

## June 9, 2020 Council Reports

### Visits & Communion Report- Jim Puhl

- 2 graveside services, 2 funeral homes, Sunday and Saturday services.
- Visit to one house call.
- Class for L.L.M.
- Checked in to all of the Elder Care Places and my 3 wards. I hope to start some more outside visits next month, July.
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### Treasurers' Report- Rick Taylor

#### MATTERS FOR CONSIDERATION:

1. PPP Account: The following checks have been issued for payment of utilities:

<b>6-15 Consumers Energy</b>	<b>52.37</b>
<b>8-29 Bedford Township Sewage Disposal</b>	<b>191.09</b>
<b>6-29 South County Water System</b>	<b>62.25</b>
<b>7-6 Consumers Energy</b>	<b>589.77</b>

I have not as of Tuesday, 7-14, received a bank statement from First Merchant's for the account.

I will contact Callie Foxworthy to request one and to order more checks.

Talked with Ron about paying payroll from the PPP account. He indicated, and I agree, that we would risk problems with the current system by changing. It would be better, therefore, to transfer funds from PPP to the general account for those expenses. In hindsight, the synod's suggestion of a separate account for PPP might not have been a good one.

2. Expenses should be closely monitored. Non-essential expenditures should be postponed insofar as possible. Payment of payroll and utility expense from PPP money will create a greater positive cash flow. However, it will be necessary after the PPP funds are spent to

develop in a very short time a program for increasing giving and membership. Current giving will not be sufficient to meet expenses.

3. We should look at how we reflect committee budgets and expenses in our periodic financial reports. Are we accurately designating what expenses are considered those of a particular committee? How do we determine to which committee a particular expense should be allocated? Would designating expenses in the annual budget by purpose rather than by committee better reflect the nature of expenditures? I don't have the answers, unfortunately.

### **Council Minutes June 9<sup>th</sup> Report- Molly Spitler**

The meeting was held online using Zoom. Present were Thomas Yarger, Pastor Lew Carlson, Linda Meinhart, Ron and Bernal Koch, Linda and Rick Taylor, Dean Yarger, Kathy Mozena, Ray Balduc, and Molly Spitler.

Pastor Lew led the group in devotion centered around God's care for us. He also noted that we have a large number of people watching our church services on Facebook.

Rick Taylor moved to receive all council reports. Second by Dean Yarger. Motion carried.

### **PRESIDENT'S REPORT**

Discussion to take place under old and new business

### **BOOKKEEPER/TREASURER'S REPORT**

First Merchant's Bank is satisfied with the new account for the Payroll Protection funds. Profit/Loss statements should include a whole month from now on. Ron, Rick and Sarah will work on Quick Books to resolve this. It was noted that payroll has not yet been taken out of the new account.

## WORSHIP MUSIC AND ART

Outdoor parking lot services start June 14 and continue on the 2<sup>nd</sup> and 4<sup>th</sup> Sundays of the month. The FM transmitter is on back order. The drive by parade is on for June 13 at 1:00 P.M. The committee will look into a safe reopening for the church using guidelines set by the ELCA and prepare a plan. They will meet sometime this month.

## CHRISTIAN ED

The committee has not met. VBS has been cancelled. There is a possibility of some online activities for children. Linda Meinhart will speak to Heather.

## PROPERTY

Ray met with Frames and the church was sprayed. They returned to spray for ants and hornets in the office. Thanks to Don Wasil who has been cutting the grass with the riding mower and Rick Taylor with the push mower. Ray has been cleaning out the sheds. There are 70 plastic buckets. Heather will be contacted to see if she can use them for children's activities. The trees on the north side of the church are gone along with the lilac bush on the south side. It was noted that the preschool bought their own air conditioner.

## SOCIAL MINISTRY

Money designated for the food closet from checks and donations by Resurrection Church have not yet been transferred from the church. The committee has not received a statement from Merchant's Bank since January. Rick Taylor volunteered to do the bookkeeping when the statement is received for the Viola Grange account.

