

SAINT LUCAS UNITED CHURCH OF CHRIST

CHURCH COUNCIL

**Minutes of the Church Council Regular Meeting
December 29, 2025**

CHURCH COUNCIL – PUBLIC SESSION

The Church Council gathered for the public December Regular Meeting on Monday, December 29, 2025, in Meeting Room A of Sunset Hills Community Center and via Zoom. The meeting was called to order at 6:00 P.M. by Barbara Smith, President of the Council.

Present

Barbara Smith, President
Katy Forand, Vice President
Wanda Gillman, Financial Secretary
Tracy Mulderig, Recording Secretary
Carol Stelmach, Treasurer
Amanda Boyer
Melinda Borman
Kirk Dalgaard
Phil Denton

Also Present

Rev. George Miller, Senior Minister
Chris Blanke
Ken Fey
Margit Scott

Donna Alexander (Zoom), Marsha Armentrout (Zoom), Bill Brinkhorst (Zoom), Joan Dalgaard (Zoom), Joy Dressel (Zoom), Marsha Fey (Zoom), Janet Frumson (Zoom), Ken Hamilton (Zoom), Stephen Hanpeter (Zoom), Dan Herron (Zoom), Kathy Herron (Zoom), Paul Litzsinger (Zoom), Barbara O'Brien (Zoom), Kim Witbrodt (Zoom), Jackie Zeiting (Zoom)

GENERAL BUSINESS:

Opening Prayer – given by Carol Stelmach

President's Report – presented by President Barbara Smith

President Barbara Smith asked all in-person participants to share something for which they were thankful. The President highlighted recent successful events from the past month and solicited additions to the list.

The following activities were recognized:

- Zac & Lizzy puppet show
- Retirement celebration for Charlie Singler

- Stewardship Ministry's close-the-gap pledge drive (\$32,000 pledged)
- Celebrations throughout the Christmas season
- Ellen Littleton's remote scripture reading
- Donations for and restocking of the Little Free Pantry during November
- Relocation of the Little Free Pantry
- Winter coat drive

Guest Comments – None.

Action Items by Consent – The following items were adopted by consent agenda as provided to the Church Council for review and approval (documents on file).

It was moved by Kirk Dalgaard and seconded by Treasurer Carol Stelmach that the following items be approved by consent agenda:

Consent Agenda

- Minutes, A/V Ministry Meeting – October 21, 2025
- Minutes, Disaster Preparedness Ministry Meeting – November 10, 2025
- Minutes, Finance Ministry Meeting – November 18, 2025
- Minutes, Open & Affirming Task Force Meeting – November 18, 2025
- Minutes, Social Justice Ministry Meeting – November 11, 2025
- Report, Balance Sheet Analysis through September 30, 2025
- Report, Analysis of Revenue and Expense through September 30, 2025

The motion carried unanimously (9-0) by show of hands with no abstentions.

Staff Reports – presented by Rev. George Miller (reports on file)

- Senior Minister Report - December
- Associate Minister of Pastoral Care and Visitation Report - December

No discussion.

Finance Ministry Report – presented by Financial Secretary Wanda Gillman (report attached, financial documents on file)

- Balance Sheet Analysis as of November 30, 2025
- Analysis of Revenue and Expenses as of November 30, 2025

The external audit remains planned for early 2026.

Physical Facilities Ministry Report – presented by Kirk Dalgaard, Council Liaison to the Physical Facilities Ministry

Kirk Dalgaard reported the following items:

- Donovan Larson intends to transition out of the role of Physical Facilities Chair in March 2026. A new Chair will be needed.

- The Physical Facilities Ministry needs guidance from the Council regarding what repairs to pursue for the sign on Denny Road (e.g., seek a variance for a digital sign, improve the existing sign). In the meantime, Kirk has taken on the responsibility of updating the message and service information. He planned to contact the original sign company for guidance on how to purchase new letters. Bob Beck is requesting bids to repair the lighting of the existing sign.
- Donovan Larson resolved weather stripping issues with the Preschool door seal. President Barbara Smith confirmed that the door is closing properly.

