

# Minutes

## Council

### Trinity Evangelical Lutheran Church

(Evangelical Lutheran Church in America)

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

Sunday, March 12, 2017

1. Call to order – The Regular Meeting of the Trinity Evangelical Lutheran Church Council was called to order by President Robin **SNYDER** at 12:22 p.m., Sunday, March 12, 2017.
2. Opening prayer – Pastor Randolph **RICHARDSON** provided an opening prayer for the meeting.
3. Attendance – Those attending included:

#### Council Executive Committee

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

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- Pastor Randolph **RICHARDSON**

#### Members

- Debbie **FLINNER**
- Chuck **HOWE**
- Adam **KNAUFF**
- Laura **KNAUFF**
- Kristin **MALLORY**
- Eric **MARTIN**
- George **MCKINNEY**
- Lisa **WILLIAMSON**

**Secretary’s Note:** All council members present

4. Minutes - Minutes of the Sunday, February 12, 2017, council meeting were presented by the secretary. The minutes, as presented, were approved upon a motion made by Kristin **MALLORY**, seconded by **A. KNAUFF**. Disposition: **Motion approved**.
5. Treasurer's Report –Treasurer Emma **BUSSE** reviewed a number of items in the presentation of the Treasurer's Report, including continuation of Workers Compensation coverage for eligible staff through an arrangement with BrickStreet Insurance West Virginia; various proposed procedures relative to church financial matters such as "coding" or "posting" of receipts and the timeliness of such; a situation involving Frontier Communications and its use for billing purposes of a discontinued account in the name of the former St. Paul Evangelical Lutheran Church; a review of financial details relating to a few "social ministry" funds; and a descriptor for the manner in which Hilliard Lyons investments are utilized in terms of church operations. As the final part of her report Emma **BUSSE** provided an abbreviated "Profit & Loss Budget v. Actual – January 1 through March 9, 2017." This reportage, combined with on-going review of church finances, financial procedures, and accounting will constitute components of a revised Council Financial Report. The treasurer's report was received by consent. Disposition: **Consensus**.
6. Pastor's Report – Pastor **RICHARDSON** provided a handout listing his activities for the period February 12, 2017 – March 12, 2017.

In particular Pastor **RICHARDSON** cited a number of "general matters," including worship services conducted, a baptism, various meetings, counseling sessions and participation in an Exegetical study involving pastors in the West Virginia/Western Maryland Ohio-Kanawha Valley Conference. Pastor **RICHARDSON** also announced he had provided prayer for an opening of state Senate deliberations on Ash Wednesday. He also cited his involvement in various other church-related activities and events.

A copy Pastor **RICHARDSON's** Report, *ACTIVITIES February 12 – March 12, 2017*, is appended to the Minutes.

7. Committee Reports –

### **Facility and Finance (Flinner, Howe) –**

- Report – In providing his report Facility and Finance Chairman Chuck **HOWE** noted church lawnmowers had been serviced. Other matters are included in the "*TRINITY*

*MONTHLY COMMITTEE MEETING REPORT- Property*” which is appended to the Minutes.

