

El Dorado County Federated Church Council

1031 Thompson Way, Placerville, CA 95667

Minutes of Regular Council Meeting 6:30 pm via Zoom meeting

Taken by: Gretchen McLean

April 20, 2021

Present:

Ron Johnson (co-chair), Christine Rorden (co-chair), Gretchen McLean (Clerk to Council), Sharon Fraser (Treasurer), Dave Heeren, Patsy Corrigan, Carl Hagen, Craig Styles, Karen Tustin, Karen Parker, Don Vanderkar, Linda Gates, Pastor Kim Nelson **Guests:** Amy Bennet, Jim Hughes, John Gray

Absent: Pastor Carrie Lane

Opening Devotion & Prayer: Carl Hagan

Declaration of a quorum by Co-chair Ron Johnson

Approval of Agenda:

Two items will be added to the Agenda:

-Item added to Pastor's Report – Pastor Carrie's report regarding Deacons

-Item added to Treasurer's Report – Insurance Review

Motion to approve amended Agenda by Karen Tustin, 2nd *Motion passed.*

Approval of the Minutes for March 16, 2021 Regular Council Meeting

March 16, 2021 Regular Council Meeting Minutes

Amended minutes for the March 16, 2021 Council meeting were e-mailed to the Council members prior to the meeting. Minutes for this meeting were accepted by consensus by the Council.

Pastor's Report: Pastor Kim Nelson

The Pastor Search Team has a candidate which will be presented to the Council members at this meeting.

During the May 23, 2021 service Pastor Kim Nelson will ask all congregation members to engage in volunteer positions at Federated Church.

Parish Associate update – this position which is slated to be filled by Sandy Peirce is now on hold until a new permanent Pastor is hired.

Protocol for addressing deaths in the Federated Community – this item will be addressed by the Board of Deacons.

A technology rehearsal will be held for the Sunday in person worship on Thursday April 22nd and again on Friday April 23rd at 2:00 pm. Pastor Kim encourages anyone with an interest in assisting arrive at the church early on Sunday morning.

Pastor Carrie Lane – Deacons – this group needs volunteers. A question remains about how the deacons are selected. Are the deacon self-selected or invited to join this group? Input will be obtained from the new Pastor, once hired, before moving forward with the Deacon selection process.

Treasurer’s Report – Sharon Fraser

The financial reports were e-mailed to the Council members prior to the meeting.

Currently there is a budget surplus with total income at 117% of budget YTD and total expenses at 88% of budget YTD. January 2021– March 2021 net ordinary income is \$ 28,078.

Bank of America checking account signatory approval.

The Bank of America checking account will be down to four approved signatures due to the departure of Kate Evans as the Church office manager. The remaining current signatories are Leslie Bush, John Gray, Sharon Fraser and Cheryle Price. Sharon Fraser contacted Pastor Carrie Lane and asked if she would be willing to be added as a signatory to the Bank of America checking account. Pastor Carrie Lane agreed to be a signatory. Motion by Carl Hagen to accept Pastor Carrie Lane as the replacement signatory, 2nd by Karen Parker. A vote was taken of Council members and 6 voted to accept Pastor Carrie Lane with 3 opposed. *Motion passed.*

Bank of America (credit cards) approval

The Bank of America credit card for Kate Evans has been cancelled and shredded due to her resignation as a staff member. Amanda Anderson’s credit card was lost, the card was cancelled, and a new replacement card is in the process of being issued.

Approval is requested for a replacement credit card to be issued in the amount of \$ 1,500 for the new Office Manager once a replacement is hired. *Council approved this request by consensus with none opposed.*

Approval is requested for a credit card to be issued in the amount of \$ 1,000 to Rebecca Monroe as the Music Director. *Council approved this request by consensus with none opposed.*

Completed Projects List

Sharon Fraser suggested that a list of completed projects be submitted to the congregation. This item has been tabled until the Council meeting in May.

Insurance Review Committee Report to Council

A report of the insurance items reviewed by the committee and suggested actions was sent to the Council prior to the meeting. There are five action items for the Council:

1. Inventory & Video Recording of Valuable items – Head of Staff will supervise the completion of this task.
2. The Replacement Cost of the Buildings – this item will be referred to the Trustees for review.
3. Safe Sanctuary Program – this item will be referred to the Parish Personnel Committee for review and recommendation to the Council.
4. Disciplinary Procedure – this item will be referred to the Parish Personnel Committee for review and recommendation to the Council.
5. Motor Vehicle Records review – this item will be referred to the Parish Personnel Committee for review and recommendation to the Council. All employees should provide a DMV driving report and proof of vehicle insurance coverage annually.

The above items were approved by the Council by consensus.

Pastor Search Team Update – Amy Bennet, Jim Hughes, John Gray

The Pastor Search Team reported that a candidate for a permanent Pastor position has been found. A bio for the candidate The Reverend Dr. Laura Barnes and the Pastor Terms of Call were provided by e-mail to the Council members prior to the meeting. The Terms of Call include the following:

Salary and Housing Salary of \$ 75,000 annually

Pension of \$ 29,850 annually

Travel/Professional Expenses of \$ 5,000 to be distributed monthly

Continuing Education reimbursement of \$ 2,000 annually

Moving Costs – one time only up to \$ 7,000

Total amount is \$ 111,850 Annual amount plus moving costs.

