

*We are a community of all ages gathered by God's grace
for worship, learning, loving and service to all.*

**MINUTES - Good Shepherd Lutheran Church Council Meeting
Sunday March 21, 2021**

Present: Pastor Andrew Isenhower, Marcia Woodward, Don Caughman, Anna-Marie Plyler, Lauren Chandler, Cathy Milejczak, Emily Whitlow, Jamie Sanders, Janet Lockhart, Katie Bostic, Leigh Ford, Peter Zornow. Also present was Seminarian Aaron Spangler.

Absent: Karen Lucas and Eden Rowell.

Call to Order and Devotion: President Woodward called the meeting to order at 6:32 pm. Anna-Marie Plyler gave the devotion and offered prayer.

Adoption of Agenda:

Secretary Plyler notified Council that a motion from the Worship Life Committee would be added to the agenda under 9. New Business, item a). Motion to approve the amended agenda by Cathy Milejczak, second by Leigh Ford. **Motion Unanimously Approved.**

Adoption of Minutes:

1. February 21, 2021 Annual Meeting Minutes: Motion to approve by Don Caughman, second by Janet Lockhart. **Minutes Unanimously Approved.**
2. February 21, 2021 Council Minutes: The minutes were amended to reflect a typographical error in the spelling of Karen Lucas' name. Motion to approve the amended council minutes by Leigh Ford, second by Don Caughman. **Motion Unanimously Approved.**

Attendance and Membership for February 2021

SUNDAYS

<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>
2/7/2021	DRIVE-IN SERVICE			72		2/2/2020	N/A	45	133	133
2/14/2021	DRIVE-IN SERVICE			70		2/9/2020	50	47	90	140
2/21/2021	DRIVE-IN SERVICE			88		2/16/2020	61	53	96	157
2/28/2021	DRIVE-IN SERVICE			69		2/23/2020	47	50	103	150
				0						
Average	0	0	0	75		Average	40	49	106	145

Imposition of Ashes

<u>2021</u>	<u>8:30</u>	<u>Total</u>		<u>2020</u>	<u>12:00</u>	<u>6:30</u>	<u>Total</u>
2/17/2021	Drive-Through Ashes	66		2/26/2020	41	65	106

Wednesday Lenten Services to Date

<u>2021</u>	<u>Streaming</u>	<u>Total Views</u>		<u>2020</u>	<u>12:00</u>	<u>6:30</u>	<u>Total</u>
2/17/2021	You Tube	64		2/26/2020	41	65	106
2/24/2021	You Tube	47		3/4/2020	20	44	64
3/3/2021	You Tube	40		3/11/2020	18	42	60
3/10/2021	You Tube	21	<i>2020: Cancelled due to COVID-19</i>	3/18/2020	N/A	N/A	
Average		43		Average	20	38	58

Total Membership 12/31/2020: 694

Total Active Members 12/31/2020: 398

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

Members Added since the February 2021 Council Meeting: 0

Members Removed since the February 2021 Council Meeting 2021: 1

Patty Branham, Transferred to ELCA church in Pawleys Island, SC

Current active membership at the time of the March 2021 Meeting: 396

Reports:

1. Treasurer's Report: Treasurer's Report Submitted.
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: February and March Written Reports 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: February and March Written Reports Submitted.
7. Property Committee – Marcia Woodward Liaison with Lauren Chandler Chair: February and March Written Report Submitted.
8. Social Ministry Committee – Don Caughman: No Written Report Submitted.
9. Worship Life Committee – Cathy Milejczak: Written Report Submitted.
10. Youth & Children Committee – Emily Whitlow: No Written Report Submitted.
11. Other Committee Communication Time

Old Business:

- 1) Restart Task Force :
Written Report Submitted. Cathy Milejczak also gave a verbal update on the Restart Task Force Survey results.

New Business:

1) Worship Life Motion

As recommended by the Restart Task Force, the Worship Life Committee moves to resume in-sanctuary worship service at 11:00 a.m. each Sunday beginning on April 25, 2021. The services will be conducted under the guidelines developed by the Restart Task Force. The drive-in service will continue for a limited time.

During the discussion period for the motion, the following questions/concerns were posed:

- a) There was concern that the attendees were limited to 50 persons.
- b) Were single attendees required to sit 6 feet apart?
- c) Could the balcony be used for seating?
- d) There was concern that the nursery would not be available.
- e) Could reservations be made on-line?

Cathy Milejczak explained that the limitations (number of allowed attendees, seating distance, no nursery, etc.) on returning to the worship in the sanctuary, were the restrictions applicable to first moving back to the sanctuary for worship. The restrictions would be less restrictive as it became evident that the attendees were following the guidelines, the number of members were fully vaccinated and the COVID-19 statistics continued a downward trend. The process would be a progressive easing of restrictions depending on the above stated factors.

After much discussion during the question and answer period, it was decided that the guidelines developed by the Restart Task Force and the motion as approved and presented by the Worship Life Committee would be voted on. President Woodward called for the vote. The motion was

Unanimously Approved.

