

**Evangelical Lutheran Church of the Epiphany  
Winston-Salem, North Carolina**

**Mission Statement**

*Epiphany is a welcoming community, empowered by the Holy Spirit, to share the GRACE of God,  
the LOVE of Christ, and the HOPE of new life with all!*

**Congregation Council Meeting Minutes**

August 18, 2014 – 7:00 p.m.

**Members Present:** Pastor Mohrmann, Pastor Wind, Zach Baker, Karl Florian, Paul Halvorson, Kathy Knecht, Melissa Maltzahn, Gretchen Pfitzner, Jim Pierson, Jeanie Saphar, Marc Shideler, Deni Thrasher, Carolyn Wiley

**Absent:** Scott Armstrong, Dave Hinshaw

**Guests:** Matt Smith, Larry Grush

**Devotions and Opening Prayer**

Kathy Knecht called the meeting to order at 7:00pm, and members were given the opportunity to share their celebrations or concerns. Deni Thrasher led our devotions and opening prayer.

**Approval of Agenda**

**Motion to approve agenda:**

Moved: Jim Pierson                      Second: Zach Baker

*Motion was carried with the addition of Payroll Changes Discussion under New Business, and move Mission Wall discussion to AFTER reception of minutes.*

**Reception of Minutes**

**Motion to approve July 21, 2014 minutes:**

Moved: Jim Pierson                      Second: Karl Florian

Motion was carried

**Invited Guest Topic**

"Mission" Wall – Larry Grush proposed certain walls in the building to be dedicated to the various local missions and outreach ministries of Epiphany as a celebration of our efforts. The goal is for the congregation to show their pride, and share with friends/guests, what it means to be members of Epiphany. Some suggestions were posters (static,) and possibly flat screen monitors with a continuing slide show (dynamic.) This is the developmental stage and any/all ideas are welcome.

**Ministry Updates/Reports**

- Music Program – we have our organist.
- Audit Team – no new updates. Next meeting is September 8 and the team is hoping to have a draft of procedures and information.
- Ministry Moments – There are various Temple Talks from groups, and emphases should be placed on Epiphany activities. October focus is stewardship.
- EECC – they are on budget, and doing their everyday activities. EECC is above student capacity. They would like a "dedicated" work crew for maintenance of property, especially to keep current with State regulations.
- Fellowship – no update.

**Correspondence**

- The following thank you notes were signed during the meeting.
  - o Mike Spain for a variety of activities around the church.
  - o Pastor Laura & youth group for their involvement and dedication in mission trips.
  - o Kathy Baker for acting as a chaperone for our youth.
  - o Epiphany Builders for the many services they provide to needed services/projects.
  - o Shelley Hood for her work as the Epiphany Council recording secretary.
  - o Reconciliation and Renewal Task Force for their compassionate completion of task and a positive outcome.

### **Pastors' Reports**

Attached – Pastor Laura reiterated the great commitment and wonderful work from the youth on their mission trip.

Pastor Ray submitted his resignation as Epiphany's senior pastor effective September 28, 2014. His last day leading worship will be September 14, followed by 2 weeks of vacation.

**Motion: to accept Pastor E. Ray Mohrmann's resignation, with deep regret, as the senior pastor of Epiphany Lutheran Church, effective September 28, 2014.**

Moved: Gretchen Pfitzner  
Motion: Carried **(2014-27)**

Second: Deni Thrasher

### **Treasurer's Report/Financial Secretary's Report**

Treasurer's Report attached. The EECC is doing well. Committee budget reports are due 10/3 to the Finance Committee, and the budget summit is scheduled for November 16.

### **Business in Process**

- Fall Worship Schedule – discussion between 1 or 2 worship services and Faith Formation placement on September 14 for one Sunday, then going forward for future schedule. Given the current circumstances with Pastor Ray's resignation and many aspects affected, council proposed that, at this time, we should offer 1 worship service at 10:00 a.m., and Faith Formation should be scheduled at 8:45 a.m. The main reason behind this is to continue to promote community within our Epiphany family. Discussions regarding future process and planning for worship services should be intentional and informative for the congregation.

**Motion: to remain at one Sunday worship service at 10:00 a.m., and Faith Formation to be scheduled at 8:45 a.m., effective September 7, 2014.**

Moved: Jim Pierson  
Carried **(2014-28)**

Second: Karl Florian

- Church Secretary Job Description - final job description was provided by the Management Committee (attached) with the change from "Secretary" to "Office Manager" given the many additional responsibilities and changes that have slowly evolved.

**Motion: to accept updated job description for Epiphany "Office Manager," effective immediately.**

Moved: Management Committee  
Carried **(2014-29)**

- September 7, "God's Work, Our Hands" – Lutheran Services of Carolina have a few projects through Trinity Glen if we would like to participate. The consensus of the council is for us to concentrate on our own Epiphany projects.

### **New and Upcoming Business**

- Proposed Compensation for Pastor Laura – Our goal has been to move Pastor Laura's salary to the appropriate Synod guidelines. Considering the increased responsibilities she has assumed with the music program and with Pastor Ray's departure, council would like to at this time increase her compensation for the remainder of this budget year. The funds needed to make up the difference in her increased compensation would be taken from the choir director position, which is Pastor Laura's responsibility at this time. For 2015, the increase will be reflected in Pastor Laura's compensation budget line.

**Motion: to increase Pastor Laura's compensation to reach Synod guidelines using funds from the Choir Director salary line for the remainder of 2014. The 2015 budget will reflect the updated compensation amount in Pastor Laura's budget line.**

Moved: Executive Committee  
Carried **(2014-30)**

- Donation to LSS Virgin Islands - A member has requested that Council make a donation to Lutheran Social Services of the Virgin Islands.

**Motion: for Epiphany to make a contribution of \$500 to Lutheran Social Services of the Virgin Islands, funds to be taken from Undesignated Memorials budget line.**

Moved: Zach Baker                      Second: Paul Halvorson  
Carried **(2014-31)**

- The Management Committee has requested that we amend distribution of Compensation Checks (payroll) from the current process of every other Thursday, to the pay periods of the 15<sup>th</sup> and 30<sup>th</sup>/31<sup>st</sup> of each month.

**Motion: to change the Epiphany staff payroll periods from every other Thursday, to the 15<sup>th</sup> and 30<sup>th</sup>/31<sup>st</sup> of each month, effective January 1, 2015.**

Moved: Management Committee  
Carried **(2014-32)**

Council agreed to a date change for the next meeting, to be held **September 22, 2014.**

### **Devotions and Adjournment**

#### **Motion to Adjourn:**

**Moved: Jim Pierson                      Second: Paul Halvorson**  
**Motion: Carried**

Pastor Laura offered the closing prayer and the meeting was adjourned at 9:15pm.

Respectfully Submitted,

Shelley Hood  
Recording Secretary

#### **Attachments:**

Pastors' Reports  
Treasurer's Report  
Summary of Motions, 2014  
Church Secretary Job Description