

# Council Meeting Minutes

December 18, 2025

**ATTENDANCE:** S. Bear, H. DeFranco, Pastor D. Hartfield, M. Hylinski, D. Larsen, P. Mason, Pastor J. Miller-Stubbendick, S. Raszkievicz, K. Richter, A. Schroeder, L. Zanin

**ABSENT:** A. Beer

## Discussion Topics

1. **Call to order:** – Meeting opened at 6:30 PM
2. **Opening Prayer/Devotion:** Lisa
3. **Approval of Council Agenda for Dec. 18, 2025:** P. Mason made a motion to approve the agenda; D. Larsen seconded. All in favor.
4. **Approval of Council Meeting Minutes Nov. 20, 2025:** D. Larsen made a motion to approve the meeting minutes; P. Mason seconded. All in favor.
5. **Treasurer's report:** – See Attached November 2025 Report
6. **President's report:** – Received a thank you from CUSH.
7. **Pastor's Reports**
  1. **Pastor Jordan** – See attached
  2. **Pastor Debbie** – See attached
8. **Old Business**
  1. **Adventures in Renewal Next Steps** — Put on the back burner for now...there does not appear to be a lot of energy around this currently and looking at the age of the congregation we will table this for now. Will discuss at our next leadership conference with the other leaders.
  2. **Leadership Conference** – Need to schedule a date.
  3. **Preparing for Possible ICE Visit to SMLC** – Keith took a picture of the procedure at the Outreach Center front desk (**See attachment**). Very similar to the checklist. We need to identify a team. CUSH has an immigration task force and would be willing to come talk to us about the checklist.
9. **New Business**
  1. **Procedure for Canceling Weekend Service** – Monday through Saturday follow KUSD schedule. For Sunday...discussion between Lead Pastor and Council President...Saturday night service will explore the possibility of creating a phone tree. If no KUSD activities, Lead Pastor and Council President will make the decision.

## MINISTRY REPORTS & MOTIONS

Ministry	Liaison	Notes	Motions
Audit	Keith	<ul style="list-style-type: none"> <li>• Keith recommend removing audit and can add updates under Finance.</li> </ul>	None
Caring Ministries	P. Deb/ Jordan	<ul style="list-style-type: none"> <li>• “Surviving the Holidays” grief share session and Blue Christmas occurred.</li> <li>• Discussion occurred about appreciation for the caring ministers.</li> <li>• April 19-25, 2026 national volunteer week</li> </ul>	None
Church in Society	Patti	<ul style="list-style-type: none"> <li>• Did not meet. Next meeting in February.</li> </ul>	None

Education—> Faith Formation	Andrea/ P. Deb	<ul style="list-style-type: none"> <li>• See Pastor Deb's Report.</li> <li>• Adult faith formation team to be formed.</li> </ul>	None
Finance	Keith	<ul style="list-style-type: none"> <li>• Did not meet</li> </ul>	None
Friendly Center	Lisa	<ul style="list-style-type: none"> <li>• Met this month. Was originally at the Fireside but moved to SMLC.</li> <li>• Had 51 served</li> <li>• Planned meetings for January-May 2026</li> </ul>	None
I. Technology	Andrea/ Keith	<ul style="list-style-type: none"> <li>• No Updates</li> </ul>	None
Nominating	Dana	<ul style="list-style-type: none"> <li>• No Updates/have not met</li> </ul>	None
Personnel	Andy	<ul style="list-style-type: none"> <li>• No updates</li> </ul>	None
Property	Keith	<ul style="list-style-type: none"> <li>• Dave Frost working to get the Fob fixed on the East Side.</li> <li>• Waiting for a new unit to come in.</li> </ul>	None
Reconnect Hospitality & Fellowship	Hollie	<ul style="list-style-type: none"> <li>• Thanksgiving Pie was a success.</li> <li>• Chris will need help getting decorations down in January</li> <li>• Council will help in February with Kringle Mingle. (Add as Agenda item for February to discuss what needs to occur)</li> </ul>	None
Stewardship	Stephanie	<ul style="list-style-type: none"> <li>• No Updates</li> </ul>	None
WMA	Markie	<ul style="list-style-type: none"> <li>• Did not meet</li> </ul>	None
Youth	Sandy	<ul style="list-style-type: none"> <li>• Rummage sale drop off is Jan 3/4 and the week after will be the rummage sale.</li> <li>• Bingo last week was a success</li> <li>• Sunday school will be a separate meeting</li> </ul>	None

Night of Worship was a success and \$5000 was raised.

