

**Immanuel Lutheran Church  
Executive Committee Meeting Minutes  
September 4, 2012**

**Attendees:** John Urbanski, Brian Nichols, Rick Harrison, Pastor Susan Weaver, Pastor Paul Nelson, Karen Travis, Lee Prinkkila.

John called the meeting to order at 6:02 p.m.

Devotion: John Urbanski

**Motions:**

Motion made	Made by	Second	Outcome of vote
Motioned to approve minutes from August	Rick H.	Brian N.	Motion carried

**Action Items Assigned:**

Action items	Assigned to	Target date	Status
Review sabbatical items shared by Pastor Susan	Executive Committee	October 2	In process
Sign up for Prayers of the People (Pastor Susan)	Executive Committee	September 16	In process
John will make modifications to the Facility Use Policy and distribute	John Urbanski	TBD	In process

**Other Business**

Letter of Intent

- This communication has been signed and mailed.

Welcome Sunday

- Saturday night will be a regular service.
- Sunday's service is at 9:30 a.m.; music will start around 9 a.m.
- Will be projecting tweeted/texted prayers during service.
- Evangelism will be setting up a welcome table for new visitors.
- An email has been sent instructing people where to park.

Visioning Process (working with the Isaiah Project)

- The interviews are going well. Doing a Community Listening Forum on October 7, 4 p.m.
- Have sent letters to public officials and candidates. We want people to understand why we're inviting candidates—it's about building relationships and growing communication among people in our community (including those who represent us politically).
- A team is helping to organize the Forum. Other local churches will also be involved.
- Next meeting is on October 4 at 7 p.m.—may move meeting to September 27.

#### Custodial Staff

- Presented Jim with a monetary gift at the staff meeting this morning from the congregation, along with a gift certificate from Home Depot, to honor his service.
- Darryl will be the new custodian, and will work 20-24 hours per week, Monday-Friday and weekends (as needed). He will be doing primarily cleaning, set-ups, and general maintenance (inside and out). He has been custodian before, so understands what's needed in this position. At this time, no benefits are needed (Darryl will be getting benefits from his spouse), however we may want to consider reimbursing his additional cost for insurance under his wife's policy. Rick will look into how the benefits will work through ELCA.
- Randy will continue to be around to help on Sundays.

#### Reports:

##### **Secretary's Report – Karen Travis**

- Rick motioned to approve August meeting notes. Brian seconded. Motion carried.

##### **Treasurer's Report – Brian Nichols**

- No report.

##### **Financial Secretary's Report – Rick Harrison**

- Asked about our policy for counters—one recent volunteer was 17 years old (likely a substitute). The group agreed this is acceptable.

##### **Vice President's Report – Lee Prinkila**

- Kitchen Lady Law—Lee will do a training session in mid-September for the Facilities and Evangelical Committees. Lee will video tape the second session and will make it available. Pastor Paul suggested posting it on the website.
- Stakeholders doing a church-related function involving the kitchen need to participate in training (e.g., Fellowship, Boy Scouts, Funeral Committee, Grief Coalition).
- The group discussed application of this law at Immanuel, and the purpose of a program related to proper use of the kitchen and kitchen equipment.

#### Pastor Updates:

##### **Pastor Susan**

- Pastor Susan shared the Minneapolis Area Synod guidelines for sabbatical, along with her tentative sabbatical plan and goals. She asked the group review the documents and get back to her with any questions.
- Prayers of the People: Inviting the Executive Committee and Council members to sign up to do the Prayers of the People in worship on Sunday. A sign-up sheet was distributed, along with instructions for those interested in participating.

##### **Pastor Paul**

- Pastor Paul will be taking the month of August 2013 for sabbatical, to write the first part of his dissertation—Pastor Susan will be gone the week of August 13, 2013.
- The owner of Eden Prairie Power Nutrition, located near Immanuel, would like to provide tea, free of charge, on Welcome Sunday. The group agreed that this is acceptable, and that these types of requests will be considered on a case-by-case basis.
- Smorgasbord will be held on December 7.

