

*We are a community of all ages gathered by God's grace
for worship, learning, loving and service to all.*

**MINUTES - Good Shepherd Lutheran Church Council Meeting
Sunday, October 15, 2023**

Present: Pastor Andrew Isenhower, Ed Woodward, Anna-Marie Plyler, Amy Kemp, Becky Shealy, Carole Sox, David Lucas, Debi Powell, Heather Gilbert, Jan Haigler, Mike Weaver, Suzanne Sanders

Absent: Jason Fowler

Call to Order President Woodward called the meeting to order at 6:29 p.m.

Devotion: David Lucas gave the devotion followed by offering a prayer.

Adoption of Agenda:

1. Motion to approve the October 15, 2023 Agenda by David Lucas, second by Mike Weaver. The agenda was **Unanimously Approved**.

Adoption of Minutes:

1. Motion to approve the September 17, 2023 Council Minutes by Mike Weaver, second by Amy Kemp. Motion **Unanimously Approved**.

Attendance

Attendance and Membership for September 2023

<u>2023</u>	<u>9:30</u>	<u>SS</u>	<u>YouTube</u>	<u>Total</u>		<u>2022</u>	<u>9:30</u>	<u>SS</u>	<u>YouTube</u>	<u>Total</u>
9/3/2023	72	21	41	72		9/4/2022	79	14	32	79
9/10/2023	154	105	35	154	2023 Rally Day #	9/11/2022	109	46	48	109
9/17/2023	117	54	40	117		9/18/2022	100	45	43	100
9/24/2023	105	47	36	105		9/25/2022	99	41	71	99
Average	112	57		112		Average	97	73		97

Note: YouTube numbers reflect number of views, not number of people viewing.

Total Membership 12/31/2022: 594

Total Active Members 12/31/2022: 293

Current active membership at the time of the September 2023 Council Meeting: 287

Members Added since the September 2023 Council Meeting: 4

Deb Bodie: Affirmation

Steve Bowden: Affirmation

Jan DeRoner: Accession Lutheran Transfer (ELCA)

Virginia Morris: Accession Lutheran Transfer (ELCA)

Members Removed since the September 2023 Council Meeting: 0

Current active membership at the time of the October 2023 Council Meeting: 291

Reports:

1. Treasurer's Report: Written Report submitted.
2. Realm Financial Report: Written Report submitted
3. Pastor's Report: Written Report submitted.

Standing Committees:

1. Communication – Carole Sox: Written Report Submitted at the meeting.
2. Evangelism Committee: Jason Fowler: No Written Report Submitted.
3. Finance Committee – David Lucas: Written Reports Submitted..
4. Gifts Committee – Ed Woodward: No Written Report Submitted.
5. Learning Committee – Heather Gilbert: No Written Reports Submitted.
6. Parish Life Committee – Debi Powell: No Written Report Submitted.
7. Property Committee – Mike Weaver: No Written Report Submitted.
8. Social Ministry Committee – Suzanne Sanders: No Written Report Submitted.
9. Worship Life Committee – Becky Shealy: No Written Report was distributed at the meeting.
10. Youth & Children Committee – Amy Kemp: No Written Report Submitted.

Old Business:

1. Upcoming Council Elections
One person has agreed to have their name placed on the ballot. Pastor will follow up with others who were contacted.
2. Audit and Staff Support Vacancies
Audit: Pastor will contact the nominee.
Staff Support: Marcia Woodward and Charlie Calhoun have agreed to serve
3. Reinvigoration Task Force:
Amy Kemp provided a written report at the meeting (Attached).
4. Budget Request Submitted to Finance Committee
David Lucas is waiting on two submissions.

New Business:

1. Motion from Staff Support
The Staff Support Committee moves to recommend allowing the Sexton to use the Good Shepherd Cell Phone assigned to him for personal use as long as he abides by the Employee Handbook Guidelines.
Motion was **Unanimously Approved**.
2. Playground and FAB Outreach Discussion
No discussion as it was covered in Mrs. Kemp's Reinvigoration Task Force's report.

Petitions and Communications

1. Council was reminded that November 15 is the Deadline for the December Newsletter Articles
2. Council was reminded to please submit a Committee Status Report even if there was no meeting but there was an action or event for your committee.

