

**Elizabethtown Church of the Brethren
Church Board Agenda**

April 12, 2021 6:45 PM via Zoom

I.	Opening Devotions
II.	Discussion and Approval of 03/08/2021 Minutes
III.	<p>Treasurer's Report Frank</p> <p>1. Review of Income Statement as of 03/31/2021</p> <p>After three months in 2021, preliminary operating results are positive, with revenues exceeding disbursements by \$3,407 (at the end of last month the net position was a positive \$2,016). Revenue at the end of March is under budget by \$51,708 (\$176,368 received versus \$228,076 budgeted). Revenue is \$8,879 ahead of where we were at the end of March last year. Regular offerings, at \$157,477, fell short of the budgeted offerings of \$200,826 by \$43,349, and are \$10,043 above last year's amount of \$147,434 (general fund giving is about 7% ahead of last year). A month-by-month summary of offerings is provided in the graph entitled "ECOB 2021". Note that every month this year giving has been below budget. March 2021 giving (\$52,501) was well below budget, but more than March 2020 giving (\$50,486). A 5-year history of general fund offerings compared to budgeted offerings is also provided in the graph entitled "ECOB YTD 3/31 COMPARISON."</p> <p>Disbursements at the end of March are under budget by \$58,824 (\$172,961 actual spending versus \$231,785 budgeted spending) and \$30,538 less than last year. With the exception of Witness and Administration, spending in all categories is under budget and is less than a year ago.</p> <p>Overall, as of 3/31/2021, we are in a preliminary net operating gain position of \$3,407, with income and expenses well under budget. Income is higher than a year ago while spending is less than a year ago. Last year at the end of March we were in a net loss position of \$36,010.</p> <p>2. Cash Position, Building Project, and LT Investments at BFI</p> <p>Our cash position at 3/31/2021 is \$1,842,760. This compares to our cash position a year ago of \$1,243,591. The large increase in cash is primarily due to Capital Campaign contributions. Just over \$1,631,000 of this cash is invested in a money market fund.</p> <p>Contributions to the building project at 3/31/2021 totaled \$2,022,470 (\$101,147 in 2021, \$44,783 in March). Non-operating budget building project costs to date are \$415,340 (\$10,178 in 2021).</p> <p>The market value of all long-term memorial funds invested with the Brethren Foundation as of 3/31/2021 was \$2,534,804, which is up \$18,373 from the beginning of the year market value of \$2,516,431, reflecting an investment gain, net of expenses, of \$18,373 (a total investment return for the year of approximately +0.7%). The investment return for March was +0.8%. As of 3/31/2021 our portfolio was invested \$1,302,795 (51%) in a Short-term investment fund and \$1,232,009 (49%) in a balanced fund (60% domestic stock fund, 40% bond fund).</p>
IV.	Pastoral Reports
V.	Board Chair-Elect Vacancy
VI.	Reopening Committee Update
VII.	Building Committee Update
VIII	Search Committee Update
IX.	Commission Reports
	Christian Ed Commission

	<ul style="list-style-type: none"> • Beginning to consider options for how we re-open safely and still meet Christian education needs of all congregants • Sending surveys to Shine and Blaze to get a feel for numbers upon reopening
	<p>Expressions Commission</p> <ul style="list-style-type: none"> • No written report.
	<p>Nurture Commission</p> <ul style="list-style-type: none"> • We are looking into combining Nurture resources with Hospitality & Fellowship Commissions, discussions are underway. • Blessing of the Children – scheduled for May/June for 4-year-olds, 5th graders & HS seniors. We are hoping to be able to distribute the Faith Markers at outdoor services. • LititzCoB is planning its annual church picnic (date TBD) and would like to include EtownCoB. • August 20th we will host a Family Movie Night outside. Movie title (TBD). • Glenn Book has resigned from the Nurture Commission due to overwhelming work responsibilities. We thank him for all the hard work and dedication he gave the Nurture Commission. Olivia Knight has volunteered to step in as the Vice-chair of Nurture. • The Golden Age Dinner, usually in October, is on hold for this year due to the pandemic.
	<p>Resources Commission</p> <ul style="list-style-type: none"> • Elevator Project is on track and should be completed on schedule • Security (Door) System is installed. <ul style="list-style-type: none"> ○ Approved the installation of emergency release buttons at the doors to meet code. ○ A stand-alone desktop was purchased solely for the security system. ○ Note: A few security swabs that do not work will have to be replaced for some persons. • Resources is requesting a cost-benefit analysis of the building project: <ul style="list-style-type: none"> ○ Amount spent for just the ECCC ○ What the cost avoidance would be if the ECCC wasn't a tenant • Two off-site maintenance items need to be kept on the radar: <ul style="list-style-type: none"> ○ Rider Memorial Cemetery ○ ECOB sign on Market Street
	<p>Witness Commission</p> <ul style="list-style-type: none"> • No written report.
	<p>Deacon's Report</p> <ul style="list-style-type: none"> • The Deacons continue with our weekly visitation contacts via phone, email, and notes. • The Benevolence Fund has responded to a number of financial needs within and beyond our congregation.
X.	<p>Next Meeting</p> <ul style="list-style-type: none"> • Special Council Meeting: Sunday, May 2, 11:30 am • April 12, 6:45 pm
XI.	<p>Closing Prayer</p>

