



# AGENDA

1. Welcome/Call to Order
2. Opening Devotion & Prayer – Bev Hudgins
3. Approval of Minutes of last meeting – November
4. Review and Approval of Agenda
5. Questions about Reports submitted:
  - a. Administrative Committees
    - i. Finance
    - ii. Administration
  - b. Ministry Areas:
    - i. Education
    - ii. Fellowship (vacant)
    - iii. Mutual Care/Deacons/Stephen Ministry
    - iv. Outreach
    - v. Properties & Facilities
    - vi. Stewardship
    - vii. Worship
    - viii. Miss Mollie’s School of Grace
    - ix. President’s Report
    - x. Staff

## INFORMATION ITEMS:

6. Retreat Info – See attached

## ACTION ITEMS:

7. Change in meeting schedule for 2022 - See attached
8. Recommendation from Miss Mollie’s Advisory Board – See attached
9. Exterior Repair Quotes – See attached

10. Next Meeting Date: TBD based on Option selected

11. Devotions:

12. Adjournment: Prayer

**Attachment to Agenda for December 16, 2021 PMC Meeting**

**RETREAT INFORMATION:**

Friday, January 28th - earliest you can arrive is 3 PM

Saturday, January 29th - we can stay until 4 PM

Location: Agape/Kure Beach Ministries; 1369 Tyler Dewar Lane, Fuquay-Varina, NC 27526

Accommodations: Lower Lodge, 12 individual rooms, a meeting space between the rooms, plus a large meeting room in the back of the building as well.

Dinner/Friday - Breakfast & Lunch/Saturday incl.

**RSVP – ASAP using this link:**

[https://docs.google.com/forms/d/1u\\_aE\\_eoIAfldupTPmjVGRmxuDU\\_6sY07fSBvzuQUjY/edit?usp=sharing](https://docs.google.com/forms/d/1u_aE_eoIAfldupTPmjVGRmxuDU_6sY07fSBvzuQUjY/edit?usp=sharing)

**CHANGE TO MEETING SCHEDULE PROPOSAL:**

OPTION A		
Beginning January 2022 PMC will meet quarterly		
Meetings will be in person		
Meetings will be after late service		
In person or online meetings will be called by the President as requested by 3 or more members of the Council (as per by-laws)		
EXEC TEAM MEETING DATE	REPORTS DUE	PMC MEETING DATE
January 24	January 28	February 6 (review 2021 EOY financials and prepare for elections in May)
March 7		
April 11		
May 9	May 13	May 22
June 20		
July – if needed		
August 8	August 5	August 21 (set up spending plan timeline)
September 19		
October – if needed		
November 1	November 4	November 13
PROPOSED VOTERS MEETINGS		
May 15 – Elections		**Reports due: April 27
November 20 – Budget		Reports due: November 1

\*\* Reports for voters meeting cover period from previous voters meeting

## OPTION B

This option basically puts PMC meetings on the 2<sup>nd</sup> Sunday of the month.

Beginning January 2022 PMC will meet quarterly

Meetings will be in person

Meetings will be after late service

In person or online meetings will be called by the President as requested by 3 or more members of the Council (as per by-laws)

EXEC TEAM MEETING DATE	REPORTS DUE	PMC MEETING DATE
January 31	February 3	February 13 (review 2021 EOY financials and prepare for elections in May)
March 7		
April 4		
May 2	May 5	May 15
June 6		
July – if needed		
August 1	August 4	August 14 (set up spending plan timeline)
September 12		
October – if needed		
November 1	November 3	November 13
PROPOSED VOTERS MEETINGS		
May 15 – Elections		**Reports due: April 27
November 20 – Budget		Reports due: November 1

### **SCHOOL BOARD RECOMMENDATION:**

*To: Grace Lutheran Church PMC  
From: Miss Mollie's School Board  
Re: Future of Miss Mollie's School  
Date: November 23, 2021*

*The Board met on November 16, 2021 to discuss what it feels would be the best direction for Miss Mollie's Preschool in the future. The tenor of our discussion was largely in line with the findings of our exploratory study in 2019 that also examined potential directions for the school. We wish to convey the following points to the PMC:*

