

**Elizabethtown Church of the Brethren
Church Board Minutes**

Monday, March 13, 2022, 6:45 PM in Discovery Room & via Zoom

In Attendance: Alyssa Cross (Clerk), Jeff Eisenbise (Chair), Kevin Engle (Chair Elect), Joe Detrick (Moderator), Pastor Pam Reist, Jim Hollinger, Dave Leiter, Karen Ungemach, Vida Snavely, Pastor Jason Haldeman, Kurt Sollenberger, Don Ziegler, Kurt DeGoede, Pastor Naomi Kraenbring,

Via Zoom: Gina Strouse, Kendra Gottshall (Treasurer), Lynne Hockley, Duane Hernley

I.	<p>Opening Devotions Pastor Pam</p> <ul style="list-style-type: none"> Discern and Call: important parts of who we are as COB. We are a teaching and a learning congregation comprised of a priesthood of all believers and set apart ministry. 																																																																	
II.	<p>Acceptance of Previous Minutes Board Chair</p> <p>Action: February minutes approved as presented.</p>																																																																	
III.	<p>Treasurer's Report (Exhibit A) Treasurer</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">MONTH OF FEBRUARY 2023</th> <th style="text-align: center;">ACTUAL YTD</th> <th style="text-align: center;">BUDGETED</th> <th style="text-align: center;">OVER (UNDER) BUDGET</th> <th style="text-align: center;">% OVER (UNDER) BUDGET</th> <th style="text-align: center;">PRIOR YEAR ACTUAL YTD</th> <th style="text-align: center;">OVER (UNDER) PRIOR YEAR</th> <th style="text-align: center;">% OVER UNDER PRIOR YEAR</th> </tr> </thead> <tbody> <tr> <td align="center">Budgeted Revenue</td> <td align="right">70,824.63</td> <td align="right">67,250.02</td> <td align="right">3,574.61</td> <td align="center">5%</td> <td align="right">77,803.58</td> <td align="right">(6,978.95)</td> <td align="center">-9%</td> </tr> <tr> <td align="center">Budgeted Disbursements</td> <td align="right">63,052.42</td> <td align="right">70,583.60</td> <td align="right">(7,531.18)</td> <td align="center">-11%</td> <td align="right">61,449.80</td> <td align="right">(1,602.62)</td> <td align="center">-3%</td> </tr> <tr> <td align="center">Net Budgeted Monies</td> <td align="right">7,772.21</td> <td align="right">(3,333.58)</td> <td align="right">11,105.79</td> <td align="center">-333%</td> <td align="right">16,353.78</td> <td align="right">8,581.57</td> <td align="center">-7%</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">2 MONTHS ENDED FEBRUARY 28, 2023</th> <th style="text-align: center;">ACTUAL YTD</th> <th style="text-align: center;">BUDGETED</th> <th style="text-align: center;">OVER (UNDER) BUDGET</th> <th style="text-align: center;">% OVER (UNDER) BUDGET</th> <th style="text-align: center;">PRIOR YEAR ACTUAL YTD</th> <th style="text-align: center;">OVER (UNDER) PRIOR YEAR</th> <th style="text-align: center;">% OVER UNDER PRIOR YEAR</th> </tr> </thead> <tbody> <tr> <td align="center">Budgeted Revenue</td> <td align="right">106,922.41</td> <td align="right">134,500.04</td> <td align="right">(27,577.63)</td> <td align="center">-21%</td> <td align="right">132,006.60</td> <td align="right">(25,084.19)</td> <td align="center">-19%</td> </tr> <tr> <td align="center">Budgeted Disbursements</td> <td align="right">124,148.23</td> <td align="right">141,167.20</td> <td align="right">(17,018.97)</td> <td align="center">-12%</td> <td align="right">150,449.50</td> <td align="right">26,301.27</td> <td align="center">17%</td> </tr> <tr> <td align="center">Net Budgeted Monies</td> <td align="right">(17,225.82)</td> <td align="right">(6,667.16)</td> <td align="right">(10,558.66)</td> <td align="center">158%</td> <td align="right">(18,442.90)</td> <td align="right">(1,217.08)</td> <td align="center">-7%</td> </tr> </tbody> </table> <p>NOTEWORTHY ITEMS:</p> <p>BUDGETED REVENUE</p> <ul style="list-style-type: none"> Monthly Offering: February offering totaled \$61,559 vs \$60,661 in the prior year and \$58,333 budgeted for this year. YTD Offering: For the two months ended February 28, 2023, offering totaled \$89,526 vs. \$100,035 in the prior year and \$116,667 budgeted year-to-date. February was a better month than January and hopefully we will continue to see offerings come in close to budget in future months. <p>BUDGETED EXPENSES</p> <ul style="list-style-type: none"> Ministry Salaries & Benefits <ul style="list-style-type: none"> Actual vs. Budget: This expense category is currently 4% under budget (2,593). Fluctuation from budget in this area is not unexpected giving the ongoing transition of staff and new positions being added. I will continue to keep the Board updated on the variance from budget. Actual vs. Prior Year: Ministry Salaries and Benefits for the two months ended 2/28/23 is \$18k less than prior year (20%) as we are paying less salaries and benefits than we were year to date in 2022. A number of other expense categories vary slightly from budget, but there is nothing significant or unusual about these fluctuations. It is early in the year and expenses are not always paid evenly over the 12 months. Many of the commissions are under budget at the moment but I would expect that to true up as time goes on. <p>Action: Treasurer's Report approved as presented.</p> <p>Discussion</p> <ul style="list-style-type: none"> Finance Committee to discuss how to handle funds in excess of the FDIC insured amount. 	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IV.	<p>Building Committee Update Board Chair</p> <ul style="list-style-type: none"> Still wrapping up a few little things (UGI - needing larger pressure regulator). Old heat system has started to come out. Still believe the project will wrap up within budget 																																																																	

