



HCLC Council Meeting Minutes/Summary

Meeting date and time: February 16, 2025, 11:45 am -1:55 pm ET

Members in attendance are designated below.

- ☒ Council President: Cara Swanson Papenheim
- ☒ Vice President: Mark Roe
- ☒ Secretary: Joana/Jo Roe
- ☒ Treasurer: Robert/Bob Thompson
- ☒ Director of Worship and Liturgy: Jeremy Shoop
- ☐ Christian Education Ministry Chair: Chip Edwards
- ☐ Community Outreach Chair: Tonya Elliott
- ☐ Evangelism Ministry Chair: Tammy Breene
- ☒ Fellowship Ministry Chair: Anne Geiger
- ☒ Personnel Chair: Eugene "Gene" Bain
- ☒ Property Chair: Gary Wolfe
- ☐ Stewardship Ministry Chair: **vacant**
- ☒ Worship and Music Ministry Chair: Pat Swanson
- ☐ Youth Ministry Chair: Chris Nelson
- ☒ Pastor Pam Mitcham

The **official agenda** was circulated prior to the meeting by Cara (attached).

- Jo led **devotions** and a prayer, which focused on a theme of "unstoppable faith - walking in faith that works," and included a reading from 1 John 5:1-5.
- There were no comments on the summary/minutes of the January 22, 2025 Council Meeting. Members not present should send any comments within the next two weeks. The November Annual Meeting Summary, along with attachments, are on the Google Drive that all current members should be able to access. **A motion was made by Mark to accept the minutes from the January 2025 and 2024 Annual Meeting, which was seconded by Bob. The motion passed unanimously.**
- **Updates and highlights from the monthly reports** were provided by Executive Committee members and ministry leaders.
 - o Treasurer's Report: Bob provided highlights from the report (and attachments) he sent via email. There were no additional questions.
 - o Report from Director of Music & Liturgy: During Lent there will be dinner in the Fellowship Hall, followed by a service in the Sanctuary with streaming. Sunday and Lenten services will be connected; the series theme is "The In-Between." It was noted that many glitches are happening of late with live streaming. Verizon has issues with hardware and software that keep recurring. The Technology Team needs to be expanded by recruiting more volunteers to ensure Sam C does not become overburdened in constantly having to resolve this issue. Having served the church for four years on Council, he is deserving of more personal time. Should there be a switch to

YouTube streaming? Cara asked Jeremy to look into professional options for live streaming (e.g., Community Lutheran uses one; HCLC member Jasper Reges has knowledge about this). **ACTION: Jeremy to check into options, including costs, and will give an update in the near future.**

- o Pastor's Report: Pam attended a Synod Assembly meeting of clergy and Bishop Ortiz with reflections on prayer services and the current environment in the country. Details are in her report. She went to a meeting about the ELCA Response to impact on churches, noting "ELCA is active and responding." Cara shared a working toolkit with resources from the Synod, which asks that the toolkit not be posted on a website but perhaps sent via email in order to help protect vulnerable communities.

Lunch for the Soul /LFTS attendance numbers have remained consistent to date, but this could change. Jeremy asked input on having a sign up in the Fellowship Hall during the two hours on Wednesday each week reminding all that the gathering is a private space. Bob asked for congregational input on any signage as a de facto sanctuary space. The merits of a potentially contentious congregational meeting in/around this issue were considered. Council felt an initial discussion should be pursued with Pastor Luiz in having him join a post-service coffee talk about the impact of the current environment on the immigrant community. **ACTION: Jo will work with Jeremy on signage considerations.**

- o Secretary: No official correspondences or requests of Council had been received by the time of the meeting. Council signed thank-you notes that will be sent to Vivian J, Craig R, and Denise R. **ACTION: Mark to send items to Gene to discuss on his upcoming call to Marie thanking her for the work she does.**
- o Christian Education: Chip was not able to attend today's meeting.
- o Community Outreach activities: Tonya's report was sent via email. There were no questions.
- o Evangelism: Tammy was not able to attend today's meeting.
- o Fellowship: Anne's report will be sent via email. Council members will assist with the planned pancake dinner on Shrove Tuesday, March 4 (please arrive by 6:15 pm) to be led by the Youth Group. Troop 12 will be invited to participate also.
- o Personnel Chair: Gene reported that there are no payroll issues. He sent the job description for the future nursery attendant, whereby a minimum of four hours is required across Sunday and Wednesday church service/events. A background check will be required. **ACTION: Anne made a motion to approve the nursery attendant job description, which was seconded by Gene. The motion passed unanimously.**
- o Property: Gary mentioned that minor issues with recent fire inspections have been addressed. No other issues were raised about items in his report.
- o Stewardship: Council agreed to forego a Lenten appeal and look to organize a specific appeal when a new pastor is fully on board and can select the charity. Jeremy indicated

that current links were updated on the HCLC website for soliciting and tracking volunteer opportunities.

