

*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 May 15, 2022**

Present: Pastor Andrew Isenhower, Don Caughman, Anna-Marie Plyler, Amy Kemp, Cathy Milejczak, Heather Gilbert, Janet Lockhart, Jan Haigler, Mike Weaver, Suzanne Sanders, Peter Zornow

Absent: Debi Powell

Call to Order and Devotion: President Caughman called the meeting to order at 6:30 p.m. Janet Lockhart gave the devotion and offered prayer.

Introduction of the 2022 Good Shepherd Confirmands: Pastor Andrew introduced the following Confirmands and their families who were guests at the Council Meeting: Evelyn Ortiz, Savannah Gross and Tommy Vail. Kelly Grace Lalumondier was unable to attend as she was out of town with her family. After introductions, the Confirmands answered various questions related to their catechetical studies. They were commended and congratulated for completing their classes and were then excused. After the Confirmands and their families left, Pastor Andrew made the following motion:
I move that Evelyn Ortiz, Kelly Grace Lalumondier, Savannah Gross and Tommy Vail be confirmed.
Second by Cathy Milejczak. A vote was taken. The Motion was **Unanimously Approved**.

Adoption of Agenda:

Motion to adopt the May 15, 2022 Agenda by Janet Lockhart, Second by Mike Weaver. A vote was taken. Motion **Unanimously Approved**.

Adoption of Minutes:

The April 24, 2022 Council Meeting Minutes were **Approved by Acclamation**.

Attendance for April, 2022

<u>2022</u>	<u>9:30</u>	<u>SS</u>	<u>YouTube</u>	<u>Total</u>		<u>2021</u>	<u>9:30</u>	<u>-</u>	<u>11:00</u>	<u>Total</u>
4/3/2022	108	39	28	108	2021 Easter	4/4/2021	DRIVE-IN SERVICE			112
4/10/2022	104	35	48	104		4/11/2021	DRIVE-IN SERVICE			68
4/17/2022	207	N/A	53	207	COVID19	4/18/2021	DRIVE-IN SERVICE			74
4/24/2022	86	35	43	86	COVID19	4/25/2021	46		47	93
Average	126	36		126		Average				87

Note: YouTube numbers reflect number of views, not number of people viewing.

Total Membership 12/31/2021: 614

Total Active Members 12/31/2021: 311

Current active membership at the time of the April 2022 Council Meeting: 305

Members Added since the April 2022 Council Meeting: 0

Members Removed since the April 2022 Council Meeting: 0

Current active membership at the time of the May 2022 Council Meeting: 305

Reports:

1. Treasurer's Report: Treasurer's Report was handed out at the meeting.
Ms. Haigler updated Council that Jerry Vaughn brought it to her attention that the figures in the Memorial Gifts records do not agree with the records in the Treasurer's Money Market FF-09 Memorial Fund internal accounting line item. Ms. Haigler stated that the reconciliation process of this line item would begin. On another matter, Secretary Plyler notified the Council and Treasurer that since the Money Market Line Item FF-26 Children and Youth Good Gifts had been established at the December 17, 2020, Council Meeting, none of the funds recorded on the Children and Youth weekly Grand Total Sheet had been posted from that time forward to the FF-26 Line Item. Mrs. Plyler had checked with Ms. Embry, Financial Secretary and discovered that the Money Market Line Item FF-26 had never been added to the Tabulator's Sheet. Secretary Plyler will update collections from the Sunday School Attendance/Collections envelopes for the Learning Committee until Mrs. Gilbert (Learning Chair) can get with the Chief Tabulator to correct the weekly accounting process for FF-26. When rectified, Learning will provide Treasurer Haigler with the documentation needed to update the balance in FF-26.
2. Pastor Andrew's Report: Pastor Andrew notified Council that our Intern Laura Henrickson's first day at Good Shepherd will be Monday, August 8, 2022. Discussions have already begun regarding office space for her.

