



**AGENDA FOR MEETING DATED:  
MARCH 21, 2021 – 12:30 PM  
PARISH MINISTRY COUNCIL – Zoom Meeting**

- I. Call to Order/Welcome**
- II. Devotion/Scripture**
- III. Consent Items:**
  - a. Approval of Agenda**
  - b. Minutes of Previous Meeting**
  - c. Minutes of Executive Team Meeting**
  - d. Statistical Report (1st quarter 2021)**
- IV. Reports:**
  - a. Administrative Committees:**
    - i. Finance**
    - ii. Administration (vacant)**
  - b. Ministry Areas:**
    - i. Education (attached)**
    - ii. Fellowship**
    - iii. Mutual Care/Stephen Ministry (attached)**
    - iv. Outreach**
    - v. Properties & Facilities**
    - vi. Stewardship**
    - vii. Worship (attached)**
    - 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. Sanctuary Lighting (update)**
  - d. Nominating Committee (update)**
  - e. Outreach, Evangelism Training (update)**
  - f. Membership Information**
  - g. Fence Matter**
- VI. New Business:**
  - a. Task Force – “Past-Present-Future Proposals” Feedback**
  - b. Fire Hazards**
  - c. Meeting Dates: PMC, 04/18/21; Congregational Assembly, 05/23/21**

**d. Devotion**

**VII. Closing Prayer and Adjournment**

**PMC Meeting Minutes**  
**February 21, 2021 Zoom Meeting**

Attending: Kae Huggins, Chris Wethman, Becky Thomas, Pastor Brooks, Bev Hudgins, Geoff Heintzleman, Gary Stuhlmiller, Donna Gesell, Barb Tippin, Mike Hunike, Kent Silvernail

Guests: Lloyd Redick, Barbara Stiles

Meeting Started at 12:39 pm (via Zoom)

Christine opened the meeting with devotion and prayer.

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

- Approval of Agenda-added to new business was neighbors' fence, added to old business was nominating committee.
- 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:

- Shrove Tuesday was a success. There were 44 pickups/deliveries.
- Outreach - Gary noted that he met with Ron Bostwick from Resurrection. They hope to eventually bring Pastor Fincke into the area. After discussion it was decided to first offer evangelism training. They are looking for persons interested in joining this outreach. Pastor/Gary will be bringing a concept paper to the PMC regarding this.
- Properties & Facilities - Lloyd Redick shared that the estimate for the lights could be done for less with LED light bulbs. Lloyd and his son would like to replace the light bulbs to see which look best (different color/temperatures). They would like to come out in the next two weeks. They are authorized to proceed.
- Miss Mollie's School of Grace
  - The question was raised regarding their budget. Donna shared they should be okay through May. Michelle has taken a voluntary pay cut. There was discussion from the PMC members that they didn't feel comfortable with her doing this. She has been doing her job and shouldn't need a pay cut.
  - A motion to make a recommendation to Michelle to reinstitute her salary as of 2/21/201 was made by Geoff. 2nd was made by Gary. All were in favor.
  - We would like to thank Michelle for a job well done.
  - PMC will look into a bonus at year end to cover missed wages.
- Staff/Pastor's report
  - Synod Convention Vote. 66% voted, 90% approved change today and year of convention. Our Southeast District then sent dates for the district convention of May 2022.

- Pastor wants to encourage all of PMC to think about what Grace's future looks like. Pastor needs help to make sure the conversion happens.
- January new member class will now be held in April.

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

Under Old Business the following items were discussed:

- Safety and Security Committee-Chris and Mike will make plans to discuss this.
- Keeping the congregation connected - Geoff sent some ideas to Pastor that he will be going over.
- Nominating committee will be chaired by Donna.

Under New Business the following items were discussed:

- The neighbor is installing her fence with the finished side facing in instead of out. She can apply for a variance, but this could take 3-5 months. She stated the fence could be double faced at twice the cost. She is asking the church to share in the cost. Mike will communicate with Mr. McCarthy (fence builder) for a quote on the outside of the fence. If we get a price, we can pursue a vote via email.
- Next PMC meeting is March 21, 2021.
- Leadership retreat discussion- Pastor will be following up with leadership in each area on vision and mission.
- Discussion was held regarding resignation of Jeff and the President and President elect positions. After reading the Bylaws it was determined that Jeff had been elected to the President elect position and was currently serving the President position that was vacated. His President term would have begun in June. Therefore, the Bylaws state that the Lay Minister of Administration serves in the President role until a President is elected. The President serves a two-year term, and the President-elect serves a one-year term. It was determined that the nominating committee would try to fill the President position with a former President or experienced PMC member. The President will be a two-year term beginning June 2021. The President-elect will then be nominated in 2022 for a one-year term.

