

Minutes

Council

Trinity Evangelical Lutheran Church

(Evangelical Lutheran Church in America)

1600 Kanawha Boulevard, East – Charleston, W.Va. 25311

Sunday, October 8, 2017

1. Call to order – The Regular Meeting of the Trinity Evangelical Lutheran Church Council was called to order by President Robin **SNYDER** at 12:26 p.m.
2. Opening prayer – Pastor Randolph **RICHARDSON** provided opening prayer.
3. Attendance – Those attending included:

Council Executive Committee

- Robin **SNYDER**, president
- George **SCHWARZ**, vice president
- Howard **O’CULL**, secretary

Members

- Debbie **FLINNER**
- Adam **KNAUFF**
- Eric **MARTIN**
- George **MCKINNEY**
- Janet **RICHARDS**
- Lisa **WILLIAMSON**

Pastor

- Pastor Randolph **RICHARDSON**

Not present

- Emma **BUSSE**, treasurer (Excused)
- Chuck **HOWE** (Excused)
- Laura **KNAUFF** (Excused)

4. Minutes - Minutes of the Sunday, September 10, 2017, Council Meeting were approved as presented upon a motion made by Howard **O’CULL**, seconded by Debbie **FLINNER**.
Disposition: **Motion approved.**
5. Treasurer’s Report –Treasurer Emma **BUSSE** provided Council a series of documents relative to church fiscal matters, including a “Profit & Loss Budget vs. Actual” for the period January 1 through October 4, 2017. As previously requested by Council she provided a “Trinity Lutheran Income Analysis – Summer 2016 vs. Summer 2017” and a third document concerning “Trinity Lutheran Roof Repair – Harris Brothers Roofing & Mechanical Contractors Cost YTD 2017.”

In terms of the Reports and general fiscal matters, President **SNYDER** noted the treasurer reported no considerable variation in church revenue during in 2017 as compared to 2016 and that the single services held during the summer months did not materially affect offerings and revenue. She also referenced the roof repairs document and cited income vs. expenditures, noting budgetary expenditures, as compared with projected budgetary line item amounts, were “over” by \$3,574.15. Again, the treasurer reports this is no cause for concern in that literally three months remain in the year and that many budgetary line items were actually “under” budget.

In terms of the financial report, it was noted by President **SNYDER** Trinity’s fall yard sales proceeds amounted to \$1,200 in addition to around \$300 in food sales. President **SNYDER** also noted the yard sale proceeds were consistent with the last several years. (Yard Sale proceeds are used for purchasing items for Covenant House WV Christmas Boxes as well as a few boxes Pastor **RICHARDSON** distributes to Trinity members and/or as he determines.)

Finally, the church’s annual “Stewardship Campaign” was mentioned. Trinity congregant Rick Wolford chairs the committee. Disposition: **Treasurer’s report approved by consensus.**

A copy of the documents prepared by the treasurer are appended to the Minutes.

6. Pastor’s Report - As part of his report, Pastor **RICHARDSON** discussed a number of items, including various worship services conducted including the Agape Feast. He also officiated at a wedding. He cited several other activities external to Trinity, including Synod-related gatherings, namely the Lutheran/Anglican/Roman Catholic/United Methodist (LARCUM) Conference which was held at John XXIII Pastoral Center in Charleston in late September. The LARCUM Conference included continuing education for Synod Pastors. Based on the Conference theme, “LARCUM 2017: ‘Our Respective Reformations’,” discussions concerned The Reformation from the ecumenical

perspective of the denominations represented. Pastor **RICHARDSON** also mentioned he had been approached by ELCA West Virginia/Western Maryland Bishop The Rev. Matthew L. Riegel, S.T.M., to serve as dean of the Synod's Ohio Kanawha Valley Conference. Other activities cited included participating in the Rea of Hope Board of Directors meeting as well as a meeting of the Religious Coalition for Community Renewal (RCCR) and a CARLA (Charleston Area Religious Association) meeting. He also mentioned having collected yard sale items provided by various parishioners.

A copy of the Pastor's Report "*Activities September 10, 2017 – October 7, 2017*" - is appended to the Minutes.

7. Committee Reports –

- Facility / Finance – In the absence of Chairman Chuck **HOWE** President **SNYDER** cited the roof repairs report provided by the treasurer. She also mentioned matters concerning making bathroom toilets compliant with the needs of individuals who may be disabled or handicapped, noting further information will be provided in regard to this matter.

A Copy of the *TRINITY MONTHLY COMMITTEE MEETING REPORT* is appended to the Minutes.

- Worship – In terms of general discussions, the "Narrative Lectionary"-based sermons/liturgy was discussed. Although not adopted in terms of formal Council action, members expressed support the Lectionary/liturgy be utilized for a portion of the liturgical season during the ensuing years in terms of timing and in the manner determined by Pastor **RICHARDSON**.

Upcoming single worship services were mentioned including a single service for Reformation Sunday as well the church's 2017 Congregational Meeting.

Brief mention was concerning single services during the summer, including a survey conducted regarding congregation thinking in regard to this issue. According to Pastor **RICHARDSON** the single service notion received considerable support and, with consent of Council, is to be continued in ensuing years.

