

**Minutes of Congregation Council Meeting**  
**Tuesday, November 14, 2023**  
**7:00pm**

- I. Call to Order 7:00p
  - A. Attendance: Mike Berkheimer, Dean Black, Bob Bolen, Faye Casciano, Mike Epperly, Kristin Ervin, Amy Grubb, Nina McNally, Pastor Mark Wimmer, Pastor Cindy Camp
  - B. Excused: Sue Mathieu, John Osenbach, Hayden Fermier, Pastor Tami Reichley, Denise Rohrbach
  - C. Devotions – Mike Epperly
- II. Artwork Report – Mark Stanzola shared with Council the Artwork Report from the Artwork Committee.
  
- III. Adoption of previous month’s Meeting Minutes. **Motion:** To approve minutes from the October 2023 monthly council meeting by Amy Grubb with a second by Bob Bolen.  
**APPROVED.**
  
- IV. Staff Reports: no action items.
  
- V. Old Business
  - A. Call Process Update – Amy Grubb – The Call Committee continues their search for a senior pastor.
  - B. Operations Manager – Mike Berkheimer – **motion** by Mike Epperly to offer the position of Operations Manager position to Nadine Hohe starting 11/27/23 at \$40K, with no benefits. Nadine will have an overlap with Bob Mueller and Chris Carter for them to provide training to Nadine. **Second** by Bob Bolen. **APPROVED.**
  - C. Music Ministry Search Update - Mike Berkheimer – the committee has met twice and is intending to have the position description ready to be advertised by the middle of December. This will be a blended description of both Sharon’s and Austin’s positions, for a full-time salary position.
  - D. Staff Support Update - Nina McNally – Nina is serving as both the convener and council representative on Staff Support. Staff Support is working to support the staff; they are also looking at current job descriptions.
  - E. Nominating Committee – Council will have four openings next year, one of which is the youth representative. Council is hoping to have commitment for the spots by mid-December.
  - F. Monthly Breakfast – still in discussion process to determine if there is interest in holding Sunday breakfast once a month from January through May.
  - G. Storage Space – The End State Diagram is completed and will be shared with mission team leads.
  
- VI. Mission Team Reports

- A. Adult Faith Formation – Nina McNally – seeking clarification as to where the monies for the Bibles are coming from.
- B. Property – Mike Epperly – referring to the preliminary five 2024 projects list, the Property Committee has the following recommendations:
  - a. Lower parking lot: patch broken asphalt areas where needed
  - b. All parking lot areas: do hot tar filling cracks
  - c. Repair five storm water grates in the lower parking lot
  - d. Hallway section – from canopy hallway back to narthex double doors - ceiling grid/tile, LED lights, drywall over side walls, new door frame, and new doors. They are getting quotes and anticipate the cost to be \$15K-\$20K
  - e. New carpet or LVT (luxury vinyl tiling) in Room 113
  - f. Two 2023 projects in progress:
    - i. Getting a quote to address the rotten 1980 wood areas on the triangle area on each side of Narthex roof adjacent to left and right side of horseshoe window sections. There is deterioration due to weather - driving rain and snow build-up. The intent is to remove existing wood cedar siding, capping, and fascia boards. They will replace the flashing, install new capping and fascia, install Tyvek wrap, and install new board and batten 8 " vinyl siding. The intent is to do permanent vinyl siding installation to avoid more future roof leaks from these two triangle areas into Narthex ceiling. Desire to fund via Building Fund.
    - ii. Quote of \$ 615 received to repair gutter damage from vendor delivery truck. The project is reimbursable by the vendor.
- C. Finance - Mike Epperly
  - a. Last day of 2023 is a Sunday. The last recorded gifts will be noon on Thursday, 12/28/23.
  - b. Benevolence checks will go out mid-December.
  - c. Assuming Congregational Council approves the hiring of Nadine Hohe as Operations Manager at its meeting on November 14, 2023, with start date of November 27, 2023 and assuming Nadine Hohe has accepted the offer of Operations Manager position at LCHS as written in formal offer letter then Congregational Council approves the Resolution as follows: RESOLUTION FROM FINANCE COMMITTEE: Mike Epperly: **motion:** Upon her hire, add Nadine Hohe to the LCHS Wells Fargo Account effective November 27, 2023 or actual start date. **Second** Amy Grubb. **APPROVED.**
  - d. Finance Report October 2023
    - i. Operating Income in October was \$ 58,705 being \$ 1.5 K higher than October \$ 57,238 Budget with operating pledged income being \$ 3.3 K higher than its October Budget, with operating unpledged income being \$ 5.5 K lower than its October Budget, while combined loose plate and non – member contributions were \$ 0.7 K higher than combined October Budget.
    - ii. Operating Income YTD stands at \$ 733,134 which is \$ 49.8 K higher than YTD Budget \$ 683,342. Variance of \$ 49.8 K reflects combined impact of

