

CONGREGATIONAL COUNCIL MEETING
MARCH 19, 2024
7:00 PM

Call to Order 7:00pm

Council Attendance: Mike Berkheimer, Dean Black, Bob Bolen, Michelle Borzok-George, Faye Casciano, Katie Bashus, Mike Epperly, Kristin Ervin, Sue Mathieu, Bob Mueller, Rob Sandoval, Hannah S., Pastor Mark Wimmer, Pastor Cindy Camp, Pastor Tami Reichley

Excused: John Osenbach

I. Devotions – Dean Black

II. Adoption of Meeting Minutes from:

A. Annual Meeting February 4, 2024 **MOTION** to approve the minutes by Mike Epperly.
Seconded by Kristin Ervin. **APPROVED.**

B. Council/Staff Retreat February 10, 2024 **MOTION** to approve the minutes by Pastor Cindy.
Seconded by Rob Sandoval. **APPROVED**

Discussion

III. Staff Reports

- A. Faith Formation for Children Karin Kahler: Asking about Director of Music for VBS, making sure it is covered and not thrown in at the last minute, she has several possibilities, some compensation and Mike Epperly suggested \$300 for VBS. Bob Mueller added that the Director of Music substitute was given \$250 for Sunday services and \$200 for choir practices in the past. Pastor Tami added that it is a significant concern especially with VBS around the corner
- B. A stipend was suggested from Karin Kahler for the volunteer responsible for checking

clearances because it is a big undertaking for one person. In addition, records are taken with this person to their home and not kept on the church site which potentially could be a problem. Karin Kahler will be the person to contact to get a clearer understanding of the position.

- C. Sunday morning Nursery caregivers were inadvertently not included in the 5% cost of living given to Nursery caregivers for the fiscal year 2024. **Motion** by Bob Mueller to give the nursery workers a 5% raise, effective the next pay period. **Seconded** by Sue Matthieu. **APPROVED.**
- D. Pastor Wimmer's Council Report: discussion surrounded the call process and what happened with the outcome because Pastor Wimmer was not present. Bob Mueller pointed out that there were no preliminary questions given to the council committee prior to meeting Pastor Marty and that there was a lack of coherence. Bob Mueller then elaborated on what occurred with this candidate. He also went on to say that one other candidate is interested in speaking with the call committee. Pastor Cindy expressed there are not a lot of clergy out there. Pastor Wimmer passed on sentiments of gratitude to the call committee. He is also asking the council what he should focus on in the next 4 months? Get back to him with at least two after Easter.
- E. Pastor Cindy's Council Report: Mike Epperly wanted some clarification regarding the summer breakfast start date. Pastor Cindy is asking, would it be possible to hold off summer breakfasts until the third Sunday of June so that we could use the first two weeks for the review of the ELCA's study document on Faith and Civic Life? Council supported the proposal to start summer breakfasts on the third Sunday of June.
- F. Pastor Tami's Council Report: Pastor Tami indicated that we have a "potential new member" information session scheduled for 4/21. May 19th there will be new members welcomed at the third Sunday breakfast hosted by the Church Growth Team in FC. Open House will be in the all-purpose room. Global Mission team members donation raising in the next few months--all funds collected will be donated to the Tanzania organizations Team visits. The mission trip to Tanzania will occur from May 22 to June 6th of 2025.

IV. Old Business

- A. Director of Music Search (Mike Berkheimer); one candidate with Zoom meetings and played, from the Philadelphia area. Another candidate this week for an initial visit then will play Easter Monday. Would hope to have two to pick from, in interim Nancy Pfeffer will play at 8 : 30 am & 10 : 30 am services and Deacon Melanie Werley at 9 :30 am service. We will send a brief summary to the congregation about the call process after Easter.
- B. Team for April 21st Sunday Breakfast: combo worship and finance covered
- C. Artwork (update): Mike Berkheimer has not met up with Jeff Gross or Mark Stanziola yet, so no new information. He will meet in the next month and report for the next meeting.

V. Mission Team Reports

- A. Technology Team (Phone System Proposal): Katie Bashus: current system Windstream, prices have doubled. RingCentral was recommended.

RESOLUTION FROM IT / TECHNOLOGY COMMITTEE ---- IT / Technology Committee recommends a Phone System change due to unanticipated pricing change by present supplier which demands reassessment. Recommendation: Switch to RingCentral as Phone System supplier with purchase through Cloud Service Center, LCHS new computer infrastructure support provider. To facilitate move to Ring Central requires in the first year only a one time expense of \$ 2,000 for hardware while maintaining current monthly cost of \$ 315 / month. The Finance Committee supports this recommended move to RingCentral. Finance Committee recommends the \$ 2,000 one time expense for hardware be funded by Undesignated Memorial Funds.

Request Congregation Council approval of this Phone System change with funding from Undesignated Memorial Funds of the \$ 2,000 one time expense for hardware as described above.

MOTION by Katie Bashus **Seconded** by Dean Black. **APPROVED**.

