

May Council Meeting Minutes
May 18th, 2026 at 6 pm; Hybrid (in person + Zoom)

Present: Pastor Steve, Lynn Caldwell, Eric Breitenstein, Morgan Wright, Amy Atkins, Liz Peter, Jesse Lutabingwa, Jonathan Stamey, Mike Seden, Jennifer Davis & James Holden

Absent: Kristie Evans, Jesse Lutabingwa, Jonathan Stamey, & Mike Seden

1. Call to Order – James @ 6:00PM
2. Devotion – Jennifer
3. Ground Rules – Reviewed by James
 - Please raise your hand to indicate that you would like to speak.
 - Please give your name and state your views on the matter under discussion, including any questions or concerns you may have.
 - In order to allow others ample opportunity to join in the conversation, please keep any subsequent comments by you on the issue/motion succinct and to the point.
 - Please remain quiet when others have the floor so everyone can hear.
 - Please be respectful of those voicing differing opinions.
4. Congregational Input
 - Lynn - Chris had to stay in the nursery this past Sunday, will need to address moving forward.
 - Liz - Would be happy to help with the nursery moving forward
 - Eric would also be happy to help with the nursery
5. Approval of Council Meeting Minutes: April 2026 and Special Meeting May 2026
 - Liz moved to approve the April and Special Meeting minutes as noted above. Eric seconded the motion. Motion passes - both meeting minutes and special meeting minutes approved.
6. Strategic Visioning – James
 - Thank you for coordinating the council retreat
 - A. Review Organizational Chart and Liaison Assignments
 - B. Council Goal-Setting Process
7. Policy – James
8. Monitoring and Oversight
 - A. Reports:
 - 1) Senior Pastor Report - Grace for Generations
 - 2) Campus Ministry Coordinator

- 3) Music Ministry Report
- 4) Office Manager Report
- 5) Facilities Report
- 6) Treasurer Report

B. Old Business

1) Capital Campaign Updates

- a. Gifts and pledges received to date around \$263K
 - Need another \$255K to be matched to have all the projects completed.
- b. Projects' updates
 - i. Roof replacement underway. Roof = \$135K
 - a - Working on shingles, the project is on track.
 - b - They wanted to clean up more; however, Pastor Steve wanted the congregation to see and feel like a construction site.
 - c - Roofing - sheeting on the old sanctuary as there were only slats
 - d - The project could go over budget by \$15-20K.
 - ii. HVAC was installed at the Council House this week.
 - iii. Parking lot expansion
 - a - They came and staked - will start first of next week, depending upon the rain.
 - iv. The playground project is in a holding pattern. - Amy asked about the playground bid - the timestamp of the bid, and whether this bid is still good
 - v. Grace Place update
 - a - SOW completed - more related to the timeline.
 - b - Matthew will be publicized to the congregation soon. He will be using Holden's house while Grace Place work is ongoing.
 - c - Good fall/winter project, as most of it is inside work.
 - d - What is the estimated SOW for Grace Place?
 - vi. Operational Cash Reserve - TBD
 - c. Protective Life Insurance - Grace Lutheran Church named as beneficiary
 - i. The Gift equals \$ 33,923.74.
 - ii. Pastor Steve's recommendation is to put it towards the campaign. Steve moves to put the Moody gift towards the Grace for Generations campaign.
 - a - Discussion ensued, motion seconded
 - c - Motion passes with the gift from the Moody estate to be applied towards the campaign

2) Moretz Family Memorial Foundation Established - endowment committee formation (August 2026)

- All set up, establish the first committee at the annual meeting.

3) Full-Time Director of Congregational Life Position

- a) Status of hiree - Start Date August 1st
 - b) Housing solution during Grace Place construction -
 - i) Holden house will be ready before Aug 1st, could be the lead article for the weekly newsletter
 - c) Moving Expenses
 - i) Offer furniture from Grace Place and some expenses for a moving truck. P. Steve recommends one lump sum for moving expenses
 - ii) P. Steve recommends setting aside 2k around the first of July,
 - iii) P. Steve motions to set aside 2k for moving expenses, Lynn seconded the motion. Motion passes
 - d) Youth mission leaves on Aug 1st, PS wondering if Matthew
 - e) Discussion would Matthew want to go on the trip, vs create the relationships with the youth? Issue is the funding piece would come out of the intern line item. Will extend the offer to Matthew.
- 4) Application of facility use fees (similar to wedding facility use fees) for outside events not directly associated with a non-profit organization or church member.
- a) Fee program development status
 - b) Information not attached, see for June council meeting
- 5) Handicap accessible seating task force findings
- a) Lynn - dramatic changes to the pews in the sanctuary. Discussion ensued regarding accessibility for pews during worship service. Cut all the pews off the same length for access; would take spaces away from the edge. There is plenty of space in the middle of the pews.
 - b) Next steps, the committee will need to hand off to the property committee to reach out to someone familiar with ADA compliance.
 - i) Morgan - one or both sides?
 - ii) Welcoming space to address ADA needs
 - iii) Benefits to many not to just wheelchairs

C. New Business

- 1) Facility Requests – No requests
- 2) ACTION ITEM: New Restricted fund for Helping Hands Woodlot
 - a) Partner to help with the Woodlot, Scott Delaney is interested in taking MOW 2 year transitional process along with Hunger and Health Colation. Scott asked for financial support, 15K, Herald would like to take out of the Grace builders fund. Establish a new restrictive fund for the Woodlot.
 - b) Motion to approve establishment of new restrictive fund for the woodlot. Amy motion, Eric seconded. Motion passes.
- 3) Drainage Project in Front of the Church

- a) Drainage - Loyd and Jeff Voss working on the drainage. Downstairs bathrooms now working, found rotten boards on the door. Back filling with rock, sand. Total cost = \$1,500
- 4) Council Retreat follow-up, results from Council online voting
 - a) Results from retreat, Pastor Steve will email out later this week.
- 5) Nursery Coordinator Transition
- 6) First Look: 2026-2027 Budget, Special budget Council meeting
 - a) Budget - Pastor Steve concerning income projection - April 2026 giving lighter this year.
 - b) Meanwhile, the congregation has been very generous with the Grace for Generations campaign. 372K at YE needs 400K until parking income starts coming in. June task for budgeting.
 - c) In June plan to meeting earlier for the budget, biggest challenge would be staff salaries. 5pm -6pm discuss the details of the line items and then move into the June council meeting.
- 7) App State Football Parking Designations for 2026

9. Meeting adjourned with prayer – Jennifer

Upcoming Devotion List:

June - Jonathan

July - P. Steve

Aug - Morgan