## PASTOR'S REPORT

Pastor Lew is looking forward to the Love Parade. Aspen Grove will have some residents outside for the event. A flatbed or pickup truck is needed for the parking lot service on Sunday for the pastor to preach from. Pastor has met with Sarah for three hours and wonders where the council is concerning hiring her as youth director. She has put together a job description and

calendar of activities. Ron will share these documents with council and if satisfactory engage more parents in the discussion.

#### NEW BUSINESS

A preschool liaison is needed to deal with concerns without involving the pastor in all of it. Ron met with Pastor Al and Pastor Lew. There were a few incidents in the parking lot and at the bus stop. The liaison will set up guidelines in addition to being the go between the church and the preschool. Linda Taylor moved to appoint Lona Balduf as preschool liaison. Second by Dean Yarger. Pastor Lew, Ron, and Lona will meet. Linda Taylor will look through the minutes for help in establishing guidelines and authority. Motion carried.

It was noted that Denise Reed's mother passed away and people can send cards to the church to be forwarded to her. Ron will call her to inquire about her return to work.

#### OLD BUSINESS

Employee evaluations are on hold. The credit card has been reopened. Check signers on hold due to the virus. The check for the Malawi Lenten offering was sent to the Hunger Project. The FM transmitter and the camcorder are both on back order. It was suggested that we purchase a DVD replicator that makes 3-5 copies at a time. Linda Taylor moved that council purchase a better DVD replicator for \$116 to be able to make 5 DVDs. Second by Bernal Koch. Motion carried.

There was a discussion about the church's response to the George Floyd killing. Molly Spittler moved to incorporate Black Lives Matter into service signage. Second by Bernal Koch. Motion carried.

Pastor Lew led council in prayer. The meeting was adjourned at 8:08 P.M

## **Cleaning at St Paul's Lutheran Church after COVID-19 Report- Linda Taylor**

All guidelines for cleaning and disinfecting are from Centers for Disease Control and Prevention

### **General framework for cleaning and disinfection practices are as follows:**

1. Normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects which reduces the risk of exposure. Note: If a public facility has been unoccupied for 7 days or more, it will only need your normal routine cleaning to reopen the area. This is because the virus that causes COVID-19 has not been shown to survive on surfaces longer than this time.
2. Disinfection using EPA-approved disinfectants against COVID-19 can also help reduce the risk. Frequent disinfection of surfaces and objects touched by multiple people is important. EPA-approved disinfectants:
3. When EPA-approved disinfectants are not available, alternative disinfectants can be used (example: 1/3 cup of bleach added to 1 gallon of water, 4 tsp. bleach per quart water or 70% alcohol solutions (wipes made with 70% alcohol). Do not mix bleach or other cleaning and disinfectant products together. This can cause fumes that may be very dangerous to breathe in. Keep all disinfectants out of reach of children.
4. Always wear gloves appropriate for the chemicals being used when you are cleaning and disinfecting. Disposable vinyl gloves are considered safe for most routine cleaners/disinfectants. If there is concern for a surface to be infected with COVID, throw away disposable gloves after cleaning that surface, and put on new gloves. For routine cleaning of multiple hard wood surfaces (multiple pews), reusable latex (if no allergy) gloves may be used.

5. Practice social distancing, wear facial coverings, and follow proper prevention hygiene, such as washing your hands frequently and using alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available.

### **Determine what needs to be cleaned**

Following your normal routine cleaning, you can disinfect frequently touched surfaces and objects using a product from EPA's list of approved products that are effective against COVID-19.

### **Examples of frequently touched surfaces and objects that need routine cleaning:**

\*table

\*pews

\*Doorknobs

\*light switches

\*countertops\*handles

\*desks

\*phones

\*keyboards

\*toilets

\*faucets and sinks

Cleaner launder soft and porous materials like pew cushions, material covering on chairs.

