

Faith Lutheran Church
Board of Directors Minutes
September 21, 2020

Present: (Zoom) Pastor Biermann, Bruce Trevithick, Sam Siegel, Scott Hans, Matt Guinn, Ken Duetsch, Heather Vance, Sarah Palmer, Krissa Zander, Marcy Montez, Jenny Mervyn, Laurie Crawford, Phillip Whitmer

Guests: None

Meeting was called to order at 7:04pm with devotion and prayer led by Pastor Biermann. Read to us from Hebrews, Chapter 12, Verses 5-7 and verse 11. In summary: The Lord cares enough for us that He chastises us when we are foolish and He warns us and gives us His commandments, saying do this, this is what is good for you. And when we care for others we pass along the guidelines of the Lord rather than our own simple feelings. We pass along the goodwill of the Lord. This holds true as well in the administration of the church that policies are not always welcome but if we truly believe that they are done in alignment with God then that is our obligation. Our obligation to ensure that others do not harm themselves through our leadership. That we need to keep this in mind as a Board that decisions will not always be the easiest or most favorable but that the safety of our congregation is of utmost importance and that we seek God's blessing and guidance. Overall we are seeking to follow the way of the Lord, out of love for our Faith family, out of love for the kingdom of the Lord, and out of love for the Lord himself.

Secretary's Report: Phillip Whitmer

- Minutes from the August 17th meeting were presented and reviewed. Added Laurie's name in attendance which had been overlooked. Ken Duetsch made the motion to accept with correction as noted. Supported by Marcy Montez and the motion was passed.

Pastoral Report/Notes: Pastor Biermann

Keeping better track of attendance

- Parochial Report had been distributed in advance.
 - Pastor stated that we are doing a better job of tracking attendance through the sign-up and ushers' notes. Obviously not what it was at this same time as last year but respectable given current circumstances. Especially the Wednesday evening services.
 - Highlighted other aspects of the report.
- Been making calls to the congregation for those not seen or heard from for some time. Pastor Scott has been making the majority of those calls. Pastor Biermann has been making calls to those that he has learned would like to talk about a particular subject/concern.

- Has installed two new pastors as part of his duties as the Circuit Visitor. Also helped one congregation through a crisis and guided another in the “calling” process.
- Attended a District meeting last week as they prepare for the election of a new District president hopefully next summer. Nomination for that will need to come from the congregation in our Annual Congregational meeting in January. Board will need to make a recommendation for this position to the congregation and this will need to happen by the January meeting of the Board
- Circuit visitors from the District will be meeting live on Wednesday/Thursday of this week in Boyne City to cover a myriad of topics
- Question regarding plans for the annual forum was raised – Pastor responded that it would depend upon what we are allowed to do at that time. Possible subject could be where we have been this past year and where do we want to go in the year ahead.
- Bruce asked if there was anything further that the board could be doing to help members of our congregation who are struggling right now. Pastor replied that we need to keep on talking to anybody that we see and give them a call. Also give him a call if we become aware of someone that needs a call from the Pastor.
- Pastor informed us that they have been working on following the COVID action plan, which Alicen Dub has had a large part in developing, should there be a case of COVID come up in their midst or even the potential. The plan has come into play with the preschool and the staff worked together to inform all parents concerned with a letter to all. Feedback from parents was positive. Pastor stressed that it is important to follow the plan...which would have avoided some of the situation within the preschool. Safeguards are in place that are working well.
- Scott asked Pastor to explain why it is important to continue with the protocols put in place to deal safely with the COVID-19 and the congregation coming together in worship. Pastor stated that we are following the governor’s plan and that we are using the exception allowed for churches gathered in worship. Otherwise, six feet minimum for distancing and masks. Similar exception applies for preschools and other activities that are providing a service to families. We are following the government’s recommendations as closely as possible while at the same time being able to preach the gospel. Pastor provided direction on how to deal with the media should they ever learn that someone within the church or preschool has tested positive.
- Laurie asked how many people within our congregation have tested positive overall (not just from attending church). Pastor replied about a half dozen. Doesn’t account for possible cases from early on or where a parishioner has chosen not to share.

President’s Report: Bruce Trevithick

- Read a card received from Christie Hansard thanking the board for its financial assistance for her training and education.

V.P. Property & Maintenance: Sam Siegel

- Had to remove a pine tree (1 of 3) from the memorial garden due to disease
- Roof leaks patched at this time. Company coming out 9/22/20 to do a roof analysis
Possibility of having to put a new roof on, in certain areas, in the future
- There were no questions for Sam at this time.

V.P. Salary & Personnel: Scott Hans

- Nothing additional to share regarding the preschool as Pastor had pretty well covered it
- Following up from last month's board meeting considering an update on health care.
Does have the information but did not get it into a format that he could share with the board at this time. Will bring it back to the board in October. Changes basically driven by deductibles to the called staff
- No further questions were raised for Scott at this time

V.P. Finance & Stewardship: Ken Duetsch

- Talked about the ADP payroll system. Just received a copy of the contract. Cost will be approximately \$4500 a year plus \$200 to do the tax reporting at the end of the year. Question posed by Bruce as to whether the cost was budget neutral or what effect this would have. Ken wasn't able to answer directly but it was agreed that for what this is taking over that the cost is justified. Motion was made by Ken to move forward in executing a contract with ADP which will handle the payroll for the church at an approximate cost of \$4500/yr. Sarah supported the motion. Motion was approved.
- Recent teller errors concerning the deposits were discussed. Ken to investigate further and will report back at the next meeting
- Ken attended a Gift Planning seminar and stated that the bottom line is the number of resources that we have available through them with education for the congregation being one of the resources that Ken highlighted
- Reviewed the financials with us. New form/report was introduced that gives a quick glimpse at the church's overall income, expenses and net income for the year. Cash on hand chart also included which has eliminated or no longer includes the endowment fund. Ken reported that we are currently \$43,000 ahead of budget
- Suggested that going forward a breakdown for the individual boards as to where they started the month and where they ended it. Will especially prove beneficial as they prep for next year's budget.
- Marcy requested the details of what has passed through her account be made available. Ken stated that he has access to that and will get those details to her. Bruce stated that it would probably be beneficial for all chairs to have that detail for their board and Ken said he would try to get that out next week for everyone. Pastor reviewed the required budget timeline that has to be met. Scott suggested that it would probably be beneficial if they also had the figures for 2019 as well.

