

*We are a community of all ages gathered by God's grace
for worship, learning, loving and service to all.*

**MINUTES - Good Shepherd Lutheran Church Council Meeting
Sunday, April 16, 2023**

Present: Pastor Andrew Isenhower, Vicar Laura Henrickson, Ed Woodward, Anna-Marie Plyler, Becky Shealy, Carole Sox, David Lucas, Debi Powell, Heather Gilbert, Jan Haigler, Jason Fowler, Mike Weaver, Suzanne Sanders

Absent: Amy Kemp

Call to Order and Devotion: President Woodward called the meeting to order at 6:34 p.m. Anna-Marie Plyler gave the devotion and offered prayer.

Adoption of Agenda:

1. Approval of the April 16, 2023 Council Agenda. Motion to approve the agenda by Mike Weaver, second by Debi Powell. A voice vote was taken. Agenda was **Unanimously Approved**.

Adoption of Minutes:

1. Approval of the March 19, 2023 Council Minutes. Motion to approve the minutes by Suzanne Sanders, second by Becky Shealy. A voice vote was taken. Minutes were **Unanimously Approved**.

Attendance for March, Holy Week and Easter Sunday

Sundays

<u>2023</u>	<u>9:30</u>	<u>SS</u>	<u>YouTube</u>		<u>2022</u>	<u>9:30</u>	<u>SS</u>	<u>YouTube</u>	<u>Total</u>
3/5/2023	100	48	34		3/6/2022	87	29	22	87
3/12/2023	75	37	33		3/13/2022	84	34	22	84
3/19/2023	114	51	25		3/20/2022	100	42	38	100
3/26/2023	100	45	28		3/27/2022	93	43	22	93
Average	97	45			Average	91	37		91

Ash Wednesday and Wednesday Lenten Services

<u>2023</u>	<u>12:00</u>	<u>7:30</u>	<u>Total</u>		<u>2022</u>	<u>12:00</u>	<u>6:30</u>	<u>Total</u>
2/22/2023	42	39	81	2023 Ash Wed YouTube 41*	3/2/2022	40	58	98
3/1/2023	19	20	39		3/9/2022	12	21	33
3/8/2023	33	13	46		3/16/2022	13	18	31
3/15/2023	22	15	37		3/23/2022	12	17	29
3/22/2023	26	14	40		3/30/2022	17	13	30
3/29/2023	18	14	32		4/6/2022			
Average	27	19	46		Average	19	25	44

* Ash Wed: the only Wed. service streamed

Holy Week

<u>2023</u>	<u>7:30</u>	<u>You Tube</u>		<u>2022</u>	<u>7:30</u>	<u>You Tube</u>
4/6/2023	54	28	<i>Maundy Thursday</i>	4/14/2022	49	
4/7/2023	46	23	<i>Good Friday</i>	4/15/2022	62	
Average	50			Average	56	

Easter Sunday

<u>2023</u>	<u>7:00</u>	<u>9:30</u>	<u>You Tube</u>	<u>Total</u>		<u>2022</u>	<u>6:30</u>	<u>9:30</u>	<u>You Tube</u>	<u>Total</u>
4/9/2023	46	148	36	194		3/2/2022	63	144	38	207

Note: YouTube numbers reflect number of views, not number of people viewing.

Total Membership 12/31/2022: 594

Total Active Members 12/31/2022: 293

Current active membership at the time of the March 2023 Council Meeting: 292

Members Added since the March 2023 Council Meeting: 0

Members Removed since the March 2023 Council Meeting: 2

Rachel Pedersen: Death

Bill Jordan: Death

Current active membership at the time of the April 2023 Council Meeting: 290

Reports:

1. Treasurer's Report: Written Report was submitted.
2. Financial Report: Written Report Submitted
3. Pastor's Report: Written Report was submitted at the meeting.
4. Vicar Laura Henrickson: Two Written Report submitted at the meeting.

Standing Committees:

1. Communication – Carole Sox: Written Report Submitted.
2. Evangelism Committee: Jason Fowler: Written Report Submitted
3. Finance Committee – David Lucas: No Written Reports Submitted.
4. Gifts Committee – Ed Woodward: No Written Report Submitted.
5. Learning Committee – Heather Gilbert: No Written Reports Submitted.
6. Parish Life Committee – Debi Powell: Written Report Submitted.
7. Property Committee – Mike Weaver: Written Report Submitted.
8. Social Ministry Committee – Suzanne Sanders: No Written Report Submitted.
9. Worship Life Committee – Becky Shealy: Written Report Submitted.
10. Youth & Children Committee – Amy Kemp: No Written Report Submitted.

Old Business:

No Old Business

New Business:

1. Attendees to the Synod Assembly in Columbia, SC on June 8 – 10, 2023:

Attendees will be: Pastor Andrew Isenhower, Vicar Laura Henrickson, Jan Haigler, and David and Karen Lucas. Three persons under 30 years of age were suggested to attend: Eric Whitlow, Trace Cannon, Brock Tollison.