Standing Committees:

1. Communication – Unfilled with Wade Wingard, Contact: No Written Report Submitted.
2. Evangelism Committee: Peter Zornow: No Written Report Submitted.
3. Finance Committee – Janet Lockhart: Written Report Submitted.
4. Gifts Committee – Kappy Steck Chair, Don Caughman Liaison: No Written Report Submitted.
5. Learning Committee – Heather Gilbert: Two Written Reports Submitted.
6. Parish Life Committee – Debi Powell: No Written Report Submitted.
7. Property Committee – Mike Weaver: No Written Report Submitted. In the April Council Meeting, Council recommended to designate Carol Mayfield's bequeath of \$12,618.18 to Good Shepherd for the replacement of the awning between the FAB and Education Building. Mike Weaver reported that the estimate to replace the awning was \$35,000. It was the consensus of Council that they did not want to start another fund to acquire funds for a project of this amount. Discussions concerning good use of Carol's gift while keeping in mind her devotion for the church property and grounds began. As a result, Cathy Milejczak offered the following motion:
*I move to use the Carol Mayfield bequest to landscape the Good Shepherd property. Second by Mike Weaver. A voice vote was taken. The motion was **Unanimously Approved.***
8. Social Ministry Committee – Suzanne Sanders: Written Report Submitted.
9. Worship Life Committee – Cathy Milejczak: Written Report Submitted.
10. Youth & Children Committee – Amy Kemp: Written Report Submitted.
11. Other Committee Communication Time

Old Business:

1. Synod Assembly: Pastor Andrew, Jan Haigler, David Lucas and Karen Lucas will attend Synod Assembly (June 12-14, 2022 in Charleston, SC).
2. The Executive Committee recommended the following to serve on the Internship Committee: Charles Buckner, Steve Fink, Jean Cockrell, Gaye Tucker, Stacy Cohl. Recommended Alternates were: Jeff Inabinet, Donna Foster, Justine Parker, Wes Snodgrass, Earline Suydam and Deborah

Whitlow. Council agreed. Pastor Andrew will get in touch with those recommended to obtain their willingness to serve.

New Business:

1. Motion From Executive Committee
Executive Committee moves to appoint Barbara Nagy to fill the unexpired Council term of Leigh Ford which ends December of 2022.
Background Information: Barbara Nagy had the next highest vote count in the last election. If she fills the unexpired term, she is eligible to be elected for a two-year term.
A voice vote was taken. The motion was **Unanimously Approved.**
2. Staff Support Motion:
Staff Support Committee moves to adopt the revised Director of Music Job Description originally submitted and approved by Worship Life Committee at the December 16, 2021 Council Meeting.

Background Information: The Staff Support Committee presented a revised Job Description for Director of Music at the December 16, 2021. To assist in knowing what was approved in December of last year and what is being proposed in this motion, a "track changes" version of the revised Music Director Job Description is provided below.

**Good Shepherd Lutheran Church
3909 Forest Drive
Columbia, South Carolina**

Position: Part-Time Director of Music Ministry

Hours per week: ~~15~~ 20-25 hours/week

Reporting to/Supervisor: Senior Pastor or Designee

**Evaluator of responsibilities: Senior Pastor in partnership with
the President of the Congregation**

General Description:

Performs all duties/functions relevant to the parish music program, coordinating with pastor(s), staff, Worship Life Chair, and appropriate congregation members in all aspects of music ministry.

Skills and Qualifications:

1. Bachelor's degree in music, church music, or other related degree a minimum

2. Demonstrated knowledge of the Church theology, liturgical practice, and use of music in worship; matching appropriate music with the Church year.
3. Demonstrated skill and competency at the keyboard and a working knowledge of other instruments such as Orff instruments and hand bells.
4. Experience and competency directing choirs and/or instrumental groups of all ages
5. Experience in choral organizations and administration
6. Ability to sing and play with accurate pitch and rhythm
7. Experience working as a team member with pastor(s), staff members, and congregational leaders
8. Personable and relates well to others
9. Experience in planning and developing successful church music programs
10. Ability to maintain confidentiality in all matters
11. Meets the criteria outlined in the Good Shepherd Lutheran Church (GSLC) Handbook and agrees to sign acceptance page of the handbook
12. No prior conviction of felonies and will agree to a background check

Duties and Responsibilities:

1. Planning, scheduling, and coordinating:
 - a. As the Music Director, attends all planned and special worship services including Lent and Advent as part of the musical staff, providing Cantor and/or Choir Director Functions.
 - b. In consultation with the Senior Pastor and organist, offers input for weekly hymn selection for all Sunday morning services and other seasonal services and events of the church.
 - c. Participates in the planning of worship and other musical activities in the congregation.
 - d. Schedules choirs, ensembles, instrumentalists, soloists, participating in worship or special events.
 - e. Organizes and leads all choir practices and directs choirs for Traditional, Contemporary, Children, Youth and Hand Bells as deemed appropriate. At this time

Contemporary, Youth and Hand Bells are inactive. If at such time they are reactivated, they would be included in this position.