2) Committee Expenditure Reports

Treasurer Chandler passed out newly designed Committee Expenditure Reports. Mr. Chandler explained that each Committee Chair would receive a monthly expenditure report once expenses have been incurred or any donations made for the committee. This new reporting procedure will help committee chairs better track their budget.

3) 2021 Membership Directory

President Woodward stated that an updated 2021 GSLC Membership Directory will be produced. When printed, copies will be handed out at worship service or can be picked up in the church office.

4) Palm Sunday

Palms for Palm Sunday have been ordered and will be given out upon entering the parking lot for Palm Sunday service and can be held out of the window at the appropriate times.

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:

Mrs. Woodward notified Council that the Synod Assembly would be held on Saturday, June 26, 9:00a.m. – 4:00 p.m. It will be a virtual meeting. President Woodward asked if any Council Member would like to attend. Emily Whitlow said that she would like to attend but would have to check her availability when her summer schedule is known.

The Pulse:

N/A

Executive Session :

N/A

Adjourn:

Meeting was adjourned at 7:36 pm. with Council joining in the Lord's Prayer.

Respectfully Submitted: Anna-Marie Plyler

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**Treasurer's Report
April 18, 2021**

The Interim Treasurer and the Bookkeeper have completed the task of updating the deposits to and expenditures from the Money Market savings accounts for FY 2020. The checking account was then updated to enable us to open the books for 2021 (January 1, 2021). The books for 2020 were closed with the understanding that some of the funds in the checking and savings accounts may not have been in the proper accounts, but that the total funds in the bank were correct.

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

- **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. These accounts have been deactivated, with all funds in these accounts 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.
- Two of the active **Money Market Savings Accounts** have also been deactivated, these being **FF-04 (Food Pantry)** and **FF-14 (Social Ministry)**. Funds these accounts were transferred to the Social Ministry budgeted line item accounts **A-37 Food Pantry** and **A-35 Social Ministry Discretionary Fund** respectively.

As we find other ways to simplify the financial reporting process, we will continue to make changes.

A draft of the Financial Procedures Manual is in the final stages of review and will be presented to council for comment and approval. This document will be flexible and can be easily updated or changed in response to current reporting needs.

Our average savings account interest is down to about \$30.00 a quarter, reflecting the further drop in our interest percentage due to the current Federal Reserve policy of low to zero interest on funds loaned to banks.

As of Tuesday, April 13, 2021:

Checking Account:
Savings Account:
Total cash on hand:

Approximate cash liabilities:

Respectfully submitted,
Lauren Chandler, Interim Treasurer

Pastor's Report
Rev. Andrew Isenhower
March 19-April 15, 2021

Pastoral Acts

- Funeral for Carol Mayfield
- No baptisms
- No weddings

Worship and Music

- I preached, presided, and led worship for 4 Sunday drive-in services and for 4 Sunday streamed services.
- I preached, presided, and led worship for Maundy Thursday and Good Friday drive-in and streamed services.
- I recorded a midweek Lenten Reflection.
- 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 1 member schedule a Holy Communion appointment.
- I made 13 Pastoral Care phone calls.

Social/Fellowship/Community Events

- I attended the Lenten craft day for youth and young families.
- I participated in the Good Friday youth activities.
- I participated in the Flowering of the Cross.
- I attended the Easter Breakfast.

Church Business

- I have continued supervising our seminary student Aaron Spangler.
- I attended the following committee meetings:
 - Mutual Ministry Committee
 - Evangelism Committee
 - Staff Support Committee
 - Executive Committee
 - Retreat Planning Team
 - Restart Task Force

Synodical Business

- None this month.

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.
- I was able to take some time off the week after Easter to spend time with Michelle, James, and Amelia.

Respectfully submitted,



Pastor Andrew Isenhower

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**Good Shepherd Lutheran Church
Evangelism Committee
Minutes of Meeting April 11, 2021 2:30 p.m. via zoom**

Members present: Peter Zornow, Pastor Andrew, Don Hyatt and Jim Johnson

Peter Zornow (Chair), called the meeting to order at 2:34 p.m. Pastor Andrew opened the meeting with prayer.

Minutes of the February 14 meeting were reviewed and no changes were suggested.

Old Business:

Flower Cross: Peter thanked Jim Johnson and all who helped create the outdoor flower cross for Easter Sunday. Jim mentioned that numbers of people brought flowers and the timing of Easter this year was perfect for the Azalea blooms. De Loache Florist, who has helped us with donated flowers numbers of years was unable to do so this year due to a supplier in South America having heavy flooding that destroyed much of their supply. Easter is April 17 next year which could make it more difficult to find Azaleas still in bloom.

Membership Rolls: Don Hyatt moved and Jim Johnson seconded a motion to remove the list of names presented by Pastor Andrew from the rolls of Good Shepherd. The motion carried.

