



**AGENDA FOR MEETING DATED:
FEBRUARY 21, 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 – Appoint Administrator (Tabled 01/30/21)**
 - b. Safety and Security Committee**
 - c. Keeping the Congregation Connected During Pandemic**
 - d. Sanctuary Lighting Discussion**
- VI. New Business:**
 - a. Meeting Dates**
 - b. Leadership Retreat (Comments/Discussion)**
 - c. Discussion: Resignation of President, Jeff Gilman**
- VII. Closing Prayer and Adjournment**

PMC Meeting Minutes

January 30, 2020 Zoom Meeting

Attending: Michelle Boyle, Kae Huggins, Christine Wethman, Becky Thomas, Pastor Brooks, Bev Hudgins, Jeff Gilman, Geoff Heintzelman, Gary Stuhlmiller, Donna Gesell, Barbara Stiles, Barb Tippin, Richard Kuehn, Chase Benefiel.

Meeting Started at 10:30 pm (via Zoom, meeting done in conjunction with leadership retreat)

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

- Approval of Agenda
- Minutes of Previous PMC Meeting
- Minutes of Executive Team Meeting

All were in favor, motion was passed.

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

- Finance - 2020 giving was a little lower, mainly due to lower attendance. Most people are mailing in donations.
- Administration - no discussion or questions
- Education - Next meeting will be Thursday.
- Fellowship - Discussion regarding Shrove Tuesday included two options.
 - Option 1- Purchase 3 stacks from iHop and have a drive up/pick up at church.
 - Option 2- Purchase donuts for drive up/ pick up at church.
 - Staff will coordinate with Kae to make this happen.
- Mutual Care, Stephen Ministry - no discussion
- Outreach - no discussion
- Properties & Facilities
 - Some money was given for Grace House & will be used to finish the ceiling in the laundry room.
 - The property owner next to Grace House is planning on spending more time there and is putting a fence up. This is alongside by the driveway of Grace House.
- Stewardship - no discussion or questions
- Worship - no discussion
- Miss Mollie's School of Grace
 - They have had 2 new children start with a 3rd starting on Monday.
 - The SAFE program might have 2 more participants.
- Staff/Pastor's report
 - Lent plans are progressing, Lent starts February 17th.

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

Under Old Business the following items were discussed:

- Item a. Child Protection Policy will be tabled for now.
- Chris made a motion to approve Laura Michael as Financial Secretary, 2nd by Gary. All were in favor, none opposed.

Motion to approve old business made by Gary, 2nd by Chris. All were in favor, none opposed.

Under New Business the following items were discussed:

- Do we want to reactivate the Safety and Security Committee? A group of individuals attended a seminar regarding safety and security. They were planning to meet and then Covid started and the meeting was postponed. Our insurance company has action plan items. These are not requirements but having measures in place helps limit liability. Chris will send an email with an agenda for a future meeting and request feedback from PMC on how to proceed.
- Remove audio visual from agenda for future meetings, this is included with worship.
- Keeping the Congregation connected:
- Pastor recommends we start back to in person services starting February 7th, 2021. We will continue to use sign up genius and the service will be limited to 15 family groups. No singing other than the choir. Still requiring masks.
 - Motion to resume services made by Bev, 2nd by Gary, all were in favor, none opposed.
 - Pastor encourages us to reach out to individuals that need touches, especially during this difficult time.
- Sanctuary lighting discussion. A meeting will be set up with key persons to discuss this further.
- Membership recommendation. Discussed recommendations attached with agenda. Any person to be removed would be brought before the PMC for approval/vote before action is taken. Deacons are aware of the list and using it to contact individuals. Process is intended to help restore individuals to active membership.
- Activate the nominating committee. Typically, the president-elect chairs the committee. Since we don't have a president elect Jeff will appoint the entire committee. Barbara Stiles will send Jeff a list of the prior year's committee members.
- Next PMC meeting was confirmed to be held February 21, 2021 at 12:30pm.
 - Chris will do the devotion.

Motion to accept new business made by Gary, 2nd by Pastor. All were in favor, none opposed.

The meeting ended at 11:30pm.

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 Heintzleman.