2. German Christmas Market:

Jason Fowler reported that the Evangelism Committee had interest in hosting a German Christmas Market at Good Shepherd. The market would be a smaller version of Columbia's Soda City Market. Vendors would be invited to set up a booth to sell their products/crafts, etc. The Council seemed receptive to the idea. President Woodward gave Jason the name of someone who was familiar with the City of Forest Acres permit process. He suggested that Jason check with that person first before doing more research and planning.

3. Thrivent Funds

Jan Haigler, Treasurer informed Council that non-earmarked Thrivent Funds had been dormant for several years. Ms. Haigler explained that anyone who has Thrivent investments can designate all or part of their dividends to Good Shepherd (either designated or non-designated). Treasurer Haigler suggested that the Council think of a use for these funds as they are meant to be spent.

4. Interview Confirmands at May Council Meeting.

Council was notified that our Confirmands and their families are invited to join Council at the beginning of the May meeting.

Petitions and Communications

N/A

The Pulse

From time to time the Council has discussed the subjects of Health Emergencies and Evacuation Plans during worship services as well as other church functions. It is clear that designated persons need to be trained on such things as how to use an AED (Automated Emergency Device) and CPR (Cardiopulmonary Resuscitation). Training should also be held on procedures for contacting 911, evacuation procedures during worship or activities in the FAB, etc. In order to train, we must first identify who the designated persons will be and train those who will provide the services. President Woodward suggested that this group take a lead from the POGS and be named FROGS (First Responders of Good Shepherd).

President Woodward suggested that the Executive Committee present a proposal outlining the formation of the FROGS and their definition of duties.

David Lucas made a motion to approve President Woodward's suggestion, second by Suzanne Sanders. A voice vote was taken. The motion was **Unanimously Approved**.

Executive Session

N/A

Adjourn:

Motion to adjourn by Becky Shealy, no second necessary. Motion approved. The meeting was adjourned at 7:39 p.m.

Respectfully submitted: Anna-Marie Plyler

Pastor's Report
Rev. Andrew Isenhower
April 16—May 16, 2023

Pastoral Acts

- No funerals
- No baptisms
- No weddings

Worship and Music

- I preached for 2 Sunday worship services
- I presided and led worship for 4 Sunday worship services
- I participated in worship planning

Education

- I have continued leading the mid-week bible study via Zoom
- I have provided Faith 5 resources each week for members and families
- I have continued teaching in-person Bible study
- I taught the Confirmation Sunday school class

Pastoral Care

- I made 6 in-home visits and 3 hospital/facility visits
- I have followed up with bereaved members and families
- I made 15 Pastoral Care phone calls

Social/Fellowship/Community Events

- I attended the Pathfinders Of Good Shepherd (POGS) meeting

Church Business

- I continued supervising our Seminary Intern
- I followed up with visitors to our congregation. Long-time visitor Sam Smith is joining the church!
- I attended the following committee meetings:

- Retreat planning
- Memorials
- Shepherd's Visitors
- Learning
- Music Director Search
- Social Ministry
- Evangelism
- Executive
- Worship Life

Synodical Business

- I am registered to attend Synod Assembly.

Continuing Education

- I met with my clergy colleague group. We meet once a month with a counselor to support one another and strengthen our ministries.

Self-Care

- I took time each day for devotional reading and prayer.

Respectfully submitted,



Pastor Andrew Isenhower

Vicar's Report
Vicar Laura Henrickson
April 1, 2023- April 30, 2023

Pastoral Acts

- No Baptisms
- No Funerals
- No Weddings

Worship and Music

- Lead and assisted six worship services.
 - o Palm Sunday service, Maundy Thursday service, Good Friday service, Sunrise Easter and 9:30 Easter services, April 16 Worship Service.
 - Preached on Maundy Thursday.
- Met with Jim Johnson for music/cantering.

Education

- Taught final Lenten Life Together Sunday School Lesson.
- Assisted and attended In-Person and Zoom Bible Studies.
- Taught the In-Person Bible Study April 11, 2023.
- Taught the Zoom Bible Study April 12, 2023.

Pastoral Care

- Visited an inactive congregation member in hospital for prayers about procedure.
- Made four Pastoral calls/texts.
- Made three Pastoral Care visits to two different GSLC members (April 17, 2023).

Social/Fellowship/Community Events

- Attended the Flowering of the Cross Event with members of the Evangelism Committee.
- Attended the Pathfinders of Good Shepherd Meeting and Luncheon on April 12, 2023.
- Sent correspondence to Anne Force about her advocate group/grief workshop, The Journey Ahead.
- Started Let's Check In Grief Support Group.
- Attended and assisted with the Wheelchair Ramp Ministry on April 29.

