

**Mission & Ministry Team Meeting Minutes**  
**June 21, 2022**

The meeting was called to order by President Daniel Hones, at 5:15 pm.

Present for the Meeting: Daniel Hones, Carlene Nagel, Kim McCann, Joanie Bauknecht-Peterson, Linda Stibbe, Darrell McDougal and Pastor Dave.

Absent: Jim Henning, Matt Pingel and Jessica Olson

1. Devotion and opening prayer by Pastor Dave.
2. Missional Community (Take 10)
3. Approve minutes:  
Motion by Kim McCann, second by Darrell McDougal to approve the minutes from the May 17, 2022 meeting, all ayes, 3 absent, motion carried.
4. Pastor's Report  
Staff Reports: (the following reports were included in the Voters meeting packet for the June 9<sup>th</sup> Voters meeting)  
Lead Pastor Report – Pastor Dave Karolus  
Vicar Report – Vicar Jacob Sipes  
Administrative Manager Report – Paula Breutzmann  
Lay Minister Report – Jeff Nielsen  
School Administrator Report – David Reineke  
Childcare Director Report – Jenny Weyker  
Director of Youth & Family Ministries – Blake Brockman  
Information Technology Report – Jan Young  
Care Ministry Report – Pastor Dan Kohn  
Facility Manager's Report – Jay Neitzer  
Endowment Report – Jeff Nielsen  
Financial Operations Manager Report – Nikki Heinzen

The Voter's meeting packet and the Voter's meeting minutes will be uploaded for the MMT members to access.

5. Staff: Childcare Administrator – Jenny Weyker  
Jenny was present at the meeting and updated the MMT on summer attendance in the childcare. This summer there are approximately 105 children enrolled for childcare. For this fall, there are about 125 children enrolled with about 40 of them being before and after school care. Some of the children utilizing the 3K and 4K wrap around childcare are children that attend school elsewhere. It has been difficult to retain staff but Jenny feels the staff that are in place have a future plan with Peace. Jenny is the longest term childcare employee and 4 others have been here over 3 years. Vacation Bible School and chapel times will

be led by Blake this summer. The teachers will follow up with a craft or activity to go with Blake's lessons. Jenny will need to hire a 3K teacher to replace her position prior to becoming Childcare Director. The childcare has a new software system, Procure. It will allow billing, parents to track attendance and teachers can communicate with parents throughout the day. Pastor Dave is pleased with Jenny and thankful for all she does for Peace Lutheran Childcare.

6. CLT Update: Carlene Nagel

The CLT is reviewing the Childcare Director job description, CLT policies and the Parent Handbook. These will be brought back to the MMT in August.

SLT Report:

The SLT is working on a discipline policy with different tiers and will meet again on August 2, 2022. Interim School Administrator, Pastor Bo will start July 15, 2022. Installation will be July 24, 2022.

The CLT and the SLT will not meet in July.

7. Capital Improvements:

Gym Roof Proposal-

The gym roof is in need of repairs and has caused some water damage to the gym floor. Jay was in contact with Ryan Ginther from Crafts Inc. which has done previous roofs for us and Jay requested some price options and estimates. The recommendation is a TPO membrane roof since it is white and does not attract sun and the TPO membrane is glued to the roof and does not require rocks. The quote is \$79,360 and we would save about \$10,000 now if we lock in the quote and get the materials now. The repairs to the roof would not start until November.

Gym Floor Resurfacing-

There is damage to the gym floor from last fall when the rain came through the roof. The floor will shrink and will have gaps. Jay has received a quote from Baseman Bros. for \$20,971 (without tax) to sand it, humidify it to the right moisture and seal it. This would not replace the gym floor.

Motion by Joanie Bauknecht-Peterson, second by Linda Stibbe, to accept the gym roof proposal and accept the gym floor quote, all ayes, 3 absent, motion carried. Funding will come from savings, School Choice Reserve Balance and/or the recent bequest that Peace Lutheran Ministries received.

Handling of Deposits-

The Elders recently reviewed their policy for Handling of Deposits. The Elders will need to purchase a safe. Clermont Printing recommends a Sentry Safe for \$530. The policy states if the Financial Operations Manager and the Administrative Manager are gone on the day the counting team will be counting, another Peace manager will retrieve the bags. The MMT recommends if that

were to happen, the safe combination will need to be changed before the next church service. The MMT also recommends that 2 members of the counting team will deposit the accounted offerings using a locked deposit bag at the bank. Motion by Darrell McDougal, second by Joanie Baucknect-Peterson, to accept the Handling of Deposits policy with the revisions, all ayes, 3 absent, motion carried.

8. Announcements and upcoming events:

- Vicar Jacob is moving June 24, 2022
- Vicar Bryce Clayton & wife Anna arriving July 19, 2022
- National Youth Gathering July 8, 2022-July 14, 2022
- The next MMT meeting will be August 16, 2022 in the Luther Room.  
Devotion by Carlene Nagel.

9. Meeting Adjourned/Closing Prayer:

Motion by Kim McCann, second by Joanie Bauknecht-Peterson, to adjourn the meeting at 6:16 p.m., all ayes, 3 absent, motion carried.

Pastor Dave gave the closing prayer.

Respectfully Submitted,  
Carlene Nagel