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

March 8, 2021, 6:45 PM via Zoom

In Attendance: Alyssa Cross (Clerk), Joe Detrick (Moderator), Paula Knudsen Burke (Chair), Carroll Kreider, Jordan Eberhart-Bingeman, Frank Rhodes, Pastor Josh Tindall, Pastor Jason Haldeman, Pastor Pam Reist, Amy Karr, George Snavely, Duane Hernley, Kendra Gottshall, Karen Ungemach, Lisa Rosenberg, Glenn Book, Jim Hollinger, Barry Garman, Craig Coble

I.	<p>Opening Prayer (Pastor Josh)</p> <ul style="list-style-type: none"> ● Josh shared reflections from our last Sunday service together one year ago on March 8, 2020. ● Opened in prayer
II.	<p>Discussion and Approval of 02/08/2021 Minutes</p> <ul style="list-style-type: none"> ● Approved as submitted
III.	<p>Pastoral Reports</p> <p>Pam</p> <ul style="list-style-type: none"> ● The transition to operating as a team of three has gone well. <ul style="list-style-type: none"> ○ Adjustments in preaching schedules: Jason is now preaching monthly rather than quarterly. Josh is preaching occasionally in addition to regular worship ministry duties. Pam now preaching about twice every six weeks. Pastor Eric from Lititz is preaching. Naomi Kraenbring has preached and Rose Baer may also preach. ○ Greg was a liaison to many groups. Those have been divvied up and the team is managing their time to make sure all the bases are covered. ○ Pastoral Caregiving: Greg served as a secondary pastoral caregiver. Not having anyone else in this role could be problematic if we have a lot of needs all at once. ○ There will be a number of child dedications, baptisms, and other rituals to make up as we move back to in-person worship. ○ Strategic Planning: Greg was responsible for strategic planning. Currently do not have the bandwidth to handle this at this time. Have been in touch with Cincinnati, University Park, and Lititz regarding our relationship. <p>Jason</p> <ul style="list-style-type: none"> ● Christian Ed focusing on what reopening will look like and planning for that. ● Pleased with Adult Sunday School ● Meeting with denominational offices as part of National Youth Conference planning for 2022 ● Working with Gifts Discernment for the District (searching for Moderator and Board Chair) <p>Josh</p> <ul style="list-style-type: none"> ● Grateful to be working with a great team in this challenging time of transition. ● Continue to serve on the annual conference worship planning team. ● Rounding out the ordination process. Ordination interview coming up. ● Focusing on reopening plans with the tech team. Continuing to try and find ways for in-person worship to be as meaningful and safe as possible while maintaining a robust online worship experience. ● Planning an online and outdoor in-person service (weather-permitting) for Easter Sunday. <p>Discussion and Comments</p> <ul style="list-style-type: none"> ● George reflected on the theme of imagination from Sunday's sermon and how it might relate to an open dialogue on staffing between the Pastors and the Search Committee. With planning around reopening, is that going to change staff alignment? How does feedback get to the search committee? Would like to see open dialogue between the pastors and the search committee.
IV.	<p>Reopening Committee Work</p> <ul style="list-style-type: none"> ● Review of the Reopening Survey responses to understand what the demand was for in-person services. Responses ran the gamut, but many folks seem willing to be patient with the process. ● Reopening Committee is recommending that we would begin the reopening process when the State of Pennsylvania allows for 25% indoor capacity. Estimating that it would take approximately 2-3 weeks to execute the plan following the announcement from the state (time needed to arrange

