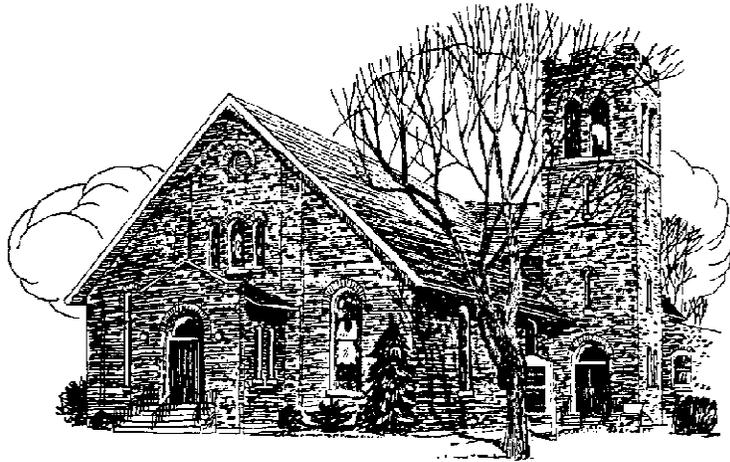


**St. Stephen Evangelical
Lutheran Church**



*Annual Congregation Meeting
Sunday, November 22, 2020*

St. Stephen Evangelical Lutheran Church is a community of faith inspired and empowered by the Holy Spirit to proclaim boldly the Good News of God's loving and saving presence in the world.

Annual Congregation Meeting Minutes
Sunday, November 17, 2019

- I. Call to Order and Prayer
 - a. With 40 voting members confirmed present...
 - b. Mike Kulikauskas called the meeting to order, then offered the opening prayer.
- II. Congregation sang "We are Called"
- III. Approval of Minutes
 - a. Tom Burson motioned and Stacy Schroeder seconded to approve the minutes of the November 18, 2018 Congregational Meeting.
 - b. The minutes were unanimously approved without discussion.
- IV. Pastor Matthew's report and devotions
 - a. Pastor Matthew led devotions based on Acts 6: 8-15 and Acts 7:54 through 8:1, asking questions to groups of three or four disciples:
 - i. What is God up to?
 - ii. What does this story say for us today? (especially in a church bearing Stephen's name)
 - iii. How will St. Stephen's story guide us going forward?
- V. Election of 2020 Congregational Council members
 - a. The following disciples were forwarded for consideration for nomination to Congregation Council
 - i. 2 year term
 1. Wayne Lengel
 - ii. 3 year term
 1. Grace Stoner
 2. Maxine Montgomery
 3. Randy Neidig, Sr.
 - iii. Youth (1 year term)
 1. Emma Best
 - b. Carol Clelland motioned and Matt Schroeder seconded that named disciples be considered for Council membership. Carol then asked if there were any floor nominations. None were provided.
 - c. Greg John motioned and Paulette Krewson seconded to close the nominations. The motion was approved
 - d. Because the number of nominations equals the number of council vacancies, Pat Seiple motioned and Tom seconded to approve the nominations via "Vote by Acclamation." The motion was unanimously approved.
 - e. Mike then thanked the outgoing council members, Cheryl Neidig and Julie Grove and presented both with a flowering plant as a parting gift of appreciation.

- VI. Ministry Reports. The reports are in the package that you received but there are more stories to tell.
- a. R3 – Stacy stated that R3 process is still new. “We are still attending training sessions.” She further asked the congregation to be aware of God at work.
 - b. Educational Ministry – Greg (acting) reported that the ministry continues to grow. There are now four youth classes and all have teachers!
 - c. Property – Julie Grove amplified two items from the report.
 - i. Church needs to address the Bell Tower store room. It needs to be repaired as soon as possible.
 - ii. The Sanctuary carpeting also needs to be repaired. It is tearing in places and poses a tripping hazard. It cannot be stretched any further.
 - d. Fellowship – Lela Ewell reported that Fellowship was relatively quiet this year and is looking for new ideas and help with implementing the ideas.
 - e. Worship and Music – Carol thanked all who have helped over the past year. Pastor Matthew stated that the committee is looking for Christmas Eve volunteers.
 - f. Social Ministry – Crystal Houser reported that the committee is alive, well and very busy.
 - i. She stated that the committee is seeing God in motion, through the building of relationships. She shared a story of one particular relationship.
 1. A gentleman from our Dinner with Friends meal also attends the Flying J events and is now attending our church services. Further, he is now also helping others at Flying J!
 - ii. Crystal then thanked the congregation for sharing their time, talent and treasures!
 - g. Boy Scout Troop 180 – Randy Neidig, Jr. shared that the Troop is doing well, even growing. Thirty boys attend each weekly meeting. There are two Eagle projects in progress; one at St. Stephen. Randy is working on a new pergola for his Eagle project.
 - h. El Salvador Ministry – Pastor Don Seiple thanked Caroline Sheaffer for her exemplary help last year. Pastor Don then updated the stories of two scholarship recipients, Christian and Jonathan.
 - i. Stewardship – Lela shared that Stewardship Committee was busy behind the scenes this year.
 - i. Developed a 3-year Stewardship plan
 - ii. Revamped the annual campaign, adding “committed givers” as program speakers.
 - iii. Sponsored a six week series, Giving to God
 - iv. Considering Estate planning for 2020
 - v. Lela thanked Stacy for planning several pertinent programs with speakers during the year
 - j. Harvest Festival – Jennifer Batcheler shared that the Harvest Festival fundraising didn’t have the benefit of a quilt auction this year. If the quilt

auction proceeds are removed from last year's tally, then this year's festival netted about \$200 more than last.

i. Bill Rowe offered his sincere thanks to Jennifer for a job well done.

k. Personnel – Tom stated it was a quiet year with the exception of hiring a new Youth and Family Ministries Director. He also shared that the committee can always use new members.

l. Finance – Meghan Chervenyak presented the draft 2020 budget for consideration.

i. Tom motioned and Matt seconded to accept the draft budget. The budget was opened to discussion

1. Pastor Matthew noted that the storm water collection fee was added to the budget. This is a state mandated requirement to maintain/improve the municipal storm water collection systems. The fee is based on the amount of impervious land we have. This annual fee will be included as part of the sewer bill.

