

Minutes of Congregation Council Meeting
June 16, 2020
7:00 PM

- I. **Call to Order** at 7:04 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, D. Rohrbach, Pr. S. Steele, M. Stanziola, R. Stevens
- B. **Excused Absences / Absent:** Pr. T. Reichley
- C. **Devotions:** Chris McGrath
- II. **Approval of Minutes**
- May 19, 2020 Council Meeting - Motion:** To approve May 19 council meeting minutes as submitted - by Pr. R. Elliott, second by C. McGrath. Motion **Approved**.
- Minutes of Council Electronic Vote of May 28, 2020 – Motion:** To approve the minutes of the Council electronic vote of May 28 as submitted – by Pr. R. Elliott, second by N. McNally. Motion **Approved**.
- III. **Staff Reports**
- Pr. Elliott talked about the illness of Pr. T. Reichley, indicating that symptoms were still very pronounced while she recuperates at home. A flower arrangement is to be sent to her on behalf of staff and Council. Two other members of staff await surgeries over the coming weeks to correct health issues.
- The congregation received a letter from the precinct election lead indicating the election board’s appreciation for the congregation’s cooperation in hosting a polling place for the June primary election. It was suggested that informing the congregation of this letter of appreciation would be helpful.
- A brief discussion followed regarding plans being formulated for recognizing the retirement of Deacon Jane Elliott. A full recognition of her contributions to the congregation awaits our ability to return to the sanctuary in numbers. After the retirement, Pr. Ric will be the liaison to the Center for Faith and Life until longer term arrangements are made.
- On July 25th, there will be a drive-by “baby shower” for Pr. Spencer and Amanda Steele, who will be present at the doors to the narthex. Plans for a registry addressing their needs for welcoming the baby will be completed soon.

IV. **Mission Team Reports**

A. Outreach – John Mosovsky will act as the convenor for the mission team. A meeting is planned for the near future bringing together representatives of the team and related action groups.

B. Faith Formation for Children and Nursery School – A VBS program schedule has been set, although plans for a service project have not yet been finalized. Resources for children continue to be sent out each week. Activities related to the end of the Nursery School year have been completed.

The mission team requests an expression of support from Council that the needs of the Nursery School will be a high priority going into the fall of 2020. This relates primarily to the expected additional requirements for cleaning and other COVID-mitigation activities. See also Section V.A of these minutes.

C. Faith Formation for Youth – Present activities relate to continuing and improving the remote interactions with youth and in developing catechetical camp opportunities.

D. Stewardship – The discussion of activities planned for the traditional fall pledging period is on-going; the emphasis is likely to be on promoting methods of on-line and automatic giving and also on developing a mission narrative discussion to enhance understanding of how the congregation uses the time, talents, and resources made available by the contributions of its members.

E. Technology – The team is evaluating needs if the staff works for a longer term at their homes rather than in offices at the church. Several questions arise regarding the needs for hardware, software, data security, and maintenance.

F. Ad Hoc Security Group – The team is beginning to meet again regarding taking actions to improve facility access control and monitoring.

G. Finance – (1) May operating income was over \$8k higher than expected, while May operating expenses were over \$7k lower than expected. This resulted in May net income being about \$16k higher than the expected \$1k.

(2) Monies from the PPP loan have been received. Tracking of salary, utility and other relevant expenditures is underway. Current projections are that more than 80% of 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.

V. **Old Business**

A. Re-opening Task Force – Evaluations to date suggest that the numbers of meetings allowed in the church facility will likely need to be limited for some period of time, due primarily to the needs for cleaning spaces after they have been used. In the evenings, perhaps no more than 1 or 2 meetings may be held, and during the daytime period, with Nursery School in session, it may be difficult to have any other groups meeting in the church. Depending on the needs for social distancing, the current choir room may need to be repurposed for Nursery School, as it is a bigger room than one of the current rooms being used by the School. There are then questions to be addressed as to how

other groups (stitch and chat, book groups, seniors, and so on) can be supported for some months and how outside groups (e.g., the Carbon-Lehigh Intermediate Unit) can be given space in the facility.

The Re-opening Task Force **moves** that Nursery School be considered a priority for fall 2020 and that meetings of other congregation and outside groups and organizations be allowed only as reasonably feasible, especially during the hours during which Nursery School operates or has activities scheduled. The motion was seconded by K. Ervin. After discussion, the motion was **Approved**.

B. Capital Project: Design Phase

The design process is on-going, and there is collaboration between the contracted organizations and the congregation's oversight group. Also, there are teams meeting to work specifically on detailed areas such as worship and music and also audio-visual and technology equipment.

On June 24th, R. Stevens will be giving an update to interested congregation members on the remote platform being used for worship services.

VI. New Business

A. Appointment of Financial Secretary – Pam Harshey is moving from the area during the summer of 2020 and needs to be replaced as the congregation's Financial Secretary. Terri Hinderliter has expressed a willingness to take on that role for at least a two-year period. Finance Committee **moves** that Terri Hinderliter be designated as the Financial Secretary for The Lutheran Church of the Holy Spirit for the period from August 1, 2020 to December 31, 2020 (or that later date in early 2021 when her re-designation or replacement is authorized). The motion was seconded by M. Blower. Motion **Approved**. R. Doty then **moved** that Council recognize Pam for her years of service to the congregation as Financial Secretary and also that Council direct the Secretary to send a letter to Pam on behalf of Council stating that appreciation for her service. The motion was seconded by R. Stevens. Motion **Approved**.

B. Drive-in Church – There was a brief discussion about the possibilities for a drive-in church service (using a FM transmitter as the "speaker system") or for a lawn-chair service (likely using a more traditional speaker system if needed). A FM transmitter is available and is being tested for use.

VII. Next Steps

A. Next Meeting Date: July 21 at 7 PM

B. To Do/Assignments: Devotions for July 21 – Kelby and/or Nina McNally

VIII. Adjournment

The meeting was adjourned with the Lord's Prayer.

Time of adjournment: 8:18 PM

Respectfully submitted,

Richard Doty, Council Secretary

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