The Pulse

N/A

Executive Session

N/A

Adjourn:

Council President called the meeting adjourned at 7:29 p.m. Pastor Andrew then led the Council in the Lord's Prayer.

Respectfully submitted: Anna-Marie Plyler

Pastor's Report
Rev. Andrew Isenhower
October 13—November 17, 2023

Pastoral Acts

- Funeral for Herman McQuage
- No baptisms
- No weddings

Worship and Music

- I preached, presided, and led worship for 5 Sunday worship services.
- I participated in worship planning.

Education

- I have continued leading the mid-week bible study via Zoom.
- I have provided Faith 5 resources each week for members and families.
- I have continued teaching in-person Bible study.

Pastoral Care

- I made 5 in-home visits and 8 hospital/facility visits.
- I have followed up with bereaved members and families.
- I made 23 Pastoral Care phone calls.
- I provided a monthly communion service to folks at Wildewood Downs.

Social/Fellowship/Community Events

- I attended Fall Fest

Church Business

- I followed up with visitors to our congregation and prospective new members.
- I attended the following committee meetings:

- Fall Fest
- Worship Life
- Shepherd's Visitors
- Executive
- Evangelism

Synodical Business

- I attended a Midlands Conference Meeting.

Continuing Education

- I met with my clergy colleague group. We meet once a month with a counselor to support one another and strengthen our ministries.

Self-Care

- I took time each day for devotional reading and prayer.
- I traveled to Washington State to attend my grandmother's funeral and to spend time with extended family.

Respectfully submitted,



Pastor Andrew Isenhower

MINUTES – Good Shepherd Lutheran Church Communication Committee

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Meeting Date: November 9, 2023

Present: Carole Sox (Chair) and Deborah Mitchell

Call to Order: Call to Order by Carole Sox at 5:57 pm.

Agenda Item 1: Update on Website

- Deborah Mitchell and Carole Sox met to discuss placement of the committee-approved photos on the website. The committee members were notified and invited to attend, but since this task was originally assigned to Deborah and Carole, members were also given the option to take the night off. The photos were numbered and written/placed on a printout of each website page. The next step is for Pastor Andrew to approve the placement and then to send the changes to Wade Wingard.
- Deborah did check to see if any of the changes that were submitted last month had been made, and they had not been completed as of the date of this meeting.
- Carole will follow-up with Wade this month to determine if he has any suggestions for people who could assist him with the website changes.

The meeting concluded at 7:30 pm.

The next Meeting is December 7 at 6:00 pm.

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MINUTES- Good Shepherd Lutheran Church Evangelism Committee Meeting

Date: November 14, 2023

Present: Verna Sawyer, Pat Quattlebaum, Marion Eargle, Jason Fowler, Don Caughman, Pastor Andrew Isenhower

Absent: N/A

Call to Order and Devotion: 4:00 pm. Prayer given by Pastor Andrew

Notes:

Fall Fest-

- Everyone agreed that Fall Fest was a success: great turnout, positive feedback, and that the sanctuary tours and organ music were great for those who visited. A guest remarked that they had only seen the windows from the outside and that they enjoyed seeing them from the inside.
- Next year we will endeavor to provide the food for free, better marketing of event to equate an even bigger gathering
- Evangelism Committee spent [REDACTED] on Food, Chips, Sodas, and Waters out of our funds
- Proceeds from the concessions equaled [REDACTED] which will be donated to the Food Pantry this Sunday.

Reinvigoration Task Force-

- Briefly spoke to the committee on my role in this task force and that I would keep them informed moving forward

Capitalizing on Playground and Church Grounds-

- General discussion about the high volume of traffic whether it be children at playground, folks walking their dogs, or kids playing basketball. How can we capitalize that to invite folks to church.
- Marion suggested some sort of signage be placed that has worship times

-Perhaps we can put a box similar to realtors and place the month's GSLC calendar or a general information sheet?

End Year 2023/ Next Year 2024-

-Unless a need arises or if we figure out a "sign-box" option for the playground, we will consider fiscal matters closed for the year. However, if we do purchase a post or signage (which I will discuss with Council at November Meeting) I will reach out to Evangelism Committee for a vote prior to purchase.

