

HCLC Council Meeting Minutes/Summary

Meeting date and time: April 22, 2025, 7:30 – 8:50 pm ET

Members in attendance are identified 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 Chair: Tammy Breene
- ☒ Fellowship Chair: Anne Geiger
- ☐ Personnel Chair: **vacant**
- ☒ Property Chair: Gary Wolfe
- ☐ Stewardship Chair: **vacant**
- ☒ Worship and Music Chair: Pat Swanson
- ☐ Youth Chair: Chris Nelson
- ☐ Pastor Pam Mitcham

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

- Pat led us in an opening devotion inspired by the book, *The Good-Enough Life*.
- Comments about the summary of the March 23, 2025 Council Meeting - **A motion was made by Mark to accept a revised version of the minutes, which was seconded by Tanya. The motion passed unanimously.**
- Secretary’s Report – no new correspondence or issues. Jo will send thank you cards this month to:
 - Altar Guild members: Sharon Carter, Denise Robinson, and Nancy Jones
 - Sarah Schulmeyer for Stephen’s Ministry leadership
 - Note: Tanya Elliott informed Council that she sent a written thank you to Lynn Russo for her help on the personal care kits (maximum on the boxes are 40 lbs each). Anne and Roy Geiger will take the kits along with planned delivery of quilts to MD on Wed this week.
- **Monthly reports** were sent via email with comments/highlights that were mentioned below.
 - o Church Treasurer – Numbers are in the specific report. Insurance hasn’t been paid yet, due by 5/1. Charlie has returned from vacation.
 - o Director of Music & Liturgy – Updates were made to content on the tv in narthex (content based on weekly eblast); additional ideas are needed. Jeremy and office administration team will maintain the content.
 - Pastor Pam is away for minor surgery for the next three weeks. Jeremy is consulting potential supply pastor that could be available:
 - ⇒ Pastor Emily Ewing
 - ⇒ Pastor Ray Rinker, UMD campus city councilor of College Park
 - ⇒ Pastor Annabelle Markey
 - Sylvia Shrader, new member welcomed in 2024 passed away last night after a brief illness. Pastor Tiffany will be contacted once the family knows their plans. In the past Fellowship and Altar Guild members chipped in as an unofficial Bereavement Team. Jeremy will circulate information once more is known.

- o Community Outreach –
 - Potential idea: kick off HCLC 2nd and 4th Sun Reuseable bag handout in advance of 1st and 3rd Sun (HCLC members would return filled with food)
 - Potential rescheduling of blood drive – collaboration with Evangelism ministry
 - Cecilia Howard suggested Prison Fellowship International as a recipient of a future appeal drive. More discussion to come, but all on Council present today support the idea.
- o Evangelism
 - Council was made aware of a person who watches our services online actively and interacts often through letters he leaves with the office administrators and Jeremy (along with a donation every Friday). It was noted the Reconciling in Christ emblem proudly displayed on HCLC's front door does indeed resonate in the community.
- o Property –
 - Sidewalk repair will be about \$3K, which should be part of Building on the Best campaign
 - Property days in March and April have gone very well.
 - Update on Bathroom Project: Goal is to complete renovation within three weeks. Cara signed the contract.
 - Parking Lot Appeal - Revised Quote from Dominion is only down ~\$1200 (~\$66K total).
 - Tree trimming – there is no funding in the budget for this now
- o Vice President/Finance Team/Stewardship reports
 - Transition Fund is about \$12K to date but should be sufficient for where things stand with Call Committee at the moment.
 - Congregation is behind on level of giving demonstrated last year, in terms of month-to-month and yearly giving; some segments aren't at the same level as before. Mark needs ideas for how best to reach giving units at the lower levels, especially with stewardship messaging.
 - Time and Talents Survey – Mark would like to get a draft to people to see before he sends to Council
 - ⇒ **Action Item: Ministry leads should send ASAP gaps where they have opportunities to serve.**
- o President's report
 - Cara's job has changed significantly and can no longer commit to weeknight meetings. The meetings will need to move to Sunday afternoons. **Council members present felt this can be accommodated.**
 - Personnel Chair needs a new leader. Gene continues to help while his health recovers and wants to help train the next person. One suggestion is someone with HR background, which Brian T does have but can Council live with the conflict of interest potentially. Reminder that Pastor and Finance Team, plus ExComm, must approve all financial changes related to personnel actions. **Council members present felt any semblance of a conflict of interest can be mitigated.**
 - Stewardship – Cara will plan a temple talk with potential topic to generate more energy, re-energize the congregation.
 - Ministry leads were again encouraged to ask new and existing members to help fill a gap on their team. Technology Team needs volunteers. Perhaps have Ministry Teams in-person brain-storming meetings after service.
- o Unfinished business - Outstanding action items

- Potential idea to pursue this summer: Hymn and wine pairing festival, consider a raffle to raise money
- Nametags on Sundays – HCLC Administrators will be asked by Cara to create and make the font larger, first name big
 - ⇒ **Action Item: Set Goals for the Admin and Staff evaluations**
- Time and Talent Data collection - Mark needs volunteers to review his draft
 - ⇒ **Action Item: Ministry leaders will respond to Mark before the May Council Meeting: what are the needs your ministry has currently?**
- Nursery Attendant Job description: This task will be on hold until the financial picture is much more clear
- Metro DC Synod Assembly – June 6-7, 2025 in College Park, Maryland - Matthew Anderson volunteered, will attend along with Cara. Still need (1) more lay person to attend since Pastor Pam's attendance is not included in the three-person count.
 - ⇒ **Action Item: HCLC Administrators will be asked by Cara to craft and send a specific eblast request asking for a volunteer, with a one-night hotel stay possible if needed.**

- **Other/new business**

- REMINDERS:

- **Bob T will lead devotions at the May 2025 Meeting.**
 - The date of the next Council Meeting falls on the 3rd Sunday (May 18th) in person immediately after church service.
 - The date of the next ExComm meeting will fall on the 2nd Monday (May 12th) at 7:30 pm (virtual).

The April 2025 Council Meeting adjourned at 8:50 pm.

Summary Prepared and Distributed by:

Joana Roe, Council Secretary

ATTACHMENT: April 2025 Council Meeting Agenda

HCLC Council Meeting Minutes/Summary - ATTACHMENT

Scheduled In Person, 7:30pm - 04.21.25

- Call to Order
- Devotions- Pat Swanson
- Approval of the minutes
- Treasurer Report
- Director of Music & Liturgy Report
- Reading of correspondence
 - Who are we sending cards to this month?
 - Sarah S. Denise R. Sharon C. Nancy J.
- Reports of ministry teams – only items that need to be actioned or addressed
- VP/Finance Committee Report
 - Giving concerns, needs to be addressed soon
 - Transition Fund Update
- President's Report
- Unfinished business- outstanding action items
 - Hymn and wine pairing festival and raffle to raise money
 - Nametags on Sundays- Admins to create and make the font larger, first name big
 - Set Goals for the Admin and Staff- evaluations
 - Time and Talent Data collection- Mark needs volunteers
 - Answer the question: what kinds of needs does your ministry have?
 - Nursery Attendant Job, UPDATE: needs to be put on hold
 - ACTION ITEM- Still need (1) more Lay Person to attend, Matthew Anderson will attend
 - Update on Bathroom Project
 - Parking Lot Appeal- Revised Quote from Dominion?
 - Tree trimming
- New business
 - Based on Ministry Reports
 - Focused Appeal for Prison Fellowship
- Closing prayer
- Adjournment