

Minutes of Congregation Council Meeting
August 18, 2020
7:00 PM

- I. **Call to Order** at 7:03 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. Blower, F. Casciano, R. Doty, Pr. R. Elliott, K. Ervin, S. Mathieu, K. McNally, N. McNally, C. Pirrotta, Pr. T. Reichley, D. Rohrbach, Pr. S. Steele, M. Stanziola, R. Stevens
- B. **Excused Absences / Absent:** M. Binkley, C. McGrath
- C. **Devotions:** Faye Casciano
- II. **Approval of Minutes**
- July 21, 2020 Council Meeting - Motion:** To approve July 21st Council meeting minutes as submitted - by M. Stanziola, second by N. McNally. Motion **Approved**.
- Minutes of Council Electronic Vote of August 1-3, 2020 – Motion:** To approve the minutes of the Council electronic vote of August 1-3 as changed to reflect the August 5 vote by M. Stanziola – by Pr. R. Elliott, second by D. Rohrbach. Motion **Approved**.
- III. **Staff Reports**
- Pr. Elliott talked about the recovery from illness and/or medical treatment of Pr. T. Reichley and D. Lamberton, and the upcoming surgery on S. MacCabe. Note was also made of the progression of the pregnancy of Amanda Steele and Pr. S. Steele.
- IV. **Mission Team Reports**
- A. **Faith Formation for Children and Nursery School –**
- Nursery School** - Three Nursery School staff positions remain vacant, but there is a potential to have all three positions filled by about August 25th. The plan is to have the Nursery School open on schedule using approved COVID-19 mitigation plans and practices.
- Council discussion focused on the use of a waiver system regarding the potential to contract or transmit COVID-19 in the Nursery School setting. M. Stanziola **moved** that Council adopt a policy for use of COVID-19 related waivers for those entering the LCHS facility. The intent is for the policy to cover not just the Nursery School but all persons entering the LCHS facility. The motion was seconded by C. Pirrotta. Development of waiver language would be by staff in consultation with a lawyer and potentially a representative of our liability insurance agency. (See the minutes of Council’s July meeting for further information on that topic.) The plan would be for persons regularly

entering the facility (e.g., staff, [parents for] children enrolled in the Nursery School or Catechetics class, leaders for the Community Justice Panel and the CLIU), there would be at least an initial signature of a waiver, likely as part of a sign-in sheet. Use of daily sign-in sheets with appropriate COVID related language would be considered. For the Nursery School, the use of pertinent questions daily about exposure to individuals affected by COVID-19 or appearance of symptoms consistent with COVID infection would be considered, as would the concept of temperature checks of individuals entering the facility. For third-party groups using the facility, leaders of those groups would be responsible for waiver application for one-time or infrequent users of the facility. Signed waivers would be sent to and filed by the Property Manager. The motion was **Approved**.

K. Ervin mentioned that planning is proceeding for the outdoor fall event for church and Nursery School families only. The scheduled date is October 18th, with a rain date of October 25th.

B. Faith Formation for Youth – Pr. Steele is developing the Catechetics curriculum. He will be a primary instructor; while he is on paternity leave, the Schnecks are expected to fill in as primary instructors. It was also observed that youth are being recruited to be readers of lessons for Sunday services.

C. Finance – (1) July operating income was about \$9.5k lower than expected, while July operating expenses were about \$6.9k higher than expected. (Note: benevolences of about \$16k were distributed in July per Council action at the April 28 meeting.) This resulted in July net income being about -\$34.5k or \$16.4k lower than the expected -\$18.1k.

(2) Monies from the PPP loan (~\$136k) have been received and related expenses tracked. The draft application to convert the loan to a grant has been developed and is in review, and current projections are that all of the loan proceeds will be converted to a grant.

(3) In August, pay-down of the HVAC loan at \$10k per month is being instituted. The capital campaign cash reserve is at about \$412k pending the decisions finalizing project scope and schedule.

V. Old Business

A. Capital Campaign – ADA Ramp – Final design and costing for installation of the ADA-compliant ramp near the Worship Center are being prepared. The hope is to install the ramp in 2020 before winter weather arrives. If the cost estimate is <5% of the \$1.8M the congregation has scoped for the overall project, Council should be able to approve the installation of the ramp. Action may be expected of Council within the next month.

VI. New Business

A. Vacation Carry-Over to 2021 – Due to actions necessary to respond to the COVID-19 situation and unanticipated illness and surgeries, the church staff has found it difficult to take or schedule all allotted vacation time in 2020. The Staff Support Mission Team

moves the following: Effective for the calendar year 2020 only, vacation time accrued but not utilized within this vacation year is transferable to next year provided no more than two weeks (10 days) are transferred. A request to transfer the accrued but unused vacation days to next year must be submitted to the supervisor in writing and be approved. The motion was seconded by Pr. Elliott. It was observed that staff is encouraged to take the allotted vacation time, but the reality is that in 2020, too many weeks of vacation remain across the staff to take all of the time during this calendar year. After discussion, the motion was **Approved**.

B. Temporary Pastoral Position– Due to actions necessary to respond to the COVID-19 situation, the retirement of Deacon J. Elliott, unanticipated illness and surgeries, and the anticipated paternity leave for Pr. Steele, the pastoral staff has been and will be workload-stressed. The Staff Support Mission Team **moves** the following: Council approve a part-time position for pastoral support. The position is recommended for most of the months of September and October 2020. The proposed position would be for 15 hours per week for 8 weeks at a suggested rate of \$45 per hour. The total budgetary impact would be \$5400 plus taxes. The motion was seconded by Pr. Elliott. A potential list of responsibilities was discussed. It was observed that pastoral interaction with Catechumens would be by Pr. Elliott or Pr. Reichley during the paternity leave of Pr. Steele. During discussion, it was noted that a retired pastor potentially interested in the position would not be taking the position as currently described. The motion to approve the position, number of hours and hourly rate was **Defeated**. C. Pirrotta then **moved** that Pr. Elliott come back to Council with a plan for temporary pastoral support in the fall of 2020. D. Rohrbach seconded that motion. Note was made the plan may include revisions to responsibilities, hours and hourly rate as compared to those initially presented in the Staff Support motion. The motion was **Approved**.

C. How To Conduct A Congregational Meeting/Vote – In the absence of the ability to have a traditional in-person congregational meeting to vote on proceeding with the capital campaign or acting on agenda items as normally done during an annual meeting, ideas are being solicited as to how to conduct a “virtual” congregational meeting. Council members and staff are asked to consider options and discuss those options at a fall 2020 Council meeting.

D. Eucharistic Ministry Visits - The Eucharistic ministers are asking for guidance on visiting members and giving communion to those members. Sealed kits would be used for distribution of communion elements. Social distancing and use of face masks are planned for visitations. The sense of Council was that while the above actions are appropriate, it is believed that medical guidance would also be to avoid going into members’ homes for what potentially may be lengthy periods of time. For now, Council recommends that visits be conducted with visitor and member being on opposite sides of the screen door of the house, using social distancing and face masks.

VII. Next Steps

A. Next Meeting Date: September 15 at 7 PM

B. To Do/Assignments: Devotions for September 15 – M. Stanziola

VIII. Adjournment

The meeting was adjourned with prayer by Pr. Reichley.

Time of adjournment: 8:45 PM

Respectfully submitted,

Richard Doty, Council Secretary