

Minutes of Congregation Council Meeting
March 21, 2023
7:00pm

- I. Call to Order 7:00p
 - A. Attendance: Mike Berkheimer, Bob Bolen, Faye Casciano, Mike Epperly, Kristin Ervin, Hayden Fermier, Amy Grubb, Sue Mathieu, Nina McNally, John Osenbach, Denise Rohrbach, Pastor Mark Wimmer, Pastor Cindy Camp, Pastor Tami Reichley
 - B. Excused: Dean Black, Mark Stanziola
 - C. Devotions – Mike Berkheimer

- II. Adoption of previous month's Meeting Minutes. **Motion:** To accept minutes from the February 5, 2023 annual congregational meeting and recommend approval at 2024 annual congregational meeting with changes by Amy Grubb by Mike Epperly with a **second** by John Osenbach **APPROVED**.
Adoption of previous month's Meeting Minutes. **Motion:** To approve minutes from the February 24, 2023 Council Retreat by Faye Casciano with a **second** by Amy Grubb **APPROVED**.

- III. Staff Reports
 - A. – Pastor Wimmer: there was a discussion about Pr Wimmer's recommendation for long range planning committee/outside consultant. Mike Berkheimer will create a document for the April Council meeting focusing on those gaps and blurs and blends. Regarding volunteers, there will be a Mission Team Fair to show what every Mission Team does.
 - B. – Pr. Tami lifted up the Outreach Mission team regarding the 6th Street Shelter and the congregational energy, donations, and enthusiasm around the new apartment.
 - C. -Pr. Tami also brought up the Global Mission Team meeting regarding talk about a mission/witness trip to Tanzania in the Summer 2025. The last trip to Tanzania was in 2016, with six people for twelve days. It was suggested that the group outline a plan for the finances and bring it to Council before they ask the congregation for attendees. Will there be Covid concerns? Council was also reminded that the National Youth Gathering is being held summer 2024, and this is another ask for congregation donations.
 - D. Pr. Cindy will be meeting with Kyle David regarding his interest in being the CFL convener.

- IV. Mission Team Reports
 - A. – Nina McNally: Linda Devine (Hospitality) wanted to talk about bringing back Summer Breakfasts. In the pre-pandemic years, various groups volunteered for various Summer Breakfasts. We are allowing food events so long as we stay in the Covid "yellow" zone. Pr Tami will speak with Church Growth about the logistics of running Summer Breakfasts.

B. – Faith Formation for Children: **motion** from Amy Grubb for a Preschool Dine to Donate Fundraiser – The preschool is looking to host a dine to donate event at Just Chill Creamery in Emmaus on Thursday, May 4, 2023. The preschool will earn 15% of sales where a flier is presented. Nina McNally **seconded**
APPROVED

C. – Faith Formation for Youth: Kristin Ervin brought a question from Amber O'Brien: may the Faith Formation for Youth use fundraised funds for something other than the National Youth Gathering? There is no objection to doing that, so long as the purpose for the fundraiser is clearly identified.

D. Property: Mike Epperly

a. Mike Epperly talked about the preschool move downstairs on 5/31 and 6/1; they will be circulating Help Wanted requests, and Preschool parents will volunteer to assist in the move

b. Spring Clean up 4/29, 5/6, rain date 5/20 – this will be advertised in Holy Happenings

c. Using building fund for repairs – we have a roof leak in the Fellowship Center – property will work with Rand to get that repaired for approximately \$3600; rebate from PPL for new LED lighting in office, \$2600 cost – PPL will kick in approximately \$700; also the cost to install an awning at the lower entrance will cost about \$1300; overall, there are about \$10,000 in items.

d. We have donated 193 metal chairs to Rosemont Lutheran Church in Bethlehem; LCHS kept 60 metal chairs in case we need them for outdoor activities

e. Security system: the \$34,000 reimbursement has been approved, but hasn't come through yet.

f. Church Space: There is confusion about space in the church. Could the Property Committee do a survey to identify their needs? Mike Epperly is willing to sit down with groups to identify their needs. Groups must make a judgement of what needs to be kept and what needs to be discarded and what type of space the group needs. Groups must identify how accessible "keep" items need to be, and how to find space for the groups. We need a survey, a walkthrough, and an inventory. Denise Rohrbach would like to start the survey as a jumping off point and then Property can take over.

V. Finance: Mike Epperly

A. Mike Epperly informed Council that the 2022 audit was completed on 2/25/23.

B. Mike Epperly made a **motion** to approve \$60000 Housing Allowance for 2023 calendar year for Pr Tami. Comments: Pr. Wimmer explained to Council what a Housing Allowance is. **Second:** Sue Mattieu **APPROVED**

C. Finance February 2023 Report

Operating Income in February was \$109,903 being \$ 35.2 K higher than February \$74,666 Budget, with operating pledged income being \$16.2 K higher than the February Budget, with operating unpledged income being \$18 .1 K higher than the

February Budget, while combined loose plate and non - member contributions were \$0.1 K higher than combined February Budget.

