

**New Hanover Evangelical Lutheran Church**  
**Congregational Council Meeting Minutes**  
**September 18, 2025**  
**6:30 pm**

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1. Call to Order (6:30pm, virtually)
  
2. Attendance: (\* = excused absence; ° = late arrival)

Becker, Edward	Staub, Pastor Scott	Jim Mack
Becker, Monique	Hauser, D. Martin	Peto, Yvonne
Geiser, Scott	Rothermel, Todd	Andy Van Dyke
Nikki Young		
  
3. Devotions (Pastor)
  
4. Approval of Minutes of the August 21, 2025 Council Meeting: Motion to approve minutes by Ed Becker, seconded by Pastor Staub - Motion passed unanimously.
  
5. Committee Reports: (\* = report on file; ° = no meeting/no report; + = no report submitted)

a. Audit +	h. Fellowship +	o. Mutual Ministry +
b. Building Fund +	i. Finance +	p. NYG +
c. Cemetery +	j. Flutter +	q. Personnel +
d. Christian Ed +	k. Food Ministry +	r. Property +
e. Constitution +	l. History & Archives +	s. Stewardship +
f. Endowment +	m. Memorial Fund +	t. Swamp Picnic +
g. Evangelism +	n. Mission Svc/Social Min. +	u. Worship & Music +
h. 325th Anniversary +		
  
6. Staff Reports (Pastor): Pastor Scott Staub discussed the annual conversations with staff about their ministries and goals for the coming year. Todd mentioned the reinstatement of the personnel committee to support staff during the transition. Motion to approve staff reports as presented by Ed Becker, seconded by Todd Rothermel - Motion passed unanimously.
  
7. Treasurer's Report (Ed): Ed Becker presented the Treasurer's Report, highlighting the receipt of a significant contribution and the impact on the budget. He discussed the overall financial status and projections for the end of the year. No motion was made to approve the reports for audit as there are still outstanding items yet to be reconciled in September. Council will vote at the October Council meeting when these invoices and income statements have been recorded. Therefore, the numbers below are distorted and do not reflect the reality of the financial picture.
  - a. Ed reported that the total deficit YTD as of August 31 was \$15,616
  - b. He also noted that total income at the end of August (67% of the year) was 80.0 % of budget and expenses were at 72.8% of budget

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- c. Building Fund - will be rolled into General Fund at end of year
  - d. Credit Card Policy and Procedure document - tabled until prior documents can be revised
  - e. (Reminder) Expenses (other than previously approved for recurring invoices) need to be approved by Committee, Board, Staff, or Council before the Bookkeeper makes payment.
8. Unfinished Business and Prior meeting Action Items
- a. Property (Marty): Marty Hauser provided an update on the HVAC project, mentioning the air conditioning numbers and the decision to move forward with the project. Todd emphasized the need for the total cost to work on the capital campaign. Steve Eisenhart is going to provide the total number. Current estimate for Fall 2025 installation is ~\$80,000. Marty provided updates on the water system upgrade, and fire alarm compliance. He also mentioned the donation of Ralph's tractor and the need for a thank you letter. Monique will send the thank you note.
  - b. Learning Center (Todd)
    - i. Todd discussed the progress of the Learning Center, including the water treatment, construction completion, and the projected opening date. He emphasized the importance of getting the DHS certification to open the daycare.
  - c. Food Ministry Board (Todd)
    - i. Pounds of produce harvested 4570 lbs through September 13
    - ii. Number of volunteer hours worked 890 hrs through September 13
  - d. Reconciling in Christ Update
    - i. Todd and Pastor Scott discussed the Reconciling in Christ team's recommendation to hold a special congregational meeting to vote on the proposed welcome statement and called roster leader statement. The council agreed to move forward with the meeting. Todd Rothermel made a motion to accept the recommendation to move forward with a special congregational meeting for the Reconciling in Christ vote, seconded by Marty Hauser - Motion approved unanimously.
    - ii. Todd will send out the required letter to the congregational members about the special meeting and the proposed statements.
  - e. 325th Anniversary Committee update (Yvonne): Yvonne and Nikki provided updates on the 325th anniversary events, including the cemetery tours, guest pastors, and the dinner. They mentioned the budget and the need for additional funds.
  - f. Pastor Retirement Activities (Yvonne): Yvonne mentioned that there were no new updates on the pastor retirement activities, and everything planned so far is in the works.
  - g. Constitution Bylaw/Continuing Resolution updates (Andy): Andy discussed the need to finalize the Constitution updates and suggested having a workshop to go through the changes. Todd agreed to work with Andy to prepare the updates for the council's review. Workshop date set for October 9th at 6:30 pm.

