



**AGENDA FOR MEETING DATED:
JUNE 19, 2021**

PARISH MINISTRY COUNCIL – During Leaders Retreat

- I. Call to Order/Welcome**
- II. Devotion/Scripture: Pastor Brooks**
- III. Consent Items:**
 - a. Approval of Agenda**
 - b. Minutes of Previous Meeting**
 - c. Minutes of Executive Team Meeting**
- IV. Reports:**
 - a. Administrative Committees:**
 - i. Finance**
 - ii. Administration**
 - b. Ministry Areas:**
 - i. Education (*attached*)**
 - ii. Fellowship (*vacant*)**
 - iii. Mutual Care/Stephen Ministry (*attached*)**
 - iv. Outreach**
 - v. Properties & Facilities**
 - vi. Stewardship (*attached*)**
 - vii. Worship (*attached*)**
 - viii. Miss Mollie's School of Grace**
 - c. Staff**
- V. Old Business:**
 - a. Safety and Security Committee (*tabled*)**
 - b. Outreach, Evangelism Training**
 - c. Pathway Task Force (*update*)**
 - d. Fire Hazards (*tabled*)**
- VI. New Business:**
 - a. Appointment of Susan Heintzelman, 3-year term on Preschool Advisory Board**
 - b. Simplify Church Domain**
 - c. Interest in potential PMC meeting date and time change?**
 - i. Future of Miss Mollies;**
 - ii. Grace House;**
 - iii. Resource Center (books)**
 - d. Next Meeting Date: PMC, 07/19/21**

e. Devotion

VII. Closing Prayer and Adjournment

PMC Meeting Minutes
April 18, 2021 Zoom Meeting

Attending: Chris Wethman, Pastor Brooks, Bev Hudgins, Geoff Heintzelman, Gary Stuhlmiller, Donna Gesell, Barb Tippin, Mike Hunike, Kae Huggins

Guests Attending: Richard Kuehn, Lloyd Redick

Meeting started at 12:38, Christine opened the meeting with prayer.

Discussion on the consent items - none. Gary made a motion to approve the consent items, Barb 2nd, All were in favour, motion was passed.

Reports from committees and ministry areas were provided with the meeting packet. The following items were discussed/noted:

- Finance. Donna noted that 1st quarter deposits were more than usual due to a contribution from a nonmember who has been watching the livestream.
- Education. Looking at having summer projects each month instead of vacation bible school. Education is meeting again May 7th to discuss this.
- Properties and Facilities. They are working through the fire hazards list.
- Fellowship. Kae is wondering about the expectation for the May voter's meeting? The meeting will be Zoom and in person outside. No shared meals yet so no expectation from Fellowship.

Motion to accept committee reports as written was made by Barb, 2nd by Donna. All were in favour.

Under Old Business the following items were discussed:

- Child Protection. Chris is meeting with Sue Heintzelman next week.
- Safety and Security Committee tabled until next month.
- Lighting - Lloyd Reddick and his son have replaced the light bulbs in most of the church with LED bulbs.
- Nominating committee - All deacons are returning. Most positions are renewing. New appointees will be Lay Minister of Administration, Erin Romes and Lay Minister of Stewardship, Tom McGill. Lay Minister of Fellowship still needed. Discussion followed regarding filling this position if no one felt called to serve. The fellowship position will be left vacant.
- Outreach/Evangelism training - They are hopefully the bible study will start in May or June.
- Fence Matter - The fence is installed, and the owner is waiting for the City's inspection. She will let us know when received and request payment.
- Task force is meeting every two weeks.

Under New Business the following items were discussed:

- The worship team unanimously recommended to allow Chase to take leave for 2 months (June and July). The cost of the substitute organist will come out of what he would have been paid.
- Attendance recording. Barb Tippin made cards, so we don't have to pass the fellowship registers back and forth. Also, a corresponding online form to track online attendance will be available. We can track attendance; prayer needs and guests. This will be coming soon.

- A new scheduling program is being purchased. This will be for all worship areas including altar guild, acolytes, readers, greeters, communion assistants, ushers etc. Volunteers' availability will be entered, and the program will schedule and send out email reminders.
- Judy Barnes is stepping down as head of the altar guild. Kae made a motion recommending there be a recognition of Judy Barnes retirement from the altar guild after 32 years of service. Pastor 2nd. All were in favor. Motion passed. Recognition will be part of the May 23rd voter's meeting.
- Sharing Church space. Question regarding if one-time used people need to supply a certificate of insurance? Chris will check with the insurance company regarding this.
- Pastor's staff report. Nothing to Add.
- Pastor is on Vacation May 13-22nd. A sign up for daily devotions will go out.
- Special Fund Trustees for Saints of Grace. The bylaws state trustees are required. PMC should brainstorm names and forward to Chris via email and she will contact them. Gary will stand for the one trustee from Parish Ministry Council.
- JoAnn Kempel has resigned from the preschool board advisory committee. There should be 4 members on the board from Grace. Currently Bev, Chris and Greg Taylor are on the board. Send your recommendations for the 4th board members to Chris via email.
- June 18th&19th are preliminary plans for leader's retreat. The June PMC meeting will be part of the retreat.
- Touched by Grace is scheduled for the last Saturday of September. It will be a revised format similar to 2020.
- The devotion at the leader's retreat will be done by Pastor.