Closed in prayer.

The meeting adjourned at 1:53pm.

*Becky Thomas, Secretary*

## Executive Meeting Minutes

March 11, 2021

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

Pastor opened the meeting with prayer.

1. Facilities Manager. There have been some questions regarding the facilities manager's job duties. There have been some complaints that he isn't doing all the items. Barbara will get the list of his job duties to Christine. Pastor and Christine will discuss the list on Wednesday before their meeting with Michelle.
2. Designation of Shrove Tuesday Collection. Pastor suggested the funds go to Camp Agape. A note will be put in the newsletter that it is going to Camp Agape for Camperships to help underprivileged children.
3. Fire Hazards. The report from the fire inspector needs to be located and the changes made before they come back. The downstairs halls and closets need to be cleaned. This item should be added to the PMC agenda under old business, unless it hasn't been on the agenda before then it should be new business.
4. LifePoint Website. A LCMS pastor has a side business designing websites. His fee is reasonable. We are thinking about rebranding all the church's materials. Barbara will let him know we are interested in his service but we need 3-4 months to figure out rebranding first.
5. Membership information from ByLaws (see agenda regarding noncommuning member). The list of individuals meeting the noncommuning members definition is 54. This includes individuals who haven't received communion in 2018 or 2019 (2020 was excluded due to pandemic year). Under old business on the PMC agenda will be to ask if there are any objections to moving these individuals to this category.
6. Past Present Future Proposal. Christine is going to create a task force to research and recommend a plan for Grace's successful emergence from the pandemic period. It would be a 3 month time frame and then be renamed to a transitional team. This should be on the PMC meeting agenda under new business. The goal should be to encourage one another.
7. The date for the voters meeting is changed to May 23rd.
8. Nominating committee. Donna shared that it is going well. There are currently individuals considering the administration and fellowship positions. The deacons are all staying on. The stewardship position needs to be filled yet.
9. Facebook. There are currently 3 facebook pages. John Kolba's wife Whitney has offered to look at them and get them straightened out.
10. Fence. The neighbor is asking for a letter from us that we will put up our side of the fence. She needs this to avoid getting a variance or having to pay a fine. This will be discussed at the PMC meeting.

*Becky Thomas, Secretary*



## PMC Meeting – March 21, 2021

### Lay Ministry Reports

#### Ministry of Education:

#### *03/04/2021 - Education Ministry Team Meeting Minutes*

Present: Pastor Brooks, Whitney Kolba, Chris Wethman, Donna Walston, Bev Hudgins

- I. Faith 5 and sharing
- II. Faith Formation Plan
  - a. A Taste Of Grace visitor coffee, April 25. Pastor says there are possibly 5 visitors who would be invited to participate. He is prepared to have this get together.
  - b. A new member class:
    - i. Pastor is on track with the packet.
    - ii. Projected start date Saturday, 5/15 for 4 weeks.
    - iii. Pastor will lead this class and take care of promoting it.
    - iv. At the completion of the class, participants will be assigned a way to be involved in the church ministry for 3 months.
  - c. Gifting class
    - i. Projected start date in June for 5 weeks.
    - ii. Bev will contact Sharon Brooks to give a heads up and see if she would like a co-teacher.
    - iii. New members as well as current members and PMC lay ministers will be encouraged to participate.
    - iv. Plan to offer twice a year.
  - d. Ministry classes will occur according to the needs of the ministry teams. Education may be asked for assistance and/or support but these won't be the primary responsibility of the education ministry team.
  - e. Mission class—how do I share the Good News with others
    - i. Spiritual Conversations
    - ii. will resume the remaining 3 Spiritual Conversations classes on Sunday mornings in person between services. Bev will contact Amy, Gary and Pastor to coordinate schedule.
    - iii. Bev will continue with a Zoom class on Saturday mornings: Start date TBD.
    - iv. Following these classes, we will start I Neighborhood.
- III. Pastor gave a report on the Wednesday evening Zoom Lenten class on “On The Road Again With St. Augustine”. Class with 8-10 participants and good discussion.
- IV. VBS
  - a. Bev will invite a team to brainstorm an “out of the box” activity to engage families and community.
  - b. Perhaps a service project
  - c. Perhaps something on a Saturday morning in June, July and August
- V. Women’s Bible study on Ruth
  - a. Chris reports only 2 women have signed up.
  - b. Will postpone start and re-promote.
  - c. Discussed how to offer this class to younger women at a time more suitable to them, like after 8 PM on a weeknight.
- VI. Children’s Sunday School
  - a. We will continue with Zoom Sunday School, Sundays at 9:30 using the Kids Story Content through May and then take the summer off.
  - b. Bev will contact teachers and send out the schedule.
- VII. RNM—Whitney will contact Kelsey to schedule a time to look at our usage and best practices for engaging more people.

