



Grace
Lutheran

MINUTES OF THE REGULAR MEETING OF THE CONGREGATION
COUNCIL OF GRACE EVANGELICAL LUTHERAN CHURCH

Rm 108, 21 Carroll St., Westminster, MD 21157 www.gracelc.org

<http://gracelc.org/about-us/council/meeting-minutes/>

Meeting held on Monday, May 17, 2017 at 7 p.m.

Members Present

Rev. Martha Clementson, Co-Senior Pastor, Rev. Kevin Clementson, Co-Senior Pastor, Bill Comegna, Bob Lichtfuss, Ron Fairchild, Linwood Van Horn, Kevin Dayhoff, Brian Sherfey, Don Meyers, Johanna Monka, Jan Mickey, Robin Hoff Skrtic, Patt Patterson Jones, Rich Chaney, and Ginger Myers.

Members Absent: Kari Ebeling and Arthur Pease,

Call to order - Opening of Meeting: President Bob Lichtfuss called the meeting to order at 7:01 pm.

Devotions: Pastor Martha shared with us Psalm 100 and led us in prayer.

Approve Minutes & Adopt Agenda: A motion was made and seconded to approve the minutes and adopt the agenda. The motions passed.

Update on the Kitchen Project - Christy Vadder and Mel Arbaugh:

The president turned the meeting over the Christy Vadder and Mel Arbaugh for an update on the kitchen renovations project.

Vadder called our attention to two handouts: an equipment schedule and a summary of the bids received on a preliminary plans for the kitchen renovations.

Vadder explained that the committee began its work in May 2015 in response to a gift that had been earmarked for renovating the kitchen.

The committee met last week to review preliminary bids for the project. The committee took the suggestion of the kitchen designer and asked for a separate bid for the kitchen equipment. Meetings have taken place with various vendors and contractors that were very productive. The preliminary estimated cost is approximately \$237,261.00. It was discussed that council would like the advice of the finance committee as to how to proceed.

Vadder also reported that she is aware of a potential donor who might provide some additional donations for the project. We have about \$106,000 that was donated. With an additional \$10,000 set aside in a pass-through account, from monies earned through funeral and church dinners.

Mel Arbaugh reported that a structural engineer has examined some of the structural issues in the kitchen area and gave a favorable report. It was reported that the committee has met with the health department on site to discuss the proposed changes and filled the council in on various additional details and particulars.

Rich Chaney asked how long it will take a contractor to complete the project once the renovations begin. Arbaugh and Vadder explained that goal would be to complete the construction project over the summer months.

In response to an additional question from Chaney, Arbaugh explained that all four contractors that attended the preliminary meeting are aware that the church is considering the possibility of starting the work on June 18, 2018. It was explained that once we decide to move forward with the project, it would best to give the contractor as many months' notice as possible.

Some follow-up discussion was led by Don Meyers, Ron Fairchild, Robin Hoff Skrtic, and Ginger Myers, on timelines and fundraising approaches.

Pastor Martha mentioned that many folks have given freely of their time and contributed to the kitchen renovation committee and she wished to thank them. Special thanks goes to Christy Vadder who has done a fine job of chairing the Kitchen Renovation Task Force.

President's Report President Lichtfuss mentioned the upcoming congregational informational meeting and briefly discussed some of the themes that he would like to discuss with the congregation at the meeting. It was especially noted the number of leaders the church has inspired over the years - and in recent history.

Pastors' Report Pastor Martha made a motion that the following people be approved for Affirmation of Baptism: Sean Burk, Katelynn Casper, Garrett Cox, Ben Dorsey, Theresa Harrod, Brooke Hodges, Grace Lichtfuss, Clayton Nixon, Erin Saunders, Kyle Sherfey, Carson Snyder, and Cade Spreitzer. The motion was seconded. The motion passed.

Pastor Kevin reported on some discussions about replacing the credence tables on either side of the altar. The cost of both of the tables is approximately \$2,100.00.

A discussion followed about prioritizing a number of projects that are under consideration, including the kitchen renovations, the credence tables, and replacing the church paraments.

Treasurer's Report by Bill Comegna: We have good news. We have a year-to-date surplus of \$4,404.00 and we have a debt reduction surplus of \$14,133.00.

In view of the accumulated amount of the debt reduction surplus; after some discussion the council decided to ask the finance committee for some guidance on delaying any immediate principle reduction payments at this time or allow the surplus to accumulate for the purpose of paying upcoming mortgage refinancing costs.

Prayers of the Church – Linwood Van Horn, Kevin Dayhoff, and Pastor Kevin led the council in the prayers of the church.

New Business

Don Meyers provided us with a report on **risk management**. Pastor Martha and Arthur Pease have reviewed some minor changes in the facilities use policy. The changes primarily involve an update in titles and a few procedures.

Risk Management Committee presented the council with two documents which addresses requested changes to our 'Facilities Use Policy' and the 'Addendum to the Facilities Use Policy - Rental and Maintenance Fees.' It was determined to consider each document separately.

The risk management committee made a motion to accept the changes in the 'Facilities Use Policy.'

Rich Chaney asked to amend the motion to add the church as the certificate holder and that the church be named as an additional insured party. The risk management committee accepted the amendment for the purposes of discussion.

After some discussion, the council decided that it would be prudent to amend the third sentence in the first paragraph in the 'Liability Insurance' section on page three to read:

Any community groups using the facilities must have liability insurance and shall provide a Certificate of Insurance in which Grace Lutheran Church is the Certificate Holder and designates Grace Evangelical Lutheran Church as an additional insured party prior to final approval for use.

The motion to accept the changes in the 'Facilities Use Policy' passed.

Kari Ebeling was not able to attend the meeting but suggested in an email that the council consider setting a minimum amount of insurance coverage to be specified in the facilities use policy. After some discussion, it was preliminarily determined that it might be best to specify that minimum in the addendum to the facilities use policy which sets rates and addresses certain fees.

The risk management committee made a motion to accept the changes to the Addendum to the Facilities Use Policy - Rental and Maintenance Fees,' with the understanding that the risk management committee will review and make a recommendation in a future meeting as to whether or not it is wise to set a minimum insurance requirement. And whether that minimum should be specified in the Facilities Use Policy or Addendum.

Ebeling asked in an email if the rental rates set aside in the addendum are competitive in the community market. Discussion indicated that the rates are appropriate.

The motion to accept the changes to the 'Addendum to the Facilities Use Policy' passed.

Ron Fairchild provided a **report from the stewardship committee** that on April 9, 2017, Palm Sunday, 142 family units, or 40 percent of the participating congregation made a 2017 stewardship commitment by filling out a contribution form and leaving it in the offering plate.

Announcements

Jan Mickey gave us a report on this year's **Crop Walk** which took place on Sunday, April 30, 2017, in which folks had a chance to join Daisy Clementson to raise funds for Church World Service, Access Carroll, Carroll Food Sunday, and the Shepherd's Staff. Grace raised \$1,373.00 with 13 walkers.

On these positive notes, the meeting was adjourned at 8:42 with the Lord's Prayer

Respectfully submitted: Kevin E. Dayhoff, Grace Luther Church council secretary.

Looking Ahead: Our next meeting will be held on July 17th with Brian having devotions and Kari, Arthur, and the Pastor(s) leading the Prayers of the Church.

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Jan Mickey 2nd term expires Dec 2019)

Our Mission: Gifted with God's grace, redeemed by God's Son, and filled with the Holy Spirit, we grow in our relationship with God, one another, and community. Through word and sacrament, we gather to worship, learn, and go into the world empowered to serve.