V.	Commission & Deacon Highlights & Concerns	Commission Chairs
	<p>Christian Education</p> <ul style="list-style-type: none"> ● Christian Ed is requesting to withdraw \$700 from the long-term fund for Blaze Room to purchase chairs and a table. Need more appropriately sized items for kids. <ul style="list-style-type: none"> ○ The Board approves this use of funds. ● Need help with Kids Club, Nursery, and Blaze 	
	<p>Expressions</p> <ul style="list-style-type: none"> ● Working with Kim & Rachel to sort out their responsibility and roles. Working to articulate that to the congregation via announcements/newsletter ● Looking at music initiatives ● Inviting congregation for more involvement. Reviewing previous survey data for interests. ● Working to prioritize budget for initiatives 	
	<p>Nurture</p> <ul style="list-style-type: none"> ● Made progress on the presentation of Faith Markers which had been on hold during the pandemic. Presentations to children entering and in kindergarten will take place on Mother's Day Sunday. Presentations to 5th and 6th graders will also take place sometime this spring as well as to high school graduates. Bible presentations to 3rd and 4th graders will occur in the fall. ● Finalized plan for Lenten devotional online discussion forum. ● Will begin meeting with Witness Commission representatives to begin planning for a John Pavlovitz retreat at our church. ● Brainstormed ideas for outreach to and inclusivity of those worshipping online with those worshipping in person. 	
	<p>Resources</p> <ul style="list-style-type: none"> ● Resources is busy trying to renovate rooms as we are able to. We've been told that the old heating system removal will start this coming week. We're hoping that's the case, so we don't have to go back and finish our current projects later. Once the old system is taken out, we'll have to complete any needed painting and flooring work in all affected classroom and office areas. ● Current projects include the office and the adjacent supply room, the classroom next to the attic entrance, the choir room and the classroom next to it, plus the connecting hallway. Plans are in place to focus on stairwells in the near future, and we're also formulating a plan for Fellowship Hall and the kitchen. Our old stoves finally were at the point of no return (multiple gas leaks within, which meant thousands of dollars to repair them without guarantee they could find parts), so we purchased one new stove. We will evaluate future needs for the kitchen once our kitchen group (deacons, Lucy/Lisa, ECCC) meets and makes some recommendations, but for the time being it was an urgent need to have a working stove, as ECCC was working out of crock pots and roasters and the church has upcoming events, as well. ● Amy, Crystal, and I have continued working to refine any service agreements, utility contracts, and vendor contracts in order to save money wherever we can. We've been quite successful in this effort, cutting our utility costs (including a rebate from UGI because we had been paying state taxes), garbage removal costs, and contract costs. ● All this being said, our budget is woefully underfunded and will not cover our total needs this year. All the work necessary after many years of neglect costs a significant amount of money, so at some point we'll need to discuss ways to continue this work, or stop. We are in the process of getting prices together for the FH/kitchen project and plan to ask the board/finance committee (?) for a lump sum to accomplish this goal. 	
	<p>Witness</p> <ul style="list-style-type: none"> ● Service Sunday went well. Had donations for many of the projects. ● Upcoming events: <ul style="list-style-type: none"> ○ April 25-27: Virtual conference - Ecumenical Advocacy Days: Swords Into Plowshares ○ April 29: Chicken BBQ fundraiser 	
	<p>Deacons</p> <ul style="list-style-type: none"> ● Ministry Teams were developed a year ago. Since then, have become aware of people who need help with small projects. Looking to start a new ministry team that would be available to do small jobs (house projects, yard work, technology help) 	
VI.	Reports from Pastors	Pastors

