

**Draft Minutes**  
**Church of the Covenant Deacons: A Ministry of Compassion and Service**  
6:30 pm, Virtual Meeting via Zoom

**Motion Items are highlighted in yellow.**

**Action items are in red.**

**Present:** Nick Tomko, Julie Mailey, Tom Denbow, Liz Shriver, Norma Shuskey, Janet Takeyama, Sue Prince, Joan Drushel, Nancy Matz, Erin Tomko, John Marsh, Lucy Matz, Rev. Bill Hudson (Staff), Anne deConingh (Session Representative),

**Absent:** Paul Williams, Kate Williams, Ronnie Bromelmeier, Ryan Szafraniec, Nicole Murray.

**Opening Prayer by:** Norma Shuskey

**Scripture Reading:** No Reading

**Meeting Secretary:** Tom Denbow, Meeting recorded (Zoom)

**Opening Message (Rev. Hudson)**

- Grief
  - Rev. Hudson gave a talk on grief, with a focus on death.
  - Discussed how we always grieve.
  - How do we help someone dealing with grief, recognize the grief in us.
  - Words often fail us so more important to be there, be a listener.
  - Rev. Hudson shared his process when ministering to those grieving and also those dying (sings a hymn).
  - Primary acknowledgement when dealing with someone's grief is that we do not have all the answers.
  - As Deacon's, we need to understand that the grieving process takes a while and we should stay with those grieving.
  - Important to speak the names of those gone, a way to acknowledge that person matters.
  - Be thankful for what you were given, not what was taken away.
  - Important to teach our kids about our grief, be mindful they are watching.

**Minutes & Reports:**

- Minutes
  - Comments were provided on the draft January 6, 2021 minutes.
  - Liz Shriver made a motion to approve the January 6, 2021 minutes as corrected, seconded by Norma Shuskey. Approval was unanimous.
- Budget Report (Nick Tomko)
  - Final Budget report for 78002 - no new expenses for 2020. Balance remaining was \$348.31.
  - Final Budget report for 78005 - no new expenses for 2020. Balance remaining was \$1,287.43.

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- The remaining balance was transferred to the general fund for the Finance committee to balance the budget.
- Sonia Golden donated \$500 to the Deacon's budget (78002).
- Since the remaining 2020 budget funds had to be returned, it was suggested that the \$325 we approved to donate to the School of Arts would now need to come out of our 2021 budget.

<b>2021 Operating Budget (78002)</b>	<b>\$1,500.00</b>
Donations	\$000.00
Expenses Incurred	(\$000.00)
Remaining	\$1,500.00
New Expenses Since Last Meeting	(\$000.00)
New Donations	\$500.00
Remaining Balance	\$2,000.00

  

<b>2021 Hospitality Budget (75005)</b>	<b>\$4,000.00</b>
Donations	\$000.00
Expenses Incurred	(\$000.00)
Remaining	\$4,000.00
New Expenses Since Last Meeting	(\$000.00)
New Donations	\$0.00
Remaining Balance	\$4,000.00

- Session Report (Julie Mailey)
  - Session discussed a need to have a joint meeting to discuss needed Church repairs and upgrades. All Boards are invited to the February 24, 2021 Session Meeting. This will be an open meeting; folks are encouraged to speak up.
  - Trustees sent a recommendation that we initiate a self-study committee although this process is already proceeding.
  - Presbytery identifies when a PCN committee can be formed, however.
  - The Sustainability Committee gave a detailed report which can be used as part of the self-study.
  - Discussed the need to define what "confidentiality" means. Personnel Committee is working on developing a definition and will be reporting back to Session.
  - Nominating Committee has met three times and so process is underway. The Committee has developed a slate of people they want to talk to. Also, some people have contacted the Committee who want to serve.
- Pastoral Staff Report (Rev. Bill Hudson)
  - Rev. Hudson reported that staff are working well together.
  - Rev. Hudson updated Deacon's on Michael Peters trip to Portland to visit with his father who is ill.
  - The church is in the process of developing a printed bi-monthly newsletter. Anne deConingh will be the editor.
  - Deacons discussed contributing to the newsletter.

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- The newsletter will highlight older church members, first member to be profiled will be Jim Greene.
- Janet Takeyama reported that June Begany and her husband Paul are moving to Florida, suggested that she might be a church member to feature before she moves.
  
- Personnel Report (John Marsh)
  - Committee will be meeting in the next week and will be going over job descriptions.
  - In March, will go over the job descriptions for the music staff.
  - Chris Langmack is rotating off as Chair at the end of the year, so search under way to find a replacement.
  