- o Worship and Music: Pat's report was sent via email. There were no questions.
- o Youth Ministry: Chris was not able to attend today's meeting.
- o Vice President's/Finance Team: No other issues beyond the report that Mark sent. He will follow-up on the idea for dedicated magnetic-hold name tags for adult church members and developing a Time and Talents Survey. No additional follow-up as of yet on the use of newer technology to improve analysis of church finances, enhanced giving, and member interactions (Vanco and Paypal options for donating remain in progress). The Transition Fund has about 1/3 of the estimated \$20K goal. The Finance Team will continue to look closely at projections (vs. 2025 Good Faith Budget), and invites ideas for opportunities to increase each giving unit in the coming year. Patterns have changed in the most recent two years due to out-of-town moves by long-term members and less in-person attendance (for health and other reasons).
- o President's report: Cara mentioned that Anne volunteered to work with Jo and the office administrators on the membership roster needed to ensure a quorum at congregational meetings. Anne will give input on her perception of active vs. inactive membership designation in the listing that the administrators have kept up to date. A brief update on the Call Committee process was provided including the Synod required process and potential timeline. Discussions with the candidate are moving in a positive direction with a second slate of candidates. It is likely that any future call service cannot be livestreamed on the HCLC Facebook page (Zoom link to be sent specifically to home-bound members). Consensus of the entire Call Committee will be needed to advance any candidate to Council for consideration. Council will not require a consensus vote on the candidate (a subsequent meet-and-greet with focused inquiry will be scheduled with a candidate). A consensus of Council will be needed to approve the eventual suggested compensation package (offer will be facilitated by Council President with input from the Personnel Chair, ExComm, and Synod guidelines).

- **Unfinished business**

- o **Bathroom renovations:** Contract changes were made in the billing schedule and inclusion of milestones; final signature is due from Cara. A portion of the existing hallway bathroom renovations will be completed with volunteers of the Property Ministry. Ned J is handling review of permit changes with the Town of Herndon, which Anne will confirm. Anne is working on a date to pick tiles with the contractor; these will be less costly compared to the original selection. Comments were made on various bids
- o **Parking lot repairs** - The reality of budget considerations require deferral of major renovations for now, perhaps a longer-term capital campaign to raise the necessary funds, other potential fundraising possibilities (e.g., silent auction, worship and song event). Council was reminded that use of operating funds greater than \$25,000 will require a congregational meeting and vote to approve. Gary shared quotes, narrowed down to two quotes between \$42,000 - \$56,000. He reminded Council that prices will only increase by Fall 2025.

- o **Audit Team - ACTION:** Anne made a motion to approve the nomination of Lois Ireland to the Audit Team, which was seconded by Jo. The motion passed unanimously.
- o **Property usage** – Council agreed to an amended process whereby office administrators, with the Pastor’s input (and a CC to ExComm) can approve repeat users who remain in good standing and have an official agreement on file. More formal approval is needed for new events and permission to serve alcohol. Fees will be increased by \$20.

ACTION: Anne made a motion to approve the proposed increase in building usage fees, which was seconded by Gary. The motion passed unanimously.

ACTION: Mark made a motion to approve the revised, more expedited step for repeat users as part of the official process, related documentation, needed for building usage, which was seconded by Anne. The motion passed unanimously.

- o **Synod Assembly** - The next conference will take place on June 6-7. Council will put a notice asking congregation members about any interest in attending. Cara and Pastor Pam plan to attend.
- **Other/New business**
 - o Mark reminded everyone that Quest articles are due this week. Jeremy brought up the possibility of Council moving the Quest into a series of articles each month in the weekly blast that has a better review rate (50% for weekly email blast vs. 12% for the Quest).
- Adjournment: We recited the Lord’s Prayer in closing the meeting at 1:55 pm.

**Summary Prepared and Distributed by:
Joana/ Jo Roe, Council Secretary**

ATTACHMENT: February 2025 meeting agenda

Scheduled In Person, After church Sunday - 02.16.2025 12:30pm

Next meeting TBD

Call to Order

Devotions- Jo

Sign up for the remaining months

Approval of the minutes

Treasurer Report

Director of Music & Liturgy Report

Pastors report- Pam attended the Synod Zoom, Support information has been sent to Tonya

Reading of correspondence

Who are we sending cards to this month?

Denise Robinson

Sam, Pierre

Marie updating the Links on website, sending reports quickly

Vivian for representing at Peace awards

Craig Reichow

Reports of ministry teams

Assistance with Pancake Dinner

Fire Inspection Complete

Forego Lenten Appeal?

Links updated on the website

Pancake Dinner- commitment from the council

VP/Finance Committee Report

Finance Meeting, date and Zoom link sent

Time and Talent Data collection

President's Report

Cleaning the rolls

Update on Call process

Financial position of the church

Unfinished business

Nursery Attendant Job, motion to Post

Update on Bathroom Project

Special Appeal for Transition Fund (~\$20K)

Parking Lot Appeal- presentation of quotes

New business

Lois Ireland- vote onto Audit team

Property usage Increase rent and vote on how to approve building use

Someone to attend the Bishop appointment/Synod meeting June 6-7

Nametags on Sundays

Closing prayer

Adjournment