- f. Coordinates volunteers for Funeral Choirs in a timely manner and participates as available.
 - g. Provides as requested by the Sr. Pastor or his/her designee, the needed musical and educational components for Sunday School, Vacation Bible School, and any other services or programs of the Church where music is needed.
 - ~~h. Participates with the pastor(s), staff, and other leaders in facilitating congregational goals, assuming leadership and responsibility for tasks as mutually agreed with supervising pastor(s).~~
 - i. ~~At the request of the Worship Life Chair~~ ~~a~~Attends called and scheduled Worship Life Committee meetings.
2. Recruiting, organizing, educating, and training:
- a. Develops a recruitment program for all choirs and instrumentalists.
 - ~~b. Develops music related activities for all age groups within the congregation. (Covered in 1.c)~~
 - c. Makes available new resources and ideas to music program participants and serves as a resource person in musical education program.
 - d. Works with the pastor(s) to provide education regarding liturgy, music, and church history to the congregation.
 - ~~e. Attends meetings as requested by pastor(s), attends other congregational committees for short and long term planning of liturgical celebrations and special occasions in the parish, assisting in the preparation and implementation as needed to ensure its success. (Covered in 1.b)~~
 - ~~f. Works with the pastor(s), and other music staff to recruit guest instrumentalists and/or soloists for worship services, when appropriate. (Covered in 1.d)~~
 - g. Works with the organist/music associate, to maintain the music library by recording title of anthems and dates sung, filing, and ordering music, and supervises the maintenance of all instruments (organ, piano, keyboards, Orff instruments, hand bells, etc.).
 - h. Maintains professional competency by attending synod and continuing educational opportunities, teaching workshops or retreats, and reading professional journals.

- i. Oversees the cleaning, replacement, storage, and inventory of all choir robes (adult and child) in the Good Shepherd inventory.
3. Budgeting and monitoring of expenses:
 - a. Working with the music ministry staff and Worship Life Chair, prepares and administers the music ministry budget.
 - ~~a.b. Determines, consulting with the music ministry staff, and submits to the Worship Life Chair the annual budget requirements for the music program.~~
 - ~~b.c. Administers, in coordination with the Worship Life Chair and the organist/music associate the approved budget.~~
4. Annual Reporting:
 - a. Working with the music ministry staff and others, prepares the annual report for all music activities and programs.
 - ~~a.b. Coordinates the accumulation of information on yearly activities of all musical groups and programs to give to the Chair of Worship Life for inclusion in the Annual Report of the congregation.~~
5. Abides by church policies and values.
3. Performs other tasks as requested by the Sr. Pastor or his/her designee

It was discovered at the meeting that the motion presented in the agenda (and as depicted above) was not the version that should have come before Council for approval. Cathy Milejczak explained the document contained in the agenda was not the most current.

Council decided to **disregard the motion** and address the need for a correct “track changes” motion before the motion can be brought forward for Council approval.

Petitions and Communications

1. July Newsletter articles are due to the Parish Administrator by June 15, 2022
2. The June Council meeting date was moved to June 9, 2022 at 6:30 as Pastor Andrew and Treasurer Haigler will be attending the Synod Assembly at the originally scheduled date.

The Pulse

Executive Session

N/A

Adjourn

The meeting adjourned at 7:51 p.m. with Pastor Andrew offering prayer.

Respectfully submitted: Anna-Marie Plyler

Pastor's Report
Rev. Andrew Isenhower
May 13, 2022—June 8, 2022

Pastoral Acts

- I presided at a graveside service for a former member of Christ the King Lutheran Church (which closed last year) at the request of Dunbar Funeral Home.
- No baptisms
- No weddings

Worship and Music

- I preached, presided, and led worship for 4 Sunday worship services
- I participated in worship planning

Education

- I have continued leading the mid-week bible study via Zoom
- I have provided Faith 5 resources each week for members and families
- I have continued teaching in-person Bible study
- I continued teaching confirmation during Sunday school; we had three confirmands on Pentecost Sunday

Pastoral Care

- I made 5 in-home visits and 3 hospital/facility visit
- I have followed up with bereaved members and families
- I made 23 Pastoral Care phone calls

Social/Fellowship/Community Events

- I attended the Pathfinders Of Good Shepherd (POGS) meal and program
- I attended the receptions for graduates and confirmands

Church Business

-I attended the following committee meetings:

- Worship Life
- Music Director Search Committee
- Day School Board
- Executive
- Learning

Synodical Business

- As dean of the conference, I installed Pastor Michael Price at Christus Victor on the afternoon of May 22.
- I am registered to attend Synod Assembly.