	<p>volunteers, communicate reservation and seating processes, etc.). 25% indoor capacity would put us at a 100 person limit. The balcony would be closed to reduce the number of ushers needed. Have been in contact with Hospitality and Ushers for preparations.</p> <ul style="list-style-type: none"> ○ Craig Coble moved to accept the Reopening Committees' recommendation. Seconded by Glenn Book. Approved unanimously. ○ Reopening metric/plan to be communicated to the congregation via email and verbally in a Sunday morning service.
<p>V.</p>	<p style="text-align: right;">Frank</p> <p>Treasurer's Report</p> <p>1. Review of Income Statement as of 02/28/2021</p> <p>After two months in 2021, preliminary operating results are positive, with revenues exceeding disbursements by \$2,016. Revenue at the end of February is under budget by \$35,461 (\$116,590 received versus \$152,051 budgeted). Revenue is \$7,716 ahead of where we were at the end of February last year. Regular offerings, at \$104,977, fell short of the budgeted offerings of \$133,884 by \$28,907 and are \$8,030 above last year's amount of \$96,947. February is typically a lower giving month but was relatively strong this year at \$63,550 (just below the budgeted monthly amount of \$66,942).</p> <p>At the end of February, disbursements are under budget by \$39,949 (\$114,574 actual spending versus \$154,523 budgeted spending) and \$12,849 less than last year. Note that February was the first month we did not pay Pastor Greg's salary and benefits.</p> <p>Overall, as of 2/28/2021, we are in a preliminary net operating gain position of \$2,016, with income and expenses well under budget. Income is higher than a year ago while spending is less than a year ago. Last year at the end of February we were in a net loss position of \$17,549.</p> <p>2. Cash Position, Building Project, and LT Investments at BFI</p> <p>Our cash position at 2/28/2021 is \$1,803,925. This compares to our cash position a year ago of \$1,229,577. The large increase in cash is primarily due to Capital Campaign contributions. Just over \$1,631,000 of this cash is invested in a money market fund.</p> <p>Contributions to the building project at 2/28/2021 totaled \$1,977,687. Total 2021 contributions are \$56,364. Non-operating budget building project costs to date are \$414,626 (\$9,464 in 2021).</p> <p>The market value of all long-term memorial funds invested with the Brethren Foundation as of 2/28/2021 was \$2,513,922, which is down \$2,509 from the beginning of the year market value of \$2,516,431, reflecting an investment loss, net of expenses, of \$2,509 (a total investment return for the year of approximately -0.1%). The investment return for February was +0.4%. As of 2/28/2021 ECOB's portfolio was invested \$1,304,603 (52%) in a Short-term investment fund and \$1,209,319 (48%) in a balanced fund (60% domestic stock fund, 40% bond fund).</p> <p>Discussion and Comments</p> <ul style="list-style-type: none"> ● Building expenses - where do we stand with the \$500k design and development spending approved at a prior council meeting?
<p>VI.</p>	<p>Building Committee Report</p> <ul style="list-style-type: none"> ● On February 12, the Building Committee met with leadership from tenant ECNS ("nursery school") along with representatives of the Resources Committee and Etown CoB leadership and staff. On February 25, the Building Committee met with leadership from tenant ECCC ("child care") along with representatives of the Resources Committee and Etown CoB leadership. <ul style="list-style-type: none"> ○ Tenant plans for the future: Tenants are satisfied with ECOB as their location and have no plans to relocate. Provided our property continues to meet their licensure requirements, they are satisfied. ○ After these meetings, the Building Committee determined that there is a window of opportunity this summer for renovations to begin with minimal impact on nursery school and child care operations. ○ The Building Committee is proposing a Phased Approach (see attached Phasing Schedule) that will begin with Phase I and II, which will include renovation and remodeling of the Christian Education bathrooms, to include ADA accessible facilities; mechanical

