

## Congregation Assembly Minutes—Sep 19, 2021

1. Governance Board (GB) President, Donna Dark, opened Congregational Assembly at 6:03pm on Sunday, Sept 19, 2021. She began by indicating that there is a vacancy on the Governance Board due to the resignation of Mark Middlebusher for family reasons.
2. Tom Nape led the opening devotion and prayer.
3. Attendance: 26 attended in person and at least 18 attended online (possible multiples on each zoom call) for a total of at least 44 which does provide a quorum.
4. Minutes from June 27<sup>th</sup> Congregational Assembly were provided online. Vic Maconachy moved that minutes be approved. Art Marshall seconded the motion; no farther discussion. Motion carried by unanimous voice vote.
5. Pastor Peter presented his Pastoral Report—see separate powerpoint presentation for details. Highlights:
  - a. James Batchelor, Facilities Manager, was hired, served for several months, but has now resigned after acquiring a position with more hours. Tom Moser accepted this position on Friday, Sept 17 and will begin work immediately.
  - b. Organization Goals for 21-22:
    - i. HVAC unit replacement in Spring '22
    - ii. Audio/Visual Booth
    - iii. Cry room
    - iv. Columbarium—awaiting cost estimates
    - v. New Carpet/Flooring
    - vi. New Ministry Center Area
    - vii. Solar panel installation on OA roof. ( received PG County permit approval on Sep 17, which included 5 phase inspection process. The panels and the installation are a gift from the Haxton estate and we are so grateful to the family for this gift.
    - viii. Compile and Evaluate SOPs
    - ix. Begin Formal Visioning Process for new Vision Statement
    - x. Apply findings of Financial Improvement Plan (FIP) prepared by Tal Seaman. We give thanks for his extensive efforts to develop this best practices plan.
    - xi. Hire a new Director of Music
  - c. Spirit-Empowered Focus on Jesus. Goals for 21-22
    - i. Sunday Education Hour 9:30 for all
    - ii. Fall New Member Class
    - iii. Reintroduction of Wed night activities (currently youth group)
    - iv. Small Group Leaders Course
    - v. Racial Reconciliation –Lamentation Service projected for Nov
    - vi. Prayer Group Expansion

- vii. New Hope renewal and restructure of New Hope Ministry Team. New Hope hosting Women's Retreat Sept 25 and 26<sup>th</sup>.
  - d. Open Arms—141 enrolled—Praise God! Goals:
    - i. Increased enrollment
    - ii. Strengthening relationship between Church Staff and School
    - iii. Work towards Level 3 in MD EXCELS program.
  - e. Multi-tiered Outreach Goals:
    - i. Continued support for Missionaries: Mantey's in Uganda; Ghbuglay Lutheran School in Liberia; Bethania Kids in India; Thank God for approved LWML Grant for Bible and Devotional Resources for outreach.
    - ii. Mission Trip to Puerto Rico—postponed (again!) from Oct 21 to Mar 22
    - iii. Village of Hope, Haiti Virtual Mission in March 22
  - f. Holistic Ministry: GriefShare, Prayer Ministry, Stephen Ministry, Prayer Shawls, Turkey Trot for LARS
    - i. GriefShare: Surviving the Loss of a Spouse—Oct 2, 2021
    - ii. GriefShare: Regular 13-week session begins online and in-person Oct 4 2021
  - g. Needs of our Neighbors: Smiling Souls Food Bank; New Day (homeless outreach); Side by Side (schools outreach) Elizabeth House (soup-kitchen) Winter Shelter (homeless). City of Laurel purchased the old Sport Fit building on corner of 197 and 198 and will lease a portion (for \$1.00 a month) to New Day for homeless ministry! PTL
- 6. Financial Report ( See separate detailed power point)
  - a. Cash on hand as of 31 Aug: \$687,668 compared to last years \$727,397.15
  - b. Mortgage Balance as of 31 Aug. \$1,800.768 compared to last years \$1,954,947.82
  - c. Graphs of net operating cash flow show Covid decline , Payroll Protection Plan (PPP) infusion and now stability
  - d. PPP1 Received \$304,200.00 Forgiven all but \$11K (in original application we double counted vacation/and sick leave) Our payback will be at 1% over 5 years—still waiting on actual numbers. We will have to make decisions on our manner of payback after we get the amortization schedule. (e.g.Could pay all at once)
  - e. PPP2 Received \$237,082. We have not yet been asked to apply for forgiveness, but anticipate all will be forgiven.
- 7. FY 2022 Budget (See separate detailed spread shift and supporting explanation and slides 16-29 on the Financial Report powerpoint) This budget requires \$17,688 in weekly giving. Discussion included a question from Vic Maconachy: “ Does the budget include an emergency or rainy day fund similar to what we had years ago?” Pastor Peter indicated that the “Planting for the Future” Designated fund was established for our 50<sup>th</sup> Anniversary and is to include major anticipated expenditures such as the two new HVAC

