

HCLC Council Meeting Minutes/Summary

Meeting date and time: May 18, 2025, 11:54 am – 12:42 pm ET

Members in attendance are identified below.

- **Council President:** Cara Swanson Papenheim
- **Vice President:** Mark Roe (out)
- **Secretary:** Joana “Jo” Roe (out)
- **Treasurer:** Robert “Bob” Thompson
- **Director of Worship and Liturgy:** Jeremy Shoop
- **Christian Education Ministry Chair:** Chip Edwards (out)
- **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 (out)
- Pastor Pam Mitcham

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

- Bob led us in an opening devotion. Gary was reminded of devotions for June.

Ministry Reports

Monthly ministry reports were sent via email with comments/highlights that were mentioned below.

- **Treasurer’s Report** - A few extra expenses tagged on. No worries at the moment. Check the finances portion of the bulletin if there are questions.
- **Director of Music** - Christian missionary – leaving on Friday, May 25. They want to have worship Friday, Saturday and Sunday, and we cannot accommodate that. It is normally \$7000 per year. We are mid-year so lose \$3500. June 21st – Joyce Miller service (not at Holy Cross). Will confirm with them that we can advertise it at HCLC.
- **Secretary’s Report** – no new correspondence or issues. **Jo will send thank you cards this month to: Matthew Andersen, Nelson Family.**
- **Evangelism** – Preparing for Herndon Pride at end of June and 4th of July event.
- **Fellowship** – On June 15th, we will be celebrating Jeremy’s 20th anniversary. Contact info for Pastors Kleiber, Katy Moran, and Stephanie Johnson is needed.
- **Community Outreach** – Meeting on June 8th for Outreach team meeting. Open meeting for all people. **If there is someone who wants to get involved, please invite them.**

New Business follow up:

Cybersecurity – July 2024 we voted to put a camera outside. The minutes say cameras permitted “as needed”. The installation raised questions from Council, our renters, and our congregation.

- We are in a different place now than we were in July 2024.
- We need to be cognizant of privacy issues
- Cara brought the motion for remove all indoor cameras in HCLC. Anne seconded.
 - Jeremy noted that there was also cameras in storage. These would be removed as well.
 - Discussion
 - **Voted – motion passed unopposed.**
- Determination of the need for an “appropriate use” document for cyber/technical activities in HCLC.
Discussion:
 - Cameras are cloud-based and donated by members.
 - There is a belief that people may discuss personal and/or private information in the church, and there is a reasonable expectation of privacy.
 - Emergency contacts, camera data, and church license data is not organized and out-of-date.
 - Cara believes the Technology Team role should be a church employee vs. a volunteer to be able to hold the person accountable.
 - The privacy/acceptable use policy will likely incur additional cost because the camera feeds and data are currently held by a member of the church.
 - Outside cameras, and monitoring, is intended to be used for discovery post-event, not continuous, daily monitoring.
 - There was a question (Tonya) as to whether there was Synod guidance on appropriate use. Cara responded that there is no Synod guidance on this topic.
 - What was HCLC’s obligation to disclose monitoring? Our renters and building users may or may not know about monitoring currently.
- Question raised as to whether camera data could be requested by law enforcement and HCLC’s obligation to provide it.
 - Jeremy clarified that the outdoor cameras have both audio and video, with the ability to get screenshots as still photos.
 - Suggestion was raised as to whether rights to access camera should be tied to a Church Council title vs. an individual.
 - **Cara to draft an appropriate use document for future Council review.**
- Empty Council Positions - **Ministry leads were again encouraged to ask new and existing members to help fill a gap on their team.** Essential to fill the Personnel and Stewardship positions. **Please see if there is someone we can nominate.**

Unfinished business - Outstanding action items

- Hymn and wine pairing festival
- Name tags on Sundays – Council name tags are complete and Council is expected to wear them.
- Setting goals for staff.
- Time and Talent Survey – **reach out to Mark. Mark developing a draft.**
- Ministry Needs – **Ministry leads should send ASAP gaps where they have opportunities to serve.**
 - LINK drivers
 - The Closet – Check to see if Rita needs help.
 - Celebration of Outreach (recognition of Outreach volunteers) on June 8th
 - Upcoming Fellowship/Evangelism events
- Registration for June 6 and 7 ELCA Synod: Matthew Andersen, Pastor Pam M., and Cara to attend. New DC Bishop to be selected.
- Bathroom update (Anne G.) – Bathroom repairs are progressing. It is more than two-thirds done. Fire Marshall issue will incur additional cost.

The May 2025 Council Meeting adjourned at 12:42 pm.

