

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

**Tuesday, June 11, 2024, 6:45 PM in Room 102 & via Zoom**

**In Attendance:** Alyssa Cross (Clerk), Kevin Engle (Board Chair), Lynne Hockley, Kurt DeGoede, Kurt Sollenberger, Vida Sue Snavelly, Karen Ungemach, Lois Herr, Craig Coble, Duane Hernley, Dave Leiter, Pastor Liz Bidgood Enders, Pastor Naomi Kraenbring, Kendra Gotshall (Treasurer), Sandy Brubaker

I.	<p><b>Opening Devotions</b> <span style="float: right;">Board Chair</span></p> <ul style="list-style-type: none"> <li>● Kevin opened the meeting with a devotion on the theme of peacekeeping as it relates to Memorial Day.</li> </ul>
II.	<p><b>Acceptance of Previous Minutes</b> <span style="float: right;">Board Chair</span></p> <ul style="list-style-type: none"> <li>● May 13 Minutes <ul style="list-style-type: none"> <li>○ Minutes were accepted as presented by unanimous consent.</li> </ul> </li> </ul>
III.	<p><b>Pastoral Job Description Draft</b> <span style="float: right;">Board Chair</span></p> <ul style="list-style-type: none"> <li>● The summary document was reviewed and received positive feedback.</li> <li>● Discussion regarding the ultimate authority for any issues. <ul style="list-style-type: none"> <li>○ The Church Board, Executive Committee, and Church Council have final decision-making power.</li> </ul> </li> </ul>
IV.	<p><b>Endowment Committee Recommendation</b> <span style="float: right;">Board Chair</span></p> <ul style="list-style-type: none"> <li>● Executive Summary Recommendation <ul style="list-style-type: none"> <li>○ Page 2, Paragraph 2: Assumption of tithing our financial resources – revise to read “up to 10%”</li> <li>○ Question of clarity regarding items 5 and 6 as they relate to one another: <ul style="list-style-type: none"> <li>■ The one-year emergency reserve fund is intended to be protected and must be calculated each year relative to the current year's operating budget (50% of the current operating budget amount).</li> <li>■ Annual draws from the endowment fund can be up to 10% of the current total endowment value (as long as the current emergency reserve fund is maintained).</li> </ul> </li> <li>○ <b>ACTION:</b> Karen Ungemach moved to accept the recommendations of the Endowment Committee via the Executive Summary (with the discussed revisions). The motion was seconded by Kurt DeGoede. Motion approved.</li> </ul> </li> <li>● Revised Memorial Paper <ul style="list-style-type: none"> <li>○ VI - Memorial Fund Type &amp; Uses <ul style="list-style-type: none"> <li>■ “Undesignated gifts are the most beneficial.....” before “The following are examples”</li> <li>■ Add language: We have established a one-year protected emergency reserve fund.... (from Recommendations Item #5), utilizing the endowment funds and unrestricted cash for this purpose”.</li> <li>■ Item A. Facility Fund, Item 3 <ul style="list-style-type: none"> <li>● Line item 3 needs to be updated to reflect the discussion regarding the executive summary. (Items 5 and 6a).</li> </ul> </li> </ul> </li> <li>○ Other Memorial Funds - Memorial Garden or Landscaping <ul style="list-style-type: none"> <li>■ Remove the last sentence regarding the prices of shrubbery or trees.</li> </ul> </li> <li>○ <b>ACTION:</b> Craig Coble moved to accept the Revised Memorial Paper (with the discussed revisions). The motion was seconded by Kurt DeGoede. Motion approved.</li> </ul> </li> </ul>
V.	<p><b>Executive Committee Pastoral Recommendation</b> <span style="float: right;">Board Chair</span></p> <ul style="list-style-type: none"> <li>● The Board accepts the Executive Committee's recommendation to call Liz Bidgood Enders to ministry at Elizabethtown Church of the Brethren via unanimous consent.</li> <li>● The Board accepts the financial package for Pastor Liz Bidgood Enders as presented via unanimous consent.</li> </ul>
VI.	<p><b>Treasurer's Report</b> <span style="float: right;">Treasurer</span></p> <ul style="list-style-type: none"> <li>● Kurt Sollenberger motioned to accept the Treasurer's report. Craig Coble seconded the motion. Treasurer's report was accepted as presented.</li> </ul>
VII.	<p><b>Commission &amp; Deacon Highlights</b> <span style="float: right;">Commission Chairs</span></p>
	<p><b>Christian Ed</b></p> <ul style="list-style-type: none"> <li>● No new report since the Council meeting.</li> </ul>

	<p><b>Expressions</b></p> <ul style="list-style-type: none"> <li>• No new report since the Council meeting.</li> </ul>
	<p><b>Nurture</b></p> <ul style="list-style-type: none"> <li>• No new report since the Council meeting.</li> </ul>
	<p><b>Resources</b></p> <ul style="list-style-type: none"> <li>• Sewer leak occurred</li> <li>• Some drainage issues are being monitored.</li> <li>• The coffee corner has been updated.</li> <li>• Met with the landscape architect and the borough to understand what all will be involved in taking on the pavilion project. Working on some preliminary plans and securing costs in time for the Fall Council meeting.</li> <li>• Preparing for lease renewals.</li> <li>• Developing an action plan to make sure kitchen procedures are followed so that we are in compliance with state inspections.</li> </ul>
	<p><b>Witness</b></p> <ul style="list-style-type: none"> <li>• Holiday bazaar planning is continuing. Sending out a save-the-date soon.</li> <li>• Finding housing in Elizabethtown is a challenge.</li> <li>• The Haitian family arrives tomorrow, June 12.</li> </ul>
	<p><b>Deacons</b></p> <ul style="list-style-type: none"> <li>• The Garmans and Snavelys are meeting with the Pastors tomorrow to follow up on the Caregiving Teams.</li> </ul>
VIII.	<p><b>Reports from Pastors</b> <span style="float: right;">Pastors</span></p> <ul style="list-style-type: none"> <li>• Pastor Naomi <ul style="list-style-type: none"> <li>◦ Preparing worship details through the rest of summer.</li> </ul> </li> <li>• Pastor Liz <ul style="list-style-type: none"> <li>◦ Leading some worship and activities at Camp Swatara for Etown week.</li> </ul> </li> </ul>
IX.	<p><b>Next Meeting</b></p> <ul style="list-style-type: none"> <li>• August Board Meeting: Monday, August 12, 6:45 pm</li> </ul>
X.	<p><b>Adjournment</b></p> <ul style="list-style-type: none"> <li>• Meeting adjourned at 8:57 pm</li> </ul>

Respectfully submitted,  
Alyssa Cross (Clerk)  
June 11, 2024