The meeting adjourned at 1:49pm.

Becky Thomas, Secretary

Grace Lutheran Church
Executive Team Meeting
June 10, 2021

Present:

Rev. Brooks Donna Gesell Barb Tippin Barbara Stiles
Chris Wethman Becky Thomas

- Chris opened the meeting with prayer.
- Review of minutes from April meeting:
 - Spelling of Lloyd's name: R-e-d-i-c-k
 - Child Protection Policy: change 'someone' to Sue Heintzelman
- We reviewed the Agenda for the June 19th Council meeting
 - Remove Statistical report
 - Fellowship position is vacant.
 - Safety and Security Committee (Tabled)
 - Refer to Preschool Advisory Board to identify items that are urgent insofar as the school is concerned
 - Barbara can contact Durham PD for their help, if desired
 - Fire Hazards (Tabled)
 - New Business: Ratify appointment of Sue Heintzelman as Administrator of the Child Protection Policy
 - Remove Attendance Recording
- Additional items discussed:
 - School Board vacancy
 - Sales Tax Refund approaching \$800
 - 34-35 Book plates purchased; about half of them.

PMC Meeting – June 19, 2021

Lay Ministry Reports

Ministry of Education:

The Education Ministry Team met on June 3, 2021.

Present: Pastor Brooks, Chris Wethman, Bev Hudgins

- I. Readings and sharing on readings of the day: Psalm 138; I Samuel 4:1-22; 1 Peter 4:7-19
- II. Prayer
- III. Everything we do should have a mission focus. If not, we shouldn't do it.
- IV. New member movement
 - a. Taste of Grace done in April, none in May. Will repeat in June.
 - b. New member class starts 6/5. No ministry assignment. Instead class will do a service project.
 - c. Sharon will teach a gifting class in August. ???Apprentice See list of volunteers needed at end.
 - d. What's next?
 - i. Spiritual Conversations and INeighborhood
 - ii. Equipping in the Word
- V. Spiritual Conversations
 - a. Will finish June 22.
 - b. How to get out to more members?
 - c. This is really good information.
- VI. INeighborhood
 - a. SED material
 - b. Start 9/12/21 in person
 - c. ???Virtual best time
 - d. Teachers: Gary Stuhlmiller, Leonard Hango, Frank Oruwari, ???Ken Kempel
 - e. Bev willing to teach virtual if can get a teaching partner
- VII. Fellowship time
 - a. Pastor says this is important for post-COVID engagement as people have become accustomed to seeing others as a threat. A time of sharing faith stories.
 - b. How can we make use of the TV in that room?
- VIII. Summer sending events
 - a. Racial Reconciliation with viewing and discussion of "Guess Who's Coming To Dinner"
 - i. Since it won't get dark until close to 9P and want to include families of young children, viewing of the movie will probably have to be indoors and start at 7P. Discussion can move to the outdoors, weather permitting.
 - ii. Bev spoke with Michelle who recommends that the children and those who work with them mask if indoors. Hopefully we will be able to have them outdoors where this won't be necessary.
- IX. RNM

- a. Renewed for another year
 - b. Bev will check with Whitney to see if she has contacted Kelsey.
 - c. Need to relaunch...see questions below for ministry retreat.
- X. Children's Sunday School
- a. Decided to continue Zoom Sunday School Sunday mornings, 9:30A using Kidsstory. Donna W will choose stories to use and coordinate teaching schedule
 - b. Gail Glifort is willing to continue to teach.
 - c. Bev checking with Sharon.
 - d. Bev will not continue to teach.
 - e. What to do 2021?
 - i. Donna likes Splink
 - ii. Sharon Brooks responded that she liked the monthly push out to families idea.
 - iii. Will continue discussion
- XI. Next meeting Aug. 19, 7P
- XII. Closed with prayer.

Questions/needs to share at ministry retreat

1. Apprentice for Sharon Brooks, teaching Gifting class
2. How to get Spiritual Conversation material out to more people?
3. A second teacher for online INeighborhood
4. How to push out RNM content? How can we get people who are using to share how it has helped them? Or that they did it? How can we get people to invite others to join them in a study? Who would be good at this?
5. Family faith formation???Kill the Sunday School

~ Bev Hudgins

Ministry of Mutual Care:

- The Deacons did not meet in May due to some scheduling conflicts.
- Our next meeting will be on Tuesday June 22 via Zoom call.
- We are meeting on Tuesday via Zoom for both June and July because of the Monday night Committed Community Bible Study.

~ Barb Tippin

Ministry of Stewardship Team:

- The Stewardship Team will have their first meeting on Tuesday, July 13 at 7pm in Fellowship Hall.
- Current Team: Tom McGill, leader; Elmo & Donna Walston, Dwight Knoll and Joe Wethman.

