

Trinity Lutheran Church

Camp Hill, Pennsylvania Minutes of Congregation Council Meeting

April 9, 2018

The meeting was called to order at 7:00 pm by President Dave Maser. The following council members and staff were present:

Jon Andrews	Keith Huntzinger	Stephanie Maurer
Pastor Brock	Steve Kauffman	Ellen Ney
Dan Drury	Jay Killian	Anne Stafford
Peter Fox	Barbara Kriebel	
Pastor Horner	Dave Maser	

Opening devotions were led by Dan Drury.

MOTION: Absences Steve Kauffman moved to excuse Mike Finio, Charlie Suhr, and Mike Schwalm, per their requests. Motion carried.

Recognition of visitors: Kathy Holmes, Call Committee; Rob Bertram, Administration and Personnel Committee

MOTION: Minutes Jon Andrews moved to approve the minutes of the March 12, 2018 meeting. Motion carried.

Staff Reports: Reports are on file for Pastor Horner, Pastor Brock, Tim Koch, Peter Fox, Debbie Wilson, Kelly Falck, and Stephanie Maurer.

Pastor Horner addition to his written report: Pastor Horner thanked all who assisted with the success of Holy Week, which included 12 services in 8 days. He also informed council that Pastor Jennifer has submitted her resignation effective May 6, 2018. Her departure is related to the situation at United Lutheran Seminary and the bishop's new responsibilities. Her last sermon was Sunday, April 8. Pastor Horner also commented on the preparations for the upcoming capital appeal.

Pastor Brock addition to his written report: Pastor Brock and Pastor Horner collaborated on their Easter Sunday sermons. Both of them had the exact same ideas for the sermons' content, and they worked together to preach the same overall message. Pastor Brock thanked everyone who helped with Easter and Holy Week services.

When asked about Easter and Holy Week attendance, it was estimated that over 1,600 people attended services on Easter morning. This was similar to the previous year. The midweek attendance increased significantly, due to it being part of Sup and Study. There was an increase in attendance for Maundy Thursday. There was higher attendance at the 9:30 a.m. contemporary service versus the other contemporary services. There was higher attendance at the 11:00 am traditional service versus the other traditional services. Good Friday reflections and service were fantastic. In the future it would be good to stream that for all to access on website.

Stephanie Maurer addition to her written report: Stephanie handed out brochures that will be distributed at the dinner theater events. Larger brochures will be provided to the congregation in early May. Stephanie can provide extras brochures to Council members upon request.

Peter Fox addition to his written report: Peter reminded Council that the next Isaac's fund raiser is Wednesday, April 11. Participation will be allowed all day instead of just throughout dinner hours. Peter is hopeful that no other fund raisers will be needed in addition to the Isaac's fund raiser.

Rick Sten and Peter need council support and help for upcoming dinner theaters, especially on April 29 and May 6. Peter and Kelly Faulk are working on activities for Trinity's April 22 birthday celebration. The program will be from 9:30 am to 11:00 am and will consist of an activity similar to a scavenger hunt.

Dave Maser report:

The Administration and Personnel Committee wants to have a retirement party for Nancy Martin on June 10 after the late services. A&P requests Council members to participate by making something or helping with something. A&P worked on Nancy's job description which included a change to the job title. The search for her replacement will begin very soon.

A&P requests that Nancy forward applicable policy pages to all committee chairs and team advisors for their review. Chairs and team advisors should work together to update policy pages as needed and make sure policy wording is in line with the strategic plan.

Dave reminded council members to complete their capital campaign pledge. As a council member, anonymity is not to be expected. Council needs to stand together and demonstrate that council is supportive of the capital campaign. Council members are encouraged to ask questions and voice any concerns they may have.

Call Committee update:

Kathy Holmes provided an update on the call process. The Call Committee recently had a fantastic interview with a candidate. The committee is moving forward with the next step, which is to hear the candidate preach a sermon at the April 26 services. The candidate is currently in seminary with graduation pending and ordination expected on June 1. Staff is scheduled to meet the candidate on April 27. Council will convene on April 27 at 6:00 pm to meet the candidate. If council approves the candidate, notice to the congregation will be sent on Monday, April 30. The call vote will occur on the weekend of May 12-13 when the candidate will preach at all services. The call committee will arrange for a meet and greet at this time as well.

Petitions and Communications: None

Administrative Committees:

Treasurer's Report and Finance: On file

Administration and Personnel: No report

Finance: Keith Huntzinger's report is on file.

Strategic Planning: Bob Frymoyer's report is on file.

Property Committee: Charlie Suhr's report is on file.

Ministry Team Reports:

Arts: No report

Educational Ministry: No report

Fellowship: No report

IT/AV: No report

Missions: Mary Ellen Hettinger's report is on file.

Parish Ministry: No report

Publicity and Communications: Danelle Andrews report is on file.

Social Ministry: No report

Stewardship: No report

Worship Ministry: Jane Killian's report is on file.

Youth Ministry: Report included in Peter Fox's report.

Kairos Leadership Team: Jay Killian's report is on file.

Actionable items:

MOTION: Policy Page 1.20.60 Barbara Kriebel moved to approve Policy Page 1.20.60, Job Description - Director of Administration (formerly Office Manager).

Rob Bertram reported that the committee determined that the new job description is a credit to what Nancy Martin accomplished during her tenure in this position. Pastor Horner met with Nancy to review her job description and determine what elements are essential, helpful, or not applicable (because these can be done by volunteers). All of the essential and helpful duties are included in the new job description. The job title was revised to Director of Administration, because it emphasizes the importance of the position and most accurately reflects the job duties. The essential function to act as a chief of staff was added because of the high level of support required for the lead pastor. A&P emphasized the importance of this position and having council approve the changes.

Motion carried.

MOTION: Parking Lot Pastor Brock moved to approve the contract with Hempt Bros., Inc. for the additional work required on the parking lot project and to increase the authorized amount for the project not to exceed \$475,000.

Discussion was held to clarify the reasons for the additional work. It was explained that Hempt Bros. discovered that these items (steeple lighting, curbing, retaining wall) were missing when the contract was reviewed, and informed Trinity as soon as discovered.

Motion carried.

MOTION: Strategic Plan Barb Kriebel moved to affirm the three-year (2018-2020) cycle of the strategic plan. Motion carried with Jay Killian abstaining.

MOTION: Adjournment: Steve Kauffman moved to adjourn the meeting. The motion carried.

The meeting was adjourned at 8:00 pm and the council members prayed together the Lord's Prayer.

Ellen Ney, secretary