

TLC Church Council Special Meeting – April 28, 2020
Transfiguration Lutheran Church

Attendees:

Staff: Pastor Arthur Murray and Pastor Ed Treat

Council: Steve Jorschumb, Steve Mattson, Melinda Chau, Jerry Olson, Sandy Stooke, Gretchen Schroeder, Dan Ekholm, Becky Woll, Allison Lindman (after Property Committee meeting)

Call to order: The meeting was called to order at 6:34 pm.

Agenda: Becky Woll requested agenda items 5 (Intern Pastor Grace) & 6 (Pastor Arthur) be switched.

Financial Report: Jerry Olson

- Jerry has looked the financials for the month to date. General Fund receipts to date for April 2020 are roughly \$6,000 behind expenses. Capital campaign receipts roughly equal expenses.
- A \$2000 additional mortgage payment was made in April before the April 12th council meeting.
- There will be a stock donation made to TLC, but it is unknown whether it will be included in the April or May financials.
- The April expenses to date do not include payroll paid out of the PPP loan. Expenses would have been higher without the loan.

Payroll Protection Program loan overview: Steve Jorschumb

- TLC received a Payroll Protection Program (PPP) loan. This is a federal program to help small businesses. It was intended to help keep people on payroll. The loan is forgivable if at least 75% of the loan amount is used for payroll.
- No collateral was required for the loan, which is why it was pursued without congregational approval. Sue Brickley has stepped back in to help with this process.
- The PPP loan for \$112,917.50 was deposited April 20th. The interest rate is 1% with payments due starting in 7 months. Seventy-five percent of the loan amount is intended to cover payroll for 8 weeks. The payroll amount does not cover consultants (Brad Nolte and Pete Erickson). The other twenty-five percent of the loan can cover the mortgage and utilities.
- Guidance and details on the loan forgiveness process is not yet available.

Pastor Arthur:

- Pastor Arthur send a letter last week indicating that it was not possible for him to work as much as he would like given his current family situation and has requested a reduction in hours.
- Steve Jorschumb has spoken to the Synod and determined that the decision is up to the Council.
- Michelle Reber has confirmed that working half time would affect pension and benefits.
- Pastor Arthur feels he can cover priority items and do most of his job in half time hours with the current situation, but still feels he should be working full time hours. Weekly online services have been simplified with a single pastor each week. Current core of ministry includes calls and reaching out to members. He feels TLC is well cared for with Intern Pastor Grace, Pastor Ed, and Pete Erickson.

- Pastor Ed agreed there has been less demand on time now that Holy Week is over. He suggested paying Pastor Arthur full time through the duration of the loan. Pastor Ed didn't expect his situation would change.
- Council members expressed concern with reducing Pastor Arthur's salary and impacting the forgiveness of the PPP loan based on the requirement that 75% cover payroll.
- A motion was made by Gretchen Schroeder with a 2nd by Becky Woll to grant an emergency family leave consisting of reduced hours starting April 16th through June 15th with salary and benefits package to remain at 100%, to include the first 2 weeks as vacation time.
- Council has requested that 2 weeks prior to the end of the temporary leave, Pastor Arthur reveal his intent for returning to full time hours.

Intern Pastor Grace:

- Intern Pastor Grace has requested an increase in hours from 20 hours/week to 30 hours/week due to a change in circumstances resulting from Covid-19. This request was made to expedite her internship to end in October rather than go into next year. This will need to be approved by Luther Seminary, which she has a meeting set for tomorrow.
- Grace's strengths in online ministry and pastoral care have been valuable during his time.
- Sandy Stooke asked what happens in November and December. It is likely she will still be available part time since the call process takes some time.
- Grace's internship was full funded via a special appeal; therefore, there are no additional budget impacts and no vote is required to approve an increase in hours to expedite her internship. (Correction made after the meeting: Grace's hours for 2019 were covered by a special appeal. In 2020 her compensation became part of the general budget. Her slight increase will be covered by the PPP loan.)

Notification of Congregation:

Steve Jorschumb will draft communication to send to the congregation and e-mail it to the Council for review.

Next Meeting Date: May 12, 2020

Devotions: Melinda Chau

Adjourn: Motion to adjourn by Becky Woll with second by Melinda Chau. Motion carried and approved. Meeting adjourned at 8:59 pm.