

**Minutes of Congregation Council Meeting**  
**April 19, 2022**  
**7:00pm**

- I. Call to Order 6:58 pm
  - A. Attendance: Mike Berkheimer, Dean Black, Faye Casciano, Pastor Ric Elliot, Mike Epperly, Hayden Fermier, Amy Grubb, Sue Mathieu, Nina McNally, Chris Pirrotta, Pastor Tami Reichley, Denise Rohrbach, Mark Stanziola, Bob Stevens
  - B. Excused: Kristin Ervin
  - C. Devotions – Denise Rohrbach
  
- II. Adoption of previous month's Meeting Minutes. **Motion:** To approve minutes from the March 2022 monthly council meeting with corrections submitted by Mike E by Nina with a second by Chris P. **APPROVED.**
  
- III. Boy Scout Eagle Scout Project Presentation - Grayson Killingsworth. Project will be to install additional raised beds to the garden and prepare with compost. **Motion:** To approve the Eagle Scout Project by Bob Stevens with a second by Mike Epperly. **APPROVED.** Mark Stanziola signed the proposal for Grayson.
  
- IV. Staff Reports
  - A. Chris Carter reported that Jen Becker has resigned for health reasons. Her last work date was last Friday. As of Monday Service Master has been engaged to do the cleaning 6 days a week. Once summer comes, can decrease to 5 days. Financially this will be a savings compared to the sexton salary, but the challenge is that the church still needs people to do room set up and opening/closing building. Chris recommends waiting until Fall to begin search for new sexton and have volunteers assist with room set up and building opening/closing.
  - B. Brock McElheney has submitted his resignation to pursue full time employment. There was a proposal to form a Transitional Technology Associate position to help fill this gap. Recommendation for this position to be filled by Kristen Newill who has been helping and is willing to perform these duties. This will be thought to be a temporary position to help the church figure out what is needed in this position moving forward.
    1. **Motion:** to approve the position description as presented with removal of "the congregation's computer network", and change data base to "Shepherd Staff" by Faye Casciano on behalf of staff support with a second from Dean Black. Discussion surrounding if this should be a paid position and what sets it apart from other volunteer jobs that require a high level of commitment. Staff and tech volunteers expressed that there is a need for consistency and accountability in this position, as well as someone with strong organization and communication skills. **APPROVED.**

2. **Motion:** To have Kristen Newill fill the role of Transitional Technology Associate by Faye Casciano on behalf of staff support with a second from Bob Stevens.

**APPROVED.**

- C. Pastor Ric's retirement letter was submitted for approval. **Motion:** to accept (with regrets) by Chris Pirrotta with a second by Amy Grubb. Discussion: change to add wording that after his departure he will not be able to perform pastoral acts so please do not put him in the position to deny these requests. **APPROVED.**

## V. Finance Update

### A. March 2022 Report by Mike Epperly.

1. OPERATING INCOME IN MARCH was \$69,929 being \$5.0K under budget with operating pledged income being \$9.1K lower than its budget while unpledged income was \$2.0K higher than budget. Miscellaneous income was \$6.4K higher than budget (including \$4,400 Merck match donation, \$2,127 remainder from Pastor Spencer PLACE Funds, and \$61 from Amazon Smile receipts).
2. OPERATING INCOME YTD stands at \$245,326 which is \$13.4K higher than YTD budget due to operating pledged income YTD being \$10.6K higher, operating unpledged income YTD being \$0.8K higher, miscellaneous income YTD being \$6.0K higher, and Thrivent income YTD being \$3.3K lower than expected.
3. OPERATING EXPENSES in MARCH were \$100,296 being \$5.3K higher than March budget. Most mission areas were close or under budget. Under People - Salaries March was over budget by \$2.4K mainly due to unbudgeted March salary of Amber O'Brien. March was a three paycheck month for staff. Resources for Ministry was \$7.9K over budget in March due to four higher expenses: service contract for prepayment of mowing (\$4.4K), electric (\$1.2K), technology (\$1.9K), and office equipment (\$0.4K). YTD Resources for Ministry is \$10.0K over budget.
4. OPERATING EXPENSES YTD are \$238,495 which is \$3.4K lower than YTD Budget
5. NET INCOME IN MARCH was a deficit of \$30,368 compared with an expected deficit of \$20,073 bringing YTD net income to \$6,831 which is \$16.8K higher than YTD deficit budget amount of \$9,968.
6. OPERATING CASH BALANCE decreased from \$172,738 on 2/28/22 to \$142,371 on 3/31/22.
7. SPIRIT LED / SPIRIT ALIVE CAMPAIGN - Account cash balance is \$127,160. March donations were \$8,431 plus \$1,800 transfer from Memorial for special designation items given. March expenses were Mission Investment Fund Building loan interest payment (\$2,129) and Upper Milford Township payment for engineering fees and final inspection (\$ 638).
8. BUILDING PROJECT LOAN -Balance at end of March is \$716,277 .
9. LOWER LEVEL PROJECT - Account cash balance is \$448,139. March donations were \$5,000. No March expenses.
10. BUILDING FUND - March month end balance was \$5,638. Donations were \$594. No March expenses.

## VI. Building Project Update

- A. Lower level building project - have the permit, contract signed, walk throughs, flooring selected. Project estimated at \$470,000 with 3% contingency. Funds presently available are \$456,000. Physical work starts next week.
- B. Security system in the works.

## VII. Mission Team Reports

- A. There were two resignations from the Nursery School staff - the 3 y/o teacher resigned with her last day being before Easter, and the 5 year old class who will complete the school year. **Motion:** to accept with regrets the resignation of the two staff members by Amy Grubb on behalf of the Nursery School board with a second from Bob Stevens. **APPROVED.**

## VIII. Old Business

- A. Anniversary Celebration will be this Sunday April 24, 2022. Items given as memorial gifts will be recognized in the bulletin. It was suggested to move the thank you to all who have contributed to the campaign to this page as well.
- B. Pr Ric and Deacon Jane's Retirement Celebration will be held Saturday June 18th. The tent will already be in place for VBS the following week. It will have a 4:30 start time with dinner served followed by a program in the worship center at 7pm. Bob Stevens will be starting to line up volunteers next week.

## IX. New Business

- A. Revised/Updated Employee Handbook will be sent out for approval next meeting.
- B. Update from Bishop re: interim plan. In May Pastor Jean Huber will present what the call committee process looks like (6-7 people). When the Bishop has candidates he will vet them to Pastor Tami. Still on target for mid-June/July.
- C. Pastor Ric will now be attending the Gathering of Pastor's of Larger Lutheran Churches.

## X. Next Meeting

- A. May 17th at 7pm.
- B. Assignment of devotions to Mark S..

## XI. Adjourned at 8:41 pm with prayer by Pastor Ric Elliott.