

**Minutes of Congregation Council Meeting**  
**11/15/22**  
**7:00pm**

- I. Call to Order 7:01p
  - A. Attendance: Mike Berkheimer, Dean Black, Faye Casciano, Pastor Cindy Camp, Pastor Mark Wimmer, Mike Epperly, Kristin Ervin, Amy Grubb, Sue Mathieu, Chris Pirrotta, Pastor Tami Reichley, Denise Rohrbach, Mark Stanziola, Bob Stevens
  - B. Excused: Hayden Fermier, Nina McNally
  - C. Devotions – Mark Stanziola
  
- II. Adoption of previous month's Meeting Minutes. Mike Epperly recommended deletion of section IV-B under Finance. **Motion:** To approve minutes from the October 2022 meeting with corrections and deletion above by Sue M with a second by Chris P. **APPROVED.**
  
- III. Staff Reports
  - A. Status of Finance Manager position: Pr Wimmer reports that the job posting on the Synod website did not get any submissions. However there are two in-house applications that have been submitted. Bob Schucart and Pr Wimmer will meet with candidates and provide recommendations as appropriate.
  - B. Faye Casciano presented the revised Employee Handbook by email prior to this meeting. Staff Support reviewed and approved and submitted to council for approval. A few editorial corrections were made and then it was resubmitted. Two suggestions were made: 1) to remove the stipulation of age >40 from the sections about discrimination and harassment. 2) to re-introduce the section that discusses the Protection of Minors and Vulnerable Adults. It was originally in the Oct. 2010 version and unclear when or why it was removed. It was recommended to re-enter this section and include the policy as an appendix. **Motion:** to approve the Employee Handbook with corrections indicated in 1) and 2) above by Faye Casciano on behalf of Staff Support, with a second by Amy Grubb. **APPROVED.**
    1. Further Discussion: Chris Pirrotta recommends legal review of policies/staff handbook. Mark Stanziola said it recently cost his company \$5000 for employee handbook review at his firm. Discussed that this may be something to consider in better financial times. Faye will meet with staff in January 2023 to distribute and review Staff Handbook. Staff must sign and acknowledge receipt. Discussion about who is responsible for making sure new employees receive a handbook - no process for New Hire Orientation. Senior Pastor should designate a file care keeper, but Staff Support should go over with current staff. Defer to Staff Support to assign this file care keeper.

IV. Finance

A. OCTOBER 2022 Report

1. OPERATING INCOME IN OCTOBER = \$61,714, which is \$8.4K higher than October budget.
  - a) Operating Pledged Income = \$0.5K higher than October budget
  - b) Operating Unpledged Income = \$8.4K higher than October budget
  - c) Loose plate and non-member contributions = \$0.1K higher than October budget.
2. OPERATING INCOME YTD = \$666,116, which is \$0.5K higher than YTD budget.
  - a) Operating pledged income YTD = \$1.5K lower than YTD budget
  - b) Operating Unpledged Income YTD = \$4.1K higher than YTD budget
  - c) Loose plate and non-member contributions YTD = \$0.8K lower than YTD budget
  - d) Thrivent Income YTD = \$3.6K lower than expected.
3. OPERATING EXPENSES IN OCTOBER = \$55,083, which is \$12.8K lower than October budget.
  - a) Total People: Salaries over budget due to unbudgeted salaries for Interim Senior Pastor Mark Wimmer and Associate Interim Pastor Cindy Camp, with an offset due to open Finance Manager position.
  - b) Resources for Ministry: \$8.5K under budget but adjusting by \$6.3K for late October expense becomes \$2.2K under budget.
4. OPERATING EXPENSES YTD = \$696,766, which is \$19.4K lower than YTD budget.
  - a) Total People YTD = \$505,042 which is \$19.6K lower than YTD budget.
  - b) Resources of Ministry YTD = \$14.5K over YTD budget, mainly due to three higher expenses - Technology \$5.8K, Electric \$1.4K, and Service Contracts \$22.4K.
5. NET INCOME IN OCTOBER = \$6,631 compared to expected budget Net Income deficit of \$14,632. Net Income YTD = deficit of \$30,650 which is \$19.8K lower than YTD budget deficit of \$50,462.
6. OPERATING CASH BALANCE increased from \$98,508 on 9/30/22 to \$105,139 on 10/31/22.
7. SPIRIT LED / SPIRIT ALIVE CAMPAIGN Account cash balance is \$222,635. October donations = \$18,882 and \$100 (Journal correction from July). No October expenses. Remaining expenses before year end 2022 are retainage balance of \$10,000 to Arthur Funk & Sons on Building Project and for 1/3 cost of handicap ramp concrete rework to Arthur Funk & Sons (\$856 estimate).
8. BUILDING PROJECT LOAN: Balance on Mission Investment Fund Building Project Loan = \$706,174. Seven monthly payments of \$3,754 have been made towards principal/interest. Year end total will be \$33,786. Plan to reduce outstanding principal loan balance with donations to SPIRIT LED / SPIRIT ALIVE CAMPAIGN through year end and early 2023 to establish a new monthly payment likely in February 2023

