

These notes are in draft form until approved by the Council at their meeting in April.

Our Redeemer's Lutheran Congregation Council  
Meeting Notes – v2.0

24 March 2026

Members present: Allyn Christensen, Ken Holmes, Lora Houska, Roy Lawrenz, Pastor Beth Macha, Erika Schindel, Greg Stabbe, Lowell Suring, and Moira Wirtz.

Agenda items:

- A. President Ken Holmes convened the meeting at 6:00 pm.
- B. Opening devotions/prayer.
  1. Devotions and prayer were led by Lora Houska on Psalm 3 verse 3; Recognizing the right path.
  2. April devotions/prayer will be led by Erika Schindel.
- C. Review of monthly Council calendar.
  1. Goal setting was discussed at the Council retreat.
  2. The agenda for the April quarterly meeting will be discussed under New Business
- D. Agenda review and repair. Items added to the agenda were use of the church facilities, preparation for the Labor Day Parade, coin counter, schedule of payment for stipends for the Treasurer and the Financial Secretary, Synod Assembly, and Sorlie Ordination.
  1. Lora Houska made a motion to accept the agenda, as amended. Roy Lawrenz seconded the motion. The motion was passed unanimously.
- E. Review, (revise), and accept meeting notes from previous meetings (17 February 2026, 21 February 2026).
  1. A motion was made by Roy Lawrenz and seconded by Moira Wirtz to accept the notes from the Council meetings on 17 February 2026 and 21 February 2026. The motion was passed unanimously.
- F. Approval of the financial reports (until audited).
  1. General fund.
    - i. The first amount under Payroll was for the Congregation's Secretary's wages.
    - ii. The Miscellaneous item under Worship Expenses was for the sign-in pads for the pews.
  2. Improvement fund (reviewed quarterly).
  3. Memorial fund.
  4. Blessing Basket fund.
  5. A motion was made by Greg Stabbe and seconded by Roy Lawrenz to accept the financial reports, until audited, of the General, Memorial, and Blessing Basket funds, as presented. The motion was passed unanimously.

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G. Monthly benevolence donations.

1. Crossways Camp                 \$200
2. Nurses Nook                    \$200

H. President's report.

1. Ken Holmes verbal report.

- i. On 30 April Fox Valley Technical College will be sponsoring recycling of electronic items. Ken Holmes will deliver items from the Church that can be recycled in addition to any personal items members would like to recycle. We need to remove recycled items from the Inventory List.
- ii. Ken thanked Council members for the work they have been doing.
- iii. Ken had multiple meetings with individuals concerning issues within the Congregation (e.g., passwords).
- iv. After his review of the Office Manual, Ken determined that it needs revision.

I. Pastor's report – Pastor Beth Macha.

1. A written report was provided.
2. The Music and Worship Committee will be requesting favorite hymns from the Congregation members for summer Worship Services.

J. Reports of Committees That Have Met Recently.

1. Blessing Basket.

- i. The financial report was received and accepted.

2. Building and Improvement/HVAC Sub-committee.

- i. Information continues to be gathered regarding the generator.
- ii. Initial information indicates that electronic door-openers will cost approximate \$10,000.

3. Education.

- i. Ken Holmes asked Karen Zahn if she would assume the role of chair of the Education Committee. She responded that she would continue coordinating the Vacation Bible School Program, but would not take on the lead for the Education Committee.

4. Memorial

- i. The financial report was received and accepted.

5. Women of Our Redeemer's.

- i. A written report was received.
- ii. Eleven members participated in the World Day of Prayer event.
- iii. Carol Suring assumed the role as Treasurer of the Women's' group.

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## 6. Worship and Music

- i. Ushers need to let new members and visitors know about the listening devices and that they should sign in on the pew pad.
- ii. After Easter, the Congregation will resume sharing the peace.

## K. Old Business..

### 1. Job descriptions.

- i. The draft of the job description for the Treasurer was reviewed and approved by the current Treasurer.

### 2. Danish (Abelskiver) Festival.

- i. Karen Zahn and Jeanette are coordinating the Festival.
- ii. They have set the date for the Festival as the 1<sup>st</sup> week in May.
- iii. Publicity notices have been distributed.
- iv. Requests for help and donations have been sent to members of the Congregation.
- v. Donations will be recorded through the Financial Secretary.
- vi. Earl Macha will be ordering all food supplies.