	<p>improvements (HVAC) to prepare for subsequent phases; demolition of the downstairs stage and relocation of the Fellowship Hall/Kitchen to the stage area.</p> <ul style="list-style-type: none"> ○ To accommodate a summer 2021 construction schedule, we will need to authorize the preparation and bidding of documents for Phases I and II. ● FAQ session planned for Sunday, March 14 at 6 pm. Building Committee is working on preparing materials to address what would be accomplished under Phases I and II. ● The Board is recommending to Council that: <ul style="list-style-type: none"> ○ We accept a phased approach for the construction and remodeling project. ○ We accept the construction schedule as outlined in Phase I and II. <p>Motion to accept the recommendation by Karen Ungemach. Seconded by Jordan Eberhart-Bingeman. The Board unanimously approved the recommendation.</p> <p>Discussion and Comments</p> <ul style="list-style-type: none"> ● Last month we discussed a hard reset. How does moving forward with Phase I and II renovations fit in with the idea of a hard reset and reevaluation? <ul style="list-style-type: none"> ○ Looking at the realities of the building now and the aging issues we have is a reset from how we had been looking at this project originally. ● Do we foresee new DHS regulations with Covid? <ul style="list-style-type: none"> ○ Nothing beyond what is currently in effect. We are eliminating two classrooms in the renovated fellowship hall, which retains about 3,000 sf of open space rather than 1,500 sf. ● Mill Road as a possibility for ECCC? <ul style="list-style-type: none"> ○ Still several years out from being a possibility. Would require extensive renovations to meet DHS standards for a child care center (bathroom requirements, for example) that could be cost-prohibitive.
VII.	<p>Brief Informational Updates</p> <ul style="list-style-type: none"> ● Etown COB leadership to meet with Lititz COB leadership on Wednesday, March 10. Looking to written agreements we have with Cincinnati and University Park congregations for reference. ● The search committee met with Pete Kontra from ANE District and has begun its work in completing the congregational profile. One of the portions of the Congregational Profile is "Ethics for Congregations".
VIII.	<p>Commission Reports</p>
	<p>Christian Ed Commission</p> <ul style="list-style-type: none"> ● Beginning to consider options for how we re-open safely and still meet the Christian Education needs of all congregants ● We are working to contact teachers and helpers for whenever we will be back in person
	<p>Expressions Commission</p> <ul style="list-style-type: none"> ● No written report.
	<p>Nurture Commission</p> <ul style="list-style-type: none"> ● No Lent responses coming to the new Nurture Gmail account. ● Nurture Commission Purpose is to focus on the big purpose. Looking to coordinating with a Hospitality/Fellowship group. ● In planning stages for Blessing of the Children for 4-year-olds, 5th graders, and HS seniors ● Looking into other options for the Golden Age Dinner. A large gathering may not be wise due to COVID. ● Participation in Virtual Game Night is growing. The next date is March 28. ● Scavenger Hunt is planned for late spring. Working on promoting participation. ● Outdoor Movie Night planned for the summer (Aug 20 or July 30, with rain date each following day) ● Nurture Appointments <ul style="list-style-type: none"> ○ Historical Committee: Ken Kreider has agreed to join. Waiting on a response from another member. ○ Post High Group: Naomi Kraenbring is leading. Olivia Knight has volunteered to help coordinate. Miles Book will assist. We are contacting another person in the 18-25 age group to ask to also assist.

	<p>Resources Commission</p> <ul style="list-style-type: none"> • Actual construction of the elevator will begin the week of March 22, 2021. • The ECCC playground area will have some landscaping work. • The property/fire insurance policy has been renewed. • The elevator fire panel and the security (door) system are being installed by Siemens company.
	<p>Witness Commission</p> <ul style="list-style-type: none"> • Continuing to work on ideas for possible outreach projects for 2021.
	<p>Deacon's Report</p> <ul style="list-style-type: none"> • No written report.
IX.	<p>Next Meetings</p> <ul style="list-style-type: none"> • Special Council Meeting: March 21 • Board Meeting: April 12, 6:45 pm
X.	<p>Closing Prayer (Pastor Jason) Jason closed the meeting in prayer. The meeting concluded at 8:45 pm.</p>

Respectfully submitted,
Alyssa Cross, Clerk
March 8, 2021

Elizabethtown Church of the Brethren
Comparative Income Statement with Current Year Budget
For the Three Months Ending March 31, 2021

