

**COUNCIL AGENDA – Tuesday, November 17, 2020 – 6:30 p.m.**

1. Call to Order
2. Opening Prayer
3. Roll Call
4. Adoption of Agenda
5. Consideration of Minutes
  - a. Council meeting, October 20, 2020
6. Communications
7. Treasurer's Report
  - a. October Treasurer's Report
  - b. 2021 Budget
8. Ministry Reports
9. Executive Committee
  - a. Motion to hold our November and December congregational meeting by mail-in ballot following the synodical and constitutional guidelines.
  - b. Motion to approve the list of voting members for the November and December congregational meeting.
10. Motions
  - a. Finance Committee –pg. 3
    - i. Motion to approve the 2021 budget
    - ii. Motion to increase the dollar amount stated in C.12.05.c. to \$40,000.
11. Return to Worship
12. Unfinished Business
13. New Business
  - a. Special Council meeting on Sunday, November 8 decided that Trinity would offer 2 in-person worship services (4:00 pm and 8:00 pm) on Christmas Eve also livestreamed on Facebook, one pre-recorded service to air on the radio at 10:00 pm, a pre-recorded service of Lessons and Carols for Christmas Day to air on the radio and Facebook, cancel worship on Saturday, December 26, offer Drive-in/thru Holy Communion for those who do not attend in-person on Christmas Eve from 6:00-7:00 pm (following 4:00 pm service). [Note: The pastoral staff also is considering offering a morning service at 10:00 am with drive-in/thru communion from 12:30 pm-1:30 pm].
14. Adjournment
  - a. Next meeting: Tuesday, December 15, 2020—6:30pm

**Mission Statement:** *Trinity Evangelical Lutheran Church, Latrobe, is to be a growing community of disciples of Jesus Christ, called by the Holy Spirit to share the Good News of God's love with all.*

**Vision Statement:** *We, the people of Trinity Evangelical Lutheran Church, Latrobe, Pennsylvania, by the grace of God, pledge ourselves to be:*

*Vibrant in worship,  
Inviting all God's children to discipleship,  
Stewards offering ourselves for mission and ministry,  
Intentionally serving those in need,  
Open to spiritual growth,  
Nurturing leaders for the new century.*

**Vision 20/20 - Our focus is on...**

- **Hospitality ...**

‘Contribute to the needs of the saints; extend hospitality to strangers.’ Romans 12:13

- **Growing Deep and Wide in Our Spiritual Life ...**

‘But you are a chosen race, a royal priesthood, a holy nation, God’s own people, in order that you may proclaim the mighty acts of him who called you out of darkness into his marvelous light.’ 1 Peter: 2: 9

- **Communication Outreach / Marketing ...**

‘And you will be my witnesses in Jerusalem, in all Judea, and Samaria, and to the ends of the earth.’ Acts 1:8

- **Leadership: Nurturing / Mentoring / Raising Up ....**

‘The harvest is plentiful, but the laborers are few; therefore ask the Lord of the harvest to send out laborers into his harvest.’ Luke 10:2

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**Transfers**

John/Sara/Carson McDowell – 10/26/2020

Laura/Calvin (son) Oehling – 10/30/2020

**Pastoral Acts** 10/1/2020-10/31/2020

**Baptisms**

**Marriages**

**Deaths**

William E. Hanson, Jr. + October 8, 2020

Richard E Guyer + October 10, 2020

Karolyn L. Davoli + October 13, 2020

Carl E. Barefoot + October 27, 2020

Thomas B. Graham + October 20, 2020

**Motions:**

**Motion to Council from the Constitution & By-Laws and Finance Committees to move the following change to our Constitution to the Congregation:**

**C12.05 c:** The Congregation Council may enter into contracts of up to no more than ~~\$20,000.00~~ \$40,000 for items not included in the budget.

**Motion to Council from the Constitution & By-Laws Committee with a recommendation from Finance to move the following change to our Constitution to the Congregation:**

**C12.02:** The term of office for adult (defined as having obtained 18 years of age or legally emancipated at the time of their election) members shall be for three years or until their successors are elected by this congregation, with the term of office beginning at the next scheduled meeting of the Congregation Council. Their tenure shall be so arranged that one-third of the terms expire annually. Adult members shall be eligible to serve ~~no more than one~~ no more than two (2) full terms plus the remaining year of a previously vacated position to which they were initially elected as a successor member (C12.03.) of the Congregation Council, unless one year has elapsed before reelection

**Trinity Evangelical Lutheran Church Congregation Meeting Minutes**  
**Saturday, October 10, 2020 5:30 pm through Thursday, October 15, 2020 6:30pm**

A special Congregation Meeting was held during the October 10, 2020, October 11, 2020 and October 15, 2020 in-person worship services to vote on the following motion:

Congregation Council motions to approve the following "out-of-pocket" costs to Trinity totaling \$48,000 with an authorized contingency for unforeseen costs totaling \$6,000: 1) Approximately \$28,000 for A/C units for Trinity Hall which is utilized by the Head Start Program. Head Start has committed to funding \$15,000 of this cost leaving an out-of-pocket cost to Trinity of approximately \$13,000, and 2) approximately \$35,000 for a 200 amp electrical service upgrade to the Trinity Hall side of the building to handle the new electrical demand as well as future needs.