2. The budget includes a 2% pay raise for Pastor, Organist, Office Manager, and Custodian. Pastor's health insurance annual premium will increase by just over \$2,000.

a. Lela noted that the health insurance premium seemed expensive and asked if the finance team shopped around.

b. Matt noted that we are paying full cost with zero deductibles for the pastor and his family. This is the first time in recent history that we have had larger family to insure. The personnel and finance teams consider health insurance as part of the entire compensation package and it is in line with other professions with such high qualification standards. St. Stephen is also contractually obligated to provide insurance. Matt finally stated that the church is happy with our current provider and did not shop around.

3. Synod Benevolence was increased by \$1,000 to \$19,000 annually.

4. Bill pointed out that, while the Youth and Family Minister's salary is paid from designated funds in 2020, it will become part of the General budget in 2021 and beyond and the congregation must be willing to support.

ii. With no further discussion, the 2020 budget was unanimously approved.

VII. Not required, council members were approved by acclamation.

VIII. With Thanks and Gratitude.

a. Mike offered thanks for all those who supported him this year as Council President

b. Xander Kulikauskas thanked his dad, Pastor Matthew and the Sunday school teachers for always being there.

- c. Carol thanked Pastor Matthew and Stacy their collaborative work on the *Anastasis Magazine*.
 - d. Matt thanked Meghan for her willingness to step into the Treasurer role.
- IX. Announcements for good of the order were offered.
- X. Pastor Matthew offered the concluding prayer.
- XI. Greg motioned and Rose Hlavac seconded to adjourn the annual congregational meeting. The motion was unanimously approved and the meeting adjourned at 2:14pm.

Annual Report of the Communications Task Force

Members: Karen Hendricks (chair), Tom Burson, Mike Kulikauskas, Stacy Schroeder, Lloyd Sheaffer, Laura Wills, Pastor Matthew Best.

The communications task force began meeting in December of 2019 at the request of council, to improve communications, both internally within the church and externally with the community. We first reviewed all current communication systems and methods, evaluating strengths, weakness, and gaps. This included print items (bulletin, letters, posters), digital items (emails, magazine, website, social media) and other methods (phone calls, answering machine message, property signs).

We then got to work on the following projects:

- Crisis Communications Plan: We suggested the creation of (and helped council review) a crisis communications plan to use in times of emergency.
- Social Media Policy and Facebook improvements: We established a social media policy and became more intentional in our Facebook posts including clarity of roles, regular posts, and additions such as custom graphics of sermon quotes and posting the pastor's weekly Scroll through Scripture post directly on church Facebook page at a standard time. When the pandemic hit, we added two more things to our Facebook page: weekly Tough Talks with Pastor Matthew and regular "St Stephen Shines On" images that lifted up ongoing ministries happening during that time.
- Quick forms for minutes and events: These forms make it easy for committees and groups to submit reports and event information for publication. They can complete the forms and send to one standard email, where it is distributed to the church office, council leaders, and those tasked with promotion. These communications forms can be found on website on the News and Events drop-down menu.
- Announcements/Videos: The committee, at Pastor Matthew's request, discussed and made the recommendation that announcements be recorded whenever possible or appropriate, to be played on Sunday mornings and/or posted to the church's social media, website, etc.
- Website: After studying many church websites, talking to graphic design/web experts, and much committee discussion, we are in the process of reviewing and updating the content, structure, and visual appearance of our website with plans to launch a new site in 2021. A smaller sub-committee is meeting regularly to work on the website.

The Communications Task Force was originally formed with the intention of meeting quarterly, but due in great part to the pandemic and the need to alter communication methods, the task force had seven meetings in 2020. The website sub-committee will have met twice by the end of 2020.

Respectfully submitted by Stacy Schroeder and Karen Hendricks, October 22, 2020.

Educational Ministry Committee

(Committee members: Tom Burson, Cheryl Neidig, Laura Wills, Terri Myers, and Greg John)

While 2020 started out as yet another promising for St. Stephen's educational ministry program, the COVID-19 quarantine which began in early March radically altered our best laid plans, as it did for virtually all programs in the rest of society. That being said we shifted gears and resumed Sunday Church School and weekly Bible study in a virtual mode later in the Spring, offered a reduced, still virtual SCS program in the summer. We ramped up to full virtual SCS and Bible study programs in the Fall following our Rally Day program in early September. We thank Jennifer Batcheler, Tom Burson, Greg John, Mike Kulikauskas, Lloyd Sheaffer, all of whom taught during the 2019-2020 school year (and continue to teach in our 2020-2021 program), as well as Pastor Matthew who continues to lead weekly Bible study. We especially thank Jennifer for teaching the all-youth SCS class during spring and summer.

One of our adult classes serves as a fine example of how we have worked to rise to the pandemic's challenge. Offering SCS classes in a virtual mode and un-tethering ourselves from the physical connection between worship and SCS enabled one of our adult classes to move to a Sunday evening meeting vice the traditional Sunday morning meeting. Decided upon by the majority of that class's participants, this seems to be working quite well with a number of folks regularly participating.

