

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

February 8, 2021 6:45 PM via Zoom

In Attendance: Alyssa Cross (Clerk), Paula Burke (Chair), Joe Detrick (Moderator), Carroll Kreider, Amy Karr, Frank Rhodes, Lisa Rosenberger, George Snavelly, Duane Hernley, Jordan Eberhart, Pastor Pam Reist, Pastor Jason Haldeman, Pastor Josh Tindall, Pat Williams, Rich Nornhold, Barbara Ellis, Craig Coble, Gina Strouse, Kurt Sollenberger, Barry Garman

I.	<p>Opening Prayer (Pastor Pam)</p> <ul style="list-style-type: none">● Reflection on the “Big Bang” in Genesis<ul style="list-style-type: none">○ Light helped humans to see more clearly and to see differently. God is continually creating new things and inviting us to join in new possibilities. We are called to be co-creators with God● Is it time for our big bang? What is God inviting us to co-create?<ul style="list-style-type: none">○ Online congregation○ Connection and partnership with Lititz (and Cincinnati and University Park)○ Inviting others○ Reevaluate our priorities○ A new staff person○ New volunteers○ New church board chair● What do we lose if we don't accept the invitation to co-create?
II.	<p>Discussion and Approval of 01/09/2021 Minutes</p> <ul style="list-style-type: none">● Approved as submitted
III.	<p>Resources presentation</p> <ul style="list-style-type: none">● Working on long-range planning. How do we manage the construction with daycare in the building?● Resources February 3 Discussion Topics:<ul style="list-style-type: none">○ Playground areas (tree maintenance/removal to meet safety regulations)○ Storage in stairwells - fire code violations○ Rent Rate increases to maintain market rates○ ECCC needs during potential renovations○ Our support of ECCC - is it what is best for their financial health and continuing operations?○ Is our path towards renovation in the ECCC area the best use of our efforts? Is this what is best for ECCC as an organization?● Given that there is a need for reasonable cost childcare in our community; that ECOB has made a commitment to ECCC affirmed through a Council Meeting; that we aren't experts in managing a child care center; that our space may not be ideal for ECCC, Resources is presenting the following questions for the Board:<ul style="list-style-type: none">○ What is the cost of finding a more suitable new home for ECCC compared to the cost of building and renovating additional space?○ Are we being the best stewards of both ECCC and ECOB resources for optimal operations?○ How do we think outside of the box on this problem and make it a true community project? <p>Discussion</p> <ul style="list-style-type: none">● Is there a chance that NACE standards may change in the near future as a result of Covid? Would our proposed renovations continue to meet standards and regulations? (ie. sq ft per child)● Child care is restricted in the number of children they can care for due to the current space limitations.● Gina Strouse shared the history of the Child Care Center and the relationship with the broader Elizabethtown community. Many of the discussions we have had tonight have been had multiple times over throughout the history of the organization. Community support for child care is lacking.● Question on the potential closing of the Mill Road school and the use of that building. <p>Follow-Up</p> <ul style="list-style-type: none">● Building Committee will be meeting on Wednesday and will discuss this issue. After that meeting, Resources, Building Committee, Church Board Leadership to meet with the leadership of ECCC and ECNS (Directors and Board Chairs) to let them know that we are serious about this building project and that renovations are going to be taking place to address necessary repairs. These organizations are going to be impacted and need to be notified of the plans so they can begin to prepare for modifications.

