

Congregational Council Meeting

March, 16, 2021

MINUTES

- I. Call to order 7:02pm
- II. Present: Mark Binkley, Mark Stanziola, Pastor Ric Elliott, Faye Casciano, Chris Pirootta, Chris McGrath, Amy Grubb, Bob Stevens, Pastor Tami Reichley, Pastor Spencer Steele, Mike Epperly, Nina McNally, Denise Rohrbach and Hayden Fermier
Excused: Sue Mathieu, Kristin Ervin
- III. Devotions by Mark Stanziola
- IV. Adoption of Minutes of Previous Meetings **Motion:** To approve the minutes as written from the Feb 12th 2021 Council Meeting (Retreat) by Chris McGrath with a second from Mike Epperly.
APPROVED
- V. Staff Reports
 - A. Revised Ministry Position Description for Pastor Spencer Steele
 - a. To address the departure of Jane Elliott and how to move forward with Faith Formation for Adults, Pastor Spencer Steele's ministry description has been expanded and his teaching ministry will now include adults. He will become staff liaison to the Faith Formation for Adults Mission Team.
 - b. The changes were recommended by Staff Support and have full agreement by Pastor Spencer Steele.
 - c. The congregation will be updated about this change via email communication, once approved.
 - d. **Motion:** From Staff Support, to approve revisions to Pastor Spencer Steele's Ministry position reflecting an expanded role, as outlined in the updated position description; second by Bob Stevens. **APPROVED** (with Pastor Spencer abstaining)
 - B. Ministry Position Description - Associate Production Assistant
 - a. The proposed Job description was reviewed and edits were made, including the title change to Production Assistant
 - b. There remains a need to address the gap related to "Communications" and/or "Marketing" and this will continue to be evaluated, with the possibility of seeking and training volunteers to fill in these areas.
 - c. **Motion:** From Staff Support, to approve the Job Description for Production Assistant, with modifications as discussed, second by Mark Stanziola; **APPROVED**
 - C. Recommendation of Candidate
 - a. The proposed candidate will start while still a student and will graduate from college in May

- b. **Motion:** To extend an offer for the role of Production Assistant to Brock McElhenney for a period of six months, which can be extended upon review and evaluation, for \$20,000 annually - by Mike Epperly with a second by Pastor Tami Reichley. **APPROVED**
- D. Sexton replacement update - Service Master (a local company in Emmaus) has been hired to do cleaning for a 6-month contract starting in March. The areas of focus are the office and locations we are using for the Nursery School. The cost is about half of what we had been paying. The scope of the contract may change due to the summer and Nursery school not being in session. The next proposal to address the vacancy left by the departure of the Sexton (to address needs after the future 6 months) will include considerations as we return to the building.

IV. Finance Update

A. Credit Card Resolution

Mark Casciano arranged for staff to get a new credit card account through Embassy Bank due to dissatisfaction with the current credit card company. The credit limit will start at \$25,000 with Pastor Ric Elliott as primary cardholder and shared with 5 other staff members. **Motion:** To approve moving forward with the application and approval process for a new credit card account through Embassy Bank for the applicable LCHS staff members - by Bob Stevens with a second by Pastor Ric Elliot. **APPROVED.**

B. PPP Loan (Round 2)

A PPP loan was secured specifically for the LCHS Nursery school in the amount of \$15,700 to pay salaries for the rest of the year. It is expected the loan will turn into a grant per terms of the loan. \$20,000 of the Operating Fund had been reserved to support the Nursery School salaries, if needed, so once the loan is converted to the grant the balance of the reserved funds can move back to Operating Fund.

C. Local Mission Fund

With the first round of government stimulus checks related to the pandemic that came out in Spring 2020, congregation members who did not need the funds contributed to LCHS. It was decided to place these funds in the Local Mission Assistance fund for distribution at the pastors' discretion. Approximately \$10,000 was collected and distributed to some families in the congregation and there is a proposal to distribute a portion of the remaining funds. Approximately \$4000 will remain in the fund following the disbursement. This is non-budgeted benevolence. **Motion:** Finance Mission Team is requesting the authorization to disperse \$6000 from Cash Exchange reserved for Local Mission Assistance Fund to four entities including Angel Network, Zionsville Food Pantry, Second Harvest and World Hunger. Each group will receive \$1500. The motion was seconded by Bob Stevens. **APPROVED**

D. Lois Roberts Bequest

The will of Lois Roberts (wife of previous LCHS Pastor Al Roberts) outlines that a distribution of \$10,000 will be made to the LCHS endowment fund of their name; then after probate, LCHS will receive half of the residual (also going into the endowment). The exact amount is unknown at this time. The Pastor Al and Lois Roberts endowment fund is focused on adult education as that was an important part of Pastor Al Roberts' ministry.

