**Deacon Minutes – Approved**

**February 16, 2021**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Present | Absent |  |  | Present | Absent |  |  | Present | Absent |
| Larry Anderson | X |  |  | Mary Lancaster  | X |  |  |  |  |  |
| Pastor Cable | X |  |  | Wes Langford  | X |  |  |  |  |  |
| Rob Stegeman  | X |  |  | Jim Lorenzetti | X |  |  |  |  |  |
|  |  |  |  | Marion Lynn |  | X |  |  |  |  |

Also in Attendance:

Barry Cooper, Debbie Failing, and Diane Fry

* Opening Prayer: 6:30 by Wes Langford
* Quorum is established.
* The January minutes are approved, and ordered to be submitted to the deacons, Session, and office staff.
* The deacons discussed officer nominations for 2021. All are asked to continue praying about how they would serve the board of deacons in 2021, and a vote will be taken next month after deacon installation.
* Debbie Failing self-nominated for the position of clerk. Jim Lorenzetti will ask Marion Lynn if he has interest in being nominated for clerk.
* Wes Langford self-nominated for position of moderator.
* Pastor’s Report:
* The deacons met this month on the 3rd Tuesday in order to allow time for the church’s accountant to prepare our monthly financial statement, so the Finance Team could update the deacons with the church’s finances in a timely manner. The new meeting date and time is subject to change, based on Pastor Cable’s availability. Pastor Cable shared that he meets with Coordinating Team on the 3rd Tuesday of the month at 7:00 p.m. Pastor Cable will ask the members of the Coordinating Team if they are interested in moving their meeting date or time, in order to minimize overlap between the two meetings. Mary Lancaster offered a solution for Pastor Cable’s meeting conflict, which is for the deacons to meet at 6:15, provided that the Coordinating Team may consider moving their meeting to 7:15. The deacons approved meeting at 6:15 next month.
* Pastor Cable made the following team assignments, which for Barry Cooper, Debbie Failing, and Diane Fry, will take effect after they are installed.
* Mercy Team: Mary Lancaster, Wes Langford, and Marion Lynn. Jim Lorenzetti was briefly considered for Mercy Team, because his last name also starts with the letter L. Jim Lorenzetti will call Marion Lynn to confirm his preference to serve on Mercy Team.
* Property Team: Barry Cooper, and Rob Stegeman.
* Helps Team: Debbie Failing, and Diane Fry.
* Finance Team: Larry Anderson, and Jim Lorenzetti.
* Mary Lancaster proposed that, in order to promote communication and unity between the teams, the deacons should consider filling a seat on each of the Elder led teams, just as the Elders have attended the deacon led teams. Pastor Cable liked the idea, but cautioned that too many meetings may cause conflicts, or lead to burnout.
* Barry Cooper suggested that a deacon could attend Coordinating Team meetings, much like the Session appoints an Elder to serve as liaison to the deacons. The deacons approved of the idea, and Pastor Cable will discuss the suggestion with the Coordinating Team.
* Mary Lancaster noted that the deacons are eager for the incoming deacons to be installed. Pastor Cable explained that it has been especially difficult this year to install and train the new deacons at the beginning of January. He will evaluate the process with the Nominating Team, with the goal of establishing a procedure to install the incoming deacons each year before the deacons’ January meeting.
* Pastor Cable advised that the deacons should craft a motion for the Session to consider a procedure to install deacons at the beginning of January, and then send the motion to Paul Weatherford before the Session meets this Thursday. Pastor Cable encouraged that the motion should not include any details about training the incoming Elders and deacons, but to keep the motion focused on the timing of installation.
* Mary Lancaster moved that the newly elected deacons and elders be installed no later than the 2nd Sunday in January. Discussion: Debbie Failing asked if there was a schedule for installation of new Elders and deacons. Mary Lancaster responded that there was no set schedule. Larry Anderson recalled that he was trained in December and installed in January. Jim Lorenzetti questioned if having installation of both Elders and deacons together in the same motion could potentially complicate the Session’s vote on Mary Lancaster’s motion? Mary Lancaster replied that the Elders were in the same situation, needing to establish a procedure to install incoming Elders. Larry Anderson seconded the motion, all agreed, no opposed, the motion carried. Mary Lancaster will send the motion by e-mail to Paul Weatherford, in order that the motion is placed on the Session’s agenda this Thursday.
* The deacons will discuss Chapter 10 of From Embers to a Flame next month.
* Team Reports:

 a. Coordinating:

* None.

 b. Finance:

* Phil Josephson had previously distributed to the deacons the minutes to the Finance Team’s January meeting, as well as the January financial statement.
* Larry Anderson reported that the church has had a good start to the year; giving outpaced expenses for the month of January.
* The budget was presented and approved at the annual meeting. Due in part to a decrease in the amount of pledges in the stewardship campaign, the budget for 2021 is nearly the same amount as 2020.
* The Finance Team has been using the Link to provide monthly notices about the endowment fund. A notice has also been inserted in the Link to request that members pay the $38 per member contribution, which our church pays to the EPC.
* Mary Lancaster asked where is the money coming from to fund the purchase and installation of the new playground, given its anticipated cost of approximately $45,000. Larry Anderson and Jim Lorenzetti replied that the Session has not told the Finance Team which funds will be used for the new playground.
* The 2020 audit is expected to start within the next few weeks, once volunteers have been identified.

c. Helps:

* No report; Helps Team did not meet in January.

 d. Mercy:

* Praise that Robin Bowin has joined the Mercy Team!
* Mary Lancaster and Wes Langford reported that Mercy Team has been focused lately on Pastor Cable’s observations about how COVID has affected members of our church. Some members and families have felt ignored or not helped during the quarantine. Mercy Team has been discussing how best to respond to this situation. No conclusions have been reached, but it is a concern that Mercy Team has been discussing.
* One difficulty that will need to be resolved is that our pastors cannot divulge confidences when members ask for help. Mercy Team does not know how to respond in these situations.
* Mercy Team continues to send cards to shut-ins.

 e. Property:

* Rob Stegeman reported that the Property Team is taking steps to repair the damaged basketball goal in the parking lot.
* There has been focus on caring for our facilities, like our parking lot, with regular maintenance.
* Property Team understands that the Session has approved a plan to purchase playground equipment. Property Team is standing by to offer consultation, if needed.
* Property Team has been discussing how to test and maintain the AED defibrillator. Property Team is uncertain which team’s budget is responsible to pay those associated costs.
* We have been replacing inefficient urinals and making utilities more efficient.
* Some pieces of brick fell off the older part of the building. Property Team has been assessing the needs and cost for tuck pointing repairs.
* Mary Lancaster asked who has been cleaning the church during the quarantine. Rob Stegeman responded that we are still using Top Shelf for cleaning services. In 2020, when much of the church building was not getting used, we instructed Top Shelf to divert some of its labor cost to prioritize certain conditions, such cleaning the ministry center floor, all while working within the established monthly budget for cleaning. Now that we are regularly using most of the church building, Top Shelf has returned to keeping the entire church tidy.
* Rob Stegeman reported that Property Team did not receive a final budget for 2021. Jim Lorenzetti will send him a copy of the 2021 budget after the meeting.
* Old Business: None.
* New Business: The procedures for installing new deacons and Elders has already been discussed.
* WOW reports/Prayer requests
* Pray for healing for Pastor Cable’s back, which is taking longer than usual to heal.
* Rob Stegeman asks for prayers for the widowed husband and his two young boys after his wife passed away after contracting COVID.
* Jim Lorenzetti’s Uncle Carl is nearing the end of his life. Carl and his son Shawn are not believers, so we pray for the lost, and ask the Lord to work in a powerful way in this situation.
* Closing Prayer: Diane Fry
* Meeting adjourned at 7:52 p.m.

Next Zoom meeting: March 16, 2021 @ 6:15 p.m. (new time)

Jim Lorenzetti – Clerk

Mary Lancaster – Moderator