

**Minutes of Congregation Council Meeting**  
**May 17, 2022**  
**7:00 PM**

- I. Call to Order 7:02 pm
  - A. Attendance: Mike Berkheimer, Dean Black, Faye Casciano, Pastor Ric Elliot, Mike Epperly, Kristin Ervin, Hayden Fermier, Amy Grubb, Nina McNally, Pastor Tami Reichley, Denise Rohrbach, Mark Stanziola, Bob Stevens, Pastor Jean Huber, Pastor Cindy Camp, Pastor Mark Wimmer, Bishop Chris deForest
  - B. Excused: Chris Pirrotta, Sue Mathieu;
  - C. Devotions – prayer by Bishop Chris deForest
  - D. Introductions
  
- II. Interim Ministry Proposal
  - A. Bishop deForest presented the interim ministry proposal to include a team approach based on two reasons: a trained and experienced full time interim is difficult to locate, and we have recently experienced the loss of Pastor Spencer in addition to Pastor Ric's retirement. The following was proposed:
    1. That Pastor Mark Wimmer be contracted as the Lead Interim Pastor working 2/3 time. Pastor Wimmer brings considerable ministry experience to the role. He has served at Diakon, the Mission Investment Fund, Synod Staff for Southeastern PA Synod and served numerous parishes. He is currently serving as the part-time Interim Pastor at St. Matthew Lutheran Church, Perkasio. Pastor Wimmer would be beginning his service at Lutheran Church of the Holy Spirit on August 1, 2022. This date allows Pastor Wimmer to conclude his work at St. Matthew. *NOTE:* Pastor Wimmer requested that start date be moved to August 15, 2022 to allow for a brief pause between departure of Pastor Ric and his arrival.
    2. That Pastor Cindy Camp, also be contracted as Associate Interim Pastor also working two third's time. Pastor Camp was a colleague and co-worker with Pastor Wimmer at Diakon. Pastor Camp has served Diakon for about twenty years with a focus on administration, mission service and social ministry. Pastor Camp also served a parish before being called to ministry at Diakon. Pastor Camp would begin her ministry at the Lutheran Church of the Holy Spirit on June 15, 2022. This start date would provide for six weeks of overlap before Pastor Ric's retirement date of July 31.
    3. Pastor Tami would continue in her current role as Associate Pastor for Outreach and Pastoral Care. She will continue to serve full time in that role. The arrangement would provide more available ministry options than a single Interim Pastor. There are numerous places where the added pastoral ministry presence could make a difference; such as Sunday Morning worship, Catechism Class, CFL, Adult Bible Study, Nursery Chapel, Rejoicing Spirits, Vacation Bible School and Pastoral Care.
  - B. Financial Details: Neither Pastor Wimmer nor Pastor Camp would be seeking health benefits. Pastor Camp did ask that contributions be made to her pension fund (12% of

salary). Both pastors would receive social security allowance, car allowance and have access to reimbursement for professional expenses. Salary contracts negotiated were \$78,000 for Pastor Wimmer and \$51,500 for Pastor Camp.

- C. Council agreed to proposal as set forth by Bishop deForest and Pastor Huber with adjustment of Pastor Wimmer's start date to August 15, 2022.

III. Adoption of previous month's Meeting Minutes. **Motion:** To approve minutes from the April 2022 monthly council meeting by Mike E with a second by Bob S. APPROVED.