Summary Prepared by:

Tammy Breene, Evangelism Chair

Summary Distributed by:

Joana Roe, Council Secretary

ATTACHMENTS: 1) May 2025 Council Meeting Agenda; 2) Council President's Draft Acceptable Use Guidelines

HCLC Council Meeting Minutes/Summary – May 18, 2025 – ATTACHMENT 1

Scheduled In Person, immediately after church luncheon - 05.18.25

Call to Order

Devotions- Bob

Approval of the minutes

Treasurer Report

Director of Music & Liturgy Report

Reading of correspondence- none

Who are we sending cards to this month?

Nelson Family

Reports of ministry teams – only items that need to be actioned or addressed

VP/Finance Committee Report- none

President's Report

Security- cyber and cameras

Create an appropriate use document (Draft attached)

How can we fill outstanding positions?

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 Jeremy

Set Goals for the Admin and Staff- evaluations Cara

Time and Talent Data collection- Mark needs volunteers

Answer the question: what kinds of needs does your ministry have?

We will be under represented at ELCA Meeting

Update on Bathroom Project

Need LINK drivers

New business

Motion to have cameras removed

Closing prayer

Adjournment

5/17/25

Here's a draft Acceptable Use Policy (AUP) for Holy Cross Lutheran Church that covers security cameras, accounting software, licensed subscriptions, and facility contacts. This can be tailored to your church's specific practices, technology, or denominational governance:

Holy Cross Lutheran Church Acceptable Use Policy (AUP)

Effective Date: [Insert Date]

Approved By: [Church Council or Governing Body]

Review Date: [Annual or Biannual]

1. Purpose

This Acceptable Use Policy (AUP) provides guidelines for the proper and ethical use of Holy Cross Lutheran Church's technology resources including security cameras, accounting software, licensed software and subscriptions, and facility contact protocols. The goal is to ensure safety, accountability, and good stewardship of church assets in alignment with our mission and legal obligations.

2. Scope

This policy applies to all staff, volunteers, ministry leaders, contractors, and third parties with authorized access to Holy Cross Lutheran Church property, systems, or data.

3. Security Cameras

3.1 Purpose of Surveillance

- Security cameras are used to protect church property, ensure safety of congregants, and deter vandalism or unauthorized activity.

- Cameras are placed in public, outdoor, and common areas only (e.g., entrances, parking lots). No cameras meant for security will be placed indoors, in worship space, or in private areas such as restrooms or counseling rooms.

3.2 Data Access; Retention

- Video footage is accessible only by authorized personnel (e.g., Pastor, church administrator, council president, or security team).
- Footage will be stored securely and retained for up to 30–90 days unless needed for an investigation.

3.3 Use Limitations

- Surveillance footage shall not be used for personal reasons or shared without approval.
- Any request for footage must be made in writing and approved by church leadership.

4. Accounting Software

4.1 Authorized Use

- Only authorized users (e.g., treasurer, bookkeeper, financial secretary) may access church accounting software.
- All users must use unique login credentials and comply with the software provider's terms of use.

4.2 Data Security

- Financial records must be stored on secure servers or cloud systems with encrypted access.
- Regular backups are required and access must be audited periodically.

4.3 Financial Integrity

- Entries should follow GAAP (Generally Accepted Accounting Principles) and ELCA/denominational financial standards.
- Unauthorized or fraudulent use will result in disciplinary action and possible legal consequences.

5. Licensed Subscriptions and Software

5.1 License Compliance

- All software and subscriptions (e.g., worship music services, Office 365, Zoom, website platforms) must be legally obtained and used according to licensing agreements.

5.2 User Responsibility

- Users must not install unapproved software or share credentials.
- All logins must be secured with strong passwords and not reused across accounts.

5.3 Termination and Transfer

- When a staff member or volunteer leaves, access to licensed systems must be revoked within 72 hours.
- Licenses are to be reassigned or canceled in a timely fashion.

6. Facility Contacts and Usage

6.1 Facility Contact Role

- Facility contacts are designated individuals responsible for granting building access, managing rental requests, and ensuring safe facility use.

6.2 Key and Access Management

- Building keys, fobs, or access codes must be requested in writing and returned immediately upon the end of authorized use.
- Shared access codes must be updated regularly to prevent misuse.

6.3 Outside Groups and Rentals

- All external groups must sign a facility use agreement that includes liability waivers, usage terms, and expectations for cleanup and conduct.

7. Violations and Enforcement

- Violations of this policy will be reviewed by the Church Council or designated oversight committee.
- Disciplinary measures may include suspension of access, dismissal from volunteer or staff roles, and/or legal action.

8. Policy Review

This policy shall be reviewed annually and revised as needed. All updates must be communicated to staff and volunteers.

Acknowledgment of Understanding

I, the undersigned, acknowledge that I have read, understood, and agree to comply with the Holy Cross Lutheran Church Acceptable Use Policy.

Name: _____

Signature: _____

Date: _____

Would you like this adapted into a printable PDF or broken into separate sections for inclusion in your policies manual or employee handbook?