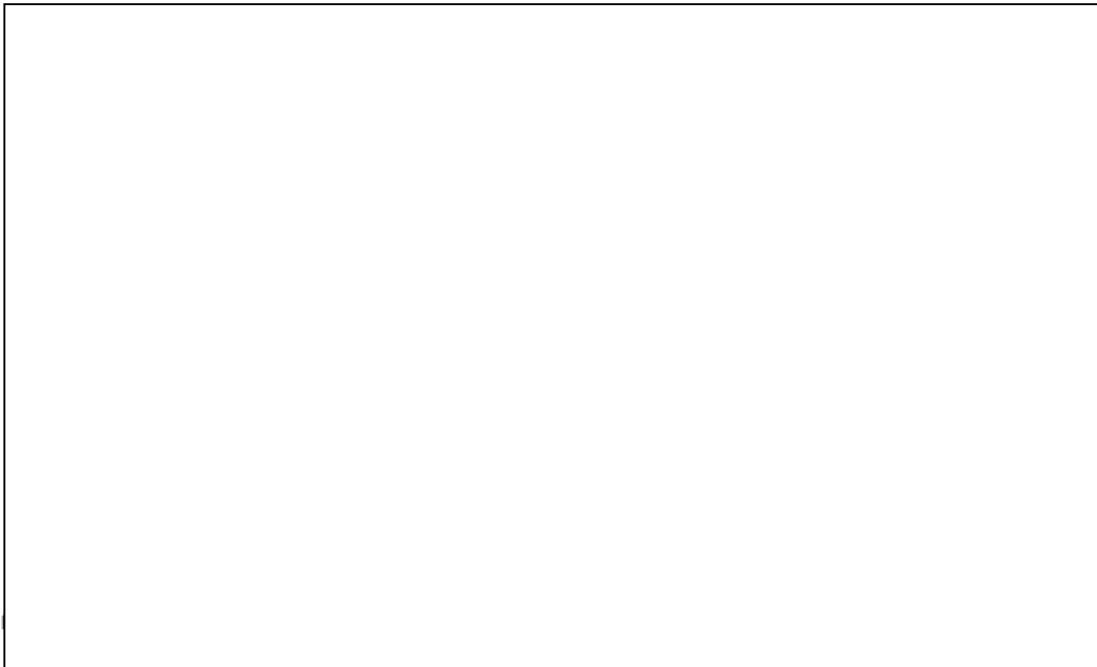
- Although not present, Allen Brookshire provided an October 2020 month end report:
-



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- The Treasurer's report was accepted without comment.
 - **Director of Music Ministry – Michael Zehnder**
 - Michael Zehnder read through the highlights of his printed report as shown below:
-

His Little Feet

Because of the new capacity restrictions from Arapahoe County (50 people total) we have had to once again cancel the performance of the International Children's Choir known as "His Little Feet." The choir numbers about 20 children and with our average attendance of approximately 50 that would have put us over the line with 70 in attendance. Graciously, His Little Feet has agreed to apply our deposit (\$1,000) toward the next scheduled event. (This is the second time we've had to reschedule. First appearance was to be May 31 which was rescheduled for Nov 21/22). Because of uncertainties with Covid restrictions, no new date has been set, but I'm hoping it might be in the first or second quarter of 2021.

Michael Burkhardt Concert, Hymn Sing and Organist's workshop

In conjunction with the local chapter of the AGO (American Guild of Organists) on which I am a Board member, we were scheduled to host a hymn-sing and workshop in January 2021. This event was not only going to feature internationally renowned Michael Burkhardt on Ascension's pipe organ but also involve our Ascension Chorale and Gloria Dei Handbell Ringers and possibly the choirs of Littleton United Methodist Church. Once again, because of Covid, we have postponed this event to the following year. The new dates are:

- *Friday, January 28, 2022 Michael Burkhardt Hymn Festival with Organ, Choirs and Bells*
- *Saturday, January 29, 2022 Hymn Playing Workshop*

Lessons and Carols

In the past, we have had one large service for Lessons and Carols. This year, we will have Lessons and Carols at TWO services, both on Sunday December 13 at 8 and 10:30. Because choirs, bells and

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children's choirs cannot meet at this time, we are going to feature the work and singing of our two Praise Teams: Agape and the Youth Praise Team and they will also perform a piece together. The Saturday service that weekend will be a regular service.

