

## HCLC Council Meeting - Summary of Discussions

Meeting date and time: April 15, 2024, 7:00-8:05 pm ET, via Zoom

### In attendance:

- Council President: Sam Carter
- Vice President: Cara Swanson Papenheim
- Secretary: Joana/Jo Roe
- Treasurer: Robert/Bob Thompson
- Director of Worship and Liturgy: Jeremy Shoop
- Evangelism Ministry Chair: Kathy McMahan
- Fellowship Ministry Chair: Anne Geiger
- Personnel Chair: Eugene "Gene" Bain
- Stewardship Ministry Chair: Mark Roe
- Worship and Music Ministry Chair: Pat Swanson
- Pastor Mark Cole

### Unable to attend the meeting:

- Christian Education Ministry Chair: Chip Edwards
- Community Outreach Ministry Chair: *will be filled in May 2024*
- Property Ministry Chair: Gary Wolfe
- Youth Ministry Chair: Chris Nelson

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

1. Call to Order
2. Devotions – Jeremy for Gary Wolfe
3. Approval of the minutes
4. Treasurer's Report and Approval
5. Director of Music & Liturgy Report
6. Pastor's report
7. Reading of correspondence
8. Reports of ministry teams
9. VP/Finance Committee Report
10. Unfinished business
  - Synod Assembly – 6/1/2024 – Lord of Life LC, Fairfax, VA
    - Attendees:
      - Pastor Cole
      - Bob Thompson
      - Nanette Lem
    - Every congregation has an additional lay voting member (to encourage wider spectrum of participants) – Who should we send?
  - Appoint a new Audit Committee member to a 3-year term
  - Pre-School Proposal
11. New business
  - Transition Team Members:
    - Sylvia Moran - Lead
    - Matthew Andersen
    - Tammy Breene
    - Nanette Lem
    - Patrick McElveen
    - Craig Swanson
    - Helen Steele Wolfe
12. Other New Business
13. Closing prayer
14. Adjournment

- Jeremy Shoop led the Council meeting with a devotion, which focused on an upcoming service liturgy (creation litany).
- Pastor's Report
  - Although Pastor Mark Cole will officially begin in May, he joined the meeting to say hello, ensure official business could be voted upon, if needed, and discuss our transition to church life with an interim pastor.
  - Concurrent with ensuring no confusion as to the presence of two "Marks" participating in Council meetings/calls, he clarified his preference for being known going as Pastor Mark or Pastor Mac/MAC (his monogram) which is a moniker he likes and is accustomed to hearing. Council members will try our best to utilize this, in addition to helping acclimate congregation members.
  - Pastor Mac is working on sermon and discussion plans that coincide with the liturgical calendar, with the goal of ensuring themes of importance to the Council and congregation are addressed / incorporated. He sought Council's opinion on whether the transition from Pastor Martin should be addressed frankly.
- Each ministry leader provided highlighted comments from reports that were submitted prior to the meeting:
  - Director of Music and Liturgy: A full report was sent via email. No changes but collaboration with Fellowship Ministry was mentioned for the event on May 4 at 7:00 pm (will meet as a group in support of Herndon High School production of *Fidler on the Roof*).
  - Treasurer: A full report was sent via email along with attachments. Attendance was higher as once would expect for a holiday such as Easter. The hope the upward trend will continue. Some on the call/meeting thought giving total would have been higher with increased number of attendees. Charlie the bookkeeper indicates a subscription change with QuickBooks (moving to cloud-based storage), which will require additional discussion with Bob given privacy concerns. It was noted many organizations must deal with privacy issues in moving to cloud-based data storage, vs. keeping sensitive data in a more local environment.
  - Community Outreach activities: There is no current Chair, but Tonya Elliott will join Council to lead this ministry in May 2024.
    - **Council unanimously approved** Anne Geiger's request to use some funds raised during Lent, specifically for Lunch for the Soul (LFTS) activities, in May. HCLC is slated to host LFTS on the regular schedule (1<sup>st</sup> Wednesday), as well as the final/fifth, Wednesday in May, plus the following week on the regular schedule in June. It was recognized such a schedule will be too burdensome for congregational members who donate food, drinks, and supplies routinely.
  - Evangelism: Kathy reported that 12 families participated in Easter Egg hunt, and the team is gearing up for Pride Day activities in June. Other plans are being gathered and the hope is to have a central church calendar of activities stored in a single location for better promotion as well on Facebook, word of mouth, etc. It was requested to try and space out the many activities planned for October.