### **Consider practices that reduce the potential for exposure:**

It is also essential to change the ways we use public spaces at Church. We should continue thinking about safety and the safety of others. To reduce your exposure to the risk of spreading COVID-10 after reopening Church, consider when you need to touch certain surfaces of materials. Consider wiping public surfaces before and after surfaces touched. Another way to reduce the risk of exposure is to make long-term changes to practices and procedures. Possible ideas: remove porous cushions off pews; leaving some doors open to reduce touching by

multiple people; opening windows to improve ventilation; removing objects in your common areas, like coffee creamer containers, stir sticks.

### **Maintain safe behavioral practices:**

We have to make significant behavioral changes to reduce the spread of COVID-19.

- \*Social distancing (specifically, staying 6 feet away from others when you must go into a shared space).
- \*Frequently washing hands or use alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available.
- \*Wearing cloth face coverings
- \*Avoiding touching eyes, nose, and mouth
- \*Staying home when sick.
- \*Cleaning and disinfecting frequently touched objects and surfaces.

**Reviewed CDC polices for cleaning on July 2, 2020. These are current policies.**

### **Worship, Music, and Art Minutes June 24<sup>th</sup> - Bernal Koch**

In attendance remotely - Mariana Steffen, Linda Taylor, Bernal Koch, Molly Spittler

The members reviewed the Synod guidelines sent to congregations on how to safely restart indoor church services.

Salient recommendations:

1. Worship services should not be held until Phase 5 has been initiated. We are now in Phase 4
2. One singer should be 25 ft. away from other worship leaders.
3. Supplies that should be available: Face coverings, Signs posting COVID 19 symptoms, stock of tissues, soap, hand sanitizers, disposable paper towels.

4. Visitor Log to trace exposure of virus; should be managed by a greeter or volunteer (no touch method)
5. Phase 5 limits congregation to 50 people. High risk members (over 65 or with medical conditions should continue sheltering in place.
6. Communal spaces cleaned before and after gatherings.
7. Insurance company should be contacted to verify coverage.

**Preparations for opening:**

1. Deep clean entire building - pews, bathrooms, door knobs, light switches, stair railings, and microphones.
2. CDC recommendations - remove all nonessentials items to have fewer surfaces to clean. These include hymnals, Bibles, pew paper inserts, and pew cushions.
3. Notify members of changes before opening.
4. HVAC should use fresh air only and windows open when possible for fresh air.
5. Restrooms occupancy should be limited; tape on floor for safe distances
6. Hand sanitizers at all entrances and at pews
7. Members should be encouraged to respect other members and be considerate of others

**Worship service:**

1. Less than 50 people in attendance
2. 6 feet total separations 360 degrees. Separation may be by households.
3. Face coverings required
4. Encourage sign-up in advance or assign seating beforehand
5. Singing in service should be refrained (25 ft. needed between)
6. No nursery, Sunday School or coffee hour. No physical touching passing of peace. No offering plate - create stations at the doors.
7. Simultaneous filming on Facebook for people who are still sheltering in place suggested.
8. No water in baptismal font.
9. Eucharist - Bread only in wafer form. Use of tongs recommended. Communion preparers should wash hands before and after with soap and water for 20 seconds; plastic wrapped wafers can be placed in separate paters without touching (one pater for each assistant).

Pastor should wash hands before consecrating and distributing communion. He should not touch wafers.

10. Congregation should leave directly after service - no coffee hour. A plan should be made for dismissing the congregation.

11. Should reduce the number of doors to touch in entering the church.

### **Comments and suggestions by WMA members.**

Mariana recommended putting Bulletins on pews and having only one song. We talked about assigned seating. Release of pews beginning from the back was suggested. Also, opening the outside doors before church would limit contact.

Sarah has hand sanitizers. We need to find tables to put these stations by doors.

It was recommended that we begin using a visitors log now to record people coming in and out of the church.