Christmas Eve Services

This year there will be no special Children's Christmas Eve service and we will hold three nearly identical services at 3 , 5 and 7 p.m. (Depending on soloists, the musical offerings may differ). I have been in contact with the Lamont School of Music and am working on making the music special by engaging a string quartet for these services but it is unclear at this time whether they can be present at all three. Stay tuned.

Youth Praise Team

If you have not had a chance yet to attend a 10:30 service on the first or third Sundays of the month, you should know that our youth praise team has been completely renovated with some new musicians. Besides keyboard, and a new drummer (Nikki Saiz) we now have seven singers: one senior in high school, four eighth graders, a sixth grader and me. The team sounds GREAT. If you get a chance to attend, please give them some verbal encouragement and appreciation. They'll sing again this coming weekend.

- Mike reported that the organ company that we use to repair our organ is going out of business. We will have to find another company to work on our instrument.

- **Columbarium Memorial Garden – Norm Fringer**

- Norm indicated that they had nothing to report.

- **Board of Elders – Don Loptien**

- Don Loptien reported that Scott Luethy has agreed to serve as Elder's Chair for the coming term.
 - As Ascension continues to hold multiple in-person worship services each week. Average weekly attendance for the past months are as follows:

Month	Average Weekly Attendance
August	143
September	162
October	144

- Don explained that Immanuel Lutheran Church in Pensacola, Florida was originally built in 1885 and it is still open for worship. But, Hurricane Sally caused a lot of damage to both the church and parsonage. Don offered a handout to those who might be interested in contributing to repairs to the church and parsonage.

- **Ladies Guild – Carol Stamp**

- Carol provided a handout with the following information:
-

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The Executive Board met November 7. Reports as follows:

Altar Circle- - preparation of communion going well, as more committee members are helping now.

Library Circle- - Thanksgiving and Christmas cards are for sale. Good response from donations to Bethesda Auxiliary.

Kitchen Circle- - Will serve a light lunch for Voters' meeting, Nov. 22.

Circle 4- - preparing 30 Christmas gift bags for Ascension's homebound members. Calls will be made to get donations for this.

General meeting: November 12, 10:00 a.m. Judy Finnessy from Denver Creation Society will present a program on "The Flood".

The Guild will not be hosting an Advent supper, nor will it hold the Staff appreciation Breakfast this December.

Ladies were reminded to start writing their year-end reports.

- Additionally, Carol explained that since the bake sale was cancelled, there are folks who would still like to sell items. Maureen James has home canned goods to sell. So, she would welcome people to her house to buy the freshly canned treats. Maureen would donate the proceeds to the Ladies Guild. The contact information will be in the Happenings Newsletter.

- **Life Enrichment Series Board – Brian and Marion Wilson**

- As previously reported "His Little Feet" the International Children's Choir had to be cancelled due to COVID gathering restrictions.

- **Social Ministry Board – Pastor John Larson**

- Pastor Larson reported that Dana Niederbrach is coordinating the shopping for certain families this year around Christmas time. She is considering purchasing gift cards instead of the normal shopping for specific items. There is a concern that people will be able and/or willing to shop for the families and children.
- No one has volunteered to replace Bri Fort who has administered the Severe Weather Network for ALC the past 4 years.

- **Stewardship Board – Linda Achziger**

- Linda Achziger reported that usually 110 pledge cards are submitted, but as of today, only 86 have been received.
- A factor to consider is that only 50% of the congregation is attending in-person worship.

- **Trustees Board – Roger Koester**

- Roger Koester provided a handout and read through it as follows:
-

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Columbarium: Roses will be removed in anticipation of new plantings next spring.

West Wing: The contract with Himmelman Construction for \$743,493, not including permits, has been signed. Notice-to-Proceed (NTP) is contingent on a loan from LCEF. On November 3rd the building committee met with Himmelman Construction to discuss schedule and the project startup logistics.