IV.	<p>Building Committee update</p> <ul style="list-style-type: none"> ● Building Committee will be meeting on Wednesday to focus on scheduling of construction, keeping in mind how everyone will be affected by this project (staff, tenants, worship services, etc.). <ul style="list-style-type: none"> ○ Child care relocation requires inspection by the state and meeting of certain standards ● Resources is working with the building committee to focus on meeting the immediate needs of our aging building. Looking to phase the project in a way to address the most pressing needs. ● Discussion around the idea of a re-evaluation of our needs. What would a hard-reset look like? Many of these decisions were made pre-pandemic. It may be prudent to revisit the building plans, our finances, the relationship with child care, and our staffing structure.
V.	<p style="text-align: right;">Frank</p> <p>Treasurer's Report</p> <p>1. Review of Income Statement as of 01/31/2021</p> <p>After one month in 2021, preliminary operating results are negative, with disbursements exceeding revenues by \$17,399. Revenue at the end of January is under budget by \$29,281 (\$46,744 received versus \$76,025 budgeted). Revenue is \$11,797 behind where we were at the end of January last year. Regular offerings, at \$41,427, fell short of the budgeted offerings of \$66,942 by \$25,515, and are \$10,596 below last year's amount of \$52,023. January is typically a lower than budget giving month, and this is compounded by the pandemic this year.</p> <p>Disbursements at the end of January are under budget by \$13,119 (\$64,143 actual spending versus \$77,262 budgeted spending) and \$1,658 less than last year.</p> <p>Overall, as of 1/31/2021, we are in a preliminary net operating loss position of \$17,399, with income and expenses well under budget and less than a year ago, and with income down significantly.</p> <p>2. Cash Position, Building Project, and LT Investments at BFI</p> <p>Our cash position at 1/31/2021 is \$1,761,555. This compares to our cash position a year ago of \$1,217,015. The large increase in cash is primarily due to Capital Campaign contributions. Just over \$1,631,000 of this cash is invested in a money market fund.</p> <p>Contributions to the building project at 1/31/2021 totaled \$1,941,464. Total 2021 contributions are \$20,141. Non-operating budget building project costs to date are \$405,162.</p> <p>The market value of all long-term memorial funds invested with the Brethren Foundation as of 1/31/2021 was \$2,504,755, which is down \$11,676 from the beginning of the year market value of \$2,516,431, reflecting an investment loss, net of expenses, of \$11,676 (a total investment return for the year of approximately -0.5%). As of 1/31/2021 our portfolio was invested \$1,304,575 (52%) in a Short-term investment fund and \$1,200,180 (48%) in a balanced fund (60% domestic stock fund, 40% bond fund).</p> <p>Comments/Discussion</p> <ul style="list-style-type: none"> ● About 75% of our income comes via check. Without in-person services, this is an issue and does impact the number of gifts coming in.
VI.	<p>Pastoral Reports</p> <p>Josh</p> <ul style="list-style-type: none"> ● Started working with the team on what worship will look like when we are operating both in-person and online. ● Denominational update: 2021 Annual Conference has gone virtual. The moderator is looking for a filming location and suggested ECOB. They would not be using any of our equipment, just our space. Their team would be handling setting up the sets/decorations for the various worship services and will require some amount of storage space for the set materials. <p>Jason</p> <ul style="list-style-type: none"> ● Faith Formation: many things are up in the air until we have a date for reopening. ● Looking to partner with Lititz for a number of things, including Bible studies. ● Adult Sunday School has been great with good attendance over the past two months. ● Continuing studies at Bethany. ● Have been asked to be the male advisor for the National Youth Conference cabinet. <p>Pam</p> <ul style="list-style-type: none"> ● Focused on keeping people connected. Have come up with 100 names of people who most need contact and the Deacons have volunteered to make those outreach connections. ● Pastoral Care has looked very different. There have been a number of deaths and illnesses. Not doing home or hospital visits. Have been doing more prayer with people via phone.