Committee recommends continuing with outdoor services throughout the summer and fall. Perhaps we can start once a month for indoor services when Phase 5 is met.

Bernal will ask Council President to check with Insurance Company

We will meet at the Church on Saturday, June 27 to begin preparing the church by removing unnecessary items and deciding where members can sit to allow social distances.

### **Property Report- Ray Balduf**

- New lockset installed on fellowship hall from North entrance.
- Key was given to Jim which matches other steel doors in the hall
- Water Heater was inspected
- Got security camera working

## **Social Ministry Report- Kathy Knackstedt**

Our food distribution was held on June 17 with 25 boxes of food given out in addition to meat in addition to bread products from MCOP.

We spent approx. \$357 in June

\$524 was transferred to us from past Resurrection donations

We humbly accepted food donations from Resurrection Church as well as from Nick Cassetta.

We delivered to our seniors at Ivor Lindsay and were able to personally deliver them and visit with them. We were not needed at God Works in June as they were doing a drive thru.

We received letter from Mt. Zion Lutheran Church Foundation that we are receiving \$2000 grant for Aug. 2020-Dec. 2021. An acceptance letter was returned. We appreciate all volunteers who help on distribution days and all donations.

## **President's Report- Ron Koch**

We have received over \$700 for the Lenten Malawi offering. Sarah has cut the check and we will send it out this week to the Hunger Project, directed to be spent on Malawi food relief! The check was sent last week with a note asking them to spend in malawi.

Payroll Protection Loan funds are in a special bank account and are being used for payroll and utilities

Lona Balduf has agreed to serve Preschool Liaison. She has written up some additional guidelines and we will be meeting with Michelle N. On July 16 to meet, discuss and see how we can best serve as good landlords.

All of the authorized equipment for streaming and parking lot services has been received. Hopefully you are starting to see and hear them in use!

**Thank you for meeting to discuss how to proceed with our decision to put up the Black Lives Matter sign. We will continue our discussion tonight. Please be prayerfully considering how we can best deliver our message and work for actual change here in Temperance and in the rest of the world!**

Let's continue to work to continue to make real and documentable progress on our goals. What are your thoughts on where we are and where we should go?

It is up to us to keep things moving, work on our goals, and lead St. Paul's to be all that it can be! I repeat this note even though in this last month our world has turned upside down.

However, even as we learn how to "do church" amid Covid 19, our community still has needs and the world still has needs. It is incumbent upon us to still strive to meet those needs as best we can, while working to keep ourselves, each other and our church family as safe as possible.

Respectfully submitted, with blessings to all,  
Ron Koch, Council President

**Old Business:**

- Blizzardfest
- Soundproofing of Pastor's office
- Employee evaluations
- New Check signers
- Appreciation for Sandee Bowman
- Frames next appointment
- Internet service

**New Business:**

**Goals**

- Overarching goal: Be intentional; practice living our beliefs  
Supporting goal: Reach out to the local community, reach out to the world.  
Supporting goal: Practice being good stewards.  
Supporting goal: Try to focus our mission work to meet the needs of the Congregation and to maximize our ability to serve.

### **Goals for Pastor Lew and Church Council:**

1. Hold regular (quarterly minimum) Mutual Ministry meetings. We should review with the congregation the function and value of the MM committee and revisit this with the congregation frequently.
2. Set reasonable boundaries on duties of the Pastor. Having the Pastor stay away from finances seemed to be of utmost importance.
3. Pastor and Council need to work together to not overpromise and/or overextend. All need to realize that there are limits to what we can ask of each individual.
4. Council needs to endeavor to be very clear with directions/guidelines to Pastor. Pastor needs to endeavor to follow the intentions of directions/guidelines from Council, and ask questions for clarification.
5. Council needs to find a way to keep the Pastor's office locked and to make it a place of privacy, either through soundproofing, white noise or some other technique.
6. Set up a system for regular employee evaluations