- 1. The Preschool fulfills a community need. The Board is proud of the work of many teachers, administrative staff, and church volunteers since 2005 in accomplishing our*

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\*\* Reports for voters meeting cover period from previous voters meeting

*mission to create an atmosphere in which children can learn in a Christ-centered, safe, and caring environment. We feel that the school has been and remains effective. We are convinced that we have touched the lives of many students and teachers over the year. We believe that our model continues to have a niche in the community for parents and families who seek a rich, Christian-guided, educational opportunity for their young children that is not a full time school.*

2. *A part-time Preschool is most appropriate for the facilities and resources of Grace Lutheran Church.* *We feel that the facilities in the basement of Grace Lutheran Church are excellent and amply support a small, part-time preschool. We feel that there would be significant hurdles in attempting to expand the school to a full time preschool or a more extensive elementary school. Those include, but are not limited to, insufficient space and substantial legal requirements in running a larger operation.*
3. *A separate afternoon program is desirable.* *The Preschool previously ran a separate program in the afternoon for students that was popular and well run. This program fulfilled the need of families that desire afternoon activities for their children. As a separate program, it did not incur the regulatory restrictions of expanding the Preschool to a single, full-time program. Re-establishing such a program may make Miss Mollie's program desirable to a larger group of families.*
4. *The Preschool should be a core mission of the church.* *We believe that future success of the Preschool will be predicated on buy-in from the Grace Lutheran Church Congregation. While there have been past volunteer efforts from Church members - for which we are grateful - those have decreased with the COVID pandemic, and candidly were never as robust as one would hope. We believe the Church should focus its concerted efforts on the Preschool, which should be a dedicated outreach project for the Church and not an afterthought.*
5. *The Preschool needs a strong director.* *The Preschool has been blessed to have been led by Jean Sam and Michelle Boyle who have displayed tremendous dedication and a tireless work ethic. Michelle Boyle is stepping down as Director following the 2021-2022 school year. A replacement will be required who can equal the efforts of these past directors as a strong leader with drive, appropriate experience, and a Christian perspective.*
6. *Staffing for the Preschool could be a concern.* *A successful Preschool moving forward will require effective teachers. With Michelle Boyle leaving this year, only one teacher, Renee Gilman, will remain, and she has confirmed that she is willing to teach again next year. In addition to hiring additional full-time teaching staff, the Board suggests that other avenues should be explored for additional assistance with teaching, such as college teaching programs who have student teachers seeking training opportunities.*
7. *The recent decreases in enrollment are likely due to the COVID pandemic rather than a societal shift.* *The Board is acutely aware of the smaller numbers of pupils who have and are attending the School during the 2020-2021 and 2021-2022 school years. We fully understand that this has created a situation in which the School has not been fully self-sufficient, as it was in the prior years since it was launched. The Board is grateful to the Church for its generous support in these recent two years. We hope that the Church*

*will continue to support the Preschool as we come out of the pandemic and shift back to 'normal' times.*

*Respectfully,  
Submitting for the Board,  
Greg Taylor*

### **POSSIBLE POINTS FOR PMC DISCUSSION:**

These points were raised in the documentation justifying establishing Miss Mollie's:

- "At the heart of this matter and integral to any discussions held is the fact that we are experiencing a culture and climate that is increasingly disconnected from spiritual values."
- "...one way to reach out to the community is through young children."
- "As with the purchase of the 820 Buchanan house, it is essential that a preschool be primarily a mission of our church."
- "A united commitment to a preschool as an evangelistic ministry, integral to our mission."
- "Our hope is that it will bring families to Christ and to the community of faith at Grace Lutheran Church."

The following is a part of the founding documents:

- "We could propose a 3-year start, followed by a review evaluating the mission character of the preschool, which would be a basis for a recommendation to continue, modify, or close. "
- Trust that the preschool will be financially self-supporting within 3 years.