	<p>Comments/Discussion</p> <ul style="list-style-type: none"> ● Looking for an update from the Reopening Committee for the March Board meeting. ● Communication <ul style="list-style-type: none"> ○ People may be missing important information in the weekly long-form emails if they don't scroll all the way through. Saturday email schedule may also not be ideal. Consider testing a few Friday email sends and keep an eye on open rates. ○ Consider moving the announcement time a little later in the service if we find people are joining the service late and missing out on hearing that information. ○ Other ideas for ways of keeping everyone up-to-date: digital bulletin board, private Facebook group ○ Offer a Breeze training "Lunch and Learn" session
VII.	<p>Review of Executive Committee Actions</p> <ul style="list-style-type: none"> ● The pastoral team developed a timeline and a plan for a new lead pastor role and presented that to the HR Committee ● HR Committee made a recommendation to the Executive Committee to adopt the 3-year timeline. ● Carroll Kreider and Amy Karr are working on building out the search committee ● HR Committee looked into an outside consultant to review our staffing needs and structure. HR Committee to go back to the consultant for a more detailed plan following the discussion that took place at the February 7 Executive Meeting.
VIII.	<p>Commission Reports</p>
	<p>Christian Ed Commission</p> <ul style="list-style-type: none"> ● We are seeking a coordinator for Nursery and Shine ● We are working to contact teachers and helpers for whenever we will be back in person
	<p>Expressions Commission</p> <ul style="list-style-type: none"> ● No written report.
	<p>Nurture Commission</p> <ul style="list-style-type: none"> ● Nurture confirmed their commission appointments and sent that list to the church office in January 2021. (see attached list of appointments) ● Nurture plans to use social media platforms on Facebook and Instagram to share all of our events to members who are connected to SM. We will continue to also use email through the church office to connect with those members who only use email and who do not have a social media account. ● Lent plans for this season include sending an all-church email with attachments for adults – Personal Challenges for Lent 2021 and for children - Children's Challenges for Lent 2021. Including the question: What are you planning to do for Lent 2021? Our commission will collect the data and create an electronic poster board of the member responses. A slide for the church services on both Palm Sunday and Easter Sunday will be displayed during the prayer time. ● Sunday, February 28, Nurture will host another all church virtual "Game Night". We will be advertising this event through a church email and on SM platforms again. ● Spring project – Virtual Scavenger Hunt. Working out the details of this event. ● Summer project – Night at the Movies – held in our church parking lot and memorial garden field. Will include social distancing practices, possible options for church businesses to purchase an advertisement and/or sponsor a food truck. ● We have a newly created Nurture gmail account: EtownCOBNurture@gmail.com This will be used to collect data requested during these events, so we do not bog down the church office emails.
	<p>Resources Commission</p> <ul style="list-style-type: none"> ● Elevator Replacement is in process ● Set a 3% rental increase for all tenants – 2022. ● Working on playground matters for ECCC. ● Donated \$500 each to Fire Company and EMS. ● Installed 6 new pee wee toilets in the Educational wing. ● Upgrading the Security System. ● New Fire Protection Panel will be installed
	<p>Witness Commission</p> <ul style="list-style-type: none"> ● Pen Pal Program - 20 responses

	<ul style="list-style-type: none"> ● Possible 2021 Projects <ul style="list-style-type: none"> ○ Tindall CD ○ John Pavlovtiz Weekend/Special Sunday ○ Meditation/Prayer Focus Event (socially distant outside) ○ Second Annual Walk to Nigeria (with Prizes!) ○ RIP Medical Debt ○ Continued outreach to the local community ● Look for ways to engage Youth in projects
	<p>Deacon's Report</p> <ul style="list-style-type: none"> ● No written report.
IX.	<p>Next Meeting</p> <ul style="list-style-type: none"> ● March 8, 6:45 pm
X.	<p>Closing Prayer</p> <p>Pastor Jason closed the meeting in prayer.</p> <p style="text-align: right;">Jason</p>

Respectfully submitted,
Alyssa Cross (Clerk)
February 8, 2021

Elizabethtown Church of the Brethren
777 South Mt Joy St.
Elizabethtown, PA 17022
2/1/2021 - 2/28/2021

