

ST. LUCAS UNITED CHURCH OF CHRIST  
CHURCH COUNCIL MEETING MINUTES

March 24, 2020

Members present: Debbie Ball, Mike Bohn, Barb Coughlin, Joy Dressel, Ken Hamilton, Gregg Heutel, Dave Johnston, Randy Jurgensen, Don Lang, Al Lichtenstein, Jill Meyer, Skip Salomon, Joanne Scheidt, Lisa Slyman, and Carol Stelmach.

PASTORS: Rev. Kelly Archer and Rev. Bill Smutz

GUESTS: There were no guests. The meeting was held electronically via Zoom due to the Coronavirus situation.

The meeting was opened with a prayer by Rev. Smutz.

Linda Hartmann asked to speak; however, due to the current situation she was unable. She asked that Council acknowledge those who have stepped up to make everything run smoothly. Council would like to acknowledge all the staff, clergy, and congregation members for all their hard work in making everything run smoothly during the Covid-19 pandemic. Carol Stelmach wants to formally recognize and acknowledge all staff, clergy, and congregation members at a future church service.

CONSENT AGENDA: Carol made a motion to accept the consent agenda. Don Lang seconded it. Consent agenda was approved.

CLERGY REPORT: Rev. Archer gave her report. This is a time to launch new groups while people are at home with not as much to do. **See attached.** Rev. Smutz stated that this has been the most bizarre time in his professional history. There is no precedent in how to close up a church and function electronically. He and Kelly are working to make pastoral contacts especially with those who don't have as many people surrounding them. They are also checking in with staff to make sure they are all doing well. He encouraged us to be supportive of one another and reach out to those in our congregation. He believes we need to care for one another by sending

cards, calling one another, etc. Carol Stelmach asked if we should be helping those who don't have technology. We used to send DVDs to those without computers/internet service. Randy Jurgensen said we can mail CDs/DVDs to those who desire them. This will be discussed with the staff and then the information will be sent to Randy. Randy said instructions with how to get to YouTube could be sent to those who might have difficulty connecting. Kelly mentioned that transcripts could be sent to those who don't use/have technology. Staff will discuss this further.

**BUSINESS:** Discussion of Covid-19 Task team: **See attached Task Force memo.** Carol Stelmach said the Lindbergh students in the backpack program desperately need our help. Carol Stelmach and Skip Salomon will coordinate and when Skip is in the building tending to some repairs, he will put the food outside of church, and Carol and the people from Lindbergh's Central Office will pick it up and distribute it.

Skip made a motion that in accordance with the recommendations of the Coronavirus Task Force we direct the Building and Grounds Committee to do the following:

1. Temporarily disable existing security system access codes
2. Create a new code to be provided to the following:
  - a. Clergy and Office staff
  - b. Charlie Singler
  - c. Dave Johnston
  - d. Lisa Slyman made a motion to add a representative from the preschool. Motion passed.
  - e. Lisa Slyman made a motion to add Gregg Heutel and Al Lichtenstein. Motion passed.
3. Because there are a great many physical keys, have all exterior doors re-keyed, with actual keys only provided to:
  - a. Mehlville Fire Department Knox Box
  - b. Skip made a suggestion to add clergy instead of just Senior Interim Minister
  - c. President of the Church Council
  - d. Charlie Singler
  - e. Building and Grounds members as appropriate.

A record is to be kept of all keys issued, including both the name and the date. Additional keys to be issued only as approved by the Building and Grounds Committee. Key cards and codes will need to be remade after the quarantine. Ken stated that the procedure of how to create key cards and codes should be put in writing. Ken made a motion to include those needing a code to be determined later by Building and Grounds. Ken made a motion to accept the motion Skip made with amendments. Barb Coughlin seconded the motion. The motion was approved.

Skip made a motion that Building and Grounds be authorized to spend up to \$3500 to re-key all exterior doors of the building. Ken Hamilton seconded. The motion was approved. Information will be put in the e-blast to let people know that their codes and key cards will temporarily be disabled in order to keep the church sanitized.

Staff Salary Motion: The council voted to approve continuing to pay the staff during the quarantine until the next month. We will continue to monitor this monthly.

Personnel Committee Report: Church administrator position is posted. There are 5 applicants but none look strong. There have been no new applicants this week. The AV role has not been posted yet. Personnel Committee will continue to work on this.

Finance Committee Report: Gregg Heutel stated that Red Hen was given more time to get the information needed and wrap up 2019. They did not come through. Barb and Gregg are trying to finish the financial statements. December's financial statement should be finished in the next two weeks. Gregg hopes to have a financial report finished by the end of April. We need to hire someone on a temporary basis who has an accounting background so that the financials can be wrapped up. 75% of our expenses are fixed. **We need people to continue to give to church what they can even though church is not in session.** One can give online or mail in checks to the church. The steps to give will be sent out the congregation.

Open Forum: Debbie Ball stated that Seth agreed to come to a council meeting in the future and discuss how to enhance the choir program to get more people or children back to church. Joy Dressel stated that the preschool voted at their last meeting to refund the preschool fees paid through the end of the school year for days that preschool is not in session due to Coronavirus. The teachers and staff will also get paid through the end of the school year. Ken Hamilton suggested to Bill a way to do communion. He said at Friendship Village when services were online residents would cut their own piece of bread and pour a little wine and all have communion at the same time. Bill said the staff is in discussion on how to do this. Ken spoke to Pastor Carol about a support group for widows and widowers. They have all the materials needed. They suggested two meetings a year- June and January. Jill Meyer said 30 women were signed up for the book club. She is going to send out some book questions, and then they can later get together to share. Mike Bohn said we need to have the election of the preschool board at the semi-annual congregational meeting, and the preschool needs to present a budget. Randy needs access to church to get the AV equipment he needs. Randy was given permission to access as required.

