

# Ascension Lutheran Church – Council Meeting Minutes

Littleton, Colorado

Tuesday, May 10, 2022

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## In attendance:

**Council Members:** Tom Munson, *Barbara Rutter*, Margo Pasha, Scott Luethy, Linda Achziger, Tim McClaren, *Mike Zehnder*, Norm Fringer, Connie Fringer, Anita Baresel, Christa Kirschner, Terry Utecht, Stephanie Roettjer, Carol Stamp

**Excused:** *Pastor John Larson*, Ian Kirschner, Joyce Lord

**Guest:** Don Loptien, Arvin Michel, and Jim Wert

## Call to Order:

Meeting called to order at 6:30 p.m. in the Council of Ascension Lutheran Church (ALC) by the President.

## Opening Prayer:

The *President* offered an opening prayer.

## Opening Devotion

Connie Fringer read the devotion.

## Approval of Previous Minutes

April correction to pay down the loan principle at the end of every quarter.

## Special Order Pastor Larson out due car accident

- Mike Zehnder is leading the sermons
- Stephanie is leading confirmation
- Elders are adjusting the worship schedule
- Margo Pasha has started a disability claim
- Meal train has begun
- Discussion of expenses that Pastor will incur
- Motion: To provide \$   to reimburse Pastor Larson and his family for expenses incurred during his treatment and recovery, including insurance copays, medical expenses, transportation, lodging, meals, and other related expenses from prior year surplus.
  - Passed unanimously
  - Pay for everything by check where possible
    - Payable to the vendor
- **Board of Elders**
  - Attached
  - Changed Coffee under the trees to start June 12<sup>th</sup>
  - Wednesday Night-Live canceled except for the Youth.

## President

- Photo directory needs sign ups
- No new Covid cases this week

## VP

- Emailed debit card policy to the council
- Motion: Approve the debit card policy as written.

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- Passed unanimously
- Will revisit the policy in September

## **Treasurers Report**

- Attached
- April treasurers report passed unanimously.

## **Staff Reports**

- **Pastor John Larson**
  - None
- **Director of Music Ministry – Michael Zehnder**
  - Attached
  - Advertise the Hymn festival with Michael Burkhardt
- **Director of Education and Youth**
  - Attached

## **Board Report**

- **Columbarium Memorial Garden**
  - Lawn care will be combined with the Church's lawn care
  - Looking into the putting some of the funds into the Foundation account for interest
- **Community Outreach and Communication**
  - None
- **Ladies Guild**
  - Attached
- **Parish Education**
  - Sunday school ends this Sunday
  - VBS is in June
  - Preschool has a waiting list
- **Social ministry**
  - Saturday meeting was postponed
  - On hold until Pastor returns
- **Stewardship**
  - None
- **Trustees**
  - Attached

## **New Business**

- None

## **Announcements**

- Next Voter's Meeting – September 25, 2022
- Next Council Meeting – June 14, 2022
- Board of the Month (June 2022) – Community Outreach & Comm's

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Board of the Month duties includes:

Devotions for Council Meeting, “Happenings” newsletter article each week, coffee cleanup

## **Adjournment**

- At 8:05 p.m. the meeting was adjourned with the Lord’s Prayer

———— Respectfully Submitted by Barbara Rutter, Secretary

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## HANDOUTS

Elders Report May 10, 2022

Grace mercy and peace be with you all. It is with a glad heart that Gods will has saved Pastor John, and a thankful one for all the work you all have done to keep Ascension open and operating this weekend. With Michael Zehnder stepping in as Pastor, Don Ginkel offering to teach the Bible class, and the changes to come in Communion and service times. This guide sets point of contacts for areas the Pastor oversaw.

Feel free to contact any or all of us with questions, advice, or thoughts.

Scott Luethy

A: Overview of all processes

B: Pastors, pay and benefits, (Pastor John, Mike Zehnder, and any others)

Don Loptien

A: Service operations

B: Alter Guild

Arvin Michael

A: Shut ins and hospital visits.