### 3. Password Database

- i. After having discussions with members of the Congregation that hold passwords, Ken Holmes described a process where each person holding a password will define an appropriate emergency strategy for accessing and using the password they hold. The description of that strategy will be placed in a sealed envelope. When emergency access to a password is required, 2 Council members will open the sealed envelope and initiate the process described.

### 4. Audit Update

- i. Karen Hemken has agreed to chair the Audit Committee. Other members will include Sue Erzinger, and Jill Wendt.
- ii. That Committee agreed to conduct a biannual audit (i.e., January and July) of the General Fund.

## K. New Business

### 1. Storage of Financial Records.

- i. Presently, current and historical financial records are stored in numerous unsecured places (e.g., storage garage, storage closets, private homes).
- ii. There is a need to consolidate these records and to store them in a secure location within the Church building.
- iii. Earl Macha will get information on a safe to hold these records for Council's consideration during the April meeting.

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2. Outdated food items in the Church kitchen.
  - i. Removing food items from and general cleaning of the kitchen will be referred to the Women of Our Redeemer's for resolution.
3. Inventory Update.
  - i. Major property items need to be recorded on the inventory to provide a basis for what equipment we have and need to keep.
4. Insurance Coverage.
  - i. Discussion of this item was postponed until the April meeting.
5. Church Organ.
  - i. Although the organ still operates, it cannot be repaired to the level needed for worship accompaniment.
  - ii. Erika Schindel made a motion to approve the recommendation from the Music and Worship Committee that the organ be removed from the Sanctuary and be disposed of by 30 April. The motion was seconded by Roy Lawrenz.
  - iii. After discussion that the organ will be moved to the storage garage and be offered as free to Congregation members and then to the public, the motion passed unanimously.
6. Agenda for Quarterly Meeting.
  - i. Latest available committee reports (due on 8 April).
  - ii. Update on Danish (Abelskiver) Festival.
  - iii. Update on disposal of the organ.
  - iv. Update on estimates received for electronic door opening.

L. Items added to the agenda

1. Use of the Fellowship Hall.
  - i. 25 April – Becky Jenko.
  - ii. 1 August – Erika Schindel
  - iii. Roy Lawrenz made a motion to approve these use requests. Lora Houska seconded the motion. The motion passed unanimously.
2. Erika Schindel will begin rolling shirts to throw from the float during the Labor Day Parade.
3. Coin Counter.
  - i. The machine used to count coins in the offerings does not work and is not fixable.
  - ii. A new machine will cost between \$150 and \$500.
  - iii. When the “noisy” offering is collected, approximately \$30 is offered.

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- iv. The Credit Union will count the coins for us but we will not have our own count to verify the Credit Union's count.
- v. Lora Houska made a motion the have the Credit Union count the coins and accept their count as accurate; the motion was seconded by Greg Stabbe. The motion passed unanimously.

4. Stipend for Treasurer and Financial Secretary.

- i. Currently the stipends for these positions are paid at the end of the year.
- ii. Roy Lawrenz made a motion that was seconded by Moira Wirtz to pay the stipend quarterly.
- iii. This will help to ensure that a large sum is not due at the end of the fiscal year.
- iv. The motion passed unanimously.

5. Delegates for the Synod Assembly.

- i. Following the call for delegates at the Annual Meeting, Karen Zahn and Carol Suring volunteered to represent Our Redeemer's Lutheran Congregation.
- ii. They will need to register on the Synod website before 31 April.

6. Keith Sorlie Ordination

- i. Keith Sorlie, a son of Bethel Lutheran Congregation, was ordained at Bethel on 22 March and subsequently called to the position of Pastor at Bethel.
- ii. Roy Lawrenz made a motion to recognize and celebrate this significant event in our former Sister Congregation by sending a card, signed by all Council members, congratulating Keith Sorlie and containing a monetary gift from our Congregation.
- iii. The motion was seconded by Allyn Christensen and passed unanimously.

M. Monthly opening devotions/prayer for Council meetings.

- 1. A sign-up sheet has been created so that Council members can select the month(s) they will provide opening devotions/prayer during 2026.

N. The next meeting will be held on 21 April at 5:00 pm.

O. Greg Stabbe made a motion to adjourn the meeting that was seconded by Erika Schindel. The motion passed unanimously.

P. The meeting then ended at 8:04 pm with recital of the Lord's Prayer.

Respectfully submitted:  
Lowell Suring  
Council Secretary