

New Hanover Evangelical Lutheran Church
Congregational Council Meeting Minutes
November 20, 2025
6:30 pm

1. Call to Order (6:39pm)
2. Attendance: (* = excused absence; ° = late arrival)

Becker, Edward	Staub, Pastor Scott	James Mack
Becker, Monique	Hauser, D. Martin	Yvonne Peto*
Geiser, Scott	Rothermel, Todd	Andy Van Dyke
Nikki Young		
3. Devotions (Nikki)
4. Approval of Minutes of the October 16, 2025 Council Meeting - Motioned by Marty Hauser, seconded by Ed Becker, approved unanimously.
5. Committee Reports: (moving to Old and New Business section below)
6. Staff Reports (Pastor) - After Pastor retires each staff member will submit reports individually to the Executive/Personnel committee. Motioned by Scott Geiser, seconded by Jim Mack,. approved unanimously.
7. Treasurer's Report (Ed) - Tabled official report until next meeting due to delayed reports and bookkeeper transition..
 - a. Ed reported that the total deficit YTD as of October 31 was \$-15,000 (surplus)
 - b. He also noted that total income YTD at the end of October (83.3% of the year) was \$365,000 (105% of budget), and expenses were at 86% of budget, with projection of 6% over budget by the end of the year (mainly due to property expenses).
 - c. Extrapolating through the end of year suggests a minimal deficit of \$15,000 (\$60,000 budgeted).
 - d. 2026 Proposed Budget review. Motion by Ed Becker to discuss the proposed 2026 budget. Seconded by Scott Geiser. Discussion, and then adjustments made to budget. Estimated 2026 budget deficit estimated ~ \$95,000. This deficit is based on calling a full time pastor for a full year. This is an intentional conservative estimate with the built-in unknowns regarding calling a new pastor and the future salary package. Motion by Andy Van Dyke to approve amended budget and to be finalized by finance committee. Seconded by Todd Rothermel. Approved unanimously.
 - e. Building Fund - roll into General Fund at end of year
 - f. Bookkeeper interview, replacement process - still ongoing.
 - g. Credit Card Policy and Procedure document - still under review. Andy will update policy. Nikki is no longer allowed to make purchases on her credit card for SLC.
 - h. (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. Ongoing Actions:
 1. Property (Marty)

New Hanover Evangelical Lutheran Church
Congregational Council Meeting Minutes
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- a. Sanctuary A/C project – Fall 2025, Project is currently underway. New system will reduce oil usage, but electric costs will go up so no net cost changes on average.
 - i. Capital Campaign Fund vs. HVAC capital campaign - \$15,000+ (may need to be used to pay back the General Fund). Nikki is handling the campaign. Discussion on broader capital campaign concept instead of specifically designated as HVAC. Current balance is \$36,000 in Capital Campaign account. About \$20K short if we go without repaying General Fund.
 - b. Cleaning contracts - no update.
 - c. Finalize sale of land deed with Browns. Todd and Monique need to sign deed paperwork to finalize the extra 10 feet of property transferred to the Brown property (Parsonage).
2. Learning Center (Todd)
 - a. Status Update
 - i. DHS certification awarded - Opening will be January 5, 2026.
 - ii. WiFi coverage cost (\$1,000.00 upgrades to get service into the far areas of SLC wing.)
3. Food Ministry Board (Todd)
 - a. Pounds of produce harvested and donated 6500 lbs for season
 - b. Number of volunteer hours worked 1021 hrs for season
 - c. Grant Writer consultant - consultant asked if we could ask our higher donors for other resources or knowledge of other potential donors.
 - d. \$5,000 emergency grant from Guenardi's foundation received to support SNAP losses.
4. Reconciling in Christ Update
 - a. Reconciling in Christ partner application approved. We are now an official RIC congregation.
5. 325th Anniversary Committee update (Yvonne) - winding down - 3 more speaker events this year.
6. Pastor Retirement Activities (Yvonne) - events planned Dec 28th.
7. Constitution Bylaw/Continuing Resolution updates (Andy)
 - a. Constitution review - Still waiting for Synod's comments for Council to approve/make changes prior to handing out to the congregation. We will need a special congregation meeting in January to approve the amendments. Tentative date - January 18th.
 - b. Timeline for ratification - February 22nd at Annual Congregational Meeting
8. Transition Committee (retirement - 12/31/2025) (Monique)

New Hanover Evangelical Lutheran Church
Congregational Council Meeting Minutes
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6:30 pm