In addition to the in-person worship services, following the October 11, 2020 livestream worship service information regarding the motion was shared and drive-in ballots were accepted October 11, 2020 3-5 pm.

62 voted in favor, 1 voted against. Motion carried.

The Congregation Meeting adjourned following the October 15, 2020 6:30 pm in-person worship service.

**Trinity Evangelical Lutheran Church Council Meeting Minutes  
Tuesday, October 20, 2020 – 6:30 pm in Fellowship Hall**

**Call to Order:** Linda Reed      **Time:** 6:37 pm

**Opening Prayer:** Pastor Schmitt led council in prayer.

**Roll Call & Action on Absentees:** Present at the meeting were Christina Andrae, Mary Ann Coulston, Meri Beth Elder, Rick Neish, Karen Mowry, John McManamy, Zach Arbore, Jodi Kronenwetter, Linda Reed, Mark Jones, Jason Sheppard, Kennette Grohal and Pastor Schmitt. Kathe Houck was also in attendance.

**Adoption of Agenda:** Mary Ann Coulston asked to remove the Social Ministry Committee motion from the agenda. With the loss of a volunteer, the Committee decided to delay until the New Year. Jason Sheppard asked a motion be added related to duties of the Council Secretary. Linda Reed noted that New Business and Adjournment were missing from the agenda and asked they be added as items #13 and #14 respectively. **Motion** to adopt agenda as presented with the changes noted above: Mary Ann Coulston. Second: Kennette Grohal. Motion carried.

**Consideration of Council Minutes:** **Motion** to approve the minutes from the September 15, 2020, September 20, 2020, and September 24, 2020 council meetings with a correction to the percentage referenced (15%) in calculating Mission Support during the Treasurer's Report at the September 15, 2020 meeting: John McManamy. Second: Meri Beth Elder. Motion carried.

**Communications:** A letter was received from the Pastor Melissa Stoller of the Southwestern Pennsylvania Synod acknowledging a commitment from Trinity of \$74,000 towards Mission Support.

**Treasurer's Report:** Rick Neish gave an oral summary of the previously distributed Treasurer's Report for September 2020: Cash flow for the month was within \$500 of breakeven and a positive \$2,500 for the year to date. Year to date there is a \$64,000 variance of Unified giving when comparing Actual to Budget. Half of the Unified giving variance relates to people leaving the congregation. Of the \$3,200 variance of Other Income, the majority is related to the rent for Head Start. The variances related to Salaries & Wages and Allowances are due to Pastor Schock no longer being at Trinity. The \$12,000 variance under Committee Expenses is due to the reduced activity from the Committees due to COVID-19. Office Costs and Building Expenses are pretty much spot on. The Mission Support variance is due to the recent action taken by Finance to change it to 15% of Actual Unified Giving, instead of Budget Unified Giving. From the Dedicated Accounts, the Advance Contribution Fund activity is related to some insurance proceeds and holding of prepaid rent from Head Start. Of the Miscellaneous Transfer Fund, the A/C project makes up the receipts and the TLC House expenses are the disbursements. The Trinity Renovation Fund receipts are currently making up two thirds of the disbursements. **Motion** to accept the Treasurer's Report: Jason Sheppard. Second: Christina Andrae. Motion carried.

The results of the Congregational Meeting were 62 voted in favor and 1 against. Rick Neish communicated that he and Linda Reed signed a check for 30% of payment of the project to get it started.

Rick Neish communicated that a capital expenditure request from the Property Committee of the amount of \$213,000 was received. Currently there are no funds to proceed with the request and

must ask the Congregation for approval. Mission Support, which is calculated as 15% of Unified Giving is about \$65,000. No budget requests were received from the Children, Youth, and Families Ministry, Christian Education, Men's Group and Worship & Music Committees and Ministries. Jodi Kronenwetter communicated the discussion at the Christian Education Committee was to do a similar budget as last year.

Rick Neish communicated that Social Ministry increased their budget to \$9,000 for 2021. The amount budgeted for Called Staff was reduced because there was an amount always set aside by Pastor Schock for part-time help, which he never used, thus removed. Hospitalization, Disability & Life reduced due to the change in staffing. Postage expense was increase by \$1,000 by request of Christine Weller for an expected increase in mailings. Currently the Draft 2021 Budget has a \$28,000 negative cash flow. Rick Neish communicated there was a motion passed at the Finance Committee to not take any more funds out of the endowments.

