

CONGREGATIONAL COUNCIL MEETING

October 19 2021

Minutes

- I. Call to Order 7:00p
 - a. Attendance: Faye Casciano, Pastor Ric Elliott, Mike Epperly, Kristin Ervin, Hayden Fermier, Amy Grubb, Susan Mathieu, Chris McGrath, Nina McNally, Pastor Tami Reichley, Mark Stanziola, Chris Pirrotta, Denise Rohrbach and Bob Stevens
 - b. Excused: Mark Binkley and Pastor Spencer Steele
 - c. Devotions: Chapter 5 – Cultural Architecture – Pastor Ric Elliott

- II. Endowment Committee update
 - a. Mark Casciano from the Endowment committee provided an update on current activities. The committee includes Mark Stanziola, Pastor Ric Elliott, Mike Epperly (council liaison), Rick Doty, Tim Wotring, Mark Casciano and Dave Rishel. They have reviewed the 6 endowment funds (soon to be a 7th to include the Lois Roberts fund) and how they are invested and the types of missions they serve. Overall, the funds have been very well cared for up to this point by being invested wisely and they have grown nicely to about \$350,000.
 - b. There is very little use of the funds now because activity is low but one fund recently supported CAT camp so that no out of pocket expenses were incurred by participants. The committee has updated the application process to include options to complete and submit in an electronic format.
 - c. There is one investment, the Richard Schmid Memorial Fund, that was invested in a fund that primarily invests in junk bonds and is subject to more risk (as explained by M. Casciano). **Motion:** To change the investment of the Richard Schmid Memorial Fund to the Vanguard Wellesley Income Fund so it can grow with less risk, by Mike Epperly with a second by Bob Stevens. **Approved**

- III. Adoption of previous meeting Minutes **Motion:** To approve the minutes for the September Council meeting with suggested edits, by Amy Grubb with a second by Chris McGrath **Approved**, with one abstention by Bob Stevens who was not at the September meeting

- IV. Staff Reports
 - a. Construction meeting – At this time, the prediction to be in the building is on or around Nov 15th, 2021 with the first Sunday in the new space being the 2nd or 3rd Sunday in December.

- b. Thanksgiving - The plan is to offer one Thanksgiving service in the tent on noon Wed Nov 24th 2021 (with no service via ZOOM).
- c. Pastor Ric Elliott presented the proposed plans for the Christmas Eve Services –
 - i. 3p Christmas Eve service in the Sanctuary (also screens in Narthex, if the option is ready)
 - ii. 5p Family Christmas Eve Service in the Sanctuary (also screens in Narthex, if the option is ready)
 - iii. 7p Zoom service (live on Zoom)
 - iv. 8:30p Christmas Eve Service in the Sanctuary (also screens in Narthex, if the option is ready)
 - v. There will also be family liturgy with a pre-recorded pageant posted on the church website.
 - vi. In person attendance would include masking and distancing.
 - vii. A live outdoor candlelight gathering will be held on the church lawn following each in-person service (lighting of candles and singing “Silent Night”). This will serve those who want an in-person experience but are more comfortable in an outdoor setting.
 - viii. It was suggested that we have a “sign up genius” for the in-person services as it will be difficult to plan without this. We will need to consider capacity for those that just show up without signing up. A contingency plan for overflow should be in place - for example, using the Fellowship Center, as long as the technology allows.
- d. Anniversary Service – planning to postpone until Spring due to limitations and uncertainty of getting into the church building before the end of 2021.
- e. Passing the Peace – there has been a request that this practice returns but it will be modified to a greeting where congregation turns to each other (in place) and greets each other.
- f. In January 2022, there will be a possible restructure of Sharon MacCabe’s workload to 80% (1 day less per week) and have Austin Gross take the other 20% (to take on leading children’s music). There is no formal recommendation yet but discussions are in the works.
- g. Continued discussion to continue the Family Service...for example, as an “opening” for Sunday School.
- h. Discussion to continue Austin Gross’s contract through December (including work on the family Christmas Eve service). **Motion:** Extend Austin Gross’s contract through December 2021 by Mike Epperly, with a second by Amy **Approved**
- i. There will be no services on December 25th (Christmas Day) and Sunday December 26th plans are pending.
- j. Pastor Tami shared the excitement of new families showing interest and new members joining the church despite these unconventional times.