**President Items:**

- Facility Use Policy: John updated criteria and shared a revised Facility Use Policy with the group. He will make modifications based on input and distribute for approval.
- The group discussed Continuing Documents. A suggestion was made to store documents electronically and post them publically. John will discuss possible archive solutions with Martin. Posting meeting notes may fall to the Secretary (TBD).
- Suggestion was made to include Communications report (and Google Analytics utilization graph) in the meeting minutes.

**Next Meetings:**

- Next Church Council meeting will be September 11, 2012 at 7 p.m.
- Next Executive Council meeting will be October 2, 2012, at 6:00 p.m.

Meeting adjourned at 7:35 p.m.

Prayerfully submitted,  
Karen Travis  
Church Council Secretary

# Income Summary

## August Income Analysis Summary

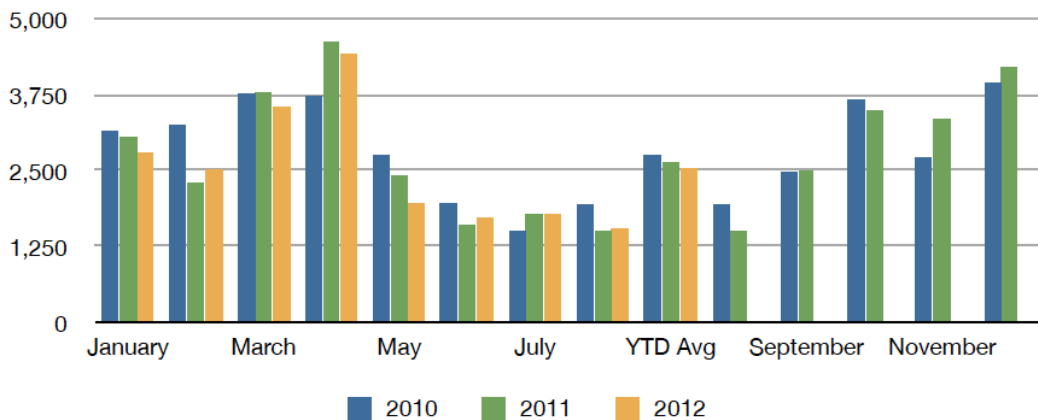
August 2012 giving was more than August 2011 and less than August 2012 budget.

- Actual giving 2012 vs 2011:
  - August giving: \$402 (0.6%) more than 2011 (\$72,617 vs \$72,215)
  - YTD giving: \$50,127 (9.1%) more than 2011 (\$674,840 vs \$624,312)
- Actual giving vs budget:
  - August: \$72,617 (1.8%) less than budget (\$72,617 vs \$73,948)
  - YTD: \$44,168 (7.0%) more than budget (\$674,840 vs \$630,672)
- Completed 67% of 2012 budget year with total giving at 63% of budget.
- Attendance:
  - Sundays in August 2012: 4 (YTD 35)    2011: 4 (YTD 35)

### Immanuel Attendance: 2011 vs. 2012

Date	2010	2011	2012	2012 Cum	Variance	Cum Variance
January	3,151	3,054	2,784	2,784	(270)	(270)
February	3,254	2,300	2,502	5,286	202	(68)
March	3,764	3,793	3,553	8,839	(240)	(308)
April	3,722	4,616	4,415	13,254	(201)	(509)
May	2,757	2,417	1,948	15,202	(469)	(978)
June	1,957	1,595	1,724	16,926	129	(849)
July	1,505	1,772	1,782	18,708	10	(839)
August	1,938	1,493	1,544	20,252	51	(788)
YTD Avg	2,756	2,630	2,532			

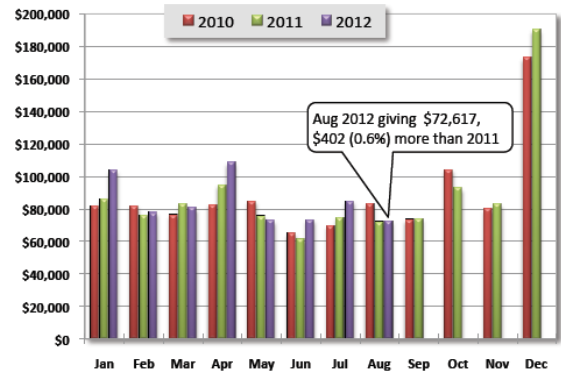
### Immanuel Lutheran 3 Year Attendance Comparison