**Ministry Report:** Pastor Schmitt commented on the Pastor Daubert event and that the Pastor sent a preliminary outline based on the time spent with him. Final recommendations and guidance will come from Pastor Daubert relating to the meetings.

Pastor Schmitt expressed to council that we cannot continue doing the same things and expect different results. Pastor Schmitt shared an article with council about needing to focus on technology, worship and relationships. It's very clear people miss people. Pastor Schmitt stated that she reviewed the number of people watching some of the worship services and counted 33 people who watched it end to end. Essential work is needed to connect people in new and old ways. A shift in staffing may be necessary to address Trinity's online presence. Pastor Daubert wants Trinity to think about what we will do in 2021 to put us in a good position in 2023. More information will be coming on how we can engage the congregation.

Pastor Schmitt expressed its normal for a 15-20% drop in attendance and giving when a pastor who has been with a congregation for greater than five years leaves. Pastor has been hearing from many people that they won't be physically coming to Trinity. Pastor Schmitt brought up the concept of "learning to prune" – learning what ministries we can let go of. John McManamy commented that we have to realize that Trinity is good at spending money and agreed with Pastor Schmitt about thinking about what we have to prune.

Pastor Schmitt also communicated that Synod Assembly is coming soon and voting members are needed (7). This year Synod Assembly will meet via Zoom. Those who wish to participate at Synod Assembly need a separate device to vote.

Pastor Schmitt also talked about this year's Advent and Christmas worship services and talked with Pastor Clement and Kathe Houck. An in-person Advent morning devotion will be held once a week with Communion. For Christmas Eve, considering adding a morning service. The 4pm and 8pm Christmas Eve worship services will be offered with one to be recorded and live-streamed/radio broadcasted. All the services will offer Communion of some form. Christmas Day will be a recorded service that is broadcast. Musicians will record some music. Worship services will be available to up to 70 people.

**Executive Committee:** Meri Beth reported that Executive Committee discussed Trinity's handicap parking spaces. Some people were unknowingly using the handicap spaces as general parking.

The Executive Committee **motions** to approve the two handicap spots closest to the canopy door be marked as handicap spots all the time and the remaining handicap spots be marked as handicap on the weekend. Appropriate signage and ground marking to reflect new designations. Motion carried.

The Executive Committee **motions** to approve the following students for Confirmation on October 25, 2020: Josie Skoloda, Samantha Kronenwetter, Katelyn Amond, Rachelle Marinchek, Colin Quinlisk, Avery Haake. Motion carried.

The current status of the Nominating Committee is they have five people willing to run for Council.

The lack of urgency on growing the congregation and long term members leaving was discussed at Executive Committee. Also discussed was the upcoming notification of future congregational meetings. During November 19, 21 and 22 Congregation Meeting the business of the prior Annual Ministry Meeting will take place, nominations for council will be taken, election of Nominating Committee members, the annual budget will be presented, the Audit Committee report is presented. During the December 3, 5, 6 Congregation Meeting council member elections take place and the budget is put to a vote. Installation of council members will occur on December 10, 12, 13 before the December council meeting (December 15).

Meri Beth Elder informed council that Walter Vargo, Weekend Sexton, resigned from his position at Trinity due to a promotion he received at another employer.

**Motions:** Jason Sheppard **motioned** for Council to authorize the Secretary to submit proof when required of Council's authorizing actions for: a) Pastor Paula Schmitt, Linda Reed (President) and/or Richard Neish (Treasurer) to represent Trinity Evangelical Lutheran Church as authorized representatives with respect to its ELCA Endowment Fund; and b) Pastor Paula Schmitt, Linda Reed (President), Meri Beth Elder (Vice President), and/or Richard Neish (Treasurer) to represent Trinity Evangelical Lutheran Church as authorized representatives with respect to its SEI Endowment Fund. Second: John McManamy. Motion carried.

**Return to Worship:** Meri Beth Elder reported that the Return to Worship Committee met and new guidance from the State will allow up to 70 people to attend worship at a time. Kennette Grohal communicated that cases have been increasing at Excelsa Hospitals, but with less severe symptoms.

John McManamy **motioned** on a weekly basis to eliminate the reservation process to attend the worship services at Trinity. Second: Mary Ann Coulston.

Jodi Kronenwetter asked what happens when the worship service reaches the limit of people allowed. Pastor Schmitt responded that the ushers would be responsible for enforcing the limits. The Department of Health changes allow up to 70 people, but masks are still required.

Christina Andrae, Mary Ann Coulston, Karen Mowry, John McManamy, Mark Jones, Jason Sheppard voted in favor. Zach Arbore, Jodi Kronenwetter, Meri Beth Elder, Kennette Grohal and Pastor Schmitt voted against. Motion carried.