Pastor **RICHARDSON** and President **SNYDER** discussed the upcoming Oktoberfest which will be held October 14 at Cross of Grace Lutheran Church in Hurricane. She said Pastor **RICHARDSON** had been instrumental in the planning of the

event. Other Reformation-related activities were mentioned, including a Reformation Hymn Festival to be held at Trinity October 15.

As part of the Worship Committee reportage these items also were discussed:

Two additional youth have volunteered as acolytes, according to Lisa **WILLIAMSON**. She also cited the need for teachers for youth.

The previously-mentioned Christmas Boxes would be prepared on the first Sunday of December, according to President **SNYDER**.

8. Old Business –

- Clara E. Shinn Trust – President **SNYDER** stated both Pastor **RICHARDSON** and congregant Jon Nicol (an attorney who practices with Kay Casto & Chaney in Charleston) are pursuing agreement in regard to securing funds from this Trust for use by Trinity. Additional reportage will occur at future Council meetings, according to President **SNYDER**.
- Ministry Teams – Co-chairman Howard **O’CULL** - (Pastor **RICHARDSON** serves as the co-chair – stated a “Ministry Teams” working group has met twice.

As a result of these efforts, **O’CULL** presented two recommendations to Council. The first is that the Ministry Teams could serve as the church’s Evangelism Committee as required by Trinity’s Constitution (Chapter 14 -Organizations Within The Congregation / Article II Standing Committees – C [Committee on Evangelism]). Accordingly, he stated a Ministry Teams working group continues to meet. The Ministry Teams working group will report on various matters at the January Council meeting, including a statement of purpose, direction for Ministry Teams, objectives to be accomplished and a progress review at the Council’s annual retreat. He noted the Ministry Team’s activities must be “supportive of existing evangelism efforts undertaken by the church,” including Trinity’s Table and various social outreach efforts, and that such efforts, in order to be successful, will need “voiced support and certainly direction by the pastor.” **O’CULL** stated if the motion to endorse Ministry Team efforts, as described, were adopted by Council a second motion would be presented in regard to Ministry Teams budgetary recommendations.

Upon a motion made by Howard **O’CULL**, seconded by Lisa **WILLIAMSON**, the first recommendation was approved. Disposition: **Motion approved.**

That motion having been approved, **O’CULL’s** second recommendation regarded including \$2,000 for Ministry Teams-related activities in Trinity’s 2018 budget.

This includes \$750 for an analysis of the church’s website – as part of overall communication efforts – to determine how the website may be restructured for greater “outreach purposes.” Also included is \$500 to analyze how to best “brand” and “advertise” Trinity’s programming and activities – again as part of an overall emphasis on communications. Final dollars would include \$750 to conduct an opinion survey or focus group of Millennials to determine these individuals’ thinking concerning faith matters and how the church might consider findings of the survey or focus group.

Upon a motion made by Howard **O’CULL**, seconded by George **MCKINNEY**, the motion was adopted. Disposition: **Motion approved**.

Secretary’s Notes: The motions were prefaced so that if projects are not completed by June 30, funds revert to the church’s general revenue accounts. (Council could extend the deadlines.)

A copy of the working group’s recommendations, as presented to Council, are appended to the Minutes.

9. New Business.

- “Welcoming Banners” – George **MCKINNEY** reported several “welcoming banners” had been purchased by the Altar Guild through a memorial gift. (This item had been discussed at a “Ministry Teams” meeting.) The welcoming banners are free-standing.
- Synod “Council Visits With Congregations” – Discussed by Council in several past meetings, this session will be held Saturday, November 4, at the church. President **SNYDER** provided a handout which details purposes of the “visits.” Council members were encouraged to participate in the session.
- Rough Draft of 2018 Budget – A copy of a draft budget for 2018 was distributed. The draft document was discussed briefly by Council members who are to provide any suggestions regarding the budget to President **SNYDER**. Treasurer Emma **BUSSE** prepared the draft budget.
- New Council Members (2018) – President **SNYDER** mentioned Debbie **FLINNER**, Laura **KNAUFF**, Howard **O’CULL** and Janet **RICHARDS** were eligible for reelection to Council and that these individuals were nominated for Council terms which commence in January 2018. She noted nominations for Council positions may be made from the floor by consent of the nominee.
- 2017 Congregational Meeting – General matters regarding the annual Congregational Meeting were discussed, including reports to be provided, including the pastor’s report, minutes format and 2018 budget presentation.

- Transparency of Operations – George **SCHWARZ** mentioned the transparency the church’s website provides. He cited operational considerations such as the church’s budget, posting of minutes, sermons (Facebook medium) and links to various external resources available from other entities, including the ELCA.
10. Next Meeting Date – Council will meet Sunday, December 10, following the worship service. (There is no Council meeting in November due to the Annual Congregational Meeting.)
11. Adjournment – President **SNYDER** declared the meeting adjourned at 1:34 p.m. The meeting was closed with recitation of the Lord’s Prayer.

Minutes Respectfully Submitted on Behalf of Trinity Council

Robin Snyder, President

By

Howard O’Cull, Secretary