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 – February 21, 2021

Lay Ministry Reports

Ministry of Administration:

- **Personnel.** A 90-day probation period is a stipulation for everyone that joins the staff at Grace. Time elapsed on those 90 days for Chase Benefiel and Barbara Tippin. Their end of probation meetings were conducted with Pastor on February 8th.
- **Nominating Process.** Developed process/protocol to guide the Nominating Committee after its formation. This process will help ensure the Committee operates consistently every year.
- **Safety and Security.** As per minutes of 1/31/21 PMC meeting I sent an email with an agenda for a future meeting and request feedback from PMC on how to proceed. Received a response that there was an issue with the front doors not closing properly. (Sent this on to Mike.) Received two comments that this should fall under P&F. Other than that, no feedback on how to proceed.
- **Last month's discussion regarding membership.** I call your attention to By-Laws Article I (Membership), Section E. *"Non-communing members are people who have been communing members, and who, for whatever reason, have not received Holy Communion for a period of two years or more. They shall be considered members, but shall NOT [emphasis mine] be included in any statistical reports or calculations. They shall not be eligible to vote or to hold elective office. Whenever they begin communing regularly, they shall be considered communing members again."*
- **Meetings attended.** Preschool Advisory Board, Worship, Education, weekly Staff, Executive Team.

~ Chris Wethman

Ministry of Education:

- The Education Team Meeting was held on February 5, 2021.
- Minutes.
- Present: Pastor Brooks, Whitney Kolba, Donna Walston, Chris Wethman, Bev Hudgins
 - I. Faith 5 sharing and prayer.
 - II. Faith Formation Plan—this is a start. Will continue to unfold.
 - a. Monthly visitor coffee—First April 25 (this is after Easter and usually have a goodly amount of visitors at that service). This is to give people a “Taste of Grace,” to explain what we are about. Interpret our mission/vision. Probably will occur on a Sunday morning. Then ongoing depending on numbers of visitors ... in service and online.
 - b. New member class.
 - i. Pastor has packet about half finished.
 - ii. Saturday mornings a good time.
 - iii. Currently no new members pending.
 - iv. Projected start date Saturday, May 15 for 4 weeks.
 - v. Once completed give a 3-month service assignment within the church.
 - c. Gifting Class
 - i. Encourage new members as well as current members to take this class.
 - ii. Projected start date: June, a five-week class
 - iii. Bev will contact Sharon to put on her radar.

- iv. Probably will be offered two times a year.
 - v. Scheduling TBD by Sharon
 - d. Ministry Class
 - i. Head up with a ministry fair
 - ii. Connect people with their passion/gifting and ministry within and/or outside the church.
 - iii. 2- or 3-week class.
 - e. Mission Class
 - i. How do I share the Good News with others?
 - ii. Learn to tell my story.
 - iii. Spiritual Conversations.
 - iv. To be expanded upon and discuss further.
- III. Lent
 - a. On The Road with St Augustine will be the theme.
 - b. Encourage to buy the book.
 - c. Zoom and in person discussion time prior to worship Wednesday evenings 5:45-6:30 PM
 - d. Pastor in charge of promoting this with announcements, etc.
- IV. VBS—on hold for now
- V. Spiritual Conversations
 - a. The in-person classes are on hold.
 - b. Currently two Zoom courses on Spiritual Conversations: Then and Now being offered with good participation.
 - c. We may want to reconsider offering this online via Zoom in addition to in person.
 - d. It has worked well having those who have attended inviting others to participate, deciding on a time and then opening it up to others.
- VI. Results of survey of facilitators from COVID Bible Study were very favorable and encouraging to implement more of these studies.
 - a. It would be great if we could encourage individuals to choose a study and invite people to join them.
 - b. May need more promotion and experience in using RNM.
 - c. Look at having previous facilitators choose a RNM study (all could be the same or each one chooses something of interest), set it up and then publicize it and see who joins.
- VII. Chris and Becky Thomas starting a 7 session Women’s Bible Study on Ruth, to begin the first week of March.
- VIII. Next meeting: March 4, 7PM
- IX. Closing prayer and blessing

~ Bev Hudgins

Ministry of Fellowship:

- Conducted the modified Shrove Tuesday Pancake Supper on Tuesday, February 16th. Forty-Four meals were prepared for 19 families. We served pancakes with syrup and sausages.
- Provided donuts to the pre-school children on Shrove Tuesday.
- Pastor Brooks delivered meals to twelve Senior Shut ins.
- Barbara S and Barbara T provided lots of support by xeroxing and printing cooking instructions and bag decorations. would encourage free will donation.

