

*We are a community of all ages gathered by God's grace
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**MINUTES - Good Shepherd Lutheran Church Council Meeting
Sunday February 21, 2021**

Present: Pastor Andrew Isenhower, Marcia Woodward, Don Caughman, Anna-Marie Plyler, Lauren Chandler, Cathy Milejczak, Eden Rowell, Emily Whitlow, Jamie Sanders, Janet Lockhart, Karen Lucas, Katie Bostic, Leigh Ford, Peter Zornow.

Absent: No absences.

Call to Order and Devotion: President Woodward called the meeting to order at 6:30 pm. Karen Lucas gave the devotion and offered prayer.

Adoption of Agenda:

Motion to accept the agenda by Cathy Milejczak, second by Karen Lucas. **Motion Unanimously Approved.**

Adoption of Minutes:

1. January 17. 2020 Council Minutes: Motion to approve by Janet Lockhart, second by Katie Bostic. **Minutes Unanimously Approved.**

Attendance and Membership for January 2021

<u>2021</u>	<u>8:30</u>	<u>SS</u>	<u>10:45</u>	<u>Total</u>		<u>2020</u>	<u>8:15</u>	<u>SS</u>	<u>9:30</u>	<u>Total</u>
1/3/2021	NO DRIVE-IN SERVICE			0		1/5/2020	55	55	108	163
1/10/2021	NO DRIVE-IN SERVICE			0		1/12/2020	47	65	109	156
1/17/2021	DRIVE-IN SERVICE			77		1/19/2020	55	54	93	148
1/24/2021	DRIVE-IN SERVICE			86		1/26/2020	52	56	127	179
1/31/2021	DRIVE-IN SERVICE			82						
Average	0	0	0	82		Average	52	58	109	162

Total Membership 12/31/2020: 694

Total Active Members 12/31/2020: 398

Current active membership at the time of the January 2021 Council Meeting: 398

Members Added since the January 2021 Council Meeting: 0

Members Removed since the January 2021 Council Meeting: 1

Nancy Koons: Removed by request

Current active membership at the time of the February 2021 Meeting: 397

Reports:

1. Treasurer's Report: No Treasurer's Report Submitted. Treasurer Chandler and the Bookkeeper are still working on making sure all charges deposits are posted to the correct accounts.
2. Pastor Andrew's Report: Pastor's Report Submitted.

Standing Committees:

1. Communication – Leigh Ford Council Liaison with Wade Wingard, Contact: No Written Report Submitted.
2. Evangelism Committee: Peter Zornow: Written Report Submitted.
3. Finance Committee – Janet Lockhart: Written Report Submitted.
4. Gifts Committee – Marcia Woodward Liaison with Gaye Tucker, Chair: No Written Report Submitted.
5. Learning Committee – Katie Bostic: Written Report Submitted.
6. Parish Life Committee – Karen Lucas: No Written Report Submitted.
7. Property Committee – Marcia Woodward Liaison with Lauren Chandler Chair: Written Reports Submitted.
8. Social Ministry Committee – Don Caughman: Written Report Submitted.
9. Worship Life Committee – Cathy Milejczak: Written Report handed out at the meeting.
10. Youth & Children Committee – Emily Whitlow: No Written Report Submitted.
11. Other Committee Communication Time
 - a. Restart Task Force: Written Report handed out at the meeting. Cathy Milejczak also gave a verbal update on discovering that DHEC was using another algorithm to compute "percent positive" number.

Old Business:

- 1) Virtual Council Notebook:

Everyone received a thumb drive with the council notebook containing all documents necessary for council to operate and perform their duties properly and efficiently. Council members were reminded that no document will be placed in the Virtual Council Notebook unless the Parish Administrator had been provided with a electronic copy.

New Business:

No new business appeared on the agenda nor was any discussed.

Petitions and Communications:

1. Mrs. Woodward requested that Council check their email at least once a day.
2. Council was reminded to stay in touch with your committee.
3. COVID-19 Tracking information for South Carolina was provided to Council.

Looking Forward:

N/A

The Pulse:

N/A

Executive Session:

Council went into Executive Session at 6:50 p.m. to discuss financial records keeping.

Council returned from Executive Session at 6:59 p.m.

No action was taken during Executive Session.