Michael Lawrenz

A: Education, Sunday School, Bible studies

Jim Wert

A: Michael Zehnder, (Needs and Service availability)

Changed items:

- A: Michael Zhender has agreed to coordinate services and Preach for Pastor John, for four to six weeks, with the option to explore vacancy Pastors if needed.
- B: Summer schedule will begin Saturday May 14<sup>th</sup>, 4:00 Saturday, 9:00 Sunday with Coffee Under the Trees, and Bible study to follow (Pastor Don Ginkel)
- C: Communion for both services will be up the aisle, we will need a second server, if Dawn M. does not have one listed in the bulletin, the Elder of the service will need to secure one. (Any Communion receiving member) volunteers gladly accepted.
- D: Pastor Don Ginkel will be instructing the elders on home visits, and Michael has offered to help with emergency hospital visits.

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- E: Margo Pasha's prayer group will be receiving their prayer list from Dawn per their request.

### Action items:

- A: Confirmation Class - Stephanie
- B: Wednesday Night Live - cancel dinner & Bible Study/youth only
- C: Coffee Under the Trees thru May.  
Starts June 12

Thank you and God Bless

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### Ascension Lutheran Church

#### Debit Card Policy

(Revised May 10, 2022)

Debit cards may be made available to staff members with the President's approval. Each employee is responsible for safeguarding his or her card. Should one be lost or stolen, the staff member must contact the Treasurer immediately so the card can be deactivated.

The cards are to be used for church business purchases only. Any personal expenses inadvertently incurred must be reimbursed by the staff member as soon as possible. Each expense over \$100 must be approved by the board chair responsible for the impacted budget either before or within 5 days of the purchase. The card holding staff member will be held accountable for any unapproved purchases. Once the transaction is made, the receipt and the attached debit card approval form (or an email of authorization) must be delivered to the Treasurer within seven (7) days.

Cash withdrawals (ATM) are not allowed except in emergencies. (Note: the limit is \$100 per month and receipts are still required for expenses.)

Purchases are limited to \$500.

#### Misuse of the card:

First Offense – verbal warning

Second Offense – card surrendered for one month

Third Offense – card surrendered permanently

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Director of Music Ministries  
Report – April 2022, Michael J Zehnder

## ASCENSION CHORALE AND GLORIA DEI RINGERS

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Choir and Bells took a break after Easter because of the Covid outbreak. Plans were to reconvene and meet one last time for rehearsal and performance this week and next. However, in light of Pastor's Accident and extra details I decided to end the season once again and reconvene in the Fall.

## HANDBELL FESTIVAL

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The Gloria Dei Handbell Ringers were not able to fully participate in a day long conference and concert on the Saturday following Easter, April 23 because of a Covid outbreak. However, five from Ascension (including 2 guests) were able to attend and we filled in slots in other handbell groups who had similar shortages. As it turned out the clinician, also was down for Covid, so all we local directors, including me, directed and rehearsed the concert pieces.

## MICHAEL BURKHARDT HYMN FESTIVAL

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We have confirmation by Michael Burkhardt for a hymn festival in the fall. Michael is an internationally known composer and concert organist. The following dates are for your calendar.

Thursday, September 29 @ 7:00 - 8:30 pm - FINAL REHEARSAL FOR CONCERT WITH PROF. BURKHARDT

**Friday, September 30 7 or 7:30 p.m. HYMN FESTIVAL WITH MICHAEL BURKHARDT (With Bells and Choir); Sponsored by the American Guild of Organists and Ascension**

Saturday, November 1 9:00 am to 11:30 am - Hymn Playing workshop (for interested organists only)

## HELP DURING PASTOR'S RECOVERY

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We still need to work out some details regarding Pastor's adult class and confirmation on Wednesdays. Perhaps we can do this yet tonight.

Elders have asked me to lead weekend worship and tape the online worship until other arrangements might be made.

Pastor Ginkel has offered and has begun teaching the adult class on Sunday Mornings called "The Story of Angels." He has also offered to meet with Elders to train in making a shut-in or hospital call.

