

## Elizabethtown Church of the Brethren Church Board Minutes

**February 12, 2018 6:45 PM Discovery Room (101)**

**In Attendance:** Brittany Hoeschele, Kristen Siler, Nancy Hivner (Board Chair), Carroll Kreider (Moderator), Pat Dennehy, Pastor Jason Haldeman, Peggy McFarland, Pastor Josh Tindall, Pastor Pam Reist, Pastor Greg Laszakovits, George Snavely, Mike Bierbower, Jim Hoffer, Barry Garman, Rich Nornhold, Dick Keeseey, Frank Rhodes, Lisa Clemens, Matt Heinz, Rhonda Myers, Alyssa Cross (Clerk)

**Special Guests from the Building Improvements Committee:** Matt Heinz, Lisa Clemens, Barry Garman, Mike Bierbower, Jim Hoffer

I.	<p><b>Welcome and Recognition of Guests</b> The Building Improvements Committee will be presenting revised sketches</p>																										
II.	<p><b>Devotions</b> Pastor Pam shared from Mark 7 with a focus on the importance of listening (listening well, listening deeply, listening beneath, listening to the soul), especially in times of conflict or disagreement. Staying engaged in conversation allows us to work towards reconciliation.</p>																										
III.	<p><b>Approval of January minutes</b> Unanimously approved</p>																										
IV.	<p><b>Approval of 2018 Leadership slate</b> Approved as currently listed - recognizing that a few positions are pending.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;"></th> <th style="width: 30%;">Chair / Co-chair</th> <th style="width: 20%;">Vice Chair</th> <th style="width: 30%;">Appointed Member</th> </tr> </thead> <tbody> <tr> <td><b>Christian Ed</b></td> <td>Kathy Nornhold / Kristen Siler</td> <td>n/a - co-chair</td> <td>Kevin Engle</td> </tr> <tr> <td><b>Expressions</b></td> <td>Pat Dennehy</td> <td>tbd</td> <td>Susan Kenderdine</td> </tr> <tr> <td><b>Nurture</b></td> <td>Beth DeGoede</td> <td>tbd</td> <td>Manny Williams</td> </tr> <tr> <td><b>Resources</b></td> <td>Dick Keeseey</td> <td>Duane Hernley</td> <td>Robert Hoffer</td> </tr> <tr> <td><b>Witness</b></td> <td>Peg Over</td> <td>Peggy McFarland</td> <td>Sam Epps</td> </tr> </tbody> </table>				Chair / Co-chair	Vice Chair	Appointed Member	<b>Christian Ed</b>	Kathy Nornhold / Kristen Siler	n/a - co-chair	Kevin Engle	<b>Expressions</b>	Pat Dennehy	tbd	Susan Kenderdine	<b>Nurture</b>	Beth DeGoede	tbd	Manny Williams	<b>Resources</b>	Dick Keeseey	Duane Hernley	Robert Hoffer	<b>Witness</b>	Peg Over	Peggy McFarland	Sam Epps
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V.	<p><b>Board Chair Moments</b></p> <ul style="list-style-type: none"> <li>● Updates <ul style="list-style-type: none"> <li>○ Pastor Pam has been nominated as Moderator for Annual Conference</li> <li>○ Pastor Josh is in charge of the music for Annual Conference</li> <li>○ Readiness Assessment: Once we are comfortable with building sketches, there is a three-person group whose purpose is to organize and approach members of our congregation to assess their readiness to support a building project financially. (Al Sollenberger, Don Kraybill (stepping aside for health, Kurt DeGoede to fill in), Anne Garber)</li> <li>○ Pat Williams was affirmed to serve in the role of liaison between the Board/Congregation and tenant entities -- Resources Group</li> </ul> </li> <li>● Procedural Questions <ul style="list-style-type: none"> <li>○ How can church members access the minutes? <ul style="list-style-type: none"> <li>■ <b>Action Items:</b> <ul style="list-style-type: none"> <li>● Matt will confirm how minutes will be available online</li> <li>● Matt will notify the congregation via the Bulletin</li> </ul> </li> </ul> </li> </ul> </li> </ul>																										