As in years past, we fostered congregational access to Christian reading material. We provided Lenten devotional books to help guide our personal Lenten journeys. On Rally Day, even in a virtual mode, we made Bibles available to youth (age 3, Grade 3, Confirmation) as well as to families and anyone who needed a copy or wanted to forward a Bible for someone else. And we continued to add books to the Library/Resource Center which holds nearly 500 books available as resources for our members (and we again thank Pat Seiple, our librarian, for her continued service in that role).

Unfortunately, COVID-19 induced restrictions forced us to cancel this year's Vacation Bible School and Lutheran Church camping activities statewide. We pray that sufficient mitigations will be in place that will enable the resumption of these programs in the summer of 2021.

In closing, while the current pandemic has challenged those involved in St. Stephen's educational ministry program, it has not stopped us from learning and looking for creative ways to share in the teaching of God's Word. We continue to look for opportunities to share in the ongoing witness emanating from the St. Stephen community.

El Salvador 2020 Annual Report



Our scholarship students:

Resilient/ Grateful/ Adaptable - These words describe our Salvadoran scholarship recipients this year. We asked what hardships the COVID-19 virus is causing them in their studies now while facing yet another full year of government-mandated virtual learning mostly from their cell phones. We got many responses:

Our Challenges:

- The severe security measures by our government (if seen out of their homes, jail time was imminent at the beginning of the crisis)
- Seeing others in community adversely affected such as street vendors whose jobs require being out in public are put in jeopardy
- Lack of transportation (public buses were out of service for many months)
- Intermittent wi-fi connections (during the rainy season power goes out frequently; sometimes must wait until 2:30 AM to find a strong signal!)
- Cost of maintaining internet services is beyond our means
- High cost of obtaining documents needed for classes; many are inaccessible
- Stress, pressure, and depression as situation worsened

Solutions – these students refuse to allow a virus to deter their dreams and goals. We received numerous letters recently thanking us for our support, assuring us they are maintaining their strong academic standing, continue to serve their community and country, and show good performance in their studies.

Thank God to Pastor Cristian Chavarria who coordinates this scholarship program consisting of about 25 students, mostly of college age. We budget approximately \$10-12,000 per year. A few other scholarship students live elsewhere in the country. We communicate with them via What's App groups.

We facilitated a scholarship student request of a single Salvadoran mom with two children wishing to study culinary arts with Ruth Kroll, a Salvadoran advocate living in Ohio with a similar background who agreed to sponsor the student for the duration of her studies.

The mayor of San Estaban requested scholarship help for ten students in that community. Although we are unable to financially commit to more students at this time, we are hopeful we can help in the future. That mayor has been supportive of our Calderitas students by providing transportation to and from their classes.

During the COVID crisis two back-to-back catastrophic tropical storms hit the country, Amanda and Cristobal, displacing 30,000 Salvadoran families, many within a church we help support. Food insecurity from crop damage is extensive across the country. In some cases we bumped up the date of financial help by a few weeks in order to tide over our students during this time due to their food insecurity situation.

Don Seiple **coordinates with our mission partners** across the U.S. to effectively serve the Salvadorans with common purpose and goals. Nursing personnel in Wisconsin and a Chicago college professor have reached out to us for help in coordinating efforts this year.

We continue to share stories monthly via **embracingelsalvador.org**. Thanks to Bill McCormick and Mike Kulikauskas for their technical skills in getting these stories posted, as well as to Laura Wills and Lloyd Sheaffer for making them available on the church Facebook and website. Unexpected interviews came to us this year including a youth border crossing story, an adult Salvadoran adoptee, and a couple who were former missionaries in El Salvador.

We received a request in another community to repair a **pastor's mission vehicle** which has not worked for several years. Because his parish is located far from an existing bus route, he uses it for all types of pastoral care including driving members to doctor and hospital appointments, etc. A private donation covered the repair cost.

Thank you to each of you who contribute in any way to our outreach ministries in El Salvador – translators, contributors, prayer warriors, tech helpers. It is our privilege to serve together in joy.

Blessings abound! Caroline J. Sheaffer, on behalf on the El Salvador task force (Tony Bianchi, Eric Brown, Juan Escobar, Jeannette Fogarty, Patty Gillingham, Danilo and Mandy Gonzalez, Mike Kulilauskas, Bill McCormick, Tricia and Tara Lacy, Santiago Sanchez, Pastor Emeritus, Don Seiple)



Pueblo de Dios Lutheran Church in Calderitas

Pastor's Annual Report – 2020

By Rev. Matthew Best

Isaiah 43:16-21 states:

Thus says the Lord,
 who makes a way in the sea,
 a path in the mighty waters,
who brings out chariot and horse,
 army and warrior;
they lie down, they cannot rise,
 they are extinguished, quenched like a wick:
Do not remember the former things,
 or consider the things of old.
I am about to do a new thing;
 now it springs forth, do you not perceive it?
I will make a way in the wilderness
 and rivers in the desert.
The wild animals will honour me,
 the jackals and the ostriches;
for I give water in the wilderness,
 rivers in the desert,
to give drink to my chosen people,
 the people whom I formed for myself
so that they might declare my praise.

The key phrase of this passage is verse 19 – “I am about to do a new thing.” What a fitting way to summarize 2020. We have been doing all new things, all year long. The historic pandemic that we have been facing and continue to face has forced our congregation, and the larger church, to make adaptations and changes in unprecedented ways. And people have stepped up in incredible ways to make sure that ministry and the community not just go on but are strengthened.

God is on the move and continues to invite this congregation to live into the unfolding of the Kingdom of God in our midst. And people are answering that call in amazing ways. Thank you. These responses make pastoring a joy in the midst of challenge.

