



GRACE
EVANGELICAL
LUTHERAN CHURCH

AGENDA FOR MEETING DATED:

January 30, 2021

PARISH MINISTRY COUNCIL – Zoom Meeting

- I. Call to Order/Welcome**
- II. Devotion/Scripture: Chris Wethman**
- 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**
 - ii. Fellowship**
 - iii. Mutual Care**
 - 1. Stephen Ministry**
 - iv. Outreach**
 - v. Properties & Facilities**
 - vi. Stewardship**
 - vii. Worship**
 - viii. Miss Mollie's School of Grace**
 - c. Staff**
- V. Old Business:**
 - a. Child Protection Policy – Approval of Sue Heintzelman as Administrator**
 - b. Financial Secretary appointment – Laura Michael**
- VI. New Business:**
 - a. Safety and Security Committee (*reactivate/update*)**
 - b. Audio/Visual/Live Streaming Needs (*update*)**
 - c. Keeping Congregation Connected During Pandemic**
 - d. Sanctuary Lighting Discussion**
 - e. Membership Recommendation**

- f. Activate the Nominating Committee**
- g. Confirm Next PMC Meeting Date: February 21, 2021**
 - i. Devotion**

VII. Closing Prayer and Adjournment

**PMC Meeting Minutes
December 20, 2020 Zoom Meeting**

Attending: Michelle Boyle, Kae Huggins, Joyce Rea, Christine Wethman, Becky Thomas, Pastor Brooks, Bev Hudgins, Kae Huggins, Jeff Gilman, Geoff Heintzleman, Gary Stuhlmiller, Donna Gesell, Barbara Stiles, Kent Silvernail

Meeting Started at 12:30 pm (via Zoom)

Gary had the opening devotion.

Motion was made by Donna and seconded by Gary to approve the following consent items:

- Approval of Agenda
- Minutes of Previous PMC Meeting
- Minutes of Executive Team Meeting
- Statistical Report (change to be made to add Ella's last name, Michael)

All were in favor, motion was passed.

Reports from committees and ministry areas:

Finance - no discussion or questions

Administration - no discussion or questions

Education - will be meeting again at the end of January. Pastor is preparing the materials for the new member class. He will be looking for someone to partner with to present the material. Plan is to have the class 4 times per year.

Fellowship - no discussion or questions

Mutual Care, Stephen Ministry - no discussion or questions

Outreach - Operation Christmas Child and Angel Tree were successful

Properties & Facilities - the status of the roof leak was asked. The leak started approximately Tuesday/Wednesday of the prior week. It was leaking again today in a different area, close to baptismal font. Mike is aware of the leak. Jeff will reach out to Mike and see if he needs assistance in getting it repaired. Donna noted there were leftover funds in the budget that were designated for Grace House that will not be used by year end. She will move to a designated fund, approximately \$1,000.

Stewardship - no discussion or questions

Worship - Geoff indicated that they meet twice a month on 1st and 3rd Wednesdays, and all are welcome to attend.

Miss Mollie's School of Grace - Michelle reported that Miss Mollie's has used \$6000 from the church funds through the end of November. They have decreased their staffing and enrollment is down.

They have a great group of children. They have received extreme gratitude from the families whose children are enrolled.

Early Head Start has confirmed that they will continue contributing \$450/month to be used for scholarships. They are just waiting to finalize their budget.

Miss Mollies will need \$4250 to cover expenses through the end of the school year, May 2021. Pastor moved we have a continuing resolution to use the remainder of the \$12,000 approved for Miss Mollie's at the July 26, 2020 PMC meeting to fund the remainder of the school year (through May 2021) as needed. Gary seconded. All were in favor, none opposed.