10. Council Connection concerns: December – Lisa

The morning of Wednesday 12/17, very icy near the office door. Inez fell, but was not hurt, strongly encouraged to fill out an accident report. Friendly center should salt in the morning before event.

**PARKING LOT**

<b>Topic</b>	<b>Date Entered</b>	<b>Notes/Updates</b>
<b>Volunteer/Staff Appreciation</b>	19 Jun 2025	
<b>Collecting Information on members' businesses and skills</b>	14 Dec 2023	
<b>Getting to Know a St Mary's Member</b>	14 Dec 2023	
<b>Church Service Analysis Update</b>		

## PARKING LOT

<b>Protecting Places of Worship</b>	16 Nov 2023	<a href="#">Mentioned again 11/20/25</a>
<b>Ministry Role and Responsibilities</b>		
<b>Church Renewal</b>	21 Aug 2025	

## DOCUMENT UPDATES

Title	Date Entered	Committee	Notes	Due Date
<b>Emergency Closure</b>		Executive		
<b>Constitution/By-Laws Reformat/Rewrite</b>		Executive		
<b>Memorial Giving Policy</b>		Finance		
<b>Chapel Lounge Monitor Training/Guidance</b>				
<b>150th Anniversary Historical Booklet/Video</b>	17 Nov 2025		Keith	30 June 2026

### 13. Save the Dates

- A. **TBD:** Spirit Deadline for January/February **combined**
- B. **December 24:** Christmas Even Worship 5pm & 8pm
- C. **December 25:** Christmas Day Worship at Lakeside Lutheran Church 9am
- D. **January 3/4:** Youth Rummage drop-off
- E. **January 11/12:** Youth Rummage Sale
- F. **January 16-18:** Middle School Winter Extreme
- G. **February 01:** Breaking the Chains 10 Year Anniversary
- H. **February 07:** Together in Mission ([Registration will open soon on GMS website](#))
- I. **February 14/15:** Good Samaritan Fund Weekend
- J. **May 9/10:** Good Samaritan Fund Weekend
- K. **July 2026** (Annual Meeting Date TBD): Good Samaritan Fund Weekend

15. Prayer Requests/Closing Prayer: [Lisa](#)

16. Adjournment – [Meeting adjourned at 7:49PM](#)

<b>2025-2026 Council Connections</b>				<b>2025-2026 Ministry of the Month Temple Talk</b>			
<b>Aug 25</b>	Keith	<b>Feb 26</b>	Andrea	<b>Aug 25</b>	Youth	<b>Feb 26</b>	Finance/Stewardship
<b>Sept 25</b>	Andy	<b>March 26</b>	Andy	<b>Sept 25</b>	WELCA/Property	<b>March 26</b>	Friendly Center

<b>Oct 25</b>	Hollie	<b>April 26</b>	Stephanie		<b>Oct 25</b>	WMA	<b>April 26</b>	Nominating
<b>Nov 25</b>	Patti	<b>May 26</b>	Markie		<b>Nov 25</b>	Care Ministry	<b>May 26</b>	Nominating
<b>Dec 25</b>	Lisa	<b>June 26</b>	Patti		<b>Dec 25</b>	Endowment	<b>June 26</b>	CIS
<b>Jan 26</b>	Sandy	<b>July 26</b>	Dana		<b>Jan 26</b>	Personnel	<b>July 26</b>	Education/Faith Formation