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 will be on vacation July 11-17 and July 28-31.

Respectfully submitted,



Pastor Andrew Isenhower

Evangelism Committee Minutes
May 11, 2022
5:30-6:30
Classroom 2

Attendance: Peter Zornow, Pastor Andrew, Karen Lucas, and Barbara Nagy

Meeting began with an introduction, greeting, and a prayer.

Subcommittee Reports:

Membership reported on issues of attendance, health, need for contemporary services, greeter and sponsorship roles, Christ the King members, Lutheran Ministry on USC, Ft. Jackson, need for a sign/banner on Forest Drive, telephone chain, satisfaction survey, nametags, and virtual sign ins on You Tube.

Special Events reported on the Lenten Cross.

Technology will have plans for the next meeting.

Old Business

Lenten Cross: a new white sheet needs to be purchased. Lenten Cross is a good advertisement for the church.

New Business:

Rewrite the Evangelism Plan: each group (Membership, Special Events, and Technology) needs to submit three to ten (3-10) ideas for the 2022 and beyond Evangelism Plan. Each group will need to send to me @zornowpd@juno.com or to Pastor Andrew his/her plans on what he/she will plan to do, how he/she will plan to do it, and tentative calendar dates of when he/she will plan to do it.

By December, each group will submit his/her drafts. As a committee, we will draft, edit, revise the Final Draft. By December, Peter will present the Council with the new 2022 Evangelism Plan. The new Evangelism Plan will bring focus and unity and will be a map for the committee to follow.

Committee Huddles:

There were no committee huddles this month.

Meeting ended with a prayer.

Next Meeting will be in June.

Parish Life Committee Meeting Minutes

Monday, June 6, 2022

In attendance: Lavina Chandler, Marcia Woodward and Debi Powell

Recent activities

- Provided refreshments and paper products for the Graduation Recognition Reception in May and the Confirmand Reception (June 5). Thank you to Marcia Woodward for coordinating this.
- Initial *Supper Club* group dinner was held in the FAB May 21. After a social hour, 31 diners enjoyed a "Low Country Boil". Thank you to Lavina Chandler for organizing this event. Supper club will meet every other month beginning in July.
- *POGS* met for a pizza social on May 11 and traveled to Swan Lake Iris Garden on May 19. The next event is a cookout on June 8. Thank you to Nancy Hyatt for planning and coordinating this new adult group.

Possible activities for third quarter: dates TBD

- Ice cream social
- Pizza/Bingo social
- Welcome reception for new intern

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**Worship Life Committee Meeting Minutes
May 17, 2022**

Welcome: Cathy Milejczak, welcomed the team to the meeting at 5:05

Devotion: Cathy Milejczak gave the devotion on Leviticus 19:9-18

Approval of minutes: Marcia made the motion to accept the minutes for April 19, 2022 and Rod seconded. Minutes approved.

Present: Pastor Andrew, Steve Fink, Susan Sturkie, Marcia Woodward, Rod Kent, & Cathy Milejczak

Worship Service- comments. Discussed the attendance, music and the streamline service.

Old Business:

- Music Director Search- the council has yet to approve the Job Description for the Music Directors position. The task force is working on a library of questions to be used during the interview process.
- Training- Cathy encouraged the various groups to schedule their training. Discussed including emergency response to the Usher Group training.

New Business:

- Memorial gifts-the committee noted that there was nothing to request from Memorial gifts.
- Robes for Acolytes and Crucifers-committee agreed that this is not necessary at this time.

Staff Report:

- Susan Sturkie- will send out a new job listing.

Worship Service Reports:

- Altar Guild
- Crucifer
- Acolytes
- Ushers
- Lectors
- Communion Assistants

All groups have sent in their schedule for the newsletter. No issues at this time.

Upcoming Events:

- Pentecost-June 5
- Confirmation-June 5

Next Meeting: Tuesday, June 28 at 5:00 p.m. in CL2

Prayer: Pastor Andrew closed the meeting with prayer.

Adjourn: at 6:00