Staff/Pastor's report

- Pastor is on vacation from the afternoon of December 27th through January 18th. He asked that all PMC individuals sign up for a devotion.
- January 29-30 leadership retreat will be moved to an all Zoom meeting. Please read "Canoeing the Mountains". Chris is working on getting everyone a copy, let her know if you will be buying your own.
- Pastor received a \$3000 grant for technical improvements to live streaming.
- The synod is asking to approve a change to the synod and district conventions. They would like to delay the synod convention one year. Information will be coming in January.

Motion to accept committee reports made by Gary, 2nd by Christine. All were in favor, none opposed.

Under Old Business the following items were discussed:

- Early Head Start, see Miss Mollies' report.
- Child Protection Policy - Still looking for a policy administrator

Under New Business the following items were discussed:

- Upcoming Services will be limited to 15 family groups. Pastor, Chase and readers will not count towards this number since they are in different areas. We will encourage people to space on both sides of the sanctuary and listen to the ushers' directions. Also, no gathering in the narthex.
- Safety and Security - After the 1st of the year Chris will identify some individuals to help with some of the issues.
- Operation Christmas Child. A member was concerned with the churches' participation in this outreach program. The PMC discussed it and deemed it a worthy Christian charitable organization that helps children.
- Council Retreat, see previous change to zoom. An in-person event will be scheduled for May or June after new PMC members are elected.
- Keeping Congregation connected during Pandemic. There are concerns if we are reaching everyone. This is an opportunity for the leadership group to improve

connectivity. Pastor asked us to partner and brainstorm ideas regarding this and get back to him at the retreat.

- Sanctuary lighting discussion. This situation is still in flux. We haven't committed to spending the money with a contractor yet. There will be further discussion before we make commitments with a contractor.
- Next PMC meeting is changed to January 30th to be part of the PMC retreat
 - Chris will do the devotion.

The meeting ended at 2:15pm and closed with prayer.

Becky Thomas, Secretary

Executive Meeting Minutes

January 21, 2021

Present: Pastor Brooks, Donna Gesell, Barbara Stiles, Barbara Tippin, Jeff Gilman, Becky Thomas, Christine Wethman, Geoff Heintzelman.

Pastor opened the meeting with prayer.

1. Continued discussion surrounding increased risks associated with Covid 19.
 - a. Decision was made to hold livestream and Call-In Conference phone options for the last two Sundays in January and revisit the situation first of February.
 - b. Updates will be provided to Grace members and friends.
2. Discussed the agenda items and made necessary changes.
3. The PMC meeting will be held during the leaders retreat on January 29 & 20 via Zoom.
4. A Financial Secretary has been appointed; Laura Michael will replace Nikki Comer. PMC will confirm this appointment at their January meeting.

Jeff closed with a prayer.

Becky Thomas, Secretary

PMC Meeting – January 30, 2021

Lay Ministry Reports

Treasurer/Finance:

- Attached is final quarter of 2020 Budget.

~ Donna Gesell

Ministry of Administration:

1. Work continues in the archives room to digitize minutes from PMC and Voters meetings. Thank you, Judy Barnes.
2. Re: Website. Orientation scheduled for 01/27/21 with Barb Tippin, Barb Stiles, and Dwight Knoll to familiarize them with updating and enhancing the website.
3. Re: Communications. Working with office personnel to enhance and standardize our print and digital publications.
4. Re: Personnel. Probation periods have ended for Barb Tippin and Chase Benefiel. Meetings with Pastor and these individuals are scheduled.
5. Signage: Ordered new banners for Christmas services. Continue to be responsible for changing the message on outdoor sign.
6. Meetings attended since last report: Worship, Executive Team, Education, weekly Staff.

~ Chris Wethman

Ministry of Education:

- No meeting since last PMC.
- Children's Sunday School continues via Zoom every Sunday morning at 0930.
- In person Spiritual Conversations class #1/4 completed. Future in person classes on hold until in person worship resumes. Online Spiritual Conversations: Then and Now (#1) ongoing: Saturday am with facilitator Bev Hudgins, Monday PM with facilitator Jeff Gilman 2021 yearly schedule of ongoing classes to equip to serve will be finalized at next Education meeting.