	<ul style="list-style-type: none"> <li>● Bulletin will include instructions for CCB and that hard copies are available in the office</li> <li>● News <ul style="list-style-type: none"> <li>○ Congregation received \$10k from the estate of Merle Brenneman</li> <li>○ Seeking a process to acknowledge such gifts</li> <li>○ Currently, gifts are split 50/50 between O&amp;M and Building invested funds, unless otherwise noted</li> </ul> </li> </ul>
VI.	<p><b>Discussion of Building Improvement Alternatives</b></p> <ul style="list-style-type: none"> <li>● ECOB Church Building Alternatives <ul style="list-style-type: none"> <li>○ How to present to the congregation? <ul style="list-style-type: none"> <li>■ Orally share summary with congregation with cost estimates removed</li> <li>■ To be shared as soon as this Sunday, 2/18 with pros/cons</li> </ul> </li> </ul> </li> </ul>
VII.	<p><b>Building Committee</b></p> <ul style="list-style-type: none"> <li>● Presentation of Revised Sketches: Essential Building Transformation Components <ul style="list-style-type: none"> <li>○ Site Plan Review (current built area and total land area) <ul style="list-style-type: none"> <li>■ Current: 250,224 sf. 37% of area is built/parking. 63% green space</li> <li>■ Scheme 7 (Sept 2017): 62% built/parking. Determined that this eliminated too much green space/playground area</li> <li>■ New plan: 38,000 sf building (reduced by 3,300 sf from Scheme 7). Paving reduced to 84,000 sf. Parking area incorporates green space for drainage/infiltration of stormwater. Total property coverage with building/parking - 49%</li> <li>■ Soil boring (required to know where we can build) results: hit rock between 4.5 - 13 ft below surface. Subgrade is rippable. Do not anticipate much blasting for foundation requirements. No groundwater in any boring holes.</li> </ul> </li> <li>○ Floor Plan Review <ul style="list-style-type: none"> <li>■ First Floor <ul style="list-style-type: none"> <li>● Sanctuary total seating: 560. Current :450</li> <li>● Need to determine how we want to use the Multi-Purpose Space (3,500 sf) <ul style="list-style-type: none"> <li>○ Able to kick a ball?</li> </ul> </li> <li>● Concern: when entering the church during the week, there is difficulty in locating a person (pastor, staff).</li> </ul> </li> <li>■ Basement Level <ul style="list-style-type: none"> <li>● Fellowship hall existing windows become wider openings - doorways</li> <li>● Kitchen and choir rooms were strategically placed for ease of access from the exterior - less winding through the building</li> </ul> </li> <li>■ Second Floor <ul style="list-style-type: none"> <li>● Becomes space for the daycare - can be secured and separate from the rest of the church space on Sunday mornings</li> <li>● Multipurpose space could potentially add a small kitchen if there is interest in containing the daycare to the 2nd floor entirely</li> </ul> </li> </ul> </li> <li>○ Plan allows us to use the building while other areas are under construction/renovation</li> </ul> </li> <li>● Board Decisions &amp; Next Steps <ul style="list-style-type: none"> <li>○ <b>Action Item:</b> <ul style="list-style-type: none"> <li>■ Commission Chairs to meet with their commissions to review sketches and get feedback.</li> </ul> </li> <li>○ Presenting the information <ul style="list-style-type: none"> <li>■ Copies of the sketches will not be sent to the congregation prior to the meetings because context from the building Committee is essential <ul style="list-style-type: none"> <li>● Will be made readily available following the presentations</li> </ul> </li> </ul> </li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>■ Building Improvements Committee presentations on 2/18, 2/21, 2/25 <ul style="list-style-type: none"> <li>● Board members encouraged to attend to hear feedback first-hand</li> </ul> </li> <li>■ Sunday morning service on 3/4 - to be presented in a worshipful way</li> <li>○ Opportunities for conversation, feedback, questions <ul style="list-style-type: none"> <li>■ “Barry with the Boards” in the Narthex after each Sunday service, beginning 2/18 <ul style="list-style-type: none"> <li>● Sketches of 3 levels</li> <li>● Section View of Atrium</li> </ul> </li> <li>■ Request a representative (Chair, Building Committee Members) to come to your group (small group, Sunday school class)</li> <li>■ Carry-In Luncheon and discussion after the March 4 worship service presentation <ul style="list-style-type: none"> <li>● <b>Action Items:</b> <ul style="list-style-type: none"> <li>○ Nancy to coordinate a committee to plan the luncheon</li> <li>○ Nancy to notify the congregation of the event</li> <li>○ Nancy to plan the program (questionnaires, handouts)</li> </ul> </li> </ul> </li> </ul> </li> </ul>
VIII.	<p><b>Pastor’s report</b></p> <ul style="list-style-type: none"> <li>● Pastor Jason <ul style="list-style-type: none"> <li>○ Licensing meeting with Dr. Zimmerman and District Ministry, Tuesday 2/13</li> </ul> </li> <li>● Pastor Greg <ul style="list-style-type: none"> <li>○ 420 views of “This I Wish Jesus Would Have Said About LGBT” <ul style="list-style-type: none"> <li>■ Expressed appreciation for being able to deliver a sermon on this topic in this church</li> </ul> </li> </ul> </li> <li>● Pastor Pam <ul style="list-style-type: none"> <li>○ Rebecca and Samuel Dali, studying at the Young Center, expressed that they would like to make ECOB their home church during their time here</li> <li>○ Must return to Nigeria for some work</li> </ul> </li> </ul>
IX.	<p><b>Commission Business and Other Reports</b> When Commissions are making a recommendation, the Board will discuss/approve</p>
	<p><b>Christian Ed Commission</b></p> <ul style="list-style-type: none"> <li>● Discussed replacements and continue to look for Jr. High teacher</li> <li>● Children’s choir is started and will probably sing the second Sunday of the month</li> <li>● Children’s church - looking to start once a month in March</li> <li>● We are in the planning stages for VBS, looking at Peace Lab curriculum and dates</li> </ul>
	<p><b>Expressions Commission</b></p> <ul style="list-style-type: none"> <li>● Still seeking one more member of the commission</li> <li>● Brainstorming for Laity Sunday (already!)</li> <li>● Live Streaming Sunday services: questions about privacy, kids online</li> <li>● Hope to be live streaming in about a month?</li> <li>● <b>Request for the Board:</b> Send contact information of any live-streaming connections to Pat - to discuss security, privacy concerns.</li> </ul>
	<p><b>Nurture Commission</b></p> <ul style="list-style-type: none"> <li>● Welcome to Manny Williams, our 2018 appointed member</li> <li>● Lenten Home Gathering sign-ups are underway</li> <li>● Nurture Commission calendar of events for 2018 <ul style="list-style-type: none"> <li>○ April 29 - Senior Recognition</li> <li>○ May 20 - Blessing of Children</li> <li>○ June 3 - 5th Grade Faith Marker</li> <li>○ June 15-17 Camp Swatara Family Camp Weekend</li> <li>○ August 26 - Church Picnic</li> <li>○ September 9 - 3rd Grade Faith Marker</li> <li>○ October 28 - Golden Age Dinner</li> <li>○ December 16 - Chili Supper and Caroling</li> </ul> </li> </ul>