Adjourn:

Meeting was adjourned at 7:03 pm. with Council Members joining in the Lord's Prayer.

Respectfully Submitted: Anna-Marie Plyler

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**MINUTES - Good Shepherd Lutheran Church Annual Meeting
Sunday, February 21, 2021**

Call to Order :

President Marcia Woodward called the meeting to order at 10:14 a.m. immediately following the end of the 9:30 Drive-in service.

Business:

Mrs. Woodward informed the congregation that the purpose of the meeting was to approve the 2020 Good Shepherd Lutheran Church Annual Report. She announced that if anyone had not already received their Annual Report to please raise their hand out of their car window and a report would be given to them. No reports were requested.

President Woodward asked if there were any questions. Having none, she called for the vote. Mrs. Woodward instructed the votes should be indicated by holding a green card out of their window to indicate a "yes" vote to approve the Annual Report and the red card would indicate a "no" vote. President Woodward then asked for all "Yea" votes to be shown, followed by a request for all "Nay" votes to be shown. The 2020 Good Shepherd Annual Report was **Unanimously Approved**.

Adjourn:

Having no further business, at 10:17 a.m., Mrs. Woodward announced that the meeting was adjourned.

Respectfully submitted: Anna-Marie Plyler

Pastor's Report
Rev. Andrew Isenhower
February 18—March 18, 2021

Pastoral Acts

- No funerals
- No baptisms
- No weddings

Worship and Music

- I preached, presided, and led worship for 4 drive-in services and for 4 streamed services.
- I recorded midweek Lenten Reflections each week.
- I participated in worship planning.

Education

- I have continued leading the mid-week bible studies via Zoom twice a week.
- I have provided Faith 5 resources each week for members and families.
- I have continued teaching in-person Bible study in the FAB Tuesdays at 11:30 AM.

Pastoral Care

- I made no hospital/rehab visits as these facilities remain closed to visitors.
- I made 3 home visits (socially distanced with mask).
- I had 3 members schedule Holy Communion appointments.
- I made 14 Pastoral Care phone calls.

Social/Fellowship/Community Events

- None this month.

Church Business

- I planned and led the council retreat.
- I have continued supervising our seminary student Aaron Spangler.
- I attended the following committee meetings:
 - Parish Life Committee (x2)
 - Property Committee
 - Learning Committee
 - Executive Committee
 - Restart Task Force

Synodical Business

- Council President Marcia Woodward and I met with the Bishop and staff via Zoom.
- As Dean of the Midlands Conference I installed Rev. Carl Taylor as Associate Pastor of Living Springs Lutheran Church and Rev. Jesse Canniff-Kuhn as Campus Pastor for Lutheran Campus Ministry at USC.

Continuing Education

- I met with my clergy group. We meet with a counsellor once a month to discuss life and ministry and support one another.

Self-Care

- I took time each day for devotional reading and prayer.

Respectfully submitted,



Pastor Andrew Isenhower

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**Treasurer's Report
March 21, 2021**

The Interim Treasurer and the Bookkeeper have completed the review of the deposits and expenditures for 2020 and have balanced the fund totals in the Money Market savings account. After balancing the fund totals in the checking account, the books for 2021 will be open and current. As previously stated, the books for 2020 were closed as they were last reported. This has been a complex and difficult task due to a number of factors which were identified in the prior report. The patience and understanding of The Finance Committee and of Council during this process has been greatly appreciated.

The following changes in the financial reporting system and procedures have been implemented:

- **The Chart of Accounts** has been reviewed and those accounts that are not in current use have been deactivated. These can be easily reactivated if and when needed.
- **The EE-09 Accounts: Restricted Member Donation to Reduce Budgeted Expenses** were set up to account for donations made by members of the congregation, specifically to offset expenses made from a committee's budget account. Most, if not all, committee chairs have not been aware of these funds. All funds in these 20 accounts will be transferred to the appropriate committee's line item as a refund of expenditure (a credit to that account). Any future contributions of this nature will be booked in this manner. This will allow each committee to be aware of these additional funds and used if needed. The purpose of this account was to avoid distorting a committee's budget. This will not be a problem, as these additional funds are noted as credits and also, the new year's budget worksheet is based on the prior year's base budget as approved by the congregation.
- Two of the active **Money Market Savings Accounts** will no longer be used. These are **FF-04 (Food Pantry)** and **FF-14 (Social Ministry)**. Any funds currently in these accounts will be transferred to the Social Ministry budgeted line item accounts **A-37 Food Pantry** and **A-35 Social Ministry Discretionary Fund** respectively. Also, deposits will now be credited to these budgeted line item accounts. The complexity and high volume of transfers into and out of the Food Pantry savings account necessitated removing it from the savings account. The Social Ministry account is no longer used, as deposits to ministries are promptly disbursed by the committee.