- VIII. Next meeting: May 6, 7PM  
IX. Pastor closed with prayer.

~ Bev Hudgins

#### Ministry of Mutual Care:

- The Deacons met and we continued our book study with Chapter 5 - "Do You Have a Growing Concern for the Spiritual and Temporal Needs of Others?" lead by Joyce Rea.
- We discussed the Compassion Ministry with Easter cards and gifts and determined to deliver to those who live in non-congregate settings an Easter token of hot cross buns and cards and to mail cards to those in congregate settings.
- Each deacon took Easter cards to write for this ministry.
- We continued our discussion of our ministry and our discernment as to how we can best be helpful to our members as we move forward, especially when we begin to open up more.
- We discussed prayer needs of our brothers, sisters and friends of Grace and had prayer together.
  - Stephen Ministry will meet Thursday, March 18 and continue our training in helping those with depression.
  - We will also have supervision of our ongoing situations with our care receivers.
  - Next meeting date: TBD

~ Barb Tippin

#### Ministry of Worship Team:

##### *Worship Ministry Team Minutes – Logistics, 03 February 2021*

In attendance: Pastor Brooks, John Kolba, Chris Wethman, Jenna Young, Barbara Stiles, Elmo Walston, Barb Tippin, Judy Barnes

1. Opening prayer
2. Mid-week Lenten services – Ash Wednesday went really well. Imposition of ashes was moving according to Pastor Brooks.  
Evening prayer mid-week service. Chase will be playing at the piano or organ in order to provide instrumental support. Given the low attendance, singing was allowed with social distance maintained. First book study went well.
3. Holy Week services – Maundy Thursday, Good Friday, Easter Vigil, Easter Sunday
  - a. For Easter Vigil – we need a volunteer to build the fire and care for the fire. Need 4-7 people to serve as lectors/readers. Only Chase will be needed for instrumental music; would like a few (2-3) strong singers. Barbara and Barb (the office) will find readers.
  - b. Maundy Thursday – 2 singers for Maundy Thursday. One service at 7PM. Will need a bigger table to maintain social distancing. Only use 2 people to transport items from the table. Pastor will meet with Judy to work out the details.
  - c. Good Friday – 1 (or 2) singers for stripping of the altar (Psalm 28 or Psalm 22) and hymns. Stations of the cross at noon; evening service at 7PM.
  - d. Easter Sunday – Tentative decision to increase the number of choir singers (if Chase is comfortable with that). Congregation probably still won't sing.
4. Check-in on livestream service and volunteer status. Over the last few Sundays, Donna and Barb have worked with Joe to start running the livestream. Some of the equipment we've ordered has arrived.
  - a. Conference call-in - still no people showing up in the post-service report. Pastor to reach out to Free Conference to see what is going on with this.
5. No other business
6. Checked in with members of the team – WATCH OUT FOR SQUIRRELS!
7. Closing prayer



*Worship Ministry Team Minutes – Strategy, 23 February 2021*

In attendance: Geoff Heintzelman, Barbara Stiles, Judy Barnes, Elmo Walston, John Kolba, Chris Wethman, Jenna Young, Pastor Brooks, Barb Tippin

1. Opening prayer

GOALS TO DISCUSS

2. Easter Vigil service

- a. Publicity/explanation in bulletin/announcements for congregation. Should this be discussed in the context of the entire Holy Week Service
- b. Outstanding planning or needs.

