

**Calvary Lutheran Church
Council Meeting Minutes
November 18th, 2025**

Council Meeting was called to order at 5:02

Members present; Sara Odden, Gina Nelson, Jayne Kraemer, Rodney Rice, Cindy Kinzley, Zach Finley, and Troy Kilpatrick.

Staff present, Senior Pastor Tim O’Shields, Deacon Tom Martin, and Accounting Manager Tammy Drewitz.

- a. **Devotion** – Jayne – the Divine Artist by Max Lucado – referencing Phillipian’s 1:6
- b. **Quorum** – Established
- c. **Approval of October Minutes** – Motion to approve by Zach, 2nd by Jayne – Approved Unanimously.
- d. **Approve Agenda** – By Consensus

Rostered Leader Reports –

Deacon Tom – Deacon Tom provided updates and positive results from the “Let’s Get Connected” cards that he both talks about in service and then follows up with interested people. Pastor Tim has been attending the High School group meetings, and the average has grown to 30 attendees on a per meeting basis. Very strong numbers, Pastor Tim’s presence to assist in the coming transition in February when Tom retires.

Pastor Tim – Pastor Tim shared an exciting addition to our Baptism efforts. Julie Richter is leading a Quilter’s Group that will provide Baptismal Quilts to the children who are baptized in church moving forward.

Pastor Tim also reported that he has gotten to know the Bear Butte ELCA group. At this time with so many other activities demanding attention Pastor Tim plans to be involved as member not a leader of this group.

Pastor Tim also reported that the Personnel Handbook was in review and hopes are to complete by end of the year. Pastor Tim in addition to putting a final review to the Handbook will establish individual goals and objectives for each employee. Additionally, each employee will share goals with other team members to assist in team development. Pastor Tim hopes to host a staff retreat in early 2026 (it might be just right at the church) to assist in goal and vision planning. Additionally, Pastor Tim would like the council to take on a similar exercise as we build our efforts into future church.

Pastor Tim – under the topic of Building Utilization presented the idea of a small working committee to explore the viability of a Calvary Lutheran School effort to potentially start in Fall of 2026. Much to be considered in terms of scope and age groups served. To the opportunity, Calvary has the facility to be utilized in this fashion already, it's the other working pieces that need to be considered.

A traditional year end Generosity/Stewardship mailing was designed and mailed over the past week. Moving forward our goal will be to become more Culture than Campaign driven. This will take some time and patience in development. Plans are to additionally create an Evangelism/Outreach effort by sometime in January.

In Education questions are being asked about current calendar and how efforts end in March. Additionally, more conversations as to future educational opportunities as we move forward where discussed. Pastor Tim spoke to specific change in the summer of 2026 with our coming Vacation Bible School efforts and the idea of not capping the attendance. Included in this effort will be a robust social media campaign to help grow attendance numbers with a theme the story of Noah's Ark.

Tammy – Financials – Tammy presented the October and Year to date numbers. We saw a slight downturn when compared to year prior in Incomes. This related to the timing of the Annual Generosity/Stewardship campaign (it launched last year earlier). Tammy presented strong last quarter giving averages to re-assure our belief in on target delivery of the budget in 2025. Incomes year to date down (\$7,331 or 1.1%). Expense management has been strong as year to date we are down (\$36,675 or 5.5%) compared to year prior. These add up to a positive position on the fiscal year of \$8,770 or 1.3% with 2 months to go to close the year.

Tammy asked for a motion to adjust check signing authorizations. The motion to remove Joey Younie and add Pastor Tim was made by Jayne and 2nd by Troy. **Motion approved Unanimously.**

Tammy presented the Annual Budget for 2026. This budget previously reviewed and approved by the Finance Committee for presentation included details and conversation regarding salary budgets to ensure that enough dollars were allocated for future needs. Tammy provided additional details to confirm these forecasts. The budget has strong expense management savings and ultimately is built with a target of \$10,000 over the breakeven mark so that Calvary has room for future improvement discussion at the end of 2026. Motion to approve the 2026 budget as presented was made by Troy and 2nd by Rod. **Motion approved unanimously.**

New Business –

b. Council Leadership – With the resignations of both Julie Richter and Joey Younie from the Council we now have a need for 2 new Council in 2026.

Joey's resignation effective immediately created conversation within the Executive Council about Council Leadership at President and it was decided to work as a team (Sara, Jayne, and Troy) for the next few months until the 2026 leadership is established.

c. The Annual Meeting - currently set for January 28th - created discussion on both the need for volunteers for election and positions but also on the voting process. It was determined to establish a better working protocol and a quick verification of membership for each member would be conducted by the Council prior to voting. This will present an opportunity to update membership records as needed. The additional opportunity and benefit are the creation of an updated church directory of members for online review.

Old Business –

- a. Parade of Lights** – Coming on Saturday, November 29th. Plans have been made, and Calvary will be there for Outreach. We can use more lights for the float and more Volunteers to assist in efforts.
- b. Synod Assembly 2027** – Previously the Council was asked to be the host site for the 2027 ELCA Assembly. This was discussed as a very positive action for Calvary. A Motion was made by Jayne and 2nd by Troy. **Motion approved unanimously.**
- c. Associate Pastor Discussion and MSP.** Adjustments were made to reflect the job description for either a Minister of Word or Deacon position giving flexibility for the right fit within our team. A Motion to approve the MSP and move this to the Call Committee was made by Zach and 2nd by Cindy. **Motion approved unanimously.**
- d. Committee Updates**
 - Finance** – See previous content.
 - Education** – No report
 - Endowment** – Discussion of what is needed to get this re-organized.
 - Nominating** – 2 Council vacancies, maybe Endowment pending re-organization.
 - Generosity** – Campaign in the mail.
 - Music** – No report

Motion to adjourn made by Jayne, 2nd by Zach. **Motion approved unanimously.**

Next Meeting December 16th, 2025 at 5:00 pm