Additional changes will be made to continue simplifying both the financial reporting and the record keeping requirements. When completed, a draft of the Financial Procedures Manual will be presented to council for comment and approval.

As of Tuesday, March 16, 2021:

Cash assets (bank accounts):
Approximate cash liabilities:



Respectfully submitted,
Lauren Chandler, Interim Treasurer

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**Good Shepherd Lutheran Church
Evangelism Committee
Minutes of Meeting 2-14-2021
Via Zoom and in the FAB**

Members present: Peter Zornow (chair), Jim Johnson, Don Hyatt, Mike Weaver,
Pastor Andrew Isenhower

Peter Zornow called the meeting to order at 2:34 PM. He welcomed each member with a candy gift as a token of appreciation for the committee members' service.

Minutes from the January 24, 2021 meeting were emailed out prior to the meeting.

Don Hyatt asked for clarification about the proposed survey that was discussed at the previous meeting. Mr. Hyatt was under the impression that the plan was for that survey to be compiled and distributed to the congregation in time to have results at the February 14 meeting. Peter Zornow explained that he desired in-person feedback from the committee prior to getting the survey completed and distributed.

At this point, the discussion of the survey was tabled to allow Jim Johnson to discuss the annual decoration of the outdoor Lenten and Easter cross, as Mr. Johnson had to leave the meeting early. The committee discussed how the decoration of the cross has been handled in previous years, as well as social distancing and other Covid-19 related concerns. The committee came to consensus that the decoration of the cross can be held outdoors with appropriate distancing and safety measures. This event will be similar to the Youth and Children Committee event for the decorating of the outdoor Chrismon Tree that was held last Advent. Mr. Johnson agreed to coordinate with Mr. Hyatt and with Sexton Joey Allison to make sure the appropriate arrangements are made on the proper dates.

The discussion returned to the survey. Mr. Hyatt shared some ideas and a sample survey generated by himself and Pat Quattlebaum. Mike Weaver asked what the survey was trying to accomplish, noting that many surveys of this sort have been conducted in the past, especially around the time the new pastor was called. Mr. Weaver was concerned that great effort would be expended on this survey with no clear goal in mind; the survey might generate data for no other purpose than generating data, some of which we already have from previous survey efforts.

Pastor Andrew and Mr. Hyatt discussed the initial plan that was formulated during the January 24 meeting—the idea of personal contacts by phone with members rather than an electronic or paper survey. The Pastor, Mr. Weaver, and Mr. Hyatt preferred the idea of personal contacts rather than the "cold" and "clinical" nature of a survey if the goal is

to increase our outreach to inactive or infrequently active members. The idea is that a personal call would mean more to members than a piece of paper.

Mr. Weaver asked Pastor Andrew for his overall vision for the Evangelism Committee. Pastor shared his vision of a committee that will help engage the entire congregation in the work of everyday evangelism out in the world. In light of this more comprehensive vision for the committee's work, Mr. Hyatt referenced a 2009 Good Shepherd Evangelism Plan that was prepared for this purpose and approved by the committee and received by the Council. Mr. Hyatt agreed to distribute this document to the committee for members to review and make suggestions or changes. This document may help guide our work going forward.

At this point, Mr. Zornow turned our attention to the idea of new committee members. Mr. Hyatt shared a list of potential new members for the committee. Pastor Andrew suggested that the committee wait to invite new members to serve until we begin to engage in more overt evangelism efforts post-Covid to try to recruit people to serve when we have some momentum and enthusiasm. The committee agreed with this suggestion. Mr. Weaver suggested that we hold off on any large projects or actions until the spring, hoping that Covid would abate by then and allow us to put a larger Evangelism plan in place at that time. Mr. Zornow reiterated his desire to focus mainly on reaching out to the community rather than on member retention or roster clean-up efforts. The committee agreed to conserve energy and efforts until the spring when we can hopefully ramp up efforts to evangelize to the community at large.