So far in 2020, I have seen how God has been doing a new thing in a variety of ways:

- Worship: We started the year worshipping in the way we have done it for so very long – in person. When the pandemic struck, we shifted in the course of one week to an online service. As the year progressed, we celebrated both the Pascal mystery of Easter and Pentecost online as well as our normal weekly Sunday services. Great resources of creativity and flexibility by so many people have made this possible. Preparation for worship is a team effort and I am grateful to so many who have helped to make sure worship could continue online – To the staff – Kevin, Michael, and Abby. To our technology team headed up by Tom. For Jen who has graciously handled the technology for worship on Zoom. For all the lectors and Assisting Ministers who have adapted and provided so much life to our worship. To the team who writes the weekly prayers of the church. To the reopening task force for their wisdom and guidance to move us to the point that we have been able to return to in person worship. And to Emma, Mollie, Grant, and Andrew who have gone way above the call of duty in

helping their parents in innumerable ways to ensure that online worship flows smoothly. And finally, to everyone who participates in worship online. It has been a real joy to have you participate in worship.

- Worship II: Since August, we were able to add in person worship again. And while the numbers have been small, again, this addition has been life giving for all involved. Many thanks to all of the worship assistants who make this possible, in addition to all the people listed above. With the addition of the new AV system, and the forthcoming new camera, we'll be looking at ways to offer a hybrid worship service that combines both in person and online worship. Preparations are already under way to ensure that all worshippers are fully engaged in worship, that worship assistants are drawn from both in person and online, and that all can full participate in worship together, regardless of where they are worshipping from. The exciting part of this is that we have had the induction of a new member online, and people have joined in worship from across the US as well as other parts of the globe. We are truly reaching people with God's message of Good News in ways that we never dreamed of and I look forward to seeing how that continues to evolve.
- Worship III: Throughout the year, we have held a variety of unique and special worship services in which the love and mercy and forgiveness of God have been proclaimed. I recorded a Service of Lament, we partnered with Trinity United Methodist Church to pre-record a Good Friday service, did an outdoor funeral, and offered online mid-week Lenten prayer services. We will be offering online mid-week Advent services in conjunction with other Lutheran churches in the West Shore Conference.
- Faith formation: In the summer, I had the opportunity to lead the combined Summer Adult Summer School class. I've also been leading an online bible study. And we continue to partner online with St. Paul (Carlisle) and Big Spring United (Newville), for our Confirmation program. We also finished up the formal gatherings for two small group huddles. We continue to partner with St. Paul (Carlisle) for our Tapology conversations on faith and current topics. These conversations have become more ecumenical as well as the group expands to include other faith traditions.
- Pastoral Care: Doing Pastoral Care has presented the most significant challenge for me due to the pandemic, limiting my ability to visit people face to face. Due to continually changing pandemic restrictions, I visit in person when I can. With hospital safety precautions, there have been times when I was prevented from visiting in hospitals. I have increased phone calls to people and attempted to maintain contact in other ways.
- Digital ministry: Throughout this year, I have incorporated digital ministry opportunities, with some mentioned above. In addition, I have continued my weekly Stroll through Scripture (weekly commentary on the lectionary readings), and for several months did a Tough Topic Tuesday where I touched on a tough topic through the lens of faith. I have also continued to provide content for our quarterly magazine, my own blog, and posted an almost daily prayer on social media.
- Larger church: Part of pastoral ministry is also engaging in the larger church. Throughout this year I have continued to engage our congregation with the larger church by serving on Synod Council and synod task forces, as well as LAMPA (the Lutheran Advocacy Ministry in Pennsylvania). These are important relationships for our congregation, and it has been wonderful to be able to invite members of our community and congregation into these ministries as well.

Thank you to all the people who have made this year an amazing proclamation of God doing something new. I look forward to 2021 and seeing what God is up to in the life of our congregation and in our individual faith journeys.

Blessings,

Pr. Matthew

Annual Report for 2020 Personnel Committee

The Personnel Committee was formed in 2002. It functions under the supervision of the Congregation Council. Its members for 2020 are Tom Burson, Carol Clelland, Bill Wills, and Pastor Matthew Best (ex officio). Its responsibilities cover all employees except the pastor. Its functions include:

- Assure that there is an accurate job description for each staff position in consultation with the committee(s) involved with position.
- Assure that there is a performance review of each staff person no less than annually.
- Make recommendations to Council on salary changes for each staff position (excluding the pastor) in consultation with the committee(s) involved with the position.
- Upon a staff vacancy, initiate obtaining a replacement as directed by Council, conduct applicant interviews (interviewers are to be selected from relevant committees and current staff as approved by Council), and make hiring recommendations to Council.
- Conduct and/or coordinate exit interviews of departing staff and share results with Council. Include representative(s) from the Mutual Ministry Committee if requested.
- Investigate performance complaints concerning staff in consultation with the committee(s) involved and make recommendations to Council.
- Administer the provisions of the Child Protection Policy in coordination with the Educational Ministries Committee.

Since the last Congregation Meeting the committee has accomplished the following:

- Completed a review and updated all staff job descriptions.
- Completed a performance review of all staff.
- Implemented the provisions of the Child Protection Policy (CPP) in coordination with the Educational Ministries Committee.
- Updated Child Protection Policy to provide for continuing education at five year intervals.
- Developed an online continuing education program in coordination with the Education Ministries Committee and started retraining Authorized Adults whose credentials had expired. This has been a slow process mostly due to the Covid-19 restrictions and the lack of in person activities with youth.
- We will be continuing to emphasize the need for re-credentialing and continuing education so that we have the necessary number of Authorized Adults for our youth programs.
- Prepared salary recommendations for the 2021 budget.

