

Minutes of Congregation Council Meeting
July 21, 2020
7:00 PM

- I. **Call to Order** at 7:02 pm. Note that this meeting was a virtual meeting, with members of Council calling in via a Zoom arrangement, allowing for audio only or audio-visual participation.
- A. **Attendance:** M. Binkley, M. Blower, F. Casciano, R. Doty, Pr. R. Elliott, K. Ervin, S. Mathieu, C. McGrath, K. McNally, N. McNally, C. Pirrotta, Pr. T. Reichley, D. Rohrbach, Pr. S. Steele, M. Stanziola, R. Stevens
- B. **Excused Absences / Absent:** None
- C. **Devotions:** Nina and Kelby McNally
- II. **Approval of Minutes**
- June 16, 2020 Council Meeting - Motion:** To approve Jun 16th council meeting minutes as submitted - by S. Mathieu, second by Pr. Elliott. Motion **Approved**.
- Minutes of Council Electronic Vote of June 28-30, 2020 – Motion:** To approve the minutes of the Council electronic vote of June 28-30 as submitted – by C. McGrath, second by M. Stanziola. Motion **Approved**.
- III. **Staff Reports**
- Pr. Elliott talked about the recovery from illness of Pr. T. Reichley. D. Lamberton had thumb surgery performed recently, and S. MacCabe is scheduled for shoulder surgery in late August. Note was also made of the progression of the pregnancy of Amanda Steele and Pr. S. Steele.
- Member care “visits” have increased recently, which is keeping the pastors, the Parish Nurse, and the Stephen Ministers busy.
- IV. **Mission Team Reports**
- A. **Outreach** – Mission Team members met recently to discuss ways to move forward with ministries given the challenges of the current environment. Plans include defining a new mission statement and developing better communications vehicles to get the word out about the ministries and how congregation members can participate in those ministries. A draft schedule for coordinated outreach efforts is being prepared for sharing with the congregation as appropriate.
- B. **Faith Formation for Children and Nursery School** – Three Nursery School staff positions have become vacant, so interviews are being conducted to ensure full staffing for classes held in the fall semester. The vacancies are not a result of the COVID

pandemic. However, it is unclear that the Nursery School will start with a full slate of students because of the COVID situation. That may result in some classes held only in the morning and not the afternoon, with subsequent cuts in the number of hours of Nursery School staff. Contracts for members of staff are written to recognize that the school may have to close depending on the situation with the pandemic.

The Nursery School had been prepared to make a \$2k gift to the church from its reserves; however, given the financial situation likely for the fall, K. Ervin made the **motion** that the congregation forego any such gift from the Nursery School in 2020 to the congregation's operating budget. The motion was seconded by C. Pirrotta. Discussion ensued regarding the budgetary reserves of the congregation and the Nursery School and the difficulty of remote learning at pre-school ages. The motion was **Approved**.

By sense of Council, two events proposed by the Faith Formation for Children Mission Team will proceed in their planning: (1) an intergenerational pottery event with kits ordered online and the pottery created in homes, and (2) a Halloween event held outside with pick-up of "treats" in reserved parking spaces.

C. Worship and Music – To support the use of remote platforms for services, additional subscriptions for use of music have been needed. A **motion** was made by S. Mathieu recognizing that Council is OK with the Staff and Mission Teams moving funds around within their approved overall annual budgets to adapt to emerging needs. (That is, Council generally needs to be involved only when an increase to a Mission Team or similar overall annual budget is being requested.) The motion was seconded by M. Binkley. Motion **Approved**.

D. Technology – The team is evaluating the advantages and disadvantages of using a contracted service for help with selected technology issues. Additional information will be provided at a future date.

E. Finance – (1) June operating income was about \$1.5k lower than expected, while June operating expenses were about \$1.4k higher than expected. This resulted in June net income being about -\$11.4k or \$2.9k lower than the expected -\$8.5k.

(2) Monies from the PPP loan have been received. Tracking of salary, utility and other relevant expenditures is underway. Current projections are that almost all of the loan proceeds will be converted to a grant. Until the end of the grant application period, the PPP dollars are not being reflected in analyses such as that in #1 above.

(3) In August, pay-down of the HVAC loan at \$10k per month is to be instituted. The capital campaign cash reserve is at about \$400k pending the decisions finalizing project scope and schedule.

F. Staff Relations – Observations were made that M. Egnor is taking the temporary lead for the Fly to ABE program, and that for the summer the Center for Faith and Life programming will be under the direction of J. Day Roth and L. Stout Sherman. Pr. Elliott is the temporary liaison to CFL.

V. Old Business

A. Capital Campaign – The sub-teams working on design elements such as audio-visual equipment, altar and musician placement, and color schemes are meeting and progressing in their tasks. The design phase elements being worked on by architect and construction engineering firms are also progressing, such that a detailed plan and budget should be ready for congregational action by about the end of October.

VI. New Business

A. Worship Survey Results – Initial results have been tabulated from the congregational survey about re-opening of facilities given the COVID-19 situation. Of those responding (186 responses total), a very high percentage have worshipped with the congregation on either the Zoom or Facebook platforms, and a large majority of those worshippers found the on-line services to generally meet their needs. In responding to a question about attending other alternative types of worship, about 27% suggested they would attend a “drive-in” church service, 54% a parking-lot worship and 55% outdoor worship on the upper field of the church property. A significant minority (36%) would not yet be comfortable with any of the above choices.

Relative to a question about returning to worship in the nave, a variety of responses was received, with about 27% ready to return in the near future given CDC guidelines are used, 25% ready when singing and Holy Communion can be a part of the service, and about 37% when there is an available COVID-19 vaccine. Some 54% indicated that they may be likely to continue to worship on-line for some time.

Consideration continues to be given to doing a spoken service outside in the relatively near term.

B. Draft COVID Release Form – A draft COVID-19 Liability Release Waiver for adults was reviewed. Use of such a form may be necessary, given current guidance from insurance professionals. Variants of the Waiver would likely need to be prepared to address children and outside groups using the facility. There is recognition that introduction of a waiver would likely require a robust communications plan describing its intent.

M. Stanziola **moved** that the LCHS staff should work with an attorney (likely Mr. Stanziola) to finalize a Waiver(s) for expected circumstances on church property. R. Doty seconded the motion. Motion **Approved**.

C. Pentecost Sculpture – Some years ago, the approximately 20 pieces of the sculpture were removed from the nave, with most pieces put into storage in the music room. The daughter of the sculptor is willing to take back pieces of the sculpture for the family. Pr. Elliott **moved** that except for the “sunburst” piece of the sculpture (which would be retained by LCHS for use in the Fellowship Center or other space), the sculpture pieces would be given back to the family of the sculptor. K. Ervin seconded the motion.

Motion **Approved**.

VII. Next Steps

A. Next Meeting Date: August 18 at 7 PM

B. To Do/Assignments: Devotions for August 18 – F. Casciano

VIII. Adjournment

The meeting was adjourned with prayer by Pr. Steele.

Time of adjournment: 7:59 PM

Respectfully submitted,

Richard Doty, Council Secretary