Pastor Andrew followed up on the roster clean-up efforts started by the committee in 2019. There are about 72 members who will be recommended for removal due to inability to contact them as part of the committee's review of the membership roster. Pastor has been reviewing this information with Parish Administrator Deborah Mitchell and Secretary Anna-Marie Plyler. He will present a motion for the committee to consider at the next meeting so we can complete the review of the membership roster.

Next meeting is April 11 at 2:30 PM via Zoom only. The meeting was adjourned with prayer by Pastor Andrew.

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**Good Shepherd Lutheran Church
Finance Committee Minutes
February 4, 2021, 6:00 PM**

Members present: Lauren Chandler, Deb Embrey, Rod Kent, Janet Lockhart, David Lucas, Jamie Sanders, Becky Shealy. Excused: Jerry Vaughn. Visitors: Pastor Andrew, Marcia Woodward.

Devotion: Lauren Chandler

Approval of Minutes: Minutes for January 7 meeting were distributed by e-mail. Deb Embrey moved to approve as submitted. Motion was seconded by David Lucas and passed.

Updates:

Treasurer: Lauren Chandler reported the checking account balance is \$135,178.49. The money market account balance is \$183,286.93. He will transfer \$75,000 excess cash from checking to money market account once he has reviewed pending expenses. This was discussed and approved at last Committee meeting.

The Treasurer and Bookkeeper continue to work on closing 2020 account records. Lauren will report on issues and progress at February Council meeting.

Lauren distributed a corrected list of the 2021 Budgeted Accounts. I-05 was renamed to Information Technology Expenses to include both IT hardware and software. E-09 was renamed to Scholarships and Continuing Education to include continuing education for Worship and Music staff as well as seminarian scholarships.

Financial Secretary: Deb Embrey handed out 43 statements to members at the drive-in worship service, Don Caughman delivered 8 statements along with the members offering envelope boxes and 117 statements were mailed out to members.

There are 40 offering envelope boxes remaining that need to be picked up. Deb will move them to her office, and Janet will check with Emily Whitlow about plans to have youth deliver them to members' homes.

Tabulators: David and Karen Lucas continue to tabulate offerings each week. Becky Shealy has two back-up teams ready to relieve them when needed.

Technology Subcommittee: Jamie Sanders fixed the elevator phone line; it is now connected to the Spectrum land line.

Jamie and Deborah Mitchell met with Carolina Business Equipment to hear their proposal for IT management. Cost would be about \$600 a month. No action recommended at this time.

Old Business:

Correction of Worship Life Budget: Susan Sturkie questioned the omission of continuing education funds from Worship Life budget; \$300 has been budgeted in past years. This was an oversight in the budget process. The correction to E-09 will be presented to Council as information.

Transfer of excess cash from checking to money market account: The motion to transfer \$75,000 was approved by Council at January meeting. Council determined cash transfers are within the Treasurer's authority and do not require Council approval. Future transfers will be discussed in Finance Committee and reported to Council.

New Business:

Insurance coverage: Multi-peril property protection and liability insurance policy with Church Mutual is up for renewal on March 4th. The umbrella liability policy is also due for renewal on March 4th. Bus insurance policy renews on June 5th.

Church Mutual proposal for Multi-peril coverage is \$18,508. Property values have increased by \$136,000 to \$6,600,000. The Education Building and FAB roofs will be covered at Actual Cash Value instead of replacement cost due to age of shingles (over 15 years). Optional terrorism coverage and cyber security coverage are included in cost.

Lauren Chandler recommended increasing the liability limits from \$1 million to \$2 million per occurrence; this will increase cost by \$111. He also recommended maintaining the \$3 million umbrella liability policy at cost of \$1,500. Committee concurred with these recommendations. Lauren will contact Michael Barwick, Church Mutual to confirm coverage. Council President will sign policy endorsements; policy to be filed in church office.

Committee agreed to consider other insurance providers before next policy anniversary.