**Unfinished Business:** There was no unfinished business.

**New Business:** There was no new business.

**Motion to Adjourn:** Zach Arbore. Second: Meri Beth Elder. Motion carried. The meeting adjourned.

**Next meeting:** Tuesday, October 17, 2020 – 6:30 p.m.



**Trinity Evangelical Lutheran Church Council Meeting Minutes  
Sunday, November 8, 2020 – 1:00 pm Zoom Web Conferencing**

A special council meeting was called by Linda Reed through email on November 6, 2020 at 12:40pm to occur on September 24, 2020 at 9:55 am. The business of the meeting was to discuss and vote on recommendations from the Worship & Music Committee regarding the Advent and Christmas season at Trinity in 2020.

Linda Reed called the meeting to order at 1:05 pm.

**Roll Call:** Present at the meeting were Mary Ann Coulston, Meri Beth Elder, Karen Mowry, Zach Arbore, Jodi Kronenwetter, Linda Reed, Jason Sheppard, Kennette Grohal and Pastor Schmitt. Kathe Houck was also in attendance representing Worship & Music Committee.

Pastor Schmitt led council in prayer.

Pastor Schmitt explained to council that the Worship & Music Committee met regarding the Christmas services and explored many different options. Conversations were had relating to not having in-person Christmas Eve worship services.

Pastor Schmitt also explained that the Return to Worship Committee also met and discussed the Christmas services and how the number of COVID-19 cases were increasing.

The potential usage of Fellowship Hall in conjunction to the Christmas services to increased Trinity's capacity.

The Worship & Music Committee **motions** to cancel the December 26, 2020 worship service. Motion carried.

The Worship & Music Committee **motions** to have no in-person Christmas Day (12/25/2020) worship service, to be replaced with a recorded service to be live streamed to Facebook and broadcasted to the radio. Motion carried.

*Council (correction)*  
The ~~Worship & Music Committee~~ **motions** that two in-person worship services be held on Christmas Eve (12/24/2020), one to occur sometime between Noon and 5 pm and the other to occur sometime between 5 pm and Midnight. A recorded worship service will occur at 10 pm. Discretion will be left to the clergy to have an additional drive-through communion option sometime between Noon and 5pm. Motion carried.

**Motion to Adjourn:** Zach Arbore. Second: Jason Sheppard. Motion carried. The meeting adjourned.

Adam Gorzelsky  
Linda Reed  
Pastor Schmitt

Ralph Neiman  
Donna Showalter  
Kelsey Stemple-MOC

Rosanne Neiman  
Lucinda Nicely

This meeting was conducted to bring the members up to date and have the committee review and meet compliance standards.

- An effort will be made to seek out more volunteers for the committee.
- Contact Insurance provider to determine our responsibilities to comply.
- Research what information and how it is collected and stored for security and privacy.
- Maintain permission slips for future references.
- Note of any and all incidents that may occur.
- Seek training procedures and implement.
- Maintain a master list and review clearances and upkeep of renewals.
- Define disciplinary or disqualification actions as outlined by insurer.

Next meeting to be scheduled for 1<sup>st</sup> quarter of 2021.

Lucinda Nicely

Christian Education/Children's Ministry Meeting Minutes

November 9, 2020

Attendees: Kelly Stanko, Wendy Rivard, Margaret Conrad, Jodi Kronenwetter, Kennette Grohal

- A. Opening Prayer by Margaret
- B. October minutes accepted
- C. Sunday School 2020-2021
  - a. Unsure when Mrs. Bialon will return. Rachel is teaching every Sunday with Kelly helping
    - i. Ask Amy Benning to rotate with Kelly
  - b. Young Adult Class
    - i. How to get them more involved and motivated to attend
      - 1. Faith in Movies
      - 2. Meeting outside of church and not on Sunday—McDonalds, coffee shop, etc.
      - 3. Identified some young adults who may want to lead
        - a. Jodi to reach out end of January
  - c. No class December 27<sup>th</sup>, resume January 3, 2021
- D. November Sunday School Activities
  - a. Gratitude Packages—sent home with kids
  - b. Thanksgiving wheel—handed out in Sunday School
  - c. Thank Offering Boxes- due by November 22<sup>nd</sup>
- E. Advent/Christmas Season
  - a. Canned Food Drive
    - i. Letters sent with children, due December 13<sup>th</sup>
  - b. Family Project, planned for November 29<sup>th</sup>
    - i. Luminary projects started on November 29<sup>th</sup> and items sent home to be completed at home each week.
    - ii. Kennette to check with Dainty Pastry for individual wrapped cookies and drinks for snack
  - c. Weekly newsletter/activity bag
    - i. To be sent home weekly with family activities during Advent
  - d. Christmas Pageant
    - i. Sunday December 20<sup>th</sup> during Sunday School hour
    - ii. Letter to be sent home with children
    - iii. Margaret to ask Rick to record to post on FB/website
    - iv. Practice December 6<sup>th</sup>
    - v. Ask confirmation students to assist the younger ones
- F. Unfinished Business
- G. New Business
  - a. No need to report missionary report any longer
- H. Next meeting
  - a. No meeting in December
  - b. TBD