units on Open Arms \$161,000 and a new bus for OA. Maintenance is budgeted but does not necessarily include unfunded requirements that come up in an emergency. We have used property designated funds for that purpose, though. This is a valid concern that should be addressed. Tabled for now. Budget motion by the Governance Board:

“Resolved: that the budget as presented be approved for OSLC for 2021 / 2022 for the period October 1, 2021 through August 31, 2022

(Note: The Governance board approved a one- month budget of \$190,000 for the month of September 2021 on Aug 18, 2021.)”

Motion was seconded by Julia Heneks. No farther discussion. Voice vote was taken and motion carried unanimously.

8. Housing Allowance for OSLC Called Staff for CY 2022. The GB provided the following motion to the congregation:

Whereas, by law, the housing allowance for rostered church workers must be formally approved annually by the employing congregation.

Be it resolved that:

The following called staff are Ministers of the Gospel at Our Savior Lutheran Church of Laurel Maryland and entitled to the following housing allowances as of January 1, 2022:

Senior Pastor - Peter DeMik - \$29,411

Associate Pastor Josh Hileman - \$32,000

Associate Pastor - Orlando Flahn - \$22,236

Director of Open Arms - Rebecca Stewart - \$46,500

Director of Youth Ministries – Natasha Bowlds - \$22,963

Director of Church Ministries – Hannah Gillrup - \$10,800

Dir. of Outreach (Emeritus) - Christine Wolfframm McGuffey - \$36,000 (allowable per 403b regulations)

Motion was seconded by Art Marshall. Question was asked about Christine Wolfframm McGuffey’s allowance and it was explained as a retirement benefit as she withdraws from her 403(b) but must be approved by congregation. Voice vote taken and approved unanimously.

9. Covid Vaccine Policy for Open Arms and OSLC Children’s Ministries. The congregation was informed that the Governance Board had approved the following policy that does not require congregational approval.:

**Effective 09/07/2021, Open Arms staff, Our Savior Lutheran Church staff, and all OSLC Children's Ministry leaders and volunteers that have close contact (as defined by the Centers for Disease Control) with Open Arms and/or OSLC children participating in Open Arms or OSLC ministry activities will provide proof of COVID-19 vaccination OR will provide negative COVID-19 test results weekly to the Open Arms Director or OSLC Children's Ministry staff leader. COVID testing will be at employee's and volunteer's own time and expense.**

John McVey asked, “To what extent did the staff (OSLC and Open Arms) have input into the COVID vax/testing resolution? Has there been push-back, or are they in agreement?”

Answer: Open Arms Director requested the GB have a policy, initial approval impacted Open Arms Only; request from Pastor Josh to have consistent policy with Children’s Ministries on church side. GB revisited and amended the policy as above. Parents and staff of OA are happy

and in agreement. Church staff was also in agreement. Only push back was not having a policy that also applied to OSLC Children's Ministries.

10. Juneteenth approved as an Open Arms and Church Staff holiday. The GB approved this change at their Aug 16<sup>th</sup> Board Meeting.
11. Next projected Congregational Assembly will be in January as requested at this Assembly.
12. Pastor Peter closed the Assembly with thanksgiving to God in prayer and we sang the Doxology together.

Minutes prepared by Tina McGuffey, Governance Board Secretary.