-We will not plan to meet again as a committee until January 2024 but will convene if necessary and communicate if we see church needs where we can interact/ participate/ engage

- We will plan and carry out either the Thanksgiving Event or the German Christmas Market event depending on feedback in 2024.

- We will also continue to take care of the Lenten Cross, participate in Fall Fest, and work hard to find new and interesting ways to engage the community to come to church on Sundays!

*Next Evangelism Committee Council meeting will be January 16, 2024, at 5:00pm.

Adjourn:

Meeting was adjourned at approximately 4:37 pm.

Respectfully Submitted:

Jason M. Fowler

Committee Chairperson

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**Finance Committee Meeting - MINUTES
Good Shepherd Lutheran Church
November 7, 2023**

PRESENT: Janice Haigler, David Lucas, Karen Lucas, Deb Embrey, Janet Lockhart

ABSENT: Becky Shealy, Rod Kent

CALL TO ORDER: The meeting was called to order at 6:05 PM, by David Lucas, chairperson of the Finance Committee.

DEVOTION: Opening prayer by David Lucas.

MINUTES: The minutes from October 3, 2023 were emailed to all members. The minutes were approved as emailed.

TREASURERS REPORT: Janice Haigler provided the balances, as of October 31, 2023, for the savings and checking accounts. She explained that the Irrigation Wells Fund had been used and the job completed. The account will be removed next year. Jan also explained that money from the Memorial Fund had been used for the well. A question was raised about the Playground Equipment Fund. We will leave this account as there are plans to upgrade the payment equipment. The Transitions Ministry account was discussed since we are no longer providing a meal for Transitions. This money should be moved to the Social Ministry Committee for a similar project or used for the Good Shepherd Food Pantry. The checking account balance was [REDACTED]

FINANCIAL SECRETARY REPORT: Deb Embrey shared that the October offerings provided 96% of what is needed. The first and third weeks were over [REDACTED] in General Offerings. Deb also shared that the 2024 envelopes were received, and the cost was [REDACTED]. The offering envelopes will be ready for distribution to the members the first week of December. Deb provided information on the 2024 financial commitment pledges. We have received 80 commitment pledges, which is 8 more than last year. The projected income for 2024 is [REDACTED] plus the [REDACTED] in the reserve fund for a total of [REDACTED]

TABULATORS REPORT: David Lucas reported that tabulators are doing okay.

TECHNOLOGY SUBCOMMITTEE REPORT: David Lucas shared that the committee is working on new cameras. Also, Eric Kemp will help with the Technology Committee, but he does not want to chair the committee.

OLD BUSINESS: None.

NEW BUSINESS: The Finance Committee reviewed and amended the 2024 Proposed Budget. Deb Embrey emphasized the need for our 2024 budget expenses to be less than the proposed income. Deb explained that from January 1 to November 6 of this year, the members have donated over [REDACTED] to the Capital Fund. Based on the membership's donations to the Capital Fund, the transfer from the Property Committee to the Capital Fund was reduced from [REDACTED] a month, for a total of [REDACTED] for the 2024 year. The budgeted amount for the Music Director was reduced from [REDACTED] based on the Staff Support document. The proposed budget for the Nursery attendant was reduced from [REDACTED]. The adjusted 2024 proposed budget total is [REDACTED]. Deb Embrey motioned, and Janet Lockhart seconded that David Lucas present the adjusted 2024 proposed budget to Council at the November meeting. The vote carried.

NEXT MEETING: The Finance Committee will not meet again until next year, unless needed.

ADJOURN: The business meeting was adjourned at 6:58 PM with the Lord's Prayer.

Respectfully Submitted: Karen Lucas

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September 28, 2023
Learning Committee Meeting Minutes

Members Present: Don Caughman, Heather Gilbert, Lisa Sanchez, Bruce Shealy

Staff Present: Pastor Andrew, Susan Sturkie

Meeting Called to Order: 6:00pm

Devotion: Heather

Sunday School Check In

- Sunday School classes off to a good start.
- Children will sing with choir on October 15th.
- "Echo the Story" curriculum ordered for youth class.
- Sunday school curriculum and supplies will all be moved into the supply space in the education building.
- No Sunday School on December 24th.

Learning Committee Budget Review and Input

Advent

- Learning committee will order Advent materials for youth.
- Youth Advent program scheduled for December 10th after the worship service in the FAB in lieu of Sunday School.
- We discussed the possibility of a small group learning opportunity during Advent.