From our by-laws:

- The Preschool Advisory Board will:
  - Assist the director in staffing, budgetary, legal and ethical decisions.
  - "Shall prepare an annual report on the status of the Preschool for the PMC and GLC Congregation to include fiscal circumstances, numbers of students in attendance and registered, concerns and issues relating to personnel and/or students, and recommendations for changes in staffing, student numbers, and budget."
  - Annual written performance review of Director to be submitted to the PMC no later than one month prior to the Fall Voters' Assembly in November
- The Parish Ministry Council:
  - Delegates to the Board of Advisors and the Director of Miss Mollie's School of Grace: the operation of the School and funds specifically designated for, donated to, or earned by Miss Mollie's School of Grace.

## **PMC Meeting Minutes November 18, 2021 Meeting**

Attending: Chris Wethman, Pastor Brooks, Bev Hudgins, Gary Stuhlmiller, Donna Gesell, Barb Tippin, Erin Romes, Becky Thomas, Mike Hunike

Guests Attending: Michelle Boyle

Motions to approve minutes of the last meeting and agenda as presented made by Pastor, 2nd by Donna, all were in favor, motion passed.

### Information Items

- Reports from committees and ministry areas were provided with the meeting packet. Pastor's report should say January 2nd not the 3rd for Lessons & Carols. Donna made a motion to approve information items, Bev 2nd, all were in favor.
- Important Dates
  - The PMC Retreat is January 28-29, 2022, mark your calendar.
  - There will be a PMC gathering at Beverly Hudgins' house on Friday, December 3rd (not 4th) at 6pm. We will discuss the post November class work and "What's next".
  - December 4th will be Neighborhood Leaders Training/Lunch/Hanging of the Greens. Pastor wants anyone that is part of a Neighborhood to come to the training even if they don't consider themselves the leader. Lunch after training will be Chick-fil-A. Kathy Pittman is providing wassail and finger foods for hanging of the greens event at 1:30.
  - December 5th for Wayne Canty Foundation public launch. This is Wayne's chance to tell his story.
- Upcoming Dates
  - December 7 for Preschool Advisory Board
  - December 9 Education and Worship
  - December 16, Outreach and PMC
  - Stewardship and Deacons are not meeting in December
- Voter's meeting comments. Pastor's Housing Allowance "as a standing resolution to remain in effect until such time as amended or revoked". Prior PMC minutes had stated this needed to be voted on at the voter's meeting. No vote was required since there wasn't a change.
- Miss Mollie's update. The recommendation from the Preschool Advisory Board will be discussed at the December 16th PMC meeting. It will probably require a task force and goals to be approved by PMC.
- Goals
  - Ministry Goals, each ministry should set at least one goal. If you haven't met with pastor yet, please do.
  - Pathway Goals, still discussing

### Study Items

- Leadership Development, see PMC checkup included in packet. Read through points. Noted there isn't an audit committee. Will look into it after the year-end.
- First Impressions Goal. See attachment from Debby Ray. It was noted that the flooring suggestion might produce a noise factor that should be considered. Sally Sump has agreed to spearhead this project. She will be reaching out to individuals to help. The timeline is to start January 1, 2021 and finish it by Easter. Recommend that the carpet not be tackled at this time. Also noted that the draperies were made by a member who should be contacted. Unsure who made them. Lloyd Reddick or Jean Pochert might know.
- Looking for a Grace House coordinator to work with Donna Gesell.

### Action Items

- Please pray for those traveling.
- Bev will take the devotions for the next meeting.

Donna made a motion to adjourn the meeting, 2nd made by Erin. All in favor.

***Becky Thomas, Secretary***

Executive Team Meeting Minutes  
December 7, 2021

Present: Pastor Brooks, Donna Gesell, Barbara Stiles, Barbara Tippin, Becky Thomas, Christine Wethman.