Many thanks to the committee members for all of their efforts and contributions in helping to develop and carry out the tasks of this committee.

Tom Burson
Chairperson

Annual Report of the R3 Team

Members: Stacy Schroeder (chair), Emma Best, Pastor Matthew Best, Lela Ewell, Crystal Houser, Wayne Lengel, Randy Neidig Sr, Jadam Smith.

WHAT IS R3?

R3 (Reform/Renew/Revision) is an intentional 18-month renewal program offered by the synod to help congregations dig deep into their faith, reconnect with one another, and re-root in the community. Last year, our council voted to enter into this process and our team was formed. Our church was also chosen as the host site and we hosted four of the bimonthly trainings before the pandemic hit. We have since participated in three online workshops with several more to go before the program wraps in March 2021. While the transition from in-person to virtual has been challenging, our team continues to find these trainings inspirational and full of gentle prompts to move us forward in discerning God's will for us in this time and place. All are welcome to participate in these sessions.

As part of this process, we have been guided to create the following documents:

- Into the Pews Project*: We worked with the congregation in January and February to gather members' perspectives on our congregation's assets, wows (places where God is already at work), and needs.
- Community Interviews*: Over the spring and summer, our focus turned outward. We gathered similar commentary from area businesses and organizations on community strengths and needs as well their knowledge and impressions of our congregation.
- Congregational Vitality Study*: A second summer project was determining how many people in our congregation are engaged in small groups. Small group participation is a sign of congregational health.

** Copies of all three of these reports have been distributed via email and are available on R3 page of the website (you must be logged in to see them). You can also request a copy through the church office or by emailing Stacy Schroeder at stacy.l.schroeder@gmail.com.*

GOOD NEWS

Let's take a moment to celebrate some affirming (but not surprising) news that arose out the third report, our small group vitality study. According to a study our team did this summer, just over 2/3 of our congregation's members have been involved in at least one small group so far in 2020. Small group participation is a sign of health and engagement of a congregation. By comparison, a national (pre-pandemic) statistic provided by the synod says that an average of 35% of congregation members engage in small groups. **St Stephen is connecting with almost double the percentage of members through small groups than the average.** This says great things about our church community.

WHAT IS NEXT?

Next steps include looking at how the results of the Into the Pew Project and the Community Interviews intersect. Where do our assets and wows connect with community needs? What ideas and comments are convicting? **What might God be calling us to do?** Expect more opportunities to ponder this. At the time we submitted this report, an online conversation and survey were underway to see what patterns and God nudges might emerge. Your participation is important. As we reach out with additional assignments and opportunities to get involved, please get involved and prayerfully respond.

WITH GRATITUDE

The team thanks you for the opportunity to participate in this meaningful program.

—*Stacy Schroeder*

Report of the St. Stephen Lutheran Church Reopening Task Force

Our Goal: "A St. Stephen Lutheran Church congregation that is able to proclaim the Good News of God's love through regular, safe and joyful worship services which integrate on-site and remote technologies to serve our members and the community at large. A congregation that continues to faithfully grow in discipleship and service as it continues its activities as set out in St Stephen's mission statement and constitution, as updated by the R3 Team and emerging post-emergency needs. A congregation that can safely offer its facilities and services to our community partners (Harvest Festival, Boy Scouts, 4H, etc.), synod and others as requested to further develop and establish a better, sustainable environment in which all can operate successfully."

The Reopening Task Force convened for the first time on May 7, 2020. Emma Best, Pastor Best, Larry Bouchat, Carol Clelland, Julie Grove, Jenny Batcheler, Tom Burson, Mike Kulikauskas, and Heather Miller answered the call to serve on this group. They met every Sunday evening at 7:00 pm via ZOOM from May through the end of August and continue to meet as needed.

Initially they tackled the daunting task of working through a mountain of information about COVID-19 from the CDC, the PA Dept. of Health, the Lower Susquehanna Synod and many legitimate articles from medical and scientific sources as well as first-hand experience from groups dealing with the virus. The congregation was surveyed to gather information about their desires with regard to worship during the COVID-19 outbreak. The Task force produced the guidelines for reopening for in-person worship, the lists of responsibilities for various volunteers and the covenant for attending in-person worship. They recommended to Council the closure of the facilities, monitored the community COVID cases and periodically reviewed and made recommendations to Council on facility use policy and the eventual restarting of in-person worship and communion. Upgrades to the audio and video capabilities were researched and purchases were recommended to Council for equipment and licensing to allow our congregation to live stream worship via ZOOM, YouTube and/or other internet platforms. Eventually we will be able to live stream and ZOOM the in-person worship, allowing the return to one service time. The taskforce reviewed a proposal from HB McClure to add an ionic filtration system to our existing AC system and recommended its purchase to Council. The now installed filtration system will allow the use of our fellowship hall and sanctuary, with the use of masks and distancing, as the weather grows colder. Moving forward the Task Force will continue to monitor the presence of COVID-19 in our community and make policy recommendations to Council concerning the safe use of our facilities.

Many thanks to the individuals who have given of their time and talents to help our St. Stephen Family safely navigate through the challenges of this ongoing pandemic.

Respectfully Submitted,

Mike Kulikauskas

Social Ministry Report for Congregational Meeting – Oct. 2020

The Social Ministry committee is called to provide direct support to individuals within our immediate area and to partner with organizations that serve those in our local and worldwide communities who need assistance. This has been an extremely challenging year due to the COVID-19 restrictions, so we are learning ways to be very creative in our ministry.

Funding: We are currently working within our second year of the ELCA grant, but we have also been awarded two new grants. One was a \$5,000 disaster relief grant from the synod. The second was a \$4,500 Legacy hunger grant, also from the synod. These grants have become even more important in light of the fact that we will be unable to host the Harvest Fest, which has always been our biggest income-producing event. As always, we remain grateful for direct donations and Thrivent Choice dollars, too.