Closing Prayer: Pastor Andrew

Meeting Closed: 6:30pm

Next scheduled meeting: Thursday, October 26th at 6:00pm if needed

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**Learning Committee
Report for October 2023 Council Meeting**

The Learning Committee did not meet in October. Our current project includes preparing the youth Advent program that will take place on December 10 during the Sunday School hour. We look forward to sharing this with the congregation.

PROPERTY COMMITTEE REPORT NOVEMBER 2023

Most of the previously reported projects have been completed. There are a few details to update.

- The well project is finally complete!
- The Dominion conversion for all 3 buildings to LED is complete.
- Precision Fire is the provider that monitors our fire safety equipment. During the inspection in November, we were notified that some of the batteries are in need of replacement. This is the equipment that immediately calls the fire department if an alarm goes off.
- The Sanctuary roof has a 3-year warranty that runs out in November 2023 and Joey Allison noticed problems in September. The contractor was alerted, and the Sanctuary roof was inspected, but as of this time, no report of condition or action has been received by GSLC.

These last couple months have been relatively quiet.

Mike Weaver – Property Committee

Good Shepherd Lutheran Church

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Worship Life Committee Meeting Minutes

October 24, 2023

Attendees: Nancy Hyatt, Steve Fink, Pastor Andrew, Neal Inman, Kerry Stubbs, Becky Shealy, Susan Sturkie, Jim Johnson and Marcia Woodward. Visitors Mike Sanchez and Charlene Fink.

The meeting opened with a devotion given by Becky Shealy.

Minutes of the September meeting were approved as written.

Janet Lockhart presented a recommendation that Good Shepherd should have a more informal, more contemporary service at least once a quarter. This idea was accepted and Pastor Andrew and the Music Staff will put together a planning group. Nancy Hyatt moved that we do this and Steve Fink seconded the idea. All were in favor.

Becky Shealy reported that the search committee had a candidate that they were recommending for the position of Part Time Music Director, that person is Deacon Jim Johnson, who is one of our own. Mike Sanchez and Charlene Fink attended this meeting to answer any questions Worship Life might have. Details of his time off in the summer will be worked out at a later time. Worship Life will now send this motion that was approved by all to Staff Support for their portion to be completed. It will then be sent to Council for approval.

Becky Shealy reported that all is well with worship assistants and tabulators.

We have several important dates to remember between October and the end of the year. They are:

1st Sunday of Advent, December 3rd. The Chrismon Tree will be up and decorated.

4th Sunday of Advent December 24th morning of Christmas Eve.

A light meal will be served after the noon Advent services on Dec. 6th and 20th. On December 13th everyone is invited to make a reservation and attend the POGS Christmas meal in the FAB. Reservations forms can be found in the Narthex. Deadline for reservations is Dec. 1st.

There will be 2 Christmas Eve Services December 24th that afternoon and evening, one at 4:00 P.M. that will allow for people who do not drive after dark to attend and the late Service at 9:00 P.M.

We closed with the Lord's Prayer.

Respectfully Submitted,

Becky Shealy, Chair of Worship Life Committee

Social Ministry Update

November 13, 2023

As requested by Executive Committee, here is my update on an agenda item.

Finalize Food Pantry Limited Use of Classroom II: Spoke with Anne Rush who reports that the volunteers limited use of classroom II on distribution days (Wednesdays) is working nicely. They would like to continue using the classroom space to have the bags of food ready for recipients to pick up. There are no complaints or issues at this time.

Thanks,
Suzanne Sanders

**Day School Transition Committee
Report for October 2023 Council Meeting**

One of the two remaining open accounts paid in full this month. The other will still be paying through May 2024 per our agreement. It is about \$8K in outstanding debt. Those funds will be used on projects and supplies for the Education building, playground and possible other church projects as the money allows.

Last month the craft supplies from around campus were gathered and organized by Amy and Anne-Marie in the breakroom.

New tables have been ordered for the breakroom, confirmation classroom, 3-5 grade classroom and the youth room. Once delivered they will need to be assembled.

The Day School Transition committee will meet again in December to discuss the year-to-date activities and next steps.

Please let me know if you have any questions.