3. Discussion of liturgy

- a. Change liturgy more often? Will need Chase's input on this. How often should we use a different worship liturgy (by season, week, month, or some combination)?
- b. How closely are we following the liturgy in the hymnal?

4. Guidelines for readers: status and volunteers.

5. Guidelines for ushers: Geoff and Mo to work on consolidating the guidelines. May need to gather the ushers together for training and find a coordinator for the group.

6. Acolytes/crucifers – any response to the item in the bulletin?

7. 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.

8. Changes to communion practices

- a. Discussion of close communion and whether changes should be made to who can take Communion.
- b. 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. We should "practice" this to see what it looks like and perhaps time it to see how long it takes.

9. Any other topics? Urgent issues?

10. Closing Prayer

GOALS THAT ARE ON HOLD:

1. Provide help (devices, etc.) for those who watch online.
2. Improved scheduling practices for volunteers.
3. Worship guide/newsletter series explaining worship.
4. Children's sermons.
5. Learning worship.
6. Outdoor services.
7. Hospitality team.
8. Robed communion assistants (tied in with cantors?).
9. Safety team w/ushers (properties and facilities is working on this).

~ Geoff Heintzelman

# Membership Categorization Per By-Laws

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Proposal to PMC March 21, 2021

Membership Info from Bylaws (pg 8, *non-communing members*)

*“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** 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.” \*suggest 2018 & 2019*

This re-categorization would affect the individuals listed below. PLEASE REVIEW THE NAMES LISTED BELOW. IF YOU KNOW THAT ANY OF THEM HAVE RECEIVED HOLY COMMUNION IN 2018, 2019, 2020, OR 2021 THEIR NAMES WILL BE REMOVED FROM THIS LIST.

- |                         |                          |                       |
|-------------------------|--------------------------|-----------------------|
| 1. Fleda Anderson-Pike  | 20. Joseph Hunike        | 39. Hannah E. Morse   |
| 2. Kimberly Bardill     | 21. William T. Jorgensen | 40. Anarudh Natarajan |
| 3. Laura Bardill        | 22. Ruth Karlsen         | 41. Jakob Norberg     |
| 4. Blake Boehringer     | 23. Lori Keizer          | 42. Glenn Pike        |
| 5. Karen Boehringer     | 24. Gabe Knaack          | 43. Grace Pike        |
| 6. Shaun Boehringer     | 25. Julie Knaack         | 44. Katherine Pike    |
| 7. Thomas Boehringer    | 26. William Knaack       | 45. Holly Potthoff    |
| 8. Joseph Coyne         | 27. Zoe Knaack           | 46. Emily Ray         |
| 9. Mike Foster          | 28. Christoper Lappe     | 47. Holly Rossi       |
| 10. Aaron Fricke        | 29. Heidi Lappe          | 48. Laura Rossi       |
| 11. Adam Fricke         | 30. Jackie Lockamy       | 49. Lynn Runich       |
| 12. Brenda Fricke       | 31. Terri Lockamy        | 50. Irene Sarratt     |
| 13. Michelle Gabrielson | 32. Thomas Lockamy       | 51. Kelly Snyder      |
| 14. Tor Gabrielson      | 33. James Lovell         | 52. Travis Voorhees   |
| 15. Zoe Gabrielson      | 34. Liz Lovell           | 53. Stephen Wagner    |
| 16. Linda Hayes         | 35. Patricia Lovell      | 54. Paul Wagner       |
| 17. Elizabeth Heffner   | 36. Mary Masterson       | 55. Charles Williams  |
| 18. Lauren Heffner      | 37. Jessica McCaskill    |                       |
| 19. Tarnisha Hines      | 38. Lydia Mika           |                       |

PROPOSAL TO PMC – MARCH 21, 2021

**PLEASE REVIEW THE EXCHANGE BETWEEN THE CHURCH AND OUR NEIGHBOR SINCE THE LAST PMC MEETING. WE WILL BE DISCUSSING HER REQUEST ON PAGE 4.**

AFTER LAST PMC MEETING WE ASKED SCOTT TO GET A QUOTE

From: "Sean McCarthy"  
To: "S D"  
Cc:  
Sent: Monday February 22 2021 6:39:30PM  
Subject: Fence Quote for Grace Lutheran Church

Hello Scott and Sally,

I appreciate being asked to give this quote to the church. I've spent the last three hours briefly measuring the site and, mostly, double checking these numbers. I've attached a picture of the quote and will drop off the hardcopy in an envelope tomorrow morning. I'll tuck it behind the church letterbox or maybe under a door mat while I'm out walking the dogs. I'll email you to let you know where it is.