Board Reports & Requests:

Elders: Matt Guinn

- Met with the Elders last week
 - Talked about member contact at the meeting. Requested that the board members also reach out to those that maybe they haven't seen as of late or are aware that they are going through something challenging.
- Announced that they are now down two elders with the departure of David Mulligan. Would like to bring the elders back to twenty-four in the event the church is able to return to full services or if the number of services increases. Also more importantly that the congregation is currently under represented with the team being down.
- Emergency Action Plan is being put together and should be ready for presentation to the board in October.

Outreach & Evangelism: Sarah Palmer

- Did the car wash; went well but was cold and numbers were down
- Pumpkin handout is planned. Will include a decorating kit and information about the church
- Going to assist BCM with trunk 'r' treat
- Looking to do more around the Christmas season but at this time is not prepared to elaborate
- Pastor shared with Sarah that the Franklin Avenue Mission is adding another arm of outreach called the "Luke 52 Project". Involves up to thirty-two churches that will support a portable medical facility. Facility will start servicing the Franklin Avenue Mission soon for approximately twice a month. Commitment is for the next twenty years. Annual cost is approximately \$4500 which would be shared by all churches involved. Faith has committed to providing \$150/year toward this.

Worship: Laurie Crawford

- Altar guild director, Linda Robinson, is concerned about who is cleaning up after the Wednesday evening service in that some things are not being done completely. Matt stated that the elders are supposed to be doing most of it. Laurie will clarify with Janet Phelps as to whether she will she be available to clean up after Wednesday Communion or should the elders continue to do so.
- Altar Guild is meeting November 7th. Laurie stated that they think they know what is going to take place during the holidays but requested that whoever plans the services let the guild know. Has confirmed through Emily Craw that Wednesday evening Communion will continue through advent. Pastor confirmed that as well and indicated that any changes would be communicated to Laurie through Emily.

- Laurie inquired as to how they could tell how many had signed up for a particular service. Pastor let her know that anyone can go to “Signup Genius” and see who and how many have signed up to attend. Can use the link from the Faith Happenings newsletter to access. Matt requested that a minimum of four trays be available for logistical reasons
- Laurie asked if there was interest in having a Poinsettia sale for the holidays. Pastor responded that four to six nice plants would be good, similar to Easter, or if there was someone who wanted to organize the sale that would be fine as well.
- Laurie asked Sarah if she had received a copy of the constitution outlining her role and duties for Outreach and Evangelism. Sarah stated that she did not think so. Laurie suggested that it might help her. Bruce to insure that everyone receives a copy of the current constitution.

Youth Board: Jenny Mervyn

- Two get togethers planned.
 - October 3rd will be a Nerf War planned for outside the church. All ages welcome.
 - October 10th will be a scavenger hunt
- Tony Crow got some of the high school boys together last month at the Hot Dog stand and then took it to the Physicians park for fellowship. Spent several hours there and the guys really enjoyed it.
- October 11th a parent/youth forum is planned with the emphasis this quarter on ‘how can we help your family’? Another forum is also planned for November for those unable to attend in October. Matt wanted to know if any other board members would be present at the forums – Jenny replied that all are welcome, that Joel Zander will be there as well as several of the youth board members. Forums will be virtual.

Communication & Publicity: Krissa Zander

- Shared the links for worship signup in the chat room (zoom)
- Will help Sarah with the promotion of pumpkin palooza
- Suggested a backup plan be put in place for when the live “online” service goes down. Pastor suggested that if the online goes down on a Sunday that pulling the viewers back to the Wednesday service would be a good alternative. That she should talk to Alicen and Emily and work with them.
- Assisted others in working through problems with Facebook

Congregational Ministry: Heather Vance

- BCM board met on September 14th
 - Reviewed two scholarship applications at the meeting
 - Hannah Doyle for a full year in the amount of \$1,000
 - Hannah Biermann for the Fall in the amount of \$500
 - BCM approved both requests
 - Heather now bringing the scholarship requests to the board for discussion and vote.
 - During discussion Scott reminded the board that somewhere in the past the board had already developed a written policy that addressed the process for receiving and approving scholarship requests.
 - Motion made by Heather seeking \$1,000 for Hannah Doyle (\$500 for each semester) and \$500 for Hannah Biermann in support of a scholarship request for the 2020/21 school year. Motion was supported by Marcy and passed unanimously
- Have already started their budget process for the next fiscal year
- Trunk 'r' Treat is scheduled for October 23rd Drive through format currently being worked on

Social Ministry: Marcy Montez

- Three activities coming up in the next few months. Thanksgiving baskets, The Christmas baskets and the Angel Tree
- Marcy's question is how do we envision the baskets being given out?
 - Usual format is setting them up in the gym
 - Sarah suggested a "curbside" delivery where they would pull up to the Church and we'd take that basket out to them. Pastor suggested using door 1S which is the door with a canopy.

Roundtable & Announcements:

No other issues were presented

Closed with prayer from Pastor Biermann. Meeting adjourned at 8:39pm

Next meeting is October 19, 2020 @ 7:00pm via ZOOM

Respectfully submitted,

Phillip W Whitmer