

**Minutes of Congregation Council Meeting**  
**June 21, 2022**  
**7:00 pm**

- I. Call to Order 6:59 pm
  - A. Attendance: Mike Berkheimer, Dean Black, Faye Casciano, Pastor Ric Elliot, Mike Epperly, Amy Grubb, Sue Mathieu, Nina McNally, Chris Pirrotta, Pastor Tami Reichley, Mark Stanziola, Bob Stevens, Pastor Cindy Camp, Pastor Jean Huber
  - B. Excused: Kristin Ervin, Hayden Fermier, Denise Rohrbach
  - C. Devotions – Mark Stanziola
  
- II. Adoption of previous month's Meeting Minutes. **Motion:** To approve minutes from the May 2022 monthly council meeting by Sue Matthieu with a second by Pastor Tami Reichley. **APPROVED.**
  
- III. Discussion with Pastor Jean Huber regarding Call Committee Formation
  - A. Pastor Jean Huber explained there is no longer a set process to call a pastor and instead the process is reflective of what needs to be done. Pastor Huber noted that our congregation has progressed well and we are farther along in the process than is typical, as the meeting with the Bishop and the placement of the interim pastor(s) is complete.
  - B. She shared suggestions for the call committee formation to include 6-7 people who represent a cross section of the congregation. For example, someone with more tenure at the church, someone who is newer to the congregation, a teenager and someone from Council (but not the President). If a council member is nearing the end of their term (in Jan 2023), they could be considered and added in August. Call Committee members should have adequate availability.
  - C. Pastor Jean will have Council and the Call Committee members complete a Ministry Site Profile (MSP) which is an 11 page document that describes our congregation. This will be given to the synod, reviewed and placed on the synod website for potential candidates to see. Additional sources of candidates will be sought from the ELCA, Lutheran Association of Larger Churches (a Lily grant is being provided for pastors training on serving larger churches so this could be a source of candidates), United Lutheran Seminary (specifically any students completing a new training program for pastors who want to work in large churches) and the leader of the Grand Canyon Synod (has contacts with those who want to work in larger churches).
  - D. The Call Committee will receive candidates then review, select for interview and interview, observe preaching, present recommended candidate to Council and if approved by unanimous vote by Council have Finance put together a financial package, introduce the candidate to the congregation, have the candidate preach and follow LCHS bylaws for congregational voting.
  - E. The process can either be a single candidate process (only working with us) or multiple candidates (who will also be talking to other churches).

- F. The question of how to put the Call Committee together was raised and it was recommended that discussion and decision occurs within and by Council and we should have this completed by August. Council members should start brainstorming on suggested members for the Call Committee.
- G. The point was raised that if we are looking for a candidate nationally, we need to consider travel and costs. Pastor Huber suggested considering Zoom as a way to minimize time and cost and it also would be more cost effective for the candidate to come to the area (preaching at a neutral church, for example). But if the candidate does travel, any costs incurred would be covered by the congregation.
- H. A Call Committee member profile is a good idea for outlining the expectations of a Call Committee member and it was suggested to check with Lorie Stout in case she has this already. Additionally, a list of Reflection questions will be provided by the synod for LCHS congregants to complete. Responses will be returned to the synod office.
- I. It was suggested that the Associate Pastor be brought in to meet the candidate (and potentially with the rest of staff) around the time Council is meeting to interview and approve the candidate.
- J. Clarification was provided that church staff is not expected to resign with the hiring of a new Senior Pastor as was tradition in the past. We have moved away from that practice.

#### IV. Staff Reports

##### A. Pastor Ric Elliott:

- 1. Contracts for Interim Pastor Cindy Camp and Interim Pastor Mark Wimmer have been created and signed.
- 2. Question was asked who reviews the contract at 90 days? The answer is Mark Stanziola and council.
- 3. Pr. Mark Wimmer start date is set for August 15, 2022.
- 4. Pastor Cindy Camp has begun working is getting up and running.
- 5. The new position description for "Faith Community Nurse" will go through Staff Relations.
- 6. Pr. Ric is working on getting his name off certain accounts (Zoom, MailChimp, church credit cards)
- 7. There is a young adult possibly interested in sexton position - their name was given to Chris Carter.

#### V. Lower Level Building Project Update

- A. No on-site Funk meeting on 6/14/22 due to schedules. Shaft of LULA is masoned in. There is still work to do in old choir room/classroom. Currently the biggest concern from Funk is supply chain issues - uncertain if LULA and doors will come in on time. The 2nd payment (\$44,621.54) was approved.