~ Bev Hudgins

Ministry of Fellowship:

- Consideration given to providing Drive Up Pancake meal on Shrove Tuesday.
- Plan would be to order small stack of pancakes for all members who wish to participate. Participation would mean driving up to church where Mardi Gras decorated table would be set up. We would order small stack pancake meals from IHOP for 5.99 each.

- We could decorate boxes in some way. Signup for meal would be required and we would encourage free will donation.

~ Kae Huggins

Ministry of Mutual Care:

- The Deacons met on January 18 at 7pm via Zoom. We studied chapter 3 in the book we are reading, talked about the new rotation on our member call lists, and had prayer together for the many and varied needs of our Grace family and friends. Our next meeting will be February 15.

~ Barb Tippin

Stephen Ministry:

- Stephen Ministry met on January 21 at 7pm via Zoom. We studied a chapter in our Stephen Ministry Manual, and we also discussed our care receivers. Stephen Ministers also have a webinar/zoom call with the home office Tuesday, January 26 from 7-10pm.

~ Joyce Rea and Joe Wethman

Ministry of Worship Team:

1. Pandemic response -- moving to streaming online at 11AM for Jan 24 and 31, with the hopes of allowing in-person worship again in February.
2. Discussed resources needed for the next two week and ensured that there was someone to run the equipment necessary for the livestream. John Kolba will no longer be attending in-person worship. This will need to continue to be supported. We have some volunteers to follow up with.
3. Discuss the zoom prayer service idea. Pastor recommended moving to Jan 31. Chris has already written up a proposed order for the service.
4. Everybody gave an update on their personal lives.
5. Geoff, Barb, and Barbara are working together so that communication between the office and the ministry team is improved.
6. Reminder everyone to think about our team's goals for 2021. We will be evaluating the following ideas by placing them on an Impact-Effort Matrix:
 - a. Improve virtual worship – how to help those using call in feature access the streaming worship service
 - b. Evaluate hymnals/liturgy
 - c. Facilitate volunteering; improved scheduling for volunteers/altar guild
 - d. How to enhance communion practices (after pandemic) – with the goal of parishioners staying at the rail longer and receiving the blessing while at the altar
 - e. Outdoor worship services
 - f. A learning service in which various aspects of the worship service are explained as we go through them
 - g. Sunrise Easter service
 - h. Move flags to sanctuary

- i. Communion assistants robed
- j. Improve ushering processes – have the ushers open and close church
- k. Plans for safety and security during services – part of ushering training?
- l. Help people discover their role in helping with worship – part of stewardship; there is a place for everyone to be involved
- m. Have a cantor for services
- n. Revitalize the acolyte/crucifer program
- o. Worship guide for visitors; series in the newsletter explaining worship
- p. Guidelines for readers and more coordination in volunteering
- q. Formation of a hospitality team (coordinate with another ministry)
- r. Children sermons
- s. Can we do outreach with the leftover palms on Palm Sunday?
- t. Offering plate moved into sanctuary to be a part of the service
- u. Additional microphones for choir/streaming services

~ *Geoff Heintzelman*

Budget 2020

Ministry	2020 Budget	2020 Add. Giving	2020 YTD Expenses	Remaining
Administration	236,039.00		166,183.55	69,855.45
Education	4,300.00	204.85	2031.71	2,473.14
Fellowship	2,000.00		510.27	1,489.73
Mutual Care	4,605.00	75.00	2,726.88	1,953.12
Outreach	17,300.00	1315.04	16,506.33	2,108.71
Pastoral	8,150.00		6305.26	1,844.74
Properties & Facilities	62,480.00		43,105.46	19,374.54
Stewardship	250.00		0	250.00
Worship	8,950.00	310.00	13,595.33	-4,335.33
Totals	344,074.00		250,964.79	93,109.21

