

MISSION COMMITTEE MINUTES

NOVEMBER 12, 2023

In attendance: Andy Listman, Regina Listman, Pat Schaffer, Margaret McCafferty, Kevin Sangster, Lillian Knott, Pat Knott, Al King, and Denise King.

The meeting began at 11:00 a.m. with prayer said by all.

Minutes: The Minutes were read, and there were no changes. A Motion was made by Andy Listman to accept the Minutes as read and was seconded by Margaret McCafferty. All were in favor and the Motion passed.

Pat Schaffer will read a Thanksgiving Prayer on November 21, at the Baptist Church, for the Berlin Ministerium.

Treasurer's Report: The report was read, and a Motion was made by Margaret McCafferty to accept the Minutes as read and was seconded by Andy Listman. All were in favor and the Motion passed.

Sr. Warden's Report: Kevin reminded that we submit the paperwork for the Pavers for the Memorial Garden by the end of December. Lou Durham is still out with illness but is expected to be back this Sunday. It was suggested that we give Lou a gift card since he has been out sick for three weeks, but Kevin said to wait and that if Lou asked for one, we would consider it. Kevin indicated that if he is nominated for Warden again, he will run again. Leasing the church to another entity needs to be approved by the Diocese. Darlene recommended a lady from the Diocese that can help with this, and the Diocese should have a template for us to use instead of hiring an attorney. We are expecting a check from the State for Unclaimed Funds in the amount of \$771.98. Fr. Russell will be having a meeting with the Bishop regarding being a "dedicated" priest for Good Shepherd. We are also considering being provided a Vocational Deacon to serve on days when Fr. Russell would not be with us, and who could conduct other things like regular Bible study. Regarding rules and responsibility, all decisions should be made by the Committee or those duly constituted, and not by individuals or standing committees acting on their own. All reports should be made and sent before the Mission Committee meeting, not done orally at the meeting. It was suggested by Kevin that we refresh our logo and possibly put the year the church was founded in the lower right-hand corner of the logo.

Jr. Warden's Report: JT Landscaping will be our new company. The Fall cleanup will cost \$820.00 but will include trimming the bushes, mulching and weeding for a cost of \$230.00 and a total of \$1,050.00. Two bushes will be replaced. The Capital Fund will pay for same. The committee was asked to approve this amount, and all were in favor and the matter was approved. The cost of snow removal by JT Landscaping will be \$750.00. Again, approval was asked of the committee, and all were in favor and the matter was approved. A new light needs to be installed on the side of the church facing the open lot. The office, steps, Sacristy and office bathroom

flooring needs to be replaced. Al is in the process of getting estimates. Minor repairs are to be done by Ken King.

Fundraising: Lillian gave a report on the Basket Auction, and it was suggested by Regina that numbers on the tickets would make it easier at the door to process people faster, as at times there was a line and people were a bit frustrated.

Unfinished Business: Beginning in the New Year, we will have a Potluck Brunch the second and fourth Sundays of the month, and the first, third and fifth Sundays will be lite fare (pastries, coffee, etc.) The church will pay for this expense. Kevin suggested that the raffle drawing be held in the Spring, beginning in 2025.

New Business: Kevin is looking for an Office Administrator and April Mae Rugletic would be interested. It was suggested that we consider putting in place an electronic filing system for important documents. A new laser printer for the office has been ordered. The old printer could print up to 3,000 black and white copies and 2,300 color copies and two sets of cartridges purchased in September cost \$330.00 a set, so 7 sets totaled \$2,275.00 this year. The drum costs \$200.00 plus, and a new one is needed. The new Canon will cost \$450.00. The black cartridges are \$174.00, and \$220.00 for three color cartridges and the drum is built into the cartridges. Approval was needed for purchase of the printer and approval was given, as all were in favor. The last check from the Diocesan grant will pay for the microphone. Fr. Russell recommended purchasing Constant Contact as emails can be sent out for mass mailings. Approval was given to purchase same at the standard tier of \$35.00 per month. Our Christmas party will take place on December 17th after church.

A Motion to adjourn the meeting was made by Al King and seconded by Pat Schaffer. All were in favor and the Motion passed.

The meeting ended at 1:04 p.m. with prayer said by all.

Respectfully submitted,

Margaret McCafferty
Secretary, Mission Committee