#### VI. Finance

##### A. May 2022 Report

- 1) OPERATING INCOME in May was \$65,447 being \$7.3K higher than May Budget. Pledged income was \$6.1K higher than budget. Unpledged income was \$3.3K higher than budget. Loose plate and non-member contributions were \$0.2K higher than budget. Note: Operating Pledged Income in May included several giving units who gave the remaining 2022 pledge in May.
- 2) OPERATING INCOME YTD stands at \$376,974, which is \$0.6K higher than YTD budget.
- 3) OPERATING EXPENSES in May were \$56,542 being \$3.9K lower than budget. Most Mission areas in May were close or under May budget. In May, Total People - Salaries was over budget due to unbudgeted May salary of \$1,538 for Amber O'Brien. Total People YTD is \$265,016 which is \$1.1K higher than YTD budget. In May, Resources for Ministry was under budget by \$2.0K, but \$9.6K over budget YTD due to 3 higher expenses (-Technology \$3.5K - Electric \$3.9K - Service Contracts \$9.2K for Service Master cleaning). Building Maintenance is \$6.9K under budget YTD. Prepaid expenses being used netted \$249.
- 4) NET INCOME in May was \$8,905 compared to expected budget deficit of \$2,290 bringing YTD Net Income to \$14,416 which is \$6.5K higher than YTD budget.
- 5) OPERATING CASH BALANCE increased from \$141,050 on 4/30/22 to \$150,205 on 5/31/2022.
- 6) SPIRIT LED / SPIRIT ALIVE CAMPAIGN - Account cash balance is \$154,125. May expense was \$771 deposit to New Holland Furniture which is funded by Memorial \$ given for Paschal candle (\$2,530). Remaining expenses for 2022 include: Retainage balance of \$10,000 to Arthur Funk & Sons upon completion of punch list items and balance of \$5,000 to Star AVR LLC for AV equipment.
- 7) BUILDING PROJECT LOAN - Balance on Mission Investment Fund Building Project loan at end of May is \$713,403. Two monthly payments of principal / interest of \$3,754 in April and May 2022 have been made. With 9 equal monthly payments of \$3,754 through year end 2022 will disburse cumulative amount of \$33,786. Finance plans in mid-December 2022 to reduce the outstanding principal loan balance utilizing donations through year end 2022 to Spirit Led / Spirit Alive capital campaign which will then establish a new monthly payment of principal / interest in January 2023.
  - a. Discussion that there are still \$215,000 in unfulfilled pledges. Correspondence was sent to those who have unfulfilled pledges - 2% of that has come in since correspondence went out. This amount is important as it will be applied to the principal of the building loan, and if the full amount is not collected the monthly mortgage payment will increase higher than projected amount.
- 8) LOWER LEVEL RENOVATION PROJECT - account cash balance is \$398,273. First payment made to Arthur Funk & Sons of \$53,311.
- 9) BUILDING FUND - May balance was \$6,621. Lower level lot LED bulb replaced and LED bulbs installed in upper lot for total of \$1,000. Total expense was \$1,960 (\$960 Building Maintenance and \$1000 Building Fund)

- B. Finance committee had a discussion on PLACE funds. This is money used by staff person for continuing education courses or something to develop professionally. Full time staff can contribute \$250 annually and Holy Spirit contributes total \$3,150 annually combined. For Pastor Tami Reichley it was a mandatory withholding from her paycheck. Current wording in the employee handbook is that both personal and church contributions are returned upon retirement or departure. Looking to change the wording to personal contributions get returned but not church contributions. This will only be active starting Jan 2023, all past church contributions would be given to staff upon departure. There was discussion if Pastor Tami Reichley's letter of call needs to be adjusted. Staff Support and Finance will meet jointly to address PLACE funds details will be codified Employee Handbook. Will bring to council to vote probably in September.

#### VII. Mission Team Reports

- C. Faith Formation for Children - The Nursery School board voted to purchase furniture items for the lower level classrooms in lieu of a \$2,000 gift to the church. Cubbies (with coat hooks) and rugs have been ordered for the classrooms so that they will have those items for this fall when Sunday School meets in those rooms. Storage drawers were purchased for room 113 (since that room has lost significant storage due to the Lula) and for the lower level. These purchases total approximately \$5,470.
- D. Bob Stevens requested the Nursery School board come to a decision on need for the PPP money the church had set aside. It was requested the decision be made by next meeting.

#### VIII. Old Business

- A. None.

#### IX. New Business

- B. Fall Worship Schedule: Sue Smith and the worship team would like the fall schedule to be ready for approval by July. The process will be to have the staff come up with a proposal, run it by the Worship mission team. It is recognized that it will be a challenge to fit 3 services in addition to Sunday School, Faith Formation for Adults, and Catechism into such a limited time and space.
- C. Pastor Ric noted that several staff interested in logo shirts to wear. He would like to order 1 shirt per staff with logo. Estimate is \$25 a shirt for 10 people. APPROVED.
- D. Chris Pirrotta would like to approach EPSON re: projection mapping/digital art for display in the sanctuary - the technology is in beta testing and he would like to reach out to see if they would be interested in using the church as another test site.
  - 1. It was discussed that the LILY Foundation is available for grants for creative ideas to large churches. Chris will investigate further.

#### X. Next Meeting

- B. July 19th, 2022 at 7pm.
- C. Assignment of devotions to Pastor Ric Elliott - this will be his last council meeting.

#### XI. Adjourned at 8:50 pm with prayer by Pastor Ric Elliott.