~ Kae Huggins

Ministry of Mutual Care:

- The Deacons met and discussed Chapter 4 in our book study, lead by Joyce Rea.
- The focus was awareness of the presence of the Lord in our lives - through the Word, prayer and focus on Him.
- We had a discussion about praying and discerning what the Lord may be directing us to do with the Ministry of Mutual Care - especially now in this period of Covid and change.
- We all agreed that we have for the last few years, done essentially the same things in Mutual Care; we know we need to seek the Lord's guidance on what we are doing and may need to be doing.
- We also discussed the Compassion Ministry, and everyone was asked to think about how we may revitalize this ministry especially with Easter coming. We discussed among ourselves the various prayer needs of our brothers and sisters at Grace and had a time of prayer together.

~ Barb Tippin

Ministry of Outreach:

- Walltown.

~ Gary Stuhlmiller

Ministry of Worship Team:

- Planned for Ash Wednesday and Lenten services.
- Discussed the status of livestream services and the need for volunteers.
- Beginning to use LCMS hymnals, as online support for current hymnals is discontinuing.
- Confirmed that the choir guidelines were still appropriate to follow.
- Encouraged team to reach out to congregation members.
- We will discuss our bigger goals for the year at our next meeting on Feb 23.

~ Geoff Heintzelman



Minutes - Miss Mollie's Preschool Advisory Board

Meeting of February 1, 2021

Present: Michelle Boyle, Bev Hudgins, Chris Wethman, Jo-Ann Kempel, Eva Campbell, Pastor Brooks, Greg Taylor

Not Present: Yana Lowry

Meeting was opened with prayer (Michelle).

1. Minutes from the December 14, 2020 were approved as submitted.
2. **Enrollment:** Eight in SAFE program. Twelve in Preschool. One additional student was scheduled to begin; however, family is dealing with COVID-related issues.
3. **Staffing:** Four staff members.
4. **Financial Update:** School will be in the black through February. Projection is to run over budget by the end of the school year.
5. **Facilities Update:** All 3 rooms are being used. The Bethlehem Resource Center is no longer being used by Miss Mollie's program.
6. **Events:** Lutheran Schools Week (LSW) was a blast. The Magician went over very well. The video of the children singing in honor of LSW was awesome. Valentine's Day celebration will be February 11th. February 12th is midyear conferences. February 15th is a Teacher Workday. Possible schedule for March animals of prey from a local raptor facility. Possible strawberry picking? Michelle has not heard anything further about the vaccines.

Closed with The Lord's Prayer.

Next Meeting: Tuesday, March 2 at 6 PM

Minutes by: *Chris Wethman*

Thinking Beyond Discussion Notes:

- February 12th is typically the time that re-enrollment begins. Five children are eligible to come back next year.
- The current model is unlikely to sustain us well into the future as Durham Public Schools will be undergoing significant changes.
- Discussion regarding demographics of surrounding community. **ACTION: Chris will contact the SED about updating their Mission Insight Report offered by LCMS.**
- Would pre- and after-school care be an alternative?
- What does the community need?
- Interest in alternatives for education is increasing.
- Resurrection in Cary is growing. Their school accommodates pre-K through 8th grade, and they are expecting an increase in enrollment.
- Pastor Brooks commended Michelle for the great job she's done over the past year considering all that is going on at home and at school.
- The District is eager to support congregations with schools and provide advice/resources. **ACTION: Pastor Brooks to contact SED.**
- There was mention of a Charter for a previous task force and related documents from 2018. **ACTION: Chris will send out this info to all board members.**
- Talk centered on researching methods of marketing, example presence at Farmer's Markets, area hospitals, local universities. If this occurs, we will need to have something appropriate to hand out and the website would need to be updated. **ACTION: Eva will do some research.**
- Possibility? A teacher working this summer for childcare? Are there enough students who would commit to attend?



Pastor's Monthly Report

February 21, 2021

LOOKING BEHIND

- 1) PMC Retreat
- 2) LCMS Convention Vote
- 3) Meetings
 - a. Executive Committee
 - b. Education
 - c. Worship
 - d. Deacons
 - e. Staff
 - f. School Board
 - g. Triangle Circuit
- 4) Pastoral Actions
 - a. Hospital Visits – 0
 - b. Home/Phone Visits – 4
 - c. Office Visits – 4
 - d. Wedding/Funeral—0

LOOKING AROUND

- 1) Mission and Vision Renewal—Leadership challenge/Canoeing
- 2) Lent
- 3) Congregational “ReBoot”

LOOKING AHEAD

- 1) Puerto Rico Mission Trip opportunities in 2021
- 2) New Member Class in late January
- 3) Lent/Easter