

HCLC Council Meeting - Summary of Discussions

Meeting date and time: March 18, 2024, 7:00-8:00 pm ET

In attendance:

- Council President: Sam Carter
- Council Vice President: Cara Swanson Papenheim
- Council Secretary: Joana/Jo Roe
- Council Treasurer: Robert/Bob Thompson
- Director of Worship and Liturgy: Jeremy Shoop
- Personnel Chair: Eugene "Gene" Bain
- Christian Education Ministry Chair: Chip Edwards
- Fellowship Ministry: Anne Geiger
- Property Ministry Chair: Gary Wolfe
- Stewardship Ministry Chair: Mark Roe
- Worship and Music Ministry Chair: Pat Swanson
- Youth Ministry Chair: Chris Nelson

GUEST: Pastor Sarah Garrett-Krey

Unable to attend today's meeting:

- Community Outreach Ministry – *will be filled in May 2024*
- Evangelism Ministry – Kathy McMahon
- Youth Ministry – Chris Nelson

The **official agenda** circulated prior to the call included:

1. Call to Order
2. Devotions – Chip Edwards
3. Approval of Minutes
4. Treasurer's Report
5. Director of Music & Liturgy Report
6. Pastor's Report
7. Secretary's Report – Correspondence; Giving Thanks
8. Reports of Ministry Teams
9. Vice President's Report (incl. Finance Committee)
10. President's Report
11. Old Business
12. New Business

Attachments related to the agenda circulated by Council Chair, Sam Carter, needed for the meeting included: 1) "*Healthy Transitions: From Rostered Minister Vacancy to Installation - A Handbook from the Metropolitan Washington, D.C. Synod Evangelical Lutheran Church in America - Revised September 28, 2022*" (26 pages); 2) "*Metropolitan Washington, D.C. Synod Evangelical Lutheran Church in America, Covenant for Interim Ministry*" (5 pages).

- Chip Edwards led the Council meeting with a devotion and opening prayer.

- As a reminder about language in the bylaws of the Church Constitution, attendance by a Pastor (interim or otherwise) permits voting on issues that may be required during meeting discussions.
- Given the need for brevity and sufficient time for an invited guest, each ministry leader provided highlighted comments only from any full reports that were submitted prior to the meeting:
 - Director of Music and Liturgy: A full report was sent via email. Of note for the meeting is that *supply pastor* has been since updated for Pastor Shank, who will lead Palm Sunday service, and Bishop Ortiz, who will lead us on Easter Sunday. HCLC night will be set up for Herndon High School's production of *Fiddler on the Roof* production the week/weekend of May 4.
 - Treasurer: A full report was sent via email. Periodic outage happening with Vanco of late were resolved. Expenditures included roof repairs, better designation in reporting on designated vs. non-designated gift giving, however, does not include monetary gifts given in honor of Pastor Martin and his service to HCLC.
 - Christian Education: Chip Edwards indicated that the Child Protection Policy (CPP) document and related process have been updated but still require pastoral review and concurrence as required by state laws. This is likely also important for insurance purposes. Chip will contact Jo to distribute the most recent draft.
 - Community Outreach activities: There is no current Chair. Deb Reilly has taken a step away from all activities. Vivian Jefferson will lead creation and distribution of the official menu for *Lunch for the Soul* Wednesday Noon lunch when HCLC is the host. This ministry's lunch and worship activity has grown to 70-80 attendees. Anne Geiger has agreed to be on-site help as well when she is available to attend. Churches rotate hosting duties on a Wednesday including fifth Sundays when those occur throughout the year. HCLC hosts on the first Wednesday. Eleven ad hoc guests participated in a recent fiber arts/crafting ministry activity. Tonya Elliott is interested in leading but cannot do so until some point in May 2024.
 - Property: A full report was sent via email. the signage at the church entrance will be updated soon; the planned property workday has been moved to Easter Vigil Saturday, 3/30/24 which many have helped to promote has been moved.
 - Secretary: No correspondence to Council has been received. Summaries of prior meetings should be housed in a central location not only in gmail, which many have trouble in using solely the Google platform. Jo will work to notify everyone as to the location and send from the office email directly.
 - Stewardship: No official meetings with a pastor as of yet, but ideas have been circulated over email with several people (Vanco representative, Pastor Shank given his experience in Synod with stewardship ministries)
 - Worship and Music: The substantive change of late is the move to a single service at 10 am as of Easter Sunday, 3/31/24, much feedback pro and against have been conveyed; future discussions as to how long to maintaining this schedule after an assessment prior to Rally Day in September.