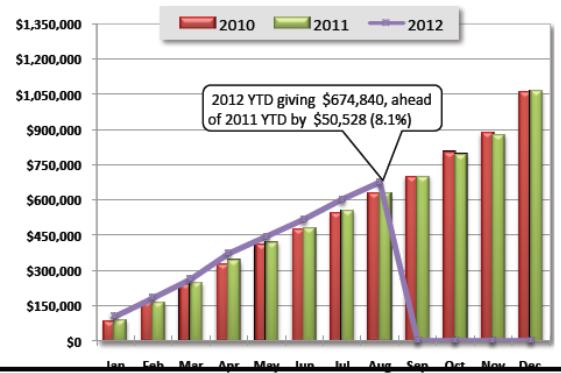
# Income Report

## Immanuel Lutheran Church Income Report for August 2012

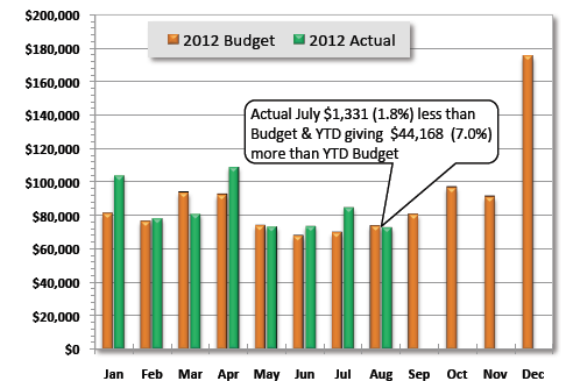
Monthly Giving						
Month	2009	2010	2011	2012	Var \$	Var %
January	69,088	81,681	86,230	103,744	17,514	20.3%
February	62,631	81,946	76,078	78,018	1,940	2.5%
March	102,801	76,533	83,025	80,694	(2,331)	-2.8%
April	96,532	82,488	94,959	108,798	13,839	14.6%
May	77,469	84,582	75,593	73,058	(2,535)	-3.4%
June	65,109	65,110	61,527	73,349	11,822	19.2%
July	62,889	69,531	74,684	84,562	9,878	13.2%
August	82,315	82,890	72,215	72,617	402	0.6%
September	73,270	73,435	73,812			
October	76,167	103,989	92,878			
November	101,925	80,006	82,900			
December	171,577	173,149	190,460			
YTD	1,041,772	1,055,340	1,064,363	674,840	50,528	8.1%



Cumulative Giving by Month						
Month	2009	2010	2011	2012	Var \$	Var %
January	69,088	81,681	86,230	103,744	17,514	20.3%
February	131,718	163,627	162,308	181,762	19,453	12.0%
March	234,520	240,160	245,333	262,456	17,122	7.0%
April	331,052	322,648	340,293	371,254	30,961	9.1%
May	408,521	407,230	415,885	444,312	28,427	6.8%
June	473,630	472,340	477,412	517,661	40,249	8.4%
July	536,519	541,871	552,096	602,223	50,127	9.1%
August	618,834	624,761	624,312	674,840	50,528	8.1%
September	692,104	698,196	698,124			
October	768,271	802,185	791,002			
November	870,195	882,191	873,903			
December	1,041,772	1,055,340	1,064,363			



2012 Monthly Budget vs. Actual						
Month	Budget	Actual	Mo Var	Mo %	YTD Var	YTD %
January	81,485	103,744	22,259	27.3%	22,259	27.3%
February	76,681	78,018	1,337	1.7%	23,596	14.9%
March	93,918	80,694	(13,224)	-14.1%	10,372	4.1%
April	92,580	108,798	16,218	17.5%	26,590	7.7%
May	74,121	73,058	(1,063)	-1.4%	25,527	6.1%
June	67,973	73,349	5,376	7.9%	30,903	6.3%
July	69,966	84,562	14,596	20.9%	45,499	8.2%
August	73,948	72,617	(1,331)	-1.8%	44,168	7.0%
September	80,875					
October	96,878					
November	91,309					
December	175,266					
Annual	1,075,000	674,840	-- NA --	-- NA --	(400,160)	62.8%



# Communications Report

