

CONGREGATION COUNCIL MINUTES

Date: 4/16/25

The April Congregation Council Meeting was held on 4/16/25

Council Members Present: Pastor Bannister, Kiran Bodamer, 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, Ashdon Bobbie, Anna Sweeney

The meeting was called to order by Alan Divver at 6:00 p.m. The scripture was read by Pastor Bo and the prayer was offered by Janice Vallone.

PERSONS WISHING TO ADDRESS COUNCIL:

None

MINUTES OF PREVIOUS MEETING:

*It was moved and seconded to accept the minutes from March 2025 as presented without changes. The motion was made and seconded by Tom Smith/ Ken Woods.

MOTION CARRIED

REPORTS:

President, Shannon O'Neill –Attached

Pastor Bannister – Verbal Report; Bo shared that last Saturday he officiated both a funeral and a wedding. Bo is doing a premarital counseling session with a couple this week; This past week Ben was having additional struggles and was re-admitted to chop but has been improving. Bo shared that Annette and Strat travelled to Minnesota this past week and Strat has chosen to attend St. Olaf College. Shannon asked how the mid-week services have been going and Pastor Bo shared that the attendance has been increasing week to week.

Attendance – Attached

Finance Committee – Attached; Carol shared that the first quarter ended with no increase in the deficit. There was a clerical error with ADP that Carol is in the process of reconciling. Our expenses continue to be managed, and we will continue to monitor them. Looking at March, the attendance report shows Saturday was up and Sunday was down. The fact that Holy Week and Easter occurred in March last year has affected the numbers. Don Fisher has rejoined the finance committee and has shared his old records with Carol, and she has been reviewing them. Carol shared that these records show that the church's financial downturn had begun in 2015.

Shannon asked if we should initiate the campaign for funding the roof project. Pastor Bo shared that we should encourage continued giving in general and there has been interest in resuscitating the stewardship committee. The hope is that we can hold off any roof repairs until the 2026 budget. Question was raised by Carol if the funds should be moved from cap improvement to the roof/hvac campaigns or leave them as cap improvement. Do we want two campaigns, one for fellowship and one for cap improvement. Carolyn shared that with the visualization or purpose for the funding, like the thermometer or the little church, we tend to get better commitment/involvement. Shannon shared that they would start with reappropriating the Mother's Day flowers to cap improvements. We will present our progress on these campaigns quarterly to the congregation.

*It was moved and seconded to accept the Finance Committee's report as presented. The motion was made and seconded by Shannon Neill / Tom Smith. MOTION CARRIED

COMMITTEE REPORTS:

- All Committee Meeting - The All Committee meeting was held on April 2nd. There was good discussion. We have decided to reduce the frequency of the All Committee meetings to twice a year and changed the time to 6pm
- Community Outreach Ministry – No report
- Constitution and Bylaws – No report
- Fellowship – No report
- Gardening Committee – See report
- Hatboro Community Cupboard – See report; Carol shared that our client numbers have returned to normal which is good news. They will be delivering approximately 100 Easter meals. Carol shared that she is trying to limit food purchases until Montgomery County announces grants for this year. We have been getting additional donations from the surrounding churches. Carol shared that a member of the congregation purchased a new freezer for the pantry so they will be able to handle a larger volume of frozen foods.
- Kids & Family Ministry – See report; Janice shared that the members of the committee are very talented and that you can see the love that they all have for our kids. The committee will be starting a learning campaign to address the expectations of the students and their parents with a Bee Respectful theme.
- Memorials – No report
- Mutual Ministry – No report
- Property – See report
- Social Media – No report

- Stewardship – No report
- Women's Ministry – No report
- Worship & Music – See report; Pastor Bo shared that he will be taking the week after Easter off.

OLD BUSINESS:

- Directory Update – Shannon shared that Ashdon was going to reach out to the homebound in their letters to ask if they would like to be included either by providing a picture or just listed name/address etc. A question was raised, for those who have not responded should we reach out to get approval to publish their information (home address, phone number, etc.). Shannon suggested that we send out version one then publish a second version if/when we get additional profile information. Question was raised as to why we cannot get an accurate count of members. Bo shared that the normal definition of membership is that the person has attended, communed and contributed in the last year. We will work on getting the membership role updated. Bo will share the list that he has been keeping, and we will cross check that with giving. Jenn Shaw volunteered to assist as well. We will hold off publishing version one of the directory and will add this as a continuing resolution and discuss the directory at the next meeting.
- Staff Job Descriptions Update – Shannon shared that the job descriptions will be sent to mutual ministry to be approved/distributed and the signatures will be acquired as part of the annual review.
- ICE Procedure – Shannon shared that she had drafted a policy/procedure. The plan will be to add it to the website but not advertise its existence. Shannon will provide counsel with a copy. Staff and volunteers will be trained on the procedure.

