

Faith Lutheran Church  
Board of Directors Minutes  
March 16th, 2020

**Present:** Pastor Biermann, Bruce Trevithick, Marcia Gauthier, Matt Guinn, John Crawford (via phone), Jennifer Hocken, Sam Siegel, Laura Mulligan, Scott Hans, Suzanne Perreault (via phone), Stephany Hall, Alicen Dub, Cindy LaFontaine, Ken Deutsch, Pastor Scott

**Absent:** Andy Priestap, Laurie Crawford

*\*\*Special Circumstances: COVID-19 orders in place. Special agenda as of the afternoon of today, March 16<sup>th</sup>, 2020.*

Meeting was called to order at 7:01 p.m. with an update from Parish Nurse, Christie Hansard, regarding COVID-19 presented by Pastor Biermann. Devotion and prayer from Pastor Biermann followed. From Psalm 56, Pastor reminded us that the Lord is present, He is with us and He is our greatest comfort. We should try to use this as a time to be a light in the world. Faith is not closed! We will be out there.

**Secretary's Report:** Marcia Gauthier

- Minutes from the February 2020 meeting were presented and reviewed. A motion to approve the minutes was made by John, seconded by Laura. Motion was passed.

**V. P. Finance & Stewardship:** John Crawford

- Stated that there is approximately 4.5 to 5 months operating cash on hand.
- We will probably experience reduced programs during this time which will result in a decrease in income. Suggested that each board chairperson watch their budgets closely.
- Talks will take place with Marge regularly to monitor budgets carefully.
- Memorial and Restricted Funds may be available.

**COVID-19 Discussion and Response:**

- We will have service only on Wednesday, March 18th with no worshipers - Pastors, organist or pianist, and tech person only will be in attendance. All other activities in the building will be cancelled.
- Should services be livestreamed or taped?
- Services will take place at 12:00 p.m. on Wednesdays and 10:00 a.m. on Sundays and then posted for viewing anytime after that.
- No Communion will take place.
- We may have a Sign-Up Genius available for upcoming services and members could sign up to attend since we have to keep attendance to a minimum. We will let the congregation know via Facebook, email, Faith's website and the marquee.
- We can use music from the hymnal for the recorded services, however, no contemporary music will be used due to licensing regulations.
- There will still be a children's message. Both Ken and Scott commented on how valuable Joel's messages have been and how important it is to continue these during this difficult time.
- The Pastors will post on Facebook too to keep all informed.
- Information for children of all ages should also be made available.
- Joshua Cupp, who is an Elder, has offered to visit Faith members hospitalized at Ascension Genesys if needed. Currently, no visitors are allowed. However, he is on staff there and has offered to assist.

A motion to approve the changes to the way we will worship at Faith starting March 18<sup>th</sup>, 2020, due to COVID-19, was made by Stephanie, seconded by John. Motion was passed.

**Pastor's Report/Discussion:** Pastor Biermann

- The parochial report was distributed and the board was asked to review it on their own.
- The office staff will be working as much as possible from home.
- Cleaning and disinfecting should be done after using equipment in the office.
- The church office email and phone will still be answered remotely.
- A "closed" sign will be posted on the doors, marquee and Facebook, and an email will be sent explaining the closure.
- How can we support our members?  
Scott asked if there is a plan to connect with each person in an Elder's zone? Matt suggested that he will ask the Elders to reach out personally to the members. All members should be reminded that the pastors are available, email should be checked regularly, and that there are a variety of tithing options and worship opportunities. Stephanie suggested that the Board of Directors could help with this effort. With approximately 550-600 membership households each Elder would have 30-40 to contact.
- Suzanne asked about having funerals at Faith during this crisis. If there is a need for a funeral service, Faith will have to work with the funeral homes to follow COVID-19 guidelines.
- Digital Portals of Prayer are available through Lutheran Hour Ministry.
- Will we provide the yearly Easter dinner baskets prepared through Social Ministry? Many stores are sold out of the desired food items and more people are expected to need food. Should gift cards be provided instead? The details can be shared through Faith Happenings and the final decision will be made after we see what the need is.

**President's Report/Discussion:** Bruce Trevithick

- Capital Campaign discussion - Bruce suggested we suspend the Capital Campaign (for new carpet and fixing the parking lot) indefinitely in light of the current economic situation. A motion to approve suspending the Capital Campaign indefinitely was made by John, seconded by Laura. Motion was passed.
- Nominations and Elections – If there is an equal amount of nominations for open positions then we may not need to have voting. We will continue to ask for more nominations through Faith Happenings and possibly publish the bios in an email. Pastor suggested that if there is more than one candidate for each position then one could assist the other. Matt noted that there is still a need for four (4) more Elder nominations. There is also one position still open for the Board of Congregational Ministry.
- Pastor noted that BCM and the Elders do not need to meet during this time. If they choose to meet virtually, notes can be minimal.
- Future meetings may take place through Skype, conference calls or another format.

**V. P. Salary & Personnel:** Scott Hans

- See attached letter to the congregation regarding financial challenges during COVID-19.
- Since preschool is cancelled until further notice all families who paid March 2020 tuition in full will have 25% of it posted to April's tuition bill. If the church closure continues after April 6<sup>th</sup> (end of spring break) decisions will be made accordingly. When seeking input from other churches in our area, most preschools are not reimbursing for any tuition.
- All preschool staff will have the opportunity to report to work during the weeks of March 16<sup>th</sup> and March 23<sup>rd</sup> to work up to 50% of their hours. The work would include prepping for the rest of the school year and would be done independently.
- It is questionable as to whether the preschool teachers could file for unemployment or not. It would most likely result in less than 50% of their current pay. Suzanne asked if keeping them employed at normal wage is a possibility.

Matt made a motion to support the financial plan for compensation of Faith's preschool teachers and assistants, as presented by Scott, and to provide credit for tuition to the families of the preschoolers. Motion was seconded by Sam. Motion was passed.

**OTHER BUSINESS:**

- Pastor Scott reminded us, just as we learned in confirmation from Luther's Small Catechism, that this is a perfect time for the head of the household to lead lessons.

Closed with prayer from Pastor Biermann. Meeting adjourned at 8:26 p.m.  
Next meeting is 4/20/2020 at 7:00 p.m. in the library (if allowed due to crisis).

Respectfully submitted,

Marcia Gauthier, Secretary