Assistance and Events:

- We are still maintaining our food bank with bagged meals that can be distributed on the spur of the moment, now on a drive-through basis. We are also still able to provide Giant gift cards for people who need food and gas. And various people continue to stock up our freezer with soups, casseroles, and homemade breads to have on hand for shut-ins or those returning from hospital stays.
- Dinner with Friends has been put on hold until we can once again gather safely. The Flying J ministry changed locations several times – first to Petro truck stop due to new management at the Flying J, then to our church pavilion from Aug. through Oct. due to pandemic quarantines.
- This year Social Ministry has been called to assist those hit hardest by the pandemic. Many people who have been laid off or have had their work hours severely cut have been in dire need of assistance to pay necessary bills – for utilities, for food, for car repairs, for medical expenses. And so we work to ease the burdens of those who live on the edge of or in the midst of poverty.
- We continue to work with all the local agencies and organizations we have in the past: Project Share, New Hope Ministries, the Lutheran Theological Seminary in Gettysburg, the Lower Susquehanna synod, Cumberland Valley School District, Bethesda Mission, Trinity Methodist Church, New Digs and Community - all of whom assist those within our immediate community. We again supported St. Barnabas summer camp in Harrisburg by donating scholarships for two campers and also putting together a gift basket for their raffle.
- The Angel Tree once again yielded some great presents for the New Hope Ministries Christmas season. And we snuck in the annual Chocolate Fest in Feb. just before the quarantine took effect.
- It is also important to us that we remember that there are those within our doors who struggle, too. We were able to assist families in our congregation with children by providing some monetary support. In March we delivered home cooked meals to shut-ins, those who were ailing, and those in the congregation who work in the medical field.
- In Aug. Social Ministry was one of the many sponsors in funding the Feeding the Thousands event at Community Cares.

Partnerships: In an ongoing effort to increase our resources, Social Ministry wholeheartedly promotes the power of partnerships. Throughout much of the past year Wegman's grocery store donated food on a weekly basis for anyone to take from fellowship hall. We received 100 boxed meals from the Bethesda Mission for distribution, and 90 Meals Ready to Eat (MREs) from the Defense Logistics Agency as well. Some of these we shared with Cumberland Valley School lunch program. During our pavilion services, a representative from Community Cares attended in order to

provide access to services for those in need. A medical representative from Sadler Health Center has also still been assisting by checking blood pressures, setting up doctor appointments, obtaining prescriptions, making referrals to Sadler Health Center for possible diabetes evaluations, and now providing COVID tests. Our newest partner is DaVinci's restaurant in Hogestown, who has prepared take-out meals for our twice-a-month Pavilion Nights.

Gratitude: We continue to be thankful for everyone who volunteers their time, money, and skills to help those who struggle. If you are interested in helping with Social Ministries in any capacity, or if you know of someone in need, please contact one of our members. The committee currently includes Lynne Immell (chair), Sally John (secretary), Crystal Houser, Patty Haggerty, Elaine Rapp, Grace Stoner, Pat Lee, Brenda Kimmel, and Jennifer Batchelor.

-Respectfully submitted by Sally John

Report of the Stewardship Committee

Members: Le Ewell (Chair), Paulette Krewson, Mike Kulikauskas, Stacy Schroeder

- **Started the 2020 year with a very generous gift.** Pastor Matthew brought it to the Stewardship Committee that we had an individual that was willing to donate \$5,000 proposing a “match” event. We were planning this event starting on Palm Sunday, April 5th – May 31st, 2020
- **Collaborated on using the theme of time throughout the year**, using the idea of short videos
- **Placed an easel in Fellowship Hall** for others to name people with gratitude of thanks.
- **In February, we were overwhelmed with joy that yet another individual came forward to generously add an additional \$5,000 to the match event.** We were still planning to kick the event off on Palm Sunday
- **Sent thank you cards to our generous donors**
- **Covid hit – planning postponed.**
- **Match Event** up and running thru the end of October
- **Working together on 2021 Theme of Talents**
- **Considering “Reading the Bible in a Year” Event**

Some of our planned events were able to happen this year and some needed to be cancelled due to the pandemic.

- **All three of our stewardship series events on time (our theme of 2020) took place.** One Saturday in January, we hosted a two-part event led by Stacy Schroeder and Karen Hendricks. The morning was spent creating a vision board of images and words that reflect goals for the year. In the afternoon, learned about bullet journaling, an effective and flexible method of keeping track of your schedule and plans. In September, Laura Wills and Stacy Schroeder continued the conversation with a presentation on organizing the home, which leads to better quality of life and less lost time searching for items.
- **We also hosted an important presentation on how to live and get along during these tense times.** Led by Rev. Angela Zimman, this October event was called *Bridging the Red & Blue: Living Together in Faith, Hope, and Love*.
- **Two events were cancelled.** In May, we had planned to host a racial justice workshop coordinated by the synod’s racial justice task force. We also set aside plans to create a joint summer baptismal event and picnic with St Stephen Episcopal, Harrisburg, on City Island.

Worship and Music 2020

What a year for all of us!

Despite all the effects of the Covid 19 pandemic, not one Sunday worship service was cancelled! Beginning in March, the service was made possible via video conference of ZOOM. This has continued throughout the year and will remain so, with the addition of live streaming our in person worship service utilizing the new and improved equipment that was installed this fall.

To have made this transition required the talents and perseverance of many people and for this we are very thankful.

Along with Pastor Matthew, Abby Best and myself, worship and music has expanded to include Emma Best, our Sunday cantor, Molly, Grant, and Andrew Best, who have helped with the production of the service and Jen Clements, who has been our faithful technology expert.