1. Review of minutes from previous meeting, no changes.
2. Miss Mollie's Recommendation-recommendations will go out with PMC packet. The Discovery Team (Task Force) and Charter will also need to be discussed at the PMC meeting. Susan Heintzleman, Gary Stuhlmiller and Renee Gilman have expressed interest in being on the task force.
3. Future PMC meetings: Monthly meetings (in person and online) suspended until further notice. In-person or online meetings will be called as warranted for strategic discussion and issues that require voting. Discussed the possibility that quarterly meetings will be held in April, July, October and January. The meetings might move back to Sundays. Chris will write up 2 options to be voted on at the PMC meeting. The executive committee will all meet quarterly.
4. Retreat Info:
  - a. Friday, January 28th - earliest you can arrive is 3 PM
  - b. Saturday, January 29th - we can stay until 4 PM
  - c. Location: Agape/Kure Beach Ministries; 1369 Tyler Dewar Lane, Fuquay-Varina, NC 27526
  - d. Accommodations: Lower Lodge, 12 individual rooms, a meeting space between the rooms, plus a large meeting room in the back of the building as well.
  - e. Dinner/Friday - Breakfast & Lunch/Saturday incl.
  - f. RSVP - ASAP

**Becky Thomas, Secretary**



## PMC Meeting – December 16, 2021

### Lay Ministry Reports

#### Ministry of Education:

Ministry of Education Team met on December 9, 2021, via Zoom.

Present: Carl Mhina, Donna Walston, and Bev Hudgins

1. Faith 5 sharing and prayer
  - a. Prayer requests
    - i. Rejoice with Carl in being accepted for a PT position to work at Lineberger Cancer Center. Petition God that his being an international student won't disqualify him. Prayer for the family to maintain priorities around this addition to their schedule. Petition God for healing for Joy's Aunt Aida who lives in Tanzania and has been newly diagnosed with acute leukemia.
    - ii. Rejoice with Donna for health during this pandemic.
    - iii. Join with Bev in petitioning God to keep us focused on hope during these uncertain times and to help us offer this hope to our communities.
2. LWML Devotion of the day.
3. Bev summarized pastor's teaching on small groups.
  - a. This team is a small group/community/neighborhood.
  - b. What is our affinity?
    - i. Education
    - ii. Children's ministry
    - iii. Carl shared his passion for ministry to disadvantaged children
    - iv. Call to action: recommendation that we meet in person for two hours to discuss our affinity and identify no more than two foci to develop for 2022
4. Discussion of LCMS Reporter article, "Intentional Family Ministry Can 'Transform Congregations'"
  - a. We made an attempt to define "family"
  - b. Wanting it to be inclusive
  - c. Here are more thoughts to consider from Bev, not shared at the meeting.
    - i. Intentional family ministry is the very heart of congregational life. Provides for and encourages the shaping of faith among family members from birth to death
    - ii. A partnership of congregations and families
    - iii. Goal is nurturing homes that build faith, share in genuine ways to equip the next generation to live out their baptism and pass on faith to the next generation.
    - iv. Key components and concepts
      1. Home centered-church supported
      2. Faith journey—intergenerational
      3. Discipleship—personal faith growth (prayer, Scripture, confess, give)
5. Next meeting: TBD

Bev will send out a survey to see who is available to meet in person either January 8 or 15, 10A-12N, place TBD.

~ Bev Hudgins

Ministry of Mutual Care:

The Deacons do not meet in December. Their next meeting date: January 27, 2022, 5:30pm. . .

~ Barb Tippin

Ministry of Properties and Facilities:

- Two quotes for sanctuary repairs are included. The first quote was very broad. I tried to get better response back again about the 14,000 still not clear. The second quote they have it all lay out. They seem to be friendly and are eager to get started plus he is lower. There is a letter stating how much it would cost to paint green street side. The top panels have darkened with age. I know the one panel that is going to be repair will be a little different color. I could see if they could clean those area might look a little better without painting. That something we could do down the road also. I been hard trying to get companies out he. Do you want me to get another quote?
- Had some major plumbing pipe fixed at Grace house.
- Also at Grace House, we are working on the lights in the kitchen area that are not working - have lost voltage at light switch. Seeing what our options are.
- Exhaust fan installed in women bathroom downstairs.
- Looking to get wood to lay down to vacuum air duct top in sanctuary to get webs removed.
- Still working on painting railing.
- Leaky faucet fixed in women bathroom downstairs.
- December is late month for installing air filters for Church and Grace House this year. I guess we still change filters every three months next year.

