

**Minutes of Congregation Council Meeting**  
**September 15, 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:** F. Casciano, R. Doty, Pr. R. Elliott, K. Ervin, S. Mathieu, C. McGrath, K. McNally, N. McNally, C. Pirrotta, D. Rohrbach, M. Stanziola, R. Stevens
- B. **Excused Absences / Absent:** M. Binkley, M. Blower, Pr. T. Reichley, Pr. S. Steele
- C. **Guest:** G. Hinderliter for section V.B
- D. **Devotions:** M. Stanziola
- II. **Approval of Minutes**
- August 18, 2020 Council Meeting - Motion:** To approve August 18th Council meeting minutes as submitted - by S. Mathieu, second by Pr. R. Elliott. Motion **Approved**.
- Minutes of Council Electronic Vote of August 26-27, 2020 – Motion:** To approve the minutes of the Council electronic vote of August 26-27 as submitted – by C. McGrath, second by C. Pirrotta. Motion **Approved**.
- III. **Staff Reports**
- Pr. Elliott talked about the recovery from illness and/or medical treatment of Pr. T. Reichley, D. Lamberton, and S. MacCabe. He also discussed courses being taken by S. MacCabe and the struggles associated with staffing and starting up the Nursery School. Note was also made of the paternal leave being taken by Pr. S. Steele. He observed that 17 youth participated in the first catechetics session. A Blessing of the Animals program is scheduled (remotely) for October.
- IV. **Mission Team Reports**
- A. **Faith Formation for Children and Nursery School (K. Ervin) –**
- Nursery School** - One Nursery School staff position remains vacant, due to a teacher’s resignation due to a family emergency. The plan is to have the Nursery School staffed and open on schedule using approved COVID-19 mitigation plans and practices. Staff contracts have been revised to avert the payment of staff for time after a school shut down due to the coronavirus.
- FFC** - K. Ervin mentioned that planning is proceeding for the outdoor fall event for church and Nursery School families only. The scheduled date is October 18<sup>th</sup>, with a rain date of October 25<sup>th</sup>.
- B. **Stewardship** – Pr. Elliott noted that plans for the fall campaign continue to be fine-tuned. He observed that the team may wish to hire a messaging consultant regarding

the plan to emphasize online giving and to better engage the younger demographics in stewardship support of the church's mission.

**C. Finance (R. Doty)** – (1) August operating income was about \$0.6k higher than expected, while August operating expenses were about \$13.4k lower than expected. This resulted in a net income of about \$7.0k as compared to the expected -\$7.0k. An operating cash balance of about \$154k was held at the end of August.

(2) The Building Fund balance decreased to about \$10k because of the addition of a mini-split system to what had been the music room (and is becoming a Nursery School classroom).

(3) In August, pay-down of the HVAC loan at \$10k per month was instituted. The capital campaign cash reserve is at about \$416k pending the decisions finalizing project scope and schedule.

(4) There is an expected low enrollment in the Nursery School for the 2020-2021 school year, which would result in a deficit in the Nursery School budget for the year. Finance Committee therefore makes the following motion: If the Payroll Protection Program loan becomes a grant, Council will reserve \$20k of the grant amount to offset the actual amount, not to exceed \$20k, of Nursery School deficit for the 2020-2021 school year. The motion was seconded by Pr. R. Elliott. Discussion followed regarding the congregation's current financial status and the date by which the congregation should learn if the PPP loan has been changed to grant status (Nov. 23 approximately). The motion was **Approved**.

**D. Property (Pr. Elliott)** – Likely related to the relative non-use of the facility and the marginal HVAC status in the back rooms of the downstairs, there are some mold problems in those rooms. Remediation (costing about \$7k) has been completed and additional work is underway to ensure full remediation.

**E. Outreach (N. McNally)** – Development of an Outreach newsletter is underway, as is completion of a calendar of planned Outreach activities. In October, there will be a transition to a God's Work, Our Hands program benefitting Lutheran World Relief. An Outreach Sunday will occur on November 8<sup>th</sup>.

## **V. Old Business**

**A. Capital Campaign – ADA Ramp** – Installation of the ramp in 2021 is expected to be slightly cheaper than installation in 2020. Also, the facility may not be used in the next few months due to the ongoing coronavirus-mitigation efforts. Given the above and the fact that the ramp is part of the overall Capital Campaign project, the belief is that having Council or the congregation take early action on that one aspect of the plan is neither warranted nor conducive to overall project integration and control.

**B. Organ** – Glenn Hinderliter described organ-related matters arising from discussions about organ removal and reinstallation as part of the capital campaign. The electrical contacts are in poor shape and some pipe chamber work is also necessary. The current pipe organ is not optimal for use in livestreaming and contemporary worship. To simply remove the organ and reinstall it would be about \$10k. To do that and do the maintenance believed to be prudent would cost about \$60k. To do the work above and

upgrade the organ with additional electronic “voices” would cost about \$100k. To replace the organ with a new digital organ would be expected to cost about \$60k. There is low resale value for the current organ; other use within LCHS is being considered as well.

The Worship and Music Subcommittee of the capital project team recommends the following: notify the congregation of the issues discovered, move toward purchase and installation of a replacement digital organ, and pursue funding to secure that organ. Some of the cost may be appropriately assigned to the capital campaign; some Endowment funds may be accessible for some of the funding; some congregation members may wish to contribute to purchase and installation of a new organ. The sense of Council in discussion is that the Worship and Music team move to execute its recommendations.

**C. Canopy** – Canopy removal is separate from the capital campaign project scope. Removal is expected to cost about \$8k and could be accomplished in calendar year 2020. It is possible that donors will be contributing funds to effect removal of the canopy so that the work might be completed without Council’s or congregation’s explicitly approving other funds for that work.

**D. Temporary Pastoral Position**– Pr. Elliott has determined that it would be best to use supply pastors to assist with services and visitation when needed over the next couple of months. An example would be having a supply pastor prepare and preach the sermon for Sunday morning services on occasion.

**E. How To Conduct A Congregational Meeting/Vote** – A means of using a Google ballot for electronic congregational meetings appears to be achievable. Ballots for those unable to vote electronically (e.g., no internet connection) would be sent to the appropriate addresses for completion.

**VI. New Business** – No items of new business were identified.

**VII. Next Steps**

**A. Next Meeting Date:** October 20 at 7 PM

**B. To Do/Assignments:** Devotions for October 20 – R. Stevens; devotions for November meeting – C. Pirrotta

**VIII. Adjournment**

The meeting was adjourned with prayer by Pr. Elliott.

Time of adjournment: 8:42 PM

Respectfully submitted,

Richard Doty, Council Secretary