- Re-opening Task Force (Julie Mailey)
  - Currently in a holding pattern.
  - Julie also will attend the next meeting on February 22<sup>nd</sup>, 2021.
  - Re-opening Task Force also wants to communicate a monthly update on where folks can receive Covid-19 shots.

### **Old Business:**

- Lunches
  - Tom Denbow reported that he delivered 28 sandwiches to the University Hospital Covid-19 ICU nightshift. Sandwiches were purchased from Falafel Café (Uptown).
  - Staff lunch is scheduled for February 10. **Tom Denbow will be handling ordering and delivering of lunches for upwards of 12 people. Rev. Hudson will get a head count.**
  - Group will discuss what we will do in March, come with ideas in March to discuss ideas.
  - Joan indicated that the COVID-19 units have been hardest hit, everybody in health care is tired. Maybe we consider Sybil's family practice might be an organization we could donate food. **John indicated he will research.** Joan thought we should focus on the groups in most need at the hospital.
  - Tom will follow up with the UH volunteer coordinator to see what the needs are and report back to Deacon's.**
  - Mentioned that a sustained effort will drain our budget and so maybe we should consider going to the congregation for donations.
  - Rev. Hudson said we would need to run the donation request through Session to make sure we are all on the same page.
  - If approved, we could put a notice in the newsletter or in the bulletin.
  - Rev. Hudson suggested a write-up for the newsletter to let folk know what we are doing and that we want to continue this activity as one of our ministry's. **Tom volunteered to write something up for the new newsletter.**
  
- Card Ministry
  - John Bromelmeier turns 90 on February 15<sup>th</sup>, **Norma indicated she will deliver a cake to John Bromelmeier. Norma will email their new email address to Deacons.**
  - Bob Archibald had a lovely birthday party.
  - Helen Kunsman will be turning 93.

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- Birthday cards will be sent out to the above.
- Norma has been paying for stamps and will be submitting an expense report for reimbursement.
  
- Deacon Leadership Transition Planning
  - Julie reported on the Deacon's handbook that was turned over to her.
  - Julie requested that an updated handbook be developed and asked for volunteers.
  - Like to update in advance of new members joining in May.
  - John Marsh requested that a scanned copy be distributed so **a copy will sent to the church to be scanned and Julie will send out to Deacon's for their review.**
  - Anne deConingh also was involved in updating an earlier version of the Handbook many years ago.
  - Julie indicated she will review what Matthew put up on Google Docs.**
  
- Building Condition (part of Anniversary Discussion)
  - Discussed the kitchen where we store our supplies, needs attention.
  - Mentioned problem with cupboards.
  - Also, coffee pots plug may be bad, needs replacement.
  - Mentioned that the reception room woodwork was recently worked on.
  - Discussed what we could do to enhance the reception room and also kitchen.
  - Interior of the building is looking tired at some locations even with the recent improvements that have been made.
  - Currently feels like it is not a beloved place, need wheelchair access, also consider air conditioning for the sanctuary.
  - Janet mentioned that some of the toilets do not work, have to get fixed, not up to standards.
  - Mentioned bathrooms in Beckwith are not accessible, where bell choir practices.
  - Church is not set up for weddings, baptisms, funerals, do not have the spaces set up to truly be a welcoming church.
  - There will be more discussion of these and other topics at the upcoming joint Session meeting.

### **New Business Discussion**

- Creating Pods Idea
  - Julie mentioned the idea of creating pods in the church based on what schools are doing.
  - Helps create relationships, mentioned the Covenant Eights as an example.
  - Discussed that Membership Committee has historically been responsible for organizing events/activities.
  - The pods could be either zoom based or in person.
  - The Re-opening Task Force has developed guidelines for small groups so further refining the idea may be something that we might want to consider as a way to facilitate member care once the Church reopens.
  
- Deacons Leadership Nominations
  - Still have not received an expression of interest for the Chair position.
  - Janet Takeyama reported that she will be moving to Session.

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- Member Concerns (Keep in Our Prayers)
  - John Marsh's 97 year old mom is in rehab (Richmond Heights), fell and having problems from the fall. Cannot visit because of COVID-19. Having a lot of pain. She did receive her first Covid-19 shot.
  - Erin Tomko's aunt is struggling with esophageal cancer, tested positive for COVID-19, in the hospital by herself, has two children, having a really tough time.
- Member Joys
  - Owen Tomko is doing fine, gaining weight.

**Next Meeting:** Next meeting is March 3, 2021, 6:30pm.

- Opening Prayer volunteer: Liz Shriver
- Meeting Secretary volunteer: Tom Denbow
- Closing Prayer volunteer: Nancy Matz

**Closing Prayer by:** Lucy Matz.