I apologize for initially saying this work would total \$850 to \$1000. Honest to God, after doing some quick calculations in my head, I thought that was the ballpark figure. But I should not have said a number without adding everything up on paper, especially in an instance like this where we already have receipts showing almost exactly what materials are required.

The only difference for the church's side is that, given the ground height difference near the back of the parking lot, I will need 65, eight-foot pickets instead of the six footers I'm using everywhere else. I'll cut the bottoms of these so that their tops match the height of the adjacent pickets already in place. As a side note, wherever I cut a pressure treated 2 X 4 or picket, I treat the cut end with exterior grade clear sealant.

All that to say, as the quote shows, the material cost for this project will come to \$872.64. I do not mark-up for materials and am happy to show both of you, or anyone who is interested, the receipts I have and the math I've done to create this quote.

Similarly, I've studied my notes on the billable hours it took to pick up the existing materials and install the rails and pickets thus far. So I can see it will total another 22 hours, equalling \$990 in labor at my rate of \$45 per hour. I guarantee it will not require more than that and I don't believe I can do it in much less time. (To be clear, we could "save" about a hundred dollars if we had the materials delivered. The trouble is they often deliver warped or split wood; whatever happens to be on the pallet. So I prefer to hand pick every piece myself).

Please let me know any questions you may have and I look forward to talking with both of you soon.

Sincerely,  
--  
-Sean McCarthy

919-302-3442

**PROPOSAL** Thank you for your request.

Sean McCarthy  
 918 Lancaster St Durham, NC 27701  
 919-302-3442

PROPOSAL NO.
SHEET NO.
DATE 2/22/21

PROPOSAL SUBMITTED TO:

NAME	Grace Lutheran Church
ADDRESS	824 N. Buchanan Blvd. Durham, NC 27701
PHONE NO.	Scott Gesselle 919-451-4114

WORK TO BE PERFORMED AT:

ADDRESS	same
DATE OF PLANS	
ARCHITECT	

We hereby propose to furnish materials and perform the labor necessary for the completion of *a finished side added to the Drucker fence, facing the church's property.*

<i>Time</i>	<i>pick up 2x4s (rails)</i>	} 10 hrs	\$450.00
	<i>install 2x4s w/ simpson screws, seal cut ends</i>		
	<i>pick up slats + screws, seal cut ends</i>	} 12 hrs	\$540.00
	<i>install slats w/ deckmate standrive screws</i>		
<i>Materials</i>	<i>(119) 6' p.t. dogeared pickets</i>		\$245.62
	<i>(65) 8' .. .. .</i>		\$213.82
<i>Note: I do not mark-up materials.</i>	<i>(36) prime p.t. 2x4x8s</i>		\$358.75
	<i>Simpson + star screws, Quad sealant</i>		\$54.45
			<b>\$1,862.64</b>

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work, and completed in a substantial workmanlike manner for the sum of

*one thousand eight hundred sixty-two + 64/100* Dollars (\$ *1,862.64* )

with payments to be made as follows:  
 \$413.20 upon delivery of 2x4s, fasteners + sealant  
 \$459.44 .. .. . pickets  
 \$990 .. .. . completion of work

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted: *2/22/21*  
 Per *Scott Gesselle's request*

Note—this proposal may be withdrawn by us if not accepted within \_\_\_ 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 above.

Date \_\_\_\_\_ Signature \_\_\_\_\_  
 Signature \_\_\_\_\_

A-D8118 / T-46118

LETTER I WROTE TO SALLY AFTER RECEIVING QUOTE

**Grace Evangelical Lutheran Church**

824 N. Buchanan Blvd – Durham, NC 27701 • Rev. Dr. David H. Brooks, Pastor

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February 26, 2021

Sally,

I am writing on behalf of the Parish Ministry Council of Grace Lutheran Church regarding the fence being constructed between our properties. We are grateful for your willingness to talk with Scott Gesell prior to commencing the project. It has recently come to our attention that you might not be aware of the events that have taken place since Scott's initial conversation with you. I am sorry for any confusion that has occurred and will outline the details below:

On Sunday, February 14<sup>th</sup>, a member of Grace brought to our attention the fact that the fence was being installed incorrectly. Shortly thereafter, Scott spoke with you and reiterated the fencing requirements he initially shared.

