

CONGREGATIONAL COUNCIL MEETING

December 21, 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, Denise Rohrbach, Bob Stevens and Pastor Spencer Steele
 - b. Excused: Mark Binkley, Chris Pirrotta
 - c. Devotions – Mark Stanziola (filled in for Chris Pirrotta)

- II. Adoption of previous month's Meeting Minutes **Motion:** To approve minutes from the November monthly council meeting with suggested corrections - by Mike Epperly and a second by Denise Rohrbach. **Approved**

- II. Staff Reports -
 - a. Sharon MacCabe will reduce her role to 80% with the other 20% of the role transitioned to Austin Gross. In general, Austin will take over Children's Music Ministry (family service and children's choirs) and Sharon will retain Youth and Adult music. Two position descriptions - Director of Music Ministry for Children (Part-time) and Director of Music (part-time with benefits) – have been created/revised, reviewed by Staff Support and were shared with Council for review. They will be fine-tuned as we move along. Sharon's salary will be adjusted to \$50,000 (with benefits adjusted accordingly, including full health and pension adjusted based on percentage of salary) and Austin's salary will be \$13,000 with no benefits. Sharon and Austin will serve as each other's backups. **Motion:** From Pastor Ric Elliott to adopt the revised job descriptions (Director of Music Ministry for Children - Part-time and Director of Music –Part-time with benefits) from staff support, with a second by Amy Grubb. **Approved. Motion:** From Pastor Ric Elliott to hire Austin Gross to fulfill the position of Director of Music Ministry for Children (Part-time) beginning Jan 1, 2022, with a second by Bob Stevens. **Approved.** Pastor Ric Elliott will follow up and extend the offer to Austin Gross and notify Sharon MacCabe.
 - a. Pastor Spencer Steele read his resignation letter to Council. He will preach for the last time at LCHS on Feb 13, 2022 and his last day of employment will be Feb 17, 2022. **Motion:** From Pastor Ric Elliott, to accept Pastor Spencer Steele's resignation with regrets and wish Pastor Spencer Steele the best in his new call, with a second by Bob Stevens. **Approved.** The staff will be notified at the next meeting and the congregation will be sent a letter immediately – Pastor Ric Elliott and Mark Stanziola will send a letter and attach the letter from Pastor Spencer Steele.
 - b. Staff Support will convene to determine plans and next steps for replacing Pastor Spencer Steele. The Bishop's office has been contacted and they are checking on potential students for short term assignments and there is also retired clergy within the congregation to help support. The initial focus/concern is to maintain the momentum and programming for Catechism and the ELCA youth gathering.
 - c. Prayerful support for Pastor Tami Reichley as she goes through back surgery in 25 days.

- IV. FINANCE update – from Mike Epperly
 - a. 2022 Budget update – By January we will be more knowledgeable with more work to be done on the income side and adjusting on the expense side. At this time, the preliminary

budget shows expenses of \$951,294 and income of \$833,703 with a deficit of \$117,591. This is with Benevolence at the same amount as 2021; main sources of expenses being Investment of People at \$677,539 and Mission Team Areas (total) at \$208,575.

- b. 2021 Budget update: Operating Income in November was \$72,860 being \$14.9K over November Budget with operating pledged income being \$3.8K higher than its November Budget while operating unpledged income was \$1.1 lower than its November Budget. (Note: Operating Income in November includes under Miscellaneous Income \$13.8K transfer from Cash Exchange for tent rental and tent heat expenses from PPP income). Operating Income YTD stands at \$768,621 which is \$15.3K lower than YTD Budget amount of \$783,954 mainly due to continued operating unpledged income being \$23.0K YTD lower than expected while operating pledged income being \$1.2K YTD higher than expected. Operating Expenses in November were \$80,079 being \$9.1K higher than expected. Operating Expenses YTD are \$780,669 which is \$20.7K lower than YTD Budget amount of \$801,369. Most Mission areas in November were close or under Budget. In November several Mission areas were over Budget: Staff Relations (\$800) which is \$1.0K under Budget YTD; Worship (\$264) which is \$2.4K over Budget YTD mainly due to Supply Organist exceeding its \$3,000 annual budget by \$4,900 thru November due to Austin Gross compensation; Resources for Ministry (\$ 3,054) which is \$12.2 K over Budget YTD through November which includes expenses under Service Contracts for Service Master cleaning services (\$12,499) and expenses under Coronavirus Shutdown for tent rental and tent heat (\$20,560). Prepaid expenses and accruals in November netted \$1168. Net Income in November was a deficit \$7,219 bringing YTD Net Income to deficit of \$12,048 which is \$5,367 under YTD Budget deficit amount of \$17,415. Operating Cash balance decreased from \$171,883 on 10/31/21 to \$165,832 on 11/30/21.
- c. SPIRIT LED/SPIRIT ALIVE CAPITAL CAMPAIGN - Account cash balance is \$153,390 (November donations \$14,086) November expenses were Mission Investment Fund Building Project loan interest payment (\$1,080), two double sided book carts for Hymn Books and Bibles (\$1,446), Star AVR LLC for AV equipment (\$14,460), Chem Clean for cleaning and lacquering existing ceiling hung Nave Cross to refurbish the brass frame and cross wood sections (\$ 425) and eighth payment to Arthur Funk & Sons on Building Project (\$102,793).
- d. BUILDING PROJECT LOAN - Balance on Mission Investment Fund Building Project loan at end of November is \$443,500.
- e. BUILDING FUND - November month end balance was \$9,575. (Donations \$514). No November expenses.