	<p><b>Resources Commission</b></p> <ul style="list-style-type: none"> <li>● Tim Duncan, Facilities Manager, has been working on getting rid of, or moving to a more appropriate place, stuff around the building that is not currently being used or appears to be trash. If there are items in areas that your commission is responsible for that should not be there, please let him know and he can take care of it.</li> </ul>
	<p><b>Witness Commission</b></p> <ul style="list-style-type: none"> <li>● Sam Epps - 1 year unexpired term</li> <li>● Peggy McFarland - vice chair</li> <li>● Pastor Pam with some others from congregation attended CWS event in Lancaster "Reflections from the year" on January 27.</li> <li>● Witness Action Alerts - contact the church office to be put on the list to receive if you are not already on the list.</li> <li>● Wednesday April 4, 2018 peace event in Washington DC organized by National Council of Churches. Looking into chartering a bus. In conversation with COB Washington office.</li> </ul>
	<p><b>Deacon's Report</b></p> <p>Since last reporting, the deacons:</p> <ul style="list-style-type: none"> <li>● 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; providing transportation when needed by members; and delivering recordings and bulletins of the Sunday morning service by request.</li> <li>● Prepared (for 150) and served a meal following the memorial service for Fred Rice.</li> <li>● Prepared (for 50) and served a meal following the memorial service for Janet Lockard.</li> <li>● Baked communion bread in preparation for Winter Bread &amp; Cup Communion.</li> <li>● Prepared and served Bread and Cup Communion during morning worship, Sunday, January 7.</li> <li>● Held our biannual lunch and reorganization meeting on Sunday, January 14, at which time the following actions were taken: <ul style="list-style-type: none"> <li>○ Eight new deacons were welcomed into our Deacon Body: Doug &amp; Diane Good, Karen Hodges, Pat Leiter, John &amp; Peg Over, Becca Reynolds, and Karen Ungemach.</li> <li>○ Words of appreciation were expressed for the many years of faithful service of Jean Herr who has retired from the Deacon Body.</li> <li>○ The Greeting Chart and Deacon Members Sheet were passed and updated as deacons volunteered to be Sunday morning greeters for the months of 2018 and made any necessary changes in email address / phone number for the new Deacon Members sheet.</li> <li>○ Lilli Ann Kopp has volunteered to join the Funeral Meal Committee as a member-at-large.</li> <li>○ All deacons were encouraged to attend a training session, "Living with Persons with Dementia," to be presented by Joyce Stolfus on Sunday morning, February 18, at 9:00.</li> <li>○ Two deacons, Judith Gible and Karen Ungemach volunteered to join Jobie Riley, Ken Chastain, and Roger Killian in delivering CDs of the Sunday morning service.</li> <li>○ Lavonne Grubb resigned from assisting Jobie Riley in coordinating the Deacon Transportation Ministry. Gene and Barbara Ellis volunteered to fill Lavonne's position.</li> <li>○ Vida and George Snavelly expressed a concern that since they travel frequently, there are times they cannot be available for lead deacon duties. They suggested voting in a set of "assistant lead deacons." The deacons were in agreement. Barry and Sandy Garman were nominated, accepted the nomination, and received a unanimous vote.</li> <li>○ All deacons moved into their new groups to volunteer for 2018 assignments. All assignments were filled and have been compiled to become a part of the Deacon Handbook for the new year.</li> </ul> </li> </ul>
	<p><b>Treasurer's Report</b></p> <p>1. <b>Review of Income Statement as of 12/31/2017</b></p> <p>The congregation finished the year in very strong fashion, with December offerings of just over \$96,000. This was by far the strongest giving month that I've seen. For the year, revenue fell short of budget by \$40,102 (\$755,958 received versus \$796,060 budgeted). Revenue in 2017 was virtually the same as in 2016, as a small drop in offerings was offset by a larger facility fund transfer and slightly higher rent for the year. Regular offerings, at \$687,638, fell short of the budgeted offerings of \$727,760 by \$40,122, and were \$17,185 below last year's amount of \$704,823. A month by month summary of offerings is provided in the graph entitled "ECOB 2017".</p>