Church Business

- Attended the following committee meetings.
 - o Executive
 - o Communications
 - o Council
 - o Internship
 - o Shepherd's Visitors
 - o Learning

Synodical Business

- None for April

Continuing Education

- As part of the Internship Manual as set forth by LTSS, "Because of the intensity intended in the normal 12-month internship, both in terms of pastoral practice and in reflection upon it, additional graduate study for credits towards graduation requirements is not permitted during the intern year." - Lenoir Rhyne University- Lutheran Theological Southern Seminary, Internship Manual 2022-2023, page 19-20.

Self-Care

- Continued Spiritual Direction with Pastor Christi Pursey.
- Continued daily devotion and prayer.
- Continued Teladoc appointments with counselor via the TimelyCare App.

Respectfully submitted,
Vicar Laura Henrickson

Vicar's Report
Vicar Laura Henrickson
May 1, 2023- May 21, 2023

Pastoral Acts

- No Baptisms as of May 21, 2023.
- No Funerals as of May 21, 2023.
- No Weddings as of May 21, 2023.

Worship and Music

- Lead and assisted two worship services.
 - o Preached on May 14 2023.
- Met with Jim Johnson for cantering.

Education

- Taught two Confirmation classes back-to-back.
- Assisted and attended In-Person and Zoom Bible Studies.
 - o Taught the In-Person Bible Study May 9, 2023.
 - o Taught the Zoom Bible Study May 10, 2023.

Pastoral Care

- Visited with members at Wildwood Downs

Social/Fellowship/Community Events

- Attended the Pathfinders of Good Shepherd Meeting and Luncheon on May 10, 2023.
- Finished the Let's Check In Grief Support Group (Project) on May 7.

Church Business

- Attended the following committee meetings.
 - o Parish Life
 - o VBS Theme Planning Meeting
 - o Finance
 - o Evangelism
 - o Choir Rehearsal/Music Director Audition

Synodical Business

- None as of May 21, 2023.

Continuing Education

- As part of the Internship Manual as set forth by LTSS, "Because of the intensity intended in the normal 12-month internship, both in terms of pastoral practice and in reflection upon it, additional graduate study for credits towards graduation requirements is not permitted during the intern year." - Lenoir Rhyne University- Lutheran Theological Southern Seminary, Internship Manual 2022-2023, page 19-20.

Self-Care

- Continued Spiritual Direction with Pastor Christi Pursey.
- Continued daily devotion and prayer.
- Continued Teladoc appointments with counselor via the TimelyCare App.

Respectfully submitted,

Vicar Laura Henrickson

MINUTES – Good Shepherd Lutheran Church Communication Committee

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Meeting Date: May 11, 2023

Present: Carole Sox (Chair), Pastor Andrew, Don Caughman, Susan Sturkie, Karen Lucas, and Deborah Mitchell

Call to Order and Devotion: Call to Order by Carole Sox. Devotion by Pastor Andrew.
Call to order at 6:03 pm.

This meeting focused on reviewing and updating questions and tasks that had been discussed at earlier meetings. In addition, the updated Community Outreach List, the Photo List from the website, and the summer meeting schedule were also discussed.

Agenda Item 1:

Updates on Questions and Tasks from Previous Meetings:

1. Update on Website changes and implementation - *Deborah and Susan*
 - Some of the changes have been sent to Wade Wingard for implementation but this task is ongoing and additional changes will continue to be sent to him.
2. Update on Newsletter form and need - *Deborah and Michelle*
 - Michelle has been working on a solution and will meet with Deborah before the next meeting to implement and discuss further.
3. Revisit the portable sign option. Next steps? Memorial Fund?
 - Deborah gave Carole the sign proposal and Carole will follow up with Deb Embrey to see if funds from the Memorial fund can pay for the signs.
4. Budget breakdown of committee expenses – *Deborah*
 - Deborah passed along the expense report for the communications committee to Carole and it was verbally discussed with the members. Carole requested the committee members think about budget changes and additions which will be discussed at the August meeting.
5. How to handle members with failing eyesight who have requested church information? – *Karen*
 - Several options were discussed such as having those visiting read the newsletters or having a phone number people could call to hear a recording of the newsletter being read. It was determined that the need had to be addressed first. Karen will follow-up with the Dorcas group and Don will follow-up with the Shepherd's Visitors group for more information on those who may need this service. This will then be re-addressed.
6. Building Signage - *Carole*
 - Carole will follow up with Mike Weaver at next council meeting.
7. Any others?

- Susan suggested changing all scheduled times for meetings on the website to, “Please check the bulletin or calendar for meeting time information”. The committee agreed with this change.

Agenda Item 2:

Brief Discussion regarding the following attachments:

1. Updated Community Outreach List was distributed in email for all.
2. Website Photo Replacement List attached was sent to all members and discussed
 - Carole will now reach out to Eric Kemp, share the list, and see if he will commit to taking photos for us. We will address the photo selection in Nov. (giving him ample time to take a variety of photos – some of which he may already have to share.)

