

Grace Lutheran Church – Durham, NC
Parish Ministry Council – PMC
Meeting Date: November 18, 2021



1. Welcome/Call to Order
2. Opening Devotion & Prayer – Becky Tomas
3. Approval of Minutes of last meeting – October
4. Review and Approval of Agenda

INFORMATION ITEMS

This is where the reports go. Reports are considered information. To allow time for other discussions to take place, all reports must be written and submitted ahead of meeting time. During this time, we will address questions, if any, based on written reports. If something needs to be voted upon by the Council, that would be added as an Action Item.

- Questions about Reports submitted:
 - Administrative Committees:
 - Finance
 - Administration
 - Ministry Areas:
 - Education
 - Fellowship (vacant)
 - Mutual Care/Deacons/Stephen Ministry
 - Outreach
 - Properties & Facilities
 - Stewardship
 - Worship
 - Miss Mollie's School of Grace
 - President's Report
 - Staff
- Important Dates:
 - Retreat in January 2022, mark your calendars for Jan 28 & 29
 - PMC Gathering at Bev Hudgins, December 4, ??
 - Neighborhood Leaders Training/Fellowship Lunch/Hanging of the Greens – December 4, training starts at 9 am
 - Wayne Canty Foundation – December 5, 1 pm
- Upcoming meeting dates in December:
 - December 9th – Education and Worship
 - December 16th – Outreach, PMC
 - Stewardship and Deacons – are not meeting in December
 - Preschool Advisory Board?
- Voters' Meeting Comments
 - Pastor's Housing Allowance "...as a standing resolution to remain in effect until such time as amended or revoked"
- Miss Mollie's Update
- Goals:

- Ministry Goals
- Pathways Goals:
 - *“Organize, coordinate, and encourage ministry and prayer by the congregation for members with particular needs, including welcoming visitors, new member assimilation, etc.”*

STUDY ITEMS

Study items show that we are taking time to research and discuss issues and make learning and leadership development a part of our culture.

- “First Impressions” Goal
 - Report by Debby Ray of ReDecorate My Space, LLC
- Grace House Coordinator to work with Donna Gesell

ACTION ITEMS

Things we need to vote on. Also under this category are any Action Items assigned to council members at a previous meeting.

- New:
 - ??

5. December Meeting Date: December 16, 2021
6. Devotions as assigned:
 - a. Geoff Heintzelman - December
7. Adjournment: Prayer

PMC Meeting Minutes October 28, 2021 Meeting

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

Guests Attending: Barbara Stiles, Michelle Boyle

Approval of Minutes of last meeting-move Michelle Boyle to guests attending
Approval of Agenda-no comments

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

Information Items

- Reports from committees and ministry areas were provided with the meeting packet.
 - Administrative committee report was summarized by Erin. The staff reviews are mostly done. A request was made for a 3% pay increase for both office staff. It was noted that the administrative staff are working longer hours than they are being paid. They are looking for opportunities to streamline responsibilities. Erin is working with Susan Heintzelman on the child protection policy.
 - Change to be made to the Stewardship report to indicate that Joe Wethman was present.
 - Finance report is missing the one-page summary. Donna will get this to Barbara.
 - Gary made a motion to approve information items, Bev 2nd, all were in favor.
- Voter's reports and packet, Barbara will try to have ready with the Wednesday eNews.
- Important Dates
 - Retreat in January 2022. Please email Pastor with date preference. January 28-29th would work better. The other option would be January 14-15th.
 - December 4th for Small Group Leaders/Hanging of the Greens
 - December 5th for Wayne Cnty Foundation public launch. They will be using the building in the afternoon.
 - November 2 for Preschool Advisory Board
- Goals
 - Ministry Goals, Pastor is working with the various ministries.
 - Pathway Goals,
 - "Organize, coordinate and encourage ministry and prayer by the congregation for members with particular needs, including welcoming visitors, new member assimilation etc." The Deacons are working on formulizing.
 - "When it comes to facilities, particularly the narthex, what changes can be made to enhance a guest's first impression?" A friend of Pastors came out and submitted a report with suggestions for improvements. Chris will provide this to everyone at the next meeting.
 - "Geoff continues to work with Ken to explore connecting members who worship virtually." Geoff is still trying to connect with Ken.

Study Items

- Leadership Development: Writing Effective Announcements. See example provided. Chris is happy to help, reach out to her with questions.

Action Items

- Preschool
 - Bev made a motion that we will support the preschool and it will be open through May 2022. Gary seconded the motion.
 - Discussion followed. Michelle indicated that continuing through May 2022 is roughly a \$20,000 commitment. The school board is looking to PMC for guidance for the direction of the preschool for the following school year. Pastor is looking for 3-5 people for a task force regarding this. Question was asked regarding potential government funding. Decision was made last year not to apply for government funding due to extra reporting requirements.
 - Vote on motion was made, all were in favor, motion carried.
- Pastor's housing allowance needs to be approved at the voter's meeting.
- Review of budget narrative. See example of new format provided. See budget provided.
 - Gary made a motion to approve the budget with changes for Administration salaries that were requested, Pastor seconded, all were in favor.
- Alternate delegate for SED. Donna made a motion that Chris be the Alternate for the SED convention. Erin seconded the motion; all were in favor.
- Education proposal was presented by Bev. Geoff had a question about the timing, was this better done after Pastor's November 4 week class? Chris recommended that an announcement be made regarding the conversation so members would be expecting the call.
- Dede is resigning from position as Grace House Coordinator.
- Becky will take the next devotion.

