

BETHESDA LUTHERAN CHURCH
Committee
EXECUTIVE COUNCIL MEETING JUNE 4, 2023
MINUTES

(No Council mtg in June.)

- Call to order 12:45 p.m.
- Prayer led by Pastor Heidi
- Devotions – didn't have today because of a lengthy agenda
- BUSINESS:
 - Vic's contract approved: See attached contract "Letter of Call and Covenant Agreement". One amendment made on page 2 re additional services compensation.
 - Grant Report (2022)/Application (2023): As of this date, the account is showing \$1,160 balance, but Pastor thinks it has all been spent after all receipts have been turned in. See attached Grace Grant Application – worksheet.
 - Admin Support/Bookkeeping: A request for funds for this position is in the Grace Grant 2023 application (see attached). We need to get approval from the congregation.
 - Vanco: Need to change a header in Vanco to be "Building Fund".
 - Comp Time/Vacation for Pastor Heidi: Pastor is owed for 16 Sundays. Her vacation plans are June 11, September 5-26, November 2-5, November 20-December 3.
 - Continuing Education: Funds held at ~~synd~~ *Region One* *Ernow* account /approval of plan. Need to have a small team look at the funds in there.
 - Update on *Michael Kelly* misbehaving person: He's aware he's not to be here, per Katherine. If we call the police, he will be arrested for trespassing.
 - Alcohol Policy Questionnaire: Jeff needs a couple people to help him with a questionnaire.
 - Plant Sale: Don't have the final tally yet.
 - Nominating Committee: We need 3 people – one proposed by the President, one proposed by the Pastor, and one proposed by the congregation.
 - Collaboration on preschool/child care programs: Pastor did write a response to community members asking about this.
 - Electronic Recycling Event: Scheduled with Living Green for October 14, 2023 from 10:00-2:00. We will need to do our own advertising. Steven Hoag of Living Green said he knows someone who may do metal recycling. It was suggested we also add Ridwell and shredding. Judy has had phone contact with Stephen. However, we do need someone to take the lead on this to follow through with getting other recycling companies to come on October 14th, plus we need to figure out how to advertise. Kate is unable to take the lead on this.

Closed with prayer at 2:30 p.m.

Letter of Call and Covenant Agreement

Draft



Effective June 2, 2013, Vic Peters was called and now serves as Church Musician at Bethesda Lutheran Church, Mountlake Terrace, Washington. Effective May 1, 2023 we, the people of Bethesda reaffirm this relationship and update our Covenant as follows:

The Church Musician shall fulfill the following duties and responsibilities:

- Participate in the shared work of the Worship And Music (WAM) Team.
 - Hymn selection for worship
 - Finding, learning and teaching new liturgies and reviewing older favorites.
- Selecting music for preludes, special offering music, special communion music, and postludes that are appropriate liturgically, inspirational, occasionally humorous. Appropriate secular music may be among those selections.
- Lead the Bethesda Band, welcoming new musicians and integrating them into that ensemble.
 - Continue to introduce new pieces to expand the band's repertoire.
- Responsible for weekly rehearsals of instrumental musicians for all regular and special services throughout the year.
- When standing or special choirs are active, provide accompaniment at rehearsal and worship each week and assist the choir director in helping choir members learn their music well.
- Responsible for requesting purchase and following appropriate licensing procedure for photocopied music for instrumental music program (CCL and OneLicense).
 - Work with Office Manager to ensure timely filing of copyright usage reports.
- Make recommendations (with Pastor and WAM Team) to help in the development of annual budgets to fund
 - Workshops
 - New music
 - Maintenance, repairs, and tuning of pianos and organ.
 - Professional association membership
- Provide accompaniment for weddings, funerals, Quinceañeras, if requested, with additional fees set by the Church Musician.
- Attend at least one workshop annually to learn about new music and to increase skills in working with the instrumental music program.
- Schedule vacations far enough in advance to allow for the scheduling of appropriate substitutes.
 - Maintain a list of skilled substitutes
 - Assist in recruiting substitutes as needed.
- Arrive in a timely fashion for service, rehearsal, and other musical events.
- Inform pastor, council president, and office manager as soon you recognize that illness or injury will prevent you from fulfilling the duties of your position.
- Give a minimum of 30 days written notice of intent to retire or otherwise terminating employment.