E. Margaret Legenhausen Bequest

Our former Parish Nurse, Margaret Legenhausen, was buried in the Memorial Garden on March 15, 2021. A formal notice from the executors of her will have notified us that LCHS will receive one quarter of the residual of her estate. The exact amount is unknown at this time. The amount projected is expected to be a large donation and we will tithe and give to a benevolent cause (this consistent with actions in the past related to large donations). We will need to decide where and how the tithe amount will be distributed. Some initial ideas were the LCHS Memorial Garden, her church in Liberia where she did missionary work or the Nursing School in Tanzania.

V. Building Project Update

A. Status of Sanctuary/Worship Center items

- a. Chairs – Pastor Tami Reichley found interest from Habitat for Humanity Restore who will take all the remaining sanctuary/worship center chairs; we will not be retaining 100 chairs for under the tent
- b. Hanging Cross – this has been retained but needs repair
- c. Pitcher Sculpture (outside wall facing Cedar Crest) – proposed to be moved overlooking the Memorial garden
- d. Platform – removed and not retained
- e. Altar – will need some major recrafting as it is not in great shape. It is very heavy and difficult to move easily
- f. Etched Glass – the doors in the Narthex has had the etched glass removed and stored. The dimensions are different for new doors but considerations are being made on how to incorporate in the new doors.
- g. Existing artwork – An inventory list has been created and will be reviewed regarding what to do with each piece

B. Building Leadership Team Authority

- a. As construction progresses, there are decisions that need to be made nearly every day. **Motion:** For the Building Leadership team to be given the authority to make decisions on a day to day basis without the necessity of Congregation Council review

and approval. The Leadership team will seek applicable input from their specific sub-committee (Color/Décor team, for example). The authority includes approving invoices from Arthur Funck that are within budget and per current contract. The Council Executive leaders will be consulted for any change orders – by Mark Stanziola, with a second by Amy Grubb. **APPROVED**

VI. Mission Team Reports

- A. **Faith Formation for Children** is preparing for the socially distant Easter Egg Hunt to be held on Saturday March 27, 2021. Egg filling will be done this week and they are gathering volunteers for the day of Easter Egg hunt via Sign Up Genius.
- B. **Nursery School** - School pictures will be held for nursery school and the school will receive 10% of the profit.
- C. **Bloomin' Faith Ministry** had their first delivery of twelve bouquets on Saturday February 27 2021 and it was a great success. The Ministry is reaching a broad spectrum - from those that like to arrange the flowers to those delivering and receiving flowers including opportunity for safe and distanced contact and interaction. The Ministry will continue on a monthly basis with volunteers signing up through Sign Up Genius and recipients determined by Pastor Tami Reichley based on input from staff and/or the congregation.

VII. Old Business

A. Building Re-Entry Plan

Proposed plans and potential scenarios for worship (including times, format and location) through the construction period were reviewed and discussed. There will be further review and discussion with staff.

B. Tent Rental

Various scenarios were discussed and the rental of a tent to allow for in person activity (worship and/or other fellowship) is determined to be the most economical, convenient and flexible option. The cost (non-budgeted) will be approximately \$16000 for a 40x80 frame tent for four (4) months of rent. The rental will go week by week after the initial investment. **Motion:** To move forward with the tent rental from mid-June through October – by Chris McGrath with a second by Chris Pirotta. **APPROVED**

C. 2021 Goals

1. Complete Spirit Led – Spirit Alive Building Project (expansion and renovation)

- Plan for temporary worship (now until October)
- Plan for fall worship (re-entry)
- Plan for hybrid worship (digital and in-person)
- Plan for Faith Formation (now and future)
 - Sunday School, Nursery School, Cat Class, Cat Retreat, VBS, CFL, Bible Study, New Member

2. Begin staff re-alignment to support both in-person and online ministries

- Add Technology specialist (part-time)
- Broaden Pr. Spencer's role (adult faith formation)
- Training for N. Clark in PowerPoint and Social Media
- Training for S. MacCabe and Austin (digital music)
- Develop short-term and long-term strategy for building cleaning and set-up services

3. Plan for the 60th Anniversary Celebration

4. Plan for the Dedication of Sanctuary/Narthex

5. Invigorate Church Growth, Faith Formation for Adults and Endowment Teams

- Develop strategy for engaging digital visitors
- Develop a new model for new member orientation
- Re-establish FFA and Endowment teams
- Encourage legacy giving

6. Re-envision Outreach Ministries and Member Care Ministries during a pandemic

- Re-define Project Help
- Re-define LDR Trips
- Grow Floral delivery ministry

Motion: To adopt the 2021 LCHS Congregation Goals - by Nina McNally, with a second by Mike Epperly **APPROVED**

VIII. New Business

- A. Pastor Ric Elliott will send an email to the congregation about the expansion of Pastor Steele's role, the hiring of the Production Assistant role, the disbursement of the Local Mission Fund and plans for outdoor worship (tent).
- B. We have been contacted by the synod to consider serving as an Anchor church. We would be linked with smaller churches in the area and staff/resources would be shared across multiple congregations.

IX. Next Meeting – April 20th 2021

Devotions = Denise Rohrbach

X. Adjourned in prayer at 9:23p

Respectfully submitted by,

Nina McNally

LCHS Council Secretary