~ Mike Hunike

Ministry of Stewardship:

The Stewardship Team does not meet in December. The next meeting date: January 27, 2022, 5:30pm.

~ Tom McGill

Ministry of Worship:

Worship Ministry Team met on Thursday, December 9, 2021.

In attendance: Geoff Heintzelman, Pastor Brooks, Barb Tippin, Chris Wethman, Richard Kuehn, Jenna Young, Chase Benefiel, Dede Crosmer; Elmo Walston

Possibility statement: When at our best, we are immersed in the living presence of our Lord through an expansive collection of music dedicated to the inspired Word of God, compelling messages, and shared commitment to the time-honored tradition of Lutheran liturgy. Worship consistently inspires and renews us to walk the Way of Grace.

1. Opening Prayer – Pastor Brooks
2. Pandemic Guidelines – Had a discussion about continuous communion vs at the altar. Continuous communion seems to be the preference at this time.
3. Advent Services – Good attendance for mid-week Advent services.
4. Longest Night scheduled for Saturday, Dec 18 at 4:30 PM.
5. Christmas Service at 3:30PM and 8PM – all is well.
6. Jan 2 one service -- substitute organist; lessons and carols since Pastor will be away. Need 3 readers. Geoff volunteered.

7. Altar Guild update – next year, trying a mixture of teams’ vs individuals for scheduling. Going to meet early in 2022 to fulfill small group criteria.
8. Livestream Status – Chris making some updates. Some problems in the past few weeks. Mo says that it is improved dramatically. Update: Chris spent a long time on the phone with Wix to address some of the issues. It appears that they worked, as it ran perfectly this morning.
9. Music update – Jenna/Chase – Chase and Jenna say choir is going well.
10. Office updates -- working diligently on bulletins.
11. Upgrade/renovations
  - a. Offer from household for \$5500 for new communion ware. Unanimously approved.
  - b. Refurbishing of the altar – very preliminary; maybe set up a fund for money in the spring of 2022
  - c. Lighting upgrade -- facilities
  - d. Live plants in the sanctuary is recommend by the LCMS, so we will begin transitioning to live plants. Still figure out maintenance of the plants – office met with a vendor, still in preliminary stages. Could change with the liturgical season perhaps? Or maybe put sand in one to hold tapers. Sally Sump is working on this.
12. Usher team – postponed this discussion
13. Touching base with team members – Geoff will touch base with members of the team in January/February
14. Attendance cards – perhaps a new push for these in the new year? Pastor to remind at the sharing of the peace or offertory.
15. Other weekday services... -- postponed this discussion
16. Any other topics/Urgent Issues?

#### GOALS ON HOLD

1. 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.
2. Changes to communion practices - 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.
3. Revitalization of ushers/acolytes/crucifers
4. Worship guide/newsletter series explaining worship.
5. Learning worship
6. Robed communion assistants (tied in with cantors?)
7. Outdoor worship service

Next Meeting: January 13, 2022, 8:00 PM.

~ Geoff Heintzelman



# NextGenerationWalls

Phone: 919-278-6526

**Work to be performed at:**

**Grace Lutheran Church  
Durham, NC**

Proposal submitted to:

We hereby propose to install and perform all work within the specification of the material manufacturer and per plans for the following amount. (See details on second page.)

See Below

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Any alteration or deviation from the above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreement is contingent upon strikes, accidents, or delays beyond our control. *There is a deposit of 1/3rd required upfront to cover the cost of material and MUST be paid prior to being scheduled!!!!*

Respectfully submitted by: Jonathan Gilliam

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Proposal #3936

September 9, 2021

Proposal submitted to:

Work to be performed at:  
Grace Lutheran Church Durham, NC

**Description:**

- **Preventive maintenance on entire stucco system: Remove and replace all caulk around doors, windows, light fixtures, outlets and anything else that may penetrate the stucco system with NP1 caulk or equivalent. Remove and replace any caulk that is installed where stucco and dissimilar products meet**  
**Total: \$6,377.00**
  
