

## January 7, 2021 RLCC Executive Council Meeting

The meeting was called to order via Zoom, by Moderator Jim Brown at 5:15 PM. Pastor Pam led us in prayer.

The minutes of the last meeting were approved as distributed.

Finance: Debbie T. reported that pledging for the year 2020 was quite successful, considering the impact of COVID. The deficit in pledging was only \$4,126.00. Revenues were \$30,000.00 more than had been budgeted. The projected loss for the year had been \$22, 599.00, and actual loss was \$13,208.00.

Governing Committees. All Executive Council members agreed to continue their reporting of the governing committees for the year 2021.

Christian Education. Pam reported that the program is progressing nicely under the direction of Zina General. The children had successful Christmas Program, with all ages participating.

Diaconate. Audrey reported that the Wednesday Church Coffee and Chat continues to be held on Wednesdays. Prayer ZOOM is on Thursdays, led by Pastor Pam. The deacons continue to participate in weekly worship planning.

Facilities Management. The Fellowship Hall remodel is complete.

Jim presented his plan for the order of business at the Annual Meeting. It was as follows:

1. Call to order, Jim.
2. Opening prayer, Pastor Pam.
3. Reading and approval of minutes from the 2020 annual meeting.
4. Presentation and review of Financial Statements, Mark Schubert.
5. Vote on bylaws revisions.
6. Presentation and installation of Slate of Officers for the year 2021.

7. New business brought before the congregation.

8. Closing benediction, Pastor Pam.

Further Business.

Accompanist compensation for the month of January was clarified. She was paid for the use of her music at all regular services and for Advent services, per the direction of Pastor Pam.

The development of the Employee Handbook is in progress. The executive council will meet on January 12, 2021 to continue this work.

Pastor Pam reported that she would encourage us all to think “outside of the box” for the coming year. She continues the pursuit of her doctoral degree, with a class on Islam being the most recent. She begins more classes on January 17th, 2021.

Zina General has completed her three-month trial period; therefore, a review of her performance is in order. Pastor Pam will do this.

Mark Schubert was delayed by an unplanned interruption to his work schedule but did present the reports gathered for presentation at the annual meeting.

The meeting was adjourned at 18:15 by Jim Brown, Moderator.

Respectfully submitted by,

Audrey Clark, Recording Secretary.

## **RED LODGE COMMUNITY CHURCH**

### **Minutes of the Executive Council**

**March 4, 2021**

The meeting was opened via Zoom at 5:30 PM with the following individuals being present: Jim Brown (Moderator), Mark Schubert (Treasurer), Debbie Tomicich (Financial Secretary), Pam Peterson (Pastor). Positions remaining vacant are as follows: Vice-Moderator, Clerk, and Recording Secretary.

The following order of business prevailed at this meeting:

- Opening devotion/prayer by Pastor Pam
- Approval of distributed minutes as corrected for the February 11, 2021 meeting.
- Review of church finances by Mark Schubert & Debbie Tomicich
- Discussed the following issues:
  1. Administrative Coordinator Position Status
  2. Executive Council Vacancies
  3. Fund Raising Events & Dates
  4. Paycheck Protection (PPP) Application
- Pastor's initiatives & concerns
- Benediction by Pastor Pam

The following action items resulted from discussions occurring at the meeting:

- One application for the Administrative Coordinator position has been received. Pastor Pam and Jim Brown, Moderator will conduct an initial interview with Janet Heuer-Campiglia on Tuesday, March 9<sup>th</sup>. If acceptable, a Special Meeting of the Executive Council will be called for a later date in March for the purpose of a second interview and possible offer of the position of Administrative Coordinator.
- The members of the Executive Council started the process of reviewing possible names to consider for the vacant positions on the Executive Council. A list of the church membership had been provided to the Executive Committee. Pastor Pam recommended that the process be terminated and that the church engage in a review of its organization structure. A special congregational meeting would be called for the purpose of identifying possible changes to the organization structure for the church. Martha Brown and Russ Lord would lead this special meeting of the congregation. A Special Council meeting would be called to consider and approve this recommendation.

- RLCC traditional fund-raising activities were reviewed.
  - Shrove Tuesday (March 1, 2022)
  - Harvest Dinner (1<sup>st</sup> Saturday in November 2021)
  - Thanksgiving Gift Certificate Program
  - Summer Lunch Program
- Mark Schubert, Treasurer and Jim Brown will follow-up on the application for the Paycheck Protection Program (PPP).
- Pastor Pam's Initiatives and concerns were reviewed.
  - Live public services will resume Sunday, March 7, 2021 at 11:00 AM. Two Deacons will be available to assist with the service and CDC protocols.
  - Vacation Bible School will be held at Kuleva Park beginning July 12, 2021.

The meeting was adjourned at 6:30 PM with a benediction by Pastor Pam.

Respectively submitted,

Recording Secretary, Pro-temp

- Pastor Pam indicated her desire to reopen the church for live public services.
- The following motion was passed:
  - Moved and seconded that the Red Lodge Community Church would resume live public services on Sunday March 7, 2021 at 11:00 AM. CDC guidelines currently in effect will always be followed.

The meeting was adjourned at 5:45 PM

Respectfully submitted,

Recording Secretary, Pro-temp

# RED LODGE COMMUNITY CHURCH

## Minutes of the Special Council Meeting

March 11, 2021

The meeting was opened via Zoom at 5:30 PM with the following individuals being present: Jim Brown (Moderator), Debbie Awes (Past Moderator), Mark Schubert (Treasurer), Debbie Awes (Financial Secretary), Pam Peterson (Pastor), Russ Lord, Martha Brown, Renee Gabrian, Jay West.