	Budget This Yr	YTD - Budget	YTD - Actual	YTD - Last Year
Budgeted Revenues				
Offerings; Finance Com. Recom	803,303.00	200,825.76	157,477.31	147,433.53
Rents	67,000.00	16,750.02	16,851.00	15,871.00
Interest Income	0.00	0.00	39.58	2,184.84
Transfer from Housing Fund	8,000.00	2,000.01	2,000.01	2,000.01
Transfer from Facility Fund	34,000.00	8,500.02	0.00	0.00
Total Budgeted Revenues	912,303.00	228,075.81	176,367.90	167,489.38
Budgeted Disbursements				
Ministry Salaries & Benefits	538,094.00	134,523.63	107,481.87	125,961.86
Administration	31,050.00	7,762.62	8,338.61	7,369.62
Expressions	11,002.00	2,750.61	282.91	2,610.02
Nurture	17,700.00	4,425.15	447.30	1,618.23
Christian Education	6,300.00	1,575.03	265.63	1,331.59
Witness/Outreach	92,714.00	23,178.72	24,225.08	23,544.68
Resources	225,976.00	56,494.23	32,351.57	39,463.48
Deacon Board	3,300.00	825.06	(432.00)	1,600.00
MAP	1,000.00	250.02	0.00	0.00
Total Budgeted Disbursements	927,136.00	231,785.07	172,960.97	203,499.48
Net Budgeted Items	(14,833.00)	(3,709.26)	3,406.93	(36,010.10)