## **Worship –**

**(L. Knauff, A. Knauff, Schwarz)**

- Protocol for Hosting of various groups wishing to use Trinity Facilities – Council discussed protocol (existing policies/procedures and potential new policies/procedures) for “hosting” of various groups of youth whose leaders may wish to use the church facility for lodging. As part of this discussion, council members discussed sentiments such as scheduling, including scheduling “around” Trinity congregational events, development of procedures which could be included in a handbook or as a guide when requests are made, especially in regard to opening and closing of the church.
- Midweek Services – Pastor **RICHARDSON** reported the format is built around a Taize Prayer Service with words and lessons from Martin Luther included.
- Palm Sunday – Single service to be held and will be followed by a salad luncheon which was a custom from the former St. Paul Evangelical Lutheran congregation. A reception for a confirmand is scheduled during this time as well. Also mentioned were Holy Week services.
- Hosting of “The Experience” Christian Rock Band - In regard to a Christian rock band, “The Experience,” which is providing a concert in Charleston June 17-18, it was the consensus of council the dates of the band’s visit to Charleston for the concert proved unfeasible in terms of providing members of the group lodging in homes of congregation members. Several sentiments were expressed about this future such requests, namely better advanced notification so planning and promotion can occur, determination of a list of potential hosts for such groups or church members who wish to defray expenses for groups, and the need for greater facility space at Trinity to accommodate these type groups – part of the church’s facility plan which is being reviewed by Silling Architects. In determining consensus, it was suggested church officers relay the desire to have hosted the group while citing the above concerns which also included considerations for Camp Luther attendees, Father’s Day, and the fact Pr. **RICHARDSON** will not be present that time.

## **Community -**

**(Snyder, Mallory, Martin)**

Secretary’s Note: Refer to related items included elsewhere in Minutes.

## Education

### (O’Cull, Williamson)

- Pulpit Exchange - Pastor **RICHARDSON** announced the upcoming pulpit exchange with The Rev. Marquita L. Hutchens, Rector, St. John’s Episcopal Church, Charleston.
- Palm Sunday Confirmation – A reception honoring Zoe Rose Bundy Dorst for her Confirmation will be held Palm Sunday in conjunction with the Palm Sunday Salad Luncheon. Mention also was made of a recent Confirmation retreat held at Cedar Lakes Conference Center, Ripley. One focus of that retreated related to prayer.
- Camp Luther - According to Pr. **RICHARDSON**, Camp Luther attendance should be very high this year. Following extensive discussion, Council, upon a motion made by Debbie **FLINNER**, seconded by **A. KNAUFF**, voted that the church provide funds to cover expenses of those youth who attend. This offer would be provided to all families of potential campers with the parent or parents of Camp Luther attendees determining whether or not to accept these moneys. Although not part of the motion there was considerable support among Council members for youth being encouraged to be involved in activities which would provide funds or defray costs for Camp Luther participation and/or similar activities. This approach was seen as motivational and would add depth and meaning to the Camp Luther experience itself. Along these lines mention was made regarding use of “loose change” Sunday collections for this and similar purposes.  
Disposition: Motion approved.
- “Family Fun Night” – **A. KNAUFF** discussed the success of a recent such event which is planned for families to socialize in terms of activities such as bowling, board games, sporting events, etc. Rachel Hall and Jennifer Knauff are one of several parents having assisted in arranging the events which are open to the entire congregation.
- Vacation Bible School (VBS) – Curricula is being reviewed and is to be procured for VBS, according to Lisa **WILLIAMSON**.

### 9. Old Business –

- Update Regarding Clara Shinn Trust – President Robin **SNYDER** reported Jon Nicol, a member of the congregation, is looking into various matters regarding the Clara Shinn Trust. He, however, has not been able to secure more definitive

information from the attorneys in Wheeling who manage the Trust, proceeds of which are housed at a WesBanco bank there. He will continue his efforts to clarify or narrow issues relative to the Trust and distribution of at least a portion or portions of its funds, it is hoped, to Trinity's congregation. As noted in previous Council meetings, the Trust, held by the former St. Paul Evangelical Lutheran Church congregation, is considered to have transferred as part of the St. Paul assets acquired by St. Paul's merger with Trinity. Over the years various attempts have been made by Trinity officials to both ascertain whether Trinity, indeed, possesses the account and to acquire any moneys that the Trust may have accrued following the former St. Paul Congregation's merger with Trinity. (For greater information regarding the Trust, refer to the December 2016 council minutes.)

