

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

**February 11, 2019 6:30 PM Discovery Room (101)**

**In Attendance:** Pastor Pam Reist, Pastor Jason Haldeman, Ann Pineda Ziegler, Pastor Greg Laszakovits, Pastor Josh Tindall, Karen Ungemach, Duane Hernley, George Snavely, Dick Keeseey, Jordan Eberhart, Amy Karr, Frank Rhodes, Nancy Hivner (Chair), Paula Knudsen Burke (Chair Elect), Rhonda Myers, Alyssa Cross (Clerk), Joe Detrick (Moderator) (via phone)

I.	<b>Welcome and Recognition of Guests</b>
II.	<b>Approval of Minutes</b> <ul style="list-style-type: none"> <li>● January 12 Retreat <ul style="list-style-type: none"> <li>○ Note that Peggy McFarland is recognized as an outgoing member in the January minutes, but she is returning to the Witness commission for 2019</li> </ul> </li> </ul>
III.	<b>Devotions</b> <span style="float: right;">Pastor Jason</span> <ul style="list-style-type: none"> <li>● Discussion on the myths (collective thoughts) about our congregational identity or church in general <ul style="list-style-type: none"> <li>○ Willingness to discuss “the hard stuff”</li> <li>○ More stepping out - letting people know what we stand for</li> <li>○ How we differ from other COB congregations - variety</li> <li>○ Myth about the Budget and concern about our funds - scarcity</li> <li>○ Myth of boxes - we’re not put in boxes</li> </ul> </li> <li>● Take time to think about who we are. And how we are perceived</li> <li>● How to bust the myths that don’t align with who we are</li> </ul>
IV.	<b>Board Chair Updates</b> <ul style="list-style-type: none"> <li>● Capital Campaign <ul style="list-style-type: none"> <li>○ Is underway and Campaign leadership meeting tomorrow</li> <li>○ Pledges are kept confidential</li> <li>○ Will be tracking the percentage of active members who are making pledges</li> <li>○ Home visits are taking place and we are hearing positive things about the church - goodwill towards the congregation</li> </ul> </li> <li>● Building Project <ul style="list-style-type: none"> <li>○ Frank Rhodes, Nancy Hivner, Pastor Greg, and Barry Garman are meeting with Fulton Bank tomorrow for preliminary discussions about financing and managing all of our assets to work towards our goal</li> <li>○ Further discussion will occur with the Financial team on that topic</li> </ul> </li> <li>● HR Committee Turnover <ul style="list-style-type: none"> <li>○ Paula and Nancy are working on filling the vacancy</li> </ul> </li> <li>● <b>Action Item:</b> Commission Job Descriptions <ul style="list-style-type: none"> <li>○ Reminder that these are due in March to the church office</li> </ul> </li> </ul>
V.	<b>Board Retreat Action Plan</b> <ul style="list-style-type: none"> <li>● Start <ul style="list-style-type: none"> <li>○ New channels to reach the public <ul style="list-style-type: none"> <li>■ Assigned to: Witness (&amp; Outreach) Commission</li> </ul> </li> <li>○ Small Groups for Sharing (longer-lasting, faith sharing type-groups) <ul style="list-style-type: none"> <li>■ Assigned to: Nurture and Pastor Jason</li> </ul> </li> <li>○ Enhanced Building Security <ul style="list-style-type: none"> <li>■ Assigned to: Resources</li> </ul> </li> </ul> </li> <li>● Expand <ul style="list-style-type: none"> <li>○ Children/Youth Programs (parent involvement, strengthen relationship with ECC/ECNS) <ul style="list-style-type: none"> <li>■ To include Parent Date Night</li> </ul> </li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>■ Assigned to: Pastor Jason</li> </ul> </li> <li>○ Welcoming Activities (mechanics of them coming in the door, journey mapping)           <ul style="list-style-type: none"> <li>■ Assigned to: Pastor Pam, as liaison for the Hospitality Committee</li> </ul> </li> <li>○ Worship Evolution:           <ul style="list-style-type: none"> <li>■ Assigned to: Pastoral Team</li> </ul> </li> </ul> </li> <li>● Stop       <ul style="list-style-type: none"> <li>○ Allocating time to denomination           <ul style="list-style-type: none"> <li>■ Could send fewer people to Annual Conference - would allow more time for ministry here</li> <li>■ Assigned to: Leadership Team</li> </ul> </li> <li>○ Commitments to past practices           <ul style="list-style-type: none"> <li>■ What is the role of each commission? Is it serving the role it should be?</li> <li>■ Assigned to: Commissions to discuss</li> </ul> </li> <li>○ Resisting the idea of multiple worship services           <ul style="list-style-type: none"> <li>■ Assigned to: Pastoral Team/Worship Team</li> </ul> </li> </ul> </li> </ul>
VI.	<p><b>Worship Team Presentation</b></p> <ul style="list-style-type: none"> <li>● Review of Proposal for Worship Team Exploration and Growth       <ul style="list-style-type: none"> <li>○ To explore new ways of “doing” worship to generate new and creative worship experiences that are meaningful, relevant, inspiring, and exciting, while still being true to the unique spirit and theology of ECOB</li> <li>○ Will be explored via congregational visits, National Worship Leader’s Conference, Festival of Homiletics through August 1, leading into annual worship planning retreat</li> </ul> </li> <li>● Strong support from the Board for the pastoral team to take on this work</li> <li>● <b>Action Item:</b> Communicate to the congregation       <ul style="list-style-type: none"> <li>○ At the pastoral introduction each Sunday (where are the missing pastors)</li> <li>○ Newsletter article</li> </ul> </li> </ul>
VII.	<p><b>Commission Reports</b></p>
	<p><b>Christian Ed Commission</b></p> <ul style="list-style-type: none"> <li>● VBS exploring Peace School curriculum</li> <li>● Taking on faith markers and 5th Sunday forums</li> <li>● Continue to struggle with space for adult classes</li> <li>● Continue to plan for trailer</li> </ul>
	<p><b>Expressions Commission</b></p> <ul style="list-style-type: none"> <li>● No report received.</li> </ul>
	<p><b>Nurture Commission</b></p> <ul style="list-style-type: none"> <li>● Nurture Commission activities scheduled for 2019:       <ul style="list-style-type: none"> <li>○ The Lent activity will be 4 taize-style worship experiences on Sunday evenings, March 17, 24, 31, and April 7 at 6:30 pm in the Sanctuary. A dessert potluck will follow each evening in Fellowship Hall.</li> <li>○ The Camp Swatara Family Camp Weekend will be June 14-16.</li> <li>○ The Church Picnic will be August 25 immediately following worship.</li> <li>○ The Golden Age Dinner will be October 27 immediately following worship.</li> <li>○ Chili Supper and Caroling will be December 15 at 5 pm.</li> </ul> </li> </ul>
	<p><b>Resources Commission</b></p> <ul style="list-style-type: none"> <li>● After meeting with three potential cleaning services, getting proposals from all three and a 45-minute phone conversation with Ben Walters, pastor of our partner congregation in Cincinnati who has a lot of knowledge and experience in the cleaning service business, we have chosen</li> </ul>

