

Shepherd of the Mountains Lutheran Church  
Estes Park, Colorado  
Council Minutes  
14 March 2024

**Members present – via zoom**

Carolyn Jarmin – President  
Roxy Hause - Secretary  
Bruce Brackman – Member  
Mike Kellam – Member  
Tara McConnell – Member  
Mary Settje - Member  
Steve Thorn – Alternate

**Member absent**

Mary Settje

**Guests**

Linda Schlitt – Treasurer  
Kris Adams

**Call to order**

The meeting was called to order at 2:04 pm by President Carolyn Jarmin. Devotions and prayer presented by Carolyn Jarmin.

**Treasurer’s Report**

The Treasurer’s report for February was sent out prior to the meeting. Discussion was held. Motion was moved, seconded and passed to approve the Treasurer’s reports as presented. **ACTION: APPROVED**

Linda Schlitt reported that she has been the Treasurer for two years and has enjoyed her time in the position. She is in full support of Kris Adams moving into this position as she will be stepping down.

***Kris Adams made the following presentation:***

For some time, it has been suggested that we have backup knowledge of the bookkeeping at SMLC. In fact, this has been an ‘audit point’ multiple years running in our audits.

Additionally, Linda Schlitt has mentioned she would be willing to turn over the mantle of Treasurer. Health concerns have made family a necessary priority focus for her and she would like to be able to step back and give health and family that focus.

Linda never fails to come when I call and ask her to sign checks, reconcile bank statements or review reports. I have appreciated her partnership and her CPA eye in looking over our finances. But I would now like to give her the opportunity to step back from these responsibilities.

I am proposing that my daughter-in-law, Ariana Adams, become our paid bookkeeper and that I take on the voluntary role of Treasurer.

Ariana is not a trained bookkeeper. I would be training her in this position. Additionally, she will be enrolling in accounting courses at Front Range Community College.

While this may seem like a risk, I would like to propose that it is risk free for the church. I would voluntarily be training her and ensure that all tasks are completed on time. The hours/pay would remain the same, no increase. And this would allow Linda to step back, allow us to train another person on finances, and it would give a really wonderful young person (yes I am prejudice) an opportunity to step into a potential career.

If approved, we would begin this now with some slow training until after the Synod Assembly, when I can give full time to training. (Slow training would have Ariana here some days and some days I would be handling the bookkeeping until end of April)

But I would begin the Treasurer role immediately.

The Council discussed this proposal. **MOTION:** Motion was moved, seconded and passed to approve the proposal. **ACTION: APPROVED**

### **Approval of Minutes**

The minutes of the February meeting were reviewed. Motion was moved seconded and passed to approve all the minutes of the February meeting as presented. **ACTION: APPROVED**

### **Old Business**

#### **Constitution and Bylaws Update**

Roxy has finished the changes and will send a clean copy to the group for review at the April meeting.

### **Gift Committee**

Discussion was held regarding the gift committee. When the Lorenz gift was approved for the pay off of the mortgage, the procedure using the gift committee recommendations was not followed. There were many ideas on how to make this procedure right were discussed. Decision was made to allow the gift committee input before expenditures from the innovation account are made. Motion was made, seconded and passed to approve that before expenditures from the innovation fund are made, input will be obtained from the gift committee. This group wants to apologize to the gift committee for the previous mistake. **ACTION: APPROVED** Additional note: When a future gift is received, the policy will be followed.

### **Easter Brunch**

Sign up sheets for the Easter brunch will be in the narthex starting this Sunday, 17 March.

### **Door locks and keys**

Previously, this group discussed new locks to improve the security of our building. Stan Johnson provided information to re-key the locks on the front and side doors and the office. He will do the work and have new keys made to distribution. The distribution of keys was discussed and it was decided that after the new locks become operational, a few keys will be distributed and other keys can be checked out in the office so we have a record of where the keys are located. A new key will also be located in the lock box outside the front door. The need for an updated lock box was also discussed. Motion was made, seconded and carried to approve this work. **ACTION: APPROVED**

## **New Business**

### **Articles of Incorporation**

Mike Kellum presented the original articles of incorporation for the church. Discussion was held regarding the disposition of property should the church have a formal closure. Mike will write a paragraph regarding the need for the transfer of deed to be performed before the Synod could assume the property. More on this subject will be discussed at the next meeting.

### **Columbarium Committee Report**

Mike Kellum reported that Columbarium Committee has discussed the drainage issues and feel that when weather permits, the issue should be solved. However, the Committee does not have budget for this project and would have to ask the church for funding. Mike offered to do the research with contractors and the town to come up with a plan for the repairs and will present at a later date.

### **Church Mutual Insurance**

Church Mutual Insurance has informed us of the cancellation of our insurance policy. Kris and Bruce have reached out to other companies and have talked to other churches in the area to see who is being used for insurance. Follow-up at a later meeting.