	(1) Beginning Balance	(2) Contributions	(3) Distribution	(4) Transfers	(5) Adjusted Balance	(6) Admin Fees	(7) Interest & Dividends	(8) Market Value Fluctuation	(9) Ending Balance
Christian Education Program									
Balanced	10,980.75	0.00	0.00	0.00	10,980.75	0.00	18.10	65.52	11,064.37
Short Term	30,106.28	0.00	0.00	0.00	30,106.28	0.00	14.63	-14.00	30,106.91
Christian Education Program Totals:	41,087.03	0.00	0.00	0.00	41,087.03	0.00	32.73	51.52	41,171.28
Ezra Bucher Scholarship									
Balanced	58,647.45	0.00	0.00	0.00	58,647.45	0.00	96.70	349.90	59,094.05
Short Term	40,141.12	0.00	0.00	0.00	40,141.12	0.00	19.51	-18.67	40,141.96
Ezra Bucher Scholarship Totals:	98,788.57	0.00	0.00	0.00	98,788.57	0.00	116.21	331.23	99,236.01
Facility Fund									
Balanced	174,783.37	0.00	0.00	0.00	174,783.37	0.00	288.16	1,042.88	176,114.41
Short Term	652,287.16	0.00	0.00	0.00	652,287.16	0.00	317.00	-303.23	652,300.93
Facility Fund Totals:	827,070.53	0.00	0.00	0.00	827,070.53	0.00	605.16	739.65	828,415.34
M O'Donnell Music Ministries Fund									
Balanced	363,628.63	0.00	0.00	0.00	363,628.63	0.00	599.51	2,169.49	366,397.63
Short Term	150,527.69	0.00	0.00	0.00	150,527.69	0.00	73.15	-69.97	150,530.87
M O'Donnell Music Ministries Fund Totals:	514,156.32	0.00	0.00	0.00	514,156.32	0.00	672.66	2,099.52	516,928.50
Memorial Fund									
Balanced	10,523.99	0.00	0.00	0.00	10,523.99	0.00	17.35	62.79	10,604.13
Memorial Fund Totals:	10,523.99	0.00	0.00	0.00	10,523.99	0.00	17.35	62.79	10,604.13
Organ Improvement									
Balanced	20,534.46	0.00	0.00	0.00	20,534.46	0.00	33.85	122.51	20,690.82
Organ Improvement Totals:	20,534.46	0.00	0.00	0.00	20,534.46	0.00	33.85	122.51	20,690.82
Outreach & Ministry Education									
Balanced	314,751.62	0.00	0.00	0.00	314,751.62	0.00	518.92	1,877.91	317,148.45
Short Term	431,513.06	0.00	0.00	0.00	431,513.06	0.00	209.70	-200.60	431,522.16
Outreach & Ministry Education Totals:	746,264.68	0.00	0.00	0.00	746,264.68	0.00	728.62	1,677.31	748,670.61
Pastor Housing									
Balanced	246,329.39	0.00	0.00	0.00	246,329.39	0.00	406.12	1,469.67	248,205.18
Pastor Housing Totals:	246,329.39	0.00	0.00	0.00	246,329.39	0.00	406.12	1,469.67	248,205.18
Elizabethtown Church of the Brethren Totals:	2,504,754.97	0.00	0.00	0.00	2,504,754.97	0.00	2,612.70	6,554.20	2,513,921.87

Elizabethtown Church of the Brethren
Comparative Income Statement with Current Year Budget
For the Two Months Ending February 28, 2021

	Budget This Yr	YTD - Budget	YTD - Actual	YTD - Last Year
Budgeted Revenues				
Offerings; Finance Com. Recom	803,303.00	133,883.84	104,976.56	96,947.33
Rents	67,000.00	11,166.68	10,254.00	9,874.00
Interest Income	0.00	0.00	25.72	1,719.75
Transfer from Housing Fund	8,000.00	1,333.34	1,333.34	1,333.34
Transfer from Facility Fund	34,000.00	5,666.68	0.00	0.00
Total Budgeted Revenues	912,303.00	152,050.54	116,589.62	109,874.42
Budgeted Disbursements				
Ministry Salaries & Benefits	538,094.00	89,682.42	74,849.92	83,554.91
Administration	31,050.00	5,175.08	4,570.93	4,621.88
Expressions	11,002.00	1,833.74	266.96	1,938.07
Nurture	17,700.00	2,950.10	(9.70)	1,618.23
Christian Education	6,300.00	1,050.02	265.63	1,331.59
Witness/Outreach	92,714.00	15,452.48	17,116.72	16,602.99
Resources	225,976.00	37,662.82	17,945.55	16,155.39
Deacon Board	3,300.00	550.04	(432.00)	1,600.00
MAP	1,000.00	166.68	0.00	0.00
Total Budgeted Disbursements	927,136.00	154,523.38	114,574.01	127,423.06
Net Budgeted Items	(14,833.00)	(2,472.84)	2,015.61	(17,548.64)