

# Minutes

## Council

### Trinity Evangelical Lutheran Church

Evangelical Lutheran Church in America

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

Sunday, July 9, 2017

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1. Call to order – The Regular Meeting of the Trinity Evangelical Lutheran Church Council was called to order by President Robin **SNYDER** at 11:38 a.m., Sunday, July 9, 2017.
2. Opening prayer – Pastor Randolph **RICHARDSON** provided opening prayer for the meeting.
3. Attendance – Those in attendance included:

#### Council Executive Committee

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

#### Members\*

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

#### Pastor

- Pastor Randolph **RICHARDSON**

#### Not present

- George **SCHWARZ** (Excused)

Secretary's Note: Former Council Member Kristin **MALLORY's** resignation due to career relocation was noted by President **SNYDER**.

4. Minutes - Minutes of the Sunday, June 9, 2017, Council Meeting were approved as presented upon a motion made by Lisa **WILLIAMSON**, seconded by Emma **BUSSE**.  
Disposition: **Motion approved.**
5. Treasurer's Report –Treasurer Emma **BUSSE** discussed a number of financial items, including the treasurer's continued review of matters regarding postings of "special" or "designated" funds (some of which relate to memorials and others funds such as moneys for Trinity's Table, the church's Columbarium fund and Camp Luther) which appear to have been co-mingled with "regular" church offerings or receipts. The Treasurer reiterated the need for protocol in terms of these moneys to avoid co-mingling of funds. In terms of pledges, **BUSSE** said Trinity's operating budget is based largely on pledges made by members during a fall stewardship campaign. Another issue she discussed concerning considering end of the calendar year bonuses provided staff as needing to be included in the church's proposed budget with an exception for James Skyes who serves the church in several capacities including providing janitorial and related services. He is paid on an hourly basis. While receipts were down, **BUSSE** said this is expected, especially during summer months. The treasurer, however, reiterated expenses were lower than budgeted as well. She said major expenses included finishing of floors in the Fellowship Hall and other areas of the church.

In terms of contributions, Pastor **RICHARDSON** requested the Treasurer provide a discreet listing of congregants whose contributions vary significantly from previous giving periods. He said such a decrease in giving may relate to several factors, including employment changes or transitions (employer downsizing), illness, family-related matters, etc. This information - again a discreet request - will be provided to Pastor **RICHARDSON**.

In terms of offering envelopes the same firm will be utilized as in past years. Council approved this matter through consensus. Disposition: **Treasurer's Report approved by consensus**

Again, members of Council, commended the Treasurer for the information and timely reportage.

As part of the report, the treasurer provided the *Trinity Evangelical Lutheran Church Profit & Loss Budget vs. Actual (January 1 through July 8, 2017)*.

Disposition: **Treasurer's Report approved by consensus.**

6. Pastor's Report – As part of his report, Pastor **RICHARDSON** discussed a number of items, including a visit by Lutheran (ELCA) Boys Scouts of American leaders who will be visiting Trinity and utilizing some church facility areas in preparation for The 2017 National Scout Jamboree will be held from July 19 to July 28, 2017 Summit Bechtel Family National Scout Reserve which is located in Glen Jean (Fayette County). He also mentioned, as was stated during the West Virginia/Western Maryland 2017 Synod Assembly (Parkersburg) a scheduled visitation from various officials and laypersons affiliated with the Indiana-Kentucky Synod, Evangelical Lutheran Church in America (<http://iksynod.org/contact/>). Individuals from the sister Synod will be accompanied, in part, by West Virginia-Western Maryland Bishop Matthew L. Riegel, MDiv, STM. The Indiana-Kentucky Synod representatives will visit various parts of the West Virginia/Western Maryland Synod and will assist at Trinity's Table and engage in other community volunteer work.

In terms of the annual church picnic Pastor **RICHARDSON** said the service, while liturgical, will include an emphasis on several familiar hymns. He mentioned youth having attended Camp Luther this year may make a presentation during the service.

In relation to his monthly report, Pastor **RICHARDSON** discussed several matters, including a baptism, funeral and wedding he conducted. Other areas of the report he emphasized included home visits, counseling sessions conducted, and the Rea of Hope board meeting.

A copy of the Pastor's Report "*Activities June 3, 2017 – July 8, 2017*" - is appended to the Minutes.

7. Committee Reports –

- Facility / Finance (**FLINNER, HOWE**) – Chuck **HOWE** reported on several committee activities, including stripping and waxing of the Fellowship Hall, upper and lower hallways, and restrooms floors. Other items mentioned included replacement of a riding lawnmower battery, and replacement of an icemaker water filter.

He also mentioned, for consideration by Council, proposed Habitat for Humanity projects. (Refer to New Business.)

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

- Worship (**L. KNAUFF, A. KNAUFF, SCHWARZ**) – As part of a general discussion, Trinity’s September Rally Sunday was mentioned. Other items cited were the need for staffing and parental support for children and youth programming. The ELCA National Youth Gathering was mentioned briefly as was Camp Luther and Vacation Bible School. There was brief discussion about the combined services. Council members have heard support for the move to the joint services this summer.
- Community (**MALLORY, MARTIN, SNYDER**) – President **SNYDER** mentioned the upcoming “Christmas In July” which will benefit The Samaritan Inn. That entity provides transitional residential living with supportive services for up to nine homeless adult men. The Inn is sponsored by the Religious Coalition for Christian Renewal (RCCR) - <https://www.rccr.org/> It is located in Charleston’s East End. The website address is <https://www.rccr.org/index.php?id=samaritan-inn> President **SNYDER** noted the considerable congregational support for this evangelism/social outreach effort.