On Sunday, February 21<sup>st</sup>, Grace's Parish Ministry Council met to discuss the construction of the fence. At that time, the council also considered your request to help alleviate the burden of the extra cost. We felt before discussing any dollar amounts, it was necessary to comply with church policy to obtain a written quote for work to be done.

Mr. McCarthy's quote, issued in the name of Grace Lutheran Church, was received by Scott on Monday, February 22<sup>nd</sup>. The quote was forwarded to Pastor Brooks and me. The final figure was significantly higher than the amount in your email upon which the council based its discussion: *"Additional costs would total around \$850-\$1,000."* At that point, it was important for us to confirm that a statute did in fact exist. Hence, Scott's inquiry to the city and his follow-up email to you. Pastor Brooks and I were among those copied on Scott's email to you about his conversation with the city.

It's important to note that Mr. McCarthy does not appear to be a licensed contractor. Contributing toward the cost of the fence as per his quote would require paying him directly as we would any contractor. For liability reasons, all persons contracted by Grace must be licensed, bonded, and insured. Proof of insurance is a requirement.

Finishing the fencing facing Grace is something that is most likely to become part of a planned future capital improvement project. At that time, adequate funding would be available.

Sally, maintaining positive relationships with our neighbors is very important to all at Grace – members and staff. I can assure you that commitment remains.

**/s/ Christine Wethman**

Christine Wethman, Interim President

**Grace Lutheran Church**

**EMAIL EXCHANGE AFTER LETTER I WROTE**

3/3/21

Dear Christine,

I appreciate the fact that Grace Lutheran Church wants to maintain a positive relationship with its neighbors. Unfortunately, as soon as my address was given to the City of Durham, I was in line to receive a summons for creating a

fence with facing on my side rather than the Church parking lot. When I initially met with Scott we discussed the property line; when he said that Julia had her fence backwards, I misunderstood and assumed it had something to do with that. At this point, I have less than a month left before receiving a summons, unless I apply for a variance. I've been told by two real estate agents that my property value is diminished by being next to a parking lot. I started the fence work to alleviate that situation as much as possible, even though I'm not planning to sell the house and want to spend my retirement years here.

If in the future the Church wants to finish the fence facing on your side, and you can give me something in writing to that effect, I might be able to negotiate with the City to have an extension on their serving me with a summons. I don't have any problem with your asking whomever you want to finish the job. Although Sean McCarthy was not accurate in the initial figure that he gave me to give to you, I think he does decent construction. You would have the benefit of the posts already in place and not part of any costs.

Right now, I have no other option except to file for a variance if I can't get an extension on the summons. Do you know when you would be able to finish the facing on your side, and would you be willing to put something in writing to that effect?

Sincerely,

Sally Ann Drucker

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3/5/21

Sally Ann,

As you might suspect, I am unable to supply you with answers to the questions you pose in your email. What I can tell you is that our Executive Team meets on Thursday, March 11th and at that time we will discuss your latest request.

You mentioned that you have less than a month left before receiving a summons, unless you apply for a variance. Do you mind sharing with me what that date is? The reason I ask is that our Council does not meet again until March 21st. If that date falls past your deadline, we might need to secure a virtual vote on how to proceed.

Christine

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3/5/21

Dear Christine,

Thank you for your response. I understand how this type of decision is often made by committee.

I will be served with a violation warning on March 23. On Feb. 23, Scot Gesell contacted the city about the fence statute and gave them my address. He then told me to who to contact there, since they were going to start the violation process. I contacted them on that day and was given a 30-day extension. If I file for a variance before that date, the violation process is on hold for the period it takes them to decide, 3-5 months. Fence work, on hold now, would remain on hold for that period also.

I believe that March 11, your next meeting date, would be within the frame required. **If the committee already decided to put fence facing on your side at some future point, all I would need is a letter stating that. I don't know if it would be enough to ward off the violation without an approximate date for double siding the fence, but it would probably be enough to get an extension beyond the 30 days so that we could discuss this further.** I am still hoping for a path forward that involves discussion rather than city agencies. -- Sally

**I WROTE TO SALLY ON MARCH 15<sup>TH</sup>:**

Sally,

I wanted to bring you up to date since our email exchange on 3/5.