Agenda Item 3:

Discussion and Review of summer meeting schedule

1. Current schedule and options
 - Don suggested that the church council work to ensure that the committee meetings are not on the same days/times so those on numerous committees can attend all.
 - Carole will make this request at the next Council meeting.
2. Summer Meeting Schedule
 - Due to conflicts, we will not hold a June meeting, and Carole will poll the group in June to see if a July meeting is possible.

The meeting concluded at 6:40 pm.

The next Meeting is TBD (either July or August).

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**MINUTES- Good Shepherd Lutheran Church
Evangelism Committee Meeting**

Date: May 10, 2023

Present: Verna Sawyer, Pat Quattlebaum, Don Caughman, Jason Fowler, Pastor Andrew Isenhower, Vicar Laura Henrickson

Absent: N/A

Call to Order and Devotion: 6:00 pm. Devotion "Stewardship: Using Your Time and Talents" given by Jason and prayer given by Pastor Andrew

Notes:

Reviewed Actions regarding the Lenten Cross Activities. In general, all agreed that things went well but the Pastor is in charge of better weather next year on decoration day.

- Remind Joey that cross and cloth will come down for storage on May 18th, 2023 (Ascension)
- Thank you card and 8x10 Photo were delivered in person to DeLoache Florist-Sustain
- Ensure early contact and follow-up with DeLoache and other possible florists early next year
- Recommended that we try and leave the flowers up a little longer next year, weather permitting

Council Meeting Notes- Brief synopsis of what was discussed during April Council Meeting

Fall Festival- It was recommended that we establish contact with Communication and Youth & Children Committees in regard to this function to establish roles and see how we can engage. Evangelism Committee will be happy to participate, lead the charge, or whatever is needed

German Christmas Market- Evangelism Committee was informed that I brought this idea up at last month's Council meeting and was met with no serious resistance only support. As Communication Committee establishes contact info for Forest Acres, ensure we get a copy and engage community leaders as we plan. I personally reached out to Andy Smith at Forest Acres

City management about the idea and to see what permits are needed and await a return call. Unless a strong desire arises, the current plan is to try and bring this idea to fruition in December 2024.

Don Caughman provided a list of approximately 55 young people on the Church rolls (19 and under) and is taking the lead reaching out to those who are not so active with church right now via a nice card or note.

Discussed the three welcome letters that the Church has sent to visitors in the past couple of months and maintaining contact. One visitor signed the guest register at a funeral mistakenly and was a neighbor of the deceased so no further action to be taken, others will receive follow-up notes from myself.

Thanksgiving Community Event- I will take this to council. I want to see if the council would be excited as we were to possibly host a Thanksgiving Community Event at GSLC. Perhaps couple it with Communication, Worship Life, and Social Ministry. The idea is to invite the community (some local organizations use the FAB for events) to the church for some sort of function and in the spirit of Thanksgiving we can collect food items for a local charity to perhaps feed some folks. That being said, the event would take place approximately two weeks before Thanksgiving. Date, naming of event, and particulars to be settled later. Don said that GSLC used to participate in a rotating version of this with 5 other local churches.

*Next Evangelism Committee Council meeting will be Tuesday, June 27, 2023, at 6:00pm.

Adjourn:

Meeting was adjourned at approximately 6:48 pm.

Respectfully Submitted:

Jason M. Fowler

Committee Chairperson

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**Finance Committee Meeting - MINUTES
Good Shepherd Lutheran Church
May 9, 2023**

PRESENT: Deb Embrey, Rod Kent, Janet Lockhart, Vicar Laura, David Lucas, Karen Lucas

ABSENT: Janice Haigler, Becky Shealy, Jerry Vaughn

CALL TO ORDER: The meeting was called to order at 6:07 PM, by David Lucas, chairperson of the Finance Committee.

DEVOTION: Janet Lockhart shared the story "We're in the Same Boat Brother, by Susan Sparks, on building community.

The minutes from March 7, 2023 were emailed to all members. Deb Embrey moved that we approve the minutes as written and emailed and Janet Lockhart seconded. The vote passed.

TREASURERS REPORT: Janice Haigler was unable to attend, but she provided the Income and Expenditures, Balance Sheet and Account Balances. There was a question concerning a [REDACTED] check from the ELCA Foundation. It was not designated for what the check was intended. Deborah Mitchell will be asked to hold the check until clarified. There is [REDACTED] in the Thrivent Choice Fund. How to use the funds will be brought up with Council and reviewed at the next meeting. The Ramp Fund received [REDACTED] this month. There is a ramp planned for May 20th. The Reserve Fund and Capital Fund were reviewed. There is a Playground Fund that is supposed to be used to extend the equipment we have on the playground. With the Day Care closing, we need to review the plans for the playground and what future needs might be.

