

Minutes of Congregation Council Meeting
August 16, 2022
7:00pm

- I. Call to Order 7:01pm
 - A. Attendance: Mike Berkheimer, Dean Black, Pastor Cindy Camp, Mike Epperly, Kristin Ervin, Amy Grubb, Nina McNally, Pastor Tami Reichley, Denise Rohrbach, Mark Stanziola, Bob Stevens, Pastor Mark Wimmer, Pastor Jean Huber
 - B. Excused: Faye Casciano, Sue Mathieu, Hayden Fermier, Chris Pirrotta
 - C. Devotions – Pastor Cindy Camp

- II. Call Committee Formation Discussion
 - A. Review of process so far - brainstorm of church members that would be good Call Committee Members and ranked our preferences. Pr Huber passed out What's next? The Call Process of the NE PA Synod. May be a step ahead because there is not much to do for a number of months. Asking us to hold onto names for a while. Fortunate that Pr Ric is gone and 2 interims in place. Suggests we take some time to figure out who we are as a congregation before searching for new one. ELCA larger church association, United Lutheran Seminary has a program for pastors that want to lead larger congregation. November reflection questions for 3-4 Sundays in a row. Then start working together to write MSP. Pr Huber will come in October so we can start in November.
 - B. Clarifications from Pr. Huber: Reflective questions go to Synod and become part of the file. MSP is written by Council and Call Committee.
 - C. Results of Call Committee member recommendations distributed. Pr Huber recommends holding onto this information for now.
 - D. Discussion that since we have interim pastors in place already, there might not be need to take time before forming call committee. As a congregation, they are expecting action and ongoing forward progress. Could we put out reflective questions to the congregation.
 - E. Suggests tangible deadlines. Goal is to have a timeline for Council Forum at CFL on September 11, 2022.

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

- IV. Staff Reports
 - A. **Motion:** To accept the resignation of Sherilyn Scheetz as of Aug 31st with regrets wishing her well with her new endeavor by Mike E second by Bob S. **APPROVED.**
 - B. Introductions: This was Pastor Mark Wimmer's first council. Council and staff introduced themselves.
 - C. Pr Wimmer asked council to write down up to 3 areas of focus in this time of transition which he will collect and collate answers to help guide him.

- D. Interviewing for sexton - target for mid September (Bob Stevens, Mike Epperly and Chris Carter) - will vote by email.

V. Lower Building Project Update

- A. Lower level update: There will be an occupancy inspection the week of August 29. The only thing may not be ready is LULA as this requires an inspection by PA Department of Labor and Industry. Overall the process is going well with Funk and subcontractors.
- B. Punch list item from previous construction project: the concrete repaired in parking lot. Cost will be split into thirds between the congregation, Funk and the concrete sub-contractor. (LCHS share estimated to be \$800.)

VI. Finance Update

A. July 2022 Report

1. OPERATING INCOME in July was \$68,529 being \$12.6K higher than July budget of \$55,887. Operating pledged income was \$15.9K higher than July budget. Operating unpledged income was \$3.6K lower than July budget. Combined loose plate and non-member contributions were \$0.4K higher than July budget.
2. OPERATING INCOME YTD stands at \$506,082 which is \$11.0K higher than YTD budget.
3. OPERATING EXPENSES in July were \$70,084 being \$2.4K higher than July \$67,685 budget. Most mission areas in July were close or under budget. Total People - Salaries was over budget due to unbudgeted July salary of \$3,658 for Associate Interim Pastor Cindy Camp. Resources for Ministry was \$2.1K over budget.
4. OPERATING EXPENSES YTD \$497,426 which is \$2.7K lower than YTD budget. Total People YTD is \$2.1K higher than budget. Resources for Ministry YTD is \$12.3K higher than budget.
5. NET INCOME IN July was a deficit of \$1,555 compared to expected budget deficit of \$11,798. YTD Net Income \$8,656 which is \$3.6K higher than expected budget deficit of \$5,014.
6. OPERATING CASH BALANCE decreased from \$152,805 on 6/30/22 to \$148,950 on 7/31/22.
7. SPIRIT LED / SPIRIT ALIVE CAMPAIGN - account cash balance is \$178,346. July donations = \$14,895. No July expenses. Remaining expense for 2022 include Retainage balance of \$10,000 to Arthur Funk & Sons upon completion of punch list items, \$1,200 for AV equipment, and \$800 for concrete repairs on the handicap ramp.
8. BUILDING PROJECT LOAN - Balance on Mission Investment Fund Building Project loan at end of July \$710,510. 4 monthly payments of principal and interest of \$3,754 have been made. Anticipated total disbursement to be \$33,786 by year end in 2022. Finance plans in mid December 2022 to reduce outstanding principal loan balance utilizing donations through year end to Spirit Led / Spirit Alive Capital Campaign. New monthly payment will be established in Jan 2023.

9. LOWER LEVEL PROJECT - Account cash balance is \$280,129. No July donations. July expense was third payment to Arthur Funk & Sons of \$73,553.
 10. BUILDING FUND - July month end balance was \$8,295. Donations = \$680. No July expenses.
- B. Resolution from Endowment and Finance Committees:
1. **Motion:** by Mike Epperly on behalf of the Endowment Committee approve disbursement of William S Endowment Trust for \$500 to cover items for Faith Formation for Children to cover birthday bag items for God's Work Our Hands service project. Second by Denise Rohrbach. **APPROVED.**
 2. **Motion:** by Mike Epperly on behalf of the Finance Committee to release the remaining PPP funds of \$2,233.33 into a Reserve Fund for Pastoral Housing. This fund would be able to cover expenses associated with new Senior Pastor such as moving expenses, etc. Second by Kristen Ervin. **APPROVED.**
 3. Endowment Committee end of 2nd Q summary report: Combined value of six endowment funds stands at \$298,079.22, a decline of \$33,552.85 from \$331,632.07. No disbursements in 2nd Q.

VII. Mission Team Reports

- A. Dean Black distributed the new job description for Faith Community Nurse, which had been Reviewed by Staff support. Expanded role to include coordination and liaison to Eucharistic Ministry Team. **Motion:** by Dean Black on behalf of staff support to approve updated Position Description for Faith Community Nurse. Second by Amy Grubb. **APPROVED.**
- B. Faith Formation for children - report that all staff positions for the Nursery School are filled as voted in email. Deb Brown will be the teacher assistant for the 3's and Dawn Campbell will be the teacher for the 3's. The Nursery School Board will be sending out their finalized Health and Safety Plan for council review.

VIII. Old Business

- A. Employee Handbook to be discussed next meeting upon Faye's return.
- B. Name tags are in process of being assembled and ready to distribute soon.
- C. Chair person for stewardship committee and replacement for CFL coordinate are still outstanding.

IX. New Business

- A. God's Work Our Hands will take place on Sept 11th, 2022 from 12-2pm. Multiple service projects will be occurring.
- B. Dean Black reported that ice packs being added to all first aid kits.
- C. Linda Devine wants to know when we can start serving treats for breakfast. Per prior council guidelines this is allowed based on current level of COVID community spread. No vote needed.

X. Next Meeting

- A. Next meeting will be September 20, 2022.
- B. Assignment of devotions to Mike Berkheimer.

XI. Adjourned at 8:37 with prayer by Pr Wimmer.