The Executive Team met on March 11th and discussed the current situation. They determined the best course of action was to refer the matter to the entire council. It has been placed on the Agenda for the next meeting on Sunday, March 21st at 12:30 PM.

I realize that time is of the essence and will convey that urgency to the Council.

**RESPONSE FROM SALLY ON MARCH 16<sup>TH</sup>:**

Hi,

Thanks for writing to let me know. I appreciate your understanding that timing is a significant consideration. Because the next meeting is so close to the deadline I was given, I've contacted the city agency to try to get an extension on the violation issue. I haven't heard back yet but will let you know when I do.

Sally

# GRACE EVANGELICAL LUTHERAN CHURCH

Durham, NC - Dated: March 2021

## The Past – The Present – The Future

### THE PAST:

- A. The Congregational Renewal Team (CRT) was formed in April of 2016 for the following purposes as per its charter:
  - a. To facilitate the process of developing vision and mission statements and a strategic ministry plan
  - b. Ensure that existing and proposed ministry initiatives are aligned with the Core Values and the Mission and Vision statements of Grace Lutheran Church.
  - c. Initiate a Strategic Planning process.
  - d. Assist Ministry Teams with the process of developing a plan for their ministry.
- B. Chris Wethman served as Facilitator until June of 2018 when she wrote the following:
  - a. “In good conscience, I cannot endorse initiating a Strategic Planning process at this time due to:
    - i. An honest and realistic assessment of the following questions:
      - 1. Is your church ready for strategic planning?
      - 2. Do you have the right personnel (pastor, boards, staff) for change?
      - 3. Is this ministry willing to take the necessary time to do strategic planning?
      - 4. Is the church willing to spend the necessary funds to think and act strategically?”
    - b. Governance unknown – Structure being proposed is not one which simplifies our ministry.
    - c. Challenges with MAP (Ministry Action Plan) Execution: A performance-oriented culture (based on past performance) is not evident. Efforts to get teams to cooperate, exchange information, and open up boundaries of communication are not embraced. (Example: The suggestion to PMC for us to communicate via common PMC website between meetings was not deemed necessary. Lack of participation in prayer requests. Lack of responses to emails.)
    - d. Execution: Many lay ministers, including myself, are serving without teams. This is despite public and private requests. The prospect of self-organizing teams gave hope for these ministers that ‘help’ was on the horizon. After being in office only one year, some lay ministers are already showing signs of burnout and reluctance to continue in a leadership position.
    - e. I can no longer serve on CRT and will be submitting my resignation to PMC after the CRT meeting. For the present, I will remain as Lay Minister of Administration and focus my efforts on serving Grace in that capacity.
    - f. My recommendation would be to suspend CRT until after the new governance takes effect. CRT’s role might be subsumed into the new governance rendering it obsolete. If not, then it can re-form and be re-sanctioned by the governing body at that time.



# GRACE EVANGELICAL LUTHERAN CHURCH

Durham, NC - Dated: March 2021

## The Past – The Present – The Future

### ■ THE PRESENT:

#### **Being the church in a Post-Pandemic World – Defining**

Create Task Force – PMC Approved - No Voter Approval

#### Post-Pandemic Grace Task Force – Proposed Charter

- 1. Purpose:** To research and recommend a plan for Grace’s successful emergence from the throes of the pandemic.
- 2. Committee Type:** Special Committee<sup>1</sup>
- 3. Membership:** Members appointed by Council President. Size not to exceed five (5-7) including Council President, Pastor, and staff. All members must be active participants. If not, task force facilitator or Council President may remove them. Committee meetings are open per Grace’s Bylaws and others are welcome to attend and support committee activities.
- 4. Chairperson/Facilitator:** Determined by Committee members.
- 5. Activities, Duties and Responsibilities:**
  - A.** Research trends for being the church in a post-pandemic world.
  - B.** Recommend a plan for Grace’s successful emergence from the pandemic based on these trends.
    - 1.** Plan to include initial activities, communication strategy, timeline for implementation.
- 6. Duration of Task Force:** Three months unless extension is requested and granted by Parish Ministry Council.
- 7. Procedures:** Task force must report progress to the Parish Ministry Council monthly. When the task force has completed its work, the results/recommendations will be presented to the Parish Ministry Council.