## Evangelism Meeting Minutes November 9, 2020

**Present:** Sharon Koter, Becky Tomlinson, Pr. Schmitt, Christine Weller, Karen Mowry

**Devotions:** Sharon Koter

**Council Update:** Christmas services were discussed.

**Health and Wellness:** Christine

- **Thankoffering** – Karen will write an article for the Trinity News, and Triangle about how to turn in the boxes/donations. Pr. Schmitt will mention during the announcements at church. Need to make sure all money is recorded in the Thankoffering line. Pr. Schmitt will check with Carol.
- **Thrivent Action Teams** – Christine talked with Donna Bailey from Thrivent about how to proceed. They will send post cards and Thrivent mugs with cocoa to leaders that were on the Thrivent Action Team zoom meeting. Christine showed them pictures of the star that is in the narthex. They talked about ways to do a zoom meeting with those interested and offered help members sign up for Action Team events. Pr. Schmitt offered to do a 'star' Facebook video and will ask Pr. Clement to help. We should also include other area Lutheran churches Thrivent members as what the money is used for is an outreach into the community. There was discussion about having a 'children-financing' with parents and children meeting in January.

**Care Notes:** Sharon has kept the display racks filled and has added Advent/Christmas booklets. The wall display rack in the Narthex was uncovered and filled.

**Team Support:** Spiritual Life – Growing Deep and Wide – Ideas from Dave Daubert – Online, outreach to shut-ins (meals, letters, calls).

**Multimedia Committee:**

- Several younger members have offered to help with livestreaming. Plans are being made to pre-record the service for Christmas Day and members need to be scheduled to livestream services.
- Pr. Schmitt has responded to replies on Facebook but has not gotten any responses to her replies.
- **New Business:**
- Christmas handouts – Evangelism Committee will help assemble and pass out ornaments to decorate for members to put on the Christmas tree that will be in the gazebo. We will work with Jenny and be using leftover supplies from the Sunday School office. Needs to be advertised.

**Old Business:**

- Karen suggested using 'Sign up genius' when people are needed to help with events such as Thanksgiving dinner and Christmas baskets since there is no place to sign up in

the hallway now. There is aa link on the Website to sign up. That needs to be advertised more.

- Small groups (young adult).
- New member follow up. - Becky will send out post cards in January
- Update Welcome Brochure – Karen will talk to Kelsey about updates and printing. We will include the 'Our Welcome Guest' sign up card for visitors inside the 'Welcome to Trinity Evangelical Lutheran Church' brochure.
- When church reopens - Pr. Shock's suggestion that there should be an information area in the entrance by the Café

**Devotions December:** Becky

**Next meeting: Monday, December 14, 2020 3:15 PM in the Lounge**

## Fellowship Meeting Minutes

November 7, 2020

Attendees: Jane Lawson, Wendy Rivard, Sandy Redinger, Chris Carlson, Shirley Kohan, Susan Vargo, Margie Clancy, Kennette Grohal

- A. Devotions
  - a. Jane
  
- B. Council Updates
  - a. Budget
  - b. Worship times and updates with COVID
  - c. Upcoming congregational meeting and elections for council
  
- C. Christmas Caroling
  - a. December 20<sup>th</sup> if able
    - i. No food
    - ii. Will determine feasibility closer to date
  
- D. Next Meeting
  - a. No meeting in December
  - b. January 9, 2020 at 9:30AM

The meeting started with prayer led by Pastor Paula.

Christine Weller gave a recap of the ongoing programs:

- Laundry Ministry
- Walking program
- Nursing aspects with the flu clinic, visitations, etc.
- Software program from Mercy Hospital for recordkeeping now being utilized with data entry ongoing
- Triangle articles and scope of programs highlighted
- Meal Ministry
- Grief booklets
- Christian Caregiving training going well
- Involvement with Prince of Peace and Derry Trinity through Christian Caregiving mailings and meals
- Pop-Up Shepherd Shop and Furniture Ministry

Projected programs:

- Building a library of resource information with books and videos for nursing, grief, mental health, etc.
- Thrivent Wishes – a program to draw attention to the needs of Trinity and community and how you can assist
- Seeking out educational opportunities to better the position of coordinator-i.e. “coaching” through the ELCA
- Seeking to restart counseling with PPI at Trinity and possible new Telehealth

The committee was asked what this ministry needed or wanted and all seemed satisfied with the overall progress and direction of the programs and their oversight.

The committee, being created to organize and develop the ministry, feels that our mission has been accomplished. It is now in good hands with our Health and Wellness Coordinator comfortably established and under the direction and supervision of Pastor Schmitt, this committee is now disbanding.

