

**Elizabethtown Church of the Brethren
Church Board Minutes**

Monday, December 9, 2024, 6:45 PM in Room 106 & via Zoom

In Attendance: Alyssa Cross (Clerk), Kevin Engle (Board Chair), Pastor Naomi Kraenbring, Karen Ungemach, Pastor Liz Bidgood Enders, Lois Herr, Pastor Jason Haldeman, Craig Coble, Sandy Bradley, Lynne Hockley, Vida Snavelly, Peggy Shaffer, Kurt DeGoede, Joe Detrick (Moderator), Kurt Sollenberger, Don Ziegler

I.	<p>Opening Devotions Board Chair</p> <ul style="list-style-type: none"> ● The group shared highs and lows.
II.	<p>Acceptance of Previous Minutes Board Chair</p> <ul style="list-style-type: none"> ● Peggy Shaffer motioned to accept the November 4, 2024 minutes, seconded by Kurt DeGoede. The minutes were accepted.
III.	<p>Treasurer's Report Treasurer</p> <ul style="list-style-type: none"> ● The numbers in this verbal report are rounded to the nearest thousandth for ease of reporting. The official written reports reflect amounts to the nearest dollar. ● Revenues <ul style="list-style-type: none"> ○ For the eleven months ended November 30, 2024, Year to Date Actual Revenue was \$731,000. Prior year to date actual revenue was \$693,000. This was an increase in revenue of \$38,000 (5%). ○ The increase in revenue includes a \$17,500 (3%) increase in offering. ○ Nonetheless, offering is less than budgeted offerings year to date through November 30th by \$29,000 (4%). Hopefully, as in prior years, we will have strong offering numbers in December. ● Expenses <ul style="list-style-type: none"> ○ For the eleven months ended November 30, 2024, year to date actual expenses came to \$794,000, over budget by \$23,000 (3%) and over the prior year actual expenses by \$7,000 (1%). ○ Comments regarding expenses over budget: <ul style="list-style-type: none"> ■ Many of the commissions are under budget year to date. ■ Resources is over budget by \$36,000. This is due to 2 major necessary repairs that took place in 2024. \$67,000 was spent to fix the busted sewer system and \$22,000 was spent to pay the balance due on boiler work (the initial payment for boiler work of \$22,000 was made in December of 2023.) As we have an older facility, we continue to have unexpected and costly repairs that come up. ● Net Budgeted Revenues Over Budgeted Expenses <ul style="list-style-type: none"> ○ For the eleven months ended November 30, 2024, there is a net deficit of expenses exceeding revenues of (\$43,000). This compares to the prior year to date deficit of (\$94,000) and the budgeted deficit of (\$20,000). ● Non-Operating Budgeted Revenues and Disbursements <ul style="list-style-type: none"> ○ Capital campaign contributions totaled \$25,000 during the eleven months ended November 30, 2024. A bequest of \$36,000 was received during 2024. The Eder funds appreciated by \$212,000 during the eleven months ended November 30, 2024 and interest income, net investment fees of \$42,000 was received year to date. ● Craig Coble motioned to accept the Treasurer's Report as presented, seconded by Kurt DeGoede. The report was accepted.
IV.	<p>January Board Retreat Board Chair</p> <ul style="list-style-type: none"> ● January 4 from 8am to noon, in the Fellowship Hall ● Current Commission chairs are to make sure all current and new commission members are aware of the January retreat date and are invited and highly encouraged to attend and participate. ● Draft agenda reviewed, expanding on the theme of "Doing Good Works"
V.	<p>Constitution Review/Revision Moderator</p> <ul style="list-style-type: none"> ● Joe introduced a recommendation that the Board appoint a Constitution Revision Committee. ● The purpose of the committee would be as follows: <ul style="list-style-type: none"> ○ Examining the current constitution considering changing practices and needs of the congregation; ○ Identifying current assets and/or deficits of the current constitution; ○ Examining alternate models of congregational by-laws and constitutions that may provide an avenue for a more streamline, nimble, flexible, and responsive model of church governance