Paul Simons' Presentation: Paul asked to meet with the Council but due to the quarantine, he was not able to meet. Paul stated that electronic voting is not addressed in the By-Laws or Constitution. He also

stated that Zoom meetings do not constitute a quorum. Dave and Paul are going to come up with an amendment to the By-Laws to bring to the congregation at the next congregational meeting to make the changes needed to bring us into the 21<sup>st</sup> century. We will continue to conduct meetings the way we are currently doing and go back and make necessary changes once life returns to normal.

Kelly Archer wants to amend the By-Laws and make changes to open up voting, etc. to homebound members. Dave wants to hold off on this and bring it up at the November annual meeting.

Bill Smutz stated that we need to look at the By-Laws every 3 years or so and make necessary revisions.

ADJOURNMENT: The meeting was closed at 8:13 pm with the Lord's Prayer.

Carol Stelmach made a motion to adjourn. Barb Coughlin seconded it. The motion passed.

Respectfully Submitted by Lisa Slyman

Dear Friends & Members of St. Lucas United Church of Christ,

The church's Coronavirus Task Force met again via a Zoom conference call on Sunday, March 22. Task Force members are Dave Johnston, Debbie Ball, Gregg Heutel, Skip Salomon, Dr. Marty Schmidt, Associate Minister Kelly Archer and Interim Senior Minister Bill Smutz. This week St. Lucas Preschool Director, Lynda Klosterman, was also part of the conversation.

Working from a goal of keeping the congregation as safe as possible, and recognizing that we are living in a very fluid time, where information from governmental and medical authorities is changing rapidly, the Task Force made additional decisions about worship and other activities at St. Lucas:

\* the church will be closed until at least April 30 for all activities and to all groups. The Task Force will continue to monitor public health decrees and denominational advice and adapt the length of closure as necessary. For now, however, this date seems prudent.

\* all church staff is now working/sheltering at home.

\*with few exceptions, the church building is closed. In an effort to be abundantly cautious, the Task Force is requesting that the Buildings and Grounds Committee make the building as secure as possible. If you have questions about building access, please contact Council President, Dave Johnston.

\* weekly worship experiences and traditional Holy Week services will continue to be produced and distributed online; staff continues to work at distribution of these services to those not connected to or not comfortable with electronic formats – but this is a tricky challenge.

The Task Force will continue meeting regularly, and offer ongoing communication. Please continue to call one another and connect via social media if possible. Also continue to pray for the needs of the world, for those who are ill and/or mourning loss of loved ones, for medical professionals and health care workers, and for the St. Lucas community.

Let us all remember this Gospel promise: Jesus said, 'Take heart, it is I; do not be afraid.' Mark 6.50

Dave Johnston

Bill Smutz

**Pastoral Report to Council: Covid 19 Edition**  
**Respectfully Submitted by Rev. Kelly Archer, March 24, 2020**

**Pastoral Care:**

Physical visits are suspended. Phone visits are happening on a regular basis, as I am both making and receiving pastoral care calls/texts throughout the day.

I drafted a letter for the folks expecting Holy Week Communion visits. Pastor Bill and I will determine when and how a finalized version of this letter will be mailed. Phone calls to the Homebound Communion list have already begun.

**Caring Ministry:**

Lay Ministerial Visits have been suspended, however, our Lay Ministers have been encouraged to continue to reach out to their Care Partners as best as they are able by phone or mail.

Planning is currently suspended for the Senior Luncheon on May 5, 2021. No official cancelation has been announced as we follow the instructions from the Task Force regarding the timeline.

**Worship:**

Participated in Ash Wednesday worship

Preached in worship this weekend as we lift-up 130 of Women's Fellowship at St. Lucas.

Preached at Trinity UCC in Belleville, IL on March 8

Recorded liturgical/reflection videos in support of online worship for 3/15, 3/22

Recorded and shared a Wednesday Evening Lenten Reflection on 3/18

Upcoming:

Participation in the planning and recording of future online worship services, including Holy Week and Easter services.

Leading Online Worship for April 25/26. This was originally the date for the Rite of Confirmation, however, that service has been postponed. Instead I am hopeful to involve the Confirmands as much as possible (via Zoom recording) for this online service.

**Education:**

**The Confirmation Class** will continue to "meet" as best as we are able via electronic methods. No date has been set for the Rite of Confirmation itself.

**Pick-Up Chapel** videos are posted weekly (first posting 3/19) via Facebook, both on the church and the preschool pages. Here's some good news, one parent posted that they enjoyed the online version so much that they would start attending Pick-Up Chapel once the building reopens!

**Thursday Night Bible Study** will continue to meet weekly, via Zoom. This week we will be discussing the Book of Revelation, virtually and under quarantine. Hollywood screen writers couldn't make this stuff up!

**Bible Study at Friendship Village** has been suspended. A postcard was mailed to all participants to communicate this and included my cell phone number as a resource for phone visits.