9. LOWER LEVEL PROJECT: Account cash balance = \$62,333. No October donations. No October expenses. Amount owed is \$94K, but still have not received the residual of Margaret Legenhausen's estate.
  10. Still await reimbursement from grant funds for security cameras.
  11. BUILDING FUND: Balance = \$10,360. Donations = \$569. No October expenses.
- B. Resolution from Endowment Committee:
1. Remedial resolution for approval of disbursement from General ELCA Endowment Fund Pooled Trust in the amount of \$2,180 to fund request from Finance Committee to pay balance due to The Baut Studios, Inc. for the Mosser Memorial Stained Glass Back Lighted Descending Dove mounted on back wall of Sanctuary behind the Altar. This art piece is in memory of Bill and Midge Mosser. After discussion with trustees of Endowment accounts, this is now formally recommend. **Motion:** from Mike Epperly on behalf of Finance Committee to approve this disbursement to fund above described expense. Second by Pr Tami Reichley. **APPROVED.**
  2. Endowment Committee unanimously recommends the disbursement of \$883 from the William S. Wotring Endowment Trust to fund request from Faith Formation for Children to purchase 2023 VBS materials with the 2022 Cokesbury theme. Need to purchase these items before year end before they are not available. **Motion:** from Mike Epperly on behalf of Finance Committee to approve this disbursement to fund above described expense. Second by Bob Stevens. **APPROVED.**
- C. **Motion:** by Mike Epperly on behalf of Finance Committee to designate funds collected from the Advent Envelopes toward the Operating Income. Second by Bob Stevens. **APPROVED.**
1. Discussion: Traditional Christmas Tithe will still occur. This will not impact digital contributors, only paper envelopes therefore it was recommended that congregation be notified via Holy Happenings and extra Advent envelopes be placed out.
  2. LCHS members can utilize either their Advent package envelopes or Special Response Offering envelopes on Usher stand for Advent Season offerings.
- D. All budgeted Benevolence will be paid out in December. A letter goes out to different agencies with these donations. In the past, Sherilyn would put this together. Deb Stevens is handling the payments this year, and is requesting the letters from the Benevolence committee. Denise Rohrbach will have Bob Mueller verify names & mailing addresses and letter. Deb is requesting the information by December 9, 2022.
- E. Our 2023 pledge information went out to all households. 35 pledges for 2023 have already been received and some prepaid pledges have come in.
- F. Chris Pirrotta notes our Thrivent Financial contribution information on their website may be out of date, which could explain why that income is lower than expected. Finance will place reminder notice in Holy Happenings asking LCHS Thrivent Choice members to designate their Choice \$ to LCHS.