#### IV. Staff Reports

- A. Mark Stanziola noted that Council Forum well received by congregation.
- B. Karin Kahler is requesting approval of nursery care coverage for 8:30, 9:45, and 10:30 services throughout the summer. **Motion:** To approve 2 nursery caregivers for all 3 services throughout the summer at \$56 for a total of \$1,344 by Amy Grubb, second by Pastor Ric. Discussion: this is a nice hospitality piece for potential new members as well as service to support worship volunteers with children. APPROVED.
- C. **Motion:** to approve this year's confirmands as follows: Alex Ervin, Charlie (Tucker) Kenney, Mackenzie Leister, Joshua Nesfeder, Riley Nemitz, Elizabeth Patterson, Luke Patterson, Quinn Peck, Will Peck, Cole Peters, Madison Peters, Brandon Powell. Motion by Pastor Ric Elliot. Second by Dean Black. APPROVED.
- D. Pastor Ric Elliot informed council that Amber O'Brien is planning the banquet for the confirmands. They will present their project on Saturday, and then individually wrapped sandwich /cupcakes will be served outdoors. No objections.
- E. Pastor Ric Elliot notes that Pastor Tami Reichley's letter to the congregation re: her intention for her position at the church and recent health issues was well received.

#### V. Finance

##### A. APRIL 2022 Report

1. OPERATING INCOME IN APRIL was \$66,201 being \$20K under budget with operating pledged income being \$16.4K lower than its budget while unpledged income was \$3.2K lower than budget.
2. OPERATING INCOME YTD stands at \$311,527 which is \$6.6K lower than YTD budget. This is due to impact of operating pledged income being \$5.7K YTD higher, operating unpledged income being \$2.4K YTD lower, and Thrivent income being \$3.3K YTD lower.
3. OPERATING EXPENSES IN APRIL were \$67,521 being \$1.4K higher than budget.
4. OPERATING EXPENSES YTD are \$306,016 which is \$1.9K lower than budget. Most mission areas were close or under budget.
  - a. In April Total People - Salaries was over budget due to unbudgeted salary of \$1,568 for Amber O'Brien. Total People YTD is \$221,820.
  - b. In April Resources for Ministry's over budget by \$1.5K due to four higher expenses: office supplies (\$0.4K), electric (\$0.5K), service contract for Service

Master (\$0.7K), and technology (\$2.5K). Resources for Ministry YTD \$11.6 over budget.

- c. In April Worship over budget \$0.5K due to communion cup supplies. Worship YTD \$2.0K under budget.
  - d. In April Faith Formation for Children over budget due to VBS tent rental (\$2,876) which is being funded from an Endowment Trust Fund.
5. NET INCOME IN APRIL was a deficit of \$1,320 compared to budgeted \$20,154. YTD Net Income is \$5,511 which is \$4.7K lower than YTD budget.
  6. OPERATING CASH BALANCE decreased from \$142,371 to \$141,050.
  7. SPIRIT LED / SPIRIT ALIVE CAMPAIGN account cash balance is \$147,569. March donations \$20,409. No April expenses. Remaining expenses before end of year includes retainage balance of \$10,000 to Arthur Funk & Sons on Building Project upon completion of punch list items, and \$5,000 to Star AVR LLC for AV equipment.
  8. BUILDING PROJECT LOAN balance on Mission Investment Fund Building Project loan at end of April is \$713,403. Starting in April 2022 made first monthly payment of principal/interest of \$3,754. Cumulative amount of 9 payments is \$33,786. Finance plans in Mid December 2022 to reduce outstanding principal loan balance utilizing donations through year end to Spirit Led / Spirit Alive Capital Campaign, which will then establish a new monthly payment of principal/interest starting in January 2023.
  9. LOWER LEVEL PROJECT account cash balance is \$451,585. April donations were \$5,000. April expense was \$1554 for permit fee to Upper Milford Township.
  10. BUILDING FUND balance at end of April was \$7,007. Donations were \$3,619. April expense to install new sink in Altar Guild Room funded by donor designated contribution (\$2,250).
- B. Endowment Funds disbursements are \$9,190 in 2022. Combined value of six Endowment Funds during 1<sup>st</sup> Q 2022 declined \$34,098 due to stock market. Endowment Committee is working on establishing guidelines for those interested in making legacy commitments. Goal is to make these legacy donations more flexible for church use rather than restricted to specific areas.

#### VI. Lower Level Building Project Update provided by Bob Stevens.

- A. Demolition of two front classrooms has been completed. Dry wall will go up this week. They started to dig pit for LULA. They have been cutting through foundation to create access for mechanical room. Overall project is going well and running on time. Project manager is working very well and subcontractor meeting was very productive.

