

ST. JOHN'S LUTHERAN CHURCH  
CONGREGATIONAL COUNCIL MEETING  
November 6, 2018

Opening Devotion and Prayer: Barb Gibson opened with devotions – Psalm 126 - handling change

Adoption of the Agenda: On file.

**Motion to approve the Agenda: Tammy Novick**  
**Seconded: Shannon Kincaid**  
**Approved**

Minutes of Prior Meeting: On file.

**Motion to approve Prior Meeting Minutes: Susan Lassi**  
**Seconded: Barb Gibson**  
**Approved**

Visioning and Discussion: discussion on needs of the church and the staff positions to fill those needs. Currently, the discipleship coordinator is taking on duties that cover property management. This takes away time for her to do her work as a coordinator.

**Shannon Kincaid made a motion to change Future Renovations as a budget line item to Potential Sexton/Property Administrator**  
**Seconded: Tammy Novick**  
**Approved**

Financial Manager's Report:

Beginning balance – 111,450.90

Ending balance – 89,849.49

Expenses –

Organ repairs - \$10,000 from Memorial Fund

HVAC, plumbing, roofing of education building - \$2,219.07

Audit is done. Below are the recommendations.

Youth group – separation of duties recommended. More detailed fundraising reports – expenses and income; computerized starting January 1; Sue Lassi will do the bank statements and computerize.

Cemetery account – merge with general account; separation of duties with accounting; computerized in January

Day care audit – have already implemented recommendations

Trustees – separation of duties; Thrivent manages money; report goes to Todd Graybill; another member do bank reconciliation

Church – St. John's is one of the most organized churches they've worked with; our separation of duties could be a model for other churches. As we get donations and bequeaths get family to sign how they want the money designated.

Building fund – keep a list with a breakdown of expenses

Trustees: they decided not to reinvest the interest due to a potential need of church with future renovations being done.

Cemetery:

Cemetery looks nice. Dave Brown is doing a great job. Kudos.

71 graves tipped over or damaged. Terry, who works with Dave plans to do 20 hours/week over the winter to repair them.

Pricing for grave digging and Saturday was discussed. More discussion after December is recommended to come up with a long-term plan; form a cemetery team in the new year

Cemetery records need to be updated and computerized.

Interim Pastor's Report:

The day care staff would like to have Black Friday off. A recommendation was made that this begin in 2019 since it was too short a time for them to implement for this year.

**Pastor Whitesel made a motion to give the day care permission to be closed on the Friday after Thanksgiving beginning in 2019**

**Seconded: Barb Gibson**

**Approved.**

With regards to the synagogue shooting in Pittsburgh – the state police will do a walk through, observation and recommendation of security issues here at our day care and church. The day care will set up this visit.

Door barrier - bearacade – is a security item that makes it impossible to open a door. It costs \$60. Recommended we ask state police about the bearacade and what they recommend for this age group.

Our sanctuary needs exit signs over all the outside doors. Shannon Kincaid is going to contact Colonel Hancock at the recommendation of Pastor Whitesel to have him visit and discuss security with us.

Associate Pastor's Report: On file.

**Pastor Keilholtz made a motion that no one who is a paid employee of the church staff or day care or their spouse be on the call team as per standard policy.**

**Seconded: Barb Gibson**

**Approved**

This follows guidelines established by the ELCA can be found on their website.

When will the call process begin? Sometime in 2019. At the Annual Meeting the process should be discussed and members told what we have done and where we are in the process. An important step is looking at the future. What is it that Jesus wants us to be doing? There needs to be conversation, meditation, prayer, and scripture. If we don't know where we're going, we're not going to find the right pastor.

Reports from Coordinators: on file.

Susan Van Zile – reviewed the report

Conflict of fellowship events scheduled at the same time as worship services was discussed. We will see how the November Saturday evening event goes. No specific rule has been set at this time.

Mission Sunday is Feb. 3. The Mission Team would like to plan a Mission Trip in conjunction with Lutheran Hands scheduled for July 7-13.

Youth Director's Report and Financial Reports: On file.

Children's Garden Director and Financial Report: On file.

Petitions and Communications: Mechanicsburg Council of Churches is hosting an Interfaith Thanksgiving Service on November 18 at 6 PM. Susan Van Zile will call and get information about the council of churches looking to the future and other possible events.

Wegman's offers flu shot clinics. Bob Finn will ask at the congregational meeting on Sunday, November 11 to see if an event is worthwhile to pursue.

Shannon Kincaid – discussed a need for Safe Harbor. They are financially in trouble.

**Shannon Kincaid made a motion to ask for donations from the congregation this Sunday and next.**

**Seconded: Sue Lassi**

**Approved**

**Bob Finn made a motion to include December Thrivent donations to Safe Harbor**  
**Seconded: Allison Graybill**  
**Approved**

Unfinished Business:

Wifi throughout the education building is continuing to be researched and priced. This week a cabling company will walk through to see how labor intensive it will be to put ethernet cabling throughout the building. The information will be shared at our December council meeting.

Shannon Kincaid met with the Head Ushers and created a list of things they do. This is helpful in planning for future worship services and who is responsible for what needs to be done.

Shannon Kincaid met with Duty's Lock and Key and brought a proposal for them to change all the church and education building locks. This is a security issues because many keys have been distributed with little accountability for who has them and whether they've been returned or not. A Property Manager would be needed to keep this project organized. Church council thanks Shannon for all the things she's been doing to help us with our property concerns. This project needs to be done but is tabled for now.

New Business:

Bob reviewed his format for the Annual Meeting this Sunday and requested 100 copies of everything be printed

December Council meeting will be held at Bob Finn's home. Bob will invite the new council members.

Motion to Adjourn

**Motion: Tammy Novick**  
**Seconded: Shannon Kincaid**  
**Approved**

Closed the meeting with the Lord's Prayer.

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Council Attendees: Bob Finn, Barbara Gibson, Allison Graybill, Shannon Kincaid, Sarah Keilholtz, Susan Lassi, Tammy Novick, Susan Van Zile, and Rick Whitesel

Council Excused: Jake Trybulski

Elder Attendee: Gary Gardner

Non-Council Attendee: Beth Bard

Respectfully submitted,  
Beth Bard, Recording Secretary