## V. Lower Level Project Update

- A. The LULA passed inspection. Still working on security issues with Nursery School. Chris Carter recommends turning the unit off during Nursery School hours until a key has been obtained and switch installed.

## VI. Mission Team Reports

- A. Sue Matthieu reports on behalf of Worship Committee that the cost of individual communion cups is impacting their budget. She requests that at some point Staff re-discuss return to old communion practices.
- B. Bob Stevens reports on behalf of Finance Committee that the preliminary expense budget was approved at Finance. Highlights include 1) No salary increase. 2) Some offsets from Endowment have been added back into budget. 3) assuming a mortgage \$450,280 4) left line item for Finance Manager salary. 5) Staff Support asked for \$5,000 for Call Committee. Final expense budget is \$14K higher than 2022. Currently there is no revenue budget but assuming the same as 2022 this would lead to a \$67K deficit budget with \$105K in cash reserve. Bob Stevens will email this preliminary expense budget to be included in November Council Meeting minutes. Discussion: Pr Reichley recommend discussing the lack of salary increase with Staff as many are expecting an increase. Also any Endowment funds not used for designated purposes in 2022 will get returned to those Endowment funds.
- C. Discussion re: overall attendance and income. Currently at ~ 300 people weekly, which is down from pre-COVID. Chris Pirrotta asking if there is a way to capture those who came before COVID but are no longer coming. Denise Rohrbach brought up the idea of a campaign for a mortgage reduction. Pr Mark Wimmer explains in his experience there may be 2 capital campaigns in a 10 year period, however the first is largest, and the second doesn't usually generate as big of a response. He suggested some time / space between the two campaigns.

## VII. Old Business

- A. Call Committee Update: The Executive Committee met with Pr Huber. Still minimal direction from Synod, but they were not in disagreement with our current plan and direction so the plan is to move forward. Council had already approved Bob Mueller as Call Committee Chair Person. From the list that Council provided to Bob M, he selected the following committee member who have accepted the position: Craig Kauffman, Jo Ellen Rooney, Kyle David, Carol Osenbach, and Amy Grubb as Council Liaison. He is waiting for Kate Nesfeder to confirm. **Motion:** from Bob Stevens to accept these individuals for the Call Committee with a second by Mike Berkheimer. **APPROVED.**
  - 1. Other updates: Pr Huber from the Synod did not feel an external audit was necessary for completion of the Ministry Site Profile (MSP). Due to the additional cost of this, it was decided to defer the external audit and use our internal audit information for the financial section.
  - 2. Will allow Bob Mueller to make the decision about when and how to release the names of the members on the Call Committee.

- B. Ministry Site Profile (MSP) Task Force update: Jen Day Roth has pulled together a core team of individuals to help complete the MSP. She is requesting the assistance of Council members to answer the Trends in Community Context questions by Friday Dec 9th. Mark Stanziola will forward the questions to Council so that they can be completed electronically.

#### VIII. New Business

- A. Discussion regarding upcoming Council terms ending and process of selecting new Council members. Bob Stevens, Faye Casciano, Kristin Ervin, & Chris Pirrotta have terms ending. Bob Stevens has completed 2 consecutive terms. In the past, the Senior Pastor and the exiting Council members nominated church members to fill open Council positions. It was suggested to have some ideas for the December meeting. Pastor Reichley suggested using the list of church members that were being considered for the Call Committee. Amy Grubb will re-send that list to Council members.
- B. A date will need to be set for the Staff/Council Retreat.

#### IX. Next Meeting

- A. Next Council Meeting will be December 20, 2022 at 7:00 PM.
- B. Council Forum will be at CFL on 12/11/22. Jen Day Roth and Bob Mueller will be present to provide updates to congregation on Call Committee and MSP.
- C. Annual Congregational Meeting will be on February 5, 2023.
- D. Assignment of Devotions to Denise Rohrbach.

- X. Adjourned at 8:27pm with prayer by Pr Cindy Camp.