	<ul style="list-style-type: none"> ● Pam – Rachel continues her work as our intern. She is looking to transfer her membership here and to be licensed in our congregation. She is working towards ordination. ● Naomi – preaching on Palm Sunday following vacation. ● Jason <ul style="list-style-type: none"> ○ The president of NAEYC and Governor Shaprio are scheduled to visit Elizabethtown Child Care Center here in the building at the end of the month. ○ May 4-18: trip to Iona, Scotland for Bethany Theological Seminary
	<p>Recognition & Appreciation</p> <ul style="list-style-type: none"> ● Discussion on groups who deserve recognition and thanks. To follow up on ideas of how we can express our gratitude <ul style="list-style-type: none"> ○ Appreciation for office staff for their great work and dedication ○ Thank you to the Building Committee ○ Appreciation for tenants for their patience and cooperation through construction
VII.	<p>Discernment Committee Update Board Chair</p> <ul style="list-style-type: none"> ● Consideration of a proposal for calling pastoral personnel Action 1: Jeff Eisnebise moves that the Board recommends that Council call Naomi to full-time ministry effective June 1 (at the end of her interim assignment). Seconded by Kurt DeGoede. The motion carries. Action 2: Compensation Package: \$72,000 + housing allowance of \$12,000. This salary translates to 13 years of experience. This will place Naomi on the scale at this level and future years will proceed from this scale point. The Board approves the compensation package. <p>Schedule & Process</p> <ul style="list-style-type: none"> ● 03/15 Letter to be mailed announcing special council meeting ● 03/19 Announcement in Worship ● 04/02 Council Meeting - (w/ narrative describing our path to this point) <ul style="list-style-type: none"> ○ Action 1: Calling Naomi to ministry. ○ Action 2: Compensation package <p>Next Steps</p> <ul style="list-style-type: none"> ● More discernment and a congregational needs assessment.
VIII.	<p>Next Meetings</p> <ul style="list-style-type: none"> ● Board Meeting: Monday, April 10, 6:45 pm
IX.	<p>Word of Closure & Adjournment Board Chair</p> <ul style="list-style-type: none"> ● Meeting concluded at 8:35 pm

Respectfully submitted,
Alyssa Cross (Clerk)
March 13, 2023