FINANCIAL SECRETARY REPORT: Deb Embrey shared that the March offerings were good. We received 103% of what was needed based on the budget. The April offerings were 65% of needed funds. The last 3 weeks were not so good, but Easter made up for it. At the August meeting we will review the income versus expenses and see where we are based on the budget.

TABULATORS REPORT: Becky Shealy was unable to attend, but she is continuing the training with the new tabulators.

TECHNOLOGY SUBCOMMITTEE REPORT: There was no report since Becky was absent, but a question was raised about the cameras need. It was emphasized that the cameras are needed and used daily by Deborah Mitchell in the office.

OLD BUSINESS: The Realm conversion is done and working well. We will consider this topic completed.

We are still waiting on the clean-up of QuickBooks. Rebecca Richardson is currently working on the year end closeout in QuickBooks.

NEW BUSINESS: An applicant for the Choir Director position will be at choir practice on Wednesday. If the applicant is hired, we will need to review/move the funds indicated for this position.

NEXT MEETING: Our next meeting will be June 6th. Deb Embrey has the devotion next time.

ADJOURN: The business meeting was adjourned at 6:45 PM with the Lord's Prayer.

Respectfully Submitted: Karen Lucas

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**Learning Committee Meeting Minutes
March 23, 2023**

Members Present: Heather Gilbert, Bruce Shealy, Amanda Snodgrass

Staff Present: Pastor Andrew, Vicar Laura

Meeting Called to Order: 6:00pm

Devotion: Heather

Sunday School Check In

- Classes seem to be going well.
- Last day of Sunday School for this semester will be May 21st
- We will be working to recruit teachers for the preschool class, kindergarten-second grade class, and middle/high school class for the fall semester.

Lenten Small Group Book Study

- Pastor Andrew and Vicar Laura continue to facilitate a 5-week Lenten book study.
- This may be a good idea again for next year with a different book.

Confirmation

- Blake Gross and Adam Ortiz will be Confirmed on Pentecost Sunday, May 28th.
- Parish Life has offered to host a reception following the Confirmation service.
- Gifts have been purchased for the Confirmands.
- As of now, no youth are scheduled to be enrolled in Confirmation class next semester.

VBS

- VBS is scheduled for the weekend of June 16-18 for youth and adults.
- The plan is to kick off with a potluck dinner and opening session on Friday evening, then continue with sessions and community outreach on Saturday, and wrap up the VBS weekend with a closing breakfast session after the Sunday service.

Summer Sunday School

- We are in the process of brainstorming ideas for an intergenerational summer Sunday School program.

Closing Prayer: Pastor Andrew

Meeting Closed: 6:18 pm

Next scheduled meeting: Thursday, April 27th, 2023 at 6:00

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Learning Committee Meeting Minutes

April 27, 2023

Members Present: Heather Gilbert, Lisa Sanchez, Amanda Snodgrass,

Staff Present: Pastor Andrew, Vicar Laura

Meeting Called to Order: 6:00pm

Devotion: Heather

Sunday School Check In

- Cathy will share Tanzania pictures with youth on April 30th in lieu of Sunday School classes.
- We will have a representative do a temple talk to promote teaching Sunday School in the fall.

Confirmation

- Pastor Andrew will send letters invitation letter to Confirmands' families for service and following reception.
- Confirmands will attend May Council Meeting.
- Due to youth ages there won't be a Confirmation class in the fall.

VBS

- VBS is scheduled for the weekend of June 16-18 for youth and adults.
- The plan is to kick off with a potluck dinner and opening session on Friday evening, then continue with sessions and community outreach on Saturday, and wrap up the VBS weekend with a closing breakfast session after the Sunday service.
- VBS committee will meet May 7th and May 21st.

Summer Sunday School

- We will plan to do an intergenerational class based on the book *The Women of the Bible Speak* and the accompanying workbook beginning June 4th.
- Pastor Andrew and Vicar Laura offered to facilitate classes and we can work on recruiting other interested participants.

Next Meeting: No May meeting needed. More information to come on next meeting date.

Closing Prayer: Pastor Andrew

Closing Prayer: Pastor Andrew

Meeting Closed: 6:18 pm

Next scheduled meeting: Thursday, April 27, 2023 at 6:00

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Good Shepherd Lutheran Church

Parish Life Committee

May 3, 2023

In attendance: Juli Calhoun, Mary Stallings, Susan Uehling, Marcia Woodward,
Vicar Laura Hendrickson, Debi Powell

Welcome/Devotion and prayer

- May 21--Graduation Reception in the courtyard. Mary Stallings will secure refreshments and oversee the event.
- May 28--Confirmation Reception in the courtyard. Suzanne Sanders will secure refreshments and oversee the event.
- May 21 and May 28—Eric Kemp will take pictures of members and families in Classroom 3 (the parlor) immediately following the service. This is the first step in the process of developing an updated pictorial directory. Informational forms will be provided in the Sunday bulletin each week to gather the correct updated information. Juli Calhoun will give a reminder announcement before worship.
- June 11—There will be a reception in the FAB following worship to welcome the visiting Bishop from Tanzania.
- July 30—Thank you/Send Off for Vicar Laura immediately following worship. Vicar's final day with us will be the following Sunday.
- September 10—Recognition of GSLC members who are 90 years old and above. This event will include a luncheon in the FAB at which these members will be recognized. Invitations will be sent to these senior members and their families.