- Vice President: The potential remains for HCLC as location for a pre-K educational program site but information gathering continues along two tracks/potential options, including building readiness, and who is best to lead rental of the facility for such a program. More details to come on the assessment but would not be likely in place for starting by Fall 2024.
- President: A full report was sent via email. Standing meetings will be re-initiated by the Finance team, under the VP's leadership, with a solicitation to go into the next Quest asking for volunteers; many see as an opportunity for transparency and invitation for open seat for additional, especially new members.
- Pastor Sarah joined the Council Meeting to better identify the process going forward in identifying a candidate to serve as interim pastor for HCLC. She clarified her role in the Metro DC Synod (72 congregations) in helping graduates, pastors, and congregations with transitions in their church life. In the past identifying a candidate could have taken up to one year. HCLC is identified in having a lot of momentum despite trials and tribulations in losing a full-time pastor recently. During the meeting she highly recommended that Council consider Pastor Mark Cole given his ministerial experience, interest, and retirement from full-time ministry (more availability and no interest in serving full time after the interim period ends).
 - **A motion was made** by Anne Geiger to invite Pastor Cole to serve as the interim pastor for a period of six months (to be extended if Call Process requires more time). The motion was seconded by Chip Edwards. **All members present voted in favor** of the Motion.
- Suggestions were made for the Transition Team and Call Team Processes.
 - Make-up of the Transition Team should include voting and non-voting members, also members newer to the congregation, young adults; it should be made clear that service on the Call Team is a separate process.
 - Resources will be available from the Synod to help update the Membership Profile, information and data gathering, congregational synod survey tool.
 - Consider a Congregational Forum or two throughout the summer to gather input.
 - By-laws require 6-7 congregational voting members for a Call Team

ACTION ITEMS:

- Chip will send an electronic copy of the final CPP to Jo for distribution to ExComm, others as needed, prior to discussion with the next interim Pastor.
- Gary will check with the church administrators to ensure the signage by the front door has been updated to remove Pastor Martin's name.
- In order to better assist Cara, any collective memory and input on prior research done to assess HCLC and related requirements for physical space needed for educational activities is greatly appreciated.
- Anne Geiger volunteered to contact Rita Russell, who asked for phone call contact.
- Jo will send a note of thanks to Roy Geiger for his leadership on ensuring church property is maintained as animal habitat designation.
- Jo will find out who the recent mystery donor of blank thank-you notes and send a written note of appreciation.

- Jo will work with Jeremy on secure cloud storage options for meeting minutes and related documents.
- Ministry leaders will notify Sam and Bob if any edits or clarifications needed to expenditure reports.
- Sam will draft the HCLC Interim Pastor Covenant and send for comments/edits by Council; the document will cover preaching and elements for pastoral care expectations.
- A call for volunteers to the Transition Team will be distributed by Sam no later than the end of March.
- Remaining alarm and door keys were distributed by Jeremy per Office Administrators' request. **Ministry leaders should verify** they have been received and are working.

REMINDERS:

- Unless the date is moved, the next Council Meeting is scheduled for the third Monday of the month at 7:00 pm ET: April 15, 2024.
- The official church email addresses for everyone currently serving on Council, the Pastor, Director of Music and Liturgy, and our Church Administrator should be able to access the following folders on the church's Google Drive (please be sure to bookmark for your future use):
 - Calendar of Council meeting dates, with volunteer devotion leaders, and final meeting agendas: <https://drive.google.com/drive/folders/1-1xbCCUfnTf-dYIBKTU8UtyLxSImzSzo>
 - Notes from Council meetings: <https://drive.google.com/drive/folders/1-1k4yLvJ0cHEiF3OMOcNZnhJqh3fuazc>
 - Any notes taken during Executive Committee meetings: <https://drive.google.com/drive/folders/1PmhljiprtI801XRY2ZUQTD1usB2GYi2d>
 - Monthly ministry reports, after they are circulated/distributed: <https://drive.google.com/drive/folders/1-N1fxCbtMokpiOabZTsbwLKNcFDdW9k>

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