- B. Staff Support by Kristin Ervin (3 Updated Position Descriptions)

- 1. Kristin Ervin **motion** to adopt the three positions
 - Director Faith Formation for Children (Karin Kahler)
 - Director of Liturgy (Deacon Melanie Werley)
 - Office Manager (Nikki Clark)

MOTION by Kristin Ervin **Seconded** by Bob Mueller **Discussion:** With amended language of secretarial services to be changed to office administrative services.
APPROVED

2. Kristin Ervin informed Council that Staff Support is in the process of creating a Mutual Ministry Team with Pr. Tami. This was to be in place when we called her, and it was not. Kristin will be leading the team, which is in the process of being formed and will be meeting quarterly. Will create a "Mutual Ministry Team " for new Senior Pastor.

- C. Bob Mueller reported that the KIOSK is gone and replaced by Venmo which will be cheaper and easier
- D. Property (Mike Epperly) reported: installation of two new security cameras completed, HVAC repairs in Speary Cafe completed, and siding / flashing work on Narthex roof completed.

In progress two projects: 1) Room 113 painting cork board wall and installing LVT flooring during April. Funding of Room 113 project via Building Fund and 2) Installing smoke detector in Room 8 on Lower Level connected to master fire alarm system. Funding of smoke detector project via Spirit Led / Spirit Alive account.

- E. **Finance:** Mike Epperly reported for February 2024
- Operating Income was \$ 78,047 being \$ 1.7 K lower than its February \$ 9,717 Budget, with operating pledged income being \$ 0.4 K higher than its February Budget, with operating unpledged income being \$ 2.1 K lower than its February Budget while combined loose plate and non - member contributions were \$ 0.02 K lower than combined February Budget.
- Operating Income YTD stands at \$ 165,395 which is \$ 8.7 K lower than YTD \$ 174,051 Budget. Variance YTD of \$ 8.7 K reflects combined impact of operating pledged income YTD being \$5.6 K lower, operating unpledged income YTD being \$ 3.0 K lower, combined loose plate and non - member contributions YTD being \$ 1.2 K lower, All Specials YTD being \$ 0.5 K higher, Thrivent Income YTD being \$ 0.7 K higher and Interest YTD being \$ 0.07 K higher.

----- Operating Expenses in February were \$ 93,100 being \$ 3.7 K higher than February \$ 89,373 Budget. ----- Operating Expenses YTD stand at \$ 177,862 which is \$ 0.8 K higher than YTD Budget amount of \$ 177,048. Mission areas in February were close or under the February Budget.

--- Both YTD Resources for Ministry higher for Service Contracts (\$ 1.6 K) due to snow / salt work and YTD Worship higher for Supply Organist (\$1.1 K) due to Director of Music vacation coverage before April 14,2024 retirement date. No accruals in February

---- Net Income in February was a deficit of \$ 15,053 which is \$ 5.4 K higher than expected February Budget Net Income deficit of \$ 9,656 bringing YTD Net Income to deficit of \$ 12,467 which is \$ 9.5 K higher than YTD Net Income Budget deficit of \$ 2,998.

OPERATING CASH BALANCE decreased from \$ 117,050 on 01 / 31 / 24 to \$ 101,997 on 02 / 29 / 24.

SPIRIT LED / SPIRIT ALIVE CAPITAL CAMPAIGN ----- Account cash balance is \$5,540 (February donations \$ 70) February expenses were mortgage payment on Mission Investment Fund Building Project loan (\$ 2,188) and Principal pay down on loan (\$ 20,000) applied on 02 / 26 /24 using two separate \$ 10 K designated donations for Principal pay down only payment. --- **NOTE:** February was the second of the first five months of 2024 where monthly mortgage payment was disbursed from the Spirit Led / Spirit Alive account as per Congregational Council resolution.

BUILDING PROJECT LOAN ----- Balance on Mission Investment Fund Building Project loan at end of February 2024 is \$377,661.66.

BUILDING FUND ----- February month end balance was \$ 24,709. (Donations \$5,665) No expenses in February. **NOTE:** February month end balance contains \$10,000 (two \$ 5,000 donations) both of which are designated for new doors into Narthex as part of the main hallway upgrade project.

RESOLUTION FROM ENDOWMENT COMMITTEE --- Endowment Committee unanimously recommends Congregation Council approval of disbursement from Dr. Leroy Aden Endowed Lecture and Continuing Education Series of \$ 105.49 to fund four week Zoom seminar on Mental Health, Suicide and role the church can play in providing support. Pastor

Tami Reichley will attend a seminar led by " Life Long Learning " speakers through Virginia Theological Seminary.

Request Congregation Council approval of this disbursement to fund above described expense.
Motion by Mike Berheimer. **Seconded** by Rob Sandoval. **APPROVED.**

Others: Pastor Tami expressed her concern regarding tech coverage (Production Team). Her main concern is centered around Holy Week which was particularly emphasized.

VI. New Business: none reported

VII. Next Meeting – Tuesday, April 16, 2024
Council Forum April 7th
Assignment of Devotions for April: Sue Mathieu

VIII. Closing Prayer (Pastor Tami)

IX. Adjourn by 9:04