- Council Retreat – The Retreat has been set for Saturday, April 29, 2017, at the church. The Retreat commences at 9:00 a.m. and is to conclude at 1:00 p.m. The last segment of the meeting will include a combined April/May Council Meeting. Several items will be discussed, including committee assignments, communications, and provision of Communion to children – an issue Pastor **RICHARDSON** has mentioned during the past several Council meetings.
- Benevolence Request – Gabriel Project – Following brief discussion of this issue, which includes space-related needs for the Gabriel Project (currently housed at Asbury United Methodist Church on Charleston's East End), Howard **O'CULL** made a motion, seconded by Debbie **FLINNER**, that Trinity provide a one-time undesignated gift of \$750 to The Gabriel Project. Following additional discussion, it was determined that Wednesday Midweek Offering proceeds should be devoted to the Gabriel Project. Funds for the one-time undesignated gift to the Gabriel Project may be secured from funds invested in the church's Hilliard Lyons account, according to various council members. Disposition: **Motion approved.** Secretary's Note: Refer to **Secretary's Clarification** included in New Business 8. Benevolence Report – Community Lutheran Partners (CLP).
- Logo for Trinity – There was continued discussion regarding the need for a unified logo for Trinity. Various church members are researching or exploring options.
- WV Interfaith Refugee Ministry – President Robin **SNYDER** reported a meeting in regard to the Refugee Ministry will be held at 7:00 p.m., May 2 at the church, based on an affirmative consideration of council. The meeting is open to the congregation.

#### 8. New Business –

- Delegates to West Virginia/Western Maryland Synod Assembly – June 2/3, Parkersburg – It was consensus of Council that Howard **O'CULL** and Rosa McKinney

serve as voting delegates, representing Trinity, at the Synod Assembly of the West Virginia-Western Maryland Synod (Synod Assembly 2017) which will be held in Parkersburg. Robin **SNYDER**, as a member of Synod Council, will attend as well. **Pr. RICHARDSON** is unable to attend due to another commitment. The church will pay expenses for **O’CULL** and McKinney. Disposition: Consensus.

- Benevolence Report – Community Lutheran Partners (CLP) – Although Trinity supports Community Lutheran Partners in various ways, it was the consensus of Council that more intentional means be utilized for this purpose, including reviewing memorials to secure funds in addition to possibly setting aside a Sunday to secure a special offering for CLP which assists in various community disaster efforts. As part of this discussion mention was made regarding discretionary benevolence funds **Pr. RICHARDSON** may use in aid requests he receives. Finally, mention was made in regard to reviewing the church’s ongoing benevolence process, including dedicated smaller memorial funds as a means to enhance benevolence efforts. Upon a motion made by George **SCHWARZ**, seconded by Emma **BUSSE**, Council voted to provide a one-time undesignated gift of \$1,000 to CLP and \$200 for Pastor **RICHARDSON’s** Discretionary Benevolence Fund. These moneys may be procured from various memorials as mentioned. Disposition: Motion approved. Secretary’s Clarification Regarding This Motion: Council, meeting Saturday, April 29, 2017, received a recommendation from Treasurer Emma **BUSSE** that funds council voted to provide CLP would be secured from Trinity’s Endowment Income Account Fund. Additionally, no specific dollar figure was accorded to Pastor **RICHARDSON** for the Discretionary Fund he uses. Pastor **RICHARDSON**, at his discretion, uses these funds to address unbudgeted requests individuals may make for aid or assistance. These moneys also will be secured from Trinity’s Endowment Income Account. Moreover, funds council voted to provide to the Gabriel Project, as referenced above in the Minutes, also will be secured from the church’s Endowment Income Account Fund. Disposition: Consensus.

9. Next Meeting Date – President **SNYDER** announced the church council will meet April 29, 2017, in conjunction with its annual retreat meeting. The Retreat is slated to conclude at 1:00 p.m.

10. Adjournment – The meeting was adjourned at 1:33 p.m. upon a motion made by L. **KNAUFF**, seconded by George **SCHWARZ**. The meeting was closed with recitation of the Lord’s Prayer.

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Minutes Respectfully Submitted on Behalf of Trinity Council,  
Robin Snyder, President,  
by

Howard M. O’Cull, Secretary