Quarterly Budget	Quarter #1	Quarter #2	Quarter #3	Quarter #4
Income:				
General Envelopes	79847.17	66896.13	67410.49	71330.98
General Plate	1763.00	16.00	275.00	348.00
Miscellaneous	7084.60	1196.93	795.47	1285.68
Total	88694.77	68109.06	68480.96	72964.66
Running Total		156803.83	225284.79	298249.45

Administration

Item	2020 Budget	Total Additional Giving	Quarter #1	Quarter #2	Quarter #3	Quarter #4	YTD Total	Balance
Archives	100				100.00		100	0
Computer Upgrade	600			35.77	32.24		68.01	531.99
Software Support/Training	600				500.00		500.00	100.00
Equipment Lease/Overage	8300		2277.76	2442.78	1742.90	2059.44	8522.88	-222.88
Office Supplies	2900		480.93	178.97	799.21	640.01	2099.12	800.88
Website Hosting	200			324.00			324	-124.00
Council Leadership	1000		293.20		59.96	84.00	437.16	562.84
Internet/Telephone	4680		1253.01	981.10	1431.73	1493.9	5159.74	-479.74
Fire/Casualty Insurance	8772		2540.75	2540.75	2540.75	2487.72	10109.97	-1337.97
Worker's Comp Insurance	3270		563.75	288.09	288.08	308.08	1448.00	1822.00
Miscellaneous	750		586.02	243.00	159.64	422.57	1411.23	-661.23
Salary Expense (Paychex)	1700		558.97	449.27	389.31	476.98	1874.53	-174.53
Security System	300		299.73				299.73	0.27
Postage	800		181.80	796.40	514.16	440.75	1933.11	-1133.11
State Regulations				155.00	30.00	18.00		
Staffing Expenses								
Salaries	133,516.84		32406.99	32406.99	25552.06	31149.72	121515.8	12,001.08
Housing Pastor	20400		5100.00	5100.00	5100.00	5100.00	20400.00	0.00
Employer SS	8650		1339.54	2012.3	2924.25	893.51	7169.6	1480.4
Employer MC	2100		313.25	470.57	683.78	208.96	1676.56	423.44
Health Insurance	28000		7150.62	7150.62	4767.08	9058.26	28126.58	-126.58
Retirement	7400		2165.40	2165.40	2065.40	2504.7	8900.90	-1500.90
Disability	2000		450.09	450.09	450.09	521.59	1871.86	128.14
Total	236,038.84		57961.81	58191.10	50030.64	57868.19	224051.74	11987.1

Education

Item	2020 Budget	Total Additional Giving	Quarter #1	Quarter #2	Quarter #3	Quarter #4	YTD Total	Balance
Education Materials	1200	100	67.99	171.98	342.49	282.96	865.42	434.58
Confirmation	600				203.45	114.23	317.68	282.32
Portals of Prayer	500		69.00	69.00	69.00	190.50	397.50	102.50
Library (Resource Ctr)	400		74.25				74.25	325.75
Faith Formation	200						0	200.00
VBS	1000				312.11		312.11	687.89
Teen Activities	400						0	400
Lutheran Witness		104.85				64.75	64.75	40.10
Total	4300	204.85	211.24	240.98	927.05	652.44	2031.71	2473.14

Additional Giving	Quarter #1	Quarter #2	Quarter #3	Quart #4
Lutheran Witness	32.95		13.00	58.90
Material	100.0			
Book Nook				
VBS				

Fellowship

Item	2020 Budget	Total Additional Giving	Quarter #1	Quarter #2	Quarter #3	Quarter #4	YTD Total	Balance
Picnic Shelter Rental	20						0	20.00
Pantry Supplies	600		278.98			146.74	425.72	174.28
Cakes	200		84.55				84.55	115.45
Coffee Cart	100						0	100
Miscellaneous	80						0	80
Small Groups Wed	1000						0	1000
Total	2000		363.53		0	146.74	510.27	1489.73