# November 2025 TREASURER'S REPORT

## St. Mary's Lutheran Church - Treasurer's Report - November 30, 2025

<b>General Operating Fund</b>	
Beginning Balance	(2,515.89)
November Income	50,374.10
November Expenses (added back voided chk 238.44 Trugreen)	<u>(43,372.55)</u>
Cumulative Profit (Loss)	<u>4,485.66</u>
<b>Dedicated Accounts</b>	
Operating Reserve Beginning Balance	9,603.51
-Receipts	0.00
-Disbursements	<u>0.00</u>
Operating Reserve Ending Balance	<u>9,603.51</u>
Long-Term Reserve Beginning Balance	71,178.68
-Receipts	0.00
-Disbursements	<u>0.00</u>
Long-Term Reserve Ending Balance	<u>71,178.68</u>
Building/Grounds Beginning Balance	7,969.58
-Receipts	0.00
-Disbursements	<u>0.00</u>
Building/Grounds Ending Balance	<u>7,969.58</u>
Investment Accounts Beginning Balance	123,641.57
-Receipts -	<u>0.00</u>
Investment Accounts Ending Balance	<u>123,641.57</u>
Other Dedicated Accounts Ending Balance	<u>96,261.67</u>
<b>Total Fund Balances</b>	<u><u>313,140.67</u></u>
<b>Bank / Investment Account Balances</b>	
Checking Account	31,042.03
Money Market Account	78,457.07
Investment Accounts	203,641.57
	<u>313,140.67</u>
<b>Total Current Assets</b>	<u><u>313,140.67</u></u>
<b>Difference</b>	<u>0.00</u>
	<u>0</u>
	<u>0.00</u>
<b>Mortgage Balance</b>	<u><u>273,180.75</u></u>

# Pastor Jordan Miller-Stubbendick

## Pastor's Report

December 18, 2025

St. Mary's Lutheran Church, Kenosha, Wisconsin

I have been in conversation with Nurse Sue about the health of our community, and she would like to request council backing for using proper kitchen hygiene. In the fall, Nurse Sue held a workshop about proper kitchen procedures for leaders of different ministries in the kitchen, with the request that these leaders educate those working with them.

We have recently been notified of an illness that occurred after an event at St. Mary's, and norovirus is also going around Kenosha. In light of this, we want to emphasize that kitchen best practices should be followed for everyone's health and well-being, both by the St. Mary's community, and by anyone who rents the building.

Nurse Sue reiterated these best practices in the kitchen:

- put coats and purses away before you wash your hands
- wash hands and wear gloves when using the ice machine, when handling food people will directly eat, like cookies or donuts
- wash hands and wear gloves when cutting food people will directly eat, like fruit or cheese

Thank you for supporting Nurse Sue and I in maintaining proper kitchen hygiene. This is another way we live out care for our neighbors.

\*

A few weeks ago, Nurse Sue, office staff and front desk volunteers enjoyed a meal together at Mason's Eatery. Although not everyone was able to attend, it is important to recognize our staff and volunteers when we can.

\*

Council connection—

We need to remind the congregation that this is the person to call if, for example...

- the fob reader is not working
- the heat is not working
- etc.

Then the council connection for that month can look in the Spirit under the "Who Do I Call?" section and direct the call accordingly.

\*

From **March 10-19**, I will be co-leading a trip to Palestine with my husband, Adam, and Bishop Erickson. Several people from the Greater Milwaukee Synod, including a number of young adults, will be participating in the trip. I will have more to share with you as the preparations unfold, and after we return from the trip.