**Primary Author:** Chris Wethman

**Date Approved by Parish Ministry Council:**

### ■ THE FUTURE:

#### ***Grace in the Post-Pandemic World – Implementing and Executing***

Resurrect CRT – New Name? – PMC Recommended – Need Voter Approval

**DETAILS: TBD**

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<sup>1</sup> Has a specific task and is time-limited



# Pastor's Monthly Report

March 21, 2021

## LOOKING BEHIND

- 1) Meetings
  - a. Executive Committee
  - b. Education
  - c. Worship
  - d. Staff
  - e. School Board
  - f. Stephen's Ministers
  - g. Triangle Circuit
- 2) Pastoral Actions
  - a. Hospital Visits – 0
  - b. Home/Phone Visits – 5
  - c. Office Visits – 1
  - d. Wedding/Funeral—0

## LOOKING AROUND

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

## LOOKING AHEAD

- 1) A Taste of Grace April 25th
- 2) Lent/Easter
- 3) Voter's Meeting **May 23<sup>rd</sup>**
- 4) Puerto Rico Mission Trip opportunities in 2021

## PMC Report from Parish Administration March 15, 2020

### Occupancy Permits Update:

On Friday, March 6, 2020, I met with the City of Durham Jody Morton, CFI, CFEI, CFPS (*Assistant Chief of Fire Prevention/Fire Marshall*) and Joel Gullie, CFI (*Battalion Chief, Deputy Fire Marshal*) to have our Occupancy Permits reissued for Grace. Rooms that require an occupancy permit are rooms for large gatherings (over 50). Fellowship Hall, Sanctuary (includes Choir loft, Narthex and Vestibule), Downstairs Dining Room and the Wittenberg Room all fit in this category.

While they were here, we walked through most of the church building and provided some recommendations. Understand this was not a building inspection; but they did make us aware that the City is working through their areas of inspections and we should expect one within the next several years.

They also offered to help us out with our safety and security plan. They have a division that is dedicated to educating the public and work with Church's and Businesses on creating a plan.

They were very appreciative of us calling and staying on top of the Occupancy Permits.

### Recommendations:

- The two doors leading to the Archive Room should always be kept closed, never propped open. All eye hooks should be removed from wall but left in the door (*note: if the eye hook is removed from the door, it changes the fire rating of the door*).
- The two doors leading to the Preschool area should always be kept closed. We should remove the Eye hooks from the wall, but not from the doors, as per note above.
- The one door in the Sanctuary (at the front near the pulpit) needs an EXIT sign on it. Curtains needs to be removed. We can have curtains, but they would need to be of fire retardant material.
- All fire rated doors need to have a sign on them "Doors need to be closed at all times".
- An EXIT sign needs to be added on top of the door (both sides) of Fellowship Hall and above the opening leading from the hallway to the Vestibule. They can be purchased from Home Depot/Lowes (*note: they must be standard lettering, size and color to meet code*).
- The EXIT sign at the ceiling as you enter the Wittenberg Room, cover up the arrow with white tape, so exit is leading out through the Wittenberg Room rather than a classroom (*note: the Emergency Doors in the classrooms would need to be cleared and operational if we were to consider them a fire exit*).
- All HVAC Closets, mechanical rooms cannot be used as storage and need to be cleared. (*note: ladders, shovels, shop vac, light bulbs, air filters and floor buffer can stay*).
- All items in the preschool hall between preschool classrooms leading to the mechanical & storage rooms need to be removed (*note: rolling trash bin can stay*).
- All items in the foyer area downstairs by mechanical and storage rooms need to be clear.
- A "FACP" sign needs to be posted on the HVAC/Fire Alarm door. (Sign/label should be a red background with white lettering).
- Loose wires hanging from the ceiling in the HVAC room needs to have a cover installed.
- Suggested we install two Stovetop FireStop/Auto Out dry-chemical fire extinguisher in a can. These are cans that attach to the underside of the stove by magnets. Powder is released if a fire breaks out and flames reach the FireStop/Auto Out. The sensors will detect a stove fire and the system will discharge a potassium acetate-based chemical for 90-seconds to ensure the fire is out.