V. Finance Update

- a. OPERATING INCOME in September was \$50,078 with YTD Operating Income at \$650,172
- b. OPERATING EXPENSES in September were \$90,168 with YTD Operating Expenses YTD at \$ 628,341. Most Mission areas in September were close or under budget, with two Mission areas - Worship (Supply Organist Expenses) and Resources for Ministry (Service Contracts and Coronavirus shutdown expenses/tent rental) - over budget. Note: September was a three-pay month for staff salaries.
- c. OPERATING CASH BALANCE decreased from \$236,693 on 8/31/21 to \$196,604 on 9/30/2021.
- d. SPIRIT LED/SPIRIT ALIVE CAPITAL CAMPAIGN - Account cash balance is \$149,020, with September donations of \$55, 837.
- e. BUILDING PROJECT LOAN Balance on the Mission Investment Fund Building Project loan at end of September is \$ 210,546.
- f. BUILDING FUND: September month end balance was \$10,254, with a donation of \$914.

VI. Building Project Update

- a. Occupancy – construction continues (with a lot left to be done) and we still don't have a firm date of completion from Funk. The large change order for landscaping to address drainage is complete and the area is being seeded to allow the grass to grow before winter. Dry walling of the interior is set to occur and electrical inspection is pending.
- b. **Motion:** To authorize the expenditure of up to \$30,000 to integrate the fire system and bring it up to code by Bob Stevens with a second by Pastor Tami Reichley **Approved.**
- c. **Motion:** To authorize the expenditure of up to \$15,000 to refurbish and bring back functionality of the burglary system by Bob Stevens with a second by Mike Epperly. **Approved**
- d. Grant from FEMA to cover Monitoring and Access upgrades - It is recommended that we optimize while the walls are open and construction is ongoing to proceed with upgrades related to Monitoring. We have received one bid with another bid pending. **Motion:** Approve (not to exceed \$25000) ordering video equipment with funds coming through our operating reserves with reimbursement from the approved grant upon payment and proof of payment, by Chris McGrath with a second by Bob Stevens **Approved**
- e. Signage request from Chris Carter – Chris Carter was given permission to put signs (No Trespassing, Do Not Enter, Right turn only) at the Pine Street and Cedar Crest Boulevard entrances/exits.

VII. Mission Team Reports

- a. OUTREACH – **Motion** (amended from September meeting): The Benevolence sub-committee (of Outreach Mission Team) presents the criteria and process for selecting Benevolence agencies as well as the proposed recipients for 2022, with

the goal to have Total Benevolence (budgeted and non-budgeted) be greater than or equal to 10% of total revenue (operating income plus non-budgeted benevolence) second by Pastor Tami Reichley **Approved**

- b. CHURCH GROWTH – The committee would like to spearhead an upgrade of name tags (taking over this responsibility from other committees).
- c. STAFF SUPPORT – Their recommendation as part of 2022 planning is for a salary increase of 3% for employees. This recommendation will be passed along to Finance as part of the budget planning process. **Motion:** For 2022, staff members would be permitted to take 3 paid self-care days (nonconsecutive) and not tied to (extending) vacation, by Faye Casciano with a second by Pastor Ric Elliott. **Approved**
- d. TECHNOLOGY – Update to the Kiosk will be a complicated process

VIII. Old Business

- a. Tent rental is scheduled to end in November
- b. Regarding the potential phone system updates, there is actually no problem with our phone system and the letter received stating this was sent to us in error.

IX. New Business

- a. Issue with USPS – A mail bag was stolen while enroute that included checks from parishioners (2 envelopes to church). Investigation is ongoing and any necessary actions will be taken.
- b. Council vacancies at year end (Denise Rohrbach, Chris McGrath, Sue Mathieu, Mark Binkley and Hayden Fermier) – all of these individuals are eligible to serve another term and are asked to get back to Mark Stanziola, Pastor Ric Elliott or Pastor Spencer Steele (Youth rep) about their plans to continue or end their term.
- c. Nominating team to fill council vacancies is needed and typically includes departing Council members. The team will be determined following decisions as mentioned above.
- d. Reformation/Consecration Sunday will be on October 31st 2021 with Doug Hill participating (author of Cultural Architecture).
- e. Changes to ZOOM service schedule will be on November 7, 2021 with the live ZOOM service at 8:30am and recorded ZOOM at 10:30am.

X. Next Meeting – November 16th, 2021 7p via ZOOM

- a. Devotions – Chapter 6 and Epilogue – Cultural Architecture (Mark Stanziola)

XI. Adjourned in prayer at 8:50p