Bethesda Lutheran Church agrees to the following compensation schedule:

- Sunday Worship \$200 per Sunday
 - If Bethesda adds an additional service on Sunday mornings, an additional ~~\$100~~ ^{\$150} will be paid if the same order of service is used; if the second liturgy is substantially different from the first, it will be compensated at ~~\$150~~ ^{\$200}
- Midweek services of Evening Prayer will be compensated at \$100/service.
- Additional services (Christmas Eve/Day, Ash Wednesday, Maundy Thursday, Good Friday, Easter Vigil or a second Easter service) will be compensated at \$200/service.
- Choir rehearsals on other than Sunday morning will be compensated at \$75/rehearsal.**
- Payment will be made monthly on the last day (or last Sunday) of the month.

***During times when there is no regular choir rehearsal and therefore no additional rehearsal time or compensation, Vic has offered to make himself available free of charge on a limited basis for special music rehearsals either at his home or at church when he is already there (eg. Sunday mornings prior to worship). If the rehearsal time exceeds a small amount of time and energy, the charge will be a rate of \$75/hour, to be paid by the person requesting rehearsal time.*

In addition, the congregation shall also:

- Provide 3 Sunday/Wednesday combinations of vacation annually with full salary.
 - Vacation will be "front loaded" at the beginning of each contract term and may be carried over to the next year but not to exceed six (6) Sunday/Wednesday combinations.
 - Unused vacation leave shall be paid out at 100% upon retirement or other termination.
- Provide 2 Sundays of paid sick leave annually with a paid substitute as needed.
 - Sick leave will be "front loaded" at the beginning of each contract term and may be carried over to the next year but not to exceed four (4) Sundays.
 - Unused sick leave time shall be paid out at 25% upon termination or retirement.
- Provide an annual performance review and opportunity for mutual dialog, goal setting and conflict resolution.
 - Annual review shall be done at a mutually agreed upon time, ideally during the month of May.
- Give at least 30 days written notice of intent to terminate employment.
 - The only exception to this notice period is in the case that cause for extreme discipline has been determined and the bishop of this synod has directed immediate termination is necessary for the protection of the congregation and community.
- Receive you as a musician and a partner in the proclamation of the Gospel, a co-worker in weekly worship leadership and hospitality, uphold you in prayer and accord you our love, respect, and goodwill.

Contract term runs from June 1 to May 31 annually.

Rev. Heidi L. Fish, Pastor / date

Jeff Molitor, Council President /date

Vic Peters, Church Musician / date

Report on Bethesda's 2022 Grace Grant, "In the City for Good!"

Bethesda Lutheran Church was awarded a \$10,000 Grace Grant last year, and we have been good stewards of that gift.

The Big Block Party.

On Saturday, July 16, 2022, we hosted a "Big, Big Block Party" for our neighborhood, and between 1 p.m. and 7 p.m. the best estimate is that 500-600 people attended. IT WAS GREAT!!

The professionally designed poster/postcard graphic communicated the essence of the party effectively. It told folks that we're serious about having fun!

We hired the 11 piece Joy Street Orchestra as our dance band, and they played from 2-6 p.m.

The big yellow tent covered an 850 sqft dance floor, and attracted the attention of passersby for several weeks.

During band breaks our guests were invited onto the dance floor for simple lessons in East Coast Swing and Waltz.

We provided sanitation facilities sufficient for a larger crowd, given the interest expressed.

We pivoted less than a week before the party because the food trucks were too expensive. We were unwilling to ask a parent to spend \$15 each to feed 3-4 children. We secured a Temporary Food Establishment permit and grilled up hotdogs, selling them for \$5/each, \$1 for chips, \$1 for soda or bottled water. Folks commented on the dogs, because they were NOT the cheap-o little ones!

There were unexpected expenses related to the party, which we handled by juggling our budget.

We were unable to purchase the big yellow tent once its owner saw it fully installed. She didn't realize what a large tent it was, and she decided to keep it. This winter we were able to purchase a new outdoor party tent, 20'x20', and it will serve us well for years to come.