Best,
Amy Kemp

**Youth & Children Committee
Nursery Update
Report for October 2023 Council Meeting**

The physical space of the nursery is still a work in progress as we are waiting on additional funds to purchase toys and baby care items. As we do not have any babies regularly using the space this has not been a priority for spending.

Attached are two rough drafts for job descriptions. I will work with the Youth and Children committee to revise and solidify a job description. Once complete I will then send them to the day care facilities in the area to see if they have anyone interested. This will be ongoing past my term and I'll work as desired with the new Youth and Children chair to fill the positions.

The Nursery Workers are very part time and currently nor I doubt would in the future report to staff support so I do not think that beyond the Youth and Children committee this needs to be vetted further.

Let me know if you have any questions or concerns.

Best,
Amy Kemp

Church Nursery Attendant Job Description

Good Shepherd Lutheran Church

Love working with children and need a part-time job with a vibrant and fun church community? Join us as our nursery worker at [REDACTED] We are a medium-sized Lutheran congregation in the Forest Acres neighborhood in Columbia, SC. We run two children's Sunday school classes for Kindergarten - 5th grade and provide nursery care for our children infant-4 years.

Purpose: We expect the Nursery Attendants to be a consistent presence in the lives of children in their care. For this reason, we ask the nursery workers to be present every Sunday from 9:15am until 12:00pm. The Nursery Attendants will be the most identifiable face of our nursery program. It is vitally important that someone in this position convey a sense of hospitality to our little ones and parents.

Before worship, we ask the attendant to set up the room for any activities or crafts that day, and assist our volunteers in setting up their classrooms. As people arrive for worship, we ask the Nursery Attendant to greet parents warmly, sign in children, and actively engage little ones. This means holding infants, getting onto the floor with toddlers, etc. Engaging the little ones during drop-off will make it easier for parents to leave the nursery without a fuss.

Responsibilities:

- Provide age-appropriate care which may include: feeding, changing diapers, escorting to the bathroom, maintaining a safe environment, holding, or sitting with and cheerfully interacting with children through games, stories, play, art activities and prayer.
- Be of good moral and Christian character and modeling this behavior in your interactions. Be polite, friendly, and courteous to all children, parents, and volunteers. Speak in a gentle tone of voice to the children.
- Get to know parents and children see you will be seeing them on a weekly basis.
- In the event of an emergency notify the parent via the communication system. Cell phone/pager.
- Stay until the children are secured with a responsible adult named on the child's registration form.
- Keep nursery clean, sanitize toys (as needed), help keep art/craft supplies organized and tidy
- Straighten & tidy the nursery before leaving.
- Dependability and a warm and welcoming presence is essential.
- Report to the nursery coordinator any issues which are hindering the carry out of the duties or responsibilities.
- First work to cover your shifts with other Nursery Workers and then communicate in advance, by phone to the nursery coordinator: 1) any planned absences with an advance two-week notice, or 2) any unplanned absences at least two hours prior to the shift.

Minimum Requirements:

- Minimum 21 years of age
- Can make at least a 1-year commitment
- Background check
- Candidate demonstrates they love working with children
- Flexibility as needs change week to week
- Satisfactory completion of CPR training for infants and children.
- Must adhere to Good Shepherd Lutheran Church Child Protection Policy Guidelines.

The compensation for each Sunday is \$40 minimum, and \$20 per hour for any special church events. To Apply: Send cover letter and resume with relevant work experiences to aekautz@gmail.com

SPECIAL CONDITIONS: This position is classified a part-time support staff and does not include vacation, sick-leave, or other benefits afforded to full-time personnel. The intent of the part-time status is to not exceed 5 hours per week. Social Security taxes will be withheld and matched by the church. This position reports to and is supervised by the Chair of Youth and Children, but also reports administratively to the Parish Coordinator for scheduling and payroll.

Immediate termination will occur in cases of intentional verbal, physical, or emotional abuse or neglect of any child, parent, or church member. Termination may occur for failure to carry out job duties as described above or failure to comply with the “Good Shepherd Lutheran Church: Child Protection Policy”.

PHYSICAL AND/OR ENVIRONMENTAL DEMANDS: The physical and environmental demands described here are representative of those encountered and/or necessary for the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to work effectively in an environment with frequent interruptions and distractions.