Premier One to replace AMES Janitorial Service. They began cleaning a week ago on Monday 2/4/2019. The cost of Premier One will result in Janitorial Services being at least \$8,000 over budget in 2019. The cost of all three of the services we considered was close to each other.

- Resources is in the process of preparing a new job description for our Facilities Manager since that role changed when we began using an outside cleaning service provider and there is a need to list more specific duties and the addition of some responsibilities not previously being handled by the Facilities Manager. Currently Tim Duncan works an average of 15 hours per week. We can see this position expanding to 30 or more hours per week which could mean an annual increase in the Resources budget of at least \$14,000.
- It is apparent that the approach Resources has used to maintain our building over the last several years is not acceptable to us as a church or our tenants. We are looking at what we need to do to make things work better now, as well as give people confidence that a new and expanded building will be well maintained.
- We have decided to not have our traditional spring workday. Historically, the primary motivation for this was mulching of the beds around the church which we are now having done by a landscaping contractor. Last year we had one centered on inside activities, which was not a great success. What we are looking at is how do we develop a more active volunteer base to assist in the maintenance of our building and grounds on a more than one day a year basis.

**Witness Commission**

- Witness reorganization as follows:
  - Chair - Peg Over
  - Vice Chair - Amy Karr
  - Secretary - Amanda Hileman , appointed
  - Peggy McFarland to fill the one year unexpired term.
- Making plans for 250 Bucket challenge. We were challenged by Annville COB to complete 259 buckets for CWS. Amy Karr is heading up this project.
- Turned in our 2029 Witness appointments as well as the Witness Handbook additions to the church office.

**Deacon's Report**

Since last reporting, the deacons:

- Have continued our weekly schedule of greeting at the doors on Sunday morning; visiting in the hospitals, retirement homes, and community; responding to benevolence requests; and providing transportation when needed by members.
- January 4: Baked communion bread in preparation for Winter Bread & Cup Communion
- January 6: Prepared and served Bread & Cup Communion during morning worship
- January 6: Held our biannual reorganization meeting following church, at which time the following actions were taken:
  - Words of appreciation were expressed for the service of Jim and Judith Gible who have resigned as deacons for the present time.
  - The Greeting Chart and Deacon Members Sheet were passed and updated as deacons volunteered to be Sunday morning greeters for the months of 2019 and made any necessary changes in email address / phone number for the new Deacon Members sheet.
  - Becca Reynolds requested a deacon take her place being in charge of our Remembrance Fund for an indefinite time this year due to health concerns. Jean Moyer volunteered.
  - Vida Snavelly will be in charge of visitation from February, 2019, through July, 2019; Sandy Garman will be in charge from August, 2019, through January, 2020.
  - George Snavelly and Ken Chastain reported for the Benevolence Fund. This fund is allowed to grow because any amount not used at the end of each year stays in the Fund. Also, members of the congregation occasionally contribute to the Fund. In addition, this year Craig Coble applied for and received a \$1,000 grant from Everance to supplement our