The following business prevailed at this meeting:

- ❖ The intent of the meeting was to consider a request from the Pastor-Parish Relations Committee to call a special meeting of the church membership. The purpose of this request was explained by members of the Pastor-Parish Relations Committee. Essentially, the request involved the possible need for a revision of the church's organizational structure due to the difficulty of filling administrative offices required in the current organizational structure. The Church Council then discussed the request, entertained a motion to hold the special meeting of the congregation, and approved said request. An Ad Hoc Committee will be formed by selecting one member from each committee/ministry of the church. A date for the special meeting of the church membership will be determined later.

## **RED LODGE COMMUNITY CHURCH**

### **Minutes of the Executive Council**

**March 16, 2021**

The meeting held in the Upper Room of the RLCC was opened at 2:00 PM with the following individuals being present: Jim Brown (Moderator), Debbie Awes (Past Moderator), Mark Schubert (Treasurer), Debbie Tomicich (Financial Secretary), Pam Peterson (Pastor), Marty Clague (Choir Director), Zina Williams (Christian Education Director).

The following order of business prevailed at this meeting:

- Second Interview for Administrative Coordinator meeting for Janet Heuer-Campiglia.
- Executive Session dealing with employment offer for Janet Heuer-Campiglia.

The following action item resulted from discussions occurring at the meeting:

- Motion was made, seconded, and passed unanimously to offer Janet Heuer-Campiglia the "Administrative Coordinator" position. Employment would be probationary for a three-month period beginning Tuesday, April 23, 2021. The part-time hours would from 10:00 AM -3:00 PM Tuesday through Friday weekly at a rate of \$15 per hour.

The meeting was adjourned at 3:00 PM.

Respectively submitted,

Recording Secretary, Pro-temp

## **RED LODGE COMMUNITY CHURCH**

### **Minutes of the Executive Council**

**April 1, 2021**

The meeting was opened via Zoom at 5:30 PM with the following individuals being present: Jim Brown (Moderator), Debbie Tomicich (Financial Secretary), Pam Peterson (Pastor).

The following order of business prevailed at this meeting:

- Opening devotion/prayer by Pastor Pam
- Approval of distributed minutes as corrected for the March 11, 2021 meeting.
- Review of church pledge receipts by Debbie Tomicich
- Discussed the following issues:
  1. Paycheck Protection Program Application Status
  2. Employment Agreement for Professional Staff Positions
  3. Organizational Restructuring Ad-Hoc Committee Status
  4. Review live Worship Services Status
- Pastor's initiatives & concerns
- Benediction by Pastor Pam

The following action items resulted from discussions occurring at the meeting:

- A motion was made, seconded, and passed unanimously to set guest minister fees at the following rates:
  - o \$200 for ordained ministers traveling from outside of Carbon County.
  - o \$150 for ordained ministers traveling from within Carbon County.

The following discussed occurred with action to be taken at a later date:

- Janet Campiglia is developing an Operations manual for the church.
- Log in access to Breeze needs to be provided to the Administrative Coordinator.
- Discussed the possibility of increasing the Administrative Coordinator position to 25 hours per week.

The meeting was adjourned at 6:30 PM with a benediction by Pastor Pam.

Respectively submitted,

Recording Secretary, Pro-temp

## RED LODGE COMMUNITY CHURCH

### Minutes of the Executive Council

July 8, 2021

The meeting was opened at 1:00 PM with the following individuals being present: Jim Brown (Moderator), Debbie Awes (Past Moderator), Debbie Tomicich (Financial Secretary), Mark Schubert (Treasurer), Pam Peterson (Pastor).

The following order of business prevailed at this meeting:

- Opening devotion/prayer by Pastor Pam
- Approval of distributed minutes for the June meeting.
- Review of Monthly Minutes of Governing Ministries.
- Discussed the following issues:
  1. UCC /Disaster Grant
  2. Pastor's Contract Renewal
  3. Organizational Restructuring Ad-Hoc Committee Status
- Pastor's initiatives & Concerns
- Benediction by Pastor Pam

The following action items resulted from discussions occurring at the meeting:

- Pastor Pam announced that RLCC has received a \$3,000 Disaster Relief Grant from the UCC Conference. Restrictions are attached to the grant. Possible uses for the funds was discussed. No decisions were made for specific allocations of the funds.
- The Pastor's Contract for the period ranging from July 1, 2021, to June 30, 2022, was discussed. Total compensation will remain at \$92,117. Pastor Pam indicated that the funds allocated between the following compensation categories may need to be reviewed: Cash Salary, Housing Allowance, Parsonage, Annuity, Disability Income Benefit Plan, Group Life Insurance, Health and Dental Insurance and Self Employment Taxes. The contract was not finalized. Pastor Pam will provide additional information prior to finalization of the contract.
- The Ad-Hoc Committee for Organizational Restructuring of leadership positions was discussed. The Ad-Hoc Committee recommends the following as a possibility:
  1. Pastor acting as an Executive Director
  2. Officers elected by the church membership would be cut to three (Moderator, Treasurer, and Secretary)
  3. Educational meeting will be scheduled to discuss the initial proposal and solicit suggestions from parishioners.

- The Pastor's "Initiatives & Concerns" section of the meeting was highlighted by the Pastor suggesting the need for discussions occurring within the church about the need of purchasing a parsonage for future ministers of the RLCC.

The meeting was adjourned at 2:00 PM with a benediction by Pastor Pam.

Respectively submitted,

Recording Secretary, Pro-temp