Gary made a motion to adjourn the meeting, 2nd made by Pastor. All in favor.

Becky Thomas, Secretary

PMC Meeting – November 18, 2021

Lay Ministry Reports

Ministry of Mutual Care:

- The Deacons reviewed Chapter 2 in our book "The Search to Belong."
- We wrote our college and military cards for mailing later in the month.
- We discussed tracking visitors and keeping up with them.
- Also, we looked forward to the Compassion Ministry Christmas plan.
- We ended the meeting with prayer concerns and prayers for our Grace Family and Friends.

~ Barb Tippin

Ministry of Stewardship:

The Stewardship Team will meet this Thursday, November 18 at 5:30pm in Fellowship Hall, just before the PMC meeting.

Items the Team plans to discuss:

- Looking for one more person to do film.
- Arranging reasons for being generous:
 - What attracted you to Grace?
 - What would you not change?
 - What would you like to see if assets were not a problem?
 - What would you like to see in Grace in 10 years?
 - How do we put this in action?
 - Possible ways to attach these actions.

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

~ Tom McGill

Ministry of Worship:

Worship Ministry Team met on Thursday, November 11, 2021.

In attendance: Pastor Brooks, Barb Tippin, Barbara Stiles, Jenna Young, Dede Crosmer, Geoff Heintzelman, Chris Wethman, John and Whitney Kolba.

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
2. Pandemic Guidelines – no changes for now
3. Advent Services
 - a. Sunday services a bit shorter and subdued in preparation

- b. Wednesday evening services on schedule: Holden evening prayer service – theme will be “Behold” – light snacks/food at 6:15
 - c. Longest Night scheduled for Saturday, Dec 18 at 4:30
 - d. Christmas Eve: 5 and 8 -- possibly outdoor at 5 – Parking lot of grace house – maybe earlier in the day, such as 4PM – Dede to check with Brandi. John said that outdoors would be better and late afternoon is better than evening.
5. Christmas Day: 10:30
 6. Regular Services on Dec 26
 7. Jan 3 – substitute organist; lessons and carols since Pastor will be away; one service
 8. Altar Guild update – no updates; columbarium was repaired; figuring out team schedules for next year
 9. Livestream Status – been working for the last several weeks. John will look at that this weekend or next to get the computers wired
 10. Music update – Jenna/Chase – choir is going well; 5-6 regular attending participants; Next step is to bring back singing the psalm
 11. Office updates -- office is really busy and working on the mobile app
 12. Touching base with team members – postponed until December

Next Meeting: December 9th, 8:00 PM.

~ Geoff Heintzelman

Grace Lutheran Church – Durham, NC
President's Report to PMC
November 18, 2021

- Meetings attended:
 - Weekly staff
 - Worship
 - Executive Team
- Wrote Budget narrative
- Continued re-working of website
- Monthly worship participant scheduling
- Tasks associated with publication of GPS
- Continued weekly review and proofreading of worship folder, announcements, eNews, etc. from Church Office



Pastor's Monthly Report

November 18, 2021

LOOKING BEHIND

- 1) Prayer Breakfast/Circuit Meeting
- 2) Reformation Day
- 3) Meetings
 - a. Executive Committee
 - b. Education
 - c. Worship
 - d. School board
 - e. Staff
 - f. Racial Harmony/Reconciliation
- 4) Pastoral Actions
 - a. Hospital Visits – 1
 - b. Home/Phone Visits – 4
 - c. Office Visits – 4
 - d. Wedding/Funeral—0

LOOKING AROUND

- 1) Walking the Way of GRACE is underway
 - a. Encouraging commitment
 - b. Developing Neighborhoods
- 2) Small Group Training Dec 4th
- 3) New Podcast
- 4) Advent prep: Family event Nov 20th, Hanging of the Greens Dec 4th

LOOKING AHEAD

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



A PMC Check-Up...

The Parish Ministry Council of Grace Lutheran Church (Article VI.A – Functions)

1. Coordinate activities of the various ministries to facilitate carrying out the mission of the parish.
2. Decide operating matters delegated by the Congregational Assembly or designated in the Constitution and By-laws.
3. Establish parish goals annually and long term, and designate responsibilities.
4. Approve appointments for all ministries, committees, etc., as presented by the president or the various lay ministers.
5. Authorize expenditures of (a) amounts quoted in the budget, to include 20 percent overage; and (b) amounts up to 5 percent of the annual budget.
6. Review parish performance against mission and goals, and prepare recommendations for policies, priorities, and programs that will improve the parish ministry.
7. Review plans and programs of the ministries and provide assistance and guidance.
8. Appoint an auditing committee to review the financial records and report their findings.
9. Review a summary of pastoral activities at least annually and provide assistance and guidance as necessary.
10. Decide and govern all matters delegated by the Congregational Assembly relating to Congregational assets, missions, operations and activities, including but not limited to: Miss Mollie's School of Grace, The Grace House and such other assets, missions, operations or activities established by the Congregation. The Council further 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.