The meeting closed with prayer.

Respectfully submitted,
Debi Powell, Chair

PROPERTY COMMITTEE REPORT – MAY 2023

- 1) Joey Allison will be on vacation this coming week (5-22 through 26)
- 2) The church elevator did not pass inspection. The repair work will be done the week of May 15 with results the following week.
- 3) First Aid kits – GSLC has 3 kits. How many should be maintained around our 3 buildings? We are in the process of replenishing supplies in each.
- 4) Update on LED changeover – The education building was completed 4-29-23, but the sanctuary and FAB are not complete. Due to sexton work and vacation, the other areas cannot be scheduled until June.
- 5) Roof leaks – we have 2 leaks in the FAB and education building. One will cost \$1,800 to repair, the other is covered by our extended guarantee. The work should be completed in May if materials can be delivered before the EOM.
- 6) The re-keying of our education and FAB buildings is scheduled for June, after the day school is closed. Conflicting information has been received about the necessity of re-keying, Council should provide guidance on this since the cost is estimated to be \$2,500. Additionally, communication about the re-keying must be communicated to the congregation to avoid problems with access.
- 7) Memorial Garden issue – The Memorial Garden committee has been asked to allow Andrew Ford's remains to be placed in the GSLC Memorial Garden as a nonmember. Approval is needed.
- 8) Painting of specific areas of our campus – Quotes have been secured for 7 specific areas of the church that need painting. Most notably is the stairwell beside the sanctuary, behind the Memorial Garden. The range of cost is \$180 for 3 exterior doors, to \$2,150 for the stairwell. If all 7 areas are approved, the cost is \$6,330. Guidance from Council is requested since this is not a budgeted item.
- 9) Irrigation well – The irrigation well that was started in April is still not complete and monitoring of requirements is ongoing.
- 10) The flooring around communion rail has tiles that are broken and grout that needs replacing. We successfully identified a supplier for tile and replacements have been ordered. We intend to re-grout the altar with in-house labor. That is yet to be scheduled and is not a priority at this time.
- 11) Day School condition – Kappy Steck has been involved with evaluation the condition of our day school (post-closing) in order to prepare for final disposition. We have issues.

- 12) Walkway between the education building and FAB - there have been numerous requests for a replacement cover over the walkway between the FAB and education building. None of the previous requests have been affordable, and a new request has come up. Details to follow.
- 13) Ramp Trailer – the church owned trailer for ramp materials that has been stored at Rod Kent's house needs a new home. Rod is becoming less able to participate in ramp activities and the trailer needs to be accessible, yet safely stored. It has been suggested that an area adjacent to the church bus be set aside for safe keeping. Cost for accommodating this request are being explored.
- 14) The A/C unit that cools the lower sanctuary classrooms has failed. Our A/C contractor is investigating cause, and cost to repair the situation. Hope is that repairs will be under \$7,000. Additional information will be provided as soon as possible, but the repairs must be made!!!

Submitted by Mike Weaver and Rod Kent – Property Committee

Social Ministry Committee

May 9, 2023

Attendees: Don Caughman; Cathy Milejczak; Ann Rush; Suzanne Sanders; Kerry Stubbs; Pastor Andrew Eisenhower

Chair Suzanne Sanders welcomed everyone to the meeting and offered a brief devotion.

Committee members provided updates on the various committee projects:

Food Pantry: Anne Rush reported that they average 28-30 bags given out each month. However, this week has 21 bags scheduled for pick up. The congregation continues to be generous in terms of donated supplies and funds to support the pantry. Anne requested that smaller jars of peanut butter be donated to save room in the food bags.

Fun Fridays: Susan Sturkie was unable to attend, but other committee members share that they see good attendance at these events. Volunteers are always needed.

Meals on Wheels: Things are continuing to go well with our Meals on Wheels route. We have 11-13 recipients each week and a dedicated group of volunteers. Church member Gene Upright is a recipient on the route.

Ramp Ministry: Since January 1st, 5 ramps have been built and 1 more is being scheduled now.

Grace Works: Susan Uehling will be working this summer with Grace Works packing Baby Layettes and health kits. There is a shipment on its way to Tanzania at this time. She will be responsible for the shipment payment of about [REDACTED]. It will take about 3 months to get there. She will pay extra to have the things delivered to Magoya. The Dioceses does not have a reliable truck and gas is very expensive.

