

## **CONGREGATION COUNCIL MINUTES**

Date: May 21, 2025

The May Congregation Council Meeting was held on 5/21/25

**Council Members Present:** Pastor Bannister, Ashdon Bobbie, Carolyn Cutilli, Alan Divver, Shannon O'Neill, Barbara Quinn, Carol Schlegel, Jenn Shaw, Tom Smith, Janice Vallone, Mark Vallone, Ken Woods, and Louise Woods.

**Absent:** Bruce Roper, Kiran Bodamer, Anna Sweeney,

The meeting was called to order by Shannon O'Neill at 6:11 p.m. The scripture was read by Mark Vallone, and the prayer was offered by Pastor Bo.

### **PERSONS WISHING TO ADDRESS COUNCIL:**

None

### **MINUTES OF PREVIOUS MEETING:**

\*It was moved and seconded to accept the minutes from April 16, 2025, as presented with changes. The motion was made and seconded by Ken Woods/ Barbara Quinn.

### **MOTION CARRIED**

### **REPORTS:**

**President, Shannon O'Neill** –Attached - No questions/comments. Ashdon Bobbie shared that Sean is very excited to be the scout liaison.

**Pastor Bannister** – Verbal report. Pastor is doing well and shared that he has been working on goals/plans for summer and going into next year. He is currently teaching a lay leader class with the synod on living as a Christian in the world.

**Finance Reports**– Attached

- April 2025 Financial Update – p. 9
  - April 2025 Month-End Balance Sheet (Separate Document)
  - April 2025 Month-End Income Statement (Separate Document)
  - April 2025 Year-to-Date Income Statement (Separate Document)
  - April 2025 Year-to-Date Budget
- When we initially budgeted, Carol Schlegel shared that the first/second quarter would see the biggest hit on the budget. The projection that we would be in good shape by April was not realized. We had a shortfall of approx. five thousand in Easter giving. Louise Woods asked if we should mention that to the congregation. Carol Schlegel shared that we are still doing ok, and that we don't want to alarm the congregation, however, May is not looking good. The first count of the month is

typically the largest and for this May it was down. We have had several leaks in the roof this month that we will need to address, one over fellowship hall and one at the parsonage, so we will see where we are at the end of the month.

- Carol Schlegel shared that we have 7 roofs. The leak in fellowship hall was in the budget to be re-coated at an estimate of approx. five thousand dollars. The question to the floor is, should we just have the roof coated or should we have Procom find the leak first. There is also a leak in the bathroom exhaust fan at the parsonage. Mark Vallone shared that he has a contact that could come out and give an estimate on both leaks. Procom proposed coming out to investigate where the fellowship hall leak was under a time & materials contract. Carol Schlegel shared that we would need to put a cap on a T&M contract for Procom to control the cost.
- Council decided that we will hold off on having Procom seal the leak and solicit two additional estimates for finding and sealing the leak. Carol Schlegel shared that if the estimates were to exceed five thousand dollars we will need both finance and council approval to proceed.

#### **Attendance Report**– Attached

\*It was moved and seconded to accept the Finance Committee's report as presented. The motion was made and seconded by Ken Woods/Carolyn Cutilli. MOTION CARRIED

#### **OLD BUSINESS:**

**ICE Procedure** – Shannon O'Neill sent the procedures out to Council. Shannon shared that we will put the policy on the website and Ashdon Bobbie will have a hard copy of it to reference should the need arise. We believe that everything is covered and there were no suggested changes. Janice Vallone suggested posting it somewhere so that others can reference it. Shannon O'Neill asked if St. John's had a lawyer in the event, we would need one. Tom Smith shared that in the past we had reached out to Kim Sloan for legal advice and Pastor Bo shared that we could also reach out to the ELCA.

#### **ONGOING BUSINESS:**

- **Altar Flowers/Dedication Flowers** – There was an issue where more tulips and hydrangeas were requested than were ordered and there was an overabundance of lilies. Ashdon Bobbie shared that she had spoken with Chris Brinkworth, and Chris shared that she will be changing the process for ordering the holiday flowers going forward.
- **Directory Update** – We do not have an update. We will work on getting a solid count of members by combining all the various lists. Carol Schlegel and Jenn Shaw will start with Pastor Bo's list and then cross check against the contributions. Tom Smith asked if it was necessary to have the pictures in the directory. Thoughts were that we should have a picture directory every three years then publish an updated contact list every year. Barbara Quinn asked if there was any plan to add a statement that the information in the directory is not for sale or to be used for solicitation purposes. There was also a question about asking approval to publish someone's information. Ashdon

Bobby will send an email blast letting everyone know that their name, address, phone and email address will be published. They should contact the office if they would like to opt out and only list their name in the directory. This will go out next week then a follow up after that.

- **Staff Job Descriptions/Reviews** – Shannon shared that they were done except for the Minister of Music. Michael Brinkworth still needs to respond to his job description, but we will move forward as it is and address this with mutual ministry. Staff reviews will be done mid-June.

- **Compensation Packets and Policy** – Executive is working on this and will be addressed after the reviews.

### **NEW BUSINESS**

**Live Stream** – Pastor Bo shared that it is going well, and we plan to cut off the live stream prior to communion with a blessing to the online audience. Jenn Shaw asked how we would handle the presentation of music which may have copywrites. Pastor Bo shared that if the music presented falls under our ccli license there should be no issue.