- Fellowship: Anne noted that many activities are coming up in April and May, and it would be good for congregation members, especially new members, to see as many Council members as possible attending in support of these events.
- Personnel: Gene had no updates beyond the report he sent and asked that it be an item as **New Business** (regarding edits to the current holiday schedule for church staff members).
- Property: A full report was sent via email. Additional leakage from the roof was recently repaired. Additional repair may be needed; a quick inspection will be asked of the contractor before the coming weekend, given today's intense hailstorm that moved through the area earlier. The flashing above the stove in the kitchen was replaced to deal with minor leakage there.
- Secretary: No correspondence to Council has been received. It was clarified that a personal thank-you was specifically sent to Joe Makowski a few months ago but may be needed again given additional work on the roof. A collaborative meeting with the church administrators will take place on May 2<sup>nd</sup> to review the current roster so that appropriate suggestions (on who can be deleted, updated, etc.), can be made to Pastor Mac. This will assist with many ministry activities to ensure the most up-to-date information is on file.
- Stewardship: A full report was sent via email. An official meeting with Pastor Mac will be scheduled. Mark Roe is pouring over information received from Sam, others (Vanco, Pastor Shank in DC Synod) needed for some data analytics and better understanding of giving history, trends in income over time (in concert with budgeting goals). The draft pledge statement letter was sent to Sam and Cara for comments. Some ideas include focus on ongoing work of the various ministries despite trying times in losing a fulltime pastor recently, positive outcomes expected from exciting events happening in and around HCLC and highlighting the importance of consistency in giving needed by the congregation.
- Worship and Music: Feedback on the recent move to a single service is much appreciated by Pat. It was noted Council's previous commitment at the November 2023 Annual Meeting to the congregation that their feedback would be gathered to learn about the impact of the change well before Rally Day in September. It may be good to aim for a Forum or post-Fellowship hour discussion within two to three weeks of Pastor Mac's first sermon as interim pastor. **More follow-up to come** on this.
- Vice President: Cara provided updates on:
  - A consistent schedule will be made for a meeting of the Finance Team (likely the second Monday of the month, time TBD). Quest article will seek volunteers; many see as an opportunity for transparency and invitation for new members. Council members were asked to help circulate word about openings on the Team or send suggestions to Cara directly. Jeff Gordon was recommended for this team and/or the Audit Team.

- The potential remains for HCLC as location for a pre-K educational program, but it will remain on hold for the time being. Additional work to finalize renovations to the bathrooms must take place first. Also, there is no expectation that Lisa will be the contact for the program, and no specific updates or expectation of commitment about the process should be given to her. Please direct all queries about the pre-K program to Cara.
- An assessment is ongoing about the church's insurance plan, to ensure harassment and safety protections remain in place. It has not helped that the agent is not local, and availability, responsiveness not helpful. Exec Committee will be kept apprised on the status and search for other opportunities.
- President: A full report was sent via email by Sam. Synod Assembly participation has room for four members. Currently nominations are Nanette Lem, Bob Thompson, and Pastor Mac. Nanette felt proceedings would be overwhelming for her son Jared as a young adult participant. For now, three members will attend.
  - **A motion was made** by Anne Geiger to approve attendance by Nan, Bob, and Pastor Mac. The motion was seconded by Pat Swanson. **All members present voted in favor** of the Motion.
- New Business
  - Audit Team: A new member is needed due to term expiration for Diana Virgo. Mark Roe conveyed his positive experience with prior service on the Audit Team. Current members are Kristen Anderson and Craig Swanson. Mark Roe suggested Jeff Gordon for potential interest.
  - Transition Team: Membership has been comprised as listed on the meeting agenda, with Sylvia Moran agreeing to lead the group. It was noted that membership is not fixed, and additional interested members would be welcome to join.
  - Call Committee: Council will ensure transparency and help with the understanding of the congregation that the future call process is separate from important activities of the Transition Team. Once the timing is appropriate, it was suggested that the scheduled meeting of the HCLC congregation to initiate the call process should take place in person and not virtually. **The issue was tabled to a future discussion.**
  - Personnel: Revisions to the paid holiday schedule for HCLC staff was discussed.
    - **A motion was made** by Anne Geiger to approve the transition to a federal holiday schedule for church staff, in addition to retaining (as a paid day off) the day after Easter Sunday, Thanksgiving, and Christmas. The motion was seconded by Cara Swanson Papenheim. **All members present voted in favor** of the Motion.

**ACTION ITEMS:**

- Sam will update the pastor's official email account to read PastorMac@...
- Jo will confirm with Chip about the Child Protections Policy to obtain the final draft and will send a copy to Cara and Pastor Mac for review and comment (with CC to Administrators to keep them in the loop). A final version will be sent for a future Council meeting review and approval.

- Anne Geiger will continue to work on her review of the contract details for the bathroom renovations, aiming to get comments back on the current plan to Church Exec. Committee within 7-10 business days. It is anticipated contract solicitations can happen quickly thereafter.

**REMINDERS:**

- Unless the date is moved, the next Council Meeting is scheduled for the third Monday of the month at 7:00 pm ET: May 20, 2024.
- The next Executive Committee Meeting is scheduled for the second Wednesday of the month at 7:30 pm: May 13, 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-dYIBKTU8UtyLxSlmzSzo>
  - 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-N1fxCbtMokpiOabZTsbrwLKNcFDdW9k>

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