

## St. Paul's Lutheran Church – Church Council Council Meeting ACTION PLANS 2007

**GOAL: Improved efficiency of Church Council discussions, direction, and decisions.**

<b>Action Items (date added)</b>	<b>By Whom</b>	<b>By When</b>	<b>Evidence</b>	<b>Progress</b>
Audit of church records (4/07) A follow up call to Don Bennet needs to be made. An informal audit has been completed with the complete audit to take place in September (6/07).	<ul style="list-style-type: none"> <li>• Finance Comm.</li> <li>• Don Bennet</li> </ul>	June 07 Sept 07	Audit results	Action reviewed (6/07), still in progress
Building appraisal for insurance purposes (4/07)	<ul style="list-style-type: none"> <li>• Finance Comm.</li> <li>• Bill Wallace</li> </ul>	?	Appraisal document	Action reviewed (6/07), still in progress
Video “walkthrough” inventory of the church and its contents for insurance purposes (4/07)	<ul style="list-style-type: none"> <li>• Chris Coffey</li> </ul>	?	Completed Video	Action reviewed (6/07), still in progress
Review of Endowment Fund charters (5/07) Finance Committee will put together a charter for review by Council (6/07)	<ul style="list-style-type: none"> <li>• Bill Wallace</li> <li>• Council</li> </ul>	Ongoing	Review completed, next steps suggested	Action reviewed (6/07), Finance Comm. will present charter to Council
Plan Furniture and Landscaping dedication on Sept. 16 <sup>th</sup> (5/07)	<ul style="list-style-type: none"> <li>• Council</li> <li>• Fellowship</li> <li>• Ron &amp; Sandi Uhlig</li> </ul>	Sept 07	Successful Ceremony	Action reviewed (6/07), still in progress
Plan how we will continue to “Go Green” at St. Paul’s in the future (5/07)	<ul style="list-style-type: none"> <li>• Gary S.</li> </ul>	Jan 08 (ongoing)	List of “Going Green” initiatives	Action reviewed (6/07), still in progress
Review and rewrite paid staff job descriptions as necessary (5/07) Debrief and review information from Assistant Minister of Music meeting to develop job description/outcomes/salary. (6/07)	<ul style="list-style-type: none"> <li>• Mutual Ministries</li> </ul>	Oct 07	Completed job descriptions	Action reviewed (6/07), still in progress

St. Paul's will purchase an AED using Memorial Fund (6/07)	<ul style="list-style-type: none"> <li>• Mike J.</li> <li>• Pastor Hedin</li> </ul>	Sept 07	AED installed and ushers trained	In progress
Schedule I wish/I like reviews by liaisons on Council agenda each month (6/07)	<ul style="list-style-type: none"> <li>• Council</li> </ul>	Sept 07	Schedule created and distributed	In progress
Develop Long Range Planning Committee (6/07)	<ul style="list-style-type: none"> <li>• Council</li> </ul>	Jan 08	Committee structure, and Mission statement created, members identified	In progress

## ANNUAL Action Items

<b>Action Items (date added)</b>	<b>By Whom</b>	<b>By When</b>	<b>Evidence</b>	<b>Progress</b>
In January, Council will review and change if necessary, individuals who have access to the St. Paul's checking account and other funds	<ul style="list-style-type: none"> <li>• Council</li> </ul>	Jan 08	Evidence of necessary account changes	Performed annually
Church Office Staff reviews and resubscribes to Frontier Yellow Pages advert	<ul style="list-style-type: none"> <li>• Church office staff</li> </ul>	Jan 08	Yellow pages advert	Performed annually
Review and change Council information on all publications including the church web site	<ul style="list-style-type: none"> <li>• Church office staff</li> <li>• Webmaster(s)</li> </ul>	Jan 08	All publications changed	Performed annually

## Completed Action Items

<b>Action Items (date added)</b>	<b>By Whom</b>	<b>By When</b>	<b>Evidence</b>	<b>Progress</b>
Find Synod Assembly delegates for June 3rd – 5th (2/07)	<ul style="list-style-type: none"> <li>• Pastor</li> <li>• Council</li> </ul>	June 07	Delegates found	COMPLETED
Publish the actual vs. budgeted amounts for the operational and Appeal budgets in the weekly bulletin (4/07) <b>AMENDED (5/07)</b> – only Income vs. Expenditures will be reported monthly	<ul style="list-style-type: none"> <li>• Finance Comm.</li> <li>• Pastor</li> <li>• Janet</li> </ul>	June 07	Church bulletins	COMPLETED
Look into if we have mortgage insurance or not (4/07)	<ul style="list-style-type: none"> <li>• Finance Comm.</li> <li>• Bill Wallace</li> </ul>	May 07	Report to Council	COMPLETED
Add I Wish/I Like list and Action Register to Council web site (4/07)	<ul style="list-style-type: none"> <li>• Scott Conderman</li> </ul>	May 07	Web site	COMPLETED
Turn the upstairs kitchen phone on mute (4/07)	<ul style="list-style-type: none"> <li>• Janet</li> </ul>	May 07	Phone on mute	COMPLETED
Place Appeal and Operational Goal thermometer slides in plastic display holders (monthly) (5/07)	<ul style="list-style-type: none"> <li>• Scott Conderman</li> </ul>	June 07 (ongoing)	Slides displayed in church	COMPLETED
Sign up respective committees to sponsor a Summer Sunday Fellowship (5/07)	<ul style="list-style-type: none"> <li>• Council Members</li> </ul>	June 07 (ongoing)	Sign-up sheet completed	COMPLETED
Worship & Music committee to have further discussions and organize a Congregational survey to gather more information and feedback on their proposal to have Holy Communion every time we worship (4/07)	<ul style="list-style-type: none"> <li>• Worship &amp; Music Comm.</li> </ul>	Sept 07	Report from Worship and Music to Council	COMPLETED