

**Epiphany Evangelical Lutheran Church
Council Meeting Minutes - APPROVED**

Tuesday, September 8, 2020 - 7:00pm – via Zoom Teleconference

1. Call to Order –Tripp Dillard at 7:02 pm

Present: Tim Sparks, Pastor Phillip Martin, , Tripp Dillard, Pastor Joseph Bolick, Rob McClintock, Greg Parker, Linda Reckenbeil, Sue Sparks, Jeff Lanham, Jennifer Baker, Carol Mawyer

Excused absence: Brenda Barnes

2. Devotions / Opening Prayer – Greg Parker

3. Consent Agenda

- a. Approval of Council Meeting Minutes - Tuesday, August 11, 2020
- b. Receipt of Reports from Pastors, Staff, and Ministry Teams (no Faith Formation report)
- c. Receipt of Treasurer's Report

In addition to the comments from the September Examiner (included below), Tim reported the following:

BOL details are NOT included this month. Debbie and I are working on updated the reporting to more accurately reflect the transactions. The September reports will include the updated reporting. We made our first mortgage principle and interest payment in August. The monthly amount is \$12,124.

The August BOL balance is \$405,341. We are still expecting approximately \$75,000 in additional BOL pledges. Those amounts are due by December 31. We are also still planning for \$100,000 BOL expense for furniture. The remaining BOL balance is being used to pay the mortgage payments.

Due to the Covid-19 Pandemic, we had to cancel all in person church services beginning March 12th. Limited in person services resumed July 19th.

For the month of August, we had receipts of \$49,665 which was 78% of our monthly budgeted amount of \$63,860. Expenses were \$51,213 and \$17,328 favorable.

YTD August, we had receipts of \$435,253 which was 87% of our budgeted receipts of \$505,071 and 12% lower than 2019. Expenses were \$442,399 and \$72,644 favorable to plan.

Significant YTD expense variances explained below:

- Christian Ed/Youth was \$12,145 favorable due to savings of \$3,300 in curriculum, \$4,000 in VBS and \$4,000 in Youth
- Property Expense was favorable \$27,620 due primarily to favorable Grounds \$10,300, Janitorial \$7,600, Building/Equip \$3,800 & Utility expense \$4,400
- Admin was favorable \$5,153 due to savings across all categories
- Personnel Staff Expense was favorable \$14,988 due to open Christian Ed position

We continue to proactively manage our spending in light of the current environment.

A motion was proposed by Linda Reckenbeil to approve the consent agenda. Seconded by Sue Sparks. Motion was approved.

4. Receipt of Communications

a. Open Request for Communications Received

None noted.

b. Communications from Pastor and Council

Jeff Girton – for recovery during his chemotherapy treatments (Carol)

Peggy Roberts – for recovery from stroke (Jennifer)

Stu Feitig – for healing from leg mobility issues (Rob)

Teresa Rollins – for healing from vision impairment (Linda)

Bill Hockman – on the death of his mother (Sue)

Le Lew – for healing from broken kneecap (Sue)

5. Old Business

a. Being Church in the Age of COVID-19

i. Resuming in-person worship at Epiphany - updates

Outdoor worship services are continuing as an experiment but there are currently no slots on the calendar.

In person worship on Sundays has equilibrated at about 40 participants.

ii. October 4 parking lot service

More information forthcoming.

iii. On-line Sunday morning worship services

Our on-line presence will continue for the foreseeable future.

iv. Attendance at other services (weddings, funerals)

We will offer a short term experiment for an upcoming wedding to allow a gathering of more than 50 people (targeting less than or equal to 100) complying with the State of Virginia Phase III Reopening guidelines. This is currently being considered only for these special occasions while keeping standard service attendance capped at 50.

6. New Business

a. Budget 2021 – issues and considerations

2021 Budget Considerations were presented by Debbie Sexton and Tim Sparks.

There is a current projection for 2020 of a \$100,000 income shortfall based on current giving

patterns (around -12%). We should be able to cover the shortfall through reduced spending.

For the 2021 proposed budget:

Property related expense considerations include significantly reducing the capital reserve build, avoiding out of pocket expenses for grounds management and traffic control, and a nominal increase in overall utility expenses.

Personnel related expense considerations include no merit increase for staff, the continuation of the production assistant position, the delay of spending associated with the faith formation director, absorption of health benefit cost increases, and a continued payment of nursery workers.

Worship expense considerations include a slight reduction in annual spend.

Service expense considerations include a reduction in spend for visitor/welcome activities, fellowship meals, HHOPE, and LWR quilts.

Miscellaneous expense considerations include a reduction in archives expenses and an increase for needed training for Stephen Ministry.

No changes in annual budgeted spend related to Christian Education, Youth Group (National Youth Gathering already delayed to 2022), Annual Audit (can be funded by reserve), or Admin Expenses.

Net result is an approximate \$37K reduction in year-over-year budgeted expenses.

Moving from Suspend and Resume stance to "New Normal" stance

There is a recognized difference in waiting for the world to return to what we knew versus moving to a new mode of delivery. There was great group discussion related to ideas of how this might look, with Phillip agreeing to work with the Faith Formation and Personnel teams on options, including a significant restructuring of the role of the Faith Formation Director position.

b. Remote Annual Meeting Constitutionality

Virginia law allows for non-stock corporations to meet virtual-only meetings. We will continue to explore and decide on a pathway that allows for maximum participation by the congregation as desired in November.

c. Caroline Furnace financial support requested

Caroline Furnace has signaled supporting congregations that they are experiencing financial distress based on the current pandemic situation. They are asking for additional support

from specific congregations. We will explore options after Phillip speaks to their director for further information.

d. Nominating Committee

Jennifer, Linda and Greg are council members rolling off this year and are, therefore, the current nominating committee. Jennifer will coordinate appropriately with Beth and Phillip.

7. Communications from Meeting

a. To Hanne Hamlin / Church Staff

None noted at this time.

b. To Congregation via the Epiphany Examiner Newsletter

None noted at this time.

8. Next Meeting - Tuesday, October 13, 2020 - 7:00pm

a. Devotions / Prayers – Jennifer Baker

9. Closing Prayer – Greg Parker

10. Adjournment at 9:04 pm – Tripp Dillard