### **COMMITTEE REPORTS:**

- **Community Outreach Ministry** –See report

Needs to be updated b/c the breathing room person was not here on May 18th

- **Constitution and Bylaws** – No report

- **Fellowship** – No report

- **Hatboro Community Cupboard** –See report

Troop 81 is planning to have a food drive in Alan Eickhoff's honor. Carol Schlegel shared that the Easter Dinner program was very successful. There were 106 dinners distributed. The excess was sent to Advent for their community dinner. April saw 441 families. Carol Schlegel shared that the loss of Alan is being felt, and they are working to cover what Alan was doing. We are looking for drivers who can do heavy lifting. Carol is reaching out to the member churches to see if we can fill a team lead position. Carol will be working with Alan's family to get the pantry history so that she will have it to apply for grants

- **Kids & Family Ministry** –See report

Janice Vallone shared that they worked on planning for the first vacation bible school. Ken Woods shared that you cannot really see the signs for bible school when driving by the church. Shannon O'Neill shared that the sign company had reached out to see if we need any signs. We will ask Jess to put an advertisement in the patch and possibly the local radio station.

- **Memorials** – No report

- **Mutual Ministry** – No report
- **Property** – See report, Ken Woods shared that there was another clogged toilet situation. There was also partition removed from the pantry and placed in the dumpster which caused an email from waste management for an overage charge. Ken called waste management, and the charge was removed. There was also the issue of trash being put in the recycle dumpster and neighbors putting trash in the dumpsters. Ken shared that as of June 1<sup>st</sup> Darren Shaw and Jarret Fulmer will be the co-chairs of the property committee. Security checks, we are still seeing lights left on and the courtyard being unlocked. Ken is working on the closet in the basement. Alan Divver asked if we are still seeing the issue with the toilet paper shortage in the bathrooms.
- **Social Media** – No report
- **Stewardship** – No report
- **Women's Ministry** – No report
- **Worship & Music** – See report
- Tom Smith shared that he and Birdie attended an event at Trinity Lutheran. He noticed that they have welcome signs all over their campus. Tom shared that we should be more welcoming and perhaps we should reintroduce the door greeters. Tom shared a generosity giving card that Trinity has in their pews. It is kind of like a stewardship process.
- Tom Smith shared that the 7<sup>th</sup> day Adventists have put up a new digital sign. He shared that Birdie reached out to them and had contacted the sign company for information.

See flyer with Birdie's notes:



*Seventh Day Adventist  
Sign  
County Line Rd  
Warminster*



*Spoke to an Elder. He said cost could vary based on size, etc., \$12,000 to 20,000  
No cost for an estimate  
They were very pleased with this company*

- Tom Smith shared that we have a unique opportunity to reach the community just in car traffic alone and that perhaps we should revisit the sign discussion. Carolyn Cutilli shared that Supplee Presbyterian Church in Maple Glenn also has a new digital sign and that we should reach out to them to find out who they used.

### ***“Fellowship/Hospitality/Community Outreach”***

- Janice Vallone asked if we can continue the discussions or have a group that would concentrate on all these ideas for community outreach/welcoming etc. Shannon O’Neill shared that we tried to do a new community outreach program but has not gotten much interest/traction. Janice suggested that maybe we focus on one event and grow it from there. St. John’s day was suggested as an idea for this. Maybe we could find somewhere else to hold it due to the lack of space to park if we set up in the parking lot. It was shared that perhaps the Pennypack community center could work.
- Pastor Bo shared that we would have a table at the Horsham Hawks Day June 7<sup>th</sup> and the Pride Fest on June 29<sup>th</sup> Shannon O’Neill suggested that we put both events in the announcements and have a sign up for time slots to cover the tables.
- Pastor Bo suggested that we find out what each of these separate committees do and see what we can do to combine/expand them.
- Shannon O’Neill shared that the “Fellowship” committee kick-off was scheduled for June 4<sup>th</sup> at 6pm
- Shannon O’Neill shared that she has spoken with Chris Brinkworth regarding the flowers for weekly services. Chris believes that we should keep the fresh flowers because they are delivered to shut ins and distributed to members when ill or for birthdays etc.
- Shannon O’Neill also shared that she had recently attended service at Lehman Methodist and brought a sample of their bulletin. To save on paper, copier usage etc. Shannon asked if we would consider streamlining the bulletin and have folks go back to using the hymnal. Suggestions were also made to resume the ‘on screen’ preservice announcements. Ashdon Bobbie shared that this could be handled with a separate PowerPoint.
- Janice Vallone suggested that maybe we could reach out to the people who only come Easter/Christmas and touch base. Pastor Bo shared that if someone new attends and provides their contact information on the yellow card he does reach out. There were several questions as to why we still use the yellow cards and many folks shared that since they are no longer collected a communion they are often not filled out. Pastor Bo suggested that maybe he should explain the yellow card during service occasionally.
- Gardening Committee –See report

**CALENDAR:**

Changes - No coffee hour for June. Choir only 1<sup>st</sup> two weeks of June. Removing the council meeting for July.

**CORRESPONDENCE:**

None

**CARES AND CONCERNS:**

Pastor Bo and council members shared their cares and concerns.

**NEXT MEETING: June 18**

Meeting Leader: Shannon O'Neill

Scripture: Pastor Bo

Prayer: Alan Divver

Refreshments: Ken Woods

\*It was moved and seconded by Shannon O'Neill/Tom Smith to adjourn the meeting at 8:17 p.m. MOTION CARRIED

Respectfully submitted,

Jennifer Shaw  
Council Member