

CONGREGATIONAL COUNCIL MEETING AGENDA
APRIL 16, 2024
7:00 PM

Call to Order

Council Attendance: Mike Berkheimer, Dean Black, Bob Bolen, Michelle Borzok-George, Faye Casciano, Katie Bashus, Mike Epperly, Sue Mathieu, Bob Mueller, Rob Sandoval, Hannah S., Pastor Mark Wimmer, John Osenbach

Excused: Kristin Ervin, Pastor Tami Reichley, Pastor Cindy Camp

I. Devotions – Sue Mathieu

II. Adoption of Council Meeting Minutes from March 19, 2024 **MOTION** to approve minutes by Bob Mueller . **SECONDED** by Mike Epperly. **APPROVED**

IIIA. Director of Music Search

- Pastor Wimmer added that we are in transition with our music. Nancy Pfeffer will serve 8:30 and 10:30 services and rehearsals. Melanie Werley will serve 9:30. Both agreed to serve even without a definite endpoint.
- Meghan McCormick initially reported on how the music position was advertised. Out of ten applicants, six participated in a 30 minute video discussion. Three out of six proceeded to video/in-person interviews with the committee at large. Two out of three of these candidates demonstrated their skills in person, either playing or planning during a service. Although one candidate seemed promising, they communicated that they were not moving forward. The committee plans to update any additional applicants who applied through the original posting and provide updates as available.

IIIB. Staff Reports

1. Pastor Wimmer's Report: Pastor Wimmer expressed his words of thanks and appreciation to staff, council and congregation for the wonderful and generous support through the recent season of Lent and this on-going season of Easter.
2. He is looking to involve the council in some interim senior pastor planning to present one to two areas of focus for his attention over the next 4-6 months.

IV. Old Business

- Senior Pastor Call Process by Bob Mueller reported: where we are in the process of candidate, there will be a second interview with a candidate, next will go over compensation package with next Zoom meeting, Zoom meeting with Call committee and subset of council
- Council Goals by Mike Berheimer reported the status of each one and assigned owners
 - Complete call process for Senior Pastor, Bob Mueller: in progress
 - Hire new Director of Music, Mike Berheimer: in progress
 - Periodic reporting to Congregation, Mike Berheimer and Dean Black: March Call Staffing update was emailed, council forum held on 4/7, Q1 financial update later in April
 - Finish 2024 without Operating Deficit, Mike Epperly: no progress during Q1
 - Identify reasonable Operating Reserve, Mike Epperly: finance team have started discussions
 - Review/Confirm fall schedule(Worship/Education), Bob Bolen: no progress during Q1
 - Sustainable process/ Resources for Production Team, John Osenbach: no progress during Q1
 - Continue to move to Year Round Stewardship, Mike Berkheimer: no progress during Q1
 - Complete Technology/Infrastructure updates, Katie Bashus: will provide updates
 - Time/Talent sheet review/update, Rob Sandavol: no progress during Q1
 - Membership Roster Update, Faye Casciano: will provide update
 - Strategic Plan was suggested by Bob Mueller, executive council: provide updates
- Discuss Next Steps - Associate Pastor Call: Mike B. reported from the meeting with congregation; it was mostly positive, but congregation worried about finances
- Artwork (update): no update

V. Mission Team Updates

1. **Church Growth Mission** reported by Faye Casciano
 - a. Options for a new digital directory primarily focus on the format, with supposedly two options being presented. The first option involves designing the directory starting from the page and staff, while the second option includes a page of pictures with accompanying information. Option two mirrors the first two pages but exports them into photos, making it more comparable to a hardcopy directory. Both options would require ongoing maintenance as living documents. John Osenbach proposed replacing the word "handicap" in the mission statement with

"disabilities" and suggested considering certain information regarding families, given the digital nature of access. Faye Casciano seeks feedback from the Council, particularly regarding popular suggestions. Bob Mueller suggested looking into how other congregations handle their directories. Pastor Wimmer cautioned about the involvement of a staff member in this process.