	<p>A five 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 2017 were less than budget by \$40,102 (\$755,958 actual spending versus \$796,060 budgeted spending) and \$9,204 higher than last year. This included a \$19,252 year end cost allocation to Resources' Capital Improvements budget line item of a portion of Greenfield Architects' cost associated with the building project. All Commissions' disbursements ended up under budget for the year, which offset the expected increased spending on salaries and benefits. The drop in Expressions budgeted spending was mitigated by \$15,100 spending from the M. O'Donnell Music Ministries Fund.</p> <p>Overall, we ended 2017 with no operating income or loss, which compares to the \$9,164 operating surplus generated in 2016.</p> <p><b>2. Long-term Investments with the Brethren Foundation</b></p> <p>The market value of all long-term memorial funds invested with the Brethren Foundation as of 12/31/2017 was \$2,289,443, which is up \$214,674 from the beginning of the year market value of \$2,074,769, reflecting a \$47,199 contribution to the O'Donnell Music Ministries Fund, disbursements of \$79,447 from various funds, and an investment gain, net of expenses, of \$246,922 (a total investment return for the year over 11%). As of 12/31/2017 our portfolio was invested 82.0% in a balanced fund (60% domestic stock fund, 40% bond fund) and 18.0% in a bond fund, resulting in an overall approximate portfolio mix of 50% domestic stock fund and 50% bond fund.</p>
X.	<b>Planning for Next Meeting</b>
XI.	<b>Adjournment</b>