**Pastor Debbie Hartfield Report**  
**Pastor's Report**  
**(11/19/25 → 12/18/25)**  
**Congregation Council Meeting, December 18, 2025**

- Pastoral Activities
  - Congregation member pastoral care
    - Phone
    - Email
    - Home visit
  - Preach/preside Saturday, December 13<sup>th</sup>
  - Preside Sunday, December 14<sup>th</sup>
  
- The Advent book/bible study using *Voices of Advent: The Bible's Insights for a Season of Hope*, author - Rev. Dr. Matthew Skinner, is well under way. 36 folks registered with about half attending the Tuesday 1pm group and the other half attending Sunday after worship. Very favorable feedback has been received. The final gathering for the Tuesday group will be December 23<sup>rd</sup>. Due to bad weather and the cancellation of worship services on November 30<sup>th</sup>, the Sunday group will be finishing their study early 2026!
  
- Breaking the Chains Church held their annual gift bag stuffing event at St. Mary's on Monday, December 15<sup>th</sup>. 120 gift bags, for men being held at the Kenosha Detention Center were assembled along with 25 gift bags for those who work at the Detention Center. This represented the fourth year of shared ministry with Breaking the Chains Church. Volunteers were from St. Mary's, St. Paul's, Trinity (South Milwaukee) and a couple folks who identify as "Unaffiliated."
  
- Administration/Meetings/Conference
  - Front Desk Appreciation/Christmas gathering, December 2<sup>nd</sup>
  - Meeting with Pr. Becky Erb, Assistant to the Bishop, December 3<sup>rd</sup>
  - Endowment Foundation/Council gathering – Kenosha Country Club, December 9<sup>th</sup>
  - Pastor Jordan & Pastor Debbie 1:1 – December 10<sup>th</sup>
  - Executive Committee, December 10<sup>th</sup>
  - Monthly Pastor's Report to Council completed, December 18<sup>th</sup>
  - Council meeting, December 18<sup>th</sup>
  
- Looking Ahead
  - Advent book/bible study concluding Dec. 23<sup>rd</sup>
  - Good Friday Planning Meeting, December 29<sup>th</sup>

- Use up vacation days by YE
- Executive Committee Meeting, January 7<sup>th</sup>
- 1:1 w/Pastor Jordan - TBD
- Staff Meeting, January 13<sup>th</sup>
- WMA, January 13<sup>th</sup>
- Council, January 15<sup>th</sup>
- Preach/preside, January 17<sup>th</sup>/18<sup>th</sup>
- Adult Faith Formation Team meeting, TBD (1 member to be identified by K. Richter by YE)

# The Friendly Center Meeting Minutes

ST. MARY'S  
Lutheran Church

The Friendly Center  
Meeting Minutes  
Dec. 17, 2025

## **MOTIONS TO BRING TO COUNCIL:** None

## **HIGHLIGHTS/TOPICS FOR COUNCIL GUIDANCE:**

51 people were served at the Holiday Party for the Friendly Center. (This number includes members, the board, kitchen helpers, pastor and trombone players.) Originally the FC board had decided to hold the Holiday Party at the Fireside restaurant. However, less than a week ago there was a fire at the restaurant and subsequently it was closed for investigation and repairs. The party was still held, but the venue was changed to St. Mary's Lutheran Church. The meal, devotions and program were also held as planned. Sue and her helpers, Angela Koch and Jan Merrik were able to call all members for a second time to let them know the location had changed.

**ATTENDANCE:** Lisa, Bob, Sue, Faith, Rod and Carlene

**ABSENT:** Sandy, Jan

## **DISCUSSION TOPICS**

1. **Call to order:**
  2. **Opening Prayer/Devotion:**
  3. **Approval of [ ] Agenda for [ ]**
  4. **Approval of [ ] Meeting Minutes from [ ]**
  5. **Treasurer's report ( )::**
  6. **Old Business**
    - a. Topic 1: Pivoting from the Fireside location to St. Mary's Church. Short time frame, but the team pulled together and accomplished it!
    - b. Topic 2: The ham and sweet potato meal was delicious (Thank you to Gretchen, Chris, Michelle, Margaret and the Wollers) and Bone Appetite gave a wonderful performance with their Christmas music. Thank you, John Schoettler.
    - c. Topic 3: Bob made the announcement that a newsletter will come out in January giving information about the upcoming FC dates and events.
  7. **New Business**
    - a. Topic 1: Devotional leader for January 28, 2026 will be Pastor Cindy
    - b. Topic 2: She will also give the program: Travels in Norway (Confirmed by Faith)
    - c. Topic 3: Meal will be Swedish Meat balls over noodles, corn, fruited jello, cake or cup cakes.
  8. **Parking Lot items ( )::**
    - a. Topic 1: Dates 2026 for FC events:  
January 28<sup>th</sup>  
February 25<sup>th</sup>  
March 25<sup>th</sup>  
April 29<sup>th</sup>
-