V. Building Project Update

- a. Occupancy target –The inspection is the week of Dec 27, 2021 and if it goes well the occupancy permit will be provided early the following week (week of Jan 3, 2022) and we can hold services in the building on Jan 9, 2022. While we will be able to get into the building we should not anticipate everything being operational but the thought is we should get into the space as soon as we are able. (See Worship/Reopening Committee Updates below)

- b. Lower Level Building Project update - A committee has been formed and meetings have been held by Chris Carter with the Nursery school staff and board to look at the plus and minuses of the lower level building project proposed plans. Concerns will be reviewed, adjusted where necessary and incorporated into the plan with the goal of moving the Nursery School to the space in 2023. **Motion:** Bob Stevens moves to obtain Council permission to inform the congregation of the plan, to be sent after Christmas in January, and to be voted on at the Annual meeting, with a second by Mike Epperly. **Approved.** Construction would begin in April and continue over the summer to be done by September 2022. Chris Carter is meeting with Funk and Sons (including leadership) about the cost and time overruns and project management issues; incorporating elements/lessons learned into the next contract. The reason we will not be getting other bids/estimates is we could not get numbers in time if the plan is to be approved in February. There was also discussion of how fitting the Legenhausen bequest is for this project and recognition of this will be determined in the future (for example having a plaque and/or naming the LULA).

VI. Mission Team Reports

- a. Worship/Reopening Committee Updates – If reopening does not happen on Jan 9, 2022 there will be two services on zoom that day and decisions still to be finalized but proposal is that Faith Formation for Children will be in the Fellowship Center, Catechism in Speary Cafe and CFL on zoom. The first Sunday back may not have the AV set up in place yet and it would need to be like the “tent set up” but inside the sanctuary.
- b. Karin Kahler has asked for guidance about vaccination status for Sunday nursery care workers. After discussion, it was determined that parents will come with an expectation that caregivers are vaccinated. Also, being fully vaccinated will include getting the booster. **Motion:** Pastor Ric Elliott recommends that nursery care workers are required to be fully vaccinated (including booster) to serve in the position - with a second by Pastor Tami Reichley. **Approved.**
- c. There was a positive COVID case in the nursery school, resulting in missing school/need to quarantine. There is concern about staff morale as this affected Holiday plans. The Board will be discussing some approaches to mitigate or prevent issues...for example, if a family member is getting tested then the child should also get tested/stay home.
- d. Sharon MacCabe will be looking for guidance on her pending plan for a virtual choir. The sense is there is not much interest from adult members; youth may be interested and those at home or not already involved may be interested.

VII. Old Business

- a. Update on Security Cameras from Chris McGrath is that the process is proceeding as planned.

VIII. New Business

- a. New potential gift list related to project for donors - Mike Epperly is willing to draft a letter to present the list with the initial information shared at the Annual meeting and then follow up with a mailing.
- b. Council vacancies – Dean Black and Mike Berkheimer have agreed to serve on Council. **Motion:** Pastor Ric Elliott presents Dean Black and Mike Berkheimer (3-year terms) to replace Chris McGrath and Mark Binkley as council members and Hayden Fermier (1-year

- term) is presented to continue as the youth representative, with a second by Mike Epperly.
Approved The candidate will be approved by the congregation at the Annual meeting.
- c. Need delegates for the synod assembly and Pastor Ric Elliott will bring recommendations to the next meeting
 - d. The Council retreat will be held the evening of Feb 11, 2022 from 6:30p-9p

IX. Next Meeting – January 18, 2022 in person at the church
Assignment of Devotions to Bob Stevens
Adjourned in Prayer at 8:28p