2. Ambulatory skills: ability to transfer weight up to fifty pounds; ability to stand, walk, sit, stoop, kneel; possess hand-eye coordination and arm/hand/finger dexterity.

3. Ability to speak, hear, smell, and exercise visual acuity.

Church Nursery Worker Job Description

Purpose: To provide dependable, safe, secure, and nurturing care to the children while at our Church, ages 0-4 years in a clean environment. Per the Good Shepherd Lutheran Church Child Protection Policy there must be two Nursery Workers present for the Nursery to be open. The Nursery is open when there are regular Church services, Sunday School and special occasions. Nursery Workers will work together to fill the calendar quarterly and submit the schedule to the Parish Administrator.

Responsibilities:

- o Responsible for providing age-appropriate care which includes: feeding, changing diapers, escorting to the bathroom, maintaining a safe environment, holding, or sitting with and cheerfully interacting with children through games, stories, play and prayer. Universal precautions should always be used while changing diapers or time of body fluids.
- o Be of good moral and Christian character and modeling this behavior in your interactions. Be polite, friendly, and courteous to all children, parents, and volunteers. Speak in a gentle tone of voice to the children.
- o Stability of physical, mental and emotional health.
- o Knowledge of the age-appropriate needs for children 0-4 years.
- o Arrive 15 minutes prior to the Church Service. Child care hours include every Sunday 9:30 AM until approximately 12:00 PM. You are expected to work all Sundays even if it falls on a holiday. You will have the option to work other church events, i.e. Easter, Christmas, Vacation Bible School, Advent, etc. The opportunity for extra work will be announced at least 4 weeks prior to the event. There will always be services on Ash Wednesday, Maundy Thursday, and two services on Christmas Eve. If you choose to work extra at these other events, the hour(s) of the nursery will be specified.
- o Stay until the children are secured with a responsible adult named on the child's registration form.
- o In the event of an emergency notify the parent via the communication system. Cell phone/pager.
- o Straighten the room and clean any toys/beds before leaving. All toys that have had contact with saliva will require special attention. A sanitizing solution will be available to use in the nursery.
- o Attend an evaluation after a 90-day probationary period and thereafter annually.
- o Report to the nursery coordinator any issues which are hindering the carry out of the duties or responsibilities.
- o First work to cover your shifts with other Nursery Workers and then communicate in advance, by phone to the nursery coordinator: 1) any planned absences with an advance two-week notice, or 2) any unplanned absences at least two hours prior to the shift.

Qualifications:

- o Experience in caring for children between the ages of 0 to 4 with the ability to adapt and interact with a variety of personalities.
- o At least 18 years of age
- o Satisfactory completion of background check and drug screening
- o Must present the results of a current (within 1 year) Tuberculin and current immunizations.
- o Satisfactory completion of CPR training for infants and children.
- o Must adhere to Good Shepherd Lutheran Church Child Protection Policy Guidelines.
- o Three references.

Termination Policy:

- o There will be a 90-day probationary period where either party may terminate employment

- o Dependability is essential. Tardiness and excessive absences cannot be tolerated and will result in termination of employment.

SPECIAL CONDITIONS: This position is classified a part-time support staff and does not include vacation, sick-leave, or other benefits afforded to full-time personnel. The intent of the part-time status is to not exceed 5 hours per week. Social Security taxes will be withheld and matched by the church. This position reports to and is supervised by the Chair of Youth and Children, but also reports administratively to the Parish Coordinator for scheduling and payroll.

Immediate termination will occur in cases of intentional verbal, physical, or emotional abuse or neglect of any child, parent, or church member. Termination may occur for failure to carry out job duties as described above or failure to comply with the "Good Shepherd Lutheran Church: Child Protection Policy".

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1. Ability to work effectively in an environment with frequent interruptions and distractions.
2. Ambulatory skills: ability to transfer weight up to fifty pounds; ability to stand, walk, sit, stoop, kneel; possess hand-eye coordination and arm/hand/finger dexterity.
3. Ability to speak, hear, smell, and exercise visual acuity.

GSLC Constitution Revision

Two attempts to schedule a time between Anna-Marie Plyler and Becky Shealy failed.

Will coordinate with Pastor after the New Year.

Submitted by: Anna-Marie