	<p>Benevolence Fund. Because of the many disasters both in the states and around the world, the decision was made to send our yearly budgeted amount of \$2,000 to the Brethren Disaster Fund as an act of benevolence.</p> <ul style="list-style-type: none"> <li>○ The deacons moved into our new groups to volunteer for 2019 assignments. All assignments were filled and have been compiled to become a part of the Deacon Handbook for the year 2019.</li> <li>● January 14: Prepared (for 110) and served a meal following the memorial service for Fred Olweiler</li> <li>● February 3: Assisted the pastors with baptism during Sunday morning worship</li> </ul>
VIII.	<p><b>Treasurer’s Report - 2018 Year End</b></p> <p><b>1. Review of Income Statement as of 12/31/2018</b></p> <p>The 2018 year operating results were excellent, with revenues exceeding disbursements by \$53,098. Revenue at the end of December is over budget by \$29,264 (\$836,612 received versus \$807,348 budgeted). Revenue is \$81,379 higher than 2017, and we didn’t need to make a \$20,000 from the Facility Fund to help cover expenses like we did in 2017. Regular offerings, at \$775,178, exceed the budgeted offerings, including challenge, of \$731,748 by \$43,430, and are \$88,265 above last year’s amount of \$686,913. The 2018 actual offerings of \$775,178 compare very favorably with the budgeted offerings for 2019 of \$778,125. A month by month summary of offerings is provided in the graph entitled “ECOB 2018”. Every month but February and August exceeded budget. The 2017 month by month summary is included for comparison. A 5 year history of general fund offerings compared to budgeted offerings is also provided in the graph entitled “ECOB YTD 12/31 COMPARISON.”</p> <p>Disbursements for 2018 are less than budget by \$23,833 (\$783,515 actual spending versus \$807,348 budgeted spending) and \$28,282 more than last year. With the exception of Administration and Resources, spending is below budget across all major expense categories. Spending is up in most categories. Also, please note that \$97,916 was been spent on the building project in 2018 outside of the general budget.</p> <p>Overall, as of 12/31/2018 we ended the year in a very strong net gain position of \$53,098, with income up significantly more so than expenses from a year ago. Per the Board’s decision, this operating surplus will be split as follows: \$26,549 to cover building project expenses, \$15,929 to Community Place, \$5,310 for sound purchases by Expressions in 2019, \$5,310 to help the COB in California impacted by the Paradise fire.</p> <p><b>2. Cash Position and Long-term Investments with the BFI</b></p> <p>Our cash position at 12/31/2018 is \$167,872.01 (\$68,187.38 checking, \$99,684.63 money market). This compares to our cash position a year ago of \$210,020.80.</p> <p>The market value of all long-term memorial funds invested with the Brethren Foundation as of 12/31/2018 was \$2,115,435, which is down \$174,008 from the beginning of the year market value of \$2,289,443, reflecting a \$10,000 contribution from the Breneman Estate and \$10,214 from the Alma Espenshade Estate (split \$10,107 to the Facilities Fund and \$10,107 to the O&amp;M Fund), distributions of \$55,479 from our various long-term funds, and an investment loss, net of expenses, of \$138,743 (a total investment return for the year of approximately -6.0%). Investment results were down significantly in December, with an approximate return of -3.8% for the month. As of 12/31/2018 our portfolio was invested 80.8% in a balanced fund (60% domestic stock fund, 40% bond fund) and 19.2% in a bond fund, resulting in an overall approximate portfolio mix of 50% domestic stock fund and 50% bond fund.</p>
IX.	<p><b>Treasurer’s Report - January 2019</b></p> <p><b>1. Review of Income Statement as of 01/31/2019</b></p>

	<p>The 2019 year is off to a strong start after one month. Operating results are excellent, with revenues exceeding disbursements by \$18,215. Revenue to date at the end of January is over budget by \$10,321 (\$82,248 received versus \$71,927 budgeted). Revenue is \$16,071 ahead of where we were a year ago. Regular offerings, at \$79,536, exceed the budgeted offerings of \$64,844 by \$14,692, and are \$16,599 above last year's amount of \$62,937. A 5 year history of general fund offerings compared to budgeted offerings is also provided in the graph entitled "ECOB YTD 1/31 COMPARISON."</p> <p>Disbursements through one month in 2019 are less than budget by \$7,894 (\$64,033 actual spending versus \$71,927 budgeted spending) and \$3,720 more than last year. Overall, as of 1/31/2019 we have a strong net gain position of \$18,215, with income up significantly more so than expenses from a year ago.</p> <p><b>2. Cash Position and Long-term Investments with the BFI</b></p> <p>Our cash position at 1/31/2019 is \$135,750.88. This compares to our cash position a year ago of \$191,347.23.</p> <p>The market value of all long-term memorial funds invested with the Brethren Foundation as of 1/31/2019 was \$2,225,893, which is up \$110,458 from the beginning of the year market value of \$2,115,435, reflecting an investment gain, net of expenses, of \$110,458 (a total investment return for the year of approximately 5.2%). As of 1/31/2019 our portfolio was invested 81.5% in a balanced fund (60% domestic stock fund, 40% bond fund) and 18.5% in a bond fund, resulting in an overall approximate portfolio mix of 50% domestic stock fund and 50% bond fund.</p>
X.	<p><b>Next Meeting</b></p> <ul style="list-style-type: none"> <li>● 03/11/19   Church Board</li> </ul>
XI.	<p><b>Adjournment</b></p>

Respectfully submitted,  
Alyssa Cross, Church Clerk  
March 7, 2019