

**Minutes of Congregation Council Meeting**  
**March 15, 2022**  
**7:00pm**

- I. Call to Order 7:03 pm.
  - A. Attendance, Dean Black, Faye Casciano, Pastor Ric Elliot, Mike Epperly, Kristin Ervin, Amy Grubb, Sue Mathieu, Nina McNally, Chris Pirrotta, Denise Rohrbach, Mark Stanziola, Bob Stevens
  - B. Excused: Mike Berkheimer, Pastor Tami Reichley, Hayden Fermier
  - C. Devotions – Chris Pirrotta
  
- II. Adoption of previous month’s Meeting Minutes. **Motion:** To approve minutes from the January 2022 monthly council meeting by Amy Grubb with a second by Chris Pirrotta. **APPROVED.** **Motion:** To approve minutes from the February 2022 council retreat/monthly meeting by Nina McNally with a second by Bob Stevens. **APPROVED.**
  
- III. Staff Reports
  - A. Pastor Tami Reichley has requested the use of \$70,000 of her salary for the purpose of housing. **Motion:** to approve the request of \$70,000 of housing allowance by Pr. Ric Elliot with a second by Sue Mathieu. **APPROVED.**
  - B. Sharon MacCabe submitted two requests. The first asked for approval to host the Vivida Banda Choir from Germany in August 2022. Expenses include housing and possible dinner. The second request was on behalf of Dodd Lamberton requesting use of the organ by the Lehigh Valley chapter of the AGO for the purpose of lessons and practice time in June 12-17. **Motion:** To approve request to host the Vivida Banda Choir by Bob Stevens, second by Chris Pirrotta. **APPROVED.** **Motion:** to approve the use of the organ by the AGO by Mike Epperly, second by Amy Grubb. Discussion: Bob Stevens recommends informing Dodd that construction will be underway at this point and may create unwanted noise that could impact lessons/rehearsal. **APPROVED.**
  - C. Pastor Ric Elliott reported that the sexton Jen Becker will return to work this Sunday. She has increased support for her family situation and will resume her prior work schedule with the only difficulty being opening on Sunday mornings - this task will be supported with volunteers for now.
  - D. Pastor Ric Elliott wanted to point out that there is a new energy among the staff with the addition of Amber, Dean and Austin.
  - E. Amber O’Brien submitted a request to create a youth group Instagram account to communicate event announcements and reminders. Discussion with concerns on making sure the group is a closed group. Chris Pirrotta to discuss further with Amber.
  
- IV. Finance
  - A. February 2022 Report by Mike Epperly

1. OPERATING INCOME IN FEBRUARY was \$79,350 being \$ 8.9K over February \$70, 409 Budget with operating pledged income being \$9.5K higher than its February Budget while operating unpledged income was \$0. 5K lower than its February Budget and non-member contributions were \$0.2K higher than its February Budget. (Note : Operating Pledged Income in both January and February included several giving units who gave entire 2022 Annual \$ Pledge in either January or February )
  2. OPERATING INCOME YTD stands at \$175, 397 which is \$18.4K higher than YTD Budget amount of \$156,968 due to both operating pledged income being \$19 .8K YTD higher and Thrivent income being \$0.3K YTD higher than expected.
  3. OPERATING EXPENSES in February were \$73,185 being \$3.7K lower than February \$76,902 Budget.
  4. OPERATING EXPENSES YTD are \$138,198 which is \$8.7 lower than YTD Budget amount of \$146,863.
  5. Most Mission areas in February were close or under Budget. In February Resources for Ministry over Budget \$5.4K due to higher Building Maintenance, Electric and Insurance expenses with YTD being \$2.1 K over Budget.
  6. NET INCOME IN FEBRUARY was \$6,165 compared to expected Budget deficit of \$6,493 bringing YTD Net Income to \$37,199 which is \$27.1 K higher than YTD Budget amount of \$10,105.
  7. OPERATING CASH BALANCE increased from \$167,509 on 1/31/22 to \$172,738 on 2/28/22.
  8. SPIRIT LED / SPIRIT ALIVE CAMPAIGN - Account cash balance is \$119,696. February donations = \$17,645. February expenses were Mission Investment Fund Building Project loan interest payment (\$2,135), Star AVR LLC for AV equipment (\$33,141), and partial retainage payment to Arthur Funk & Sons on Building Project (\$57, 264).
  9. BUILDING PROJECT LOAN - Balance at end of February is \$716, 277.
  10. LOWER LEVEL PROJECT - Account cash balance is \$443, 139. (February donations \$5,000). No February expenses.
  11. BUILDING FUND - February month end balance was \$5,044. (Donations \$709). No February expenses.
- B. Resolution from Endowment Committee: **Motion:** To approve two disbursements from the William S. Wotring Endowment Trust. One is \$3,400 to fund Faith Formation For Children, Vacation Bible School (6/20/22 thru 6/24/22) tent installation to provide space required for VBS activities since the Lower Level Project 2022 summer construction eliminates availability of Lower Level classrooms for VBS. The second is \$190 to fund Faith Formation For Children " Families Celebrate Cards " purchase of 35 packs to distribute to families as a resource of activities to do at home or on the go when families away from church and Sunday School during summer months. Second by Amy Grubb. **APPROVED.**
- C. Mike Epperly shared the 2021 Annual Audit results with no major error or questionable items. Next year audit to include credit card receipts.