Payroll Protection Program: Good Shepherd received loan for \$31,093.40 in first round and obtained loan forgiveness. The Second Draw PPP application deadline is March 31. Eligibility requirement is a 25% reduction in annual gross receipts for 2020 compared to 2019 or a 25% reduction in quarterly gross receipts for any quarter of 2020 compared to same quarter of 2019. Good Shepherd does not meet the annual requirement; Deb Embrey will check the quarterly figures. The Committee consensus was not to apply.

Discussion: Rod Kent questioned if we have proper separation of fiduciary duties since Lauren Chandler is signing off on expense items as both Property Chair and Interim Treasurer. This is a potential audit issue. Committee discussed separation of Treasurer and Bookkeeping duties and Council President oversight of Property Committee and signing of all checks. Committee concluded that the current arrangement is not ideal, but there are adequate safeguards in place.

Closing: Next meeting is March 4; Jamie Sanders has devotion. The meeting closed at 6:55 PM with the Lord's Prayer.

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**Good Shepherd Lutheran Church
Finance Committee Minutes - Draft
March 4, 2021, 6:00 PM**

Members present: Lauren Chandler, Deb Embrey, Rod Kent, Janet Lockhart, David Lucas, Jamie Sanders, Marcia Woodward. Excused: Becky Shealy, Jerry Vaughn. Visitor: Seminarian Aaron Spangler.

Devotion: Jamie Sanders

Approval of Minutes: Minutes for February 4 meeting were distributed by e-mail. Lauren Chandler moved to approve as submitted. Motion was seconded by Rod Kent and approved.

Updates:

Treasurer: Lauren Chandler and Cheryl Beaman are processing journal entries to establish the 2020 Year End balances. They plan to complete that in two weeks. Upon completion, Lauren will then open the books for 2021 and transfer \$75,000 in excess cash from the operating account to the money market account. Expenditure reports will be distributed to all committee chairs at the March Council meeting. Finance will receive a detailed transaction report for its accounts prior to its April meeting.

Anna Marie Plyler and Marcia Woodward have been reviewing church records and organizing archives. Financial records other than contributions will be retained seven years; contribution records will be retained four years. Archives will be stored in the old choir loft. Deborah Mitchell has created lists of what is filed and where.

Financial Secretary: Deb Embrey reported church youth and their parents delivered 34 offering envelope boxes to members' homes and returned 6 boxes as undeliverable. Deb has followed up on these to assure that all active contributors receive envelopes. Janet Lockhart will send a thank you note to Emily Whitlow, Youth and Children Committee Chair. YTD 2021 Expenditure report will be ready for March Council meeting.

Tabulators: David Lucas had no issues to report.

Technology Subcommittee: Jamie Sanders ordered two network switches for the FAB and the Education Building to improve internet access. He will install them this weekend.

Old Business:

Payroll Protection Program: We received notice from SBA that the Payroll Protection loan of \$30,992 has been forgiven. First Community Bank was paid \$30,992 plus \$254.82 in interest. Deb Embrey reviewed quarterly income figures for 2020 compared with 2019 and confirmed that Good Shepherd does not qualify for the Second Draw Payroll Protection Program.

Confidential Treasurer's Report: Copies of the Report given to Council on February 21 were distributed by email. Lauren answered questions.

New Business:

Plans for 2021:

Financial procedures: Treasurer and Bookkeeper are preparing simplified procedures and will compile them in a notebook to serve as a guide for financial personnel.

Accounting system change: Conversion to ACS/Realm system was considered in 2020 and then delayed due to turnover in Treasurer position. Committee will look at options in June.

Paid financial positions: Committee will also consider in June whether to make plans to hire staff to perform some of the finance duties currently provided by volunteers, to outsource some financial services, or to continue relying on volunteers.

Insurance review: Committee will review insurance coverage in September and invite other providers to offer proposals.

Closing: Next meeting is April 8; Deb Embrey has devotion. The meeting closed at 7:00 PM with the Lord's Prayer.

03-11-21 Learning Committee Meeting Minutes

Members Present: Katie Bostic, Anna-Marie Plyler, Lisa Sanchez, Don Caughman

Members Absent: Mark Lovern, Mitch Uehling, Amanda Snodgrass, Stacy Gross

Staff Present: Pastor Andrew

Called the meeting to order 6:40pm

Devotion: Why? 3-11-21 LHM Daily Devotion

Task-Force Survey

Task force has sent out a survey about in-person worship. Once data is collected, we are hoping to have a better feel for when in-person Sunday school may be able to resume. As of right now, we are kind of at a standstill. I am very hopeful due to how well the vaccines roll out is going, and the number of cases seems to be trending downward.