Old Business:

Lenten Self-Denial raised [REDACTED] for Homeless No More, The Women's Shelter, and Providence Men's Home. These funds will be split across the 3 charities.

Noisy Offerings: January- [REDACTED] was raised for Conder ES Backpack Program. April's recipient was Pawmetto Lifeline and [REDACTED] was raised.

New Business:

Monthly Emphasis- The committee decided to support the following charities for the following months of 2023:

- June- Project HOPE
- July- Orphan Assistance for Tanzania
- August- Epworth Children's Home
- September- The Free Medical Clinic

Noisy Offerings will be coming up in July; October; December. Suzanne will work with Heather Gilbert to have the children continue to select the recipients. Kerry asked that Happy Wheels be considered.

School Supply Drive- The committee voted to conduct the school supply drive for 2 local elementary schools this summer. Janet Lockhart will coordinate for us.

Other Business

The Good Shepherd Foundation has extended its grant application deadline to June 30. We want Good Shepherd members to reach out to organizations that do a good job serving those in need and could use a small grant (maximum award [REDACTED]) to fund a project. Application forms are on the church web site under Giving/Good Shepherd Foundation. Copies are also on the table outside the church office.

Pastor Andrew closed the meeting with prayer.

Good Shepherd Lutheran Church

We are a community of all ages gathered by God's Grace for Worship, Learning, Loving and Service to all.

Worship Life Committee Meeting Minutes

April 17, 2023

Attendees: Nancy Hyatt, Steve Fink, Cathy Milejczak, Pastor Andrew, Rod Kent, Kerry Stubbs, Becky Shealy, Susan Sturkie, Marcia Woodward and Vicar Laura.

The meeting opened with a devotion given by Susan Sturkie.

Minutes of the March meeting were approved as written.

Becky Shealy reported that the search committee for a Music Director has a candidate that is being considered. The choir and committee have met with her. The committee meets again on Monday evening for further discussion. Nancy Hyatt asked that we encourage the search committee to move forward as quickly as possible.

Becky Shealy reported that all is well with worship assistants and tabulators. We are adding one new acolyte this summer, Callen Gilbert.

We have two special Sundays coming up in May, Graduate Sunday, May 21st and Pentecost on May 28th. Flowers for Pentecost should all be red. Will advise DeLoache florist of that.

The next meeting will be August 16th at 5:30 P.M. in Classroom 2. Cathy Milejczak will offer our devotion at that meeting.

We closed with the Lord's Prayer.

Respectfully Submitted,

Becky Shealy, Chair of Worship Life Committee

Good Shepherd Day School Meeting
May 3, 2023
Minutes

Attendance: Amanda Snodgrass, Kappy Steck, Amy Kemp, Leigh Tondini

Current:

- enrollment-12
- staff- 5 teachers and 1 sub

Financials:

- all deposits made
- outstanding balances to be reconciled
- outstanding bills to be paid (Sam's, church, janitorial)
- JB Merritt Contract closing of services(?)
- cash flow good for remaining weeks
- cancel camera contract
- cancel janitorial contract
- close Sam's account

DSS ABC/Voucher

- Jessica currently completing required reports for all reconciliation

ABC Block Grant:

- Jessica currently completing the final report due
- \$20,150 March 29, May 27, Sept 7 and Dec 5 2022
- all was spent on payroll as required

Closing Checklist:

- Staff, as assigned by Jessica, clean out refrigerators/freezers
- Staff, as assigned by Jessica, makes sure no food is left in the building
- Jessica takes any vacation due to her
- Staff, as assigned by Jessica, empties all trash and completes laundry as needed
- Eric to check and give and "all clear" on tech system
- Jessica schedules carpet professionally cleaning after closing and lets Amy know of day and time
- Jessica turns Two keys in to church office on last day
- Staff removes their own personal items
- Staff, as assigned, organize supplies in each room

- Jessica will schedule janitorial service for a deep clean after closing and let Amy know of date and time
- Jessica to create work order needs list and give list to Amy
- Jessica request JB Merritt payroll completed, designate date
- Jessica issues final tax letters to parents
- Jessica notifies DSS of closing date/ ABC placements
- change door codes
- Staff throw away any worn-out toys on playground
- Jessica will notify us the last week via email of any loose ends that she needs support with

Remaining monies to be spent on:

- cleaning, painting, carpet in building
- year-round plants for bed on corner (landscaping)
- sand refurbishment on playground
- office furniture for future youth pastor
- set up for nursery/preschool/K Sunday School and Vacation Bible School classes
- set up for Sunday School/Christian Ed supply room
- set up for conference room II

Committee discussed at length their wishes for the Day School classrooms be used for children's Sunday School classroom space. Updating the infant rooms for church nursery to have appropriate seating for adults and toys and activities for children. Creating a dedicated space for the Confirmation class so that reference materials can be placed in room. Use of office space for a youth Pastor or intern to use. Work with Learning committee to assess current and future needs of current Sunday School Rooms in the education building to see if some should also be moved to this space or redistributed. Create better storage space for the break room so that it can house craft materials, study materials and possible VBS materials as needed.