- b. Rob Sandoval addressed the welcoming area in the Narthax. He proposed enhancing the guest welcome center by adding artwork along with a slow-motion slideshow to capture new members. Additionally, he suggested incorporating a QR code to facilitate greeting and meeting new members, as well as enabling electronic donations through QR codes. The management of these initiatives would fall under the responsibility of the Church's Growth Committee and would be fully funded. **MOTION** to approve the proposal from Church Growth for installation of a welcoming screen in the welcome area by Rob Sandoval and **SECONDED** by John Osenbach. **APPROVED**.
2. **Finance:** reported by Mike Epperly for March 2024
- Operating Income was \$102,065 being \$ 2.4 K higher than its March \$ 99,647 Budget with operating pledged income being \$ 2.4 K lower than its March Budget, with operating unpledged being \$ 4.7 K higher than its March Budget, while combined loose plate and non - member contributions were \$ 1.2 K higher than combined March Budget.
 - Operating Income YTD stands at \$ 267,459 which is \$ 6.2 K lower than YTD's \$273,697 Budget. Variance YTD of \$ 6.2 K reflects combined impact of operating pledged income YTD being \$ 8.0 K lower, operating unpledged income YTD being \$ 1.7 K higher, combined loose plate and non - member contributions YTD being \$ 0.03 K lower, All Specials YTD being \$ 1.9 K higher, Thrivent Income YTD being \$ 1.8 K lower, and Interest YTD being \$ 0.1 K higher.
 - Operating Expenses in March were \$73,745 being \$9.5 K higher than March \$ 64,245 Budget.
 - Operating Expenses YTD stand at \$ 251,607 which is \$10.3 K higher than YTD Budget amount of \$ 241,293.
 - Most Mission areas in March were close or under March Budget.
 - In March Resources for the Ministry \$ 9.3 K higher due to Building Maintenance (\$ 5.0 K) and Service Contracts (\$ 1.5 K).
 - YTD Resources for the Ministry \$10.6 K higher than YTD Budget due to Building Maintenance (\$ 5.8 K) and Service Contracts (\$ 3.1 K).
 - No accruals in March.

---- Net Income in March was \$28,320 which is \$ 7.1 K lower than expected March Net Income of \$ 35,402 bringing YTD Net Income to \$ 15,853 which is \$ 16 6 K lower than YTD Net Income Budget of \$ 32,404.

--- OPERATING CASH BALANCE increased from \$ 101,997 on 02 / 29 / 24 to \$ 130,317 on 03 / 31 / 24.

SPIRIT LED / SPIRIT ALIVE CAPITAL CAMPAIGN

--- Account cash balance is \$5,941.(March donations \$ 2,589) March expenses were mortgage payment on Mission Investment Fund Building Project loan (\$ 2,188) . --- NOTE : March was third of first five months of 2024 monthly mortgage payment disbursed from Spirit Led / Spirit Alive account as per Congregational Council resolution.

BUILDING PROJECT LOAN ---- Balance on Mission Investment Fund Building Project loan at end of March is \$ 376,697.96 .

BUILDING FUND ----- March month end balance was \$ 30,283.96 . (Donations \$ 5,575) No expenses in March. ---- **NOTE** : March 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 FINANCE COMMITTEE ----- Finance Committee recommends Congregational Council approval of " The Lutheran Church of the Holy Spirit Commercial Credit Card Usage Policy and Staff Acknowledge Form dated May 2024 " This LCHS Commercial Credit Card Policy and Staff Acknowledge Form dated May 2024 will be incorporated into STAFF MEMBER HANDBOOK OF THE LUTHERAN CHURCH OF THE HOLY SPIRIT -- Version : January 1, 2023 as Exhibit 2.

Request Congregational Council approval of this above described LCHS Commercial Credit Card Policy and Staff Acknowledge Form dated May 2024 and its incorporation into STAFF MEMBER HANDBOOK OF LCHS --Version : January 1, 2023 as Exhibit 2.

MOTION by Mike Epperly **SECONDED** by Rob Sandoval **APPROVED**.

3. Property Mission updates by Mike Epperly: Plan to paint Sharon 's former office before new Director of Music starts ; roof leak repair done over Sacristy (\$2,295); Dove sculpture target to complete installation by end of summer ; Hallway project will be scheduled for a late May start date ; Sunday Nursery care Room 113 project --- volunteers will remove furniture and old carpet squares prior to LVT

flooring installation and Spring Grounds Clean Up dates are Saturdays 4 / 20 & 4 / 27.

4. Technology Team reported by Katie Bashus: for this month phone system will replace FAX line as non - cost adder; tech is still problematic-looks like some people are changing settings

VI. New Business

- Review Financial Report from First Quarter (January through March): Financial Numbers Report for First Quarter (January through March). Council also reviewed DRAFT E - mail writeup about Income and Expenses for First Quarter Financial Numbers Report. John Osenbach asked to revise the paragraph that details the Operating Reserve during the first quarter. Council approved a revised First Quarter Financial Report for issuance to congregation

VII. Next Meeting – Tuesday, May 21, 2024

Assignment of Devotions for April by Bob Mueller

VIII. Closing Prayer by Pastor Wimmer

IX. Adjourn at 9:06