

Congregation Council Meeting
August 17, 2021
7:00 PM

MINUTES

- I. Call to Order 7:02 p.m. Meeting held via ZOOM.
 - A. **Attendance:** Faye Casciano, Pastor Ric Elliott, Mike Epperly, Kristin Ervin, Amy Grubb, Susan Mathieu, Chris McGrath, Pastor Tami Reichley, Denise Rohrbach, Mark Stanziola, and Bob Stevens,
 - B. **Excused:** Hayden Fermier, Nina McNally, Pastor Spencer Steele, Mark Binkley, and Chris Pirrotta
 - C. **Devotions:** Chris McGrath - Chapter 3 of Cultural Architecture

- II. Adoption of July's Council Meeting Minutes: Correction made to 60th Anniversary item.
Motion: To approve the July council meeting minutes by Mike Epperly, with a second by Pastor Tami. **APPROVED**

- III. Staff Reports
 - A. Discussion of COVID protocols regarding masking protocols. Special vote by the executive committee approved return to masking while in the building and most church group meetings returning to Zoom or in the tent 8/9/21.
 1. Discussion: singing to be still allowed. Pastor Tami recommended clear signage in the tent to help enforce.
 2. **Motion:** All people will mask while in building regardless of vaccine status, and all congregants at worship services will be required to wear masks at services in the tent regardless of the vaccine status by Susan Mathieu. Second by Bob Stevens. **APPROVED**
 3. **Motion:** Encourage all groups to meet on Zoom or in the tent. In the tent, small groups can be unmasked with social distancing, larger groups should be masked by Susan Mathieu. Second by Bob Stevens. **APPROVED**
 4. Implications for Anniversary Luncheon: \$500 non refundable deposit has already been placed with catering company. However if luncheon needs to be delayed the deposit can be applied to a future date.
 5. Pastor Ric reported that as of September 12 CFL will likely move to Zoom, but Cat class may continue to meet in-person based on discussions Pastor Spencer had with families, possibly in the tent since this is a smaller group or in Fellowship Center with limitation on occupancy.
 - B. Sharon MacCabe has been called for Grand Jury for an extended length of time on Wednesdays. Pastor Ric has petitioned the court to see if she could be excused. Sharon is concerned with the amount of time it will take away from her duties,

including bell practice and her availability for Thanksgiving service. She is still waiting to hear back

- C. Melanie Wherly has started her position as Director of Liturgy.

IV. Finance Update

- A. The Endowment Committee has approved a request from Pastor Spencer regarding covering 2021 CAT Camp costs above Budget for \$ 2,599.55 at its 7 /26 /21 meeting. Amount will be disbursed from WILLIAM S. WOTRING ENDOWMENT TRUST. This \$ 2,599.55 amount will be used for bus transportation and other miscellaneous costs. **Motion:** Request allocation of \$2,599.55 from the William S. Wotring Endowment Trust to cover 2021 CAT Camp cost on behalf of Pastor Spencer by Mike Epperly. Second by Denise Rohrbach. **APPROVED**
- B. July financial update provided by Mike Epperly. Operating Income was over budget by due to higher than expected pledged and unpledged income. Operating Income YTD is lower than budget mostly due to lower than expected unpledged income. Operating Expenses YTD are lower than budgeted amount. In July Worship and Resources for Ministry are over budget due to expenses related to Austin Gross's compensation, Service Master expenses, and tent rental. Operating cash balance decreased over the last month but it still over budget.
- C. Discussion regarding continued employment of Austin Gross - he was previously approved through the summer to continue with family Zoom services. Karin Kahler and Sharon MacCabe have recommend that he would continue until December. **Motion:** Extend Austin Gross's contract through October at which time attendance at the in-person family service can be evaluated to determining ongoing need for Austin at these services by Pastor Ric. Second by Pastor Tami. **APPROVED**
 - 1. Discussion: Tami suggested seeing if Sharon could resume provided music for the Rejoicing Spirits services and Austin would only be responsible for the Family Service which would be a financial savings.

V. Building Project Update

- A. Occupancy target is October 31, 2021; actual services in building anticipated for mid-November
- B. In September we will start drawing on our line of credit.
- C. Bob Stevens has drafted a letter for the congregation that explains that building permit issues have led to us being behind with financial status and occupancy target.
- D. To this point we have collected about 2/3 of pledges. Some unpledged income has come in. Estimating the mortgage to be \$400,000 which is what was originally predicted.
- E. The Mission Investment Fund has waived bond which resulted in a savings of approximately \$16,000 (which was not budgeted).
- F. The handicapped ramp is in - railing expected to be up shortly. Parking lot has been painted.

VI. Mission Team Reports

- A. **Motion:** Approval of Jill McCullough as the teacher of the three year old classroom contingent on the results of her clearances by Amy Grubb. Second by Pastor Tami. **APPROVED**
- B. PPP Funds: Originally the church had set aside \$20,000 from the original PPP loan for the Nursery School to use. The second PPP loan was specific for the Nursery school in the amount of \$15,700. This amount will come back to the operating fund. That leaves a difference of \$4,300. **Motion:** The Nursery School Board is requesting that the remaining balance of the PPP funds in the amount of \$4,300 continue to be put aside for the nursery school in the event that they encounter financial hardships as a result of potential shut downs or student withdrawals by Amy Grubb. Second: Bob Stevens. **APPROVED**
- C. Faith Formation for Children is hoping to plan an “End of Summer Bash” on September 12th after church, and was seeking guidance if any changes would need to be made with new COVID regulations. As long as participants remain masked when together, social distance as able, stay in family units when eating when possible, and pre-packaged food is served no changes would be required.
- D. Chris Carter is wondering if we need to change our screening forms as hospitals are no longer asking about international travel. Discussion was that no change needed for forms as it may change back. Pastor Ric requested that staff be more diligent about signing in.

VII. Old Business
None

VIII. New Business

- A. Sexton position – the search continues. 3 candidates have submitted applications via Indeed. The interview process will begin.
- B. Worship Schedule (Live & Zoom) - CFL will be moving to Zoom as previously mentioned. Some of the speakers lined up were hoping to be in-person so may need to be rescheduled.
- C. The Phone System company which we are contracted with went bankrupt. John Letts is investigating this further and there may be a financial impact if we have to change systems.
- D. Hacking of web page - several Pastors' emails have been hacked. John Letts recommends not putting Holy Happenings on the website. He also suggested we may want to remove pastors' individual email addresses and use the more universal info@holyspirit-emmaus.org email instead. The technology team is researching this further
- E. Gods Work Our Hands is scheduled for October 3, 1-3. They are hoping for it to be more like a fair set up with individual booths supporting different agencies.
- F. Pastor Tami has ordered a banner to be placed on the front lawn.

IX. Next Meeting – September 21, 2021, 7pm likely via Zoom

Devotions - Chapter 4 of Cultural Architecture - Sue Mathieu.

X. Adjourn 8:39pm