

St. Paul's Lutheran Church – Church Council
Council Meeting ACTION PLANS 2008

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

<i>Action Items (date added)</i>	<i>By Whom</i>	<i>By When</i>	<i>Evidence</i>	<i>Progress</i>
Review of Endowment Fund charters (5/07) Finance Committee will put together a charter for review by Council (6/07) In the works, Thrivent has offered some additional literature (11/07) Brochure created (2/08)	<ul style="list-style-type: none"> • Bill Wallace • Council 	March 08	Charter approved	Action reviewed (4/08), 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) Mutual Ministries now has 6 members (10/07). Mutual Ministries will review descriptions at January meeting (11/07) Some completed (2/08)	<ul style="list-style-type: none"> • Mutual Ministries 	June 08	Completed job descriptions	Action reviewed (4/08), still in progress
St. Paul's will purchase an AED using Memorial Fund (6/07) . Contacted Pittsford ambulance; will send info and purchase in November (10/07). Quote of \$2K includes training. Mike Jordan has literature and will make decision (11/07) AED purchased, still needs to be installed and ushers trained (12/07) P&M will mount on the wall (1/08) Mike J. will contact trainer for specific training options and dates (2/08) Will call about obtaining a new cabinet (4/08)	<ul style="list-style-type: none"> • Mike J. • Pastor Hedin 	March 08	AED installed and ushers trained by 3/08	Action reviewed (4/08), still in progress
Develop Long Range Planning Committee (6/07) Likes and Wishes from Annual Meeting will be reviewed and further discussion of creating a LRPC will continue (1/08) Invitations printed in Link, email, and weekly bulletins for 1 st LRPC meeting on March 30 th (2/08) Two meetings have occurred so far (4/08)	<ul style="list-style-type: none"> • Council 	Jan 08	Committee structure, and Mission statement created, members identified	Action reviewed (4/08), still in progress
Define Stewardship process (8/07) Stewardship curriculum under review (4/08)	<ul style="list-style-type: none"> • Mike Jordan • Bill Wallace • Pastor Hedin 	June 08	Outline of Stewardship process/committee charge	Action reviewed (4/08), still in progress
Review of Pastor Judy's new Mission and how we can continue to support her (1/08) Letter received from Pastor Judy – will respond with support when we receive more information about her placement (2/08)	<ul style="list-style-type: none"> • Church Council 	Ongoing	Support for Pastor Judy and her Mission continued	Action reviewed (4/08), still in progress

Possible dates for Thrivent to hold financial seminars for congregati on members will be reviewed. (3/08) Dates in June are firm, still looking to review dates for the fall (4/08)	<ul style="list-style-type: none"> • Church Council 	April 08	Seminar calendar developed	Action reviewed (4/08), still in progress
Pastor will be contacting John Harris to inquire abo ut Canandaigua Bank’s distribution percentages and the fund management procedures of the Snyder Memorial Fund. (3/08) Pastor also asked for draft template of Right of First Refusal for property next door to St. Paul’s (4/08)	<ul style="list-style-type: none"> • Pastor • John Harris 	April 08	Council received information received from John Harris	Action reviewed (4/08), still in progress
Property and Maintenance will retrieve and review plans for Reserve Fund as part of the annual budget (4/08)	<ul style="list-style-type: none"> • P&M 	May 08	Documents found, discussion to lead to further action item	In progress

ANNUAL Action Items

<i>Action Items (date added)</i>	<i>By Whom</i>	<i>By When</i>	<i>Evidence</i>	<i>Progress</i>
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"> • Council 	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"> • Church office staff 	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"> • Church office staff • Webmaster(s) 	Jan 08	All publications changed	Performed annually
In December, annual donation of food (ground beef) given to Pittsford Food Pantry from Community Benevolence Budget	<ul style="list-style-type: none"> • Council 	Dec 08	Donation received	Performed annually

Completed Action Items

<i>Action Items (date added)</i>	<i>By Whom</i>	<i>By When</i>	<i>Evidence</i>	<i>Progress</i>
Review of current Sexton situation and determine if/when to terminate employment with Ash. Executive Committee will send termination letter to Ash. Debbie to work mornings (8-10am) to clean set up. Pastor will call Pittsford Sutherland for background check. (11/07)	<ul style="list-style-type: none"> • Church Council • Gary S. 	Nov 07	Permanent Sexton hired	COMPLETED
Kathy will have David Dubois contact Pastor to set up his guest pastor appearance on May 4th. (3/08)	<ul style="list-style-type: none"> • Kathy S. • Pastor 	April 08	David Dubois confirmed as guest Pastor on May 4th	COMPLETED