ECOB 2021

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January

February

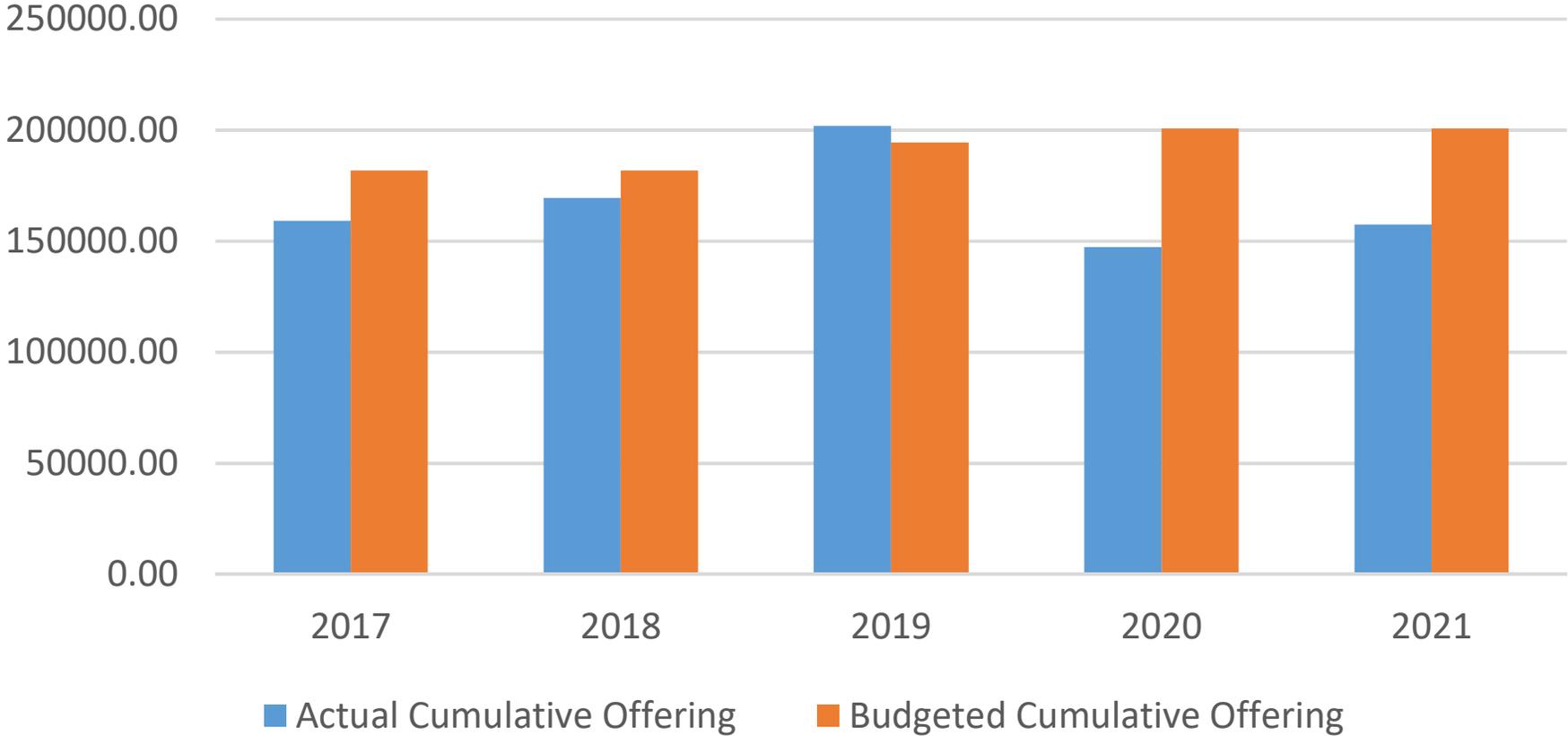
March

Actual Offering

Budgeted Offering



ECOB YTD 3/31 COMPARISON



Elizabethtown Church of the Brethren
 777 South Mt Joy St.
 Elizabethtown, PA 17022
 3/1/2021 - 3/31/2021

	(1) Beginning Balance	(2) Contributions	(3) Distribution	(4) Transfers	(5) Adjusted Balance	(6) Admin Fees	(7) Interest & Dividends	(8) Market Value Fluctuation	(9) Ending Balance
Christian Education Program									
Balanced	11,064.37	0.00	0.00	0.00	11,064.37	-15.10	16.12	206.73	11,272.12
Short Term	30,106.91	0.00	0.00	0.00	30,106.91	-40.50	12.52	-13.61	30,065.32
Christian Education Program Totals:	41,171.28	0.00	0.00	0.00	41,171.28	-55.60	28.64	193.12	41,337.44
Ezra Bucher Scholarship									
Balanced	59,094.05	0.00	0.00	0.00	59,094.05	-80.03	86.25	1,104.06	60,204.33
Short Term	40,141.96	0.00	0.00	0.00	40,141.96	-54.00	16.70	-18.15	40,086.51
Ezra Bucher Scholarship Totals:	99,236.01	0.00	0.00	0.00	99,236.01	-134.03	102.95	1,085.91	100,290.84
Facility Fund									
Balanced	176,114.41	0.00	0.00	0.00	176,114.41	-256.52	257.01	3,289.95	179,404.85
Short Term	652,300.93	0.00	0.00	0.00	652,300.93	-880.18	271.32	-294.95	651,397.12
Facility Fund Totals:	828,415.34	0.00	0.00	0.00	828,415.34	-1,136.70	528.33	2,995.00	830,801.97
M O'Donnell Music Ministries Fund									
Balanced	366,397.63	0.00	0.00	0.00	366,397.63	-500.35	534.75	6,845.39	373,277.42
Short Term	150,530.87	0.00	0.00	0.00	150,530.87	-203.25	62.61	-68.06	150,322.17
M O'Donnell Music Ministries Fund Totals:	516,928.50	0.00	0.00	0.00	516,928.50	-703.60	597.36	6,777.33	523,599.59
Memorial Fund									
Balanced	10,604.13	0.00	0.00	0.00	10,604.13	-14.40	15.46	198.13	10,803.32
Memorial Fund Totals:	10,604.13	0.00	0.00	0.00	10,604.13	-14.40	15.46	198.13	10,803.32
Organ Improvement									
Balanced	20,690.82	0.00	0.00	0.00	20,690.82	-27.97	30.20	386.57	21,079.62
Organ Improvement Totals:	20,690.82	0.00	0.00	0.00	20,690.82	-27.97	30.20	386.57	21,079.62
Outreach & Ministry Education									
Balanced	317,148.45	0.00	0.00	0.00	317,148.45	-435.88	462.87	5,925.18	323,100.62
Short Term	431,522.16	0.00	0.00	0.00	431,522.16	-582.28	179.49	-195.12	430,924.25
Outreach & Ministry Education Totals:	748,670.61	0.00	0.00	0.00	748,670.61	-1,018.16	642.36	5,730.06	754,024.87
Pastor Housing									
Balanced	248,205.18	0.00	0.00	0.00	248,205.18	-337.82	362.27	4,637.20	252,866.83
Pastor Housing Totals:	248,205.18	0.00	0.00	0.00	248,205.18	-337.82	362.27	4,637.20	252,866.83
Elizabethtown Church of the Brethren Totals:	2,513,921.87	0.00	0.00	0.00	2,513,921.87	-3,428.28	2,307.57	22,003.32	2,534,804.48