It was moved by Amanda Boyer and seconded by Phil Denton to approve repairs to the existing sign including new electrical wiring and letters but not pursue a variance for a new digital sign at this time. The motion carried unanimously (9-0) by show of hands with no abstentions.

Kirk Dalgaard committed to informing Donovan Larson of the decision.

OLD BUSINESS:

January 2026 Communion Servers – presented by President Barbara Smith

The 2025 Council agreed to serve Communion on January 4th, 2026, to allow additional time to train the incoming Council members.

Staff Christmas Gifts – presented by President Barbara Smith

Enterprise Bank and Trust agreed to wave activation fees for the gift cards distributed to staff. Holiday gift bags were distributed to staff during the December Staff Luncheon.

Reactivation of the Special Events Ministry – The appointment of a Council Liaison was postponed for the 2026 Church Council.

Governance Recommendations – presented by Recording Secretary Tracy Mulderig

Two sets of minutes were prepared for discussion, one using the existing standards and another illustrating how additional non-confidential Executive Session information could be exposed within a single set of public minutes. Recording Secretary Tracy Mulderig recommended approving the November minutes that followed the historic format, as there was insufficient time for Council members to provide feedback on the alternative version prior to tonight's meeting.

Carol Stelmach requested a correction to the section about Meals on Wheels.

It was moved by Vice President Katy Forand and seconded by Treasurer Carol Stelmach to approve the minutes of the November 2025 Church Council Meetings (General & Executive), as corrected. The motion carried unanimously (9-0) by show of hands with no abstentions.

NEW BUSINESS:

Coyotes – presented by President Barbara Smith

A neighbor called the Church Office about sightings of coyotes on the property. President Barbara Smith reached out to the City of Sunset Hills, St. Louis County, and the Missouri Department of Conservation for guidance. The Missouri Department of Conservation does not relocate coyotes, as they are expected to move on once nearby food sources are depleted. Making loud noises can help. President Barbara Smith communicated the guidance from the Missouri Department of Conservation to the neighbor.

Broken White Fence – presented by President Barbara Smith

The fence along the East parking lot was repaired by the owner of the adjacent property, as they were responsible for the damage.

Volunteer Appreciation Worship – presented by Rev. George Miller

A special worship service is planned for February 15, 2026, which will include a video showcasing volunteer opportunities and a celebration during the coffee hour. Additional discussion may be needed to finalize plans during the January Regular Meeting.

IRS Exemption Requirements of 501(c)(3) Organizations – presented by Treasurer Carol Stelmach

The Church Council discussed a recent situation in which a member was confused about the difference between tax-deductible donations to charitable organizations and taxable gifts to private individuals. The IRS prohibits charitable organizations from using any of its net earnings to benefit a private individual. St. Lucas UCC has historically distributed a list of resources and offered food from the pantry for individuals seeking assistance to comply with IRS rules. It was recommended that the Finance Ministry create a clear policy for Council to review and for the education of members.

End of the Year New Business – presented by Amanda Boyer

Amanda Boyer requested that outgoing Council members email the new members with feedback on missed opportunities. President Barbara Smith highlighted the general need for better policies and procedures.

New and outgoing members were thanked for their service.

A new bulletin board in the Fellowship Hall is available to advertise volunteer opportunities. It was recommended that this topic be discussed at the next Cabinet meeting and that digital alternatives also be explored.

2026 Council Officer Elections – presented by President Barbara Smith

According to the Bylaws (Part VII.B.1), the new Church Council must elect the Core Leadership Team prior to the installation scheduled for Sunday, January 4, 2026. It was decided to hold elections during the General Session after reviewing the responsibilities of each Officer position. Votes would be cast by members of the incoming 2026 Church Council.