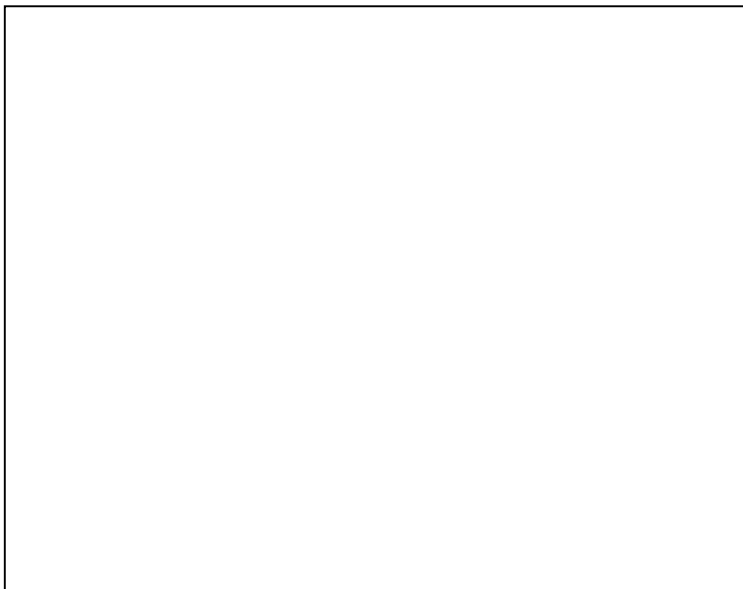
We anticipate a formal signing of the loan agreement with LCEF this coming Friday, contingent on completion of the title search. We expect to issue a NTP on Monday November 16. Himmelman will be picking up the approved permit plans from the City of Littleton as early as Tuesday.

The total cost of obtaining the approved permit plans is estimated at \$17,843 which includes: Permit Fee - \$4,922; Use Tax – \$11,971; and Arapahoe Open Space Tax (Use Tax) - \$950. We will be paying the total amount but are filing a letter of protest on the imposition of use tax. As a 501c3 organization the State of Colorado has recognized ALC as exempt from sales and use taxes as well as the City of Littleton which gives an exemption for religious organizations.

Transfer of Funds: LCEF will make all payments to the Contractors and the Architect. Once construction starts the work will draw down any funds ALC has deposited with the special account at LCEF. Any funds designated to Project Peter will be transferred to the special account. Invoices for amounts more the funds available will be covered by a construction loan from LCEF. LCEF will charge interest on the construction loan amounts as they are incurred. The Building Committee and the Trustees consider it in the best interest of the congregation to transfer some of the undedicated funds to Project Peter and thus to LCEF.

Presently ALC has \$145,316 (3-22 Prior Year Surplus) and \$26,294 (3-66 2019 Surplus) in unspent funds from previous years for total of \$171,610. Trustees propose transferring \$100,000 from 3-22 to Project Peter.

- Roger offered the following motion: ***For the benefit of the West Wing construction project the Board of Trustees proposes to transfer funds totaling \$138,314.08 from the various accounts listed below to Account 3-50 Project Peter (West Wing Renovation Construction):***



- Question: Have the families related to each memorial fund been contacted regarding the use of their funds for this purpose?

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Answer: Yes, they have been contacted and are in agreement to use the funds accordingly.

With no further questions, the motion **passed** with a unanimous voice vote in favor of the transfer of funds.

- Question: What is the plan for temporary storage once construction begins?

Answer: The Trustees have met with the contractor and they plan to put construction equipment and a storage trailer in the back corner of the parking lot.

Announcements

- Next Regular Voter's Meeting - November 22, 2020
- Next Council Meeting – December 8, 2020
- Volunteers for Christmas Decorating – November 28, 2020 @ 8:30 AM
- Board of the Month (November 2020) – Stewardship
- Board of the Month (December 2020) – Council
- Board of the Month (January 2021) – Life Enrichment

Board of the Month duties includes:

Devotions for Council Meeting, Coffee Cleanup on Sunday, "Happenings" newsletter article each week.

Adjournment

- At 7:49 p.m. the meeting was adjourned.
- The Council said the Lord's Prayer together.

———— Respectfully Submitted by Tim McClaren, Secretary