

MEETING MINUTES  
CALVARY LUTHERAN CHURCH COUNCIL  
June 26, 2018

Members Present: Thomas Bonhiver, Paul Carlson, Danielle Drevlow, Ted Fokken, Mike Hofstad, Heather Hosfield, Marisa Houghland, Sondi Johnson, Suzanne Kersten, Anne Kaluza, Dave Kufahl, Kristin Loncorich, Cory Maass, Scott Madson, Stuart McFarland, Christine Olkives, Steven Opheim, Connie Otto, Lisa Paulson, Mary Jo Peterson, Kelly Ramos, Sara Ryberg, John Swanson, Steve Thompson

Staff Present: Jason Beaver, Jerry Gates, Jose Macias, Carol Skjegstad, Zach Thompson

Members Absent: Susan Bagge, Washington Castillo, Dan Hanson, Rita Lambrecht, Mark Lewis, Susan Mork, Craig Recknagel

Devotion—Mike Hofstad

- Being faithful in worship is an identifying mark of a Christian
- A Christian is drawn to the activity of “the team”: coming together to give thanks to God and worship Him

Motion to approve May 22 minutes; approved

Welcome, Pastor Zach!

- Council member introductions—name, history at Calvary, ministry highlight

Governance Team—Jim Borowick, Mick Lee

- Review of Governance Committee charge and charter—*from its inception: an initiative of the Church Council*
- Review of Governance Implementation Team: Jim Borowick, Pr. Dave Glesne, Heather Hosfield, Jeff Johnson, Dave Kufahl, Mick Lee, Todd Loncorich, Sue Mork, John Russo, Dayton Soby
- Currently at the end of Steps 3 & 4
  - Step 1 approved by 84%
  - Step 2 approved by 91%
- Preview of two Council Decisions now required
  - #1 re: Hand off from Governance Implementation Team to Council
  - #2 re: Recommendation to Congregation
- Governance Deliverables
  - Implementation Document (charter, approach, summary of proposed governance changes, preamble, governance change description & implementation)
  - Amendments Documents
  - New Constitution (worked closely with Dayton Soby on language)
- Additional Areas Refined
  - Roles and Responsibilities (Council, Sr. Pastor, Executive Director)

- Timing (Council Terms, Officer Elections, Transition)
  - Vacancies (Council, Officers)
  - Emergency Council Quorums (see Section V, para. 4)
- Step 4: Implementation Plan
  - Primary Objective: Set roster for new council design published to congregation by 9/16 (available for congregation to review and pray about one month before congregational meeting in October)
  - Working backwards: second congregational vote by end of August
  - First congregational vote by 7/31
  - Council approves revised governance documents and implementation plan: Motion needs to be approved tonight
- Setting Up Council for Success: BYLAWS
  - Issue of timing language (transition from existing council to new council; implementation date vs language in constitution/bylaws)
- Setting Up Council for Success: COUNCIL NOMINATION PROCESS
  - Nominating Committee: 2 year terms instead of 1 year terms
  - Church Council's Role: moving to a more "macro" and strategic focus; not intending to manage day-to-day affairs
  - Sourcing Council Nominees (Nominating Committee charge is to provide *one or more* candidates for each council position)
  - Council Member Qualification Considerations
  - Council Application and Vetting Process (application, recommendation/references, interview process)
  - Council Continuity and Success (five 2-year terms will be filled by current council members; six 4-year terms will likely be filled by non-current council members)
  - Clarifying Questions
- Setting Up Council for Success: COACHING
  - Governance Committee recommends Council have a coach for at least the inaugural year (more if Council deems it necessary)
  - Coach is not a voting member of Council
  - Coach to be appointed by existing Council
  - Role
    - Review agendas, observe discussions, engagement, etc.
    - Provide feedback on the focus and outcomes of Council per Section VII, para. 1
    - Work with Council president and members on establishing corrective action if required
- Setting Up Council for Success: COMMUNICATION PLAN/MARKETING (developed by Barb Farland)—letters, eNews, bulletin, web page, Q&A sessions 7/19 & 7/22, etc.)
- Setting Up Council for Success: COUNCIL ADVOCACY
  - Be involved!
  - Be supportive!
  - Be present!

- Be an advocate!
- Wrap-up: review of decisions needed tonight

#### Council discussion of Governance presentation

- TIMING LANGUAGE ISSUE (transition from existing council to new council; implementation date vs language in constitution/bylaws)
- CONSTITUTION ISSUES
  - Possible need for a Transition Article to address timing issue
  - Article 6, para. 3 (remove period after *ARTICLE II*)
  - Article 6, para. 5 (language of *officer*)
  - Article 9, para. 2—what does *unless the meeting decides* mean? Attendees? Likely Robert’s Rules wording
  - Article 10, para. 4—wording of *congregation and council* to reflect new structure; also in section 9 of bylaws
- BYLAWS ISSUES
  - Section 1: language of “Any baptized Christian” still pertinent?
  - Section 5, para. 4: is “by written consent by majority” permitted in MN?
  - Section 6: should timing of Nominating Committee (ending in Nov.) be aligned with Council (ending in Jan.) to allow for a departing council member to serve immediately on Nominating Committee?
  - Section 6, para. 1: change language from *chairman* to *chairperson*, and do a general search for any other examples of this
  - Section 7, para. 1: paragraph in general seems confusing, especially last sentence (instead of *This*, could be *Council’s role*)
  - Section 7, para. 3: more accurate to say “chief executive” rather than “chief of staff”; general debate of *chief executive vs. chief of staff*
  - Section 8, para. 1: clarify what’s permissible for officer term limits (term as president right into term as vice president?)
  - Section 8, para. 4: could add material here about the need to establish a committee to clean up language of Constitution/Bylaws
  - Section 13, para. 7: *SECTION XI* is old numbering, should now be XIII
- Consider: Charge to new Council: Establishing a committee to clean up language of Constitution/Bylaws (especially what has been left as original).
- Consider: At congregational meeting, acknowledge that there is the need to clean up language of the rest of the Constitution/Bylaws, but focus on Governance Structure at this time (this issue was beyond the scope of the Governance Implementation Team).
  - Constitution is never a completely finished/perfect document
  - Acknowledge our awareness of the need to examine and clean up the original document in general; assure congregation that this issue is on our radar and communicate plan to address it

[Motion that the council propose to the congregation that they approve the amendments to the constitution and bylaws as recommended by the Governance Implementation team and presented here tonight; Seconded; Motion withdrawn until first vote]

Vote #1 (procedural vote): Hand off from Governance Implementation Team to Council

- Need for approval and acceptance of responsibility to bring to the congregation for approval
- Motion to approve Steps 3 & 4 of the governance change process and commitment to move forward with Step 5 of the Governance Change Process; Seconded
- Passed (100%)

Vote #2 (written vote): Recommendation to Congregation

- Motion that the Council propose to the congregation that they approve the amendments (subject to discussed governance-specific changes to be made in next few days) to the Constitution and Bylaws as recommended by the Governance Implementation team and presented here tonight; Seconded
- Discussion (marketing idea: business cards to
- Passed (91%): 21 *yes*, 2 *no*

Financial Report—Jerry Gates

Closed in Lord's Prayer

Submitted by Marisa Houghland

---

Next Council Meeting: Tuesday, July 24, 2018 (possibility of this meeting being cancelled; save the date just in case)

Congregational Meeting (Governance, Congregational Vote #1): Tuesday, July 31, 2018