### **Pastor's Report**

Bruce presented two proposals:

### **Office Coordinator**

Kris Adams is willing to take on the role of Office Coordinator in this transition time. This would be a volunteer position.

Responsible for:

- Ensuring Calendar is up to date – work on showing on PC in narthex
- All ordering (this would offer control and consistency as we have people change in positions like bookkeeper and office admin)
- Insurance (in conjunction with Property Manager)
- Fire Monitoring and Inspection (in conjunction with Property Manager)
- Printer Maintenance
- Set up of office (work on organization of files, supplies etc.)
- Work on website (understanding of how currently set up and updated – pursue possibilities for website assistance)
- Suggest the Administrator in the office report to the Office Coordinator
- Jim Eckland, current office administrator will be leaving at the end of May.

Discussion was held regarding this proposal with motion being made, seconded and passed to approve as presented. **ACTION: APPROVED**

### **Supplement for Custodial services**

Mike Novak is our custodian and has faithfully done this for some time. He has limitations that make the cleaning of the church more challenging. However, as he says 'he does his best.' Currently the bathrooms and kitchen do not get a thorough cleaning. Mike does what he can.

The suggestion, if we can afford it, is to supplement with a cleaning service.

We do not want to undermine Mike. He would still be our custodian but we would focus his work to vacuuming and cleaning of countertops, windowsills etc. Mike's hours would remain the same.

It would be an additional cost to bring in a cleaning service.

We received quotes from two services (Wayfinder and Elevation Cleaning) both quoted the same price for cleaning only the bathrooms and kitchen; \$120.

The suggestion being brought forward is to supplement Mike's cleaning by using one of these companies (initial thought is to use Elevation cleaning as they are close by) every other week.

Mike would continue cleaning on his current schedule. However, this would allow him to focus his time on vacuuming, and dusting, thus getting to more areas, more often. In the weeks the other service did not clean the bathroom and kitchen, Mike would be asked to check supplies and do light clean up.

Anticipated additional cost per year: \$3,120. (For 2024, depending on when started it would be approximately \$2,280)

Bathrooms and kitchens both need an initial deep clean to begin a new process of keeping them clean. A donor has agreed to pay for the initial deep clean which will be performed by Wayfinder Cleaning Service. If approved, an initial deep clean would be done in early April and the supplemental clean beginning in May.

Discussion was held regarding this proposal. Motion was made, seconded and passed to approve this new service. **ACTION: APPROVED.**

#### **Bruce Brackman's report:**

I have made several visits to members of the congregation either by phone or personal visit. Several of these members have had COVID and are now recovering.

I, in concert with others cancelled Church on the 3<sup>rd</sup> due to the parking lot being covered in black ice. There has never been a formal policy regarding church cancellation. Until we have a formal policy on how members will be notified, we will have a message on the church phone by 7am. Members will be encouraged to call if there is inclement weather or a power outage.

I conducted the 3<sup>rd</sup> and 4<sup>th</sup> Midweek Lenten Service. The soup suppers and services have been well attended. We are averaging 51 per service.

I conducted one Sunday Service. There were 47 in attendance.

I have made the call to print the large bulletins only for Sunday worship thereby eliminating the need for shuffling back and forth. If we're going to be a place where we are hospitable then we need to make our worship user friendly i.e. I noticed our guest last week struggling with the bulletin.

Kris Adams and I set up a welcome table as we work to be more hospitable. Tara added some mints. Thank you to the Altar Guild for allowing us to use the table.

I met with the Worship and Music committee and presented ideas and services for Palm Sunday, Maundy Thursday, Good Friday and Easter. It was decided that services for Maundy Thursday and Good Friday will be at 5pm. Jim is currently working on creating the bulletins for those services.

I attended a meeting at Crossroads with many of the Estes pastors. We heard a presentation on a new ministry that Crossroads will be introducing in May called "Crossroads Helping Hub Program." They are looking for volunteers who will be trained to provide a lot of different non-medical needs. As they finalize this program, they want to call on the Churches to present this to the congregation to see if members would want to be involved.

I would like to get Council input on the Church Cancellation proposed policy of leaving a voice message on the church phone on Sunday by 7AM indicating whether or not if we're having worship. This policy would be shared in worship announcements, by Constant Contact and on our web page.

The Council discussed the cancellation policy and agreed that the Pastor will place a message on the church phone by 0700 on the day of cancellation and will also use the Constant Contact mailing list to put out a notice by 0700 on the day as well. All agreed that this should sufficiently cover the active members.

There being no further business before the Council, the meeting was closed with prayer at 3:45 pm.

Next meeting will be on 11 April at 2:00 pm at the church with devotions will be done by Tara.