Our 16'x16' dance floor interlocks with the dance floor tiles owned by Northwest Dance Network and three other private parties. This was a great shift from our original plan to construct our own floor, and we will be able to share these floors cooperatively. In the future we may be in a position to purchase additional tiles and grow the floor even more.

We provided professionally supervised activities for children so that parents could enjoy the music and dance!

We collaborated with the Mountlake Terrace Police Department on security matters. Our volunteer team was briefed by the MLT-PD ahead of the party, and was effective in maintaining the security of our event.

We secured additional parking from a neighboring church and the owners of a vacant lot up the street, so we had sufficient space available.

The mayor of MLT and at least one City Council member were in attendance. We also had representatives from Cocoon House, Projects for a Civil Society, and Paths to Understanding/AVP tabling with information for the public.

This party really did bring the community together exactly as we hoped it would! It introduced Bethesda to Mountlake Terrace anew, and communicated the playful, welcoming, and festive spirit of this progressive little congregation. It built relationships with volunteers from the community. The very next day we had three folks visit us in worship who had attended the party. Conversations we had while publicizing the party have borne fruit since then. Neighbors and other attendees have asked repeatedly if Bethesda will be hosting the Big Block Party again! The success of the party boosted the congregation's self-confidence, and they now are beginning to dream bigger dreams than prior to the party! We ARE now planning the 2023 Big Block Party! This year we'll fund it through voluntary contributions for admission.

The Alternatives to Violence Project Workshops

Because we had to reallocate funds within the overall budget, we shifted the emphasis of this part of the project.

Conversations at the Block Party gave rise to connections with city leaders in Mountlake Terrace, Edmonds, and Lynnwood. We offered three sample workshops in AVP.

The one-day workshop on January 14, 2023 introduced the Alternatives to Violence Project to 22 community leaders with the goal of getting the curriculum into schools. The response to that workshop was overwhelmingly positive! Our work is already contributing to the development of a coalition in South Snohomish County to address teen violence. We've had six meetings with Wally Webster, II, a trustee at Edmonds College and a catalyzing force for positive change. Momentum is building, supported by the Grace Grant "In the City for Good!" We supplied the food for these workshops, funded out of the grant.

Conclusion

The Big Block Party re-launched Bethesda into the awareness of our community in a very effective way. The buzz that's going around about this little congregation is VERY positive. We have built relationships that will continue to serve the community well for years to come. Interest is growing in the Alternatives to Violence Project curriculum, and leaders are taking note. We are building a future together, and are grateful to the NW-WA Synod and the Grace Grant Committee for trusting us with this amazing Grace Grant.

We would be glad to answer any questions about "In the City for Good!", and apologize for the tardiness of this report. Our NEXT Grace Grant Proposal for 2023 would ALSO be a great investment in ministry innovation and outreach!

Humbly submitted in Christ's service,

Rev. Heidi L. Fish, Pastor

May 31, 2023.



Budget Report

We are in the process of upgrading our congregational bookkeeping from hand to QuickBooks Online. Our Treasurer has been sick (even hospitalized), and I do not have a complete accounting from her yet. However, based on the records I can lay hands on today, this is a rough approximation of our Grace Grant Expenses. We will forward a more complete accounting as soon as it can be produced.

Expenses

Dance Floor	1,434
Joy Street Orchestra fee	2600
Sound Tech fees	250
Professional Graphic Design	500
Printing of Posters & postcards	425
Professional Distribution of print media	240
Tent	1285
Tent transport	75
Permit fees	
City of MLT	120
Sno Health District-expedited	176
Food Handlers	10
Food for workers	250
Food & Supplies for our Hot Dog operation	1159
Porta Potties	925
Hand wash station rental	210
Traffic cones	100
Patio Heaters & Fan	335
Supplies for PR campaign	55
Printed Banners	360
Sandwich boards	45
Yard signs	52
N-95 Masks	50
Safety vests	30
Garbage & Recycle cans	250
<u>AVP Workshop food</u>	<u>250</u>
Approximate Total Expenses	\$11,186