Terms of Call include a three-month sabbatical after the sixth year of service, a one week vacation in mid- August, 2021, paid vacation of four weeks yearly and paid continuing education of two weeks per year.

Sharon Fraser confirmed that the moving costs would be paid from the Pastor Search Fund account which has a balance of \$ 16,324.

Motion by Linda Gates to approve the Terms of Call up to an amount of \$ 112,000 since the Board of Pensions final amount is pending. 2nd by Don Vanderkar. *Motion passed.*

The Presbytery Committee on Ministry will still need to approve this candidate. A possible date for a vote from the Congregation would be May 23, 2021 with a possible start date of the new Pastor on June 6, 2021.

Treasurer's Report – Sharon Fraser (cont.)

The Endowment Proceed Task Force has made recommendations for the 2021 proceeds. A recommendation has been made to replace the kitchen cabinets and drawers and replace the flooring if funding remains. Since the pandemic has prohibited food to be prepared this would be an ideal time for this project to proceed.

For proceeds in 2022 the task force recommends the men's and women's restrooms outside of Price Hall be renovated including new flooring, new toilets, sinks and countertops and re-paint.

Motion by Carl Hagan to proceed with the 2021 recommended project of replacing the kitchen cabinets, drawers and possibly the flooring in the kitchen. Additional details of the project budget costs should be shared with the Council before proceeding. 2nd by Linda Gates. The Trustees will be requested to choose a project manager. *Approved by consensus of the Council.*

Parish Personnel Committee

Three items for Council items were e-mailed to the Council members prior the meeting:

1. Dave Price has been working under the language of the previous Personnel Policy prior to the change in sabbatical policy. An agreement with PPC and Dave Price has been reached where he would be offered three weeks of additional vacation to be used at a time authorized by the Pastor.

Motion by Carl Hagen to approve the three weeks of vacation. 2nd by Linda Gates.
Motion passed.

2. Rachel Green has provided her resignation as of May 1, 2021. Dave Price has requested a replacement by hired and the hours be increased to four hours a day. This item has been referred back to the Pastor. In coordination with Bill Ettlich a job analysis needs to be done before any replacement can be hired. Pastor Kim and Kathy Roberts will coordinate with Bill Ettlich to complete the job analysis.
3. Kate Evans has offered to work remotely (from Kentucky) until her replacement can be hired. Kate has been terminated as a full-time employee since she tendered a resignation. In order to continue working with the church a contract would need to be drafted to hire here as a contract employee.

Motion by Carl Hagen to approve the PPC to offer a temporary contract not to exceed 25 hours per week. 2nd by Christine Rorden. *Motion passed.*

Safe Sanctuary policies

- A. Council approval is requested to have a “response team” available for any issues which arise with respect to the Safe Sanctuary policy violations. A suggestion has been made that the Council chair/Co-Chair be responsible for accepting issues. The Pastor will also be advised of any issues as well.
- B. The Safe Sanctuary training must be updated and completed every year. Amanda Anderson has volunteered to working on updating and ensuring compliance for any volunteers. Don Vanderkar also volunteered to help with any updates needed.

Motion by Karen Tustin to designate Council Chair/Co-Chairs to be the response team for Safe Sanctuary issues. Carl Hagen 2nd. *Motion passed.*

Council Committee Liaison needed – Workshop and Music Committee

Christine Rorden has agreed to be the liaison for this committee.

Approved by Council consensus.

Council Committee Liaison Reports and Designees

- A. Reopening Committee – Karen Tustin
The Church will reopen for in-person service on Sunday April 27, 2021 for a 10:00 am service. Capacity will be limited to 50%, doors will be open during the service for ventilation. An announcement will be sent in the mail, via Facebook and on the website and sent via e-mail.
- B. Trustees – Carl Hagen
The next meeting for the Trustees will be on April 27, 2021.
- C. Finance Committee – Dave Heeren/Carl Hagen
There are currently only two people on the Stewardship committee and they need volunteers. The committee will need Theme for Stewardship season.
- D. Nominating Committee – Don Vanderkar
This committee is in need of a chairperson. A list will be sent to the Council of possible names.
- E. Christian Education/Youth/Pre-School – Karen Parker
A report was sent to the Council prior to the meeting.
 - Kate Evans has resigned and since the Church will be reopening on April 25, 2021 volunteers will be needed to staff the Sunday School. Karen Parker has volunteered along with her daughter Allison to supervise the children.
 - No final decisions have been made with respect to the split of expenses for the preschool. A report of building improvements was sent to the Council members. Items which need to be addressed should be directed to Bill Ettlich as part of the Trustees.

- There are trees on the property which need to be removed. Three bids will need to be obtained to have the trees taken down and the wood removed.

Ron Johnson will follow up with Bill Ettlich on the items which need to be addressed.

F. Outreach and Fellowship – Linda Gates

This committee is still being formed. The Little Backback program is being chaired by Linda Gates. The Sierra School has determined twelve children which need assistance. This program will resume August 12, 2021.

Meeting adjourned with prayer at 9:47 pm.

Respectfully submitted:

_____ **Date:** _____

Gretchen McLean - Clerk to Council

_____ **Date:** _____

Ron Johnson - Council Co-Chair