Melinda Borman nominated Vice President Katy Forand for the role of President.
Amanda Boyer nominated Recording Secretary Tracy Mulderig for the role of Vice President.
Financial Secretary Wanda Gillman nominated Ken Fey for the role of Financial Secretary.

Financial Secretary Wanda Gillman nominated Melinda Boyer for the role of Treasurer.
Financial Secretary Wanda Gillman nominated Margit Scott for the role of Recording Secretary.

All nominations were accepted and approved unanimously (9-0) by show of hands with no abstentions.

End of Public Session – presented by President Barbara Smith

It was moved by Amanda Boyer and seconded by Treasurer Carol Stelmach to close the public session. The motion carried unanimously (9-0) by show of hands with no abstentions.

The public session of the Church Council meeting concluded at 7:57 P.M.

(Minute marker: 1 hour / 57 minutes)

CHURCH COUNCIL – EXECUTIVE SESSION

The Church Council was convened in executive session at 8:10 P.M. on Monday, November 24, 2025, in Room 19 and via Zoom following a brief recess. President Barbara Smith presided over the meeting.

Present

Barbara Smith, President
Katy Forand, Vice President
Wanda Gillman, Financial Secretary
Tracy Mulderig, Recording Secretary
Carol Stelmach, Treasurer
Amanda Boyer
Melinda Borman
Kirk Dalgaard
Phil Denton

Also Present

Rev. George Miller, Senior Minister
Chris Blanke
Ken Fey
Margit Scott

GENERAL BUSINESS:

Contract Approval – presented by Vice President Katy Forand (document on file)

A new Designated Term Call Agreement for Rev. Janet Pillman from January 2026 – June 2026 was approved unanimously.

Staff Christmas Gifts – presented by President Barbara Smith

No actions taken.

Personnel Matters – presented by President Barbara Smith

No actions taken.

Personnel Ministry Report – presented by President Barbara Smith and Phil Denton, Chair of the Personnel Ministry

No actions taken.

Adjournment

It was moved by Amanda Boyer and seconded by Wanda Gillman that the regular meeting of the Church Council, December 29, 2025, be adjourned. The motion carried unanimously (9-0) by show of hands with no abstentions.

The executive session of the Church Council meeting adjourned at 8:54 P.M.

(Minute marker: 0 hours / 44 minutes)

Respectfully submitted,
Tracy Mulderig
Recording Secretary

The next regular meeting of the Church Council is scheduled for Monday, January 26, 2026, at 6:00 pm.

Approved by the St. Lucas UCC Church Council on January 26, 2026

November 2025 Financial Report

	<u>November 2025 MTD</u>		<u>November 2025 YTD</u>	
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
Total Regular Offering	\$44,380.15	\$54,747.75	\$482,438.92	\$602,225.25
General Fund Income	\$85,880.29	\$76,653.57	\$740,315.30	\$877,019.27
General Fund Expenses	\$72,470.21	\$88,254.35	\$967,189.18	\$1,009,836.85
Gen. Fund Excess (Deficit)	\$13,338.08	(\$11,600.78)	(\$205,920.20)	(\$132,817.58)

The regular offering for November was \$44,380.15. This offering amount is under budget for the month by \$10,367.60. The total income was \$85,880.29 and is over budget by \$9,226.52. The major contributor to the total income was the \$30,000 gift from our preschool.

The total expenses for November were \$72,470.21 which is under budget by \$15,784.14. The expense total was diminished by \$4,414.21 which was a refund for the HVAC control board that wasn't used last month's HVAC repair.

Amounts that impacted the expense total were \$2,469.38 for San Joses Mexican Restaurant, \$250.00 for flowers and \$200.00 for the speaker all of these are charges for installation day.

The net balance for November was an excess of \$13,338.08. This excess adjusted the total deficit for the year **(\$205,920.20)**, this total deficit is over budget by **(\$73,102.629)**.

The General Fund balance with the Asset Accounts is \$443,927.91. The Asset Accounts total is \$102,482.25.

Respectfully submitted by
Wanda Gillman
Financial Secretary