- **Repair damaged panel on 2<sup>nd</sup> floor directly above front entrance**
  - A) Remove any loose or flaking coatings
  - B) Apply a bonding adhesive to increase bond between existing and new coatings
  - C) Apply new base coat with embedded fiber reinforced mesh
  - D) Apply new finish coat over entire the affected panel
  - E) Paint entire to panel to match existing (Color variation is possible)**Total: \$3,177.00**
  
- **Repair damaged stucco around perimeter of roof vent**
  - A) Remove any flaking or chipping stucco
  - B) Apply new base coat with fiber reinforcing mesh
  - C) Apply new finish coat to affected area
  - D) Paint affected area to match existing (Color variation is possible)**Total: \$2,114.00**
  
- **All prices include cover-up and clean-up, all labor, material, and any equipment rental to complete project.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Acceptance of Proposal**

**Note:** This proposal may be withdrawn by *Next Generation Walls* if not accepted within 30 days.

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined on page 1.

Any additional information written on this proposal will not be accepted into pricing. Anything other than the listed description needs to be discussed and agreed upon with Next Generation Walls prior to your approval.

**Note:** This proposal may be withdrawn by Next Generation Walls if not accepted within 30 days.

**When the project has been completed a final invoice will be submitted. Once final invoice is submitted it is to be paid immediately. If for any reason an invoice extends past 45 days an additional 1.5% will be added to the outstanding balance.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

To: Hunike, Michael <Michael.Hunike@ncdps.gov>

Subject: RE: [External] Estimate

**CAUTION:** External email. Do not click links or open attachments unless you verify. Send all suspicious email as an attachment to Report Spam.

Good Afternoon,

I am going to try and answer your questions as best as possible, I am unsure of what you are asking about our rating? If you are referring to a google rating, we are 5 star. We do not have pay for fake reviews like others in our trade. We do not have a lot of reviews our customer base is very high end with extremely private individuals. If you are referring to a hourly rate, we do not base jobs on an hourly rate unless there is a lot of different things needing to be done, so in 99% of cases we price per job. Our guarantee is for 90 days for the caulk, the repaired panel would be 30 days because it is a repair and not a full system install. If we were installing the system as brand new it would be for a year or more depending on the system installed. To paint the stucco on the entire side of Green Road would be an additional \$4,700, so item 2 would be a total cost of \$7,877.00. If there is anything I have missed or was confused about please let me know. We look forward to hearing from you soon.

Have a great day,

Kristen Gilliam — Office Manager



**NextGenerationWalls**

Mobile: 919-278-6526

Office: 919-269-5574

[www.nextgenerationwalls.com](http://www.nextgenerationwalls.com)

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**From:** Hunike, Michael <Michael.Hunike@ncdps.gov>

**Sent:** Friday, November 12, 2021 1:21:13 PM

**To:** Jonathan Gilliam <Jonathan@nextgenerationwalls.com>

**Subject:** Re: [External] Estimate

Good afternoon,

Had some question to you guys. Do you have a rating? What kind of guarantees do you have on your work. I wanted to know what it would cost to paint Green street side for it all to match. Thanks

Michael C. Hunike  
Electronic tech II  
Polk  
N C Department of Public Safety  
1001 Veazey Rd  
Butner, N.C. 27509

# Proposal

## **Triangle Superior Wall systems**

*Your Stucco, Stone and Roof Specialist*

Email [eksmike@hotmail.com](mailto:eksmike@hotmail.com)

Phone: Eddie (919) 369-2107 mike (919)369-2107

Fax: 919 846-0422

109 Hintoin Ct

Clayton Nc, 27527

<i>Proposal Submitted: Grace Lutheran Church Michael Hunike</i>	<i>Job Name Grace Lutheran Church</i>	<i>Job #:</i>
<i>Address:</i>	<i>Job Location: 824 N. Buchanan Blvd.</i>	
	<i>Date: 6/19/21</i>	<i>Date of Plans:</i>
<i>Phone #:</i>	<i>Fax #:</i>	<i>Architect:</i>

*We hereby submit specifications and estimates for*

Stucco is peeling and delaminating in areas.

areas will be prepped, will need repair and base coat applied then color finish coat matching close to existing color.