As part of this agenda item Treasurer Emma **BUSSE** informed Council officials from Rea of Hope were hoping to receive \$5,000 from the congregation to assist in continuing Rea of Hope projects. (Part of reason for the request, according to some Council members, relates to diminishing funds from grants, corporate/church and personal support. It was stated this is a national trend in terms of not-for-profits.) Pastor **RICHARDSON** noted Trinity was an early supporter of Rea of Hope which was established 14 years ago. Based on Council discussion the matter will be placed on a future agenda for consideration. Pastor **RICHARDSON** and Emma **BUSSE** noted any moneys provided could be given installments or as Council may determine. It was also noted these funds would be above and beyond moneys the entity receives and that such a contribution may be requested by Rea of Hope on an annual basis.

Although Council did not act upon the request President **SNYDER** reiterated the item will be placed on a future Council agenda.

It was also noted Charleston’s Religious Coalition for Christian Renewal (RCCR) was experiencing the same difficulties.

- Education (**O’CULL, WILLIAMSON**) – Lisa **WILLIAMSON** reiterated the need for teachers for Sunday Church School. Also discussed was additional detail regarding the National Youth Gathering, including fund-raising activities which should be planned soon.

## 8. Old Business –

- Committee to Plan Reformation Activities – Pastor **RICHARDSON** will report on this matter at the August Council meeting, specifically an apparent request from some pastors in the deanery to provide combined Reformation programming. Pastor **RICHARDSON** provided what he considered some “drawbacks” to this suggestion, including distance to be traveled, scheduling and programming details. President **SNYDER** noted several persons had agreed to serve as members of the ad hoc committee.
- American Guild of Organists Organ Concert –Based on information provided to Pastor **RICHARDSON** and President **SNYDER** this concert will be held prior to Reformation Sunday (Sunday Oct 29 – 21<sup>st</sup> Sunday after Pentecost). The concert may include a “hymn fest” setting. Chuck Jones, Trinity Organist, and Marilyn Henstock, former St. Paul organist, are assisting in planning the event. A reception will follow. The concert will be held at Trinity.
- Clara E. Shinn Trust – President **SNYDER** noted there apparently has been little action in terms of resolving issues regarding the Trust. Howard **O’CULL** suggested attorneys who specialize in wills, trusts and bequests may be approached to review the legal issues (if any) or to determine “next steps.” He said use of parishioners may place a burden on these persons who have full-time jobs or careers and family obligations whereas external attorneys could assume review of the matter in a more singular, focused manner. Several Council members noted the cost likely to be incurred through use of external counsel which **O’CULL** acknowledged could be considerable. As part of the discussion Emma **BUSSE** stated there may be value in having a “set of fresh eyes” review the Trust and specifics. Pastor **RICHARDSON** stated there may be no legal issues per se but that the Trust matter is lower on the priorities of the Wheeling bank which holds Trust funds.

Council took no action on the matter but will receive updates as they occur, according to President **SNYDER**.

Secretary’s Note: During Council discussion of this issue there was a proposal that certain members of Council contact various parties involved in this matter. Council, however, did not act upon this suggestion.

- Policy Manual –Howard **O’CULL** reported he has compiled a listing of policy matters which may be embedded in Minutes from November 2015 to present. He will share these with the individual or individuals who assume this undertaking.

9. New Business.

- Handicapped Accessible Toilets – This matter has been discussed in a previous Council meeting. Following review it was suggested Facility/Finance Committee Chairman Chuck **HOWE** secure estimates regarding replacement of bathroom toilets (or take similar approaches), making a subsequent report to Council.  
Disposition: Recommendation approved by consensus
- Discussion of Ministry Teams – Pastor **RICHARDSON** and Howard **O’CULL** had met prior to the Council meeting ostensibly to discuss the church’s Evangelism Committee. As a result of that conversation, the notion of Ministry Teams became prominent as a way to provide both continuing intra-church shepherding as well as continuing Trinity’s exemplary community outreach efforts. In the conversation held by Pastor **RICHARDSON** and Howard **O’CULL** one emphasis was greater use of social media to provide outreach, evaluating intra-church shepherding endeavors and exploring additional if not unconventional ways to promote Trinity’s work and effort (which would be augmented through literal branding of “Trinity.”) Following Council’s brief discussion of the Ministry Team concept, and in accordance with Pastor **RICHARDSON’s** and Howard **O’CULL’s** conversation, several members of Council volunteered to flesh the concept. The congregation as a whole will be involved as well. A meeting of interested parties will be held soon. Howard **O’CULL** commended Pastor **RICHARDSON** for support of the Ministry Teams concept. The concept may touch upon several aspects of Trinity operations, according to Howard **O’CULL** and others who commented.
- Habitat for Humanity – Facility/Finance Committee Chairman Chuck **HOWE** mentioned a request for area church congregations to become involved in Habitat for Humanity builds, including four projects in Kanawha County. Habitat for Humanity officials also are suggesting donations for projects. Based on discussions, Council noted the projects should be announced or
- Council Vacancy – President **SNYDER** encouraged Council members to provide her with the name or names of persons who might be approached to fill the Council position vacated by Kristin **MALLORY** as noted above. The individual appointed would serve until the January 2018 Council Reorganization Meeting. The nominee also could be eligible for appointment for a term which, again, would commence in January 2018. The nominee may be selected via email balloting, she said.
- October Church Yard Sale – Mention was made of Trinity’s October 7, 2017, Yard Sale.

10. Next Meeting Date – Council will meet Sunday, August 13, 2017.

11. Adjournment – President **SNYDER** declared the meeting adjourned at 12:36 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