Decisions of the Parish Ministry Council may be appealed to the Congregational Assembly for review and action. Ultimate power to decide matters of significance lies with the Congregational Assembly.

November 2021



Design Plan for Grace Evangelical Lutheran Church
824 N. Buchanan Blvd. Durham, NC 27701
Debbie Ray ReDecorate My Space, LLC Cary, NC

Side entry closest to narthex:

Relocate the acrylic rack/stand with pamphlets to the narthex.

Relocate brochures in the "cross niche" to this rack.

Remove the table with the face masks and replace it with a much smaller table.

Keep the hand sanitizer station near this smaller table.

Alternate plan: Instead of a table for the face masks, install a stained wood wall shelf (use decorative wall brackets) near where the current table is and put the face masks on this shelf with the sanitizer station next to it.

Narthex:

Create an information center on the wall opposite the sofa by doing the following:

Relocate the bookcase unit to the wall opposite the sofa and to the right side of the larger bulletin board. Move the bulletin board to the left if more wall space is needed for the bookcase unit. Move the books and cards from this unit to the library. If you use the cabinet in the bookcase unit for storage, label the door.

Remove the table from under the smaller bulletin board and place the worship books from this table onto the relocated bookcase unit.

Relocate the sofa to either the house next door or to an office.

Place the pew where the sofa was.

Move the long low shelving unit (and the items on it) from behind where the sofa was to the opposite wall and to the left side of the bookcase unit (under the smaller bulletin board.) Use this shelving unit for collection boxes and baskets, pamphlets, face masks and other smaller

items. If there is not enough room on this wall for the shelving unit, place it against the wall where the pew was.

Relocate the pamphlet stand from the entryway to between the bookcase unit and the low shelving unit. If there are empty slots in the stand, fill with the pamphlets from the tables that were removed. If there is not adequate room for the stand, place it on the wall where the pew was.

Remove the table that's to the right of the sanctuary door and place the worship books from this table onto the relocated bookcase unit. Pamphlets and magazines can now be placed on the long shelving unit or in the pamphlet stand from the entryway.

Move the two food bank/pantry collection baskets that were under this table to the right side of the bookcase unit, or if there is room, place these two baskets onto or under the long shelf unit that is now on the left side of the bookcase unit.

Suggestions for future improvements:

Consider replacing the bookcase and shelving unit with a custom shelving/storage unit that can accommodate all the worship books, collection boxes and baskets, and general information.

Build or purchase a desk that could serve as a welcome center. Place it in the area where the pew and bookcase unit were located. Until then, move the rocker/glider to this wall or corner so that parents with a baby can now not only hear the service, but see it as well.

If the budget permits, consider removing the carpet in the entryway and narthex and replacing it with a solid surface wood or LVT waterproof plank flooring. LVT is Luxury Vinyl Tile that looks like wood planks. It is reasonably priced and easy to install.

Fellowship Hall:

To open up the space, consider painting the yellow walls the same color as the ceiling.

Replace the curtains and rods with solar screen roller shades. I will loan Pastor Brooks a sample shade. When these shades are down, light filters in, and people in the fellowship hall can see outside but outsiders cannot see in. When the shades are up, the pretty fretwork on the windows will now be visible.

There are many rolling carts and several cabinets in the room that make the space feel disorganized. Decide if all the rolling carts are necessary. I'm not sure if the water bottles I saw on two rolling carts are usually kept in this room, but if they are, you might want to keep only one crate out and store the rest in a closet on the opposite end of the fellowship hall.

Consider a small dorm sized refrigerator and place it on the left side of the coffee cabinet to hold these water bottles and coffee creamer. Label the refrigerator door. The trash can should then be moved to the right side of the cabinet. Remove the sticker from the trash can.

Build or purchase a wall cabinet unit to install over the coffee cabinet for storage of coffee and tea supplies, etc. Label the doors. If you cannot find a top cabinet that matches the current cabinet, paint both the new and old units the same color. Consider a dark grey or dark brown paint.

Relocate the blue storage cabinet and replace it with a new wood toned cabinet for storing worship books and children's activity books. Label the doors. Find a new home for the pamphlets and rack that are on top of this cabinet. Your church has a lot of pamphlets! Maybe it's time to evaluate if you need all of these.

If you could find a place to store tables and chairs when they're not in use, it would really improve the look of the room.

I've emailed links for a freestanding wood toned cabinet, stacking chairs, and table linens that would dress up the tables for a reception. One of the home improvement stores should have wall cabinets that could be installed above the coffee cabinet, and I'm betting someone in the congregation has a small refrigerator they're not using.

Best of luck with the project. Let me know if I can help in any way.

Kind regards,

Debbie Ray