

## Peace Lutheran Church Leadership Council

### Meeting Minutes – May 8, 2018

In attendance: Peggy Bizjak, Chris St. Germain, Crystal Pariseau, Jennie Carter, John Voight, Tom Czelusta, Chris Engel, Shannon Hofer, ElizaBeth McCay, Elizabeth Stevens, Vicar Melissa Woeppel, Sue Mueller, Jon Williams, Pastor Lauren Miller. Absent: Doug Price.

Prior to agenda discussion, we recognized Peggy Bizjak and Chris St. Germain for their service on Leadership Council. After cake, highs and lows, and devotion by Vicar Melissa, Peggy and Chris were dismissed for the remainder of the meeting.

1. Election of officers: Nomination, second, and unanimous approval votes were given for John Voight as president, Jon Williams as vice president, and Sue Mueller as secretary.

2. Other positions: Nomination, second, and unanimous approval was given for ElizaBeth McCay to be the Personnel Committee representative. Elizabeth Stevens was appointed as the Policies and Procedures leader and Crystal Pariseau as Communication leader.

3. Review and approval of minutes

Edits and corrections were offered to the April minutes, and the edited version was unanimously approved. We also reviewed and edited the minutes of the May 6 Annual Congregational Meeting.

4. Pastor's report

- ❖ Attended two continuing education events: TomTom Festival workshops on communication, and leadership were helpful and relevant; Women's Clergy Circle retreat in Richmond.
- ❖ Staff reviews are complete, except for Noel's which will be done soon. Personnel Committee was involved with reviewing the outcomes.
- ❖ VBS planning has begun, and we have great leaders. VBS Art Camp will be July 9-13, 2018.
- ❖ There has been an increase in the need for pastoral care in the past month. There is a small team of members who help as needed (Ruth Poole, Diane Strait, Doug Price, and Sandy Wisco)
- ❖ Met with Bishop Humphrey to discuss expanded ministry opportunities in Charlottesville.
- ❖ Synod Assembly is June 8-10. Our voting representatives are David Pedrick and Alli Beck. Also attending are Pastor Lauren, Vicar Melissa, Pastor Sandy Wisco, Doug Price, and Peggy Bizjak.
- ❖ Will attend part of the SW VA mission trip in June.
- ❖ Vacation May 25-28. Vicar Melissa will preach and Pastor Sandy will preside at service 5/27.
- ❖ May 20 is the first day of Pentecost. Grace Kohler will be confirmed at the 9am service; reception to follow; we will have senior recognition day at the 11am service.
- ❖ Thank you letters received from CMO recipients, All Blessings Flow and Lutheran World Relief.

5. Vicar's report

- ❖ Assisted with pastoral care, including one home visit this month.
- ❖ Earth Day celebration was held on 4/22. Vicar planned and participated in worship, led the planting of the Peace Pole on our property, and led a nature hike for the children.
- ❖ Attended the Women's Clergy Circle retreat in Richmond with Pastor Lauren.
- ❖ Planning the opening worship service for the Synod Assembly on June 9.
- ❖ Chosen to represent her Seminary at Hein-Fry Book of Faith Challenge to be held at the seminary in Chicago. This was an honor to be selected. Vicar Melissa and Pastor Lauren will attend. The project she chose came out of discussion about the ELCA Social Statement and how we think about women in justice. Vicar Melissa is planning Bible study and discussions on Wednesday evenings May 30, June 6, 13, and 20 at Peace. All are encouraged to attend.
- ❖ Will attend the Festival of Homiletics (preaching) on May 21 in Washington, D.C.

## New Business

### 1. Finance Update (Chris and Tom)

April was a very good month with 42K of income from offerings; there were 5 Sundays and Easter, which contributed to this. Expenses are stable. We were up \$14K for the month and \$5K for the YTD. We have \$24K in our checking account, which is an improvement from earlier in the year; we would like to have 1-2 months of operating expenses in our checking account, which would be \$30K - \$60K, so we will work toward that. There is \$31K in designated accounts. Cash flow continues to be a concern and the Finance Committee will continue to update the congregation through the Spirit of Peace bulletin and e-zine. Income statements and balance sheets get posted monthly on the bulletin board in the narthex.

The Intern Fund received \$2175 in the past month, including an outside donation of \$25 from a member of Lutheran Family Services, who read our website and wanted to support our vicar.

We received a \$500 donation from one of our members for a new Clavinova. Council is aware of the failing instrument; the cost of a new one is \$5000. There are no plans currently for a capital campaign, and this cost was not placed in the 2018 budget.

E-giving in the new church software, Realm, is now live. Email invitations with a link to set up an account will go out in September to the entire congregation. Current e-givers can update their accounts now. The new Realm software is much better, easier, and can do things we could not do in the past, such as set up more than two designated accounts; e-giving will be easier and will allow viewing and printing of giving history, etc. The Finance Committee plus John Voight, as Stewardship chair, and Peggy Bizjak, as council president, met to discuss the new software.

### 2. Congregational Meeting Debriefing

Impressions of the outcome of the Congregational Meeting on May 6 were discussed. Conversation revolved around our process when considering major proposals, such as the worship time change, and the benefit of having information in advance of the meeting when a vote is required so that all members feel prepared to make a decision. Communication with the congregation continues to be a priority, but doesn't always work as planned; we discussed ways to improve this. 65 members were present at the meeting, which was good. One glitch was that the transition from the old software to Realm left a few members off the sign-in sheet this time; names were just written at the bottom of the list. This should not happen in the future when we are fully on Realm.

### 3. Review request by Light and Salt Korean Presbyterian Church

TR Altizer's (member) wife attends Light and Salt Church. They are looking for a new place to worship on Sundays at 2pm. We are in conversation, although they may have found a place.

### 4. Review job description for Pastoral Associate

A job description was created by the Personnel Committee and presented to the council for review. There was a question as to whether this is an "exempt" position. Shannon and Jon will investigate and advise the Personnel Committee. The description includes 10 days of paid vacation annually.

As a note, our Constitution does not include the Personnel Committee, and it should be added. It was created as a continuing resolution many years ago. According to the Policy and Procedures Manual, the Personnel Committee is responsible for creating job descriptions; the Council creates positions and approves pay scales. Council does review job descriptions to ensure they comply.

### 5. Set future council meeting dates and council/staff retreat dates

Council meets on the second Tuesdays of each month, except when conflicts occur. Dates for meetings for the rest of the year were chosen: June 5 (devotion John Voight), July 17, August 14, September 11, October 9, November 13, and December 11. Devotions will be scheduled by alphabetical order starting in July.

The annual council retreat was discussed. A Doodle poll will go out soon to choose dates and a venue.

The meeting closed with prayer by Vicar Melissa.