

**Lutheran Church of the Reformation
Council Zoom Meeting Minutes**

**Washington DC
Tuesday, June 21, 2022**

Council members present: Pastor Russ Gordon, Emily Andre, Karen Carlson, John Hagood, Liz Hann, Judith Mangubat, Ella Petree, Jessica Snowden, Laura Swanson, Elizabeth Wirick.

Others present: Matt Aviles, for the Finance Committee and substitute for Suzanne Hazard
Larry King, for the Personnel Committee

Staff present: Jarrod Jabre

Pastor Russ opened with a short reflection on Hebrews 12 and a prayer.

Motions approved (*unanimous unless otherwise noted*)

- 1) Minutes of the May 17, 2022 Council meeting approved (Carlson, Mangubat).
- 2) Authorize Jarrod Jabre to arrange an initial engineering study of the HVAC system at a cost of approximately \$7,000 (Andre, Swanson). See discussion under New Business, below.

Committee Reports

Finance Committee: Matt Aviles reported that giving is currently \$7,000 under budget but this is not concerning unless it is down for two months or more since it tends to fluctuate. Space use income is \$18,000 over budget. Although overall spending is under budget, most of that is due to big projects such as the kitchen and Parish Hall renovations that have not yet started.

Personnel Committee: Larry King reported that the Committee performs compensation studies, reviews performance appraisals and conducts exits interviews with departing staff and pastors. The other committee members are Dina Frankel, Evan Schrag and Julie Hassler; Dina and Evan are employment attorneys. The Committee has recommended in the past that the Senior Pastor establish goals and objectives each year, with tasks cascading down to the appropriate staff member. Pastor Mike had begun this process, but the pandemic interfered with its implementation.

Worship, Music, and the Arts: Christmas in July will be July 17. We are grateful for Nancy Swingle for filling in while Paul Leavitt is on sabbatical. A donor has funded the cantors at both services through 2022.

Service and Justice: The Food Pantry needs volunteers to pick up the food, unload it, and bag. The pick-up location is on New York Avenue near the Arboretum and the site to rent the U-Haul van is nearby. Also, the Green Team, which falls under Service and Justice would like a liaison to Council.

Spiritual Growth: The Committee is in the process of re-organizing and plans to focus on fall

activities.

Engagement and Communication: The Committee needs new members.

Call Committee: The Committee has complete the first round of interviews with seven candidates and is currently scheduling the second round of interviews with the three finalists. The earliest a new Pastor could be in place would be November if everything goes according to plan and the candidate selected is available to start that soon. The Transition Committee is working with the Synod to procure another interim Pastor after Pastor Russ departs.

Property: The Committee has a joint meeting June 28 with Fellowship and Caring Ministries to discuss replacement of the kitchen floor and appliances.

Fellowship and Caring Ministries: See Property, above. The Committee is also seeking new members to help with various tasks.

Staff Reports

Report from Pastor: The summer house gatherings are continuing, with more scheduled for June 24 and July 7. Pastor Russ will not be renewing his contract and will be leaving in mid- or late July. Although Pastor Erin has left the synod for a new call in Texas, the assistant to the Bishop is working with the transition team and Pastor Erin's replacement is starting at the beginning of July. The July 19 Council meeting will be a social at the parsonage.

Report from Director of Operations: Reformation received a grant from DC to replace the dishwasher with a high-efficiency model as encouragement to phase out the use of disposable tableware. There is an outstanding invoice for \$16,260 from the contractor that needs to be paid as this work was previously authorized and completed. Additionally, part of the main parsonage roof fell in and that has been repaired. Matt Aviles inquired if there was any possibility of insurance reimbursement and Jarrod agreed to inquire.

Old Business

Migrant assistance: The mutual aid group helping the migrants arriving on busses from Texas continues to use the Parish Hall one day per week, which is working out fine so far.

New Business

A/C: The HVAC system is at the end of its life and will need replaced. Jarrod is investigating grants and a community purchasing alliance to determine what assistance might be available. In the meantime, there is a need for an expert engineering study of the building and the system. There would be both a preliminary assessment, for about \$7,000 and then a more detailed survey later. Jarrod requested authorization to arrange for the preliminary, \$7,000 study. Council approved the request.