ONGOING BUSINESS:

- Altar Flowers/Dedication Flowers – Carolyn shared that she had reached out for bids for silk flowers. We will discuss with Christine Brinkworth what we have been discussing re: the flowers. The weekly flower donation cost was raised to \$25.
- Mother's Day – Shannon shared that there were a lot of questions regarding the Mother's Day breakfast. Alan shared that it would start at 8:30. We are still looking for volunteers to help. We should be good on food items. The plan is for it to be self-service and we would just need volunteers to keep things filled, etc.

NEW BUSINESS:

- Compensation Packets and Policy – Shannon asked for counsel's input for the creation of a vacation package and policies. An example that Shannon gave was "A full time employee would be given X number of vacation days/weeks. For any time that you take off you are responsible for finding a substitute/coverage and for

notifying finance so that the sub could be compensated. If you are unable to acquire/secure the proper coverage the executive committee would be responsible for finding a sub.” Shannon asked if part-time employees should have a designated number of vacation days? It was decided that we would draft a policy based on the position. Shannon suggested maybe an accrual like 1 day per quarter. It was suggested that no carryover or payout be included. These policies would be written up regardless of current compensation. Carol shared that there is no negotiation for pastors and that their vacation package is set by the synod. The policies will be tailored to the position/tenure etc. For example, a new person gets X days that increases to X days after X years. Tom suggested that we include paid holidays in the policy. It was suggested that we include it all under PTO rather than vacation days + paid holidays. Federal holidays will be exempted from the paid holiday designation, sick time would be included. Absences from required meetings would be counted as PTO and would decrease the balance.

- Property Committee Proposals
 - Gilcon Landscaping – p. 18-20 see property notes
 - Additional discussion: Carolyn asked if there was any discussion re: getting additional quotes; Mark shared that he felt the landscaping contract looks good; Carol shared that last year’s contract included payment for the times the lawn was not mowed. Carolyn asked if we could get someone else who would contract it differently. Carol shared that if we were to sign the contract that includes skipped mowing, would we be credited for those skipped mowings? Ken would need to get additional information. Carol shared that the other issue is that we don’t know when/if they have done a service. Carol would like to accept the contract with conditions, including not paying for skipped mowing, timely billing at the end of each month and some type of receipt of service. Carol would like to start the process of getting bids for both the snow plowing and landscaping mid to late summer. Carolyn suggested that we just let this contract ride and look toward next year.

*It was moved and seconded to accept the Landscaping Contract as presented. The motion was made and seconded by Ken Woods / Barbara Quinn. Seven in favor/Six opposed. **MOTION CARRIED**

- Prior to the finalization of these minutes Carol shared via email that the Gilcon Landscaping contract is being sent to the finance committee for approval. Since we are in a deficit, finance will send the contract back to Council next month with a notation "Since there are no monies available to finance this contract Church Council has approved increasing the church deficit by \$1,534.00".
- Shannon asked if we would like to make getting competitive bids a part of the bylaws. Carol shared that the bylaws designate the approval

process for contracts, however the bidding process is not currently included.

*It was moved and seconded to amend the bylaws to require 3 bids for all contracts. The motion was made and seconded by Carol Schlegel/Shannon O'Neill

- Peters HVAC – Separate Documents; Carol asked if the agreement covers both parts and labor. Ken Woods will get clarification. We will hold off on approval until we get further clarification. Shannon asked that since the food pantry a/c units are included in this contract is the church charged if there is an issue. Carol shared that if there was an issue she would work to reimburse the church for those expenditures.

CALENDAR:

May – Exec will be moved to the 4th Wednesday

June - Exec will be added to the 4th Wednesday

CORRESPONDENCE:

None

CARES AND CONCERNS:

Pastor Bo and council members shared their cares and concerns.

NEXT MEETING: May 21, 2025

Meeting Leader: Shannon O'Neill

Scripture: Mark Vallone

Prayer: Pastor Bo

Refreshments: Barbara Quinn

*It was moved and seconded by Jenn Shaw/ Carolyn Cutilli to adjourn the meeting at 8:07 p.m. **MOTION CARRIED**

Respectfully submitted,

Jennifer Shaw

Council Member