~ Tom McGill

Ministry of Worship Team:

Worship Ministry Team met on 2 June 2021. Those in attendance: Barb Tippin, Pastor Brooks, Chris Wethman, Jenna Young, Amy Robertson, and Barbara Stiles.

1. Pastor conducted and opened the meeting with prayer.

2. Minutes of May 19, 2021, Team meeting were accepted as presented.
3. Due to scheduling conflicts, there will be only meeting this month.
4. Logistics:
 - a. Pandemic Guidelines discussion. Team agreed to continuing following the State Guidance and the Governor's recommendations; mask wearing is an option; not required; mask wearing is a personal choice; team agreed wearing masks unless vaccinated is recommended; remind congregants who attend worship, and do not wear a mask they assume the risks; and those not feeling well should remain at home.
 - b. Altar Guild Update: White grape juice to be purchased and made available during communion; New banners have been purchased and we will be seeing those in the Sanctuary over the next couple weeks; and eliminating the trash cans and using baskets for disposal of wine glasses to recycle.
 - c. Status of Bibles and attendance cards. Bibles, pens, and attendance cards are now in the pew racks.
 - d. Purchasing New Hymnals to support worship. Discussion held no decision made. Hymnals not available in large print.
 - e. Scheduler program is up and running, those who signed up to participate in service will receive a reminder 3 days prior to the service.
 - f. Livestream Status. All seems to be working well.
 - g. Music updates (choir to start in August). Chase is planning on working with Choir members after his return in August.
 - h. Updates from the Office. No update.
5. Mid-meeting Prayer – Chris gave the prayer.
6. Strategy and Goals
 - a. Restarting Usher Program. Chris has a list of all current Ushers. Pastor will call a meeting of the Ushers and Chris will assist. Geoff has a copy of the Handbook.
 - b. Acolytes/Crucifers. Currently the ushers have been assigned the acolyte duty when they are scheduled as Usher.
 - c. Ushers to start taking attendance again. New attendance forms are needed for the attendance book.
7. Connections Team: This team will provide a Chapel Talk for each of the Sundays in June and July.
8. Any other Topics/Urgent Issues? Team discussed the sharing of the peace and moving around. It was decided to continue with a hand waving of sharing of the peace for now.

OTHER GOALS IN PROGRESS

9. Cantor for services – on hold; as we reopen, Jenna to ask choir members what they think of this idea and if they'd be willing to serve. No discussion.
10. Changes to communion practices
 - a. Planning for idea to have congregation members stay at the altar rail longer. Idea is to have each side receive the blessing before they leave the rail. WILL PRACTICE WHEN WE GET THE USHERS TOGETHER.

GOALS ON HOLD

1. Provide help (devices, etc.) for those who watch online.
2. Worship guide/newsletter series explaining worship.
3. Learning worship
4. Robed communion assistants (tied in with cantors?)

Next Meeting: July 7, 2021, 7:30pm

~ Geoff Heintzelman

Pathways Task Force:

- Meeting - May 26, 2021 at 7pm.
- Voters meeting on Sunday – Review
 - To increase publicity, chapel talk each week. Chris will work up a schedule. Geoff will work up some Talking Points.
- TRANSITION TEAM:
 - **Connections Team** – ~~Fellowship events~~ – *Connection events*
 - Update given on responses received.
 - Next steps? Geoff and Sharon will meet to work out a plan.
 - **Engagement Team** – *Define a Marketing/PR/Advertising campaign that will alert, inform, reinforce the renewal process including timeline for implementation and modes of communication. Explore uses of current communication including website and define areas for enhancement. Plan to include timeline for implementation.*
 - This team will be made up of office staff and Chris. This means we will be able to step into the next team sooner than anticipated. Meeting set for Tuesday, June 15th.
 - **Hospitality & First Impressions Team** – Set up expectations for this team.
 - **Infrastructure Team** – *Review Grace's possible structure proposal and the movement of a person through Grace. Ensure that the structure is a significant enhancement and departure from our current structure so as to be able to focus more clearly and are in alignment with our mission and vision statements.*

Upcoming Meeting: June 16th

~ Chris Wethman



Pastor's Monthly Report

June 19, 2021

LOOKING BEHIND

- 1) Voter's Meeting
- 2) Meetings
 - a. Executive Committee
 - b. Education
 - c. Worship
 - d. Stephen Ministers
 - e. Pathways Task Force
 - f. Staff
- 3) Pastoral Actions
 - a. Hospital Visits – 0
 - b. Home/Phone Visits – 4
 - c. Office Visits – 7
 - d. Wedding/Funeral—0

LOOKING AROUND

- 1) The Grace Reset—post-Covid shifts
- 2) Discover the Way of Grace for newcomers
- 3) Leadership Retreat
- 4) Cultural competency/racial harmony
- 5) Connections and the Summer of Sending

LOOKING AHEAD

- 1) Puerto Rico Mission Trip opportunities in 2021
- 2) Circuit Bible Study w/ Mark Schroeder
- 3) Possible Continuing Education in August