\*Existing walls we dont refinish will be slightly off due to age but may refinish if decided on that.

Area on left side Green st side will be refinished above flat roof and shingle roof.

Boom lift and scaffolding will need to be used to reach areas.

Includes caulking windows at stucco areas we refinish.

\$14,000.00

Shingle roof on house next to church will be cleaned with shingles sealed allowing more life in shingles,

allowing them to perform like they are intended to while locking in granules protecting 30% more from hail damage.

\$3,500.00

Church rubber roof will be cleaned and sealed with windows recaulked and flashing refastened resealed

around perimeter areas.

Flashing has been pulled away as pictures taken and caulking has failed leaking into building.

\$10,600.00

Shingle roof on main church shingles will be cleaned and sealed same specifications as other roof.

\$3,000.00.

\* Roofs when they age they lose there flexibility and material becomes weak and granules fall



off and shingles crack and dont last. This material keeps them working like new and get a cleaner longer lasting roof. The rubber roof has flaws as well the flashing and material pulls lose teraing and penetrations leak. The rubber roof coating will prevent any leaks and allow for flexibility in roof and flashing seam sealed. This material also cuts down on electric bills, adding thermal protection and cooling improvements in building!

*We propose hereby to furnish material and labor- complete in accordance with the above specifications for the sum of:*

\$ \_\_\_\_\_ Dollars

*With payments to be made as follows:* \_\_\_\_\_

*Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an*

*Respectively*

*Submitted: \_\_\_\_\_ Eddie*

*Heiner* \_\_\_\_\_

*extra charge over and above the estimate. All agreements contingent within \_\_\_\_\_ days. Note- This proposal may be withdrawn by us if not accepted*

*Upon strikes, accidents, or delays beyond our control.*

### **Acceptance Of Proposal**

*The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized*

*Signature* \_\_\_\_\_

*to do the work as specified. Payments will be made as outlined above.*

*Date of acceptance* \_\_\_\_\_

*Signature* \_\_\_\_\_

**Grace Lutheran Church – Durham, NC**  
**President's Report to PMC**  
**December 2021**

- Launched new website on 12/8/21 after completing development of it.
- Monthly worship participant scheduling continues
- Continued review and proofreading of worship folder, announcement, eNews, etc. from Church Office
- Worked with office and our IT consultant, Bob Bornes, to order new server for church.
- Wrote quote for new computer for Fellowship Hall to be donated by a member.
- Contributed article for The Trail Guide, a newsletter for the Leadership at Grace
- Worked with Sally Sump to declutter balcony and narthex
- Purchased new 'greens' for hanging of the greens
- Meetings attended:
  - Church Office Staff
  - Executive Team
  - PMC Meeting (Bev's house)
- Facebook page - resolved posting issue
- Set up new livestream protocol for new website
- Sent Press Releases to area churches announcing Embrace Grace

Chris Wethman  
Congregation President

# Pastor's Monthly Report

December 16, 2021

## LOOKING BEHIND

- 1) Discover the Call presentation
- 2) Meetings
  - a. Executive Committee
  - b. Education
  - c. Worship
  - d. School board
  - e. Staff
  - f. Racial Harmony/Reconciliation
- 3) Pastoral Actions
  - a. Hospital Visits – 1
  - b. Home/Phone Visits – 4
  - c. Office Visits – 4
  - d. Wedding/Funeral—1

## LOOKING AROUND

- 1) Encouraging commitment from members
- 2) Developing Neighborhoods (small groups)
- 3) Confirmation ending for the year Dec 19th
- 4) New Podcast
- 5) Longest Night Dec 18th

## LOOKING AHEAD

- 1) Advent/Christmas
- 2) Vacation scheduled for Dec 27-Jan 5
  - a. Lessons & Carols on Jan 3
- 3) Presentation at MDFL Conference Jan 10-11
- 4) PMC Retreat Jan 28-29, 2022
- 5) Mission Trip opportunities in 2022