

# Epiphany Evangelical Lutheran Church

## Church Congregational Council Meeting Minutes

Tuesday, January 13, 2026 – 7:00 PM

### Attendees

**Present:** Mike Dunavant (President), Rob Boyle (Vice-President), Jennifer Edwards (Treasurer), Joseph Bollick, Carl Erickson, Matt Greenshields, Missy Hill, Jane Huddle (Vice-President Elect), Jim Huddle, Phillip Martin, Cindy McClintock, David Schiller

**Present (via video conference):** Sarah Lang, Gwen Newman, Leigh Pickels

**Absent:** Markus Groener (Secretary)

### 1. Call to Order

Council President Mike Dunavant called the meeting to order at **7:01 PM**.

### 2. Devotions / Opening Prayer

Gwen Newman led devotion focus on recognizing and using our spiritual gifts.

### 3. Consent Agenda

#### A. Approval of Council Meeting Minutes from December 9, 2025

#### B. Receipt of Reports from Pastors, Staff, and Ministry Teams

Written reports were received from staff and ministry teams.

#### C. Receipt of Treasurer's Report and BOL Update

- **Monthly:** Net income for December 2025 was favorable to the budget by \$40,047. Total income is favorable to the budget by \$33,191, driven by several donations in December. Total expenses are favorable by \$7,296
- **YTD:** Net income unfavorable by \$3,400. Total income unfavorable by \$2,000. Offering was behind plan by close to \$6,000 - good news, we were 9% above the prior year. Didn't quite make 10%. Total expenses are unfavorable by \$1,343.
- Note: Offerings are up 9% from last year. Total income is up 8%.

**Special note:** We have moved the \$42,916 final invoice for the boiler repair from the Endowment-dedicated account to the Equipment fund.

- **Mortgage Reserve:** As of December 31, 2025, the mortgage reserve balance was \$293,856, covering approximately 24 months of principal and interest payments at \$12,124 per month (sustaining payments through December 2027).
- **Overall:** YTD expenses exceed YTD Income by \$3,401 dollars - almost flat. Not bad.
- **Shortfall for the year:** \$3,401

#### D. Finance Team Mortgage Reserve and Unrestricted Reserves Proposal, including address the 2025 shortfall

- **Motion:** Jim Huddle moved - Recommendation to the Church Council that \$25,000 be moved to the Mortgage Reserve (account 80072) and \$15,000 moved to the Unrestricted Reserve
- **Second:** Cindy McClintock seconded.
- **Vote:**  Approved. Rob Boyle and David Schiller opposed.
- **Discussion:**

- Rob Boyle suggests we replenish the capital reserve rather than allocate it to the mortgage reserve. Jim Huddle says we do have money for the property fund - \$46,000 to be added in 2026 from the budget. We have \$10,000 in 80051 that is available. The plan was to move \$25,000 from the endowment into the mortgage fund.
- Missy Hill wants us to be mindful of the congregation's climate around the mortgage and to be thoughtful before we act. Cindy McClintock reminded council members that we committed to allocating \$25k per year from the Endowment to the mortgage reserve. Jim Huddle says not aware of anything crucial to fix. The roof is a concern, but doesn't expect anything to happen this year.
- Jim Huddle recommends moving money to the mortgage fund. Jennifer Edwards says we are already putting money into these funds each month. Gwen Newman believes it should go to the mortgage, and we can handle any issues that arise. Jennifer Edwards says we are already setting aside funds for building needs. Pastor Phillip reminded us that there is \$10,000 remaining in the Endowment Reserve that we can use. We need \$ 4,000- \$5,000 for the Capital Campaign expense budget.

- **Motion:** Phillip Martin moved to move \$5k from the Endowment Disbursement dedicated account to the new Epiphany Shines Dedicated Account.
- **Second:** Cindy McClintock seconded.
- **Vote:**  Approved unanimously
- **Discussion:**
  - Cindy McClintock asked: How much did the Christmas/Easter offering collect? Answer: \$7,217
  - We hang onto the easter offering to the end of the year - unique to Epiphany
  - Envelopes - 2 envelopes for Easter. One for regular offering and one extra for Easter. Phillip says they are still placing those envelopes in the boxes, but only 20 families are receiving envelopes now. The offerings are much clearer online.