Thanks and gratitude also go to Ja'net Gochenaur for altar guild services, and to Mike Kulikauskas and Tom Burson for being available in times of assistance.

Many thanks also go to all those who have volunteered to participate as worship assistants at both services. Thank you to Kevin Stafford for the vital part he plays in our weekly communications and worship planning.

Since the closing of the church building in March, we progressed back to in person worship this summer utilizing the precautions, recommendations and guidelines provided by the Reopening Task Force. The offering of Holy Communion was then started in September- both at in person worship at 8:00 a.m. and at the video service at 11:00 a.m.

As the busy church season of the fall continues, we look forward to revitalized and revisioned types of worship. Please include all of us in your prayers.

Respectfully,
Carol Clelland

	St Stephen Lutheran Church							
	2021 Budget							
	Account Detail							
Account	Account Name	2021 Budget	<u>Comments - 2021 Budget</u>	2020 Budget	2020 Actual through August	2020 Projected Actual	2019 Actual	2018 Actual
	Missions and Committees							
	Stewardship							
51870	Fellowship Supplies	1,000	Includes annual CVLI licenses	750	520	780	858	913
50010	Offering envelopes	275		275	0	0	247	228
50020	Stewardship Supplies	0		0	0	0	0	
50030	Stewardship Training	400		400	45	68	0	0
	Subtotal: Stewardship	1,675		1,425	565	780	1,105	1,141
	Worship and Music							
50040	Organ Maintenance	1,500	Increase to reflect last couple of years run rate	1,240	584	876	1,457	1,433
50050	Music	100		100	42	63	54	0
50060	Piano Tuning	420		420	0	0	420	400
50070	Altar Supplies	600		600	55	83	563	428
50080	Decorations	50		50	0	0	0	0
50090	Bulletins	250		250	76	114	58	174
50100	Special Meals	0		0	0	0	0	0
50110	Flowers	0		0	385	578	762	741
50120	Outside Talent	0		0	0	0	0	0
50130	Supply Pastor	850	Increase in costs of supply pastors.	800	0	0	774	1,022
50140	Supply Organist	350		350	0	0	328	354
50150	Advertising	0		0	0	0	0	0
50160	Devotional	150		150	84	126	168	148
50170	Worship Resources	1,100		1,100	1,342	2,013	1,091	1,133
50180	Miscellaneous	100		100	0	0	84	72
	Subtotal: Worship & Music	5,470		5,160	2,568	3,852	5,759	5,905

St Stephen Lutheran Church								
2021 Budget								
Account Detail								
Account	Account Name	2021 Budget	<u>Comments - 2021 Budget</u>	2020 Budget	2020 Actual through August	2020 Projected Actual	2019 Actual	2018 Actual
Christian Education			Budget submission assumes pre-COVID activities in 2021					
50200	Printed & AV Material	750		750	611	917	1,030	1,134
50210	Consumable Supplies	100		100	114	171	58	11
50220	Vacation C.S. Supplies	200		200	0	0	207	122
50230	Teacher Training	50		50	0	0	0	0
50250	Confirmation Ministry	100		100	0	0	0	35
50260	Library Materials	50		50	0	0	45	41
50270	Special Programs/Speakers Expenses	0		0	0	0	104	100
50280	Miscellaneous	150		150	0	0	118	0
Subtotal: Christian Education		1,400		1,400	725	1,088	1,562	1,443
Evangelism								
50300	Evangelism Events Exp	0		100	0	0	0	149
50310	Global Missin Trips Exp	0			0	0		0
50320	Gospel Heralds	0			0	0		0
50330	Helping Hands Expense	0			0	0		0
50340	Calendars Expense	0			0	0		0
	Annual domain registration fee	660				0		0
50350	Web Hosting Fee			660	385	578	660	660
Subtotal: Evangelism		660		760	385	578	660	809
Youth and Family Ministries								
50500	Youth and Family Ministries	0	Assume need amounts will come from dedicated funds	0	576	768	514	0
Subtotal: Youth and Family Ministries		0		0	576	768	0	0

	St Stephen Lutheran Church							
	2021 Budget							
	Account Detail							
Account	Account Name	2021 Budget	<u>Comments - 2021 Budget</u>	2020 Budget	2020 Actual through August	2020 Projected Actual	2019 Actual	2018 Actual
	Church Utilities and Maintenance							
	Maintenance		No submission from Property - assumed 2020 budget for now					
50600	Property Insurance	4,644		4,644	3,671	5,507	4,615	4,382
50610	Church Repair/Maintenance	1,737		1,737	1,012	1,518	1,929	2,372
50620	Lawn Mowing	3,339		3,339	700	1,050	2,730	1,716
50630	Snow Removal	1,612		1,612	575	863	1,995	1,240
50640	Custodian Supplies	563		563	231	347	47	869
50650	Trash Removal	990		990	1,213	1,820	1,516	1,387
50660	Miscellaneous	0			0	0	0	100
50670	Self Loan Interest	0			0	0	0	0
50680	Self Loan Principal	0			0	0	0	0
	Subtotal: Maintenance	12,885		12,885	7,402	11,103	12,832	12,066
	Utilities		No submission from Property - assumed 2020 budget for now					
50700	Electric	11,185		11,185	6,786	10,179	9,998	10,278
50710	Water	585		585	270	405	1,054	809
50720	Sewer	2,502		2,502	1,883	2,825	1,376	1,089
	Subtotal:Utilities	14,272		14,272	8,939	13,409	12,428	12,176
	Subtotal: Church Utilities and Maintenance	27,157		27,157	16,341	24,512	25,260	24,242
	Total: Missions and Committees	36,362		35,902	21,160	31,577	34,346	33,540