Mutual Care

Item	2020 Budget	Total Additional Giving	Quarter #1	Quarter #2	Quarter #3	Quarter #4	YTD Total	Balance
Stephen Ministry Books	275				263.90		263.9	11.10
Stephen Ministry Leader's Train.	2000		303.68	788.19			1091.87	908.13
Deacons Cont. Education	150					111.44	111.44	38.56
Care of Baptized Children Bibles	150		35.59			43.88	79.47	70.53
Greeting Mugs/Magnets	150						0	150.00
Grief Books/Postage	350	75.00	31.00		105.45	33.40	169.85	255.15
Growing Thru Grief Dues	300		300.00				300.00	0
Compassion Christmas	100					206.29	206.29	-106.29
Compassion Ministry Easter	100			183.66			183.66	-83.66
Compassion Teacher Appreciation	120						0	120.00
Boxes/Mailing College/Military Care Packages	550			250.00			250	300.00
Prayer Shawl Postage	360		26.00	27.90		16.50	70.40	289.60
Total	4,605		696.27	1249.75	369.35	411.51	2726.88	1878.12

Outreach

Item	2020 Budget	Total Additional Giving	Quarter #1	Quarter #2	Quarter #3	Quarter #4	YTD Total	Balance
District/Synod Share	13000		3250.00	3250.00	3250.00	3250.00	13000.00	0.00
Urban Ministries	400					400.00	400.00	0
Duke Lutheran Ministry	700		700.00				700.00	0.00
Youth Servant Event	1500				295.00	472.00	708.19	356.85
LWML	550	515.04	13.95	222.24		53.76	53.76	346.24
Samaritan's Purse	400					166.55	166.55	83.45
Advertizement	250						0	500
Grace House	500							
Outreach		800.00	900.00			282.83	1182.83	-382.83
Miscellaneous		1315.04	4863.95	3472.24	3545.00	4625.14	16506.33	2108.71
Total	17300							

Additional Giving	Quart #1	Quart #2	Quart #3	Quart #4
Mission Trip	800.00			
LWML		35.00	20.00	460.04

Pastoral

Item	2020 Budget	Total Additional Giving	Quarter #1	Quarter #2	Quarter #3	Quarter #4	YTD Total	Balance
Continuing Ed	1000					803.96	803.96	196.04
Books	250		41.59				41.59	208.41
Discretionary Fund	200	300.00			74.82	154.94	229.76	270.24
Professional Expense/Org	500		129.95				129.95	370.05
Pastoral Conference (local)	800					100.00	100.00	700.00
SED Conference 2018 (every 3yrs)								
Kuehn Continuing Ed	400						0	400.00
Subatical Fund	5,000					5000	5000	0
Total	8150		171.54	0	74.82	6058.90	6305.26	1844.74

Properties & Facilities

Item	2020 Budget	Total Additional Giving	Quarter #1	Quarter #2	Quarter #3	Quarter #4	YTD Total	Balance
Church Maintenance:								
Cleaning Service	8450		2112.00	2112.00	2112.00	2112.00	8448.00	2.00
Exterminator	340		84.00	112.00	56.00	84	336.00	4.00
Supplies	2000		411.83	698.10	644.87	266.09	2020.89	-20.89
Maintenance/Service	15000		441.44	795.57	631.80	733.86	2602.67	12397.33
A/C Contract	2000			668.75			668.75	1331.25
Church Utilities:								
Electric	12200		3050.77	1831.22	2648.12	2134.13	9664.24	2535.76
Gas	1750		813.47	327.38	82.00	138.33	1361.18	388.82
Water/Sewer	2500		607.88	501.48	595.02	577.87	2282.25	217.75
Grace House Mortgage	12,600		3146.88	3146.88	3146.88	3146.88	12587.52	12.48
Grace House Maintenance:								
GH Exterminator	340		84.00	112.00	56.00	84.00	336.00	4.00
Maintenance/Service	2000		442.75	0	0	8.50	451.25	1548.75
Grace House Utilities:								
GH Electric	1500		228.66	252.84	474.12	221.73	1177.35	322.65
GH Gas	1300		318.72	215.49	81.53	83.02	698.76	601.24
GH Water/Sewer	500		86.25	147.42	130.56	106.37	470.6	29.4
Total	62,480		11828.65	10921.13	10658.90	9696.78	43105.46	19374.54