Learning Opportunities currently being offering:

Pastor Andrew is still holding in-person Bible study on Tuesdays at 11:30am in the FAB.

-He also is still doing Zoom bible study on Wednesday mornings and evenings.

- Bible Study resources are still being sent weekly through email for people that are not attending the in-person, or virtual study.

-Faith 5 weekly emails are being sent for families to utilize.

-Cody has been doing an online children's choir class on Sundays for the month of March.

-Spark Magazine available for families in the Chapel area outside of church office.

-Faith lens blog for Middle and High school students.

-Lenten Devotionals and Gratitude journals (Middle and High schoolers) still available in chapel by church office.

VBS

Due to so many un-knowns right now, we are not going to plan on having VBS this summer.

Confirmation

Confirmation is still paused at this time. It will resume when class can safely meet in-person. Pastor Andrew is working on updating material for the class. Matthew Hermann will be confirmed when we return to in-person worship in the sanctuary.

Sunday school Brainstorming

Some ideas we discussed for Summer Sunday school if we are meeting in-person by then

-Young Family Sunday School, outside in area by the playground.

- Possibly having a family movie night in the parking lot to kick off the 2021-2022 school year.

- One Adult Class, social distanced in FAB

Closed Meeting at 7:35pm with the Lord's Prayer

Next scheduled meeting: **May 13th at 6:30pm **

No meeting in April, unless something comes up, and it's needed.

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Parish Life Committee Meeting Minutes

February 28, 2021

Attending: Becky Shealy, Pastor Andrew, Lavina Chandler, Elaine Zornow, Peter Zornow, Mike Weaver, Karen Lucas.

The meeting started with an opening prayer, followed by ideas for Easter. Since we will not be able to do our traditional Easter breakfast, we discussed alternate ideas. After considering several options, the committee came up with the following.

Mike Weaver and Crew will prepare a breakfast. We will have tables set up in the FAB parking lot where people can sit socially distanced. We will engage the youth to help the Parish Life Committee serve the people at the tables. Everyone will be given a prepared plate. There will be no line or ordering. We will also have to-go plates for those who want to take the breakfast with them. In addition, we will have an option to have the breakfast delivered. We will request reservations but will have enough for those who do not register. The Church Office needs to be the contact for placing reservations, either by calling or emailing or dropping off a note. Pastor Andrew and Deborah will take care of contacting those who do not have email and need to be contacted another way. The Parish Life Committee will put together a message to be sent to everyone informing members of the event.

One question came up about the Easter Service as to what time it will be held. We will need to get that information from Worship Life.

Also, the question arose about whether the above plan needs Council approval. Karen will check with Marcia Woodward.

The reception for Graduates was briefly discussed. We were not sure how many graduates we have this year and whether we would be able to do the traditional reception or not. This event occurs in May, so we will discuss it again at a later meeting.

The Committee talked about ideas for a fun and safe way to socialize. We came up with a picnic and scavenger hunt at Sesquicentennial State Park. We will work on the plans at later meeting.

Becky provided an update on the 2022 Congregational Retreat planned for Feb 11-13. There will be a meeting of the Retreat Committee in March, hopefully the 14th. The plan will be to have subcommittees made up of members of the congregation to work on a specific task, like registration or welcome bags. Everyone on the Parish Life Committee should get registered to attend. Registration should open this summer. The Committee plans to make the second weekend in February as the time for the Congregational Retreat every year.

The Committee believes that people are not ready for the Supper Club just now. We talked about moving it into December and maybe combining it with the Ladies Night Christmas Party. We could reserve Spring Valley for the joint function. We also thought of doing the Supper Club in September to kick off the football season. We will discuss more later.

Good Shepherd Lutheran Church

Peter gave an update on LMM. He said LMM talked about moving the fish fry to the fall this year. They have postponed everything until more information is known concerning gathering. It was suggested that we do the fish fry outside. Peter let us know that the fish fry helped cover the cost of the Ladies Night Christmas Party. Lavina suggested that combining the Supper Club with the Christmas Party would make \$200 available for the Christmas Party. Funds from the fish fry plus the \$200 plus the ticket sales should cover the cost.