St Stephen Lutheran Church								
2021 Budget								
Account Detail								
Account	Account Name	2021 Budget	<u>Comments - 2021 Budget</u>	2020 Budget	2020 Actual through August	2020 Projected Actual	2019 Actual	2018 Actual
Personnel Expenses								
General Personnel Expenses								
51700	Workman's Comp Ins	875		875	464	696	621	673
Subtotal: General Personnel Expenses		875		875	464	696	621	673
Pastor Compensation								
Pastor Salary								
51000	Pastor's salary	35,659		34,620	23,080	34,620	33,941	32,470
51110	Housing Allowance	23,113		22,440	14,960	22,440	22,000	22,000
51120	Self Employment Tax	4,497		4,366	2,911	4,367	4,280	4,167
51130	Interim Pastor Salary and FICA	0						
Subtotal: Pastor Salary		63,269		61,426	40,951	61,427	60,221	58,637
Pastor Benefits								
Based on ELCA Guidance for Gold Plus Plans								
51200	Board of Pensions (ELCA)	7,371		6,587	4,838	7,257	6,458	6,458
	Interim Pastor Pension				0	0	0	0
51210	Life Insurance				260	390	112	162
51220	Health Insurance	25,553		23,148	16,660	24,990	20,905	19,268
51230	Disability Insurance	921		1,500	650	975	1,368	1,615
51240	Survivor Benefit	430		108	0	0	0	0
51250	Retiree Support	431		377	246	369	377	377
51260	Group Life Insurance				0	0		0
51270	Business and Travel	3,000		3,000	1,232	1,848	2,957	3,378
51280	Continuing Education	1,300		1,300	939	1,409	1,324	1,140
51290	Miscellaneous			0	0	0	0	0
Subtotal: Pastor Benefits		39,007		36,020	24,825	37,238	33,501	32,398
Total: Pastor's Salary and Benefits		102,276		97,446	65,776	98,664	93,722	91,035

St Stephen Lutheran Church								
2021 Budget								
Account Detail								
Account	Account Name	2021 Budget	Comments - 2021 Budget	2020 Budget	2020 Actual through August	2020 Projected Actual	2019 Actual	2018 Actual
Education/Youth Minister Compensation								
Salary								
51300	Education/Youth Minister Salary	9,000	Salary and benefits remain the same as 2020. Discussed with an agreed to by the Director of Youth and Family Ministry	9,000	5,884	8,826	2,423	0
51310	Employer FICA	689		689	450	675	185	0
Subtotal: Education/Youth Minister Salary		9,689		9,689	6,334	9,501	2,608	0
Ed./Youth Minister Benefits								
51630	Business and Travel	1,320		1,320	138	207	104	0
51370	Education	2,500		2,500	0	0	0	0
51380	Seminary Education	0		0	0	0	0	0
Subtotal: Benefits		3,820		3,820	138	207	104	0
Total: Education/Youth Minister Compensation		13,509		13,509	6,472	9,708	2,712	0
Other Wages								
51400	Administrative Assistant	23,233	2% increase recommended by Personnel	21,677	14,300	21,450	21,252	20,693
51410	Employer FICA	1,777		1,658	1,094	1,641	1,626	1,583
51500	Custodian	5,190	2% increase recommended by Personnel	5,088	3,327	4,991	5,080	6,815
51510	Employer FICA	397		389	254	381	389	521
51600	Organist Wages	16,348	2% increase recommended by Personnel	16,027	10,479	15,719	15,713	17,000
51610	Organist FICA	1,251		1,226	801	1,202	1,202	1,301
51620	Organ lesson funds	800		800	800	1,200	820	650
51630	Organist Personal Music	100		100	100	150	8	228
Subtotal: Other Wages		49,096		46,966	31,155	46,733	46,090	48,791
Total: Personnel Expenses		165,755		158,795	103,867	155,801	143,145	140,499

St Stephen Lutheran Church								
2021 Budget								
Account Detail								
Account	Account Name	2021 Budget	<u>Comments - 2021 Budget</u>	2020 Budget	2020 Actual through August	2020 Projected Actual	2019 Actual	2018 Actual
Office								
51800	Software	1,520	CDM, Zoom, remote office access software, cloud backup	775	0	0	510	635
51810	Supplies	975	AED Battery Pack	750	565	848	737	609
51820	Copier Rental	1,392		1,392	928	1,392	1,517	1,392
51825	Per copy charge	1,800		1,800	1,138	1,707	1,761	1,390
51830	Postage	600		600	843	1,265	250	574
51840	Telephone	1,900		1,900	1,362	2,043	2,047	1,945
51850	Lutheran Magazine	287		287	144	216	215	144
51870	Paper Products-Meals			0	0	0	0	0
51890	Child Protection	50		50	35	53	8	0
51900	Bank Account Charges	50		50	50	75	83	142
51905	Bank ACH Fees	540		300	262	393	304	277
51907	Vanco on-line fees	250		650	599	899	756	378
51910	Miscellaneous	525		150	710	1,065	490	0
51920	Synod Assembly Registration fee	810		810	525	788	810	570
Subtotal: Office		10,699		9,514	7,161	10,742	9,488	8,056
Total General Fund Expenses								
		212,816		204,211	132,188	198,119	186,979	182,095
General Fund Receipts								
				189,788	106,569	159,854	163,760	172,249
Building and Maintenance								
				0	1,080	1,620	1,734	1,640
Total		212,816		189,788	107,649	161,474	165,494	173,889
Overage (Shortfall)		0		(14,423)	(24,539)	(36,645)	(21,485)	(8,206)