May 20<sup>th</sup>

- b. Topic 2: The following ideas will be investigated for programs.

Feb.- Love Letters- Dramatic reading by Paddy Lynn and husband, John (Lisa will inquire)

March- Bingo (Lisa will inquire if Jan Merrik will be available to lead Bingo.)

April- ADRC- Paying for long term care, Brain Health (Lisa will inquire)

May- Honoring our Veterans, (Bob will inquire with Veteran's Village)

Bob will let the board know which groups/organizations the donations will go to in the coming months.

Faith will inquire about devotional leaders for the coming months.

- c. Note: Lisa will be gone in February and March. Rod and Faith will be gone in April.

**9. Calendar for Meals:**

**February** -Gretchen will make chili, soup and corn bread. Dessert will be red heart cookies.

**March**- Chef's Surprise- Chicken Casserole with lettuce salad, dessert

**April**- Chinese Meal catered by Yee's Oriental Inn

**May**- Picnic style lunch- brats, hot dogs, hamburgers, cole slaw, dessert

**Closing Prayer:**

**10. Adjournment:**

**Meeting Minutes Submitted by: Lisa Zanin**

# Your Rights with ICE ELCA on Outreach Center Front Desk

**YOUR RIGHTS WITH ICE**  
(IMMIGRATION & CUSTOMS ENFORCEMENT)

**DON'T OPEN THE DOOR!**  
COMMUNICATE THROUGH THE WINDOW OR CLOSED DOOR.  
AGENTS CAN ONLY ENTER YOUR HOME WITH AN ARREST WARRANT  
SIGNED BY A JUDGE.

**REMAIN SILENT &  
DO NOT SIGN ANY DOCUMENT**  
YOU HAVE THE RIGHT TO REMAIN SILENT.  
SAY OUT LOUD THAT YOU WILL NOT ANSWER QUESTIONS  
OR SIGN A DOCUMENT WITHOUT AN ATTORNEY PRESENT.

**DO NOT CONSENT TO A  
WARRANTLESS SEARCH**  
YOU HAVE THE RIGHT NOT TO GIVE PERMISSION  
TO ENTER, CHECK YOUR HOUSE, CAR, OR PERSON  
UNLESS THEY HAVE A WARRANT SIGNED BY A JUDGE.

**TAKE PHOTOS, VIDEOS  
AND WRITE DOWN DETAILS**  
INFORM THE AGENT THAT YOU ARE GOING  
TO USE YOUR RIGHT TO RECORD.  
TAKE PHOTOS, RECORD & WRITE DOWN ALL THE DETAILS.

**REPORT THE ACTIVITY  
TO THE WAISN HOTLINE**  
WE HAVE RAPID RESPONSE TEAMS THAT WILL GO  
TO VERIFY AND DOCUMENT THE ICE ACTIVITY  
AND OFFER SUPPORT TO THOSE AFFECTED.

**STAY CONNECTED!**  
SIGN UP TO RECEIVE TEXT ALERT MESSAGES  
SEND THE WORD ICE TO 509-300-4959  
FOLLOW US [FACEBOOK.COM/WAISNORG](https://www.facebook.com/waisnorg)

 **WASHINGTON IMMIGRANT  
SOLIDARITY  
NETWORK**

**1-844-724-3737**  
REVISED 11/2021

**WAISN.ORG**

Meeting Minutes submitted by:



Hollie DeFranco

Congregation Council Secretary