We would like to thank Council and all who have helped establish and grow this Health and Wellness Ministry, and hope that you will continue to show your support through volunteering and donating to the many wonderful programs now established and the new ones to come.

God Bless,

The Health and Wellness Committee

Pastor Schmitt

Kathy Ferlin

Donna Showalter

Christine Weller – Health and Wellness Coordinator

Nancy Belash

Darlene Loftus

Lucinda Nicely

Meri Beth Elder

Linda Reed

**Property Committee Meeting**  
**October 27, 2020**

**In Attendance:**

Ron Lawson  
Herb Harris  
Darrell Mowry  
John McManamy  
Jay Elder

Noted the items that were completed on the 2020 "walk through" list....pulpit base, alter top rail, caulking of sanctuary side columns, painting of Head Start stairway and Pr. Paula office, quarter round trim alter wooden columns. In progress, new bulletin boards for the main hallway as well as painting. Unfortunately, the majority of the items were not completed due to shut down of the building and subsequent limited access due to the pandemic. The uncompleted items will be forwarded to the 2021 list.

**Summarized the 2020 Capital Budget projects:**

Painting almost completed with a couple stairwells and narthex to be finished. Painting delayed due to building shutdown. New quote required for stairwell due to only one coat quoted while 2 coats are required. Narthex will also require a quote.

First phase of Head Start AC installation is almost completed and also the required upgrade in electrical supply was completed as well.

New LED lighting throughout.

Shepherds Shop windows are to be completed before the end of this year.

**Summarized Memorial/Special Gifts project:**

New blinds for Parish House completed. A final savings of approximately \$2,000 than originally quoted as a result of a change in the type of blinds selected and purchased.

New and updated exterior signs in progress. Designs and quotes have been received by Blue Sky Signs for electronic signs for the Weldon & Alexandria St. corner and the courtyard. The Weldon corner sign will be larger than the current sign due to the available sizes of the electronic signs. The current courtyard structure can be utilized allowing for a more economical upgrade. The electronic sign can simply be installed inside the brick structure. In addition, the 2 directional signs will also be updated. Tentative plans are to proceed with directional signs due to low cost. However, as a result of the cumulative price of the Weldon and courtyard sign, only one will be affordable for this year, weather permitting.



It was agreed that new sound systems for the sanctuary and Fellowship Hall be tabled until further notice. As a result of the new sound bar in Fellowship Hall, an updated sound system may be unnecessary.

**2021 Capital Budgets:**

Repair the main entrance to the sanctuary.

Window replacement for Trinity Hall and Weldon St. 1st floor offices.

AC for 1st floor offices.

Renovation for main office.

Contingency funding.

Total \$213,500

It was agreed that the number 1 priority project is the front door entrance. Ron is to call the Acme Door company to come in and check it out and possibly provide a quote. The main office would be the next priority. Office staff will be very influential as to the design and furniture selection.

Finance has informed Property that the primary source for project funding is depleted and no other source has yet to be determined. Stay tuned.

**TLC House Summary/Update**

Painting of walls almost complete thanks to Mary Ann Coulston. Floors to be installed in mid Nov. by Lowes. Kitchen cabinets are painted, kitchen ceiling lights and new drop ceiling panels done, Upstairs bathroom gutted and to be completed by contractor along with stairway banister. New interior doors to be installed along with baseboard and trim throughout. Wall boards in many rooms to be installed along with a lot of other tasks. Plans are for it to be completed by the end of the year, at least enough for occupation. Exterior is complete with exception of a couple minor details. Thanks to Herb and Mary Ann for helping. Could use a lot more help. Too much work for 1 or 2 people a couple hours a day or week.

**Miscellaneous:**

Ramp door needs a new lock. Will be keyed the same as alley doors.

Agreed that future meetings will be called when needed.

2021 walk through will be scheduled for early January.

Respectfully submitted by John McManamy

## **Minutes from Stewardship Meeting 10/27/2020 (via zoom)**

**Members:** Zachary Arbore, Ted Massa, Barbara Artuso, Carole Marcy, Candace Bungard, Linda Foster, David Rock, and Pastor Paula Schmitt

**Devotions:** were presented by Ted Massa. Devotions for the November/December meeting will be given by Zach Arbore

**Council report:** was given by Zach in conjunction with the later business matter of the year long stewardship campaign (see below).

**Renovation report:** (Reported on April, July, October and January). This was reviewed last month in error, and was discussed at council during budget draft review. The committee discussed council's comments regarding giving to this fund being down. Resolved to make this a continued focus in the coming year.

**Review of Stewardship Campaign Items and feedback:** The committee discussed the outcome of the annual fall stewardship campaign. The committee discussed facets of the campaign that worked and those that didn't work in order to begin preparing for next year. The evaluation of these strategies will be a continued focus of the committee in the coming year.