- a. Ministry Site Profile (MSP) - Monique is working with the Committee to complete and submit the MSP online.
 - b. Next Steps - submit Ministry Site Profile and wait for Synod to contact us with applicants.
9. Communication Manager
- a. Gap analysis in progress
 - b. Gap analysis report will be analyzed by Personnel/Executive committee
 - c. Final invoice arrived (\$700.00)
10. Organ refurbishment project
- a. Steve working on details, quote as requested by Council
 - b. Concern over congregation optics - will congregants be worried about spending money on an organ with other outstanding costs. There is a donor willing to fully fund the project, but donations will come in over 24+ months and the church may need to provide stop gap funds. Timing of the project is critical to avoid needing to tap into church funds.
11. Pictorial Directory - price estimate from Harry, update (\$1,241.79 for 150 copies). Council only thinks 75 copies are necessary.
12. New chairs (36) and tables (4) for SLC wing - \$3,000 approved, need to be ordered - on hold.
9. New Business
- a. Video services (Rick H.) - looking to replace an older donated video computer (2020 model) with a new computer with proper specifications to run the VMix software used for streaming and recording worship and other event services. Expense is ~\$1,000. The video services budget is expected to be under-utilized and could support the expense. Motion by Todd to allow the video team to purchase a new computer from their budgeted line item. Seconded: Andy. Unanimously approved.
 - b. Reconciling in Christ internship survey - One way ReconcilingWorks is hoping to strengthen our support of LGBTQIA+ seminarians is to build a robust list of congregations and ministries that are open to hosting seminary interns. If true - 1.) Your congregation or ministry has hosted an intern in the past. 2.) Your congregation or ministry is hoping to host an intern in the future.
 - c. Nikki's compensation package post Pastor Scott retirement Motion by Monique to approve Nikki's compensation package/Job Description of "Minister". Seconded : Scott. Approved unanimously.
 - i. $\frac{3}{4}$ Interim Pastor salary = \$51,750
 - ii. 7.65% SS/Med. = \$3,959
 - iii. 14.9% Pension/Benefits = \$8,301 (based on net compensation = \$55,709)
 - iv. $\frac{1}{2}$ DCFYM salary - \$17,250
 - v. Continuing Education - \$1,000 (same as 2025 budget)
 - vi. Business Expenses - \$5,500 (same as 2025 budget)
 - vii. Total package = \$87,760 (salary portion = \$69,000)

New Hanover Evangelical Lutheran Church
Congregational Council Meeting Minutes
November 20, 2025
6:30 pm

- d. Nikki's timeline post Pastor Scott retirement:
 - i. (Complete) Letter to Synod Bishop expressing consideration of Nikki to preside over sacraments and pastoral duties after 1/1/2026
 - ii. January 25th worship Nikki will be "celebrated" as a synodically approved "**Minister**" and an intern. Rev. Erika Wesch, associate to the bishop, will be coming to NHELCC to lead the celebration. She is currently in charge of Nikki for her candidacy for ordination.
 - iii. Nikki remains the Interim Minister until a Senior Pastor is called. At that time the Council will decide to have Nikki remain as a Minister, DCYFM and/or intern.
 - iv. An internship committee will need to be formed by Nikki to act as her mutual ministry committee
 - v. The Executive Committee acting as the Personnel Committee will oversee and administrate all staff until a Senior Pastor is called
 - e. Letter to congregation to be sent out by December 1st for December Special Congregational Meeting December 14 - agenda item - Approval of 2026 Proposed Budget.
 - f. Andy to be Merck volunteer program "approver" (\$1000 annually for service hours to NHELCC for Scott Repa - scouts, Ben Fowler - rejoicing spirits, and Wayne Fowler - general fund)
 - g. Newsletter writeup to congregation on thanking Pastor Scott for his service to "The" NHELCC. Todd will submit a letter from council thanking him for his service.
 - h. "Pastor's Purse" idea for retirement gifting. Letter to congregation, Nikki will manage.
10. Correspondence
- a. Thank you letter from Pastor Tom Lang for the invitation to participate in the 325th anniversary service.
11. Congregational Feedback - none
12. Upcoming Events
- a. Pastor's Sunday's off:
 - i. Nov 23, 30
 - ii. Dec 7
13. Council Highlights
- a. Finance continues to monitor the 2025 Annual Budget against actuals. Currently we are running a total surplus YTD as of June 30 was \$15,000. The total income at the end of October (83.3% of the year) was at 105.0% of budget and expenses were at 86% of budget. Budget surplus is currently due to bequest dollars being held in the General Fund until transferred to the Endowment Fund (\$56,000). The projected deficit for the end of year is ~\$15,000 once the bequest funds are transferred.
 - 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. Thank you for your continued

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support!

- c. The Council has reviewed and provided input to the 2026 Proposed Budget. The congregation will have opportunity to review and input via informational meetings prior to the December 14th Special Congregation Meeting at which the congregation will vote to accept or not the proposed budget. More information will be distributed via the letter officially announcing the meeting.
- d. The Council has approved a compensation package for Nikki Young starting January 1, 2026 (as part of the 2026 Proposed Budget). Nikki will be our Interim Minister and part-time Director of Children, Youth, and Family Ministry until a Senior pastor is called. We are blessed to have Nikki as part of our transition between Senior Pastor to help maintain continuity of our worship and ministries.
- e. Councilmember nomination cycle for the 2026 Council are now open. If you have an interest in serving as a Councilmember please talk to any current Councilmember for information. The current 2025 Council has 9 Councilmembers out of 12 expected positions.
- f. 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.
- g. 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.
- h. If you unlock a door for church access, lock the door behind you. Doors have been left open causing a security risk.
- i. Giving/offering envelopes - if you do not need offering envelopes please see Scott Geiser or Susan Gutshall (Simply Giving, other electronic giving)
- j. The next Council meeting (open to all members) is scheduled for December 18, 2025 at 6:30 p.m.

14. Next Council Meeting: Thursday December 18, 2025 at 6:30 p.m.

15. Adjournment Motion: Marty, Seconded: Andy. Approved Unanimously.

16. Lord's Prayer