Operating Income YTD stands at \$ 197,703 which is \$32.7 K higher than YTD Budget \$165,003. Variance YTD of \$32.7 K reflects combined impact of operating pledged income YTD being \$ 8.6 K higher, operating unpledged income YTD being \$16.5 K higher, combined loose plate and non - member contributions YTD being \$1.3 K higher, All Specials YTD being \$ 1.0 K higher, Thrivent Income YTD being \$0.2 K higher (hopefully the advertising in Holy Happenings helped), Miscellaneous Income YTD being \$4.4 K higher (Merk match and Amazon Smile) and Interest YTD being \$0.5 K higher. (note that Amazon Smile has been discontinued)

Operating Expenses in February were \$79,919 being \$1.6 K higher than February \$ 78,270 Budget

Most Mission areas in February were close or under February Budget. In February Resources for Ministry over Budget \$ 2.4 K mainly due to Service Contracts for West End Lawn & Landscaping expense associated with winter salting applications. Resources for Ministry \$ 3,5 K over YTD Budget through February mainly due to West End salting applications.

No Accruals in February.

Net Income in February was \$29,985 compared to expected February Budget Net Income deficit of \$3,604 bringing YTD Net Income to \$ 58,076 which is \$29.4 K higher than YTD Budget amount of \$ 28,717. (we did receive several full-year donations this month which skews the donation amount positively)

Operating Cash Balance increased from \$ 98,531 on 01 / 31 / 23 to \$ 128,516 on 02 / 28 / 23.

SPIRIT LED / SPIRIT ALIVE CAMPAIGN Account cash balance is \$2,572. (February donations \$2,572) February expenses were Mission Investment Fund Building, Project loan payment of Principal / Interest (\$3,754) on 02 / 06 / 23 and paydown of MIF Building Project Principal loan balance (\$292,279.79) on 02 / 08 / 23.

BUILDING PROJECT LOAN ----- Balance on Mission Investment Fund Building Project loan at end of February is \$ 408,071. NOTE: After paydown current mortgage Principal balance became \$408,071.31 at 3.875 % interest rate. Next interest rate review is 04 / 01 / 2026. Mortgage term is 23 years. Maturity date is 12 / 01 / 2046. After refinance of MIF Building Project loan the new monthly payment of Principal / Interest is \$2,188.00 starting March 1, 2023.

BUILDING FUND -----February month end balance was \$11,284.
(Donations \$735) February expense to replace HVAC unit in Music Room (Room 116) -- (\$ 3,400)

Resolution from the Endowment Committee: The Endowment Committee unanimously recommends Congregational Council approval of disbursement from William S. Wotring Endowment Trust of a grant not to exceed \$500.00 to partially fund the expense of a week at Bear Creek Summer Camp, Session 6, July 23 - 29 2023 for a ten year old fifth grade student. Mike E made the **motion**, PR. Tami **seconded**;
Discussion: Mike Berkheimer requested that we strike student's name from the minutes to preserve the privacy of a minor; Amy Grubb pointed out that the family can ask Bear Creek for money to pay balance; however, the parents want to pay any balance;
APPROVED

VI. New Business – Mike Berkheimer

- A. -- Dedication of the Lower Level and LULA will be 4/16 at all services. We will present the plaque before it's installed on an inside wall in the LULA. Would Hospitality want to host a reception/open house after Sunday School? Pr. Tami will ask Hospitality. Amy Grubb suggested a slide show of photos during the dedication for those people who won't make it downstairs, perhaps a video of someone riding the LULA.
- B. -- Stewardship with Second Mile Giving — Mike Berkheimer has agreed to be the convener for the Stewardship Mission Team. As an initial step (and prior to the April Council meeting), Mike will meet with Bob Bolen, Terry Hinderliter, Bob Mueller, Mike Epperly, Pastor Mark and any other interested parties to discuss re-energizing and re-convening the Stewardship Mission Team. These individuals will not necessarily be part of the ongoing mission team, but they have experience with past Stewardship programs. The purpose and goal of the Second Mile Giving was also discussed with Council.
- C. Transitional Technology Associate (open staff position) – Kristen Newill resigned at the end of February. In March, Nikki Clark sent out an email blast to the congregation advertising the opening. There was a discussion of what the position should look like and why it is an overwhelming position. It was suggested that we break the position into parts: a coordinator and then maybe two leads. Mike Berkheimer asked John Osenbach to sit down and talk to him about what he sees the needs to be. In the meantime, Deacon Mel is volunteering to take on some of the position's roles.
- D. - Property Manager (open staff position) – Chris Carter is willing to stay beyond the end of April but we still need to find a replacement. Chris Carter created a job description. Due to the meeting running long, Council agreed to table this conversation until April.

VII. Old Business

- A. - Call Committee/MSP – The Ministry Site Profile was approved by Council via email after the Council Retreat. Now we wait. The Call Committee is exploring alternative ways to post the position such as Linked In, etc. The Call Committee is permitted to post the position on those platforms without coming to Council for approval.
- B. - Closure of Spirit Led/Spirit Alive Campaign – it is appropriate for us to send out a thank you letter to our donors. Pr. Wimmer is working with someone with this type of letter writing experience to create such a letter.

VIII. Next Meeting

- A. - April 18, 2023
- B. Assignment of devotions to Amy Grubb

IX. Adjourned at 9:00 with prayer by Pr. Wimmer

March 2023 Minutes approved at the April 18, 2023 meeting

March 2023 Minutes submitted 4/20/2023 by Kristin Ervin, Secretary