Karen let everyone know that the WELCA retreat is scheduled for October 1-3, 2021 at the Coastal Retreat Center.

Our next meeting is Sunday, March 14, at 3:00 PM via Zoom. We will need to firm up details for the Easter breakfast.

Respectfully Submitted

Karen Lucas, Parish Life Chair

Good Shepherd Lutheran Church

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Parish Life Committee Meeting Minutes

March 14, 2021

Attendees: Becky Shealy, Pastor Andrew, Lavina Chandler, Elaine Zornow, Peter Zornow, Mike Weaver, Karen Lucas, Marcia Woodward.

Pastor Andrew started us with a prayer. Today's meeting was to discuss and finalize the Easter Breakfast. The Service will be at 9:30 and breakfast will follow immediately afterwards. There will be 3 options: eat at the church (there will be tables outside where socially distancing can be maintained), eat in your car or take your breakfast to go. The church has thermometers and hand sanitizer we can use for preventative measures. Everyone will wear a mask when not eating.

Mike Weaver has 6 people to prepare a breakfast. Everyone will be given a prepared plate which will be in a covered to-go plate. For those staying at church, the plate will be served at the table by adults who have been vaccinated. Becky and Lavina will make sure we have 6 servers. Drinks will also be served to the table. We will request reservations but will have enough for those who do not register. The event is being publicized in the bulletin, weekly email and the April newsletter. Pastor Andrew and Deborah will take care of contacting those who do not have email.

Mike and Lavina will work together to purchase to-go containers, coffee and juice cups with lids, and bowls for grits with lids from Sam's. Becky will check the plastic ware in the FAB and will roll them with napkins. If we need additional plastic ware, we can pick that up at Sam's also. Plastic sandwich bags will be used to provide everyone with butter, jelly, salt, pepper, sugar and sweet & low. Mike will check to see if we need to purchase the condiments at Sam's or if we can get through US Foods. Becky will see if the plastic ware will fit in the sandwich bags with the condiments.

Council has been asked about people brining lawn chairs and sitting outside for the Easter Service. We discussed the logistics of doing that and we thought using the chairs from the FAB would be better, since we will have to have them outside for the breakfast. The idea still needs to be presented to Council. We also discussed the options if it rained. We could put tables in the cover breezeway around the FAB. Several people have tents that could be used and Mike believes the church has 2 tents. If the weather is really bad people will just have to get their breakfast and go.

We will have several trashcans around outside. Mike's crew will clean up the kitchen. Volunteers will clean up the outside area.

We discussed putting the tables in the grass area near the playground and then adding additional tables in the parking lot after the service. Ed Beaman will make sure the electronics are out of the way of the breakfast areas. Lavina has decorations she purchased for last Easter that can be used.

Mike is planning for 100-120 people for breakfast. We will have a better idea when people start making reservations. Pastor Andrew will offer a blessing after the Benediction.

Respectfully Submitted

Karen Lucas, Chair of Parish Life Committee

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**Property Committee Report
March 21, 2021**

The Property Committee met on March 3, 2021, in the FAB with Pastor Andrew, Joey Allison, Ed Beaman, Lauren Chandler and Richard Inman in attendance. The meeting was called to order with an opening prayer. The following Agenda items were addressed:

Old Business:

1. Completion of the stained glass gable wall project is pending resolution of an interior lighting issue and the completion of landscaping, a cross and outside lighting. The interior lighting issue involves the need for a dark backdrop behind the backlights. The committee agreed to address the interior lighting issue and to consult with a local nursery to develop a landscaping plan.
2. Since all rooms have now been assigned numbers, the committee will proceed with designing and ordering the room number signage. We will work with Allegra Marketing for design and production assistance. After completion, copies of the updated schematics showing the fire alarm zones will be shared with the Fire Department. Directional signage and emergency exit schematics will follow.
3. The Sexton's performance evaluation will be completed upon receipt of the evaluation form and anniversary dates from the Staff Support Committee.
4. The **Office Windows Replacement Fund** continues to receive donations. There is now approximately \$9,000 in this account. The last estimate for this project was about \$20,000 - \$25,000, or about \$3,500 for each of the seven window bays (three window groups per bay). Pending sufficient funds, we will first replace the window bays facing the parking lot. The committee will put an article in the next newsletter encouraging continued donations from the congregation.
5. The remaining item from the December 25, 2019, lower Sacristy flooding is to repair the suspended ceiling. Parts of it were removed to install the new water line. The committee will look into handling this project in house.
6. The Sanctuary rail will be moved when the Contemporary service resumes.
7. Painting a half-court layout for the new basketball goal in the FAB parking lot is still planned. The first recommended vendor was not available. Another vendor has been recommended by a committee member and will be contacted.
8. The LED lighting upgrade for the FAB has been scheduled for the week of March 8. A lift will be rented for the week.
9. The Education Building water fountains have been replaced.
10. The Education Building breezeway condensation hazard remains difficult to resolve. There is a concern that diamond grinding, if even feasible, might chip the old concrete finish, exposing the rough, uneven aggregate. Other options are being explored before making a recommendation.

Old Business (continued):

11. The installation of fencing and gates for the bus barn is scheduled for March 10. An appropriate security lock will be purchased with copies of the keys put on the bus key rings.
12. The FAB leaks have been examined by Burgin Roofing. The interior leak has yet to be found. The exterior leak is due to water damage and has been scheduled for repair.

New Business:

1. The discoloration of the FAB ceiling tiles continues. The cause is probably the type of insulation used. A member of the committee is investigating the cost of replacement with a non-permeable type of ceiling tile.
2. The thermostat in Zone 2 of the Education Building needs to be moved from its current location in E-110 (a corner room). This room is too far from the other rooms and creates an overheating issue in this zone. The thermostat will be moved to E-112, the center room. This will provide better control of the temperatures in rooms E-111, E-112 and E-113.
3. Solar powered LED lighting will be added to the bus barn as soon as it can be ordered and delivered, hopefully sometime the week of March 8 in order to use the lift on site.
4. The battery that powers the emergency bell in the elevator has still not been replaced by ThyssenKrupp. They have had the old battery since early January 2021. We have reminded them that we have an upcoming annual elevator inspection.
5. A wire track cover for the camera wire in the Sanctuary has been installed. Repair of the old mounting location and painting both the track cover and the repaired area is planned.
6. A leak has been detected above the Narthex window by the elevator. It is minor in nature, but appears to be a recurring problem. The area is being monitored to hopefully determine the source of the leak.
7. The choir loft in the old Sanctuary was converted to an upstairs office a number of years ago. Since its disuse, it has become a combination archive and general junk depository. Several members of the congregation have gone through this mess and have set aside those records and documents pertinent to proper record keeping. Some documents will be retained permanently, while financial records over seven years old have been set aside to be shred. Proper shelving has been installed and anything other than archive records has been removed. Old boxes of records from the FAB attic, the Lower Education Building Tunnel and any other storage cubbyholes have been examined, salvaging what needs to be archived and staging the rest for shredding.
8. All old electronic devices (monitors, computers, telephones, etc.) will be taken to a designated area at the Richland County Landfill for recycling. All computer hard drives will be removed and properly destroyed before leaving the premises.

There being no further business, the meeting adjournment with the Lord's Prayer

Respectfully submitted,
Lauren Chandler, Property Committee Chair

Worship Life

March 21, 2021 Council Report

Worship Life did not have an in-person meeting due to the COVID-19 virus situation. Most of the business was managed by e-mail and/or phone.

Neal Inman will manage obtaining palms for Palm Sunday and Lilies for the Easter Sunday Worship Service. The lilies will be used during the taping of the Easter Sunday service prior to Easter Sunday and the lilies will be available afterwards.

Communion Cups have been ordered through Easter.

The Worship Life Committee is waiting the go ahead to begin the In-Sanctuary Worship Service.

Restart Task Force

March 21, 2020 Council Report

The Restart Task Force has been communicating via the internet.

A survey was constructed to determine, as close as possible the immunity status, of the congregation. This will help us as we plan on beginning the In-Sanctuary Worship Service.

The Restart Task Force will meet Thursday, March 18, 2021, to discuss the COVID-19 virus to date and perhaps narrow down a date to begin the In-Sanctuary Worship Service.