New Business:

New Plan for Evangelism: Committee Chair, Peter discussed his vision for a new Evangelism plan. Various elements of the plan were listed on the agenda for the meeting. Reaching out, spreading Good News and being inclusive were highlights. Peter questioned about what our new member class / training plan is. Pastor Andrew commented that the pandemic has changed everything we do but normally there would be 2-3 meetings of a new member class. Our New Member Handbook has been revised for 2021 and is currently being revised for 2022. The committee can review a new member packet at the next meeting. Peter said that in some churches he has belonged to new members receive a gift from the congregation upon joining. There was some discussion about what type of gift would be appropriate. We discussed what needed to be in a visitor information packet and whether there should be a visitor's table in the narthex staffed by a volunteer who could answer questions and offer directions to the nursery, etc. It is Pastor Andrew's policy to write a personal letter to visitors who provide contact information. Jim observed that he thought we had a very welcoming congregation for visitors who came but also observed pre- Covid that we were getting very few visitors. Pastor Andrew said that personal invitation is the most effective way to bring in visitors and training and empowering our member to invite is an important part of our Evangelism ministry. Peter mentioned that it was very meaningful for him and Elaine to receive a visit from the pastor after they had joined. They felt that it really helped make them feel connected to the congregation. Don referred to a Parish Paper article on "How to Invite" and he will forward a copy to Peter for distribution to the committee. Don also mentioned that he surveyed numbers of church web sites to see what their Evangelism Committees are doing and he will forward a summary of his survey to Peter for distribution to the committee.

Peter discussed various ways of “getting the word out” including TV/You Tube announcements, banners, billboards, mid-week parish dinners and signage on Forest Drive (we need Forest Acres permission for any signage near Forest Drive). Pastor Andrew said that we need to research the costs of these suggestions and he also referred to the Star Reporter as a possible way to get the word out. Jim reported on a ministry fair sponsored by Good Shepherd several years ago the brought 27 community agencies to Good Shepherd each having a booth with information about their ministry and a sign up for people who wanted to volunteer. The committee produces quality flyers and posters and distributed them to churches throughout Metro Columbia. Over 200 people attended and every agency left with at least some new volunteers. Jim also brought up the opportunity for Thrivent grants to support a variety of ministry opportunities.

Don asked what part of the large agenda can be done in 2021 and what parts will not be able to be pursued until 2022. Peter will solicit ideas from all committee members and create a proposal for consideration at the next meeting. Peter asked for help in developing a nominations list of people to ask to join the committee. Pastor Andrew offered to make contact with potential committee members.

The meeting concluded at 3:42 p.m. and Pastor Andrew closed with prayer.

Jim Johnson

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**Good Shepherd Lutheran Church
Finance Committee Minutes
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.

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.

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**Good Shepherd Lutheran Church
Finance Committee Minutes - Draft
April 8, 2021, 6:00 PM**

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

Devotion: Deb Embrey offered devotion on Isaiah 40: 1.

Approval of Minutes: Minutes for March 4 meeting were distributed by e-mail. Deb Embrey noted the last sentence under Updates: Financial Secretary was misplaced and should be removed. Lauren Chandler moved to approve the minutes as corrected. Motion was seconded by Deb Embrey and approved unanimously.

Updates:

Treasurer: Lauren Chandler reported he and Cheryl Beaman have nearly completed written procedures for handling financial transactions. The EE-09 Accounts: Restricted Member Donation to Reduce Budgeted Expenses will be closed and funds transferred to appropriate committee line items as credits, making it easier for each Committee to identify its available funds.

The 2021 account books were opened with adjustments to savings accounts from the amounts reported at close of 2020. The total bank balance reported at end of 2020 is unchanged, and all transfers between accounts have been documented.

Lauren moved \$50,000 in excess cash from the operating account to the money market account. He will move the remaining \$25,000 approved for transfer once contributions increase the operations balance to a comfortable level.

Committee thanked Lauren and Cheryl for their time and effort to produce accurate records and simplify procedures.

Financial Secretary: Deb Embrey has contacted members who donate by bank draft or through Vanco to ask them if they want to continue receiving offering envelopes. Many do not and Deb thinks she will be able to order envelopes for 2022 on a "per box" basis at a cheaper rate. There are currently 34 Vanco donors and 10 bank draft donors.

Deb ran member contribution statements at end of June and end of December in 2020 and provided more frequent statements upon request. She plans to do the same this year. Deborah Mitchell will notify members by email of the semi-annual schedule and the option to request additional statements.

Tabulators: Currently, David and Karen Lucas count the offerings; Deb Embrey prepares the accounting sheet, and Jerry Vaughn makes the bank deposit. All agreed this division of labor is working well.

Technology Subcommittee: No report.

Old Business:

Review of 2021 Finance Expenses: Janet prepared a summary of the Finance Committee line item budget and expenses through March 18. Lauren provided the updated transaction detail through April 8. Expenditures are running within budget. The Committee applauded Deborah Mitchell's efforts to minimize office expenses.

New Business:

None.

Closing: Next meeting is May 6; Jerry Vaughn has devotion. The meeting closed at 7:05 PM with the Lord's Prayer.