Good Shepherd Day School Closing Checklists

Pre-Closing Checklist – Jessica, staff and Transition committee

- ☐ Have paperwork in office on order before closing
- ☐ Complete Laundry
- ☐ Clean out fridges of food and if empty unplug and wipe down prior to closing
- ☐ Clean out staff and children food
- ☐ Tidy space
- ☐ Removal of staff's personal items
- ☐ Take down kid's pictures and any kid specific materials from walls
- ☐ Jessica takes any vacation due to her
- ☐ Empty Trash from each room
- ☐ Staff, as assigned, organize supplies in each room – Consolidate classroom supplies to Breakroom as appropriate. Make returns to Sam's if possible.
 - Inventory supplies such as
 - Bowls
 - Paper Towels by roll
 - Paper Towers individual
 - Spoons
 - Forks
 - Knives
 - Plates
 - Trash bags
 - Laundry Pods – estimate in container
 - Bath Tissue
 - Facial Tissue
 - Baby Wipes
 - Dish Soap
 - Lysol
 - Crayons
 - Construction paper
- ☐ Jessica to create work order needs list and give list to Amy
- ☐ Jessica request JB Merritt payroll completed, designate date
- ☐ Jessica issues final tax letters to parents – completed for students who have left prior to May 10

DONE - Jessica notifies DSS of closing date/ ABC placements – Due May 12 -

- ☐ Staff throw away any worn-out toys on playground
- ☐ Jessica - Clean out Mentoring stuff from Youth Room
- ☐ DONE May 15 ~~Jessica~~ Leigh - contact Jan-Pro to notify of last day of school opening- cancel contract
- ☐ Submit ABC Paperwork for Payment – Up to May 10 submitted, Submit remaining students each Friday until Close.

Good Shepherd Day School Closing Checklists

- ☐ DONE Submit Grant information – DONE on May 12
- ☐ Applications and other personal information to shredder or return to personnel
- ☐ Close Sam's account – keep open until all possible returns are done
- ☐ Eric will do backup of computer
- ☐ Notify JB Merritt of closure and final information – notified and reconciliation is ongoing
- ☐ Jessica will notify us the last week via email of any loose ends that she needs support with New from GSLC office
- ☐ Reconcile accounts and collect outstanding monies due – Transition committee in conjunction with Jessica
- ☐ Provide any necessary passwords to transition committee (QuickBooks, email, DSS, Sam's...)
- ☐ Provide Staff contact info and dates of employment to transition committee in case asked for reference or have a concern later on.
- ☐ Download camera information and cancel camera information – get login info to Eric so he can compress and store data. - Jessica
- ☐ Payroll information for Worker's comp audit
 - For the next audit (next March), we will be asking for payrolls from 03/04/2023 - 03/04/2024. So, we will need the Day School payroll for 03/04/2023 - 05/26/2023, so I will be leaving the school code on your current policy.
- ☐ Turn off email in December 2023

Last day at Closing: Jessica and Amy to complete on last day

- ☐ Change door code
- ☐ Turn in keys
- ☐ Check that all rooms are unoccupied
- ☐ Turn off lights
- ☐ Windows are shut and locked
- ☐ Sinks are shut off
- ☐ Toilets are flushed
- ☐ A/C set to normal temp
- ☐ Garbage taken out
- ☐ Unplug electronics as necessary
- ☐ Move strollers, toys and other items inside
- ☐ Close blinds
- ☐ Set up out of office on email
- ☐ Change Voicemail message to closure of school, not monitored and contact school if needed.
- ☐ Eric to check and give and "all clear" on tech system

Good Shepherd Day School Closing Checklists

Reset Space for Fall 2023 Nursery and Classroom Space – Set timeline for this – August – Amy can do much of this

- ☐ Go through toy bins and throw out broken toys if any
- ☐ Go through furniture and thrown out any broken items
- ☐ Organize craft supplies for future use
- ☐ Go through Day School storage closet
- ☐ Take apart most cribs in infant rooms (saving many 1-2 for future nursery needs)
- ☐ Reset infant room for infants and toddlers to use during Nursery – move some toys and chairs for use.
- ☐ If there is a tv or tablet set it up in Infant room to watch live stream of church service
- ☐ Prepare classrooms for future classroom space
 - Preschool classroom
 - Kindergarten to 2 grade
 - 3-5 grade
 - Confirmation class
 - Update bulletin boards
- ☐ Make a list of items to sell or donate that will either not have a use in a Sunday School Classroom/Nursery or will expire before they are used
 - Strollers
 - Nap cots
- ☐ Repaint space if monies available
- ☐ Re-do flooring if monies available.
- ☐ Close bank account and transfer money to Church