	<p>including the current recommended governance/constitution model as approved by Annual Conference;</p> <ul style="list-style-type: none"> ○ Examining current governing “Handbooks” (board and commissions) and revisions ○ consistence with new governance principles; ○ Developing an inclusive process for gathering information by: <ul style="list-style-type: none"> ■ Query Commissions/Deacons/ministry staff on the assets and liabilities of the current governance/constitutional guidelines; ■ Query congregational members on their perceptions of “good governance” and elicit feedback helpful to the process of constitutional revision. ○ Any additional purposes identified <ul style="list-style-type: none"> ● The process would be to appoint a 4-5 member committee for conducting the above work with a preliminary report to the board by fall 2025. ● The Board approves the recommendation to appoint a committee.
VI.	<p style="text-align: right;">Board Chair</p> <p>Designated Housing Exclusion for Pastors</p> <ul style="list-style-type: none"> ● Background: Each year we must approve the IRS housing allowance for the pastors. The IRS requires proof of board approval (by way of a vote included in the board minutes) for the housing allowance for IRS reporting purposes. A copy of those minutes is to be sent to HSI for record keeping. Please note: the stated amount is for IRS tax purposes only and does not change the pastors' salaries as approved in the 2025 budget. ● Motion: To approve the 2025 Designated Housing Exclusion for Pastors <ul style="list-style-type: none"> ○ For IRS purposes, in addition to \$12,000 for parsonage adjustment, \$28,000 of Jason Haldeman’s base salary shall be designated for Housing Exclusion for a total Allowance/Exclusion of \$40,000. ○ For IRS purposes, in addition to \$12,000 for parsonage adjustment, \$38,000 of Naomi Kraenbring’s base salary shall be designated for Housing Exclusion for a total Allowance/Exclusion of \$50,000. ○ For IRS purposes, in addition to 8,000 for parsonage adjustment, \$42,000 of Liz Bidgood Enders' base salary shall be designated for Housing Exclusion for a total Allowance/Exclusion of \$50,000. ● Craig Coble seconded the motion. The Board approved the Designated Housing Exclusion amounts as presented.
VII.	<p style="text-align: right;">Commission Chairs</p> <p>Commission & Deacon Highlights</p>
	<p>Christian Ed</p> <ul style="list-style-type: none"> ● New camera and zoom screen in Room 106 (Bible Exploration class) ● New middle school/jr high class group to begin in January (to meet in the library for the time being) ● Thinking of ways to meet the needs of families. Giving out bibles and resources
	<p>Expressions</p> <ul style="list-style-type: none"> ● Expressions is involved in preparing for the Susquehanna Chorale Candlelight Christmas Concert on Friday, 12/13. ● New camera for upstairs: working through quotes and considering the scope of the project to potentially include the lower level. ● Working on expanding the hymnals. Trying music from other sources. Looking to purchase hymnals to replace half of the current blue hymnal. New additions: Voices Together (hymnal) and Sing the Journey (supplemental songbook) <ul style="list-style-type: none"> ○ Potential to use the endowed funds (4% of 2024 budget year) to support the music ministry ● Bell Choir Director search committee is launching.
	<p>Nurture</p> <ul style="list-style-type: none"> ● Reviewed appointments. Historical committee would like to go through the attic and find some items to display in the cases and in the library. ● Sub-groups (LGBTQIA+ - Rose Baer and Prime Time - Gina Strouse) ● Lunch and Learn planned for February with Jean-Paul Benowitz exploring race, ethnicity, and gender in Elizabethtown College history.
	<p>Resources</p> <ul style="list-style-type: none"> ● Regarding the library: need direction on the need to maintain a library or can we use the space in another way (could be used to display more historical items)

	<ul style="list-style-type: none"> ● HVAC system has new issues with shutting down every 2 hours. There is a computer issue and it is being worked on.
	<p>Witness</p> <ul style="list-style-type: none"> ● Holiday Celebration went over very well. Accomplished the goal of getting people and families in the building. Now what? What is the follow-up? Believe the free items were the biggest draw for getting people to attend. <ul style="list-style-type: none"> ○ Final tally is not complete, but it looks like approximately \$4,000 was brought in, less approximately \$2,500 of expenses, leaving \$1,500 available to distribute to the Elizabethtown Area Communities That Care. ● Witness will be meeting to come up with a recommendation on the remaining funds to be distributed from O&M for 2024.
	<p>Deacons</p> <ul style="list-style-type: none"> ● Sign-ups for the Caregiving Ministry teams have been going well. Looking for coordinators for transportation, small jobs in the home or yard, and assisting with cell phone questions.
VIII.	<p>Reports from Pastors Pastors</p> <ul style="list-style-type: none"> ● Pastor Jason <ul style="list-style-type: none"> ○ Lenten Home groups is on the radar for next year ○ Focused on creating space for people to attend and forming connections. ● Pastor Liz <ul style="list-style-type: none"> ○ Preparing training for folks who have signed up to participate in the Visitation Caregiving Ministry team ○ Longest night service planned for 12/21. ○ Working on connections with hospital visits and home visits, including spiritual direction. ○ Created gift packages (cookies and gift cards) for E-town College students who attend here. Looking into an “adopt a college” student caregiving outreach opportunity. ● Pastor Naomi <ul style="list-style-type: none"> ○ Worship: lots of preaching recently (including the Ecumenical Thanksgiving eve service and Lancaster Mennonite chapel) ○ Received new members on Sunday with two new members next Sunday via baptism ○ Work with immigration support. Lots of work is happening with the committee. Noticing that there is an increase in attendance from those who have recently immigrated. We need to be attentive to how we can remain welcoming and accommodating.
IX.	<p>Upcoming Meetings</p> <ul style="list-style-type: none"> ● January Retreat: Saturday, January 4 in the Fellowship Hall ● February Meeting: Monday, 2/10.
X.	<p>Adjournment</p> <ul style="list-style-type: none"> ● Meeting adjourned at 8:49 pm.

Respectfully submitted,
Alyssa Cross, Clerk
December 9, 2024