### **Old Business:**

- a. **Annual Committee Budget:** Zach discussed with the committee that with the help of council treasurer Rick Neish, he had finalized and submitted the committee budget for 2021. This budget included \$2000.00 for offertory envelopes (billed every 2 months), \$200.00 for the annual fall campaign cards (billed in September annually), \$300.00 for contingency in case of increased cost of raw materials in the coming year (COVID concern, billed every 2 months with envelopes), and \$500.00 to stimulate growth in the committee's work in the coming year (billed out quarterly).

### **New Business**

- a. **Year long Stewardship campaign:** Zach opened the discussion noting that a large focus at this time of year at council is the development of the annual budget and the concerns expressed by council regarding the budget deficit. The committee as a whole discussed the need to make our efforts a year long focus rather than just the annual fall campaign. The committee moved into a discussion on materials provided by Pastor Paula via email as she was unable to attend the meeting due to a conflict. The committee decided that a year long campaign was

appropriate but that biweekly or monthly appeals might lead to less congregational burnout on the message as compared to weekly appeals. Discussion ensued regarding the best way to present these appeals. The committee decided on an "interview" approach as it was noted by the committee that the congregation is motivated most to give toward an item or cause rather than a general appeal. Zach will develop the interview questions and present them to the committee via email in the next few weeks for approval. These questions will include an inquiry regarding needs for that mission. These questions will then be asked of an interviewee that is passionate about the highlighted mission. The responses will be presented to the congregation in the form of bulletin inserts and possibly facebook videos to reach as many as possible. The committee will continue to develop this idea to work in not only missions, but also causes of other committees and general unified needs. Given the season, the committee has decided to begin this pilot program with the Thanksgiving dinner and Christmas basket ministries.

- b. Consideration of combined November/December meeting due to holiday season:** The committee discussed returning to their normal meeting time of the first Tuesday of every month. The committee had shifted their standard meeting date as a result of several canceled monthly meetings during the pandemic. The committee decided that next month would make the most sense as it fit well with the holiday season. The committee will return to monthly meetings on the first Tuesday of every month at 6:30pm. The meetings will remain virtual for the time being due to COVID concerns.

**The next meeting is scheduled for December 1st at 6:30pm via Zoom.**

Worship and Music Committee  
MINUTES  
October 26, 2020

*"Growing Deep and Wide in our Spiritual Life"*

Attendance: Pastor Paula Schmitt, Stephany Holnaider, Kathe Houck,  
Sandy Redinger, Jeanie Richards  
Absent: Debbie Morley, Christina Andrae, Zach Arbore, Rozella Hoffman,  
Jane Lawson, John McManamy

A. Opening Devotions – Commentary "Prayer"

B. Communications - None

C. Council Report – Kathe

1. Treasurer report a little more optimistic. Needs budgets from three committees, including Worship & Music. Kathe has information from Carol & Debbie and will put together request ASAP.
2. Reservation for worship requirement abolished by Council.

D. Worship Services (Regular)

1. RTW
  - a. Attendance increase to 70 in pews (Ushers and staff not included with this total) but no service has seen 50 worshipers; in fact, attendance has decreased seeing lows of 7 & 12, in some instances.
  - b. Return to full Holy Communion October 24, 2020
  - c. Sunday 8:15am October 25<sup>th</sup> Reformation and Affirmation of Baptism for six young adults and their families.
  - d. Choir – Debbie has added choir members to Saturday and Sunday 8:15am services for prelude and remain for the 8:15am service to aid in singing hymns.

Effective November 1, All Saints Sunday 8:15am service will move to in-person worship and institute protocol for no congregation singing. This applies to Saturday and Sunday 10:45am as well.

2. Live Streaming
  - a. Still a need for additional facilitators
3. Reformation/Confirmation

- a. Affirmation of Baptism 8:15am  
Reformation service on October 25 at 8:15am open just for Confirmands and their families. Debbie will add three choir members to sing prelude, 2 hymns, and choral anthem for Confirmands. No congregational singing.

#### E. ADVENT PLANS

1. Advent Wreath – Advent begins November 28
  - a. Sandy purchased blue lights – Bill and request for reimbursement forwarded to Carol McIntyre.
  - b. Sandy will contact Jim Stemler for pine branches for outdoor advent wreath.
  - c. Ron to set up wreath frame week of November 9-12.
2. Outdoor wreath Set up dates: Friday, November 13; rain date Saturday, November 21
3. Decorating Dates – Advent: Tuesday, November 24
4. Morning Devotions  
Pre-recorded Daily 9am devotions continue Monday, Tuesday, Thursday, Friday and Saturday.  
Morning Devotions with Holy Communion 8am on Wednesdays.

#### F. CHRISTMAS PLANS/DISCUSSION

1. Decorating Dates Christmas: Tuesday, December 22
2. Christmas Eve (Thursday) Services
3. Christmas Day – Friday
4. Saturday/Sunday December 26 & 27

Lengthy discussion regarding Christmas Eve Services, with **multiple scenarios considered**. By tradition: services 6pm (Family Service), 8pm, 10pm and Christmas Day 10am.