#### VII. Mission Team Reports

- A. Church Growth proposing magnetic name tags. Decided against sticker name tags to be more eco-friendly. Will need 700 to start. Will order blank tag from Amazon and apply clear Avery name tags. These tags would be taken home with members. Cost is \$1100 for 700 tags. Undesignated memorial funds can cover it. **Motion:** To approve use of

undesigned memorial funds of \$1,100 to cover cost of name tags by Pastor Tami Reichley. Second by Mike Epperly. APPROVED.

#### VIII. Old Business

- A. STAFF MEMBER HANDBOOK - Faye distributed for review via email. Highlights of changes include:
1. In section 4.1 - Addition of contractual staff to address Nursery School staff in Staff Member Classifications.
  2. Added section 5.1: Open Door Policy - Reporting Requirements in
  3. Performance was removed from section 6.0 as the process was not being followed.
  4. In section 9.1 - Holidays: removed "Columbus Day" as recognized holiday and replace with Birthday of Martin Luther King, Jr., Washington's Birthday, Juneteenth National Independence Day, Columbus Day, Veterans Day. Discussion: While Holy Spirit typically follow East Penn schedule for weather closures and vacations. The days listed are days off from school but it was not felt staff needed to be off for all these holidays. Recommendation to change it to 1 floating holiday with approval of supervisor. Faye will make change.
  5. In section 9.3 - Vacation Terms added that unused vacation will not be paid out upon termination of employment.
  6. In section 11.0 - Resignation, Termination, and Elimination of Position sections: removed statement regarding payment of unused vacation.
  7. In section 11.10 - Phone, Internet, Visitors and Mail - updated language to include no visitation of staff members while working and prohibit use of personal calls, faxes and use of equipment for reasons other than work related.
  8. In section 11.13 - Computer Usage, Email, Voicemail and Internet - added language including church's social media and staff member's own social media accounts and applying professional, courteous manner, reflective of LCHS values and beliefs.
  9. DISCUSSION : Page 24 – PLACE FUNDS paid by staff go back to staff. PLACE FUNDS Paid by church return to church. Page 27 - Footnote but not listed. Mike Epperly will send some editorial corrections to Faye. **Motion** to approve Staff Member Handbook as presented with changes noted above by Faye Casciano. Second by Pastor Ric Elliott. APPROVED. Faye will make corrections and send to Pastor Ric to distribute to staff to sign.
- B. SUMMER SCHEDULE – Starting Sunday June 5 through Sunday August 28 staff has recommended moving the family service to 9:45. (Services will be 8:30, 9:45, 10:30). **Motion:** to approve moving family service from 9:30 to 9:45 from Pastor Ric Elliott. Second by Pastor Tami Reichley. APPROVED.
- C. Planning for Pastor Ric and Deacon Jane's celebration of ministries is underway for June 18. Pastor Ric has P.L.A.C.E. funds of \$3000 remaining contributed by congregation. **Motion:** to use the remaining \$3000 to cover expenses related to this celebration by Bob Stevens. 2nd by Dean Black. APPROVED.

#### IX. New Business

- A. COVID policies - **Motion:** Establish a church policy that is based on CDC COVID-19 Community Level. If Lehigh County is in RED masks will be required and no food will be consumed indoors. If Lehigh County is in YELLOW or GREEN masks will be optional and food can be consumed indoors. Motion presented by Bob Stevens. Second by Pastor Ric Elliott. Discussion: having a consistent framework will prevent last minute vote for policy changes. APPROVED.
- B. June 5 at 4:00 pm will be Pastor Spencer's installment at his new church, Trinity Lutheran Church, Hecktown, PA.

X. Next Meeting

- A. June 21, 2022 at 7pm.
- B. Assignment of devotions to Mark Stanziola.

XI. Adjourned at 9:02 with prayer by Pastor Ric Elliott.