##  **Minutes from Christ Our Shepherd Lutheran Church Council Meeting**

**Monday August 24, 2020**

**Members Present:** Don Livingston, Rick Burnett, Pastor Fritz, Pastor Miriam, Bernice Huie, Mike Oliver, Robbi Martin, Molly Breckling, Lisa Manthey, Sue Byers, Eric Jakubowski, Mark Bunker

**Guests Present**: Bob Spruck

**Members not present:** None

The meeting was called to order at 6:30 by Council President Don Livingston.

This meeting was conducted via Zoom video chat.

**Devotional**:

The devotional was given by Bernice Huie.

She talked about the amount of division in the world and America today, from political infighting, to racial and social justice issues, and how all of them can easily leave someone discouraged. Bernice cited several scripture versus that could offer hope.

-**Genesis 1:27** “God created humankind in his own image, in the image of God He created them; male and female He created them.” This shows that all people—black, white, man, woman, etc.—were created in His image. We are all joined together in Christ in an active unity.

**-Romans 12:4-5** “For just as each of us has one body with many members, and these members do not all have the same function, so in Christ we, though many, form one body, and each member belongs to all the others.” This shows that we are one body in Christ, and that the weaver can use all of us together to weave a rich, beautiful human tapestry with all our uniqueness, experiences, etc. A tapestry made from just one fabric is dull; only through intertwining multiple varied fabrics (lives) can the beautiful tapestry of humankind be created.

**Pastor Reports:**

Pastor Fritz:

-Pastor discussed three main topics in addition to his written report.

1. Ingrid Hudson has agreed to serve as the interim Director of Children and Family Ministry.

2. He also discussed the push to start streaming both our contemporary and traditional services. The staff is looking at the costs for procuring all the equipment needed to make that happen.

3. Lastly, he discussed some personnel assignment issues, including possibly moving Bill Porter from Director of Connecting Ministries to a newly created Director of Worship Technologies (not 100% on the exact title). Bill has an expertise and passion for moving COS forward with creating high-quality online worship productions and would be a natural fit to this position. That would create, however, a vacancy at the Connecting Ministries position; Fritz highlighted some of the discussions going on now with the Personnel Committee to allocate hours (funding) to each of these positions. Expect a recommendation to council in September.

Pastor Miriam:

-Pastor relayed her excitement as well for Ingrid Hudson to come aboard. She also mentioned that Ingrid is a middle school teacher with a Masters degree in Education. Married with 2 young children, she already knows several parents of the children she’ll be responsible for and she can relate to them as well.

-She has completed calculating the funds required to purchase equipment to replicate our current online contemporary worship production capability with one in the sanctuary for traditional services as well.

-She mentioned that David’s recovery from knee surgery is progressing well, and that he will most likely return to worship services on August 30th.

-She highlighted Mark Bunker’s efforts as the new Treasurer and has enjoyed seeing his new perspective and efforts on our finances.

-Finally, she relayed personal information about her daughter-in-law’s journey through cancer and her optimism during this tough time.

**Congregational Governance:** Bob Spruck

-Bob was asked to examine COS’s overarching governing documents and update them to be in compliance with ELCA and synods mandates and recommendations. Bob spoke for about 30 minutes, informing council on his efforts to bring COS up to date. It’s been 10 years and 3 ELCA national assemblies (2013, 2016, and 2019--each one produced an updated model constitution for member congregations to adopt) since COS has updated our files. Bob spent considerable time researching each document and incorporating all the updates from each of those assembly meetings.

-Bob clarified some verbiage, citing that the constitution was the core document, and that by-laws and continuing resolutions were local modification to the ELCA master document. The only difference between the two were that continuing resolutions could be decided and agreed upon by the council alone, while by-laws required both council and congregational approval.

-Overall, Bob identified 141 modifications/updates that should be incorporated into our local constitution and by-laws. Of these, he felt only 1 required council action to complete.

-Through his efforts, Bob has reformatted our local documents into an easier to read format. He has also created a “quick-reference” guide that identifies every section of our constitution for easy look-up of information.

-Following Bob’s presentation, Don Livingston identified next steps at having 2-3 council members volunteer to take an in-depth look at the documents, consider each of the modifications that Bob has recommended, and consider further additions or modifications as seem appropriate to update the document so it reflects how COS actually operates today.

**Financial Report:** Mark

-Mark presented the July financial report and answered several questions pertaining to it.