Worship

Item	2020 Budget	Total Additional Giving	Quarter #1	Quarter #2	Quarter #3	Quarter #4	YTD Total	Balance
Altar Guild	900		67.97	39.73	234.30	102.48	444.48	455.52
Copyright License	850		30.00		405.00		435.00	415.00
General	200		40.29		1613.92	50.25	1704.46	-1504.46
Guest Musicians	1800		250.00	2100.00	4250.00	350.00	6950.00	-5150.00
Instrument Tuning/Repair	1900			375.25			375.25	1524.75
Music	800		58.00			36.64	94.64	705.36
Committee Study	200						0	200.00
Worship Resources	1100	300.00	778.18		504.20	2309.12	3591.50	-2191.50
Supply Pastors	1200						0	1200.00
Flowers		10.00					0	10.00
Total	8,950	310.00	1224.44	2514.98	7007.42	2848.49	13595.33	-4,335.33

Additional Giving	Quart #1	Quart #2	Quart #3	Quart #4
Flowers	10			
resources		300		

Stewardship

Item	2019 Budget	Total				YTD Total	Balance
		Additional Giving	Quarter #1	Quarter #2	Quarter #3		
Program Expense	250					0	250
Total	250					0	250

Special Funds

NAME	1-Jan	Quart #1 Income	Quart #1 Expense	Quart #2 Income	Quart #2 Expense	Quart #3 Income	Quart #3 Expense	Quart #4 Income	Quart #4 Expense
Krista Young	0	410.00	0	560.00	940.00	921.53	951.53	605.00	605.00
Balance			410.00		30.00		0		0
Shepherd's Tent	22872.48	1,604.49	2,000.00	2101.61	0	2086.92	6772.50	2083.27	1947.47
Balance			22,476.97		24,578.58		19893.00		20,028.80
St. of Grace	45595.35	313.32	0	480.51	0	118.13	0	153.94	0
Balance			45,908.67		46,389.18		46507.31		46,661.25
Mitchell Endow	55394.29	6,140.30	7,700.00	6140.30	10,950.00	6211.18	2000	6211.18	4286.64
Balance			53,834.59		49,024.89		53236.07		55,160.61
Benevolence	1453.97	7,700.00	1,106.20	0	500.00	0	700.00	0	1099.49
Balance			8,047.77		7547.77		6847.77		5,748.28



Pastor's Monthly Report

January 27, 2020

LOOKING BEHIND

- 1) Christmas Observances
- 2) Meetings
 - a. Executive Committee
 - b. Education
 - c. Worship
 - d. Stephen Ministers
 - e. Deacons
- 3) Pastoral Actions
 - a. Hospital Visits – 0
 - b. Home/Phone Visits – 5
 - c. Office Visits – 5
 - d. Wedding/Funeral – 0
 - e. Baptisms – 1

LOOKING AROUND

- 1) Mission and Vision Renewal—Leadership challenge
- 2) Ash Wednesday and Lent
- 3) Leadership Retreat

LOOKING AHEAD

- 1) Puerto Rico Mission Trip opportunities in 2021
- 2) New Member Class
- 3) Synod vote for changing Conventions
- 4) Cultural competency and reconciliation

1. Classification: Inactive

- a. **No attendance for 2019 and 2020 (last two years)**
- b. **Moved/no longer attend and do not want to move membership**

2. Remove from Membership

- a. **No attendance for five years**
- b. **Whereabouts Unknown (we have no known address for them)**
- c. **Self-exclusion (have left the area or intentionally stopped attending that we know of)**