Elders decided to move the Summer Schedule of just one service to begin May 15. Dawn has changed the signboard and will change the website and phone message. I will put the new schedule onto Facebook.

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## Director of Christian Education's Council Report

May 10th, 2022

### 1) Sunday School

- Mother's Day – decorated flowerpots and planted flowers
- Special recognition for education volunteers on May 15<sup>th</sup>, will provide cake after the service, gift for the Reimnitz's for their years of service

### 2) Easter Egg Hunt

- Wonderful turn-out by families – around 55 children on the sign-in sheet (have also gathered their contact information)
- Many awesome volunteers helped make this event a success!

### 3) Vacation Bible School

- Online registration has been set up
- Will have a table in the narthex for volunteer and participant sign-up
- Outdoor banner will be hung on the outside of the church by this weekend

### 4) Youth

- Lunch and Escape Room is planned for May 15<sup>th</sup>, 7 high school youth have signed up
- Working on registration for the LVR trip in July, will hopefully have about 10-12 youth attending (mixed group – middle school/high school)
- Seen a small but steady growth in youth Sunday school from 1 youth to 4 youth in the last month

### 5) Survey

- Will share the results of the survey before the end of the summer and also the strategy moving forward

Respectfully submitted, Stephanie Roettler

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Ascension Lutheran Ladies Guild  
Report to Council - May 2022

Executive Board will meet Saturday, May 14, 9:30 am.

General Meeting: May 26, 6:00 pm. This will be our final meeting of the year. We will have a salad supper, a short business meeting, followed by our speaker Waneta Wood. Waneta owns and operates the *Ad Crucem* store in Littleton. Invitations are in the cubbies: bring a salad to share and your Mite Box.

The books have been audited by Jeannette Nelson.

We plan to clear jars from the Bake Sale out of the kitchen. They will be returned to Maureen James.

If the left-over plates, platters, and bowls are not claimed, they will be donated to Arc or Good will.

June: Planning Day and Coffee Under the Trees.

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## Board of Trustees

### Report to Council

May 10, 2022

- 1.0 Office Computer Server Replacement Delay: True Tower Group/ Doug Butte has arranged to implement the move of our data files to the Cloud. We will archive our server. The plan includes the necessary assignment of a new domain named **alc-online.info**. This domain will permit all staff to have an Ascension email addresses and give them access to the Cloud storage. **However**, This will also change the Church's Main email address to [office@alc-online.info](mailto:office@alc-online.info). **This change has been delayed because of scheduling issues and technical issues.** The current plan appears to be to implement the program for all the staff except Pastor and to train Pastor at a later date.
- 2.0 Cleaning/ House Keeping Position: Lee Valdez has accepted this position to clean the Church for a month. He has been working for two weeks and we will evaluate this agreement soon to determine if he wants to continue.
- 3.0 Security Cameras: A new controller has been installed to monitor the cameras. The old controller lost its power supply. We are now recording the images and have access to them for 5 days. The camera monitor in the main office needs to be brought on-line.
- 4.0 Heat Control Compressor: The motor on the compressor that controls the pneumatic thermostats failed early last week. Pasterkamp Heating and AC ordered a new motor and were able to install the motor Friday afternoon. The total cost was under \$900.00. We still need to replace the valves on two of the register units that are not properly controlled by their thermostats.
- 5.0 Sprinkler Controls: Two of our three Sprinkler Controllers have failed. One that controls the east lawn/ east end of the south lawn and the plants in the parking lot and the other unit that controls the Memorial Garden. Both of these units are older. The Memorial Garden unit was replaced last Saturday and the other new unit will be installed this week.
- 6.0 Outside Lights/ West Wing South side: Denver Electric is scheduled to replace the timer that controls these lights with a light sensor control. The older existing digital controller is finicky and difficult to program and needs to be reprogrammed several times per year. We are also looking at replacing the timer controlling the outside lights on the Sanctuary building with another light sensor.