operating pledged income YTD being \$ 7.6 K higher, operating unpledged income YTD being \$ 20.2 K higher, combined loose plate and non - member contributions YTD being \$6.9 K higher, All Specials YTD being \$ 3.6 K higher, Thrivent Income YTD being \$ 0.7 K higher and Interest YTD being \$ 3.2 K higher.

- iii. Operating Expenses in October were \$ 64,210 being \$ 5.3 K higher than October \$ 58,862 Budget.
- iv. Operating Expenses YTD in October were \$ 687,546 being \$ 11.2 K lower than October \$ 698,759 YTD Budget. Most Mission areas in October were close or under October Budget. In October Resources for Ministry higher than October Budget \$ 6.7 K mainly due to Building Maintenance, Insurance, and Service Contracts. In October Resources for Ministry YTD \$ 6.0 K lower than YTD Budget thru October mainly due to lower Technology, Professional Services, and Service Contracts offset by higher Paper, Offering Envelopes, Insurance and Building Maintenance expenses. No accruals in October.
- v. Net Income in October was deficit of \$ 5,505 which is \$ 3.9 K higher than expected October Budget Net Income deficit of \$ 1,624 bringing YTD Net Income to \$ 45,588 which is \$ 61.0 K higher than YTD Net Income Budget deficit of \$ 15,417.
- vi. Operating Cash Balance decreased from \$ 121,671 on 09 / 30 / 23 to \$116,166 on 10 / 31 / 23.
- vii. SPIRIT LED / SPIRIT ALIVE CAPITAL CAMPAIGN ---- Account cash balance is \$ 9,753. (October donations \$ 992) October expense was mortgage payment on Mission Investment Fund Building Project loan (\$2,188). NOTE: October was the third of last five months of 2023 where monthly mortgage payment disbursed from Spirit Led / Spirit Alive account as per Congregational Council resolution.
- viii. BUILDING PROJECT LOAN -----Balance on Mission Investment Fund Building Project loan at end of October is \$ 401,192.
- ix. BUILDING FUND ----- October month end balance was \$10,504. (Donations \$ 755) No expenses in October.
- x. Discussion whether we need to follow through with borrowing \$25K as per 2023 budget from the Endowment Fund to cover part of the 2023 Benevolence budget. Finances advises that the necessity of this Endowment borrowing depends on the December 2023 income amount.

## VII. New Business

- A. Christmas Eve: December 24 services will be 10am (Fourth Sunday of Advent service; no Sunday School), and then Christmas Eve services at 3pm, 5pm (Family Service), 7:30pm, and 10pm; 12/31 also just 10am (no Sunday School)
- B. Blue Christmas services: Sunday 12/17 at 12:30pm and Wednesday 12/20 at 1pm both in Fellowship Center

- C. Strategic Planning Lifecycle Discussion – Mike Berkheimer: Discussion of Strategic planning assessment as well as the most critical areas to work on to move toward Stages of Growth and Scale are staff, finance, technology. The following concerns were raised:
  - a. There are concerns about the Technology Committee having moved away from a part-time staff person to a transition part-time staff person to volunteer captains. The lack of a full-time Technology staff person puts a strain on the staff persons and/or gaps in technology services offered at various events. Ultimately, service opportunities will be dropped. There are also concerns about the need for improvement in LCHS’s online presence via social media and its website.
  - b. Additional work on a strategic plan for staffing, finance, and technology will be discussed at upcoming Council meetings as well as the Council Retreat in February 2024.
  
- VII. Next Meeting – December 19, 2023  
Annual Meeting - Sunday, February 4, 2024  
Council Retreat - Saturday, February 10, 2024 (9am-4pm)
  
- VIII. Assignment of Devotions to Mike Berkheimer
  
- IX. Closing Prayer by Pr. Cindy
  
- X. Adjourn at 9:05pm