

Emmanuel U.C.C.
Consistory Meeting Minutes
January 11, 2016

Rev. Cliff Herring	Daniel Heffelfinger	Bobbi Pope
Mark Bellesfield - A	Barbara Kautzman	Bruce Pope
Victoria Butz	Claude Kohl	Margaret Rosenberger - A
Carolyn Buzinski - A	Lenore Kohl	Peggy Saylor
Karen Christman	June McCracken	Barry Weibel
Alan Heckman		

Visitors: Amy Heckman, Treasurer; Les Bartholomew, Financial Secretary; Dee Marshall

Alan Heckman called the meeting to order at 7:00 PM. Following a prayer by Pastor Cliff Herring he read a thank-you note from Dr. Irwin regarding his participation in the anniversary celebrations. Alan also announced he has received a verbal resignation from Carolyn Buzinski. Because the revised Bylaws reduce the size of the Consistory, her position does not need to be filled.

Minutes of the December 14, 2015 Consistory meeting were reviewed and approved as submitted.

Financial Secretary's Report: The report from December 2015 and the 2015 Annual Report will be filed for audit.

Treasurer's Report: The December 2015 report and the 2015 Year End Report will be filed for audit. The balance in Benevolence Account Disbursements is the remainder of the Pastor's Discretionary Fund.

Pastor's Report: Pastor Cliff's Report is filed. He will present his annual reports next month. He shared a thank-you note from a woman to whom he gave a ticket for the pork and sauerkraut dinner, noting the importance of our outreach to the community.

Committee Reports

Spiritual Council: Pastor Cliff will set a meeting date with Elders after tonight's meeting.

Nominating: Alan Heckman announced Ben Pope will chair this committee.

Property: Alan Heckman reported the committee is functional but currently without a chairperson.

Staff Support: Bobbi Pope distributed the draft of a Sexual Misconduct and Child Protection Policy. Insurance coverage will return to the previous level when the document is submitted to the company. The committee moves *that Consistory accept this policy as the Sexual Misconduct and Child Protection Policy for the church.* The motion passed unanimously. The policy statement must be signed by all volunteers and employees and should be made available to the congregation. Forms signed and witnessed will be held in the church office.

The paid staff members have completed their background check requirements.

The committee recommends the positions of Church Secretary and Sexton remain salaried. But, they will review that recommendation when a personnel change occurs. They also will prepare a vacation policy for those positions.

Old Business: The insurance policy issue was addressed in the Staff Support Committee report.

Pastor Cliff distributed and reviewed the Benevolence Committee Report that is filed. OCWM remains in the budget and will receive 10% of all fundraising proceeds. Specific offering envelopes will be used to support the Blanket Fund, One Great Hour of Sharing, Sixth Street Shelter, Neighbors in Need, Lehigh County Conference of Churches and Veterans of the Cross. Communion offering will be evenly divided among the Allentown Rescue Mission, Bethany Children's Home, Food Bank, Lancaster Theological Seminary, New Bethany Ministries, Phoebe Home and Soup Kitchen. Additional summer envelopes will be designed to allow donors to select the charity or charities they want to support. June McCracken, on behalf of the committee members, moved *to accept the committee's recommendation with the amendment that disbursements take place quarterly and there will be a minimum of \$100 given to each named organization.* Daniel Heffelfinger seconded the motion that passed unanimously.

During discussion, Pastor Cliff explained OCWM donations support the conference and national church along with the ministries they offer. Members agreed that to avoid bank fees for not maintaining a \$500 minimum balance, quarterly benevolence distributions might be adjusted. Also, money from specific offering envelopes that arrive after that disbursement has been made will be forwarded to the appropriate organization in a timely manner. Finally, if money must be taken from the General Fund to meet the congregation's annual Benevolence goal, that amount will be donated to OCWM. The congregation will have to be informed about the new Benevolence plan and process.

The Consistory retreat will be held February 27, 2016.

New Business: Alan Heckman noted the revised Bylaws name four standing committees: Spiritual Council, Nominating, Property and Staff Support. He distributed the list of 2015 Committees and chairs for review. Following discussion, and by consensus, the Bylaws and Publicity Committees are eliminated. The Centennial Anniversary Committee will remain to complete some business including the church history book and time capsule. A Christian Education Committee will be formed and needs a chairperson. Also, a Search Committee will be appointed. The scope and responsibilities of every committee need to be reviewed. Alan will meet with committee chairs to ensure their work matches and supports the goals of the church.

Alan Heckman asked members to sign up as Elders and Deacons of the Month and Assisting Elders. He reminded them the Deacon of the Month is responsible to name an acolyte and people to collect the offering each Sunday. The Elder of the Month must deliver altar and stand flowers to the designees or shut-ins and organize Communion servers. The Assisting Elder prepares the Communion elements and assists the Pastor.

Barry Weibel made a motion *to hold the annual congregational meeting on March 6, 2016.*
Vicki Butz seconded the motion. It passed unanimously.

To meet a Consistory goal for 2016, "Getting to Know You" articles highlighting Consistory members and committees will be included in upcoming newsletters. Vicki Butz will write the February article as a member of Consistory. Alan Heckman will ask a committee chair to write a description of their committee's work and meeting schedule, inviting members of the congregation to join them.

Alan Heckman conveyed a request from Bill Kehm to return Boy Scout plaques to the Social Hall. Karen Christman was asked to speak with him about installing a new plaque or finding another way to honor Troop 14. She will bring a recommendation to the Consistory. Boy Scout items will be in the sanctuary display case during February, Boy Scout month.

Planning for our Future: Pastor Cliff asked Consistory members to suggest people to serve on the Search Committee. He distributed the list of groups the Consistory previously said should be represented. Members are asked to make their suggestions and return the form to him by January 25th.

Vicki Butz read the Fundraising Committee report. A copy is filed. The next event is the "Souper" Bowl/Fat Sunday luncheon on February 7th. The next meeting of the committee is February 4th at 7 PM.

Alan Heckman adjourned the meeting at 9:10 PM.

Respectfully submitted,

Barbara Kautzman
Secretary

Next meeting: February 8, 2016