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- h. Transition Committee (retirement - 12/31/2025) (Monique): Monique mentioned that the interim consultant agreement has been signed, and the first meeting with the consultant is scheduled for September 28th. Further updates will be provided after the meeting.
  - i. Communication Manager (Todd): Todd discussed the need for a communications manager and the executive committee's recommendation to move forward with a gap analysis of church-wide communication. The council agreed to proceed with the proposal for a one-time fee of \$1000. Marty Hauser made the motion to acquire the services of a communications manager for a one-time gap analysis for \$1,000, seconded by Scott Geiser: Motion carried with a vote of Yeas: 8 Nays: 0 Abstain:1
9. New Business
- a. Personnel Committee (Executive Committee): in lieu of a functioning Personnel Committee, the Executive Committee will take over these duties until a committee can be formed.
  - b. Pastor's Discretionary Fund (Todd): Todd mentioned the need to extend the Pastor's discretionary fund use policy by \$200 to help a family in need. The council agreed to the extension and discussed the importance of supporting the community.
  - c. Council Pictures: Todd reminded the council about the upcoming council pictures on October 19th and encouraged everyone to attend.
  - d. Memorial Fund Request: Todd discussed the Memorial Fund request for \$3,000 to purchase new chairs and tables for the Sunday School wing. Marty Hauser made a motion to allow the Memorial Fund to use up to \$3,000 for 36 chairs and 4 tables for the Sunday School wing, seconded by Todd Rothermel - Motion approved unanimously.
  - e. Luther Book Agreement: Todd provided an update on the agreement with Emory University to preserve and research the Luther book. The council will review the agreement and consider the next steps.
10. Correspondence - None
11. Congregational Feedback - None
12. Upcoming Events
- a. Congregational Meeting October 12th - RIC vote.
  - b. 325th Anniversary Service and Dinner - November 2nd
13. Council Highlights
- a. Finance continues to monitor the 2025 Annual Budget against actuals. Currently we are running a total deficit YTD as of August 31 was \$15,616.00. The total income at the end

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of August (67% of the year) was at 80.0% of budget and expenses were at 72.8% of budget. Deficit was significantly reduced by a few large donations in July and August. Thank you!

- b. The approved 2025 General Fund budget is a deficit budget of ~\$60,000. In order to eliminate the deficit, provide for timely benevolence payments, continue programs, and maintain our staff the Council is strongly encouraging each giving unit to increase giving to the extent possible by 20%. On average across all giving units this equates to \$7/week, \$30/month, or \$361/year. Please consider your giving in 2025.
  - c. The 2025 Council has 9 Councilmembers out of 12 expected positions. Council members may be appointed by the standing Council at any time of the year to 1-, 2-, or 3-year terms. If you have an interest in serving as a Councilmember please talk to any current Councilmember. Thank you to James Mack for becoming the newest Councilmember!
  - d. As a reminder - the pastor is available for personal meetings Monday through Thursday from 9:00 AM to 3:00 PM by appointment only. Please make an appointment by calling (610) 326-1335 or email at psstaub@gmail.com. Given prior commitments and events, some appointment times are not available.
  - e. All meeting and event requests by committees, members or non-members are to be communicated to the church office manager. Susan Gutshall, NHELIC Office Manager, manages the master calendar for all activity and facility use to support minimizing conflicts. Committees and boards - please be sure to notify Susan of all activities planned at the church. This is especially important during the Sunshine Learning Center renovation process.
  - f. If you unlock a door for church access, lock the door behind you. Doors have been left open causing a security risk.
  - g. Giving/offering envelopes - if you do not need offering envelopes please see Scott Geiser or Susan Gutshall (Simply Giving, other electronic giving)
  - h. Next Council meeting (open to all members) is scheduled for October 16, 2025 at 6:30 p.m.
14. Next Council Meeting: Thursday October 16, 2025 at 6:30 p.m. (possible virtual meeting)
15. Adjournment: Motion to adjourn by Todd Rothermel, seconded by Pastor Staub - Motion approved unanimously.
16. Lord's Prayer