-He also emphasized that he has been spending most of his time as treasurer thus far either still attempting to get his name recognized by our bank as the official account manager (instead of Kevin Hawkins) or to understand the 38 various designated funds that COS currently maintains. He mentioned that our financial governing documents only mention 5 designated funds. He is looking at ways to clean-up and streamline our accounts.

-He reported that he was able to finally able to acquire from the relevant financial institution the benevolent funds left to COS by a member that has passed away and had named COS in her Will. These funds, designated for worship and music, were substantial ~ $120k!

-Finally, he mentioned that Steve P. was doing an amazing job in his role as our new accountant.

**Communications:** Don

-Website traffic is trending upward. Now that we can access our online worship services directly through our website rather than going to fb or youtube, the numbers should improve even more.

-Next step is for additional website updates.

**Facilities Maintenance Team:** Lisa

-A motion to hang a new sign inside the camp store at the Palmetto Road location was made by Don and seconded by Rick. The motion read:

 *Council approves the request to procure a sign for placement inside the Palmetto Road camp store in recognition of the support offered to complete renovations in the building. The sign will read “Christ Our Shepherd’s Cross Ministry, Equipment donated by Ron and Ann Bowman.*

 The motion passed unanimously.

**Personnel** Molly

-The Personnel Team nominated several COS members to form an audit committee. In accordance with the COS constitution, council must approve. Therefore, Bernice made and Mike seconded the following motion:

 *COS will for an Audit Committee for the period from September to December 2020 in order to develop the policies and procedures for conducting an audit of COS. The committee will be chaired by Dave Pfundt, with members Minka Fulton, George Pilch and Franz Mendez.*

 The motion passed unanimously.

**Administration**

-IT team. Eric mentioned that the IT team and COS moved forward with changing over our IT servicing from Liberty Tech to Integritek. The staff has been happy with the move thus far, although several hurdles still remain. The most pressing of which is the fact that our phone system is basically inoperative because messages can not be left, forwarded or retrieved on our voicemail system. The IT team is exploring remedies to the problem and will implement one of them in the coming month.

-Conference room technology. Eric relayed that the new conference room computer and point/tilt/zoom webcam were installed and fully functional. Eric has created a “How To” guide and labeled all the remotes so anyone can operate the system.

**Two Sparrows Village**

-Don headed a short discussion on the report by Chip Beard on TSV’s recent activities. TSV has met with the leadership of the Christian City Rehab Center in Union City and the two entities are developed several exciting possibilities moving forward. Christian City wants to develop developmentally disabled services and sees TSV as essential to that goal. Christian City will give TSV a house for use that has room for 4 young adults and a host family. Directly behind the building is the Christian City Rec Hall that would be available to TSV. Government grants and other funding streams are being explored to complete the required renovations. If this initial experience goes well, there is the possibility for development of some of the 200 acres of undeveloped land at Christian City for additional TSV housing.

TSV is modifying their overall vision to one that includes housing at Christian City and a day-camp like development at Palmetto Road. This would significantly reduce the amount and density of development at the COS property, with the evolving plan now looking toward a community center, possible therapeutic pool, and a couple other buildings only. TSV is hoping that this update will lead to better acceptance of their plans by neighbors, as well as an easier annexation process with the town of Tyrone.

As TSVs vision becomes clearer, the council still owes the congregation an update and opportunity to vote on any future development of Palmetto Road.

**Worship Services Moving Forward:** Don

-Don led a discussion about COS’s weekly worship opportunities, in an attempt to consider the amount of effort the COS staff is expending to making each of the services happen. Currently 5 opportunities exist each week: In-person Sunday traditional, online Sunday contemporary, Wednesday fb live, Wednesday in-person at Palmetto Road, and Friday Fellowship via fb live. The staff is exploring the option of beginning a Sunday online traditional service as well, assuming we can acquire both the equipment and volunteers needed to produce the broadcast.

Given the current Covid infection rates and trends, council is comfortable with all current services continuing. While the Sunday online traditional service is also being looked at because it will be filmed during the in-person service and not require significant additional staff effort, no other worship times (Sunday 8:30am, etc) will be considered for now.

**COVID Exposure Policy**

-In light of a member recently testing positive for COVID-19, it became readily apparent that COS needs a policy for how to handle future Covid positive findings within the congregation.

-The intent of the policy will be to address notification requirements, potential increased cleaning required, and affects upon future in-person activities at COS locations, among others.

- Eric will head up quickly developing a policy document that considers CDC and local guidance for how to manage Covid positive cases within COS. The goal is for something to be developed by September 1st.

The meeting was adjourned by Don. We remotely closed with the Lord’s Prayer together.

The next regular monthly council meeting will be Monday September 28th..