“How can we best serve our congregation, honoring forever-held Trinity and family traditions?”

**In the mix & taken into account:**

- Christmas Eve 10pm and Christmas Day services broadcast live on WCNS.
- Mandated sanitizing of sanctuary after all three Christmas Eve services.
- Westmoreland County Covid numbers are increasing (highest in Pennsylvania). Derry Area School District, Norwin, have been moved to remote learning; Greater Latrobe School Board meeting, as we speak.
- Numbers to consider: 2019 Christmas Eve and Christmas Day attendance total: 737. Continuing with 70 worshipers would require eleven (11) services.

**What we know for [almost] certain:**

- Necessary changes to worship times to allow adequate time for sanitizing/drying.
- Check with WCNS regarding broadcast times
- No reservations required; Maximum of 70 people in pews. High risk of too many arriving and need to be turned away.
- Masks & Safe distancing protocols
- No congregational singing
- No procession/recession
- No Gospel processional
- Limited choir/music
- Pre-recorded music program by Debbie, Christina Andrae, and John Salvesson (*HOWEVER, just today, received news Debbie was in ER for fractured hip and leg*)
- Christian Education is considering a Christmas Pageant. We know that Margaret Conrad has agreed to direct.
- Pastor Clement will be away from November 25 – December 22 (or longer).

We all acknowledge and appreciate the fact that no matter what decisions are made, there will be unhappiness and anger.

Staff, Clergy, Leaders, Committee members feel this, as well. But, yet this is an extraordinary time. We seek to encourage one another with grace and ask each to

recognize the bigger picture. We desire for all to be alive and well for Easter and Christmas 2021.

### **Possibilities**

- Offer additional service(s)
- Add drive thru Communion
- Live stream all services
- Live manger scene in gazebo/garden area
- Live indoor narthex tree move to Gazebo
- Relocation of (life-size) Mary and Joseph manger display

### **SPECIFIC DISCUSSIONS**

Add 10am Christmas Eve service

Drive thru Communion 12:30pm

4:00pm service

8:00pm service

\*\*10:00pm if locked into WCNS programming

Discussion which service would be the Family Worship.

- 4pm might work great for some
- 8pm might be too late

Christmas Day

\*\*10am in-person, if locked into WCNS programming

If not, pre-record worship service

What might that look like:

Use pre-recorded music from Debbie, Christina & John and add worship liturgy/litany/readings. Posted to FB 10am and WCNS broadcast

- Recommend cancellation of the Saturday, December 26, 2020 worship service.
- Sunday, December 27 worship at 8:15am and 10:45pm with 'Lessons and Carols'

- Executive Committee meets November 9, 2020
- Council Meeting date November 17, 2020

Inform the RTW and Executive Committee of our recommendations and seek their opinion and guidance.

Kathe will send them an email with inclusion of discussion points and thoughts, as well as our present recommendations (sans the necessary WCNS information).

Next meeting November 23, 2020 7pm

**ALL TABLED AND HELD DISCUSSIONS AND INACTION DUE TO COVID-19**

- I. CPR/AED TRAINING (Special Gift Monies) – Tabled
- J. Vision 2020 for 2020 – “Growing Deep and Wide in our Spiritual Life” –
  - W&M Committee reports due March, June, September, December
- K. MUSIC AT TRINITY – Tabled
- L. Worship Photography Policy – Tabled
- M. Acolytes – Tabled
- N. Communion Guild – Carolyn Krall - Tabled
  - 1. New Brochure Policy and Procedure



**Bold proposition: What if, we put ALL of us in the “same boat” and recommend no in-person worship services Christmas Eve. What might that look like?**

Pre-record for one worship service; each part in blocks

This would allow for:

- Presence and safe distancing of choir members and offering of anthems and hymns.
- Processional and Recessionals
- Beloved hymns, especially ‘Silent Night’ with candles
- Add Acolytes, Lectors.
- Other musicians (trumpet & flute)
- Availability of John Salvesson
- Drive thru Communion on both Christmas Eve and Christmas Day.

## **CONCLUSION:**

### **COMMITTEE RECOMMENDATIONS (with heavy hearts)**

**\*\*PLEASE NOTE:** Currently #1 AND #2 tentative until we receive information from WCNS about broadcast capabilities.

**The Worship and Music Committee is prepared to recommend to Council, that there be**

- 1. \*\*No in-person, live worship services on Christmas Eve.**
- 2. \*\*No live worship service on Christmas Day.**
- 3. No worship service on Saturday, December 26.**

### **Committee action plan for this moment:**

- Emails to Linda Reed, President and Meri Beth Elder, Vice President and chair of Executive Committee and the Return to Worship Panel. (Kathe to send)
- RTW is scheduled to meeting November 4, 2020