

# St. Paul's Lutheran Church - Board of Directors Meeting Minutes

## April 6, 2020 (via audio conference)

DIAL IN: 605-472-5577

ACCESS: 494369#

2020 St. Paul's Board of Directors:

Present: Zac Huffman, Tom Cook, Bernice Prescott, Cyndie Dixon, Jen Houck, Diane Segelhorst, Pastor Dave

Not Present: Rick Wood

Meeting called to order at 5:32 pm. Pastor Dave provided a brief devotional from Luke 24, when Jesus appeared to His disciples after His resurrection, offered them peace and was provided food. Pastor Dave reminded that we need to keep our eyes focused on Jesus when we are troubled. He led in prayer, noting that we are observing Holy Week in different circumstances but always with the same needs and asking that we be fed what we need.

Minutes of the meeting of March 30, 2020 were approved by consensus.

Open Items from Last Meeting:

1. Incoming mail is still held at the Post Office until Friday delivery, when Cindy retrieves it from the box and secures the offering envelopes received; procedure is working well.
2. Lower level flooring replacement has been on hold since a prior meeting. It had been agreed that the BoD would reassess that position this week, to determine if circumstances have changed. The Property Committee has recommended proceeding, because doing the work now will avoid disruptions once the building is re-opened for all activities, because this finishes the last major project planned for the building interior, and because the work will support a local small business at a time that is needed. In discussion, the BoD noted as follows:
  - a. The appearance of the floor is worse now that the fellowship hall has been painted.
  - b. The facilities will as of now be closed at least through the month of April.
  - c. The \$31,000 cost of the project is in the current budget, but offerings are presently at 75% of the budgeted plan.
  - d. Current budget line item including this work is set at \$58,000, of which \$16,000 has been spent.
  - e. Congregation is currently not meeting budgeted income, so funds would likely come from one of the special accounts. Unrestricted endowment funds estimated to be in excess of \$620,000 are eligible.
  - f. The church is applying for funding under the CARES Act; if the request is approved, this would provide funds for salaries, thereby freeing up budget amounts.

Pastor Dave cautioned the BoD to look at the question from a stewardship perspective and determine if this is the best time and use of funds now. BoD decided to secure information on the current financial posture of the church by the next meeting, including updated budget status, perhaps by comparing the past four weeks to the four weeks prior to the suspension of regular services, and the amount of endowment funds expended in the past two years for operations. This information may assist the BoD's decision concerning recommending the project's approval to the congregation. If the BoD recommends approval, a congregational vote will be required because the contract exceeds \$25,000. It was noted that the congregation would need to be informed of the financial situation as well as the reasons for the recommendation if it is made. Board discussed the logistics of conducting the vote by mail; details will be worked out if needed.

3. Craig S. has completed all lower level painting.
4. Rick Wood has started testing the sign panels; it was noted that Maryland has loosened the guidelines on activities around the site.
5. Rick Wood is working on the process and equipment for live streaming services; continues in progress.
6. All services, including Maundy Thursday, Good Friday and Easter Sunday will be recorded and available at [stpaulscrofton.com](http://stpaulscrofton.com).
7. Congregation will continue to receive daily Scriptures and prayers via email.
8. Pastor Dave provided an update on the options for lay deacons in case of an emergency.
  - Training: Advised that women may not be included in the training and service.
  - Guest pastors: no update
  - Other church support: Some other churches in the circuit will include St. Paul's in their web-based services.

#### Current Agenda Items:

1. MD regulatory directives concerning COVID19, dated March 30, 2020 concerning church gatherings were sent to BoD earlier. The provisions will enable the facilities to be used to record music for our services, as long as the group size and distancing requirements are met.
2. St. Paul's will submit an application under Cares Act - SBA Payroll Protection Plan. The church may qualify for \$14,000 to \$24,000, depending upon how the application is viewed. There is no guarantee of funding. The loan may be forgiven as long as 75% of the funds are used for salaries. The application process is tedious and is underway by Zac and Charlotte Angeli.
3. Shut in update - Walter-Faye B., Jean C., Erna P. Pastor Dave continues to make calls to the shut-ins, as well as to Mary Cress.
4. Call Committee has been notified that the Call Process is temporarily suspended. Letters have been sent to the potential (7) pastoral candidates informing them of the decision to suspend.

5. Pictorial Directory has been completed by Jen Houck. It will be posted to the members section of the website and distributed via email tomorrow, with the reminder that it is a proprietary document for St. Paul's only.
6. Cover All cleaning service has been contacted concerning the needs during this period. It was suggested that a better understanding of "deep cleaning" be provided. It was noted that their visits during the past two weeks have averaged 1 hour 20 minutes. Zac will get an itemization of the work they are performing. It was recommended that they focus on a different area each week, working from a list similar to what the congregation does on blue jeans Sunday. Another option is to suspend their services for this period.
7. Sunday Bible studies have been condensed to one Sunday session at 12:15pm. Pastor Dave is open to suggestions for a week-night option. Six homes participated the first Sunday, and the class was well received. Pastor Dave will work with Cindy about asking if additional participants would like a class during the week.
8. Sunday school status - Heidi's replacement is still needed.
9. Member / voting member list is in final review. There was discussion concerning actions towards inactive members. The constitution provides that members who have not transferred and have been inactive in all ways for two years will be dropped from membership. Voting members on the periphery will be contacted to determine if they desire to remain. Zac will complete list.
10. Congregation has been advised to submit prayer requests for inclusion in the website services.
11. Service views on the website:
  - March 29: 118
  - April 1: 29
  - April 5: 104
12. eGiving participation has increased to 10. Offerings continue to be mailed. There was discussion on methods to encourage giving. Pastor Dave would like to issue a letter about giving, comparing current giving to prior period and advising that expenses continue and members are encouraged to give as they are able at this time.
13. During this time of uncertainty and anxiety, how are we caring for one another? Members discussed improved family time, gardening, assisting others with shopping and remaining in contact via phone, email and Zoom and other meeting formats.

Meeting was adjourned at 6:38 pm with the Lord's Prayer.

Respectfully Submitted,  
Bernice Prescott, Secretary