V. Lower-Level Building Project Update by Bob Stevens

- A. Team met with Funk earlier this month. The team will continue to meet monthly with biweekly construction meetings.
- B. The LULA has been ordered.

VI. Mission Team Reports

- A. Dean Black reports that outreach would like to do something regarding the situation in Ukraine. Dean has access to medical supplies that he would like to send over to Ukraine. He has a contact that will be flying supplies over there from NJ, but will need a box truck rental to get the supplies to this site. **Motion:** to approve cost of box truck rental to allow transport of medical supplies to send over to Ukraine by Pastor Ric Elliott. Second by Chris Pirrotta. **APPROVED.**
- B. Request was made to designate Lenten offering to Ukraine relief efforts. **Motion:** by Pastor Ric Elliot to approve redesignation of Lenten offering from this point forward to Ukraine relief, while offering prior this will remain towards World Hunger Appeal. Second by Dean Black. **APPROVED.**
- C. Outreach updates provided by Dean Black - Save the date June 15th Blood Drive. Spring 2022 Disaster Relief Mission Trip May 8-13 to Philadelphia's Eastwick section damaged by flooding.

VII. Old Business

- A. New COVID protocols were released on March 3. Next meeting will be March 28 for ongoing review.
- B. Nursery school board met separately and voted to change health and safety protocol to include masks as optional.

VIII. New Business

- A. Update on new members - March 27 will be the the New Members Welcome service. A reception to be held when COVID protocols permit food and refreshments. There continue to be visitors and new attendees to services, the challenge is getting them commit to membership.
- B. Pastor Ric Elliott discussed Holy Week and Easter worship schedule. Staff proposal was:
  - 1. Wed (April 13) evening 1 service at 7pm live in Sanctuary
  - 2. Thurs (April 14) - noon and 7 in-person and stream
  - 3. Fri (April 15) - noon and 7, in-person and stream
  - 4. Easter Sunday: 7:30, 8:30, 9:45 and 11:00 services with Egg Hunt being at 10:30. Discussion: Many questioned if 7:30 service was needed and could have services starting at 8. Pastor Ric Elliott will take this suggestion back to staff.
- C. Worship structure - Pastor Ric Elliott has received many requests for the present 8:30 service to move back to a more contemporary format and the present 10:30 service a more traditional service. Will continue to evaluate.

- D. Volunteer availability continues to be an issue - prohibiting return to prior "normal". Holy Happenings is full of requests for volunteers. Pastor Ric Elliott would like to send out a shorted time and talent survey to see if this might get more volunteers. Amy Grubb offered to convert survey to an electronic that can be sent out via email.
- E. Technology discussion of how we can share recordings of services and CFL for viewing at later time and date, especially on the website. Chris Pirrotta noted that if the videos are uploaded to YouTube they can then be posted on the website, but we can't embed directly on the website as the server costs would be too expensive. John Letts will be transitioning his duties for website management to Brock McElhenney.
- F. Discussion of transitional steps towards Pastor Ric Elliott's retirement. Pastor Tami and Pastor Ric Elliott have been meeting with the bishop to discuss a timeline and plan. Target date of Pastor Ric's retirement is July 31, with a transitional period of June 13 - July 31. The goal has been set to have the Interim Senior Pastor in place by June 15 prior to Pr. Ric's exit to allow more smooth transition, despite the additional costs of paying both salaries. The goal is for Interim Senior Pastor candidate to be vetted and approved by Council by end of May. Anticipated length of Interim Senior Pastor's assignment is typically 12-18 months. Next steps: develop a Call Committee and discuss as a Council and congregation "where do you want to go?" and complete a "Congregational Profile Document." Pastor Tami is allowed to take the position of senior pastor. Many large congregations seek pastors through the Bishop presenting candidates AND through means of their own such as placing ads. Positive factors are that we have a vibrant, active congregation and staff as well as a good salary. Negative is that candidate pools overall are low.
- G. Bob Stevens suggested we start planning a celebration for both Pastor Ric Elliott and Deacon Jane Elliott. His suggestion is to take advantage of the tent availability in June for VBS and have the celebration that weekend. Bob is seeking volunteers to assist with planning. Pastor Ric Elliott mentioned that Lori Stout Sherman would be interested.

IX. Next Meeting

- A. April 19, 2022 at 7pm
- B. Assignment of devotions to Denise Rohrbach.

X. Adjourned at 8:54 pm with prayer by Pastor Ric Elliott.