## 4. Receipt of Communications

### A. Open Requests for Communications Received

- Thank-you note from Rob and Hanne Hamlin, wishing us a Happy New Year and thanking the council and the congregation for their year-end bonus.
- Communications from volunteers and staff who received year-end appreciation gifts from the congregation. It was very much appreciated.
- From Encircle - thanking us for the gifts they received from Epiphany's Thanksgiving baskets, which are helping children and youth in foster care find stability, compassion, and safe nurturing environments so they can heal and thrive.
- Habitat for Humanity - thanking Epiphany for the generous \$250 gift to the Hanover/King William Habitat Annual Fund

### B. Sympathy and Support Cards

December and January - Charles Boyer, Cheryl Painish, Sandra Snido, Jeff Lanham, Cindy Butler, Ned Schwartz, Jennifer Sarch, Tatter Hartman, Donna Josephson, Beth Ann Gustafson, Greg Robertson, Rick Williamson, Kathy Kaufman

## 5. Old Business

### A. Endowment Fund Distribution Proposed Changes

The Endowment Fund Distribution proposed changes section focused on resolving ongoing issues related to financial transparency and fund utilization:

- **Financial Reports:** The Council's requested Q3 and Year-End financial reports from the Endowment committee have not yet been provided. Mike Dunavant will follow up with Hanne and the Davenport representative to ensure monthly statements are requested, as Jim Huddle confirmed the church is not currently receiving them.
- **Alignment and Reporting:** Mike Dunavant will arrange a meeting between the Finance Committee and the Council, including Endowment Chair Bill Seidel, to ensure they are well-informed and aligned, and to emphasize the importance of receiving quarterly reports. Hard copies of the Endowment Fund's annual report should be made available at the front office.
  - **Note:** We had NOT received copies of the annual report for 2025 as of the date of the minutes. Jim Huddle received a hard copy on February 10, 2026 for January 1, 2026 to January 31, 2026 via email from Hanne. That report did not provide all the data requested. We do not have a breakout between the four funds Davenport manages (Feitag, Phillip May, Columbarium, Endowment). And it is unclear from the information provided if the value is of the Endowment Fund or all four funds combined.
- **Unresolved Bylaw Change:** The issue of changing the bylaws to draw more money from the Endowment Fund, brought by a congregant, remains unresolved after a previous resolution was rescinded due to opposition from the Endowment chair.
- **Concerns:** Council members expressed concerns about the long-standing lack of financial reporting and fiduciary oversight, and sought clarification on the fees and performance of Davenport and Company, the fund's manager.
- **Next Step:** Mike Dunavant will attend the next Endowment Committee meeting to address the Council's concerns.

#### **B. Epiphany Shines to 75 - Update and Next Steps**

- Missy thanked Pastor Phillip and the steering committee for helping get the information ready for the upcoming congregational vote. They are working on the dollar figure and goals. We are looking to give them one number to target for the renovation needs and the mortgage. Jim Huddle still needs a full number from the Property committee (Rob Hamlin). More discussion with Rob and the Property committee to get a feel for the dollar magnitude. Missy's concern is the timeline.
  1. Timeline of main events - February 8th - Q& A Session,
  2. Finalize goal amount - lock in by February 1st
  3. Lead gifts updates? Rob Boyle and Pastor Phillip need to coordinate with Greg Trone to compile a list of lead givers to invite to the event at Price Hall. Leave with a pledge card to return. At the rollout event, we should have a pledged lead gift amount.
  4. Jennifer Edwards conducted research to understand prior giving behavior. 75-80% come from the lead gifts.
  5. Letter to congregation with formal resolution - next meeting

## **6. New Business**

#### **A. Council Installation**

- Council installation will be held on Sunday, January 25, 2026 (**now February 8th due to snow**), during both worship services.

#### **B. Recognition of departing Council Members**

- Thank you for your service to Epiphany!
  - Rob Boyle
  - Jim Huddle
  - David Schiller

## **7. Anything for Hanne?**

- Missy, send the Q&A
- Annual Report for Church Council - Secretary - Markus Groener & Mike Dunavant
- Markus Groener will provide Hanne and Turner with the approved minutes from the December council meeting for posting on Epiphany's website.

## **8. Next Meetings**

- The next council meeting is scheduled for **Tuesday, February 10th, 2026, at 7:00 pm.**
- Matt Greenshields will lead devotions and the prayers.

## **9. Closing Prayer**

**Gwen Newman** offered the closing prayer.

## **10. Adjournment**

Mike Dunavant adjourned the meeting at **8:33 PM.**

Respectfully submitted,

Markus K. Groener  
Church Council Secretary